HR Policy Manual

For Faculty & Staff

2023-24

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1. Message from Director

Dear Colleagues

I am happy to release BIMTECH Human Resource Manual featuring Policy Document for Institute's faculty and Professional Staff members. As part of our policy to keep BIMTECH family informed of Institute's HR policies, this Manual gives details of various administrative policies, procedures, and service guidelines /regulations etc. It defines a set of conventions, code of conduct, rules and guidelines that faculty and Professional Staff has to abide by. It also conveys benefit schemes, career progression scheme for each level of employee at the Institute. It is a step towards motivating and encouraging all the employees to work to their best potential and zeal.

It also serves the purpose of creating immediate awareness of all these facets of the work environment at the institute for the new employee joining. The HR Manual is exhaustive, informative and would also help acclimatize the newly inducted faculty and Professional Staff members. I hope each one of us will strive to the maximum to achieve the goals and objectives of the Institute, realize our individual career goals to bring laurels for ourselves as also for BIMTECH. Any updates/changes in the manual will be intimated from time to time.

In case of any ambiguity of guidelines/ rules laid down in this HR Manual or rules not specifically covered herein, the Institute shall be guided by the past practice or Director's decision, as the case may be.

The guidelines /rules given in the Manual may be subject to periodic amendments depending on the needs that arise from time to time.

I am humbled by the contribution of team at BIMTECH and support of partners and well-wishers all the time.

Dr Prabina Rajib

Director

2. Message from Head –HRD

This Human Resource Manual intends to provide all the employees with a general understanding of BIMTECH's basic human resource policies as applicable. Employees are encouraged to familiarize themselves with these policies, as they have answers to many common frequently asked questions concerning employment with the Institute.

The manual cannot anticipate every situation or answer every question about the employment for which the employee needs to refer to the individual contract of employment. This HR manual contains only general information and guidelines and is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described.

If you have any questions concerning your eligibility for a particular benefit or the applicability of a policy or practice, you may please address your specific questions to the HR Department.

In order to retain necessary flexibility in the administration of policies and procedures, the Institute reserves the right to change, revise, or eliminate any of the policies and/or benefits described in HR Manual at the sole discretion of the Director. The HR Department will keep all employees, informed of any changes/additions/alterations as they occur which you may please replace the old policy in this Manual.

This HR Manual and the information contained in it needs to be treated as confidential and it is expected that no portion of it is to be disclosed to others, except colleagues working with you in your area of work for the normal course of business.

Prof. (Dr.) KC Arora
Registrar
& Head-HRD

3. Guiding Principles

BIMTECH's vision and mission is to educate and nurture students, to create knowledge, and to provide service to the community and beyond. Committed to excellence and proud of the diversity of our Institute, we strive to develop future business leaders and entrepreneurs of our nation.

3.1 Vision

Developing ethical leaders with entrepreneurial and global mindset striving for sustainability and inclusive growth.

3.2 Mission

1. To be the preferred choice for students, faculty, and recruiters
2. To create and disseminate knowledge in global context
3. To imbibe entrepreneurial culture through curriculum, pedagogy, research and mentoring
4. To equip students for global business leadership
5. To develop faculty as global thought leaders
6. To ingrain ethics, sustainability and inclusive growth in all its activities

3.3 Values

1. Ethics and Integrity
2. Sustainability and Transparency
3. Innovativeness and Entrepreneurship

3.4 Leadership

The Institute's leadership strongly believes in facilitating continuous learning and development, adopting and implementing change, encouraging innovation, teamwork, collaboration and partnership; rewards achievement of outstanding contribution and continuously fosters the development of its human resource.

The Institute is continuously committed to creating a sustainable human resource of highly qualified and experienced faculty and Professional Staff to provide a positive work culture for one and all that encourages work-life balance. It strongly believes in providing structured development that integrates institutional vision and mission, organizational and individual needs, and performance expectations.

4. BIMTECH Honour Code

The Institute aims to create an environment in which students, faculty, Professional Staff and individuals affiliated with the Institute can freely exchange ideas and thoughts, build their intellectual curiosity and celebrate diversity. To create such an atmosphere, members of the community must respect each other and act responsibly. A BIMTECH HONOUR CODE has been designed to give a clear direction to the students in this regard. The Institute expects students as well as faculty and Professional Staff to follow the BIMTECH HONOUR CODE.

"The Institute strives to develop morally and socially responsible business leaders and entrepreneurs maintaining the highest standards of ethics, academic integrity and care for the community. It is the collective responsibility of all to achieve this so as to enrich their experience on campus and ensure that they become role models in their communities."

5. Objective

To frame various policies relating to recruitment and selection, training and development, leave of absence, career advancement, employee relation etc. for eliminating subjectivity, to bring objectivity and transparency in all such related processes and procedures. This will enhance motivation of employees towards the employer and will ultimately lead to growth of the Institute.

6. Faculty Sufficiency, Recruitment and Selection (including Recruitment Policy for Research Track Faculty)

6.1 Introduction:

BIMTECH maintains sufficient faculty to provide stability and on-going quality improvement for the various programs offered. We comply the faculty sufficiency norms set by AICTE. The deployment and sufficiency of faculty resources reflect the mission and vision of the institute. BIMTECH strives to provide an ecosystem whereby the missions of the institute are realized.

The recruitment, development and their appraisal is an ongoing process.

6.2 Objective:

We aim to attract and recruit highly qualified, experienced, committed and outstanding management faculty who are research oriented and having innovative mindset for teaching and learning process.

6.3 Faculty Sufficiency:

We currently have full-time faculty, supplemented by supporting faculty to match our current core teaching needs. BIMTECH seeks to provide a conducive environment to faculty for creation, assimilation and dissemination of knowledge through research, teaching, training and consulting.

We maintain the faculty-student ratio of 1:20 as prescribed by the regulatory body, i.e. A.I.C.T.E (All India Council for Technical Education). We also maintain the optimum ratio prescribed for the Professor-Associate Professor-Assistant Professor in the institute.

Faculty teaches in one of the following Areas: Finance & Insurance, Marketing and Retail, Economics, HR&OB, Business Communication, Strategy, Innovation, Entrepreneurship & CSR, Operations & Decision Science and IT. At BIMTECH, faculty members are also associated with the academic centers and development centers. The academic centers offer post graduate and doctoral programmes to students. The academic centers are Centre for Business Management, Centre for International Business and Policy, Centre for Retail Management, Centre for Insurance & Risk Management and Centre for Research. The development centers are engaged in Innovation & Entrepreneurship, Case Development, International Affairs, Public Policy, Corporate Relations, Management Development & Consultancy and Faculty Development.

6.4 Faculty Classification Policy:

For purposes of determining faculty sufficiency for AACSB accreditation, faculty members are either designated as participating or supporting faculty. Based on their qualification and work experience, participating faculty members are designated as Assistant Professor, Associate Professor and Professor. They also play an important role in the operational life of the institute. We seek to meet our core teaching commitments with substantial contribution from full-time participating faculty, but supporting faculty (visiting faculty) also make an important contribution where their specialist insights, expertise and personal experience are valuable in contextualizing the academic course delivery.

Participating Faculty Members:

A participating faculty member actively engages in the activities related to intellectual contribution, teaching contribution and institutional building. The institute may be a

participating faculty members' principal employment (full time faculty) or may have tenure policies with him/her (adjunct faculty).

Supporting Faculty Members:

A supporting faculty member gets involved in teaching responsibilities including evaluation only. The appointment is on an ad-hoc basis exclusively for teaching responsibilities. The norms are decided to ensure continuous improvement in the session plan and delivery mechanism by the supporting faculty. They can be drawn from academia, corporate and consulting.

6.5 Faculty Recruitment Policy:

Faculty recruitment at BIMTECH is based on their excellence in teaching, research and corporate experience in their respective fields. They are appointed as Assistant Professor, Associate Professor or Professor.

We are seeking to enhance our excellence in research and innovative teaching and have recruited both junior and senior faculty members to achieve this aim. In the recruitment of the faculty, the disciplinary mix of faculty is kept in mind. Steps are taken to invest in areas of existing strength and to build up areas which have been identified for development.

We follow rolling faculty recruitment policy. The requirement of faculty is primarily generated by the area. They provide the skill sets required in the candidate.

In recruiting new faculty, we take into account potential synergies with existing or planned future activity. We also believe in the importance of promoting an international perspective and encourage our faculty to gain international experience and develop international connections through their research and teaching.

All applications need to be addressed to hr@bimtech.ac.in

Eligibility

i. Candidates should be Indian citizens and people of Indian origin including NRI/PIO status with Ph.D./FPM (in Management and related subject) from any universities/institutions of repute from anywhere in the world.

ii. Candidates should possess minimum 60% marks (or equivalent CGPA) throughout their academic profile starting from Higher Secondary examination (class 12 onwards). Board and University Rank Holders will be given preference.

iii. Exception for Ph.D degree is granted in case of faculty coming with senior managerial level position held for more than 10 years in the industry and business. Faculty with long industry exposure brings industry and application orientation to the class.

6.6 Process

1. **Generation of Vacancy by the Area Head:**

A specified Faculty Recruitment Justification Form (Annexure 1 - 6.6) will be filled by Area head if there is any requirement of new faculty in their area. This form will be sent to the Dean Academics and Director for the approval. After approval the form will be submitted with HR department by the Area Head for further process.

2. **Advertising the Vacancy for Inviting the Applications:**

The institute will announce vacancies on its website apart from selected print media. The prospective candidate must apply only on BIMTECH Faculty Application Form

(Annexure 2-6.6 and 3-6.6) for the purpose of standardisation and better understanding of qualifications, experience and skill sets of the candidates.

Sometimes, adequately qualified / experienced academicians / practitioners who seem to be meeting our requirements, also apply for a faculty position directly.

For senior positions e.g. Area head or chairperson, HR may invite distinguished individuals as advised by the Director to send their application forms for the consideration.

3. **Constitution of Selection Committee:**

The Director will approve the Selection committee for each area faculty recruitment as per recommendation of the Area Head. Usually the selection committee would comprise Director, Deputy Director, Registrar, Dean Research, Centre Chairperson, Area Head and two other Senior Professors (one from the area and the other from related area/centre). The Institute may invite outside experts also.

4. **Preliminary assessment and short listing of the candidates' applications:** All the applications received by the HR dept. will be circulated to the concerned Area Head and the other members of the Selection committee. At the preliminary stage, the CVs will be shortlisted on the basis of the educational background, previous experience and research activities. On the basis of short listing, candidates will be invited for the presentation/seminar, written communication assessment and further interview with the selection committee.

5. **Invitation to the applicants for presentation/seminar and interview/written communication assessment for the final assessment:** HR dept. will invite shortlisted candidates for the selection process. Invited candidates will give a presentation in front of selection committee and other faculty members of the same area. In some cases, candidate may be asked to teach a class. This will help in assessing their teaching skills. A few senior members of selection committee and other faculty members of the same area may also attend the class for assessing the teaching skills. After this, written communication assessment and the interview with the selection committee will take place. The discussion with the candidate will revolve around:

- His research work

- His teaching interest and required teaching skills

- Ability to link the theory with practice

- Role in Institution Building

- Connect with the industry

The committee will evaluate whether the candidate's career objectives and aspirations match with the area needs and BIMTECH's vision, mission and values. Depending upon the fulfilment of above mentioned criteria, decision will be taken. Selection committee will take the feedback from other faculty members who have attended the presentation and class and assess that. On the basis of the feedback, written communication assessment and interview assessment, selection committee will send its recommendations to the Director.

6.7 Final Approval by the Director:

After receiving the recommendations from the selection committee, the Director decides if the candidate should be finally recruited or not. Once it is decided to appoint the candidate, the Director in consultation with Deputy Director decides pay and other terms and conditions.

6.8 Recruitment of Adjunct Faculty:

The academicians, professionals who are not interested in seeking full-time appointment with the Institute however may contribute to teaching on part time basis as Adjunct faculty.

6.8.1. Selection Procedure:

a) Adjunct Faculty may be appointed for specific teaching needs or for specific responsibility in any centre or for the Institute. Area-Head in consultation with the Dean Academics shall identify teaching, tasks and responsibilities of the appointee.

b) The candidate shall have to go through the selection process as described earlier for the selection of regular faculty. In some cases, the Director may appoint the Adjunct faculty directly as per the requirement of the Institute and experience and stature of the faculty.

c) The Director shall decide the terms and conditions of the service.

6.9 Processes after the Selection:

- **HR department will issue the offer letter** along with list of documents to be brought by the faculty on the day of joining. It is to be ensured that the candidate returns a copy of the offer letter duly signed.

- **When the candidate reports for duty,** all his/her original certificates and testimonials will be verified by HR dept.

- **The service agreement** has to be signed by the candidate within three days of joining the institute.

- **The HR manager will apprise the new faculty of the HR Policies** of the institute and will initiate the induction programme. A soft copy of Faculty and Staff Policy Manual will be provided.

- **The Finance dept**. will help in the opening of the bank account for credit of monthly salary.

- **The Manager Administration** will be identifying the office for the new faculty, and arrange for the visiting cards and Identity card.

- **The IT Department** will be arranging for the Laptop/ desktop and the E-mail ID of the new faculty.

- **The Area Head** knows the purpose of the recruitment, he/she will be working very closely with the new faculty. It will be the responsibility of the area head to leverage on the academic expertise of the new faculty while Director, if needed, may assign some institution building role.

- **If the new entrant is a young faculty**, he/she will be working under the guidance of the area head or a mentor appointed so that he/she can be developed as a researcher / teacher as per Mentoring Policy of the institute in force.

- **As soon as the new faculty joins**, he / she will be required to fill Probation/ Annual Review Form in guidance of Area Head / Dean-Research and provide the same to HR dept.

- **A formal review meeting** by the Area Head / Director will be held six months after joining. After 2 such reviews i.e. assessments during a year he/she may be confirmed / released based on his/her performance.

6.10 RECRUITMENT POLICY FOR RESEARCH TRACK FACULTY

Objective:

There is a need to enhance research performance and IC at BIMTECH in view of more and more importance accorded, of late, by the ranking and accreditation agencies. We have devised this policy to recruit and retain young faculty with strong aptitude and track record for high grade research publications to enhance the research performance of the institute.

The cadre of recruitment and duration:

The faculty will be recruited at the level of Assistant Professor in different areas for 3 years on contractual basis.

Eligibility

iv. Candidates should be Indian citizens and people of Indian origin including NRI/PIO status with Ph.D./FPM (in Management and related subject) from any universities/institutions of repute from anywhere in the world.

v. Candidates should possess minimum 60% marks (or equivalent CGPA) throughout their academic profile starting from Higher Secondary examination (class 12 onwards). Board and University Rank Holders will be given preference.

vi. A track record of minimum 2 publications in highly reputed journals (e.g. FT50, ABDC A*/A category journal) demonstrating research potential of the candidate is needed.

vii. The upper age limit of the candidate as on 1st July 2021 is restricted to 40 years.

viii. Those who have submitted their Ph.D/FPM thesis and are awaiting award of the degree are also eligible. However, if found otherwise suitable, they will be offered the positon of Research / Academic Associate on a consolidated salary till they are awarded Ph.D./FPM degree. After the award of the Ph.D/FPM degree they will be appointed as Assistant Professor (Research Track Faculty) and their remuneration will be fixed accordingly.

ix. In case, the suitable candidates are not found as per above criteria, a relaxation can be made by the management at its discretion.

Remuneration:

a) The candidates will be employed in contractual position for 3 years with a consolidated salary of Rs. 12 to 15 lakh per annum.

Pay Fixation on appointment as Research track faculty

12 Lakh p.a	13.5 Lakh p.a	15 Lakh p.a

2 or more A/A* category publications in ABDC Journals	2 or more FT 50 publications or 2 A/A* ABDC journals + Min. 3 Years Teaching Experience (TE)@	2 or more F T 50 publication + Min.3 Years TE @ or 3 A/A* in ABDC journals + Min. 5 Years TE @

@ In case the candidate has published more than the above requirements of publication, for each additional 'A*', 'A' or "B" category paper, an equivalence of 1.5 year/ 1 year/ half year of teaching experience per paper respectively will be considered for fixation of the salary at the discretion of the management.

b)   In addition, he/she will be provided a research grant of Rs. 2 lakh/annum.

Other terms and conditions:

Research Performance:

The candidates will have to publish at least 2 papers during these 3 years in FT50 or in A*/A category of ABDC journals in which their affiliation should be that of BIMTECH.   Their absorption in the organization will depend on their publications during these 3 years.

Teaching and Administrative Load

The candidates will be required to share teaching load to the extent of a maximum of 3 courses/year and may be called to participate in institution building activities, especially in areas related to research.

Fast Promotion Channel after initial 3 years on Contract Basis

Once absorbed in the organization, the candidates will be put on the fast track promotion/career growth. However, their progress in career in the organization will depend on their further publications in journals of repute (FT50, ABDC A*/A category journal) with BIMTECH affiliation and other criteria as per the promotion policy.

6.11   Alignment of Recruitment and Selection Policy with Vision, Mission and Values:

This policy has been formulated to make the Institute preferred choice for the best available management faculty. It is aligned with the Mission 1, 2, 4, 5 and values 1, 2, and 3.

6.12   Parameters of Quality Assurance:

AICTE's regulations regarding the faculty student ratio, faculty qualification, experience etc. and Faculty Performance Evaluation System (PES) are the basic parameters of quality assurance.

6.13   Measurement of Quality of Process outcomes:

1. Compliance report for EOA (Extension of Approval) is sent to AICTE every year.

7. Faculty Mentoring Policy

7.1 Overall Philosophy:

The BIMTECH Faculty Mentoring Program is designed to foster professional growth, support, and collaboration among our faculty members. This program aims to facilitate the exchange of knowledge and skills, enhancing personal, institutional, and career success. The core philosophy is to encourage voluntary, mutually agreed-upon mentoring relationships tailored to the unique needs of each mentee. Mentors from senior faculty members are encouraged to guide and support mentees, regardless of their academic field or administrative unit.

7.2   Program Goals:

The goals of the BIMTECH Faculty Mentoring Program are as follows:

  a. **Provide Instructional Support:** To offer guidance and support to new faculty members in their instructional endeavours.

  b. **Promote Faculty Cohesion:** To create a sense of collegiality and mutual support among both junior and established faculty.

  c. **Strengthen Professional Relationships:** To foster positive professional relationships among faculty members.

  d. **Enhance Mentor's Skills:** To provide experienced faculty members with opportunities to develop their instructional support skills.

  e. **Acclimatization with Institute's Culture:** To induct a new faculty into the culture of the institution.

The mentoring relationship is intended to be collegial, informative, and flexible, rather than supervisory or evaluative.

7.3 Characteristics:

The mentoring is centered around the individual mentee's career development and personal growth. Mentors should not be in the direct "chain of command" of the mentee to ensure a non-conflicting relationship. Frequent communication is encouraged, and the frequency of interactions should be determined based on the specific needs and preferences of the mentor and mentee. Mentoring extends beyond subject matter expertise to encompass skills that benefit the organization, such as competencies. Mentoring is recognized herewith as a valuable aspect of departmental service.

7.4 Mentoring Committee:

The Mentoring committee will decide Mentor for a mentee faculty. Dean Academics will chair the committee. The members of the committee will be decided by the Dean-Academics.

  7.4.1 If the mentee is Assistant or Associate Professor, a faculty of Professor Level will be the mentor. If the new joinee is a Professor, he/she will be assigned a Senior Professor buddy.

  7.4.2 The mentor / mentee can seek a change in the mentor, with reasons.

7.5 Expectations:

a) **Department Head:**

i) Ensure the entire department understands its responsibility to mentor junior faculty for their success.

ii) Recognize that specific candidates may face unique challenges and support them accordingly.

iii) Acknowledge that mentorship should be both a formal and informal activity, deserving recognition and rewards.

iv) Facilitate the establishment of mentoring relationships for all junior faculty members within their first year.

v) Guide and facilitate the assignment of mentors, which could be delegated to a Mentoring Committee.

vi) Establish best practices for the type and frequency of mentoring.

vii) Avoid serving as a mentor within their own department, but consider mentoring fellow junior/new Department Heads with caution.

viii) Ensure mentoring continues beyond tenure for associate professors.

ix) Encourage larger group mentoring sessions and activities at the College-level, such as seminars and workshops.

b) **Mentor:**

i) Be proactive in seeking out mentees and building rapport.

ii) Be understanding and approachable, addressing any concerns or questions that mentees may not feel comfortable asking.

iii) Be available for regular meetings, communication, and collaboration.

iv) Listen attentively, act as a sounding board, and empathize with mentees' interests and concerns.

v) Facilitate mentees' access to resources, solutions, and guidance.

vi) Be accountable for the mentoring process and provide regular acknowledgment of meetings and support.

vii) In practice, mentors can play various roles, including a sounding board, resource, advisor, guide, interpreter, reviewer, role model, and advocate, depending on the mentee's needs.

viii) The mentor will be generally from the area of the mentee.

c) **Mentee:**

i) Actively engage with the mentor by asking questions, sharing comments, and voicing concerns.

ii) Seek and utilize opportunities for professional growth in teaching, research, and service.

iii) Take personal responsibility for your academic career and actively guide your career advancement.

iv) Develop a portfolio of mentors, including those within your home unit/department, across the college, and beyond, to expand your network and support base.

ELIGIBLE FACULTY:

i) Faculty who have newly joined.

ii) Faculty member who is advised by his reporting head (to achieve performance improvement)

iii) Any faculty member who desires to have a mentor.

7.6 THE PROCESS OF MENTORING:

a) For the new faculty, Dean Academics decides the mentor at the time of acceptance of the offer of appointment in consultation with the Director. In other cases, it will be done as and when needed.

b) One to one mentoring model will be adopted.

c) Within a week of joining of the new faculty, he/she will be introduced by HR Dept. to the Mentor assigned. BIMTECH Mentoring Program enrolment form (Annex-7.6 - 1) will be filled up within a week after assigning Mentor mutually by mentor and mentee. The Mentee will provide a copy of the duly filled form to Dean Academics and HR dept.

d) Dean (Academics) will assess the effectiveness of the mentoring programs every year. With report from the mentor (s) and mentee(s). Mentorship program will be tracked with inputs from mentor/mentee on a quarterly basis. For this purpose, Mentor and Mentee will fill the following forms on quarterly basis and provide a copy to Dean Academics and HR dept.

i) Annexure 7.6 - 2A to be filled by Mentee

ii) Annexure 7.6 - 2B to be filled by Mentor

By implementing this revised Faculty Mentoring Program, BIMTECH aims to promote a culture of collaboration, growth, and support among its faculty members, contributing to the overall success of the institution.

7.7 Alignment with Vision Mission and Values:

The Mentoring policy is aligned with BIMTECH Mission No.1, 2 & 5.

7.8 Parameters of Quality Assurance:

The quality will be evaluated by IQAC.

8. Faculty Compensation Policy including Retirement Policy & Benefits

8.1 Compensation for Regular Faculty: (PARTICIPATING Faculty)

The Institute follows 7th pay scales/compensation package for its regular faculty members as per AICTE guidelines.

8.2 Retirement Policy:
The age of retirement for faculty is 65 years of age. However, the management will review the performance of faculty for the continuation at BIMTECH at the age of 65:

First Review: 65 years of age
(The regular pay scale to be converted to Consolidate Salary)
Second Review: 70 years of age
Third Review: 75 years of age

8.3 BIMTECH may retain the faculty after the age of 65 years on case to case basis normally up to 75 years if the contribution is of critical value to the institute.

8.4 Extraordinary Extension:
After attaining the age of 75, the faculty may be allowed to continue irrespective of their age only in exceptional cases if they have the capacity to contribute positively and exceptionally in critical areas like industry experience, superior skills, networking, consultancy assignments to benefit the students and the institute.

8.5 Retirement Benefits: The following retirement benefits are available for the faculty:

1. **Employees Provident Fund scheme**: All the faculty members who are on AICTE pay-scale are covered under Employees Provident Fund scheme the employee contribution is 12% of Basic pay +DA. The employer also contributes 12% plus admin. charges of EPF.

2. **Retirement Gratuity**: This is payable to the retiring regular faculty as per following Gratuity rules:

   - To be eligible for gratuity, the faculty must complete 5 years continuous service.

   - There is a gratuity formula for the payment. According to this formula, 15 days salary is given for every completed year. Since the number of days in the month is considered only 26, employee will get 15/26 of your one-month salary for every completed year. The formula for calculating the same is (Basic Pay+DA)*15days * No. of Completed years of service)/26.

   - The basic pay and dearness allowance of salary are taken into consideration for gratuity calculation.

3. **Leave Encashment:** Encashment of leave is a benefit granted under the Leave Rules. Encashment of Privilege Leave standing at the credit of the retiring employee is admissible on the date of retirement subject to a maximum of 120 days.

8.6 Compensation for Adjunct Faculty or Faculty on Consolidated Salary:

Those faculty members who join the Institute's services post retirement/ on adjunct basis, they are disbursed a monthly consolidated salary as per terms of their respective contracts of employment.

8.7 Alignment of Compensation Policy with Vision, Mission and Values:

Institute's compensation policy has been formulated in such a way that it may attract and retain the best faculty and become the preferred choice for best available faulty as per the Institute's Mission M1.

8.8 Parameters of Quality Assurance:

These parameters are as per the standard layout of the policy.

8.9 Process of Measurement of Quality of Process outcomes:

External and internal auditors audit every year.

9. Faculty Career Progression Policy

9.1 Introduction & Objective:

As a measure to develop a career path, the Institute has developed a career progression policy for the faculty. This would keep them motivated and committed to the Institute with minimum attrition and maximum contribution.

9.2 Basis of Career Progression Policy

The following factors will constitute the basis for promotion:

1. Academic qualification.

2. Research and Publications.

3. Years of teaching experience in BIMTECH and any other reputed B school.

4. Work units obtained under PES.

5. Satisfactory performance in an interview by an expert committee.

9.3 Scheme of Eligibility for Promotion:

The revised cadres will have different levels in each cadre progressing from level 3 to level 1.

Cadre	Asst. Prof	Asst. Prof	Asst. Prof	Asso. Prof	Asso. Prof	Asso. Prof	Professor
Level (7th Pay scale)	10	11	12	13	13	13	14
BIMTECH Level	3	2	1	3	2	1	
Service length at BIMTECH (Years) #	3	3	5	3	3	3	-
Cumulative Years	3	6	11	14	17	20	-
Educational Qualifications	Doctoral Degree (Ph.D. / FPM)						
Industry Exp.	Preferable						
Research Paper Output during the period under consideration $	Average of one research paper per year in BIMTECH approved list of journals as prescribed under PES 2014-15, 2015-16 and 2017-18 and thereafter during the period under consideration for promotion. $						
Work Units under PES	Average of 300 units for all the years under consideration. $$						
Interview by experts committee	Minimum score 60 out of 100 – Applicable to all the cadres/ levels						

 # Service length in the current level before promotion in any other B School of repute (considered on case to case basis) and relating to teaching PG course in Management stream will be considered at the discretion of the management.

$ For promotion from Assistant professor to Associate Professor Cadre, minimum one paper must have been published by the faculty in B/A/A* category ABDC listed Journals during the period under consideration for promotion.

For promotion from Associate professor to Professor Cadre, minimum one paper must have been published by the faculty in A/A* category ABDC listed Journals during the period under consideration for promotion.

$$ In case of genuine approved absence like maternity leave for more than 3 months, the work units for that year will be adjusted upwards prorate.

Note:

In case any disciplinary action has been pending against a faculty, he/she would not be eligible to participate in the promotion process. Any proven instance of compromise on personal and professional integrity will have serious repercussions and would lead to denial of promotion irrespective of performance with regard to other criteria.

9.4 Increment on promotion from one level to the other level:

One increment will be granted on Promotion from one level to another in all cadres except from Asstt Prof Level 1(7th Pay scale level 12) to Associate Prof Level 3 (7th Pay scale level 13) where there is substantial change in Band pay and consequently substantial increase in CTC.

9.5 Chart of Fitment of Current Faculty in Different Levels of Grades:

A. A fitment chart with other requirements is the same as provided in the above Table for proper fitment of each faculty into the proper level of each cadre.

B. The cumulative years for promotion to next level will be counted on the basis of date of joining/promotion at any level e.g. if an Associate Professor joined on 1 August 2010, he/she will be categorized as Level 1 Associate Professor on fitment as on 1st Jan 2018 because 6 years of experience as Associate Prof. is required to be graded as Level 1 Associate Professor. However, for being promoted to Professor grade he/she should complete 9 years as an Associate Professor.

C. The interview with the expert committee is waived in this case of fitment for the existing faculty.

D. The Research output requirement is waived in this case of fitment for the existing faculty.

9.6 Career Progression Interview Committees:

For the promotion of Assistant Professor from lower to higher levels will consist of:

➢ Director

➢ Dy. Director

➢ Dean (Research)

➢ Registrar

➢ Two Senior Professors nominated by the Director.

For promotion from Asst. Professor to Associate Professor and from Associate Professor to Professor, the committee will consist of:

➢ Director
➢ Dy. Director
➢ Dean (Research)
➢ Registrar
➢ Two Senior Professors nominated by the Director.

➢ Two outside experts who will be persons of eminence in the Academic field.

The candidates for the promotion to a higher level will be invited to make a presentation of their latest research before the committee.

The recommendation of the above-referred committees will be sent to the management for final approval.

AUTHORITY:

In all cases, it will be the prerogative of the BIMTECH Management to take a final decision in regard to promotion

9.7 Alignment of Career Progression Policy with Vision, Mission and Values:

Institute's career progression policy has been formulated in such a way that it may motivate the faculty for aspiring to touch the new heights in their career and thereby become global thought leaders and align with the Institute's Mission 1, 2 and 5.

9.8 Parameters of Quality Assurance:

Input quality is assured through the criteria laid down in section 3.

9.9 Measurement of Quality of Process outcomes:

Quality of process is audited by IQAC.

10. Faculty Career Progression Policy for Research Track
(Effective from 1ˢᵗ Apr. 2023)

10.1 Introduction:

Extra ordinary performance shown by the Research Track faculty in the area of research, teaching and institution building will be compensated by providing them opportunity of fast track promotion.

10.2 Objectives:

Fast track career progression policy for research track faculty would keep them motivated and committed to the Institute with minimum attrition rate and maximum contribution.

10.3 Basis of Career Progression Policy

The following factors will constitute the basis for career progression:
1. Academic qualification.
2. Research Publication.
3. The teaching experience in BIMTECH / in top 100 institute as per latest NIRF ranking in PG course only.
4. Work units obtained under PES and
5. Satisfactory performance in an interview by an expert committee.

10.4 Eligibility for Promotion:

All the 8 eligibility criteria as stated below must be fulfilled by the research track faculty for promotion in the next level or cadre.

	Table 4 for Eligibility Criteria					
	Cadre	**Asst. Prof (Contract)**	**Asst. Prof Sr. Scale**	**Asst. Prof Selection Grade**	**Asso. Prof**	**Professor**
	Level (7ᵗʰPay scale)	**10**	**11**	**12**	**13A1**	**14**
1	**Minimum Experience at BIMTECH (Years)**	1 to 3 (details given in point no. 1.1 & 1.2)	3	2 (details given in point no. 1.2)	4	–
	Cumulative Years		4 to 6	6 to 8	10 to 12	-
	Note: 1.1 During the contract period, whenever the faculty fulfils the condition of research papers, he/she may request to be considered for promotion as Regular Asst. Professor-Senior Scale, Level-11 after completing minimum one year of contract period at BIMTECH. 1.2 If a faculty has prior experience of at least 3 years as full time Asst. Prof. in an Institute of repute with latest NIRF ranking among first 100, he/she may apply for promotion as Asst. Professor - Selection Grade, level-12 after completing minimum one year of contract period at					

	BIMTECH provided he/she fulfils the requirement of five research papers publication in A/A* ABDC or ABS3/ABS4 or FT50 category journal with BIMTECH affiliation and fulfils all other eligibility criteria.					
2	Qualification	Ph.D. / FPM				
3	Research Paper Output (A /A*/ ABS3/ABS4/FT50)	2	3	2	4	

Note:

3.1 Research Track faculty may be promoted as Regular Asst. Prof. Senior Scale - level 11 provided he/she fulfils the requirement of two research paper publication in A/A* ABDC or ABS3/ABS4 or FT50 category journal with BIMTECH affiliation during their contract period of 3 years / 5 years and fulfils all other eligibility criteria.

3.2 For promotion from Assistant Professor to Associate Professor a minimum of seven research papers must have been published by the faculty in A/A* ABDC or ABS 3/ABS 4 or FT50 category listed Journals during the period under consideration for promotion.

3.3 The A/A*or ABS3/4 or FT50 journal where the paper gets published must be listed in Scopus or web of science. This condition applies for promotion in all levels and cadres.

4	Teaching Process	Earning at least 90 WU by teaching 2 courses of minimum 2.5 credit every year (Table 4.1) *This condition may be relaxed by the management in special situations.* • Earning minimum 3.5 points on the scale of 5 per course in Student feedback (Table 4.2)			
5	Contribution to Society	Earning minimum 10 points by getting involved in different social outreach initiatives by BIMTECH/AICTE. The claim should be supported by an office order/ official communication from the Director. (Table 5)			
6	PES Work Units	Average of 300 units for all the years under consideration.			
7	Attending FDP/Research workshop (As per AICTE)	1 per year	1 per year	1 per year	1 per year
8	Interview by Experts Committee	Minimum score 75 out of 100 is applicable to all the cadres / levels			

Table 4.1 Teaching Process (Example)

Note: The details mentioned in the table below are indicative. Faculty may add or remove details as per the requirement.

SN	Trimester	Course Code	Course - Credit	Actual Teaching Hours	PES Work Unit

1	1/ 2018-19	CET-100	2.5	25	45
2	3/ 2018-19	CET-200	3	30	45
		Total			**90**

Table 4.2 Student Feedback (Example)

S. No.	Trimester	Course Code/ Name	Student feedback on the scale of 1-5
1	1/ 2018-19	CET-100	3.67
2	3/ 2018-19	CET-200	3.5
		Average	**7.17/2 = 3.585**

Table 5 Contribution to Society:

(The details mentioned in the table below are indicative only)

S. No.	Activity (as example only)	Work Unit	Criteria
1	Unnat Bharat Abhiyan	5	
2	Teaching Yoga	5	
3	Blood Donation	5	
4	Teaching poor children in BIMTECH NGO for minimum 15 days and 15 hours	5	
5	Briksharopan Abhiyan	5	
6	Disaster Relief Work	5	
7	Carbon Neutral Campus	5	

Note:

In case any disciplinary action is pending against a faculty, he/she would not be eligible to participate in the promotion process. Any proven instance of compromise on personal and professional integrity will have serious repercussions and would lead to denial of progression/promotion irrespective of performance.

10.5 Increment on promotion from one level /cadre to the other level / cadre:

Increment by way of fitment of Basic Pay in next level will be granted on Promotion from one level /cadre to the other level / cadre as per the table given below (as per 7th Pay Com. Scale):

SN	Designation	Promoted to Level	Minimum Basic Pay	HRA, DA, Trans. Allowances, PF will be applicable as per the norms applicable in the year of promotion.
1	Professor	Level – 14	1,44,200	
2	Associate Professor	Level – 13A1	1,31,400	
3	Assistant Professor	Selection Grade Level 12	79,800	
4	Assistant Professor	Senior Scale, Level – 11	68,900	

10.6 Career Progression Interview Committees:

Career Progression Interview Committees will consist of:
- Director
- Dy. Director
- Dean (Research)
- Registrar
- One Senior Professor from the Area nominated by the Director.
- 2 external experts who will be persons of eminence in the Academic field.

The candidates for the promotion to a higher level will be invited to make a presentation of their latest research before the committee.

The recommendation of the above-referred committees will be sent to the management for final approval.

AUTHORITY:

In all cases, it will be the prerogative of the BIMTECH Management to take a final decision in regard to promotion

10.7 Alignment of Career Progression Policy with Vision, Mission and Values:

Institute's career progression policy has been formulated in such a way that it may motivate the faculty for aspiring to touch the new heights in their career and thereby become thought leaders.

10.8 Parameters of Quality Assurance:

Input quality is assured through the criteria laid down in section 3 and 4.

10.9 Measurement of Quality of Process outcomes:

Quality of process is audited by IQAC.

11. Faculty - Performance Evaluation System (PES)

11.1 Introduction:

Institute's performance and potential evaluation is a continuous process and is undertaken to get the best performance from its human resource to achieve individual goals, departmental goals and Institute's overall objectives for the academic year.

In line with our vision & mission, the performance evaluation system for the faculty, has been formulated keeping in view the shifting focus on research, teaching and administration including student activities.

11.2 Objective:

It helps in objective annual assessment of work and conduct of the faculty   and further helps in iidentifying training needs and planning training and development initiatives. It is also an important input   for confirmation in the services of the Institute, promotion, and other decesions regarding annual compensation review.

11.3 Performance Evaluation System (PES)

While teaching is an important component, research will make the faculty move in the direction of achieving our vision and mission. A faculty to be well rounded needs to be capable of teaching (including executive teaching), doing research, and attending to administrative and student activities.

Accordingly, it is expected that a faculty earns his or her work units through a combination of these activities. The faculty is expected to achieve a minimum of 300 work units per annum with a blend of activities stated above.

The detailed evaluation system is appended below.

11.3.1 Rules and Procedure for PES Implementation:

1.   PES to apply to all faculty positions including:
     A.   faculty on a regular scale,
     B.   research track faculty,
     C.   faculty on a contract on BIMTECH payroll full time.
     D.   those identified partly for Institution Building / Administrative positions who will earn the balance work units from teaching or research activities

The PES policy will exclude:

     A.   The faculty who are appointed as consultant / advisor on invoice basis.
     B.   Non Faculty positions.

2.   **Period under review:**

     PES will be considered for the Academic Year from 1st June to 31st May

3.   **Annual Activity Plan:**

Faculty will prepare activity plan for the relevant academic year so that they can do the self-review periodically of what had been achieved against what was planned to achieve in the desired plan in time.

4. **Grant of Increment to Faculty:**
   A. Minimum of 300 work units must be achieved in the AY 2023-24 and 2024-25 to earn the next increment in each year.
   B. At least one research paper should have been published in Scopus or Web of Science indexed journal which should also be listed at least in ABDC – C /ABS-1 category journal in the academic year 2023-24/2024-25 as the case may be.

5. Incentives for work units achieved:

The following conditions are applicable for all regular faculty members on payroll including adjunct faculty.

A. One research paper is to be published in the B category ABDC /ABS 2 journals (also listed in Scopus/Web of Science indexed journals) once in two academic years. However, if the paper is published in the 2nd year (viz AY 2024-25), the incentive will be released for the first year (viz AY 2023-24) with the incentive for the second year.

OR

Two Scopus/Web of Science research papers which are listed in ABDC / ABS journals also in the relevant Academic Year, are to be published each year, for the release of PES incentive for that Academic Year.

B. To discourage getting incentive based on heavy teaching mainly by compromising the research output and institution building of the institute, it has been decided that beyond 225 work units under teaching, only 20% credit will be given for the balance work units and a zero credit will be given beyond 300 work units.
C. The Incentive will be provided for work units above 300 but up to 600 work units at the rate per work unit decided by the management. For the year 2023-24, the incentive at the rate of Rs.1200/- per work unit will be given.
D. The faculty on probation are also eligible for Incentive.
E. If the faculty does not report the publications by the 15th of every month in the BIMTECH MIS platform and latest by the 10th of June for the month of May every year, and /or does not submit the PES form by the 10th June each year, he/she will not be released the increment and the incentive for the concerned year. This rule will not be relaxed. PES work units will not be granted for any performance not reported under MIS from AY 2023-24 onwards.
F. Any work units reported by faculty in PES Evaluation Form after 10th June every year will not be considered.
G. Any wrong / incomplete information filled in PES form by faculty will not be considered for further correction and no work units will be allotted for the same unless corrected within 10th June every year.

A table of activity wise work units is attached as Annexure 1.

6. **Adjunct faculty:**
   6.1 Increment to Adjunct Faculty:
   A. The adjunct faculty will get a Performance Linked Incentive (PLI) in place of an increment. PLI will be based on PES work units earned and the quality of Teaching and Institution Building activities individually evaluated by the PES Review Committee.
   B. Requirement of minimum 300 work units for annual increment will be adjusted in the ratio of days worked in a week to 5 days a week e.g. if an adjunct faculty's

working days are 4 in a week, the required minimum work units for him will be: (300/5) *4 = 240 work units.

6.2 Incentive to Adjunct Faculty:

A. The Adjunct Faculty is expected to do all the activities and publish a number of research papers as per Clause 5 and as per their faculty qualifications like SA/PA/SP/IP/ Other for incentivizing work units in excess of 300 every academic year:

SN	Classification	Qualification	Journals of Publication of papers/articles
1	SA	Ph.D	Scopus/Web of Science indexed or ABDC/ABS/FT50 Journal as per clause 5 (a)
2	PA	Ph.D	Scopus/Web of Science indexed or ABDC/ABS/FT50 Journal as per clause 5 (a)
3	SP	PG	Scopus/Web of Science indexed journals or approved Practitioner journals
4	IP	PG	Scopus/Web of Science indexed journals or approved Practitioner journals
5	Other	CA/ICWA/CS	Scopus/Web of Science indexed journals or approved Practitioner journals

The faculty with classifications other than SA and PA have the option to publish as per SA qualification if they are comfortable with this option.

B. The list of Practitioner journals is provided as per Annexure-2.
C. The duration for publishing one research paper/article every year is being relaxed for the adjunct faculty as under:

No. of days worked in a week	Duration for paper publication
4 days	15 months
3 days	20 months

The incentive for the relevant Academic year will be released whenever a paper/article is published satisfying the above criteria.

1. **Faculty joining in the middle of the academic year**:

   Requirement of minimum 300 work units for annual increment will be adjusted in prorate of their work period at the institute in the relevant academic year.
   However, for incentive, they too, need to exceed 300 work units and fulfill the conditions of Clause 4.

2. **Faculty leaving before the evaluation under PES:**

   In case a faculty leaves before the PES evaluation is finished for his/her work done under the period of review, he/she will not be entitled for reward for his performance for the completed academic year of stay at BIMTECH.

3. **Annual performance report**:

Faculty will fill and submit the Annual performance report in the prescribed PES Evaluation form (attached as **Annexure 3)** for the preceding academic year latest by 10th June. After 10th June, no PES Evaluation Form will be accepted. Any work units reported by faculty in PES evaluation form after 10th June will not be considered.

Any wrong / incomplete information filled in PES form by faculty will not be considered for further correction and no work units will be allotted for the same unless corrected within 10th June, 2024.

4. **PES review committee**

The PES review committee will comprise Director, Deputy Director, Dean Academics, Dean (R) and Registrar.

The meetings of review committee will be convened each year for approving the claims presented by each faculty after scrutiny of the claims by the Convener and Member Secretary of PES Committee. Decisions of the review committee will be final.

5. **Non Faculty positions:**

Some positions have been identified as purely or fully Institution Building/ Administrative positions and they will be so designated. They will not be considered as faculty. Persons occupying the following Institution Building Administrative positions will not be covered under PES for faculty.

Sr. No.	Position
1	Director
2	Deputy Director and Dean (Academics)
3	Registrar
4	Chairperson (Admissions)
5	Chairperson (CCR)
6	Controller of Examinations

TABLE: ACTIVITY WISE WORK UNITS

Sr.	Activities	Work Units
1	**Intellectual Contributions**	
1(a)	**Research & Publications:**	
1 (a.1)	**Article Published in Business Newspaper and Magazines:** (Economic Times, Financial Express, Business Line, MINT, Wall Street Journal, Finance Times, Business Today, Business World, Business India, Forbes India)*	5
	* Crediting WUs will be subjected to the condition that the article is published: a) On the editorial page of a newspaper of repute and not as a column or blog. b) As a lead article of a reputed magazine.	

	c) The work units for a maximum of 12 articles during the year will be granted.		
1 (a.2)	**Research Paper Published in Journals:**		
	i)	Published in the approved Practitioner Journals* (List of approved practitioner journals for Retail and Insurance Management is provided as Annexure 4)	3
	ii)	Published in the Journals listed in Scopus & Web of Sciences	50
	iii)	Published in the Journals Classified by ABDC or ABS (listed in Scopus / Web of Science only):	
		a) Articles in category C Journals / ABS - 1	75
		b) Articles in category B Journals / ABS - 2	150
		c) Articles in category A Journals / ABS - 3	300
		d) Articles in category A* Journals / ABS - 4	450
	iv)	FT 50 Journals	600
	*Note: *Updated list has been circulated duly finalized by Area Heads and Dean (Research) as per Annexure 2 attached.*		
1 (a.3)	**Cases and Teaching Notes:** Case with Teaching Note (published only in one of the following)		
		a) Harvard Publishing	75
		b) Ivey Publishing	60
		c) Case Centre-UK, NACRA, ACRC	50
		d) Publication in publishing group: Blackwell, Elsevier, Emerald, Gower, IBS, Inderscience, Palgrave, Routledge, Sage, Springer, Taylor & Francis which are listed in Scopus / Web of Science	50
1 (a.4)	**Reviewer of Publications:**		
	(i)	Articles in ABDC Grade B / ABS - 2 Journals	3
	(ii)	Articles in ABDC Grade A / ABS – 3 Journals	5
	(iii)	Articles in ABDC Grade A*/ FT 50 / ABS – 4 Journals	10
Note (1a)	• *Affiliation with BIMTECH for the paper published is a must* • *Work units available only after publication / issue of DOI number in the assessment year only.* • *Minimum 25 work units must be earned by the faculty through research paper publications in case all the paper publications in the relevant year*		

	are in joint authorship in the journal(s) in the category mentioned in PES Policy 2023-24 onwards to earn increment and incentive under PES policy.	
	• *In case of joint authors, proportionate credits will be allowed.*	
	• *If publication is appearing in more than one category / section, the category /section with highest work units will be considered.*	
	• The category of the journal is determined and considered at the time of publication of the research paper and not that at the time of submission of paper.	
	• *No work units will be granted for presentation of paper/case in any conference or same is published in conference proceedings.*	
	• *If the paper / case presented in any funded or not funded or in-house conference gets published in the BIMTECH approved journals / case centers, the relevant work units will be awarded as per the category of publication.*	
	• *Work units for Reviewer ship will be awarded as per no. of journals and not as per no. of papers reviewed in the same edition of the journal.*	
1(b)	**Delivering Keynote address, Being a Panelist, Chairing of Session** in academic conferences (other than fully/partially funded by BIMTECH/in-house events) (i) **International** - redefined as conference taking place abroad in North America, Europe, Australia, Japan, China and Singapore	
	a) Keynote Address	7
	b) Panelist/Chairing Session	5
	(ii) **National** -Taking place in India and similar countries like Bangladesh, Nepal etc.	
	a) Keynote Address	5
	b) Panelist/Chairing Session	2
Note (1b)	*No credit of work units will be made where BIMTECH has provided any partial / full financial support or monetary reward or in-house conferences.*	
1(c)	**Publication of Books in the area of management**	
	(i) Research - based Book/National Report (Research Based)	75
	(ii) Text Book	50
	(iii) Edited Book	30
	Chapter in Books	
	(i) International Publisher (Reputed publisher from North America, Europe, Australia, Japan, China, Singapore*)*	20

	(ii)	National Publication (Publisher from India, Pakistan, Bangladesh, Sri Lanka etc. will considered in same category as National Publisher)	10
Note (1c)	*In all publications, affiliation with the institute should be mentioned for eligibility for work units. In case of joint authors, proportionate credit will be allowed.*		
1(d)	**Sponsored Academic Research** Leading to a report acceptable to the sponsoring organization. (WU will not be given to faculty if any benefit has been availed by faculty of any kind e.g. National/international visit paid partially or fully by BIMTECH or sponsored Org./ monetary benefit/ Material benefit like laptop etc.) (Consultancy projects/ developmental projects are not part of Academic Research Project)		
	(i) 1 - 5 lakhs		5 per one lakh
	(ii) 6 - 10 lakhs		25 (upto 5 lakh) + 3 per lakh from 6 to 10 lakh
	(iii) 11 – 25 lakhs		40 (upto 10 lakh) + 2 per lakh from 11 to 25 lakh
	(iv) 26 – 100 lakhs		70(upto 25 lakh) + 1 per lakh from 26 to 100 lakh *
Note (1d)	*Subject to ceiling of 100 lakh* • *Prorata work units may be credited as per % progress report as of 31st March each year certified by sponsoring agency* • *In case of joint research, all will share the work units. The project leader will decide the distribution.* *If the faculty is getting any monetary benefit from the project, no work unit will be provided.*		
1(e)	**Supervision of Ph.D./FPM/EFPM work**		
	(i) Guide/Chairperson of Thesis Supervisory Committee		20+20+20 (1st 3 yrs)
	(ii) Co- Guide/Member of the Thesis Supervisory committee		10+10+10 (1st 3 yrs)
Note (1e)	*Work units will be awarded for doctoral students admitted in BIMTECH only*		

2	**Teaching**	
	Teaching Doctoral & Post Graduate Programmes at BIMTECH:	
2 (a)	(i) Immersion Course: For each hour	1 x 0.8 x hours taught
	Core Elective Course:	
	(ii) Upto 20 hours course: • If internal faculty shares the course, WU will be proportionate to hour of teaching e.g. if "A" and "B" faculty have shared a course and "A" has taught for 12 hours out of total 20 hours, his WU will be: 12*1.5. • If there are outsourced sessions, WU will be credited proportionately i.e. Total no. of hours –(minus) hours of outsourced session)	1.5 x hours taught (30 WU Max.)
	(iii) 25 hours' course If internal faculty shares the course, WU will be proportionate to hour of teaching i.e. $$WU = \frac{No.\ of\ hours\ taught\ by\ faculty}{25} * 45$$ • If the outsourced sessions are more than 20% of total course hours, WU will be: $$WU = \frac{25 - (hours\ of\ outsourced\ session - 20\%\ of\ 25)}{25} * 45$$	45
	(iv) 30 hours' course If internal faculty shares the course, WU will be proportionate to hour of teaching i.e. $$WU = \frac{No.\ of\ hours\ taught\ by\ faculty}{30} * 45$$ • If the outsourced sessions are more than 20% of total course hours, WU will be: $$WU = \frac{30 - (hours\ of\ outsourced\ session - 20\%\ of\ 30)}{30} * 45$$	45
	(v) 35 hours' course If internal faculty shares the course, WU will be proportionate to hour of teaching i.e. $$WU = \frac{No.\ of\ hours\ taught\ by\ faculty}{35} * 50$$ • If the outsourced sessions are more than 20% of total course hours, WU will be:	50

	WU $$= \frac{35 - (hours\ of\ outsourced\ session - 20\%\ of\ 35)}{35} * 50$$	
	(vi) 40 hours' course If internal faculty shares the course, WU will be proportionate to hour of teaching i.e. $$\textbf{WU} = \frac{No.\ of\ hours\ taught\ by\ faculty}{40} * \textbf{55}$$ • If the outsourced sessions are more than 20% of total course hours, WU will be: **WU** $$= \frac{40 - (hours\ of\ outsourced\ session - 20\%\ of\ 40)}{40} * 55$$	55
	(vii) FPM/EFPM Course: For each hour	As per 2(a) i to vi
	(viii) Lead Course (60 hours course, stretched to 3 trimesters only).	26.46 per trimester
	Additional work units for First Time AOL courses	5
	Course Class Feedback: <table><tr><td>*FB*</td><td>*WU*</td><td>*FB*</td><td>*WU*</td></tr><tr><td>*4.51-5.0*</td><td>*5*</td><td>*3.01-3.5*</td><td>*-1*</td></tr><tr><td>*4.01-4.5*</td><td>*3*</td><td>*2.61-3.0*</td><td>*-3*</td></tr><tr><td>*3.51-4*</td><td>*1*</td><td>*2.01-2.5*</td><td>*-5*</td></tr></table> • *In case of more than one section of the same course taught in PGDM Programme, the average score of feedback of all sections will be considered.*	
Note 2 (a)	**In case of more than 225 work units under teaching, only 20% credit will be given for the balance work units above 225 upto 300 work units only. Beyond 300 work units no work unit will be given.**	
2(b)	(i) STP- Short Term Project (Max. 10 Students per faculty)	0.5/student (Max 5)
2(c)	**Summer Internship** 3 work units per students subject to maximum of 30 work units (Max. 10 students)	3 / student (Max. 30)
	OJT Mentorship (Max 10 students)	1 /student (Max. 10)
2(d)	**Conducting FDP sessions as trainer at BIMTECH (Independent sessions only)**	
	(i) Half Day FDP Session	2

	(**ii**) Full Day FDP Session		4
2(e)	**Faculty Internship** *WU to be decided on case to case basis and remuneration by the Corporate House (approved by BIMTECH) will be considered.		2 per day*
3	**Administrative/ Student Activities**		
3(a)	**FDP Organized (Only if having min. 15 paid participants & paid participants' amount is being paid to BIMTECH only and the concerned faculty is not receiving any monetary gain from BIMTECH or external org.)** **(As Programme Director)** (i) Internal FDP		2 per day
	(**ii**) External FDP		2 per day
Note (3a)	• *Bonus units for number of paid participants as follows:* • *16 to 19 = 5 units, 20 or more = 10 units* *If there are two or more Programme Directors, work unit will be divided*		
3(b)	**Organizing National/ International Conferences/ Seminars/ Workshops (having min. 10 paid participants & paid participants' amount is being paid to BIMTECH only) for the Organizing Head including team members to be distributed by the Organizing Head**		
	(i) **International (Minimum 10 overseas presenters/delegates)**		
	a) For one day event		20 Max.
	b) For two day event		30 Max.
	c) For three or more days		Additional 10 per day
	(ii) **National (having min. 10 paid participants)** a) For one day event		15 Max.
	b) For two day event		20 Max.
	c) For three or more days		Additional 10 per day
Note (3b)	*Bonus units:* *a) 11-25 delegates – 5 work units* *b) 26-50 delegates - 10 work units* *c) above 50 delegates-15 work units*		
3(c)	**Participation in Admission Process / CCR activity/ Other activity approved by director**		

	(i) Full Day spent	2
	(ii) Half Day spent • *Journey period may be added with duration of duty)*	1
3(d)	**Activity Heading**	
3(d)1	Programme Chairperson (up to 240 students in both years i.e. PGDM-IB/ RM/IBM/FPM) Including Chairperson Fellow Program.	75
3(d)2	Programme Chairperson (above 240 students in both years i.e. PGDM – Core)	150
	Program Chairperson – COOLS (PGDM – Online)	
3(d)3	Coordinator – Academic Programme	45
3(d)4	Coordinator – COOLS (no separate WUs will be awarded for the additional assignment of Deputy Registrar)	70
3(d)5	Advisor – COOLS	70
3(d)6	Convener - International Affairs (including International Affairs Conduit)	50
3(d)7	Convener - Alumni Relations (including Alumni Conduit)	35
3(d)8	Convener (MDP)	30
3(d)9	Area Heads	75
3(d)10	Editorial team of (including Editor in Chief, Managing Editor, Asst.Editor, Member - Editorial Board /Team) Journal- SABJMC (The Head of the Editorial team will allocate the work units to all the team members including the Head, based on the contribution)	100
3(d)11	Editorial team of (including Editor in Chief, Managing Editor, Asst.Editor, Member - Editorial Board /Team) Journal BIMTECH Business Perspectives (The Head of the Editorial team will allocate the work units to all the team members including the Head, based on the contribution)	75
3(d)12	Dy. Chairperson (CCR)	50

3(d)13	Editor - BIMTECH Newsletter	30
3(d)14	Chairperson- Internal Quality Assurance Cell- IQAC	40
3(d)15	Summit Souvenir (where transcription is involved) (Hours of recording to be approved by Chairperson-Centre for MDP and Consultancy (CMDC)	2/Hour of recording
3(d)16	Student Handbook (work units to be distributed among members by the Faculty-in-charge)	15 Max. for entire team
3(d)17	Dy. Controller / Asst. Controller of Examination	35
3(d)18	Faculty-Coordinator for On Job Training OJT (PGDM -RM)	20
3(d)19	Co-Convener - International Affairs	20
3(d)20	Students Conduits & Club Activities Committee – Convener (WUs to be distributed by the Dean-SW&SS) No WUs for the members of this Committee.	20 Max.
3(d)21	Faculty in Charge - Conduit (except Alumni, Media & International Affairs) (WUs to be distributed by the Dean-SW&SS. Minimum 5 quality activities are required to be eligible for availing WUs in an Academic year. There will be zero WUs if the quality activities in an academic year are less than 5 by any conduit.	20 Max.
3(d)22	Faculty in Charge - Clubs (WUs to be distributed by the Dean-SW&SS). Minimum 5 quality activities are required to be eligible for availing WUs in an Academic year. There will be zero WUs if the quality activities in an academic year are less than 5 by any club.	15 Max.
3(d)23	Chairperson - Accreditations Committee (Including B-School Rankings too, no separate WUs for ranking work)	60
3(d)24	Vice Chairperson - Accreditations Committee	25
3(d)25	Coordinator / Member Secretary- Accreditation Committee	10
3(d)26	Chairpersons/ Conveners - Other Administrative Committees (**except** Convener of Student Conduit & Club Activities Committee as he/she has been covered under point 3(d)20)	25
3(d)27	Chairperson and members of Centre for Corporate Communication including Media Conduit (work units to be distributed by Dy. Director.	25 Max.
3(d)28	Coordinator – Pratibha	5
3(d)29	CEO-Atal Incubation Centre (AIC)	150
3(d)30	Faculty coordinator – Centre for Corporate Relations (CCR)	20

3(d)31	Chairperson - Centre for International Affairs(CIA)	60
3(d)32	Chairperson - Developmental Centers: Centre for Management Case Development (CMCD), Centre for MDP & Consultancy(CMDC), Centre for Sustainability and CSR (CSC), Centre for Faculty Development (CFD)	60
3(d)33	Annual Activity Report (to be shared by faculty involved)	15 Max.
3(d)34	Vihaan (Distribution to be done by faculty-in-charge for the entire team including the faculty-in charge)	10 Max.
3(d)35	Committee Member: i. (Any regular Committee working throughout the year) * *Allocation of work units is to be done by the Chairperson / Convener of committee **(except members of Student Conduits &Club Activities (SC&CA) Committee members as they have been covered in point 3(d)20 &21)** as per the contribution of each member subject to total WUs not to exceed sum total of no. of members multiplied by 5. ii. No WU for the members of AOL committee / Academic Council committee.	5
3(d)36	Dean Development	150
3(d)37	Dean Research	200
3(d)38	Member Secretary (AOL)	5
3(d)39	Convener - IT	35
3(d)40	Chairperson – Centre for Business 4.0	40
3(d)41	Coordinator - Centre for Business 4.0	20
3(d)42	Dean – SW&SS	150

Important Note:

In case a faculty member undertakes some activity assigned by the competent authority involving substantial time and energy but the same is not included in the annexure 1 above, the faculty may claim the work-units that will be reviewed and decided by the PES Review Committee.

11.4 Alignment of Performance Evaluation System with Vision, Mission and Values:

In line with Institute's mission no. 5 which inter alia states to develop faculty as global thought leaders, a performance evaluation system has been worked out which aims to reward faculty members moving in the direction of becoming thought leaders.

While teaching is an important component for the faculty, research will make them move in the direction of achieving our vision and mission.

11.5 Parameters of Quality Assurance:

These parameters are as per the standard layout of the policy.

11.6 Process of Measurement of Quality of Process outcomes:

Quality of process is audited by IQAC.

Introduction:

To retain the quality human resources of the Institute, different measures have been adopted to provide amiable and encouraging work - life balance.

There are several measures for faculty retention such as research grants and incentives, faculty development programmes, continuous encouragement for writing books, case studies and research articles and faculty exchange programme for deputation with premier institutes in India and abroad.

The main objective of this policy is to facilitate continuous learning and development of faculty and to provide them different facilities in – house only so they may feel the Institute as their family.

12A Faculty Development Policy

12A.1 Introduction:

The Centre for Faculty Development was created on December 1, 2015. The purpose of the CFD is to serve initially as an incubator and subsequently as a Centre of Excellence for faculty to develop both personal and professional competencies to enable them to develop themselves as global thought leaders contributing to creation and dissemination of knowledge in a global context. This would be the Centre's contribution to Mission 2 (M 2) and Mission 5.

12A.2 Goal of the CFD

The Goal of the CFD is to provide faculty with an enabling environment and appropriate opportunities to develop their competencies in fields identified by themselves and the BIMTECH Strategic Management Committee as essential to both their and professional growth (M 1), thus contributing to all-round academic excellence and paving the way for BIMTECH faculty to develop themselves as global thought leaders (M 5)

12A.3 Objectives

The Centre would aim at fulfilling the following objectives:

1) Identifying the Training and Development needs of the present faculty in 4 three main areas: Technical, Managerial and Behavioral and Research. (M1, M 5)

2) Based on the above Training Needs Analysis and matching them with inputs from the BIMTECH Strategic Management Committee, organizing in-house training programmes for faculty as well as sending them to external training programmes for skill /competency development. (M 5)

3) Sourcing competent faculty to conduct such programmes in-house. (M 5)

4) Expanding the cadre of faculty able to deliver MDPs effectively in different functional/general management areas. (M 2, M 5)

5) In a phased manner, extending this programme to include external faculty and establishing this Centre as a BIMTECH Centre for Excellence in Training and Development. (M 5)

12A.4 Definitions

1. The Centre for Faculty Development (CFD) refers to the Chairperson of the Centre and all other faculty /support staff that may be attached to the centre at any point in time. In

case the Centre acquires any premises or equipment these will come under the CFD definition.

2. Faculty Development Programmes and Workshops -   Both internal and external Faculty Development programmes (FDPs) and Workshops attended by faculty (either on recommendations by their Area Head or nominated by the CFD fall within the purview of this Centre.

12A.5 Critical Success Factors:

1. Assessment by the CFD of the Training needs of faculty as understood by themselves and developing a baseline of perceived requirements. Matching this with the organizational requirement as perceived by the Strategic Management Committee and formulating both group and individual CFDs to develop the identified, critical competencies among faculty.

2. Pro –activity on the part of the faculty themselves and the respective functional Area Heads in assessing individual needs and recommending relevant FDPs /workshops to the CFD.

3. Continuous scanning by the CFD of the FDPs gaining most traction in the best institutes in the country, such as the older IIMs and ISB, and using them as benchmarks / indicators to ensure BIMTECH faculty are exposed to cutting edge Management theory and practices.

4. Faculty Development being treated as a key Strategic focus area by the Institute's management and active encouragement being given to faculty to improve their skills/competencies/knowledge.

5. Adequate funding /staffing/equipment as required from time to time to achieve CFD's objectives.

12A.6 Validity, Applicability and Exclusions

A. **VALIDITY:** This policy document is valid with immediate effect and normally up to the period ending June 30, 2019, at which time it will be reviewed. Subsequently, this document shall be reviewed with a 3 year periodicity. However, in case of any unforeseen happening in the interim periods, it may be altered / modified suitably by the CFD to suit current requirements, after due consideration and consultation with the Dean - Academics.

B. **APPLICABILITY:** The scope of this policy document extends to all BIMTECH faculty (permanent and adjunct) and research scholars, and also includes all other knowledge providers, present and future, including external training /guest faculty employed by the CFD for the specific purpose of enhancing faculty knowledge/skills and competencies.

C. **EXCLUSIONS:** The following are excluded from the scope of this policy document:

1. Faculty going for any seminar/workshop /colloquium / paper presentation   related to research do not come under the purview of the CFD.

2. Any adhoc programme/guest faculty arranged by any functional Area without reference to CFD.

3. BIMTECH staff does not come under the purview of the CFD.

12A.7 Academic Calendar

Commencing from the Academic Year 2017-18, the CFD will endeavour to prepare, in advance, a roster of FDPs to be incorporated in the Academic calendar. Meanwhile, from the date of making of this policy document till June 2017, the endeavour will be to hold at least one in-house FDPs every 3 months depending on the availability of the training faculty.

12A.8 Policies and Procedures

1. Governance

The Centre, headed by its Chairperson reports to the Dean – Academics (depicted below on the relevant portion of the organization chart)

12A.9 Job Description Of Chairperson Centre For Faculty Development

a) The Chairperson, CFD reports administratively to the Dean- Academics as depicted in the   Organization Chart.

b) His function is seen as an enabler for contributing to Missions 1, 2 and 5.

c) His responsibilities include interaction with Faculty, Area Heads and Dean - Academics to identify Faculty Training and Development requirements on a continuous basis and taking steps to facilitate the acquisition of such skills either through their participation in external or in – house Faculty Development Programmes. In the exercise of this function he continuously scans the Business School /Industry scenario to select appropriate programmes for nominating faculty to keep them current with the changing business requirements and developments.

d) In the exercise of Item c) he formulates and obtains approval as per the institute's procedures for an annual budget for the purpose of faculty development and initiate faculty participation in appropriate programmes within the sanctioned budget. He is also responsible for administration of this budget.

e) He ensures maintenance of necessary records of faculty participation in such programmes and assesses through their feedback the effectiveness of such programmes for future consideration.

f) He is responsible for smooth running of the Centre which includes selection of support staff and ensuring that the Centre is adequately equipped to conduct in – house FDPs.

g) He would provide feedback to the Dean - Academics to aid in assessment of improvement in individual faculty's skills across different competencies.

12A.10 Other Policies and Procedures

1. The Centre endeavours to provide an enabling environment for developing the Managerial, Technical and Behavioural and Research aspects of its faculty.

2. While it recognizes learning is a life- long process, the Centre's primary concentration lies on developing its faculty between the ages of 25 -55.

3. The Centre through a Training needs analysis questionnaire, administered to its faculty has obtained information on the perceived training needs of the faculty. In the next phase this will be matched with the requirement of the institute and need - based programmes developed for faculty.

4. The centre shall use, as its moving benchmarks, programmes conducted by premier institutes such as the older IIMs, ISB and MICA for keeping its faculty current in the functional as well as General Management Areas.

5. The Centre shall conduct both group programmes common to a large number of faculty as well as functional programmes internally. This may involve external or internal   training faculty or a mix of both.

6. In the first complete academic year - June 2016 to April 2017 - the Centre will endeavour to provide each faculty with an input of at least 3 Learning days. The endeavour would be to increase this in a phased manner in steps of 2 learning days/faculty /year in 2017-18 and 2018-2019, respectively and 3 learning days in 2019-2020 to reach 10 Learning days /faculty/year by the end of 4 years. The Centre has prepared its initial budget of approximately Rs 34 lakhs spanning the period Dec 2015 - June 2016. Future budgets will be prepared as advised by the Finance Department. Faculty are encouraged to indicate particular Training programmes / Workshops they would like to attend through their Area Heads. This would need to be approved by the Chairperson, CFD and submit to the Director for sanction.

7. The CFD would also nominate people to either in – house or external programmes (both National and International) on the basis of its assessment of their training needs. Documents related to these are appended with this policy document (Annexure 5 – 12 A.9)

12A.11 IMPACT and IMPROVEMENT

1. The impact /evaluation of the CFD's effectiveness will be gauged by the following measures:

   a) Faculty feedback through questionnaires on programmes attended in terms of overall assessment of the programme and training faculty and perceived gains from the programme through aggregation of feedback filled by Faculty after returning from their respective programmes.

   b) Dean - Academics/ Concerned Area Head's joint assessment at end of the academic year of improvement in Faculty effectiveness in Managerial, Technical, Behavioural and Research competencies. One major instrument used here for assessment would be the faculty feedback received from students over a period of time.

2. Directions for improvement in performance of the Centre will emerge through the feedback received from a) and b) above.

12A.12 Annexure

1. Annexure 6 – 12 A.9: Proposal to Attend FDP/ Workshop

12A.13 Alignment of FDP with BIMTECH's Mission, Vision &Values:

FDP will contribute to achieve Mission No. 2 and 5.

12B. The Best Teacher Award Scheme

12B.1 Introduction

BIMTECH is proud of its history of recognizing excellence in research by individual faculty members through the presentation of The Best Researcher Award. BIMTECH has decided to recognize excellence in teaching by individual faculty members through the presentation of The Best Teacher Award every year starting from the academic year 2019-20.

These awards recognize the excellence in classroom delivery by BIMTECH faculty, displaying teaching effectiveness by exemplary engagement of students and influencing student learning outcomes. In continuation with previous year, there will be three awards, one each for Assistant, Associate and Full Professors. Each award will consist of a citation and prize money of Rs. 200,000 (Rs. Two lakh only).

Application(s) are not required. Faculty data will be compiled as per the records of the Dean (Academics) and Registrar offices. Subsequently, qualifying faculty members will be intimated latest by 30th June 2022. Faculty with 300 or more PES score will be eligible.

Evaluation team will consist of at least two external members and three BIMTECH faculties. Final results will be declared in first week of August 2022

12B.2 Criteria:

Assessment parameters and distribution of percentages for the three categories are provided in Annexure 11 (12B.2) – Table 1 & 2

Based on the experiences of last year following modifications have been included:

1) Small class size: Class size of fewer than fifteen students will be excluded while calculating teaching effectiveness.

2) PES 300 points is not a final selection criterion: PES score of a faculty will be used as a qualifying criterion. This means that two faculty scoring highest and lowest PES scores will be treated at par. The PES scores will not influence the final selection. All faculty scoring above 300 PES and qualifying within the age and experience criteria for each category of Assistant Professor, Associate Professor, and Professor will be eligible to compete.

3) Calculation of percentile scores for teaching effectiveness and academic research: For comparable scores, the formula used for Criteria 1 & 2 will be as follows:

(i) Criterion.1: Teaching effectiveness of respective faculty

$$= \frac{(Teaching\ Hours * Average\ Feedback)}{(Highest\ Teaching\ Hours * Highest\ Feedback\ within\ the\ category)}\ X100$$

(ii) Criterion.2: Academic research of respective faculty

$$= \frac{(Approved\ PES\ Point\ for\ Intellectual\ Contribution)}{(Highest\ PES\ Score\ for\ Intellectual\ Contribution\ within\ the\ Category)}\ X100$$

4) Top 3 Faculty members with the highest cumulative scores as per Criteria.1 & 2 with be invited for presentation of applicable criteria mentioned in Table.2.

12B.3 Execution of the Scheme

The scheme will be implemented by a committee of three senior professors appointed by the Dean (Academics) / Director.

12B.4 Exclusion from the Scheme

Senior faculty above the age of 60 as on 31st May 2022 and research track faculty members are excluded.

Faculty members who have received the Best Teacher Award previously are excluded from the scheme for two consecutive academic years.

12B.5 Presentation of award:

A cash award with a certificate will be presented to the faculty during foundation Day celebration on 2nd October each year by the Chief Guest.

12C. Other Measures of Retention

The details of other retention schemes common for faculty and professional staff both are given at page no. 67.

13 Introduction:

In the smooth functioning of different administrative and operational activities, Professional support Staff plays a major role. The institute is committed to create a committed human resource of efficient and experienced Professional Staff to provide a positive work culture for all.

13.1 Objective:

To attract and recruit Professional Staff members who are well qualified and experienced and who have match with the culture and values system of the Institute.

13.2 Categorization of Personnel:

The personnel shall be grouped as follows:

Category A:

Director

Category B:

Deputy Director, Registrar, Dean, Professors, Associate Professor, Assistant Professors, Librarian, Research Associate, Sr. Research Fellow, Research Fellow.

Category C:

General Manager, Sr. Officer, Senior Manager, Manager, Assistant Manager, Officer, Counselor, Personal Secretary, Sr. Accountant, Senior Library Professional, Library Professional, Senior Library Assistant, Web Developer.

Category D:

Sr. Assistant, Library Professional Assistant, Accountant, Executive Assistant, Assistant, Cashier, Supervisor, Data Entry Operator.

Category E:

Attendants/Subordinate Professional Staff, Driver, Gardner, Multi-Purpose Worker etc.

13.3   Power of Appointment

All regular appointments to Category C, D, and E shall be made by the Director, through committees constituted for this purpose, which will be informed to the Governing Body.

13.4   Constitution of Selection Committees for Category C Personnel

1. Chairman of the Selection Committee   : Deputy Director (Ex officio)

2. Registrar   : Ex-Officio

3. Member   : Related Centre Chairperson / HoD / Prog.

                                                         Coordinator

4. Sr.Manager-HR   : Ex-Officio

Category D & E Personnel

1. Chairman of the Selection Committee   : Registrar (Ex-Officio)

2. Member   : Related Centre Chairperson / HoD / Prog.

                                                         Coordinator

3. Sr.Manager-HR   : Ex-Officio

13.5 Age Criteria (Employees in Category C / D / E):

18 years to 60 years

The age of person at the time of his / her appointment for the service or obtaining any Medical Certificate for the appointment for the service at BIMTECH shall be decided on the candidature of the person. However, to search quality team for the institute, BIMTECH may consider the candidatures otherwise also.

13.6 Appointment on Contract:

For Professional Staff in all cadres - All new recruited Professional Staff will be on contract for a period of 3 years. At the end of 3 years' period, contract will be reviewed and fresh contract will be given **without any break** if extension approved by competent authority.

All existing contracts for Professional Staff extending up to 60 years of age will continue as before.

All existing contracts for Professional Staff on 3 years basis will be reviewed and renewed without break if so approved next time.

Best performing employees on a contract for 3 years may be considered for regular contract up to 60 years after 2 contracts are served consistently with best performance on recommendation of the departmental head to motivate Professional Staff for best performance.

13.7 Probation and Confirmation

All appointments against regular vacancies in the Institute shall ordinarily be made on probation for a period of One year.

- Extension of Probation - The Appointing Authority shall have the power to extend the period of probation of an employee for one year or such shorter period as may be found necessary.

- On completion of the period of probation or the extended period of probation, as the case may be, the employee shall, if his work and conduct during the period of probation has been found satisfactory, shall continue to hold his office. No letter of confirmation will be issued separately.

- If the letter of the intimation regarding extension of probation is not issued to an employee on or before the expiry of probation period, he/she would be deemed as confirmed in the post.

13.8 Employees on Out-Side Agency Payroll:

All Security guards and house-keeping staff will be taken on out-side agency payroll as far as possible but exceptions may be made at the discretion of the management /director.

13.9 Minimum Educational Qualifications and Skills Required for Data Entry Operator:

10+2/ Intermediate with one year of experience.

Professional skills required:

(i)   Basic knowledge of MS- office, Data Entry, records & File keeping, Typing with min. speed of 30wpm.

(ii) Basic knowledge of English communication (verbal & written)

(iii) Other skills as per the need of particular department.

Written test & interview will be held to test the skills.

The bright candidates with no work experience may also be considered.

13.10 Min. Educational Qualification and Skills for the post of Assistant:

10+2/ Intermediate (Graduate preferred) with two year of experience.

Professional skills required:

(i) Good knowledge of computer, Data Entry, records & File keeping, Typing with min. speed of 30wpm. MS - Excel.

(ii) Basic knowledge of English communication (verbal & written)

(iii) Other skills as per the need of particular department.

Written test & interview will be held to test the skills.

The bright candidates with no work experience may also be considered.

13.11 Min. Educational Qualification for the post of Sr. Assistant/ Sr. Executive / Personal Secretary / Library information Assistant:

Graduate (Post Graduate preferred) with five years of experience as an Assistant.

Professional skills required:

(i) Good knowledge of computer, Data Entry, Records & File keeping, Typing with min. speed of 30wpm. MS - Excel.

(ii) Working knowledge of English communication (verbal & written)

(iii) Other skills as per the need of particular department.

Written test & interview will be held to test the skills.

13.12 Min. Educational Qualification for the post of Officer / Library information Assistant:

Post – Graduate (MBA/PGDM/B.Lib/M.Lib will be preferred) with five years of experience as Sr. Assistant or with up to 3 years' experience as Library Information Assistant.

Professional skills required:

(i) Efficiency in MS office,

(ii) Letter drafting,

(iii) Good command over English (verbal & written)

(iv) Other skills as per the need of particular department.

(v) Analytical & decision making abilities.

Written test & interview will be held to test the skills.

13.13 Min. Educational Qualification for the post of Assistant Manager (Admin)/ Sr. Library Professional:

Post – Graduate (MBA / PGDM//#B.Lib/M.Lib will be preferred) with 3 years of experience as an officer or with upto 5 yrs experience as #Library Information Assistant.

Professional skills required:

(i) Efficiency in MS office,

(ii) Letter drafting,

(iii) Good command over English (verbal & written)

(iv) Other skills as per the need of particular department.

(v) Analytical & Decision making abilities.

Written test & interview will be held to test the skills.

13.14 Min. Educational Qualification for the post of Manager (Admin):

Post – Graduate (MBA / PGDM / B.Lib/M.Lib. will be preferred) with 6 years of experience as an Asst. Manager.

(i) Efficiency in MS Office,

(ii) Letter –Drafting,

(iii) Fluency in English (verbal & Written)

(iv) Other skills as per the need of particular department.

(v) Managerial, Analytical & Decision making abilities.

Written test & interview will be held to test the skills.

13.15 Min. Educational Qualification for the post of Senior Manager (Admin):

Post – Graduate (MBA / PGDM will be essential) with 6 years of experience as Manager (Admin).

(i) Efficiency in MS Office,

(ii) Letter –Drafting,

(iii) Fluency in English (verbal & Written)

(iv) Other skills as per the need of particular department.

(v) Managerial, Analytical & Decision making abilities.

Written test & interview will be held to test the skills.

13.16 Alignment of Professional Staff Recruitment and selection Policy with Vision, Mission and Values:

The Professional Staff recruitment and selection policy is framed in such a way that institute may attract the Professional Support Staff of good quality and who may assist the Institute in achieving the mission no. 1 of becoming preferred choice for students, faculty and recruiters.

13.17 Parameters of Quality Assurance:

These parameters are as per the standard layout of the policy.

13.18 Measurement of Quality of Process outcomes:

Quality of process is audited by IQAC.

14. Professional Staff - Performance & Potential Appraisal Policy

14.1 Introduction:

In line with our vision & mission and in accordance with the requirements for continuous evaluation of the professional staff, the Performance Appraisal System for the professional staff has been revised keeping in view the shifting focus on enhanced skills required for administrative duties and role of professional staff in learning and development as per need of the hour.

A professional staff to be well rounded, needs to be capable of providing direct support for learning, the instructional development, the deployment and use of informational technology, the production and impact of intellectual contributions, the strategic management and advancement of the Institute, and other key mission components. Accordingly, it is expected that a Professional Staff earns his or her work units through a combination of these activities.

14.2 Objective:

The appraisal information serves as an important criterion/input for the confirmation, promotion, and other decisions linked to incentives and increments provided to employees.

14.3 Performance Appraisal Process:

Rules and Procedure for Implementation:

1. **Period under review:**

   PAS will be considered for the Academic Year from 1st June to 31st May

2. **Category of Staff who comes under the purview of PAS:**

   - Managerial staff of Academic Admin., Maintenance and Mess.
   - Officials of Academic Admin., Maintenance and Mess (Including wardens).

3. **Annual Increment of Professional Staff:**

   Minimum of 60 work units (WU) would be needed to be achieved in an AY to earn the increment provided further that:

   I. Minimum 40 WU (out of 60) is to be earned from the performance of administrative duties. The WU is to be awarded by the HoD.
   II. Minimum 20 WUs is to be earned from the learning from trainings organized by BIMTECH or from the online training certification.
   III. The increment will be released only when at least 40 WUs are earned for performance of Administrative Duties and at least 20 WUs are earned additionally and separately from the trainings accomplished for the Academic year 2021-22 onwards.
   IV. For earning WU from the online training the certificate of completing the course must be provided to HR Dept. The list of such courses is attached as Annexure - 7 (15.3).
   V. A course fee up to Rs. 1000 per online certification course approved by BIMTECH will also be reimbursed to the professional staff each year.

4. **Staff members joining in the middle of the academic year**:

   Requirement of minimum 60 work units for annual increment will be adjusted in prorate of their work period at the institute in the relevant academic year. However, the staff members must

complete 6 months of services to get proportionate increment whenever Annual increment is bring given to all employees.

5. **Annual performance report**:

Staff members will fill and send to his /her HoD the Annual performance report in the prescribed self-assessment format (attached) for the preceding academic year latest by 30th Sep. The HoDs will be required to provide the soft copy of their PAS Form to HR Dept. by 10th Oct. every year.

6. **PAS review committee**

It will comprise Dy. Director, Registrar and Dean (SWSS). The committee will be convened each year for approving the claims presented by each staff member after scrutiny of the claims by the Convener and Member Secretary of PAS Committee, Sr. Manager-HR. Feedback of the review committee will be given to respective staff member in case any modifications are made to claims.

A table of activity wise work units is attached as **Annexure 8-15.3.**

14.4 Alignment of Professional Staff Performance Appraisal Policy with Vision, Mission and Values:

The Professional Staff Performance Appraisal will motivate the support Professional Staff to improve their performance and thereby contribute to achieving the mission no. 1& 6 and values no.1. It will gear up the Professional Staff to provide all support facilities in an efficient way and therefore making the Institute becoming the preferred choice for students, faculty and recruiters.

14.5 Parameters of Quality Assurance:

These parameters are as per the standard layout of the policy.

14.6 Measurement of Quality of Process outcomes:

Quality of process is audited by IQAC.

15. Professional Staff Career Progression Policy

15.1 Introduction:

As a measure to develop a career path for Academic Administration Professional Staff, a promotion policy has been developed. It will pave the way for career advancement across the Academic Administration Professional Staff at various levels.

15.2 Objective of the policy:

The purpose of promotion is to recognize and reward accomplishment. Academic Professional Staff is promoted based on proven excellence in position, effectiveness and professional contributions towards Institution development. It will also act as a motivating factor for the Professional Staff to improve their performance and look forward to reaching the higher position.

15.3 General Rules

1. **All Promotions will be subject to vacancies in related departments.**

2. **The performance appraisal** will be done by immediate supervisor as per format devised for parameters of evaluation. Minimum marks to be obtained in performance appraisal to be eligible for promotion will be decided by the management after receiving the marks of all eligible employees.

3. **Preference will be given to those employees who contribute exceptionally** to the growth of the institution and have made improvement in knowledge, educational /professional qualifications and skill sets required for their cadre of promotion.

4. **Extraordinary performers** may be promoted to any next higher level subject to the recommendations of their HoD and review by the Interview Committee and approval by the competent authority. Criteria of qualification and experience may be relaxed by the competent authority.

5. **There will be a probation period** of 6 months after promotion. The employee will be confirmed on satisfactory completion of probation period.

6. **The next promotion of existing Asst. Managers** who were promoted without increment will be effected after their completing 5+5+6 years after joining as Assistant at BIMTECH. Their designation will not be changed due to this policy. A similar rule will apply for other designation also.

7. Admin. Officer (current) will be re-designated as Senior Admin. Officer as a standalone case but will have designation equivalent to Sr. Manager (Admin.) considering his seniority.

8. Any earlier designation of the executive will be treated as equivalent to Assistant.

9. **A Committee may be formed for Promotion Process as under**:

   Level of Manager and above :

   Director/ Deputy Director, Registrar, HoD, one more nominated faculty

   Level up to Asst. Manager:

   Deputy Director, Registrar, HoD, Manager (HR).

10. **Other criteria** of educational and professional qualifications and service length and skill sets etc. are given in the ensuing tables.

15.4 (a) Other Criteria of promotion for Academic Staff

SN	Promotion From - To	Min. Length of service in lower cadre***	Min. Educational Qualification for cadre of promotion***	Professional skills required for promotion cadre***	Increment %
1 a)	Attendant To Asst. Attendant Supervisor	5 yrs* as attendant 10 yrs as attendant	High School Pass 8th Pass	1. Good knowledge of Computer, Data Entry, Records & File Keeping, Typing with min. speed of 30 wpm, 2. Basic Knowledge of English Communication (verbal & Written), 3. Other skills as per the need of particular department. **(Written test for writing English skills and typing speed and accuracy & interview will be held to test the skills) **	6%
b)	Attendant Supervisor/ Pantry Supervisor	5 yrs as Asst. Atten. Supervisor 10 yrs as Asst. Atten.Supervisor	High School Pass 8th Pass		
c) d)	Data Entry Operator Assistant	3 yrs as attendant 2 yrs as DEO	10+2/Inter. 10+2/Inter. (Graduate Preferred)		
2	Assistant/Lib. Assistant/Executive To	5 yrs* as Assistant	Graduate (PG Preferred)	1. Good knowledge of Computer,	6%

	Sr. Assistant/ Sr. Executive			Data Entry, Records & File Keeping, Typing with min. speed of 30 wpm, 2. Basic Knowledge of English Communication (verbal & Written), 3. Other skills as per the need of particular department. 4. Supervisory ability	
3	Sr. Assistant / Sr. Executive/ Personal Secretary/ #Library Information Assistant with upto 3 yrs experience To Officer (Admin)	5 yrs* as Sr. Assistant 8 years	Post – Graduate (MBA / PGDM/ #B.Lib/M.Lib will be preferred) Graduates	1. Efficiency in MS Office, 2. Letter – Drafting, 3. Good command over English (verbal & Written) 4. Other skills as per the need of particular department. 5. Analytical & Decision making abilities. **(Skill test for MS Office & interview will be held to test the skills)**	5%
4	Officer/Library Professional / #Library Information Assistant with	5 yrs* as officer	Post – Graduate (MBA / PGDM / #B.Lib/M.Lib	1. Efficiency in MS Office, 2. Letter – Drafting,	5%**

	upto 5 yrs experience To Asst. Manager (Admin)/Sr. Library Prof.	8 years	will be preferred) Graduate	3. Good command over English (verbal & Written) 4. Other skills as per the need of particular department. 5. Analytical & Decision making abilities.	
5	Asst. Manager/ #Sr. Library professional with more than 5 yrs experience To Manager	6 Yrs*	1. MBA /PGDM #/B.Lib/M.Lib essential for Academic Administration 2. Post-graduation for Campus Administration	1. Efficiency in MS Office, 2. Letter – Drafting, 3. Fluency in English (verbal & Written) 4. Other skills as per the need of particular department. 5. Managerial, Analytical & Decision making abilities. **(Written test for letter drafting, English Communication & interview will be held to test the skills)****	5%**
6	Manager To	6 Yrs.*	1. MBA /PGDM essential for Academic Administration	1. Efficiency in MS Office, 2. Letter – Drafting,	5%**

| Senior Manager | | 2. Post-graduation for Campus Administration | 3. Fluency in English (verbal & Written)

4. Other skills as per the need of particular department.

5. Managerial, Analytical & Decision making abilities. | |

*(including service on third party payroll for BIMTECH)

** Instead of 5% increment on promotion of officer and above cadre, earning CTC above Rs.50,000/- , only a notional increment of Rs.1,000 per month as part of Basic salary would be granted.

*** (Exceptions may be approved by the competent authority)

14.4 (b) Other Criteria of Promotion for Campus Staff

	Promotion at Attendant Level				
S N	**Promotion From - To**	**Min. Length of service in the lower cadre**	**Min. Educational Qualification for a cadre of promotion**	**Professional skills required for promotion cadre**	**Increment %**
1	**Attendant To Senior Attendant**	10 yrs* as Attendant	8th Pass (Preferable)	1. Behavioural skills & other skills required as per their job description 2. Interview will be held to test the skills	6%
2	**Senior Attendant To Supervisor (Attendant)**	5 yrs* as Sr. Attendant	8th Pass (Preferable)	3. Behavioural skills & other skills required as per their job description 4. Interview will be held to test the skills	6%
	Promotion at Trade Level				
1	**Electrician/ Plumber/ Carpenter/ DG Operator/ AC**	7 yrs*	8th Pass (Preferable)	1.Technical Skill of his/ her particular trade.	6%

	Technician/ any other similar trade **To** **(Level-2)Senior Electrician / Sr. Plumber/ Sr. Carpenter/Sr. DG Operator/ Sr. AC Technician / etc.**			2.Interview will be held to test the skills	
2	**(Level-2)Senior Electrician / Sr. Plumber/ Sr. Carpenter/Sr. DG Operator/ Sr. AC Technician / etc.** **To** **(Level-1)Senior Electrician / Sr. Plumber/ Sr. Carpenter/Sr. DG Operator/ Sr. AC Technician / etc.**	**7 yrs* at Level-2**	8th Pass (Preferable)	1.Technical Skill of his/ her particular trade. 2.Interview will be held to test the skills	6%
Promotion To Supervisory Levels					
1	Supervisor/ Assistant To Sr. Supervisor/ Sr. Assistant	7yrs***** as Supervisor / Assistant	12th Pass + ITI Diploma (Preferable)	1.Technical knowledge of various trades 2. Other skills as per the need of the department 3.Supervisory abilities 4.Interview will be held to test the skills	6%
Promotion at Managerial Levels					
1	Officer (Security Officer / Purchase Officer) To Asst. Manager	5 yrs* as Officer	Graduate + Polytechnic Diploma (Preferable)	1. Basic knowledge of English communication 2. Working knowledge of Computers 3.Other skills as per the need of particular department. **(Written Test & Interview to test English**	5%**

				Communication & MS office skills)	
2	Asst. Manager To Manager	6 yrs* as Asst. Manager	Graduate + Polytechnic Diploma / B. Tech. (Preferable)	1.Basic knowledge of English communication 2.Working knowledge of Computers 3.Other skills as per the need of particular department. 4.Interview will be held to test the skills	5%**
3	Manager To Sr. Manager	6 yrs* as Manager	Graduate + Polytechnic Diploma / B. Tech. (Preferable)	1.Fluency in English Communication 2.Working knowledge of Computers 3.Other skills as per the need of particular department. 4.Interview will be held to test the skills	5%**

14.4 (C) Criteria of promotion for the Mess Staff

Promotion Policy for Cooks					
S N	Promotion From - To	Min. Length of service in the lower cadre***	Min. Educational Qualification for a cadre of promotion***	Professional skills required for promotion cadre***	Increment %
1	MPW To Commis 3	3 yrs* as MPW	8th Pass (Preferable)	1.Ability to read, interpret, demonstrate culinary fundamentals and knife skills. 2. Sound knowledge of food handling procedures and food ingredients. 3. Ability to identify and operate common kitchen equipment such as	6%

				grinders, deep fryers, ovens, mixers. 4.Interview will be held to test the skills	
2	Commis 3 To Commis 2	3 yrs* as Commis 3	8th Pass (Preferable)	Same as above	6%
3	Commis 2 To Commis 1	3 yrs* as Commis 2	8th Pass (Preferable)	Same as above	6%
4	Commis 1 To Asst. Cook	4 yrs* as Commis 1	8th Pass (Preferable)	1.Knowledge of Health and safety practices, Principles of food hygiene and storage /service. 2.Good knowledge of catering, portion, stock control and food cost control. 3.Checking and receipt of goods. 4.Use of all types of catering equipment. 5.Interview will be held to test the skills	6%
5	Asst. Cook To Cook	5 yrs* as Asst. Cook	8th Pass (Preferable)	1. **Same as above and** 2. Awareness of food safety and cleaning practices. 3. The capability of large-scale production. 4. Preparation of international meals. 5.Interview will be held to test the skills	6%
6	Cook To Sr. Cook	6 yrs* as Cook	10th Pass and Diploma (Preferable)	1.**Same as above and** 2. Ability to read, interpret and demonstrate the preparation of recipes for	6%

			all Indian /international Meals, sauce and side dishes. The demonstration includes advanced cooking methods such as braise, sauté, broil and grill and the use of a variety of knives to slice, dice, chop, julienne, etc. 3. Ability to assess staff performance. 4. Interview will be held to test the skills	
7	Sr. Cook To Head Cook	7 yrs* as Sr. Cook	12th Pass and Diploma (Preferable)	1.**Same as above and** 2. Soft skills related to working with and managing a team. 3.Interview will be held to test the skills	5%**
Promotion Policy for Stewards					
1	MPW To Asst. Steward	3 yrs* as MPW	8th Pass (Preferable)	1. Congenial, energetic and accustomed to dealing with the public. 2. Good cleaning and sanitation skills 3. Efficient & organized 4. Good interpersonal & oral communication skills 5. Is a good team member. 6. Knowledgeable about food safety standards 7. Smart, Neat & Clean appearance 8.Interview will be held to test the skills	6%
2	Asst. Steward To Steward	3 yrs* as Asst. Steward	8th Pass (Preferable)	1. **Same as above and** 2. Multitasking skills 3. A passion for hospitality 4. A keen eye for detail	6%

				5. First-class organisational skills 6. Drive and enthusiasm 7. Interview will be held to test the skills	
3	Steward To Sr. Steward	3 yrs* as Steward	8th Pass (Preferable)	**Same as above** Interview will be held to test the skills	6%
4	Sr. Steward To Supervisor	4 yrs* as Sr. Steward	12th Pass (Preferable)	1. Basic Knowledge of MS Office & Recordkeeping 2. Basic knowledge of English communication 3. Other skills as per the need of the department 4. Interview will be held to test the skills	6%
			Promotion Policy for Store Accountant		
1	Store Accountant To Store Officer	5yrs* as Store Accountant	Graduate ((Preferable)	1. Good knowledge of computers 2. Basic knowledge of English communication 3. Other skills as per the need of the department 4. Interview will be held to test the skills	6%
			Promotion Policy for Managerial Cadres		
1	Officer (Catering) To Asst. Manager	5 yrs* as Officer	Graduate + Diploma in F&B (Preferable)	4. Good English communication and interpersonal skills 5. Working knowledge of Computers 6. Strong organisational and time management skills 7.Decision-making skills 8.Ability to manage in a diverse environment with a focus on client and customer services	5%**

				9. Good business and commercial acumen Strong leadership 10. Motivating skills including the ability to build strong relationships with customers and staff 11. The ability to think quickly, work in stressful circumstances and stay calm in a crisis 12. Financial, budgeting and stock-taking skills 13. Knowledge of food, food hygiene (including hazard analysis and critical control points) and food preparation 14. Interview will be held to test the skills	
2	Asst. Manager To Manager	6 yrs* as Asst. Manager	Graduate + Diploma in F&B (Preferable)	**Same as above**	5%**
3	Manager To Sr. Manager	6 yrs* as Manager	Graduate + Diploma in F&B (Preferable)	**Same as above**	5%**

*(including service on third party payroll for BIMTECH)

** Instead of 5% increment on promotion of officer and above cadre, earning CTC above Rs.50,000/- , only a notional increment of Rs.1,000 per month as part of Basic salary would be granted.

*** (Exceptions may be approved by the competent authority)

15.5 Other Terms and Conditions:

1. The eligible employees will be appraised by their immediate supervisor. Minimum marks to be obtained in performance appraisal to be eligible for promotion will be decided by the management after receiving the marks of all eligible employees.

2. There will be probation period of one year after coming on BIMTECH Payroll. The employee will be confirmed on satisfactory completion of probation period.

3. The terms & conditions can be relaxed or changed by the management represented by Director.

15.6 Alignment of Promotion Policy with Vision, Mission and Values:

This Promotion Policy will motivate Professional Staff to contribute in the Institutional development and thereby to make BIMTECH a preferred choice for students, faculty and recruiters as per the mission no.1.

15.7   Parameters of Quality Assurance:

These parameters are as per the standard layout of the policy.

15.8   Process of Measurement of Quality of Process outcomes:

Quality of process is audited by IQAC.

16. Professional Staff Retention Policy

16.1 Introduction

To retain the quality human resources of the Institute, different measures have been adopted to provide amiable and encouraging work - life balance.

16.2 Objective

The main objective of this policy is to facilitate continuous growth and to take care of wellbeing of faculty and Professional Staff and to provide them different facilities in – house only so they may feel the Institute as their family.

16.3 Training and Development Policy for Professional Staff:

16.3.1 Introduction & Objective

The HR dept. of BIMTECH organizes various in-house and outstation training programmes for the Professional Staff of the Institute. The purpose of such training is to provide knowledge and skill sets and right attitudes to employees to perform their functions as per the need of the Institute. This is with a view to enhance their effectiveness and productivity a in providing professional support for creating intellectual capital and creation of knowledge, plus their functioning as advisors to students and facilitators in the placement process and interfacing with Alumni.

16.3.2 Process

By identifying the skill gaps and training needs, HR dept. designs the training plan for the Professional Staff members. While designing the training plan, HR dept. takes into consideration the training needs expressed by the HoDs for their Professional Staff. Every six months, budget and training plan is prepared.

A minimum of six training sessions are arranged every year on various levels.

Training is provided using different methods and techniques. It includes on the job training, class room training, workshops, out-bound training, on-line training etc.

16.3.3 Training Resources

We have our own in-house trainers to impart training. We have in-house resources in the areas of Communication, MS- Office, and soft skills.

For out -bound training we utilize the services of professional outbound trainers. The profile of Professional Staff development has been raised in recent years due to greater emphasis on continuous professional development.

For in-house training as well as out-bound training we have collaboration with a few professional trainers.

16.3.4 Delivery options

Different training delivery options such as one-on-one, group sessions, e-learning, in-person instruction, on-site, off-site etc. are used by our trainers keeping in view a blend of factors: what's available, what best suits trainees' needs, and what we can afford. Accordingly, we plan delivery of training using following modes:

1) Group sessions will be used generally for utilizing our training resources in effective way.

2) In a few cases as per the need, training may be provided on individual basis also e.g. English communication during summer vacations.

3) A few trainings will be provided by trainers out of the class also using different game methods as proposed by one of our external trainers.

4) Out bound trainings are especially good for enhancing team spirit among the Professional Staff members so we will use this method during spring / summers.

17. Employee Retention Policy (Common Schemes)

17.1 Retention Policy Measures At A Glance	
1	Separate Faculty room/cabin is provided to all the faculty.
2	All faculty are provided with desktop or laptop as per their choice.
3	Concessional Residential accommodation for faculty and Professional Staff at campus / near campus Free maintenance services are provided at campus residences Free Furniture is provided to faculty and Professional Staff at campus accommodation TV cable is provided to all residences free of charge
4	The campus is Wi-Fi enabled and all faculty rooms/cabins, admin offices, residents are provided with internet connection via LAN also.
5	Free health medical consultation is provided at campus Health Centre (details are provided below)

Medical Insurance : (Hospitalization Medi-claim)

Employees category	Current Cover
Faculty	8 lakh floater cover for family
Professional Staff	6 lakh floater cover for family

6	**Health Check-up cum diagnostics Camp**

All Professional Staff	Annual health checkup free for main body conditions

7	**Loans and Advances**

All faculty and Professional Staff	Different types of Loans and Advance without any interest

17.2 Concessional Residential accommodation for faculty and Professional Staff at campus / near campus:

The Prevailing rent rates are as follows:

Category	Rent
2 Bed Room + Drawing / Dining	8500/-
1Bed Room + Drawing / Dining	4850/-
1 Room + Kitchen + Toilet	2400/-
1 Room + Toilet	1150/-

17.3 Medical facilities at campus

The Institute has its own **Health Centre** at the campus where facilities are available for students and employees. The clinic is managed by a team of doctors on shift basis. Patients are examined by doctor in the clinic.

The Institute has its own ambulance and can rush the patient to the nearest hospital/nursing home in case of emergency.

Each Wednesday, the clinic arranges for checking of BP, Blood sugar and weight of desiring employees at the reception counter in the administrative block from 9AM-10.30AM

17.4 Health / Medical Insurance cover

The Institute has a tie up with Star Health & Allied Insurance Company Ltd. for a group medical insurance cover for its faculty members and Professional Staff and their respective family members (spouse and up to 2 children).

The health and allied insurance cover in case of faculty member including those on contractual/adjunct basis and their family members as per above is Rs.8,00,000 and for Professional Staff members Rs. 6,00,000. The annual premium is paid by the Institute and HR department annually issues customer identity card for covered faculty members and their families together with benefit guide as received from the insurance company.

17.5 Annual Medical Check up

The Institute arranges annually free medical checkup from a reputed Hospital / Diagnostic center for its faculty members**.** Individual diagnostic reports are distributed after completion of tests. It is advised that wherever needed, the reports are shown to their family doctor for consultation if any.

17.6 Loan Facilities

The details of the new loan policy are as follows:

17.6.1 Home Loan

Purpose: Purchase or construction of first house or plot for self-residence of the faculty within National Capital Region of Delhi only.

Eligibility: 2 years of service on BIMTECH payroll.

Maximum Loan amount: Rs.15 Lakh only or 80% of the cost of house/plot whichever is lower.

Max. Repayment Period: 36 – 60 months.

Max. No. of Loans: One time only during entire service period.

Supporting documents required:

- Builder demand letter/estimate of construction by architect or draftsman
- Payment receipt to be provided within 7days of loan disbursement.
- Evidence of employee's ownership of land /house

Terms & Conditions for Approval of Loan:

- It will be given on purchase of 1st house for self-residence only. (employee will give undertaking to this effect). Loan for the construction will be disbursed in three installments (1/3rd of the approved loan amount each time) based on the progress of construction.

- The house or the plot should be in the name of employee only or the employee should be the co-owner of the house / plot.

17.6.2 Vehicle Loan:

Purpose Purchase of first vehicle.

Eligibility 2 years of service on BIMTECH payroll.

Maximum Loan amount: Rs.8 Lakh or 80% of the cost of vehicle whichever is lower.

Max. Repayment Period: 36 to 60 months only.

Max. No. of Loans: One time only during entire service period.

Supporting documents required:

- Proforma Invoice

- Payment receipt to be provided within 7days of loan disbursement.

- Evidence of employee's ownership of the vehicle

- A copy of RC of vehicle to be submitted to BIMTECH's Accounts dept.

Terms & Conditions for Approval of Loan:

- It will be given on purchase of 1st vehicle only. (employee will give undertaking to this effect).

- The vehicle should be in the name of the employee only.

18.6.3 Other terms and conditions related to the processing of Loan:

1. The loan application form with all the needed information filled by the employee and confirmed by the Finance dept. duly approved by the Director, is to be provided to the Finance department of BIMTECH by the employee.

2. The approved loan amount will be disbursed within ten days after the employee submits the following duly signed documents to the finance department. In case of incomplete documents, the accounts department will not be able to disburse the approved loan amount. The preparation of the following documents is solely the responsibility of the employee only.

   Loan Document: Loan agreement on stamp paper of Rs.100/- (the material to be printed on the stamp paper is attached herewith).

3. If the date of disbursement of loan is from 1st to 20th of any month, the EMI will be deducted from the salary of same month. However, if the date of disbursement of loan is after 20th of any month, the EMI will be deducted from the salary of next month. The Date on the Cheque of loan disbursement will be considered as Date of disbursement of loan.

4. At the same time two type of loan / advance can't be given simultaneously. The next loan or advance will be given after expiry of 6 months from date of full & final adjustment of previous loan or advance of any category.

17.7 Salary Advance

The existing Advance policy for the employees of the Institute has been scrapped with immediate effect. A new advance policy for employees has been framed and implemented with immediate effect. The details of the new advance policy are as follows:

1. **Medical Advance:**

   1.1 **Purpose:** For the treatment of the self or family members (spouse, children, parents).

   1.2 **Eligibility:** 1 year of service on BIMTECH payroll.

   1.3 **Maximum Advance Amount:** 2 Months' Gross Salary only.

   1.4 **Max. Repayment Period:** 20 months.

   1.5 **Max. No. of Medical Advance:** Four times only during entire service period.

   1.6 **Supporting documents required:**

   - Medical bills or the prescription of the doctor.

   1.7 **Terms & Conditions for Approval of Advance:**

   - Not more than one advance / loan will be outstanding at any point of time.
   - Next advance can be given after expiry of 6 months from date of full & final adjustment of previous advance / loan of any category.

2. **Salary Advance:**

   2.1 **Purpose:** For any personal requirement of the employee.

   2.2 **Eligibility:** 1 year of service on BIMTECH payroll.

   2.3 **Maximum Advance Amount:** One months' gross salary (excluding any kind of reimbursement which is part of CTC).

   2.4 **Max. Repayment Period:** 10 months only.

   2.5 **Terms & Conditions for Approval of Advance:**

   - Not more than one advance / loan will be outstanding at any point of time.
   - Next advance can be given after expiry of 6 months from date of full & final adjustment of previous advance / loan of any category.

Note:

- The above terms and conditions related to Medical advance and Salary advance can be overruled by the Director and advance may be given as per the Director's discretion in special cases.

17.8 Annexure 9 – 18.8: Loan Application Form

17.9 Annexure 10 – 18.9: Advance Application Form

17.10 Alignment of Employee Retention Policy with Vision, Mission and Values:

Employee retention policy has been developed in line with the Institute's Mission no.1& 5of being the preferred choice for Faculty and Professional Staff and to develop Faculty as global thought leaders.

17.11   Parameters of Quality Assurance:

These parameters are as per the standard layout of the policy.

17.12   Process of Measurement of Quality of Process outcomes:

Quality of process is audited by IQAC.

18. Attendance and Working Hours Policy

18.1 Attendance Norms for All Employees:

All employees are expected to be punctual and mark their in and out time in the biometric machine while entering/leaving the Institute. The attendance/late arrival/early departure/leave is monitored by the Director, Dy. Director and Registrar through HR department on daily basis.

18.2 Working Hours for All Employees:

For all employees the daily working hours are eight (8). The duty timings as opted by the employee in consultation with their reporting authorities must be informed by email to HR department. The general shift timings are as follows:

10:00AM to 6.00 PM with lunch break for half an hour between 12.30 pm to 2.00 pm

or

9:00AM to 5.00 PM with lunch break for half an hour between 12.30 pm to 2.00 pm

or

As per the need of the department the shift timing may be other than the above timing duly approved by the HoD.

18.3 Working Days for Faculty:

Faculty members will work for five (5) days in a week (However, in special circumstances the working days in a week may be increased from 5 to 6 also). In case of any important work of the Institute e.g. Convocation, Orientation day, Admission Duty etc. the faculty will be asked to come on their Off days also.

Depending upon their work/classes faculty will choose two weekly off days and get it approved by Dy. Director via email and inform their Area Head and HR department by email. All faculty members will have Wednesday as their working day and one of the Saturday or Sunday also as their working day. The weekly Off can be changed at the beginning of new trimester. Weekly off cannot be changed before the end of trimester. However, in case of official requirement the Director / Dy. Director can approve the change of Off day any time. However, the weekly off can't be changed for one or two week only.

In case of adjunct faculty, the working days in a week will be decided at the time of his/her joining the Institute and the remaining weekly days will be his/her off days in a week. The adjunct faculty will inform about their working days to their Area Head, Dean Academics and HR department accordingly.

18.4 Working Days for Professional Staff:

The Professional Staff will work for six days in a week. Depending upon their work, they will choose one weekly off day and inform by email to their HoD, reporting head and HR department. The weekly off day will be decided/approved by the HoD as per the need of the Institute.

18.5 Rules Regarding Working Hours of All Employees:

a) Employees are expected to report to work on time and complete eight working hours on their working days daily.

b) If it is known in advance that an employee will be absent from work on a particular day, it is expected that he/she should report such anticipated absence to the Director

(in case of Faculty), Reporting authority and HR department. A record of tardiness/ lateness and unexcused absences may result in disciplinary action as per rules given in this manual or as per rules in practice at the time of the event.

c) All employees must mark their in and out time in the biometric machine while entering / leaving the Institute, otherwise, the day will be marked as leave without pay by the system automatically as it is not ascertainable how long actually the employee worked, whether he/she worked at all or not or left immediately after marking arrival time attendance.

d) If, on a rare occasion, an employee forgets to mark or out time in the biometric machine or the biometric machine does not accept the attendance due to any reason, he/she must apply through HRMS for Punch Regularization for such a day on the same day. After approval from the approving authority only, the attendance will be marked in HRMS.

e) An employee who has applied for half day leave or OD must mark both the in and out time attendance.

f) An employee who is coming on duty on his/her off day or holiday must mark in and out time to be able to apply for earning compensatory off.

g) The computation of monthly attendance will be done for the period from 21st day of last month to 20th of each current month as per HRMS record for preparation of monthly salary.

Any deviation / relaxation in the Attendance rules will be approved by the Director on case to case basis.

19.1   Introduction:

To attend to personal exigency and family commitments, the Institute has a policy of granting leave to its employees. However, leave cannot be claimed as a matter of right. In case of exigency of work, discretion to refuse or revoke leave of any kind is reserved with the sanctioning authority. Entitlement of leave facilities such as casual leave, privilege leave and half pay leave in an academic year shall be starting 1st April to 31st March. Faculty and staff members who join the services of the Institute during the currency of a calendar year, will, however, be entitled to different leaves as given on proportionate basis. Similarly, employees who separate from the services of the Institute during the currency of a year may be allowed leaves on proportionate basis. Fraction of less than half will be ignored and more than half will be considered as full.

19.2 Off days or other Institute's declared holidays or summer vacation either can be prefixed or suffixed to the leave (PL, HPL, Comp. off, Special Leave, Female Special Leave) subject to approval of the sanctioning authority. However, prefix and suffix both are not allowed. Besides, intervening off days and holidays will be counted as leave days in case of PL and HPL. The employees availing leave on medical/sickness ground will be granted leave on return to duty subject to producing medical certificate from a registered Medical Officer having (MBBS or higher qualifications). However, it is expected that the concerned employee informs the Institute either telephonically or through email about his/ her absence due to sickness.

19.3 Normally it is expected that the employee will not willfully absent from duty without approval of the competent authority. However, in case it happens, it will be treated as indiscipline and the erring member will be liable for disciplinary action. In case an employee is absent from the duty without prior approval of leave and not getting it sanctioned immediately within three days of his/her joining back the duty, such absence will be treated on loss of pay and accordingly salary will stand adjusted.

19.4 On Duty Leave

In case an employee is absent from duty for full / half day for reasons related to work outside the Institute, the concerned employee will seek approval for "On duty" by applying through HRMS and getting it approved through HRMS on or before the day of "On Duty". The approval through HRMS from the OD sanctioning authority is a must to consider the day(s) of absence as OD failing which HRMS programme will treat this absence on loss of pay (LOP).

19.5 Casual Leave

The employees will be entitled to 8 (eight) days casual leave in an academic year and will be admissible at the discretion of leave sanctioning authority. Casual leave shall not be combined with any other kind of leave or with summer vacation except prefixing & suffixing it with declared holidays/Weekly off days/Compensatory-offs. Only 4 days casual leaves at a stretch or in total can be taken within a month.

19.6 Privilege Leave

The privilege leave admissible to an employee is 10 days in a year and this leave can be accumulated up to a maximum of 120 days and beyond this it shall stand lapsed. However, un-availed leave, if any, will be en-cashable at the time of retirement/separation from the

services of the Institute subject to a maximum of 120 days.

Privilege leave would be credited after completion of one year of service from the date of joining and after that date privilege leave up to 31st March of preceding year would be credited on 1st April of every year.

19.7 Half Pay Leave (Sick Leave)

The Half Pay Leave or Sick Leave admissible to the employees in respect of each completed year of 'service' is 20 half days or 10 full days. The half pay leave due may be granted to an employee on production of medical certificate or for other personal reasons. The maximum half pay leave can be accumulated up to a maximum of 45 full days and leave earned beyond this shall stand lapsed. It is a non–en-cashable leave at the time of retirement/separation. Half pay leave will be credited after every 6 months i.e. on the 1st October and 1st April of every year on proportionate basis i.e. 5 full days half pay leave at the end of every six months. For the newly recruited employees, the quantum of half pay leave will be proportionate to the period of service preceding the half pay leave credit on the 1st October and 1st April of every year. Prior approval is required for availing half pay leave.

19.8 Maternity Leave

The benefit of availing maternity leave is applicable to only confirmed female faculty members for a maximum of 182 days up to 2 children. This benefit could be availed by the female employee for a period extending upto a maximum of 8 weeks before the expected delivery date and the remaining time can be availed post childbirth. This leave is non-cumulative & non en-cashable.

The paid maternity leave available for female employee after having two children will be for the duration of 12 weeks i.e. 84 days.

The paid Maternity leave for the female employees adopting a child below the age of three months from the date of adoption as well as for the "commissioning mother" * will be for the duration of 12 weeks i.e. 84 days.

*The commissioning mother" has been defined as biological mother who uses her egg to create an embryo planted in any other woman.

19.9 Paternity Leave

The benefit of availing paternity leave is applicable to only confirmed male faculty members for a maximum of 5 days up to the birth of 2 children. This leave is non-cumulative & non en-cashable.

19.10 Special Leave

In the unfortunate circumstances, if a faculty/ member falls critically sick and has to undergo prolonged illness or hospitalization, he/she may be granted medical emergency leave with full salary for a maximum of 15 days subject to producing of certificate from the doctor stating the period of hospitalization and or the period for which the concerned employee would be requiring rest. This leave is purely on discretion and subject to the approval of the director. This leave is allowed once only in the entire career span of the employee if there is no other kind of leave available in the leave account of the employee.

19.11 Compensatory off

An employee may earn Compensatory off only if he/she has been asked by his/her reporting authority to work on his/her weekly off day / holiday. To earn and avail the compensatory off, the following guidelines will be observed;

(a) It can be availed any time like privilege leave / half pay leave.

(b) Accumulation of 18 compensatory offs is allowed. Having accumulated 18 compensatory off days, any additional compensatory off will automatically lapse and will not get credited to the leave balance.

(c) Within 3 days of working on an off day (for which an employee is entitled for a half day or full day compensatory off as the case may be), the employees should apply through HRMS for earning compensatory off. After the approval through HRMS from the authority the compensatory off will be credited in the employee's leave balance. In case of noncompliance the compensatory off will stand lapsed. To apply and get it approved through HRMS is sole responsibility of the employee.

(d) In case an employee works from at least one to 4 hours, he/ she is entitled to earn half day compensatory off. If an employee works for more than 4 hours he / she is entitled to earn full day compensatory off.

(e) Occasionally faculty member will be required to participate in Commencement Day, Convocation, attending FDPs on their off days or holidays. No compensatory off is permitted for such duties.

19.12 Summer Vacation Leave

a) The faculty members who have completed one year of service on 1st May can avail summer vacation leave   for a maximum of 3 weeks (21 days including weekly off days) during the period as announced each year by the Institute. This will be admissible after completion of one year of service at the Institute or expiry of probation period whichever is later.

b) Adjunct faculty may avail summer vacation leave on pro-rata basis by comparing to 5 days a week (as for regular faculty) and then pro-rata to service rendered as on 30thApril.

c) The annual summer leave can be divided maximum into two parts of any proportion with the permission of Director only. The Summer vacation cannot be taken after 10th June. Normally it is to be availed it in a single stretch. If due to any reason (personal or official) the employee has not availed summer vacation in the period from May to 10 June, his / her Summer vacation will lapse after 10th June.

d) The academic associate will be granted summer vacation leave for one week (including off days) after they have completed one year of service in the Institute.

The staff members (from GM to DEO) who have completed 3 years of service on BIMTECH payroll on 30th Apr. can avail summer vacation leave   for a maximum of one week (including off days) during the period as announced each year by the Institute. Other norms will be the same as for the faculty.

19.13   Short Leave:

a) A short leave for up to 2 hours for late arrival / early departure or during the working hours is admissible on maximum of two occasions in a month subject to the approval by the recommending and approving authority. However, the above shortfall in the working hours (8 hours) due to short leave must be compensated by the employee during the same month only otherwise any half day leave will be deducted.

b) The employee needs to ensure that the short leave is availed for 2 hours only. If the hours of short leave exceed more than 2 hours, the shortfall will be considered as half day leave only.

c) Short leave will be applied through HRMS only. The approval from the competent authority is must to consider short leave.

19.14 Female Special Leave:

All female employees, regardless of their tenure or position within the Institute, will be entitled to 10 days of special leave per financial year. These leave days will be in addition to their regular annual leave entitlement. Every month one leave will be added in the Female Special Leave. The unused leave will lapse at the end of the month. However, in the month of Feb. and March no leave will be added.

The rule of suffix and prefix of weekly off day / holiday will be applicable on this leave also. The intervening off days and holiday will be will be counted as leave day in case of Female Special Leave also.

This leave can be clubbed with any other type of leave except Casual Leave.

19.15   Leave entitlement for faculty on Consolidated Salary:

The Faculty members who are on consolidated salary and have their working days between 1 to 4 days in a week are entitled to have casual leave/ privilege leave/ half pay leave (sick leave) on proportionate basis as per number of their working days in a week to 5 days a week. The faculty members who are on consolidated salary and have five working days respectively in a week are entitled to avail the leaves as mentioned below subject to their leave credit:

Casual Leave: 8 (Pro-rata)

Earned/Privilege Leave: 10 (Pro-rata)

Half Pay Leave (Sick leave): 20 half days or 10 full days. (Pro-rata)

19.16 Sabbatical Leave

BIMTECH has a 'sabbatical leave policy' to facilitate faculty to improve their knowledge in their area or improve their research and teaching skills. The approval of such leaves depends solely on the discretion of the Director of the Institute on case to case basis for a period of one year.

Norms for Sabbatical leave:

- During the sabbatical leave, the faculty member will not be entitled for any salary/ any other benefits/ accrual of leave facilities. However, he/she will continue to maintain lien on services with the Institute.

- Sabbatical leave cannot be adjusted against other leaves.

Purpose:

Sabbatical leave may be granted for following purposes only:

- To conduct research

- Advanced study

- To write a text book

- Teaching assignment at a reputed institute

- Any other related purpose subject to prior approval

Process:

- A faculty member is required to apply for sabbatical leave at least 3 months in advance. He/she should give the proposal covering the organization, period, scope of work and the benefits to him/her and the Institute.

- The request will be processed by the Dean Academics in consultation with the programme chairperson. However, approval of sabbatical leave is at the sole discretion of the director.

19.17 Calculation of Leave days and Leave without Pay:

- In case of CL (Maximum 4 CL at a stretch or in total in a month) the prefixed and suffixed weekly off days and holidays are excluded from the leave period.

Counting of Intervening Off days/ Holidays as part of Leave:

- Intervening Off days / Holidays will be counted as leave days in case of PL and HPL effective from 21st Dec. 2022.

- Prefixing and Suffixing of PL, HPL, Compensatory Off Leave:

Any holiday, off day, summer vacation can be either suffixed or prefixed to the leave (Privilege leave, Half Pay leave, Compensatory Off leave). The prefixing and suffixing both will not be allowed effective from 21nd Dec. 2022.

Calculation of Leave without Pay (LWP)/Loss of Pay (LOP):

- All the Off days and holidays which fall during the period of LWP/LOP, will also be considered as days of LOP if the period of LOP exceeds 14 days. This is to discourage the availment of LOP.

19.18 Application and Approval of Leave, OD and Comp. off:

(a) The employee is required to apply for leave or OD through HRMS and seek approval through HRMS of the same from his/her respective recommending and approving authority well in advance prior to proceeding on leave or OD.

(b) In case of emergency, where prior approval is not possible, it is necessary to apply and obtain the approval of Competent Authority through HRMS within three days of joining back the duty.

(c) In case, provision at (b) above is not followed, for such absence Loss of Pay (marked as LOP in the HRMS) will be marked by the HRMS automatically.

(d) All concerned may please note that the details of absence provided by the employee through e-mail / phone are considered only for the purpose of information. It is necessary that the employee must apply through HRMS and the same must get approved by the recommending and approving authority through HRMS only.

(e) For earning the Comp-off also the employee must apply through HRMS otherwise the Comp. off will get lapsed automatically.

(f) The employees must apply through HRMS only for availing leave / OD / Comp.off or earning Comp. off from 21st Mar. 2019 onwards. Leave applied through email or hard copy will not be considered w.e.f. 21st March 2019.

(g) Compensatory Off can be availed only after it has been earned. It cannot be availed in advance.

Any deviation/relaxation in the Leave and Attendance rules will be approved by the Director on case to case basis.

20.1 Introduction:

The Institute expects its employees to be thoroughly impartial and honest in all affairs relating to the Institute and their respective allocated job duties. All faculty members also bear a responsibility to act as ambassadors for the Institute in terms of their general conduct both within and outside the Institute. All   faculty members are duty bound to be aware of and abide by existing rules and policies on discipline. They also have the responsibility to perform their duties to the best of their ability and to the standards as set forth by the institute. The Institute supports the use of progressive discipline to address issues such as poor work performance or misconduct.

20.2 Objective:

The Conduct and discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues and is consistent with Institute's organizational values, HR best practices and employment laws.

The Institute expressly prohibits any form of employee harassment based on religion, caste, creed and gender and is committed to a work environment in which   employees at various levels are treated with respect and dignity. Each has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, it is expected that all relationships among employees in the Institute's premises will be business-like and free of bias, prejudice and harassment.

20.3 Applicability

Employee Conduct & Discipline Rules" shall be applicable to all the employees of the Institute including faculty / manager / Executive / Supervisor /staff.

These Rules may be amended or modified from time to time as deemed fit by the Institute whose decision will be final and binding upon all the employees.

20.4 DEFINITIONS:

 In these orders unless there is anything repugnant in the subject or context:

a. Employee means a person directly employed by the Institute.

b. The masculine includes feminine too.

c. "Muster Roll" means the attendance register or computerised software system for attendance recording maintained in the Institute as a record of daily attendance of the employee employed therein.

d. "Faculty/Manager/Executive/Supervisor" means a person who is designated as Manager/Executive/Supervisor OR who by the nature of his duties exercises supervision or control over the employees working under him.

e. "Notice" means a notice in writing required to be given or posted for the purpose of these Rules.

f. "Notice Board" means the Notice Board maintained in conspicuous place near the main entrance to the Institute for the purpose of displaying notice required to be posted or affixed.

g. "Superior" means any person who by the nature of his duties superior to the employee and/or exercises authority, supervision or control over any employee working under him while on duty.

h. "Institute" means Birla Institute of Management Technology, address being Knowledge Park-2, Greater Noida or any other place in which it may be located in future having its various constituent Units; Offices etc. in India.

i. "Management" means the Director/Dy. Director / Registrar of the Institute.

j. "Manager" for these rules means the Director of the Institute or any other Officer of the Institute duly appointed/authorized to act on his behalf.

k. "Habitual" means any act or omission or dereliction of duty, if repeated for more than three times.

20.5 CLASSIFICATION OF EMPLOYEE:

EMPLOYEE shall be classified as:

a. Permanent

b. Temporary

c. Probationer

d. Trainee

e. Casual

f. Apprentice

g. Fixed Term

a) PERMANENT :

A "permanent" employee is the one who has been engaged on a permanent basis and includes any person who has satisfactorily completed his probationary period as per the terms of employment in the Institute and who has been issued with a letter in writing confirming his service in the post to which he is appointed.

b) TEMPORARY:

A "temporary" employee is one who is engaged for work which is of an essentially of temporary nature and is likely to be finished within a specified period which will not exceed in any case 240 days.

c) PROBATIONER:

A "probationer" is one who is provisionally employed to fill a vacancy in a post and has not completed the probationary period of a defined period not exceeding one year or a period specified by the Management in any case provided that the management for the good reasons may extend the period of probation of an employee further for a maximum period of one more year or a period specified by the management. The services of a probationer could be terminated without assigning any reason, during the probationary period. A probationer shall be closely watched in regard to his conduct ability and adaptability of the job. If he does not measure up all the requirements of the Institute, his services may be terminated during the period of probation. Decision of the Management in this regard shall be final.

If permanent employee is employed as a Probationer on a new post, he may, at the end or any time during the probationary period, be reverted to his old permanent post.

d) TRAINEE:

A trainee is one who is paid a fixed stipend/allowance during the period of his training and is appointed for a fixed period of training against a vacancy.

e) CASUAL:

A "casual" employee is a person whose employment is of a casual nature/character.

f) APPRENTICE:

An "apprentice" is a learner who is paid a fixed stipend/allowance during the period of his training and includes one engaged under the Apprentice Act, 1961.

g) FIXED TERM EMPLOYEE:

A fixed term employee is one whose services are engaged for a fixed term and on efflux of the time his services comes to an end automatically.

20.6 ENROLMENT, MUSTER ROLL, ATTENDANCE CARDS:

(a) Every employee on enrolment shall sign the prescribed forms as may be required by the Institute.

(b) The name of every employee shall be entered in the muster roll.

(c) Every employee shall be given attendance card and/or attendance of employees will be recorded through electronics punching machine.

20.7 PUBLICATION OF WORKING HOURS, HOLIDAYS:

(a) The Institute shall work on any day for such number of hours as may from time to time be fixed in accordance with the provisions of law as may be applicable and any employee may be called upon to work on his weekly holiday, festival or national holiday if so required in any exigency of work.

(b) The holidays to be observed by the Institute shall be notified on the notice Boards / email / HRMS/ Student Handbook.

20.8 WORKING HOURS

Working Hours shall be regulated in accordance with the requirement of the Institute.

20.9 IDENTITY CARD

Every employee shall carry his identity card issued by the Institute while being at the Institute.

20.10 ABANDONMENT OF EMPLOYMENT:

An employee remaining absent without approved leave for a period exceeding fifteen days at a stretch, without information and sufficient reason shall be deemed to have abandoned the employment and it will be deemed that he has voluntarily left the employment.

20.11 LIABILITY TO SEARCH ON ENTERING AND LEAVING THE PREMISES OF THE INSTITUTE:

a) All employees shall be liable on leaving the premises of the Institute to be searched by the Security, if and when required unless some employees are exempted from search.

b) No employee shall take any papers, books, drawings, photographs, instruments, apparatus, documents or any other property of the Institute out of the work premises except with the written permission of the officer authorised in this behalf, nor shall in any way pass or cause to be passed or disclose or cause to be disclosed any information or matter concerned with the Institute, confidential documents of the Institute to any unauthorised person or Institute without the written permission of the Management. Any books, pamphlets, drawings, sketches, photographs, paper or such documents containing notices or information relating to the Institute's business, affairs or operations shall always be treated as Institute's property whether prepared / produced by the employee or otherwise.

20.12 TERMINATION OF SERVICE:

a) The services of any permanent employee may be terminated by the management as per the terms of appointment mentioned in the letter of appointment.

b) No temporary employee whether monthly rated, weekly rated or peace-rated shall be entitled to any notice or pay in lieu thereof if his services are terminated.

c) Where the employment of any employee is terminated by or on behalf of the employer, the wages earned by him shall be paid to him as per provisions of law.

20.13 THE SERVICES OF AN EMPLOYEE SHALL BE TERMINATED IF:-

a) His post is abolished, or

b) He is declared on medical grounds to be unfit for further service, or

c) He remains on unauthorised absence exceeding 15 days

d) His contract period is over and the contract has not been renewed.

e) The Employer shall be at liberty to terminate this agreement if the Employee is found guilty of indiscipline, misbehavior or any breach of duty whether by way of omission or commission, which is prejudicial to the Employer. However, in such cases, an opportunity would be provided to Employee to explain his/her conduct which he/she has to do within seven days of the show cause notice. The following shall broadly constitute misconduct and indiscipline in the Institute:

I. Distribution, dispensation, possession or use of drug and alcohol, smoking or chewing of pan/pan masala / Gutka etc. Inside the Institute's campus.

II. Sexual harassment that includes unwelcome acts or behaviour (whether directly or by implication) of any kind such as: physical contact and advances, demand or request for sexual favors, making sexually colored remarks, showing pornography or any other unwelcome physical, verbal or non-verbal conduct of sexual nature or any other activity of similar nature to employees or students. Strict disciplinary action will be taken against the offender including termination of the assignment.

III. Insubordination, disruptive and discourteous behaviour, theft, conviction of a criminal act involving moral turpitude, falsifying, grafting, or forging of any Record/ report or information, unauthorized absence, willful damage to equipment or property of the Institute, continued failure to satisfactorily perform the assigned duties, participating in political activities within the Institute/campus premises, malpractice of any kind like connected with examinations or other activities of the Institute etc.

IV. Indulging in any misuse of Institute's resources and facilities.

V. If the Employee, in the opinion of the Employer, suffers from a prolonged illness or is partially or wholly disabled either permanently or for a long period; the Employer shall be entitled to terminate this contract after giving a notice of one month or salary in lieu of that.

VI. In case the Employer has to terminate the contract for reasons other than mentioned above, the Employer shall give One month's notice or salary in lieu thereof to make the termination effective (this condition will apply during probation period also). The Employer when exercising the right of termination shall be under no obligation to furnish to Employee the reasons for terminating this contract. The Employee also shall have to give One month's notice in writing if he/she intends to resign (in probation period too). In case, the Employee fails to give the said notice in writing or desires to be relieved before the expiry of the said period, the Employer shall be entitled to recover from the Employee an amount to the extent of One month's salary or pro rata thereof for the deficit in one month's period salary.

20.14 NOTICE BY EMPLOYEE LEAVING SERVICES:

a) For leaving the employment of Industrial Institute a permanent employee shall give notice for a period specified in his/her service agreement in writing to the employer or as per the terms given in the letter of appointment. If said notice has not been given, his wages for the period of notice may be deducted from his full & final settlement of accounts.

b) A substitute, temporary or apprentice or casual employee may leave the service of the employer without notice.

20.15 ISSUE OF SERVICE CERTIFICATE:

Every employee at the time of leaving his services by way of tendering resignation, or his dismissal, or discharge shall be given a service certificate if the employee has provided the duly filled and signed No Dues Certificate and Full and Final Settlement Letter to HR.

20.16 RESIDENTIAL ADDRESS OF EMPLOYEES:

Every employee shall notify to the Institute immediately on engagement the details of his residential address and thereafter promptly communicate to Management any change of his residential address. In case the employee has not communicated to Management the change of his residential address, his last known address shall be treated by the Management as his residential address for sending any communication. Any communication forwarded by the Management to the residential address as specified above shall be regarded as sufficient compliance for the purpose of giving notice.

20.17 CONDITIONS FOR PROMOTION:

Promotion to employees shall be granted without discrimination. Promotion will be effected with regard to seniority, performance or other factors at the sole discretion of the Management.

20.18 AGE OF SUPERANNUATION:

Age of superannuation shall be sixty – five years for faculty and sixty for non-teaching staff members. On attaining the age of superannuation the employee shall automatically retire without notice. Date of Birth, as recorded and accepted by the management at the time of

employment, shall be only base to calculate the date of retirement. No change shall be allowed at a later stage.

20.19 MISCONDUCT:

Without prejudice to the general meaning of the term "misconduct" the following acts or omissions on the part employee, whether committed within or outside the Institute premises, shall constitute misconduct for the purpose of these Rules. These Misconduct are only inclusive and not exhaustive.

1. Sabotage or doing wilful damage to or loss of goods or property or wastage of any property or asset of the Institute.

2. Participating in or inciting others to resort to go-slow whether singly or in combination with others.

3. Striking work or inciting others to strike work in contravention of the provisions of any law or rule having the force of law.

4. Participation in or inciting others to participate in Gherao or other such forms of agitational activities against the Institute.

5. Carrying or bearing in possession of any lethal weapon or other such article inside the Institute premises, which in the opinion of Management may endanger any person or property inside the Institute premises.

6. Staying or moving anywhere within the Institute premises other than the appointed place, with a view to intimidate, coerce or threaten any officer or other employee of the Institute or for mobilizing support for any agitational activities against the Institute

7. Threatening, intimidating, molesting, abusing or assaulting or causing bodily injury to employee or officer of the Institute inside the Institute premises or outside such premises, where such an act relates to the employment or working of the Institute.

8. Wrongful confinement of any person within or outside the Institute premises.

9. Incitement to violence whether by word of mouth, writing or other forms of communication, against the Institute or any of its employees.

10. Riotous or disorderly or indecent behaviour during working hours or within the Institute premises or such conduct outside the Institute premises where such conduct is related to or connected with the employment or of the working or property of the Institute.

11. Conviction in any Court of Law for any criminal offence involving moral turpitude or any other serious offence punishable under Indian Penal Code, irrespective of whether the offence has been committed inside or outside the Institute premises, or whether or not connected with his employment or working or property of the Institute.

12. Deliberately spreading false information or rumour with a view to bring about disruption to Institute's normal work, or panic among the work force.

13. Drunkenness or being under the influence of drug or indulging in indecency or immorality within the Institute premises including township.

14. Wilful insubordination or disobedience, whether alone or in combination with another or others, of any lawful and reasonable order or instruction of a superior including requirement to perform overtime work.

15. Wilful disobedience of any order expressly given or any rule expressly framed for the purpose of securing safety or wilful removal or disregard of or interference with any safety guard or other devices provided for securing safety within the Institute premises.

16. Any act subversive of discipline irrespective of whether committed inside or outside the Institute premises.

17. Any act or conduct which endangers the life or safety of the others in the Institute premises.

18. Sleeping in any posture while on duty.

19. Fighting or quarrelling with any employee, officer or other person within the Institute premises, or outside where such conduct is connected with employment or working of the Institute.

20. Failure to report accident/injury occurring while on duty either to himself or another or failure to give evidence in respect of such accident/injury.

21. Refusal to submit to search of his person or personal belongings or lockers, or in any manner evading or attempting to avoid search

22. Refusal to work or job at a place which in the opinion of Management the employee can perform provided same emoluments are maintained by the Management.

23. Refusal to work or continue to work or maintain any essential service of the Institute.

24. Insolence, impertinence, rudeness or misbehaviour towards any co-employee, superior, officer, client/customer, visitor or other public or public servant inside the Institute premises or outside where such act relates to his employment or working or property of the Institute.

25. Failure, refusal or evasion to give statement, report, testimony or evidence in respect of any incident or occurrence which employee is aware of, connected with his employment or working of the Institute, or refusal to give any declaration or statement pertaining to him when called upon to do so.

26. Violation or breach of any provisions of the rules or any law or any policy framed and as applicable to the employee concerned.

27. Engaging in any private trade/business/lending money on interest or work within the Institute premises.

28. Running of chit fund or other such scheme and or collecting moneys thereof or money lending within the Institute premises.

29. Unauthorised use of any property, machinery, tools, quarters, premises or land; belonging to the Institute.

30. Smoking/ chewing tobacco/ drinking alcohol inside the Institute premises where it is prohibited.

31. Failure to report at once to the Management, of any defect, default, or derangement which a employee may notice in any equipment, tool or machinery connected with his work.

32. Soliciting or collecting any money for any purpose whatsoever, while at work or within the Institute premises without the previous written permission from Management. Such permission shall, however, normally be given where such collection of money is for legitimate Union purposes with such conditions as may be deemed fit.

33. Refusal to accept or take notice of any Order or other communication meant for him from any Institute's authority sent by the person or in due course by post, by display on Institute's notice board.

34. Allowing any unauthorised person to operate or use the vehicle, equipment, and accessory.

35. Playing cards or carrying on or participating in gambling of any kind of whatsoever within the Institute premises.

36. Breach of any of the Institute's departmental rule, regulations, instruction, practice, convention, method, procedure, system or other customary unit or departmental arrangements and the like now in force and to be promulgated in future and not inconsistent with these Standing Orders for the purpose of regulating work, maintaining safety, discipline, good conduct, cleanliness, avoidance of waste of time or materials or for proper running of the Institute or of individual department/section.

37. Handling any tool, machine, vehicles, equipment, and apparatus against the rules of the Institute.

38. Deliberately making false complaint or report against an employee, superior or officer.

39. Canvassing for votes or other support to any association or party or the collection of any dues or funds of contribution thereof, within the Institute premises, without previous written permission from the Management.

40. Picketing whether peacefully or otherwise within the Institute premises or at its approaches.

41. Entering or attempting to enter or remaining or moving within the Institute premises while not on duty without prior permission from the competent authority or remaining on duty without the identification card/badge being worn on his person.

42. Any breach of the terms and conditions of service of employment.

43. Excreting, urinating, spitting or washing clothes or person or limbs in any place other than those specifically provided for the purpose, or performing anything objectionable or violating common decency, within the Institute premises.

44. Starting or running own business, trade, or any agency in his own name or in the name of another including carrying on or canvassing for Life Insurance Policies or other insurance policies without the prior written permission of Management.

45. Accepting service or monetary consideration or otherwise in any other Institute, Institute, workshop or employment under any person, without the prior written permission of the Management.

46. Entering or leaving the Institute premises other than by the gate(s) provided for the purpose.

47. Failure to notify the Institute of any change in his address when proceeding on leave or during leave or during suspension.

48. Frequent repetition of any act or omission for which fine may be imposed.

49. Taking part in active politics.

50. Habitual indebtedness or insolvency.

51. Forcible or unauthorised possession or occupation of Institute's land, quarters or other property.

52. Refusal to submit for medical examination when directed to do so by the Management.

53. Misuse or transfer of tool check, clock card, gate pass, and movement pass or work pass.

54. Refusal to accept or comply with the order for transfer from one department, section, or workplace to another.

55. Entering, moving or staying in another department, section, or office without the written permission from the Management.

56. Unauthorised receiving or removal of Institute's property and keeping or hiding the same within the Institute premises with a view to take them out later.

57. Soliciting, receiving or giving bribe or any illegal gratification whatsoever or indulging in any corrupt practice in connection with Institute's business or property.

58. Misappropriation or defalcation of Institute's money or funds.

59. Applying for outside appointment, employment, scholarship, training without prior written permission of the Management.

60. Contracting another marriage (while the spouse is still alive), without first obtaining the written permission from Management, notwithstanding that such subsequent marriage is permissible under the personal law for the time being in force, applicable to the employee concerned.

61. Theft of property belonging to any employee or officer within the Institute premises and township.

62. Theft of Institute's property including theft in the premises of the Institute or Institute's Estate/ Township.

63. Impersonation connected with Institute's business or property.

64. Forging any signature, rubber stamp or other such representation or of any record, statement or document connected with the Institute's business or property.

65. Fraud, cheating, breach of trust or dishonesty in connection with the Institute's business or property.

66. Any act or omission committed in the course of employment for wrongful gain to the employee and wrongful loss to Institute.

67. Tampering with production facilities or fabrication of any fake or fictitious statement, record or document connected with Institute's business or property.

68. Defacement, destruction or unauthorised removal of any records of the Institute.

69. Misuse of official position or authority in any manner or form for personal gain or benefit.

70. Misuse or misapplication of monetary advance obtained from the Institute such as for the purchase of cycle, scooter/motorcycle, leave travel concession etc.

71. Making false statement or suppressing material facts in his application for employment in the Institute   or   in the attestation form or during medical examination or in furnishing personal particulars while applying or in service.

72. Disclosing to any unauthorised person any confidential information in regard to any process or design or plan of the Institute which comes into the possession of any employee during the course of his work or otherwise.

73. Exerting any external influences in any form or manner on the Institute or on any of its officers or employees for the betterment of the employee's career or benefit or gain.

74. Any Act or omission including carrying on public propaganda   calculated to bring disrepute or discredit to the Institute or to   any of its officers or employees in the eye of the public.

75. Deliberately making false statement to a superior or others or giving false evidence or testimony connected with Institute's business or property.

76. Any act or omission prejudicial to the interest of the Institute.

77. Using his position or influences directly or indirectly to secure employment in the Institute for any person related to him whether by blood or marriage.

78. Using or commercialising or alienating any invention, discovery or patent which the employee has secured in the course of his employment in the Institute, for his personal benefit or of any other person, firm, Institute or corporation.

79. Writing of anonymous, pseudonymous letters or other documents against co-employees or other supervisors and officers of the Institute.

80. Deliberate idling or wasting time during working hours.

81. Loitering while on duty.

82. Absence from work spot without permission or reasonable cause to the satisfaction of Management.

83. Adducing false grounds or making false statements in the application for leave.

84. Proxy punching of time cards or proxy or false recording of attendance or tempering in any manner with the punching card or other record of attendance, or their removal or destruction, whether for his benefit or for the benefit of another.

85. Cessation or absence from duty disregarding prior refusal of leave whether for the whole or part of a day.

86. Failure to attend work on a weekly holiday or declared holiday if required to do so by the Management, for sufficient cause such as to make good the loss of working hours due to closure of the Unit, on some other day etc.

87. Absence without leave.

88. Habitual absence without leave.

89. Habitual late attendance or leaving of work before the scheduled time.

90. Misuse of any amenity or welfare measure provided by the Institute or otherwise.

91. Misuse of any facilities or benefits granted to the employee by the Institute or otherwise.

92. Causing damage to material, tool, equipment etc. while performing work, due to negligence, poor employeeship or any other cause.

93. Habitual negligence or neglect of work.

94. Serious mistake or error in the maintenance of record or giving incorrect information to the superior or other authorities for preparing report, statement or other such documentation.

95. Habitual inefficiency, carelessness, bad or defective work causing quality or quantity or work to suffer.

96. Sexual Harassment of female employees at work place(s).

97. Explanation: Sexual Harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

98. physical contact & advances;

99. a demand or request for sexual favours;

100. sexually coloured remarks;

101. showing pornography

102. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

103. Distributing of any newspaper, handbill, pamphlet or poster inside the Industrial Institute without the prior permission of the management.

104. Taking or giving bribes or any illegal gratification whatsoever.

105. Holding meetings inside the premises of the Institute without the permission of the management.

106. Malingering deliberate delay of work or carrying out of orders gherao of any employee supervisor or the management.

20.20   PROCEDURE FOR IMPOSITION OF FINES & CENSURE NOTICES FOR MISCONDUCT:

a. Fine shall be imposed as per provisions of law applicable.

b. No fine shall be imposed unless the employee concerned has been given an opportunity of explaining the act or omission alleged against

20.21   PUNISHMENT FOR MISCONDUCT :

a. An employee guilty of misconduct may be :

i) Warned or censured.

ii) Increment withheld.

iii) Demoted to junior post with lower grade or stage.

iv) Suspended without pay for period not exceeding four days at a time.

v) Discharged or removal from service.

vi) Dismissed without notice or any compensation in lieu of notice.

vii) The order of dismissal and suspension shall be in writing and must also briefly mention the reason on which it is based. The written order of dismissal and suspension shall be   communicated to the employee.

viii) In awarding any punishment under these Rules. Management shall take into account the gravity of the misconduct, previous record, if any, of the employee and any other extenuating circumstances that may exist.

ix) All the communications to the employee in general and particularly all communication regarding misconduct etc. and enquiry proceeding shall be in English.

20.22   DISCHARGE SIMPLICITER OR SIMPLE DISCHARGE:

The services of a permanent employee are liable to be terminated by a month's notice in writing or salary in lieu thereof for any reason, including the following.

1) Continued illness for a period of six months or more, frequent intermittent illness.

2) Physical or mental disability or infirmity, defective eyesight or hearing and the like.

3) Reasonable apprehension of jeopardising the safety or interests of the Institute.

4) Continued low efficiency or bad working or unsatisfactory performance.

5) Conviction by a criminal court for an offense under the Indian Penal Code.

6) Bonafide suspicion about his integrity.

7) If his retention is not conducive to the interests of the Institute

8) Giving a wrong declaration at the time of seeking employment.

9) Absence on account of arrest or detention by Government under any other law.

10) Loss of confidence & mistrust.

11) Offence/act involving moral turpitude.

12) Any misconduct listed in the point 19.

20.23   DEDUCTION FOR DAMAGE TO OR LOSS OF GOODS OR MONEY :

In accordance with provisions of law as may be applicable, deductions may be made for damage to or loss of   goods expressly entrusted to the employed person for custody or for loss of money for which he is required to account where such   damage or losses directly attributable to his gross neglect or will full default.

20.24   SUMMARY SUSPENSION PENDING ENQUIRY INTO ALLEGED MISCONDUCT :

a. Where a disciplinary proceeding against an employee is contemplated or is pending or where criminal proceedings against him are under investigation or trial and the employer is satisfied that it is necessary or desirable to place the   employee under suspension, the employer may by order in writing, suspend him with effect from such date as may be   specified in the order. A statement setting out in detail the reason for such suspension shall be supplied to the   employee within a week from the date of suspension.

b. An employee who is placed under suspension under disciplinary proceedings as mentioned in clause (a) shall during the period of such suspension be paid subsistence

allowance at the rates as per rules. No subsistence allowance, however, shall be payable to an employee who is found involved in criminal proceedings in respect of any offence against him whether under investigation or trial.

c. If on the conclusion of the enquiry or of the criminal proceedings, the employee has been found guilty of the charges framed against him and it is considered, after giving the employee concerned a reasonable opportunity of making representation on the penalty proposed that an order or dismissal or suspension or fine or stoppage of annual increment or reduction in rank would meet the ends of justice and the employer shall pass an order accordingly. Provided that when an order of dismissal or any punishment is passed the employee shall be deemed to have been absent from duty during the period of suspension and shall not be entitled to any remuneration for such period. The subsistence allowance already paid to him shall, however, not be recovered.

d. If on the conclusion of the enquiry, the employee has been found to be not guilty of any of the charges framed against him he shall be deemed to have been on duty during the period of suspension and shall be entitled to the same wages as he would have received had he not been placed under suspension, after deducting the subsistence allowance paid to him for such period.

e. The payment of subsistence allowance under these Rules shall be subject to the employee is not engaged in any other employment during the period of suspension.

20.25 DISCIPLINARY PROCEEDINGS:

i) An employee against whom any misconduct is alleged shall be given a Show Cause Notice and or charge sheet in writing by the Management. The Show Cause Notice/charge sheet shall set out in detail of the misconduct alleged and the time by which a written explanation of the employee is required to be given.

ii) The Show Cause Notice/charge sheet shall be offered by hand and if the employee concerned refuses or avoids to take it by hand then the same shall be sent by Regd. A.D. post at the last known address on record of the employee. In that case, a copy of the Show Cause Notice/charge sheet shall also be put up on the notice board or near to the ordinary place of his work in the presence of two persons, and the authority issuing the Show Cause Notice/ charge sheet would record a note to this effect on the office copy thereof. This shall be deemed to be a sufficient proof of the charge sheet having been served on that employee.

iii) If the employee fails to submit his written explanation to the Show Cause Notice/ charge sheet within the time given or subsequently extended at the written request of the concerned employee or otherwise, then the Management shall thereafter proceed to take disciplinary action.

iv) If the employee submits within the given time his written explanation either denying the charge or charges or giving another version of the facts, and circumstances alleged against him, then, the officer-in-charge, may if considered desirable, initiate a domestic enquiry in the matter. The employee then shall be informed in writing the name of the Enquiry Officer, the venue, date and time for holding the enquiry proceedings.

v) The enquiry officer shall hold the proceedings as expeditiously as possible and shall submit his report and findings thereof to the Management issuing the Show Cause Notice/charge sheet.

vi) An employee on his request in writing shall, at the discretion of the Management or the Enquiry Officer, be allowed to be represented/assisted in the enquiry by a co-employee, who at the relevant time, is not under suspension or who may not have been discharged, retrenched or dismissed from service at the relevant time.

vii) Employee shall present himself in person in the enquiry at the time and place given by the Management and/or by the Enquiry Officer. On his failure to do so on the first appointed date another adjournment shall be granted to him but in case the employee fails to present himself for enquiry on the subsequent date also, the enquiry shall be proceeded in his absence.

viii) The employee concerned will be supplied copies of the statement that are recorded in his presence at the enquiry.

ix) The copy of the enquiry report submitted by the Enquiry Officer shall be furnished to the employee.

Formation of Enquiry and Disciplinary Committee under Employee Conduct and Discipline Rules -2022

For the implementation of the Emp. Conduct and Discipline Rules – 2022, the following Committees has been constituted:

Enquiry Committee, Disciplinary Action Committee and Appellate Authority				
SN	Level of Employee (Minimum 2 members)	Composition of Enquiry Committee (Minimum 2 members)	Composition of Disciplinary Committee (Minimum 2 Members)	Appellate Authority
1	Faculty	1. Dean (SWSS) 2. Chairperson / Area Head 3. One Senior Faculty	1. Dy. Director 2. Registrar 3. One Senior Faculty	Director
2	Any Other Employee	1. Dean (SWSS) 2. One Senior Faculty 3. HoD of Employee 4. Sr. Manager - HR	1. Dy. Director 2. Registrar 3. One Senior Faculty	Director

20.26 MODE OF SERVICE OF DOCUMENTS:

Every order, notice or procedure made or issued under these Rules including charge sheet, enquiry notices, warning notices, orders on imposition of penalties etc. shall be served in person on the employee concerned at the premises of the Institute. If the employee refuses to receive the document, its service on him shall be deemed to have been duly effected on

its being displayed on the Institute Notice Board with an endorsement to the effect of his having refused to receive it. If the employee is not attending duty the mode of service will be through Registered Post with the acknowledgement due and if the said letter is returned undelivered, by displaying the same on the Institute's Notice Board.

20.27 OBSERVANCE OF RULES AND INSTRUCTIONS:

Rules and instruction and all the customary and departmental arrangements, systems, methods and procedures now in force and to be promulgated in future for the purpose of regulating work, safety, discipline, good conduct, cleanliness, the avoidance of waste of time and materials and for the proper running of the work shall be binding and shall be observed by all employees concerned.

20.28 TRANSFER :

An employee may be transferred from one post, department, section, unit to another one site to another anywhere in the India and/or abroad, whether existing at the time of the appointment of the concerned employee or whether coming into existence subsequent to his appointment.

20.29 ESSENTIAL SERVICES:

The work of the Institute is as such that the projects undertaken by the Institute are time bound and hence all the services are by and large essential one. However, if need be the management as per requirement shall declare few services to be treated as most essential services from time to time and the employee working in those services shall not refuse to work whenever called upon to do the work in emergencies. And they shall work in any shift/on overtime if and when required. The Management may fix up hours of work, weekly/festival holidays and other terms of service separately for employees detailed in essential services in view of specific nature of work of such workmen.

The services of all the departments/sections shall however ordinarily be treated as essential services:

a. Electrical

b. Maintenance

c. Telephone

d. Water supply

e. Sanitation

f. Transport

g. Security

h. Medical

i. Safety or any other urgent operations during crisis.

20.30 GRIEVANCE SETTLEMENT PROCEDURE:

i. Any aggrieved employee may approach his immediate supervisor for redressal of any complaint regarding his work. The Supervisor will look into the complaint, discuss with his Departmental Head and HR Department, if necessary, and give a reply to the aggrieved workmen within one week.

ii. If the aggrieved employee is not satisfied with the reply, he may approach his Departmental Head, who will, in turn investigate the matter personally and give a reply within a further period of one week.

iii. If the concerned employee is still not satisfied, be may approach the Head of the HR Department / Manager either personally or in writing for redressal of his complaint. The Head of HR / Manager will look into the complaint and will give reply with in about a month. Reply given by him will be final in the matter.

20.31   DUTIES & OBLIGATIONS OF EMPLOYEES :

Every employee shall at all times:-

a) maintain absolute integrity ,

b) maintain devotion to duty ,

c) Do nothing which is unbecoming of an employee,

d) Every employee shall take all possible steps to ensure the integrity and devotion to duty\ of all employees for the time being under his control and authority.

20.32 GENERAL

a) CARRYING OUT OF INSTRUCTIONS:

Every employee shall carry out the work assigned to him faithfully & diligently in accordance with specific or general instructions of his superiors and shall maintain discipline at all times inside the Industrial Institute.

b) CLEANLINESS:

Every employee shall keep himself, work place and seats clean at all times.

c) PROPER CARE OF INSTITUTE's PROPERTY:

Every employee shall take proper care of computers and related equipment, tools, materials, furniture & other properties of the Institute. Every employee shall take precautions to safeguard the Institute's property and to prevent accidents and damage to it. It would be the duty of every employee to report immediately any defect or occurrence and/or accident which might result in damage to his own or any employee's person and/or property of the Institute.

d) SAFETY ARRANGEMENTS:

Every employee shall make proper use of the safety arrangements provided by the Institute in the premises and shall scrupulously adhere to instructions issued for safety purposes.

20.33   Alignment of Employee Retention Policy with Vision, Mission and Values:

This policy has been formulated in line with the Institute's mission no.1,6, and value no.1.

20.34   Parameters of Quality Assurance:

These parameters are as per the standard layout of the policy.

20.35   Process of Measurement of Quality of Process outcomes:

Quality of process is audited by IQAC.

21.1 Preamble

The BIMTECH Inclusion and Ethics Policy is an attempt to move systematically towards inculcating human values amongst all the segments - faculty, staff, students and all other stakeholders of the Institute. The Institute is committed to comply with applicable laws and standards, to promote a culture of fair and ethical behaviour and to encourage the reporting of corrupt practices, breaches of the law, and matters detrimental to the Institute or its reputation. Adhering to its values, BIMTECH follows zero tolerance policy against Sexual Harassment and strives for greater involvement of women students, faculty and staff in the affairs of the Institute. In accordance with this, BIMTECH has created a systematic mechanism to arrest instances or situations of harassment at the workplace.

21.2 Broad Purpose Of The Policy

We at BIMTECH must ensure appropriate and dignified behaviour towards all. This Policy sets out a number of Ethical Principles that the Institute requires of its faculty and staff members to comply with, in the performance of their roles. The Ethical Principles are:

- Integrity and impartiality;
- Promoting the public good;
- A commitment to the system of governance; and
- Accountability and Transparency.

21.3 Objectives

The objectives of the Inclusion and Ethics Policy are as follows:

1. To help students, Faculty and staff to understand the importance of Values and Professional Ethics to ensure long lasting happiness and prosperity.

2. To create Faculty and staff that are sensitive, accountable and honest and an environment where they could work with transparency and concern for students.

3. To create students who are keen knowledge seekers and disciplined.

4. To formulate strategies / programmes for inculcating human values and practicing professional ethics in the Institute.

5. To provide a conducive environment for all women be it employee, student, faculty, guest, parent, contract labour, vendor, employee of vendor, invitee or any other woman within the campus of BIMTECH at Greater Noida, U.P. as per The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules made there under.

6. To increase the involvement of women students, faculty and staff in the affairs of the Institute.

7. To ensure that there is no discrimination against women in policy and processes of the Institute.

8. To sensitize all stakeholders to recognize that sexual harassment can cause mental and physical harm to the victim.

9. To arrange periodic discourses and training on subjects relating to safety and security of women and other issues of concern among women faculty, staff and students.

10. To address complaints of sexual harassment in a time bound manner and to provide support to the complainant.

21.4 Mapping With Vision, Mission And Values

Promotion of Values

The Institute's commitment to its vision and mission is reflected by value based conduct and behaviours of faculty, staff and students in all areas of performance. Values serve as the guiding philosophy in all walks of Institute life

Core Values

Core values are fundamental and universal in nature that act as invisible force guiding thought processes, conduct and behaviour of Faculty, staff and students. The following values are adopted by the Institute:

Ethics and Integrity - Being honest and fair, practicing duties in a truthful and justifiable manner, displayed through righteous conduct in all accomplishments.

Sustainability and Transparency - Having concern for nature, environment and resource utilization for long lasting, safe and better future, with visibility and accessibility of information and practices to all concerned.

Innovativeness and Entrepreneurship - Having an unending quest for discovering new ideas in all areas of performance, enriched by diversity and risk-taking in thoughts, actions and leadership.

This Policy is aligned with Mission 1, 6 and Value 1 of BIMTECH.

21.5 Definitions

Faculty - All full time and adjunct teaching staff and employees of the Institute, persons acting in an honorary or voluntary capacity for or at the Institute,

Staff - All administrative employees of the Institute, persons acting in an honorary or voluntary capacity for or at the Institute.

Conflict of Interest is a situation where an actual, perceived or potential conflict exists:

- An **actual conflict** involves a direct conflict between an employee's duties and responsibilities to the Institute and a competing interest or obligation, whether personal or involving a third party.

- A **perceived conflict** exists where it could reasonably be perceived, or give the appearance, that a competing interest could improperly influence the performance of an employee's duties and responsibilities to the Institute.

- A **potential conflict of interest** arises where a Faculty and staff member has an interest or obligation, whether personal or involving a third party, that could conflict with the employee's duties and responsibilities to the Institute.

Conflicts of Interest

- A Faculty and staff member must avoid situations where there is or may reasonably be perceived to be a conflict of interest in undertaking any outside work or business interest. A situation of conflict, or potential conflict of interest, arises where a Faculty and staff member is in, or is seen to be in, a position to influence a decision of the Institute that may favour the Faculty and staff member personally, associates of the Faculty and staff member, or some other business interest or activity of the Faculty and staff member.

Conflicts of interest may arise between a person's role as a Faculty and staff member and the duties as a company director.

- Faculty and staff members who have a position of influence in a business that may provide goods or services to the Institute must declare their interest, in writing, to their Head of School, Director of Division or Centre. In particular, an interest or a relationship with a business must be disclosed before a decision is made by the Institute to order goods or services, or to undertake other financial or contractual obligations. A Faculty and staff member in this situation must not be involved in such a decision.

- Faculty and staff members must also declare their interest in situations of potential conflict of interest. A potential conflict is created in the case of a Faculty and staff member being in a position of influence with a business, which is dealing with the same type of services as that area of the Institute in which the Faculty and staff member is employed. It could also occur with the conduct of research where the outcomes could influence market expectations about financial results of a company in which the researcher has an interest.

- Where there is some cause for concern regarding a conflict, this must be discussed with the Head of the organizational unit and must be noted on the application for approval.

Maladministration means administrative conduct which is unlawful, arbitrary, improper, discriminatory or oppressive.

"Sexual harassment" at workplace is defined under section 2 (n) of The Sexual Harassment of Women at Workplace Act 2013.

(n) "sexual harassment" includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely —

I.   physical contact and advances; or

II. a demand or request for sexual favours; or

III. making sexually coloured remarks; or

IV. showing pornography; or

V.   any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Policy Scope/Coverage

This Policy applies to all employees of the Institute. It is an expectation of the Institute that third party contractors will also act in accordance with this Policy while undertaking work for or on behalf of the Institute. All Faculty and staff members are directed by the Institute to comply with this Policy.

Committee Membership and Responsibilities

Membership:

The Inclusion and Ethics committee has been renamed **as "Committee for Redressal of Internal Complaints on Sexual Harassment and for the Promotion of Diversity"** for redressal of gender related complaints at workplace of BIMTECH, which is in accordance with the provisions of "The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (No.14 of 2013)". The details of the Committee members are as follows:

S. No.	Name	Email	Phone No.
1	Dr. Manosi Chaudhuri - Convener	manosi.chaudhuri@bimtech.ac.in	9871212687
2	Dr. Abha Rishi - Member	abha.rishi@bimtech.ac.in	9910413996
3	Mr. Vatsalya Ajit Shrivastav (Advocate) - External Member	vatsalya.1275@gmail.com	7499383674
4	Dr. Arunaditya Sahay - Member	arun.sahay@bimtech.ac.in	9899117737
5	Dr. Anubhooti Bhatnagar- External Member (NGO)	anubhooti@neofusioncreativefoundation.org	9958070700
6	Dr. K C Arora - Member	kc.arora@bimtech.ac.in	9899288200
7	Dr. A. Chattoraj - Member	abhijit.chattoraj@bimtech.ac.in	9765419263
8	Dr. Meena Bhatia - Member	meena.bhatia@bimtech.ac.in	9810839449
9	Ms. Himani - Member	hr@bimtech.ac.in	9250369070
10	Ms. Rupali Singh - Member	rupali.singh@bimtech.ac.in	9716201832

Responsibilities:

- To have operational responsibility for the implementation of the Institute's policies and procedures in relation to governance and ethics.

- To provide advice to Faculty and staff, supervisors and students on good practice and the ethics.

- To monitor and oversee the ethical propriety of work being carried out by Faculty and staff and students in the faculty's constituent Departments.

- To determine the ethical propriety of research projects that are submitted to it, where necessary seeking expert advice to do so.

- To keep appropriate records of practices and decisions.

- To keep abreast as appropriate of any advice / recommendations from relevant professional bodies and, where appropriate, advise the Faculty council.

- To work towards creating an atmosphere promoting equality, non-discrimination and gender justice. It will promote and facilitate measures to ensure there is no hostile environment towards women at the workplace. It will also monitor and review the implementation and effectiveness of the policy against sexual harassment.

- To facilitate the participation of female faculty members in decision making in the activities of the Institute.

- To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the grievances of the victims, and recommend action to be taken against the accused, if found guilty by the committee.

- To recommend arrangements for appropriate psychological, emotional and physical support (in the form of counselling, security and other assistance) to the victim if s/he so desires.

- To also play a preventive role by making efforts to provide a congenial atmosphere at the institute by arranging periodic programmes and lectures, if required, on prevention of sexual harassment of women at the workplace.

While the focus of this Committee is to be supportive and educative, it seeks to regulate employee behaviour. Where conduct by a Faculty and staff member falls below the standards outlined in the Policy, such failure may amount to misconduct or serious misconduct and will be dealt with in accordance with the HR Manual. Where the breach could provide reasonable grounds for terminating a Faculty and staff member's employment, all legislative reporting obligations must be complied with.

- Potential consequence for a student seen as a harasser/ accused of indecent behaviour towards women could be in the form of – disciplinary action that may result in the form of warning, debarring entry into a hostel/campus, suspension for a specific period of time, debarring from exams, debarring from holding posts such as member of committees or even expulsion. Decision of the Internal Complaints Committee shall be final and binding in such cases of reported sexual harassment.

- Potential consequence for a faculty or staff member seen as a harasser/ accused of indecent behaviour towards women could be in the form of – disciplinary action that may result in the form of warning, stoppage of increment, withholding of promotion, censure, debarring entry into campus, suspension for a specific period of time, debarring from holding posts such as member of committees or even dismissal from the services of BIMTECH. Decision of the Internal Complaints Committee shall be final and binding in such cases of reported sexual harassment.

- Potential consequence for a person working on contractual basis/ vendor/ staff of vendor seen as a harasser/ accused of indecent behaviour towards women could be in the form of decision of the Internal Complaints Committee that may result in warning, debarring entry from campuses, or termination of the contract. Decision of Internal Complaints Committee shall be final and binding in such cases of reported sexual harassment.

21.6 Critical Success Factors

This section discusses the Ethical Principles, which are the critical success factors, with which all the employees must comply.

Professional Code of Ethics

All faculty and staff at the Institute undertake to work ethically. Commitment to a Code of Ethics will ensure that all research is conducted according to the following concerns:

- To respect the autonomy of individuals

- To avoid causing harm

- To treat people fairly

- To act with integrity

- To use resources as beneficially as possible

Ethical Principle 1 - Integrity and Impartiality

Integrity and Impartiality

The Institute's faculty and staff occupy positions of trust. It is therefore important that all employees act in a way that maintains public confidence in the integrity of the Institute. Consistent with that objective, all employees must:

a) be committed to, and act in accordance with the highest ethical standards;

b) accept and value their duty to act with objectivity, independence and impartiality;

c) show respect towards all persons including other members of Faculty and staff, to students and to the general public;

d) acknowledge the primacy of the public interest and ensure that any conflict of interest issue is resolved or appropriately managed in accordance with the Institute's policy ; and

e) be committed to remain honest, fair and respectful with the general public.

Appropriate use of Institute information

Faculty and staff will gain access to information while engaged in teaching, research, administrative, technical and support activities. Some of this information may be confidential or private and should not be disclosed or used for personal gains.

Faculty and staff must respect the privacy of others and ensure that information of a personal nature is accessed and used only for Institute purposes and is not disclosed except in accordance with the Institute's Policy.

Where a student confides in a Faculty and staff member, the information should not be discussed with or revealed to others, except where it is necessary to take action or decisions in accordance with Institute policies and procedures.

External activity and public comment

Faculty and staff is free to engage in political and professional bodies, interest groups and charitable activities provided that this participation does not give rise to a conflict of interest or impede the performance of a Faculty and staff member's duties to the Institute.

In the exercise of academic and intellectual freedom, Faculty and staff must act in a professional and ethical manner and will not harass, vilify, intimidate or defame any other member of Faculty and staff or any student. Faculty and staff must, in exercising their academic and intellectual freedom, act in accordance with the rules of the HR Manual as given to the employees of the Institute.

In making any public comment using the Institute's name, Faculty and staff members must comply with the HR Manual. Comments made by a Faculty and staff member in a private capacity should not compromise or be perceived to compromise the Faculty and staff member's ability to carry out his or her duties or to implement an approved Institute policy. Faculty and staff members must note the following:

• If appropriate, a Faculty and staff member may participate in public debates as a recognized expert or as a person with specialist knowledge;

• Where a Faculty and staff member comments publicly in connection with trade union, political or interest group activities, every effort must be made to ensure that the opinions expressed are clearly represented as the Faculty and staff member's personal opinions and not those of the Institute.

Responsible conduct of research

All Faculty and staff who conduct research must comply with the principles of intellectual rigour, appropriate research methodologies and research ethics and must adhere to the Policy. Faculty and staff who conduct research are also required to comply with all relevant laws applying to the research they conduct.

The Institute's mission is to pursue excellence in education and related areas of social and professional practice. In accordance with this mission, the Institute is committed to maintaining the highest possible standards of integrity and rigour in the conduct of research by both Faculty and staff and students, and to ensuring that the conduct of research and the dissemination of the results of research are both truthful and fair. The great majority of its research involves human participants, and the Institute is committed to protecting their interests and protecting them from the potential risks associated with research. The policy also covers the sharing of intellectual property, the proper acknowledgement of help from others, plagiarism, equal opportunities, the duty to place the results of research in the public domain, and a commitment to high standards of academic conduct.

As an organization aiming to achieve international excellence, the Institute's research, teaching and consultancies are widespread, and students and Faculty and staff reflect these international dimensions. While acknowledging that occasionally there may be conflict between the ethical guidelines which have been developed by the Institute, and those of the other cultures and countries reflected in the wide span of its work and influence, Faculty and staff and students are committed at all times, to work sensitively to resolve possible dilemmas and conflicts ethically.

Respect for persons

The Institute seeks to create an environment where all persons are treated equitably and with respect, encouragement and recognition. Whilst not intended to detract from the concept and practice of academic or intellectual freedom, the notion of respect for persons involves:

- Courtesy and responsiveness in dealing with others – The Institute regards a Faculty and staff member's personal behaviour towards and interaction with others as a vital part of the duties of their position. A collegial working environment is particularly encouraged. Persistent rude or insulting behaviour towards other members of Faculty and staff or students is unacceptable.

- A responsibility of fairness in supervising other Faculty and staff – Faculty and staff who exercise supervision of other Faculty and staff have particular responsibilities to treat Faculty and staff fairly and to afford equality of opportunity, to maintain open and honest communication with them and to ensure that Faculty and staff understand performance expectations relevant to their role.

- Making decisions that are procedurally fair to people – When making a decision, taking action of a discretionary nature or resolving a grievance which may adversely affect a person's rights, liberties, interests or legitimate expectations, the principles of procedural fairness should be applied. This means that persons affected should have the opportunity to respond to allegations or assertions made and to have a decision made without bias.

- Avoiding unlawful discrimination, for example, on grounds such as gender, race and religion – Faculty and staff should treat other persons equitably, in accordance with the HR Manual for prevention of discrimination and harassment.

- Engaging in rational debate and allowing alternative points of view to be expressed – Rational debate presupposes open communication and the freedom to voice alternative points of view. Faculty and staff are not to cut off rational debate by verbal abuse or physical violence or intimidation. For example, criticism of ideas should be distinguished from personal criticism, and Faculty and staff are not to verbally abuse, vilify or belittle students or other Faculty and staff (including their supervisors) either personally or through others.

- Avoiding behaviour that might reasonably be perceived as harassing, bullying or intimidating – Faculty and staff must not engage in conduct that amounts to or may be perceived as harassment. Faculty and staff are not to behave towards other persons in a manner that may reasonably be perceived as intimidating, overbearing or bullying.

- A responsibility of fairness and the encouragement of independent scholarly learning in the teaching role – Academic Faculty and staff involved in teaching or research training is to encourage the pursuit of independent scholarly learning, critical judgment, academic integrity and ethical sensitivity in their students, and should themselves demonstrate these qualities in their interactions with students. Academic Faculty and staff are to behave courteously towards students and should be sensitive to students' need for feedback and consultation. Evaluations of students are to reflect each student's true merit. The interests of students should be given primary consideration in the relationship of trust that exists between academic Faculty and staff and their students.

Improper use of position

All employees must use their position properly and honestly. An employee must not abuse a position of power. There can be an imbalance of power between an employee and a student or between an employee and those they supervise or manage including, for example, by reason of the fact that the Faculty and staff member has the capacity to influence outcomes for a student or for a supervised Faculty and staff member.

Similarly, a personal or sexual relationship with a student or supervised Faculty and staff member may create the potential for abuse of position and damage to the other individual.

Where a personal or sexual relationship develops which may lead to a conflict of interest or the potential for actual or perceived abuse of position, the employee must notify their supervisor and must cease any decision-making role in respect of that student or Faculty and staff member pending further direction from their supervisor.

Employees must not use their position to offer students or other Faculty and staff members a benefit as a result of any relationship the decision maker has with a student or another Faculty and staff member.

Conflicts of interest

A conflict of interest may include circumstances involving:

- a conflict between the Faculty and staff member's obligations to the Institute and a competing interest, including conflicts between the duties owed to the Institute and obligations owed to other organizations;

- favouring a personal financial interest over a duty to the Institute;

- decisions based wholly or partly on personal relationships rather than the duty to act impartially; and

- receiving personal benefits from an individual or organization where there is an expectation, explicit or implied, of favourable treatment.

Faculty and staff members are directed to avoid and manage conflicts of interest.

Ethical Principle 2 - Promoting the Public Good

Faculty and staff must:

- perform their duties conscientiously and professionally, with proper diligence, care and attention and in a manner that gives effect to official decisions and policies of the Institute;
- be accountable for their conduct and decisions;
- use resources effectively, efficiently and economically; and
- follow lawful and reasonable directions issued by their supervisor or other persons in more senior positions of authority.

Using resources for Institute purposes

Faculty and staff members have a responsibility to use Institute resources and third-party-provided resources only for legitimate purposes and must take care to ensure all such resources are not wasted or abused. If Faculty and staff members identify areas of inefficiency or waste, they are encouraged to raise the issue with their supervisor. Expenditure of Institute funds must be consistent with Institute policy and be appropriately authorised.

Standards of performance

Faculty and staff should endeavour to maintain and enhance their skills and expertise and to keep up-to-date the knowledge associated with their particular field or area of work. High standards of performance and a focus on client service are expected. Outside work should not interfere with the performance of duties to the Institute.

Duty to take care

Faculty and staff are to exercise care in undertaking their duties, particularly where others will rely on advice or information offered. Faculty and staff have a duty to take reasonable care to avoid causing harm (including physical harm) to anyone and should actively promote safe working practices and environments for everyone using Institute facilities. For example, Faculty and staff training others in workplace health and safety practices should make available written instructions, explain or give demonstrations.

Use of toxic substances

Faculty and staff should ensure that the personal use of alcohol or other drugs does not affect work performance or the safety and well-being of others.

Disclosure of fraud or corrupt conduct

Fraud, corrupt conduct or maladministration is contrary to law and is to the detriment of the Institute community generally. Faculty and staff are therefore encouraged to report genuinely suspected or known instances of fraud, corrupt conduct or maladministration to appropriate Institute or external authorities. Where a person discloses impropriety or corrupt conduct to

appropriate authorities, this must not result in harassment or other reprisal action by Faculty and staff.

Ethical Principle 3 - Commitment to the System of Governance

Commitment to the system of governance is based on compliance with the rule of law and personal accountability. Respect for the law and system does not limit or impede Faculty and staff academic freedom even where this may involve criticism of policies or the practices of government.

Complying with the law

While undertaking Institute responsibilities or activities, Faculty and staff members must comply with the laws of the country and other guiding authorities.

Complying with the Institute's policies, procedures and decisions

Faculty and staff are required to comply with the Institute's policies and procedures.

Preventing fraud, corruption or maladministration

Faculty and staff must not engage in corrupt or fraudulent conduct or maladministration.

Ethical Principle 4 - Accountability and Transparency

Faculty and staff must perform their duties to the best of their ability with proper diligence, care and attention and be accountable for their actions and decisions. They must act in a transparent way by managing information as freely as possible within legal constraints and frameworks.

Acting in a professional and conscientious manner

Faculty and staff members are expected to carry out their duties in a professional, responsible and conscientious manner, and to be accountable for their conduct and decisions. Faculty and staff members who teach or undertake research related to professional activities should make themselves aware of any rules, codes of conduct or ethical standards relevant to the profession and aim to act in a way which satisfies both those professional standards as well as those standards required by the Institute.

Maintaining the confidentiality of information

Faculty and staff members must not disclose confidential information owned or managed by the Institute unless required and appropriately authorised to do so. Such confidential information should only be used for a permitted Institute purpose. Faculty and staff members have a general duty to maintain the confidentiality, integrity and security of the Institute's information and of third-party information provided to the Institute under an obligation of confidentiality.

Appropriate use of information and communications technology

Faculty, staff and students must comply with the guidelines given in the HR Manual and Students Handbook, respectively.

21.7 POLICIES AND PROCEDURES FOR CASES OF SEXUAL HARASSMENT

Procedure for Registering Complaint

1. Any aggrieved may make a complaint in person or in writing to any member of the Inclusion and Ethics Committee.

2. Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or dependent or parents or local guardian or any other person on her behalf as prescribed in the said Act may make a complaint on her behalf.

3. If the complaint is oral, it shall be reduced in writing by the Committee member receiving the complaint and the same shall be authenticated by the complainant under her dated signature or thumb impression as the case may be.

4. The Committee member, who receives the complaint, will make a record of the same in the Complaint Register and provide an acknowledgement.

5. The Committee will ensure complete confidentiality of the complaint made. All the members of the Committee will be informed about the complaint by the Chairperson of the committee.

Procedure to be followed by the Committee

The committee shall enquire into the complaint of sexual harassment following procedures in conformity with the principles of natural justice and gender sensitivity.

1. Within ten-fifteen days of the receipt of a complaint, the Committee must determine whether a prima facie case of sexual harassment is made out or not. It shall carefully consider the complaint and may hear the complainant and the defendant and/or any other relevant person to determine whether an inquiry by the Committee is to be instituted. The complainant can also submit any corroborative material with a documentary proof, oral or written material etc., to substantiate his/her complaint. If the complainant does not wish to depose personally due to embarrassment of narration of event, a lady officer for a lady employee as decided by the Committee shall meet and record the statement of the complainant.

2. If the Committee is in agreement regarding the complaint, an inquiry will be instituted and both parties will receive a notice regarding the same.

3. If the Committee against Sexual Harassment decides not to conduct an enquiry into a complaint, it shall record the reasons for the same in the minutes of the Committee meeting. The Committee shall make the same available to the complainant and to the accused in writing.

Enquiry Process

1. In case the Committee decides to enquire into allegations/ complaint of the complainant, then the Committee shall issue notice of the complaint to the accused and seek his/ her comments on the same. The accused/ harasser/ delinquent should be provided 15 days clear time to respond to such complaint to the Convener of the Committee. Thereafter, in case the Committee deems it fit to continue with the matter, then it shall first record the statement and evidences on behalf of the complainant. Witnesses of the complainant shall be subject to cross examination by the accused/ authorised representative of the accused. Thereafter, the accused shall produce his statement and witnesses in defence. Witnesses of the accused shall be subject to cross examination by the complainant/ her authorised representative.

2. Both the parties are free to produce documents/ any other material before the Committee in support of their respective contentions with a copy to the other party. After conclusion of this process, the Committee shall examine the statement of the complainant in the light of the evidence and material brought on record of the Committee during this enquiry and then the Convener shall pronounce her order on behalf of the entire Committee which shall be binding on the accused. Members of the Committee are at liberty to give their dissenting findings, if they deem so. The Convener is expected to pronounce a detailed speaking order considering the facts and circumstances of the case and propose punishment to the accused as per the Sexual Harassment of Women at Workplace Act 2013. Copy of the order of The Committee should be provided to all concerned.

3. Principles of natural justice will be followed while conduct of enquiry by the Committee. All the parties to the proceedings shall be given all documents brought on record by any party and copy of each proceeding. They are also free to be represented by representatives of their choice in the enquiry; however no outsider is permitted to represent either the complainant or the accused/ delinquent.

4. A copy of this policy document should be provided under acknowledgement to all the parties to the enquiry so as they should clearly understand the procedure. Language of the enquiry shall be English unless specifically requested by the complainant to record proceedings in vernacular. Place of enquiry shall be within the campuses of BIMTECH.

Submission of Findings of the Committee

1. On the completion of an inquiry, the Internal Committee shall provide a written report of its findings to the management, and such reports should also be made available to the concerned parties.

2. The inquiry report shall specify the details of the charge(s) against the defendant, the statements made and evidence presented in the enquiry and a discussion of the reasons upon which the findings were arrived at by the Committee.

3. If the Committee finds no merit in the complaint, it shall write to the management giving reasons for its conclusions and recommend that no action is required to be taken in the matter.

4. In the event that the Committee finds the defendant guilty of sexual harassment, it shall recommend:

   a) Action for sexual harassment as an employment misconduct in accordance with provisions of service rules or standing order, in case accused is an employee of BIMTECH.

   b) In case where no service rules are available, it shall recommend the nature of disciplinary action to be taken, taking into consideration the gravity of the offence of which he has been found guilty and the impact on the complainant.

   c) In case the defendant was any contract/ agency worker or vendor or consultant or some such person, the forfeiture of such contract and award of penalty, apart from any other legal remedy as the Committee may deem fit.

   d) To deduct, notwithstanding anything in the service rules, from the salary or wages of the defendant, or direct him to pay, a compensation amount which can be determined by considering the following factors:

- the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;

- the loss in the career opportunity due to the incident of sexual harassment;

- medical expenses incurred by the victim for physical or psychiatric treatment; and

- The income and financial status of the respondent.

5. If the Committee arrives at a conclusion that the allegation against the accused/delinquent/ respondent is malicious or the complainant has made the complaint knowing it to be false or the complainant has produced any forged or misleading document, it may recommend to the management to take action against the complainant in accordance with the provisions of the service rules, or if no service rules are available, in consideration of the gravity of malicious intent. Malicious intent on part of the complainant can be established only after an inquiry. A mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant.

6. In case the Committee finds the degree of offence coverable under Indian Penal Code, then this fact shall be mentioned in the report and appropriate action shall be initiated by the Management, for making a Police Complaint.

Disciplinary Action

Disciplinary Action in case an employee of BIMTECH is accused of sexual harassment:

1. The Internal Complaints Committee will give recommendations to impose disciplinary action to be taken in case the accused/ delinquent is found guilty of charges of sexual harassment. The penalties listed below are indicative guidelines.

2. **Minor Punishment**

   a) Warning or censure in writing

   b) Withholding or stoppage of increments/promotion

   c) Fine

   d) Order to give a written apology to the aggrieved woman

   e) Sign a bond of good behaviour

   f) Negative impact on performance appraisal

   g) Withdrawal of residential/and or other facilities

   h) Transfer

   i) Debar from differentiated Reward and Recognition programs.

3. **Major Punishment**

   a) Debarring from supervisory duties

   b) Reverting, demotion

   c) Termination/ Discharge from services

   d) Dismissal without notice or any compensation in lieu of notice

   e) Compensation to the victim through deduction from the salary of the person found guilty.

In addition to above, the Internal Complaints Committee may also recommend providing gender sensitization counselling to the person found guilty.

4. Penalty in Case of a Second Offence

a) For a second or repeated offence, the Internal Complaints Committee against Sexual Harassment should recommend an enhanced penalty and take stricter disciplinary action.

Documentation and Records

The records and documents relating to all cases referred to this Committee, the proceedings of these cases and decisions of the Committee will be maintained in files at all times.

21.8 Validity, Applicability and Exclusions

This Policy shall be applicable to all on the campus of BIMTECH be it permanent, temporary, casual, consultants, contract employees (either directly or through an agent, including a contractor), probationers and apprentices including visitors, faculty, vendors, employees of vendors, guests, parents, invitees and students, temporary or permanent residents in the campus.

22.1 Introduction

In a working situation, there are bound to be employee grievances coming up occasionally. Some of these may be genuine in the eyes of the employee whereas some may be imaginary or due to the employee's perception. Faculty members who believe that they have been the victims of concerns prohibited by this manual or who believe they have witnessed such concerns may discuss their grievance with their immediate superior/area/ head and HR department officials.

22.2 Process

Whenever possible, Institute encourages those who believe they are being subjected to such grievance to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. The Institute recognizes, however, that some may prefer to pursue the matter through complaint procedures.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly by the concerned committee. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this manual and will be subject to disciplinary action. False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

22.3 Internal Complaint Committee

'Committee for Redressal of Internal Complaints on Sexual Harassment and for the Promotion of Diversity: Details are given on page no. 123

Alignment of Employee Retention Policy with Vision, Mission and Values:

This policy has been formulated in line with the Institute's mission no.6 and value no.1.

22.4 Parameters of Quality Assurance:

These parameters are as per the standard layout of the policy.

22.5 Process of Measurement of Quality of Process outcomes:

Quality of process is audited by IQAC.

23. Use of Internet

23.1 Introduction

Use of the Internet by faculty members is encouraged where such use is consistent with their work and with the goals and objectives of the Institute. Reasonable personal use is permissible subject to the following:

- Emails sent or received on the email system form part of the official records of the Institute; these are not private property. Users are responsible for all actions relating to their email account/PC username and should, therefore, make every effort to ensure no other person has access to their account.

- Not send email messages that might reasonably be considered by recipients to be bullying, harassing, abusive, malicious, discriminatory, defamatory, and contain illegal or offensive material or foul language.

- Not send chain letters or joke emails from the Institute account. Professional Staff who receives an improper email from individuals inside or outside the Institute, should discuss the matter in the first instance with their line manager or supervisor.

- Users must not participate in any online activities that are likely to bring the Institute into disrepute, create or transmit material that might be defamatory or incur liability on the part of the Institute, or adversely impact on the image of the Institute.

- Users must not visit, view or download any material from an internet site which contains illegal or inappropriate material. This includes, but is not limited to, pornography (including child pornography), obscene matter, hate material, violence condoning messages, criminal skills, terrorism, cults, gambling and illegal drugs.

- Users must not knowingly introduce any form of a computer virus into the Company's computer network.

- Personal use of the internet must not cause an increase in significant resource demand, e.g. storage, capacity, speed or degrade system performance.

- Users must not "hack into" unauthorized areas.

- Users must not use the internet for personal financial gain.

- Users must not use the Internet for illegal or criminal activities, such as, but not limited to, software and music piracy, terrorism, fraud, or the sale of illegal drugs.

- Users must not use the internet to send offensive or harassing material to other users.

- Use of the internet for personal reasons (e.g. online banking, shopping, information surfing) must be limited, reasonable and done only during the non-work time such as lunch-time.

- Use of gambling sites, online auction sites and social networking sites such as, but not limited to, Facebook, LinkedIn, YouTube, Twitter, Bebo, Flickr, My Space etc is not permissible. However, social networking sites used for official purpose are allowed

Faculty members may face disciplinary action or other sanctions if they breach this policy and/or bring embarrassment to the Institute or bring it into disrepute.

23.2 Alignment of Employee Retention Policy with Vision, Mission and Values:

This policy has been formulated in line with the Institute's mission no.5 and value no.1.

23.3 Parameters of Quality Assurance:

These parameters are as per the standard layout of the policy.

23.4 Process of Measurement of Quality of Process outcomes:

Quality of process is audited by IQAC.

24.1 Timings: As per the timings specified by the Institute from time to time.

24.2 Eligibility: BIMTECH library is primarily meant for the faculty, full time students of all the courses, administrative Professional Staff, visiting faculty and research scholars. Non BIMTECHians can be permitted to consult library for reading purpose only with the permission of the Director.

24.3 Circulation Rules

Following guidelines shall be observed

- Borrowing facility is given only to the members of the library. Books may be borrowed only through the circulation counter, after the member produces his/her library ticket to the person at the counter. The tickets are non-transferable.

- Faculty members can borrow four books against his/her issue tickets normally.

- The holder of the tickets is responsible for any book issued against that ticket as per the library records.

- Faculty members will not be allowed to take the newspapers outside the library.

- Periodicals fall under 'not-to-be-issued category'; Faculty members can get photocopy of the required article from the Xerox centre.

- New arrivals of books will be listed on the notice board and will be displayed in a separate shelf meant for new arrivals. These will be available for borrowing subsequently.

- For re-issuing, it was necessary to present the book at the counter. Re-issue is not automatic. If there is a pending demand for the book, the request for re-issue may be turned down by the librarian.

- The librarian can call for return of books and publications any time, if the need arises.

- The librarian can refuse to issue books to those possessing overdue books.

- If a member loses a book against his/her ticket, the penalty will be as follows: He/she will have to replace the lost book. In addition, he/she will have to pay a fine of Rs. 500. If the relevant book is not easily available in the market, then the loser would pay double the current cost of the book.

- Borrower shall be responsible for safe return of the books to the library. Borrowers must satisfy themselves about the physical condition of the books before borrowing, otherwise they shall be held responsible for the damage noticed at the time of returning.

- Library is a place of study. All users of the library are required to follow the instructions of the library Professional Staff at all times and maintain an environment conducive to study.

- Eatables, drinks and mobile phones are strictly prohibited inside the library.

24.4 Alignment of Employee Retention Policy with Vision, Mission and Values:

This policy has been formulated in line with the Institute's mission no.5 and value no.1.

24.5 Parameters of Quality Assurance:

These parameters are as per the standard layout of the policy.

24.6 Process of Measurement of Quality of Process outcomes:

Quality of process is audited by IQAC.

25. Transport and conveyance for official work

25.1 Objective

The Institute provides conveyance/transport by taxi or Institute's car when a faculty/ supervisory academic Professional Staff member is assigned outdoor duties subject to prior approval of the director.

25.2 Rules & Process

For outstation duty, all out of pocket expenses on journey are borne by the Institute on actual reimbursement basis. Adequate advance amount can be availed by the faculty/supervisory academic Professional Staff member before commencing the journey if so desired. Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action needs to be adopted.

Travel must be authorized in advance. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 10 days, the traveler must submit a Travel Reimbursement Form and supporting documentation to obtain reimbursement of expenses.

25.3 Alignment of Employee Retention Policy with Vision, Mission and Values:

This policy has been formulated in line with the Institute's mission no.5 and value no.1.

25.4 Parameters of Quality Assurance:

These parameters are as per the standard layout of the policy.

25.5 Process of Measurement of Quality of Process outcomes:

Quality of process is audited by IQAC.

26. Employee Referral Policy for recruitment at the Institute

26.1 Objectives

To motivate, encourage and reward employees to refer applicants for employment in the Institute should there be a vacancy.

26.2 Eligibility

Faculty/supervisory academic Professional Staff and other employees

26.3 Salient Features

- The referral incentive/ bonus/ award will be paid as 50% of the CTC/ PM of the referred candidate or Rs. 10,000/- whichever is less.

- The referral amount would be paid only after 3 months of successful completion of the referred candidate.

- The award amount is subject to deduction of applicable income tax at source.

26.4 Procedure

- The referrer needs to fill the Employee Referral Form and submit it to the HR dept.

- If the same reference is received from different employees, the decision on which one to be considered will be based on 'first come first serve' policy.

26.5 Mode of Payment

- HR dept. will have a record of the candidates being referred by the employees which will be recorded in the Interview Assessment Sheet.

- Once the referred employee completes the 3 months of service, HR dept. will put

  a note to the A/C dept. for the payment of referral Incentive to the employee.

26.6 Alignment of Employee Retention Policy with Vision, Mission and Values:

This policy has been formulated in line with the Institute's mission no.5 and value no.1.

26.7 Parameters of Quality Assurance:

These parameters are as per the standard layout of the policy.

26.8 Process of Measurement of Quality of Process outcomes:

Auditors audit at the end of the academic year.

27.1 Introduction

It is important for all faculty/supervisory academic Professional Staff members to project a professional image while at work by being appropriately attired. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed.

27.2 Suggested Dress Code

Monday to Friday: **Formal Dress**

Males- Shirts (Plain, Stripes, Checks), Trousers, Formal Footwear,

Neck Tie on Inaugural day and as and when directed on other occasions.

Gents' Kurtas and other casual wear will not be expected in the Academic Block except during cultural activities on the campus.

Females - Shirts (Plain, Stripes, Checks), Trousers or Suits, Sarees, Formal Footwear

27.3 Alignment of Employee Retention Policy with Vision, Mission and Values:

This policy has been formulated in line with the Institute's mission no.5 and value no.1.

27.4 Parameters of Quality Assurance:

These parameters are as per the standard layout of the policy.

27.5 Process of Measurement of Quality of Process outcomes:

Day to day observation by the senior authority and the Proctor.

28. Separation of Employment

Following may normally be the causes of separation from the services of Institute.

28.1 Resignation

Although Institute hopes that employment with it will be a mutually rewarding experience, but at the same time it is understood that varying circumstances cause one to voluntarily resign employment. Resigning employees are expected to serve the notice period as per the terms of individual contract of employment in writing to facilitate a smooth transition out of the Institute.

28.2 Job abandonment

Faculty/supervisory academic Professional Staff member who continue to be unauthorized absent from the duties in the Institute without giving any intimation or fail to report to work shall be issued advisory letters through speed post and intimation through email to join duties back by HR department. If in-spite of couple of such intimations, the concerned employee still fails to report for duty, it shall be presumed that the employee is no more interested in continuing his/ her job with the Institute. Accordingly HR department will initiate action by preparing letter giving reasons of striking off the name from the rolls of the Institute and after getting it signed from the director send it by speed post on the address given by the concerned employee at the time of selection. If there are any dues the same shall be adjusted against the notice period if applicable.

28.3 Retirement

HR department shall initiate action prior to retirement of an employee in terms of filling of vacancy if needed. HR department shall also arrange for a small get together and a suitable gift in memory of retiring employees services in the Institute. The HR department will also make arrangements towards getting prepared a full and final account statement in collaboration with Accounts department.

28.4 Return of Institute's Property

The separating employee must return all Institute property at the time of separation, including cell phones, keys, PCs/ laptop, books from library and identity card. Failure to return some items may result in deductions from the full and final accounts

29. Annexure / Forms

Annexure 1 – 6.6 FACULTY VACANCY JUSTIFICATION FORMAT

1	Area:	
2	No.of faculty required:	
	Regular Faculty :	
	Adjunct Faculty:	
3	Name of Courses to be taught by New Faculty:	
4	Faculty Level :	
	Asst.Prof./Asso. Prof./Prof.	
5	Specific qualification required	
6	Desired Academic Experience (if any)	
7	Desired Industry Experience (if any)	
8	Justification remarks:	
9	Name of the HoD sending the requirement:	
10	Date of sending requisition:	

Application for Faculty Position
BIMTECH, GREATER NOIDA

GUIDELINES FOR FILLING APPLICATION:

a. Please fill out the application form carefully and FULLY; if questions are not applicable, enter "NA." Do not leave questions blank.

b. Curriculum vitae will be accepted as the additional information it may contain, but not as a substitute of a completed application. The candidature will not be considered without completed Application Form.

c. Send the application form from your own E-mail id only.

d. If you need additional space for any item, please insert rows.

e. Send MS-WORD format only. No PDF forms are accepted.

Date: _____

A. Personal Information	
Legal Name (first, middle, last)	
Current Address (street, city, state, Pin code)	
Permanent Address (street, city, state, Pin code)	

Home Phone	**Work Phone**
Other Phone	**E-mail**
Marital Status	**Date of Birth: Date_ Month _ Year_**
Father's Name	**Father's Profession**
Mother's Name	**Mother's Profession**
Sibling Name	**Sibling's Profession**
Spouse Name	**Spouse Profession**
Nationality	**Category: General , OBC, ST, SC (Write the Correct option) :**
PAN No.	**Aadhaar No.:**

What position are you seeking? Faculty Position:	**Part-time or full-time?**
Subject? (Specify one specialized area only):	**When can you join?**

BIMTECH
BIRLA INSTITUTE
OF MANAGEMENT TECHNOLOGY

How were you referred to BIMTECH? (Please Tick one)

Newspaper (Specify Name of Newspaper) _____ Walk-in_____ Web___

_____ Referred by friend/relative_____Other_____

B. Educational Qualifications (In Reverse Chronological order, starting from latest Ph.D. to earliest qualifications)							
Qualification (Degree/ Diploma /Cert.)	University and Institution's Name and Location	Year Conferred	% of total marks / CGPA	Duration		Major Subjects of Study/ Ph.D. - Thesis Title	Indicate *FT / PT /DL
				From	To		

* FT (Full Time/ PT (Part Time)/ DL (Distance Learning)

C. Academic Employment Record (Full Time only) (List most recent position first. If you were ever employed in any position under a different name, for each position give the name used.)				
Institution – Name and Location	Position/Rank	Dates of Employment		Name of Courses Taught
		From (DD_MMM_YY)	To (DD_MMM_YY)	
TOTAL TEACHING EXPERIENCE (Exact No. of Years, Months):	Note: Do not provide the details of experience as Visiting Faculty, Guest Faculty, Teaching Assist. Teaching during Ph.D.			

D. Industry Experience Record (Full Time only) (List most recent position first. If you were ever employed in any position under a different name, for each position give the name used.)				
Organization – Name and Location	Position/Rank	Dates of Employment		Job Profile in brief
		From (Full Date)	To (Full Date)	
TOTAL INDUSTRIAL EXPERIENCE (Exact No. of Years, Months):				

E. Intellectual Contributions/Academic or Professional Engagements (Do not Provide information here, Please fill up Annexure-1)	

F. Emoluments	
Present CTC Per Month	
Expected CTC Per Month	

G. How would you like to contribute to the institution building during the next 5 years, if selected?

I hereby affirm and certify that all of the statements made in this employment application are true and complete, to the best of my knowledge and belief. I understand that falsification, misrepresentation or omission of any fact will be sufficient cause for elimination of my consideration for employment or cause for my dismissal from the Birla Institute of Management Technology-Greater Noida, if I am hired, as determined by the Director of BIMTECH.

Date:

Name and Signature of Applicant
(Not required if sending via E-mail)   **Place:**

BIMTECH
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OF MANAGEMENT TECHNOLOGY

Annexure 3 - 6.6

Name of the Candidate: _____

Note: Insert more rows wherever required but do not insert any column.

Intellectual Contributions, Academic and Professional Engagements

	1. Research Paper Publication							
S N	Title of Research Paper	Journal Name	Specify, Status of Paper if published / Accepted / DOI issued	Journal Volume / Issue No.	Date (Month & Year) of Publication	ISSN No. & DOI No.	Specify if listed in FT50 / ABDC/) (If ABDC Journal, specify Category of journal: A*, A, B, C)	Specify if listed in Web of Science/ Scopus (No other listing is to be mentioned

Proof of Document Required (after selection)
1. Copy of cover Page of Journal/Paper
2. Copy of Index listing the published Paper.
3. Copy of Front Page indicating ISSN No., Vol. and Issue No. printed in Journal.
4. All numbered pages of research paper

2. Books Published (Research Book, Text Book, Edited Book, Chapter/Article in a Book/Edited Book/Monograph/Course study material)								
S N	Type of Book Published (Research Book / Text Book / Edited Book / Chapter/Article/ /Edited Book/Monograph/ Course study material)	Auth or (s)	Title of the Book/Edited Book/Monog raph etc	Title of the Chapter/Article/Re search Paper (s) (If Any)	Printed chapter/article/re search paper Starting Page No. - Ending Page No.	Name of the Publis her	(Date (Month and Year) of Publicat ion	ISB N No

3. Cases published in Journal/Book/Edited Book/Case Clearing House												
S N	Auth or (s) Nam e	Ca se Titl e	Specif y if Teach ing Case or Resea rch Case	Whether published in Journal/Book/ Edited Book /Case Centre	Name of Journal/B ook/ Edited Book / Case Centre	Publishe d as National or Internati onal	ISS N No. / Vol . / Iss ue No. / Ref . No.	Print ed Case Starti ng Page No. - Endi ng Page No.	Teach ing Note prepa red (Yes/ No)	Name of the Publis her	Publica tion Date (Month & Year)	Ar ea of cas e e.g . HR / Fin etc

4. Research Paper/Case Presented in National / International/ Regional Conference by Faculty									
S N	Auth or (s) Nam e	Whet her Resea rch	Title of Paper/Ca se	Type of Conferenc e	Name of the Confe rence	Venue of Present ation	Date of presenta tion	Name of Organizing body/Institu te/University	Conferenc e held From-Till	Nature of Confere nce

		Paper or a Case		(Regional/ National / International)		(Complete Address)	(DD/MM /YYYY)		(DD/ MM/YYYY)	(Academic/Professional)

5. Article published in Newspaper/Magazine

SN	Author (s) Name	Article - Title	Whether published in Newspaper or Magazine	Newspaper / Magazine Name	Volume / Issue No.	Date (Month and Year) of Publication	ISSN NO/RNI No.

6. Details of Editorship/ Refereeship /Reviewership

SN	Nature of Position (Editorship/ Refreeship/ Reviewership)	Designation	Name of the Journal/Board/ Committees/etc	Duration of Responsibility		Issue No./ Vol. No		ISSN No.	Domain /Area to which activity relates; e.g. Mktg./ Fin./ HR/ Operations	Nature of Journal (Academic / Practitioner)
				From (Month and Year)	To (Month and Year)	From	To			

7. National or International Workshops/ Conferences/ Seminars/ Summits/ Colloquium/Round Table Conducted/Attended

SN	Whether Workshop/Conference/ Seminar/Colloquium/ Round Table	Event Name	Role performed as (Keynote address/valediction., panellist, Participant, Chairing session, TV Debate/Discussions)	National/ International	Duration of Event (DD/MM/YYYY)		Organizing body	Venue of Event (Complete address)	Area to which activity relates; e.g. Mktg./ Fin./ HR/ Operations	Nature of Event (Academic/Professional)
					From	To				
a) Conducted:										
b) Attended:										

8. Research Paper/Case Published in Conference Proceedings

SN	Author (s) Name	Title of paper/Case	(National / International)	Conference Name	Publisher Name	Date (Month &Year) of Publication	ISSN NO./ DOI	Nature of Journal (Academic / Professional)

9. Achievement on Doctoral /FPM/EFPM Guidance/ Supervision

S N	Nature of Programme (Ph.D/FPM/ EFPM)	Nature of Achievement (Guidance/ Supervision)	Name of Candidate (s) under Guidance / Supervision during the Academic Year	Thesis Title		Area of work i.e. HR/ Finance etc.	Date of award of Ph.D/ FPM / EFPM to candidate (s)

10. Scholarships/Awards Won by the Candidate

S N	Whether Scholars hip or Award	Name of Award/Schola rship	State/Nat ional / Internatio nal	Constituting body Venue of Presentation	Date (Month and Year) of issuance of Award/Scholar ship	Monetary Value of Award/Schola rship	Area to which activity relates; e.g. Mktg./ Fin./ HR/ Operations

11.Details of Professional Qualification/License/Certifications

SN	Name of Professional Qualification/License/Certifications	Issuer of Certification	Domain	From Date (Month and Year)	To Date (Month and Year)

12. MDPs/ EDPs Conducted /Organized by the Candidate as Program Director/ Coordinator/ Trainer

S N	Wheth er MDP/E DP or Trainin g	Role perfor med (Directo r or Coordin ator/ Trainer)	Title of MDP /EDP	Name of the Organization for whom MDP/EDP Conducted or Open House	Sector (Govt. / Privat e/Publ ic Ltd.)	Organiz ed From (DD/ MM/YY YY)	Duration of MDP / EDP/Trai ning	Session conducted as trainer Number & Duration (in Hrs.)	Name of Topic Covered (For Trainer)	Area to which activity relates; e.g. Mktg./ Fin.

13. Consultancy Assignments/Faculty Internship (deputation of faculty to an industry) undertaken and completed by the Candidate

S N	Whether Consultan cy/Facult y Internship	Name of Project	Name of the Organization/ Company for which assignment undertaken or Internship	Faculty Internship (Position Held at Comp.)	Start Date Of Assign ment (DD/ MM/YY YY)	Completi on date of Assignm ent (DD/ MM/YYY Y)	Actual no. of working Hours spent on consultanc y Assignmen t	Sector (Private/G ovt.)

14. Candidate on Board/Council of Industry/Academic or Professional or Business Society/Association

S N	Nature of organization (Board of Industry/Societ y/ Association)	Name of organiza tion	Sector of organizati on (Private/ Govt.)	Activity (Profes sional/ Busines s/ Acade mic)	Nomenclature of membership of body(Governing Board/ Council/ Advisory Board/ Research Council/ Advising Committee)	Profit / Non Profit	Desig natio n or Positi on held	Memb er Since (DD/ MM/Y YYY)	Member ship Validity Period (DD/ MM/ YYYY)

BIMTECH's Mentoring Program Enrollment Form

Mentor's Information

Emp. Code		Name	
Designation		Area	

Mentee's Information

Emp. Code		Name	
Designation		Area	

Mentoring Program Duration

Start Date		End Date	

Mentoring Objectives mutually decided by Mentor and Mentee

Please describe the specific objectives and goals for this mentorship relationship, in alignment with BIMTECH's mentoring policy	
1. Mentor's Objectives:	
a. Provide Instructional Support	
Enhance the teaching skills and strategies of mentee:	
Assist the mentee in creating effective instructional materials.	
b. Promote Faculty Cohesion	
Foster a sense of community and inclusion among faculty:	
Encourage active participation in departmental and college activities:	
Encourage active participation in departmental and college activities:	
c. Strengthen Professional Relationships	
Facilitate networking opportunities for the mentee within and outside the department	
Provide guidance on building positive professional relationships	

2. Mentee's Objectives	
a. Intellectual Contribution	
Seek guidance from the mentor to develop skills in research and publication.	
Learn from the mentor about effective strategies for grant applications	
Work with the mentor to improve research paper writing skills	
Collaborate on research projects and co-author papers	
Gain mentor's insights on making significant intellectual contributions in the field of management.	
Explore avenues for presenting research at conferences and contributing to scholarly journals	
b. Institution Building Program	
Engage in discussions on institution-building strategies and techniques.	
Learn from the mentor about enhancing the institution's reputation and contributions	

Meeting Frequency and Format

Frequency of Meetings (e.g., bi-weekly, monthly)	
Preferred Meeting Format (e.g., in-person, video conference, phone call)	
Expected Duration of Each Meeting	

Communication Plan

Outline how you plan to communicate and stay in touch between formal meetings (e.g., email, text messages, online meeting etc.). Additionally, specify any preferred communication guidelines or expectations.

Topics of Discussion

List the topics or areas you plan to discuss during your mentoring sessions, focusing on the objectives mentioned above:

(Insert rows as per the requirement)

Topic of Discussion	Meeting Date	Duration	Outcome of Meeting	Any other Remark

Mentorship Agreement

By signing below, both the mentor and mentee acknowledge their commitment to this mentorship program and agree to adhere to the expectations and goals set forth in this form. This agreement does not imply any contractual obligations but represents a mutual commitment to the mentorship relationship.

Mentor's Signature   **Date**

Mentee's Signature   **Date**

Program Coordinator/Supervisor (if applicable)

Name	
Signature	**Date**

Additional Notes/Comments

Please use this space to include any additional information or comments related to the mentorship program:

FACULTY MENTORSHIP EVALUATION FORM (To be filled by Mentee)

Instructions:

This form is to be filled by mentee at the end of every quarter of the Mentoring Program. A copy of the duly filled and signed copy of the same is to be submitted to Dean Academics Office and HR dept. also.

It's time to do a "check-up" at every quarter, as you have gotten to know each other reasonably well and have done a variety of activities together. You can also use this worksheet when things get rocky and you feel some honest mutual feedback might help.

Name of Mentee: _____   Name of Mentor .

_____

Period under Review: _____

Circle One: 1 = Disagree strongly 2 = Disagree 3 = Agree 4 = Agree strongly

SN	Topics	Rating:				Comments (additional comments may be written in the relevant column or on back of this form)
1	**Intellectual Growth and Development**					
a	Encourages my inventiveness including identification of new research topics and discovery of new methodologies	1	2	3	4	
b	Helps me develop my capacity for theoretical reasoning and data interpretation	1	2	3	4	
c	Helps me to be critical and objective concerning my own results and ideas	1	2	3	4	
d	Helps me become increasingly independent in identifying research questions and conducting and publishing my research	1	2	3	4	
e	Provides constructive feedback on my experimental designs	1	2	3	4	

#		Rating				
f	Provides thoughtful advice on my research progress and results	1	2	3	4	
2	**Professional Career Development**					
a	Provides counsel for important professional decisions	1	2	3	4	
b	Provides opportunities for me to meet with visiting experts, faculty and peers	1	2	3	4	
c	Maintains balance between supporting his/her own research , teaching workload and developing my own career	1	2	3	4	
d	Helps me to envision a career / promotion plan	1	2	3	4	
3	**Academic Guidance**					
a	Provides advice on my coursework and academic teaching goals	1	2	3	4	
b	Ensures that I am firmly grounded in rules regarding ethical behavior and teaching responsibility	1	2	3	4	
c	Provide advice in developing effective pedagogy for my teaching course	1	2	3	4	

4	**Skill Development**					
a	Helps me to work effectively with other individuals	1	2	3	4	
b	Provides constructive feedback on my presentation/teaching and student handling skills	1	2	3	4	
c	Encourages me to present my work at in- house meetings	1	2	3	4	
5	**Personal Communication**					
a	Listens carefully to my concerns	1	2	3	4	

b	Routinely monitors my progress and reviews proposed timelines and milestones with me	1	2	3	4	
c	Takes into account gender, ethnic, and cultural issues in interacting with me	1	2	3	4	
d	Does not take advantage of my time and abilities	1	2	3	4	
e	Provides timely feedback	1	2	3	4	
f	Helps me to clarify my responsibilities such as contributing to team effort, working diligently and responding to criticism	1	2	3	4	
g	Is appropriately accessible to me	1	2	3	4	
6	**Serves as Role Model**					
a	Conveys high ethical standards and concern for research subjects	1	2	3	4	
b	Illustrates active teamwork and collaboration	1	2	3	4	
c	Illustrates good mentoring skills	1	2	3	4	
d	Illustrates good work habits	1	2	3	4	

Signature of the Mentee: Date:

Faculty Mentor's Self Evaluation Form

Name of Mentor: _____   Name of Mentee: _____

Period under Review: _____   Due Date: _____

How Are We Doing?

Instructions:

This form is to be filled and share with your mentee at the end of every quarter of the Mentoring Program. A copy of the duly filled and signed copy of the same is to be submitted to Dean Academics Office and HR dept. also.

It's time to do a "check-up" at every quarter, as you have gotten to know each other reasonably well and have done a variety of activities together. You can also use this worksheet when things get rocky and you feel some honest mutual feedback might help.

1. My mentoree and I have been meeting for _____ (amount of time).

2. I feel we have established enough trust between us that we can work well together.
    ____Yes ____No ____Not Sure

3. If s/he is upset or unhappy with me or our relationship, I am confident my mentee would talk to me about what is going on.

    Strongly Agree   Agree   Disagree   Strongly Disagree

4. If I were upset or unhappy with my mentee or our relationship, I would feel comfortable talking with my mentee about what is going on.

    Strongly Agree   Agree   Disagree   Strongly Disagree

5. I feel we have made real headway in helping my mentee set goals and take steps to implement them.

    Strongly Agree   Agree   Disagree   Strongly Disagree

6. Three things I feel are going great in our mentoring relationship are:

    a.

b.

c.

7. One thing I wish I could change about how we interact with each other is…

8. If I had to guess, what my mentee likes best about how we work together it would be…

9. Sometimes I think my mentee wishes I would…

Signature of the Mentor:_____   Date: _____

PES Work Units Claim Format

Name of the Faculty: _____			Designation:_____ _____						
Area: _____		Date of Joining BIMTECH :_____						Age_____	

1	Intellectual Contributions								

1(a) Research & Publications: Scope Broadened

Article Published in Business Newspaper/Magazine

SN	Paper Title	Co-authors	Whether published in Newspaper or Magazine	Name of the Newspaper or Magazine	Volume / Issue No.	Date (Month and Year) of Publication	ISSN NO/ RNI No.	Work Units		REMARKS
								Claimed	Approved	
							TOTAL	0	0	

Research Paper Published in Journals

SN	Paper Title	Co-authors	Name of the Journal	BIMTECH Approved Practitioner Journal (Y/N)	Publisher Name	Name of the listing: Scopus/ Web of Sciences/FT 50/UGC	Classification as per ABDC	Volume / Issue No.	Date (Month and Year) of Publication	ISSN NO	Work Units		REMARKS
											Claimed	Approved	
										TOTAL	0	0	

Cases and Teaching Notes

S N	Case Title	Co-authors	The case was published in: Harvard / Ivey / Case Centre - UK/NACRA/ ACRC	With or Without Teaching Note	Page No. of Printed Case	Date (Month and Year) of Publication	ISSN No./ Vol. / Issue No./ Ref. No.	Work Units		RE MA RKS
								Claimed	Approved	
							TOTAL	0	0	

Reviewer of Publications

S N	Paper Title	Co-authors	Name of the Journal	Publisher Name	Classification as per ABDC	FT-50	Volume / Issue No.	Date (Month and Year) of Publication	ISSN NO	Work Units		RE MA RKS
										Claimed	Approved	
									TOTAL	0	0	

Delivering Keynote Address, Being a Panellist, Chairing of Session in Academic Conferences (other than fully/partially funded by BIMTECH/in-house events)

S N	Name of the Conference	Role (one of the above only)	Date / Duration of Conference	Country Name	Venue of Conference (Complete address)	Organiser's Details	Funded by	Work Units		RE MA RKS
								Claimed	Approved	
	National									
	International									
							TOTAL	0	0	

1(c). Publications of Books in the Area of Management (Research Based Book/National Report, Text Book, Edited Book)

S N	Name of the Book	Co-authors/ Co-editors	Type of Book (one of the above)	Date (Month and Year) of Publications	Publisher	Any other Information	ISBN No	Work Units		RE MA RKS
								Claimed	Approved	
							TOTAL	0	0	

Publications of Chapter in Books

S N	Title of the Chapter	Co-authors	Name of the Book	Date (Month and Year) of Publications	Publisher	Page Nos. of Chapter in the Book	ISBN No	Work Units		RE MA RKS
								Cla im ed	App rov ed	
	National Publisher									
	International Publisher									
							TOTAL	0	0	

1(d). Sponsored Research Leading to a Report Acceptable to the Sponsoring Organization

S N	Title of Research Work	Co-Research er (s)	Name o f the Funding Agency	Reve nue Gene rated (Rs.)	Start Date of Proje ct (D/M /Y)	Com pleti on of Proje ct (D/ M/Y)	If not Com plete d (% of Certi fied Prog ress as oN 31st Marc h)	Repo rt Acce pted by the Spon sor Yes/ No	Work Units		RE MA RKS
									Cla im ed	App rov ed	
								TOTAL	0	0	

1(e). Supervision of Ph.D. Work in BIMTECH only (Guide/Chairman/Co-Guide/Member of the Thesis Supervisory Committee)

S N	Topic of the Research	Students ' Name	Type of the Supervision (one of the above)	Program (Ph.D/FPM/E FPM)	Univ ersit y	Supe rvisi on From (Mo nth and Year)	Statu s of the Thesi s Sub missi on	Work Units		RE MA RKS
								Cla im ed	App rov ed	
							TOTAL	0	0	
							GRA ND TOT AL	0	0	
2	Teaching									

2(a). Teaching in Long Duration Programmes Doctoral/ PGDM

SN	Subject	Core/ Elective/ Immersion	No. of Teaching Hours	Name of the Programme	No. of Sections	Trimester	Feedback	1st Time AOL Course	Outsourced Session (Hours)	Work Units		REMARKS
										Claimed	Approved	
									TOTAL	0	0	

2 (b) (i). Viva taken (Comprehensive/ Summer Internship/Lead Course/ Experiential learning)

SN	Type of Viva (one of the above)	Program (DM/ IB/ IBM/RM)	Date(s)	No. of Students	Duration	Work Units		REMARKS
						Claimed	Approved	
					TOTAL	0	0	

2 (b) (ii). Viva taken (STP)

SN	Type of Viva (one of the above)	Program (DM/ IB/ IBM/RM)	Date(s)	No. of Students	Duration	Work Units		REMARKS
						Claimed	Approved	
					TOTAL	0	0	

2 © (i). Guiding Summer Internship Projects

SN	Title of the Project	Program (DM/ IB/ IBM/RM)	Trimester	No. of Students	Any other Information	Work Units		REMARKS
						Claimed	Approved	
					TOTAL	0	0	

2 © (ii). Mentoring OJT

SN	Name of the OJT	Program (DM/ IB/ IBM/RM)	Trimester	No. of Students	Any other Information	Work Units		REMARKS
						Claimed	Approved	
					TOTAL	0	0	

2(d). Conducting FDP Session as Trainer at BIMTECH only (Independent Sessions only)

S N	Title of the FDP	Co-faculty	Date	Duration	Venue	Total No. of Participants	No. of Paid Participants	Any other Information	Work Units Claimed	Work Units Approved	REMARKS
								TOTAL	0	0	
								GRAND TOTAL	0	0	

3 Administrative/ Student Activities

3(a). Open FDP Organised As Programme Director

S N	Title of the FDP	Date	Duration	Venue	Total No. of Participants	No. of Paid Participants	Any other Information	Work Units Claimed	Work Units Approved	REMARKS
							TOTAL	0	0	

3(b). Organizing National/ International Conferences/ Seminars/ Workshops (having min. 10 paid participants)

S N	Theme of Conference/Seminar/Workshop	Nature of Responsibility (Organising Head /Team Member)	Date	No. of Days	Venue	Total No. of Participants	No. of Paid Participants	Any other information	Work Units Claimed	Work Units Approved	REMARKS
	National										
	International										
					TOTAL				0	0	

3 (c).Participation in Admission Process / CCR activity/ Other activity approved by director

S N	Nature of the Activity	Date	No. of Days	Venue	Dates of the Journey (if any)	No. of the days of the Journey	Full Day/ Half Day	Work Units Claimed	Work Units Approved	REMARKS
						TOTAL		0	0	

3(d). Activity Heading

S N	Type of Activity Listed				Any Other Information	Work Units	REMARKS

	in the Policy Document					Claimed	Approved	
				TOTAL			0	0	
							GRAND TOTAL	0	0	
					OVERALL TOTAL		0	0	

(Annexure 6 – 12 A.9) Proposal for Attending Faculty Development Programme / Workshop

1. (a) Name of the Faculty with Designation: _____

  (b) E-mail:_____ (c) Mobile: _____

2. Please mention whether FDP/Workshop:_____

3. (a) Name of the Event: _____

  (b) Venue: _____

4. Duration of Event (DD/MM/YYYY): From _____To _____

5. Cost Involved:
   a) Registration Fee:
   _____

   b) Travel Expenses:
   _____

   c) Boarding & Lodging:
   _____

   d) Miscellaneous:
   _____

Total Expenses: _____

6. Last Faculty Development Programme/Workshop attended:

a) Name of the Programme: _____

b) Duration of Event: From _____ To_____

Date: _____

Signed by

Faculty　　　　**Area Head**　　　　**Chairperson, C.F.D.**　　　　　　**Director**

TABLE: ACTIVITY WISE WORK UNITS

Sr.	Activities	Max. Work Units
1	**Administrative Contributions**	
1.1	Efficiency & Productivity in tasks handled by the Employee related to his/her work area	20
1.2	Most Significant Contribution	05
1.3	Job Knowledge /education improved in evaluation year	15
1.4	Interpersonal Skills & Employee relations	10
1.5	Level of Communication Skills Written & Verbal	10
2	**Internal Training attended with certificate or Test Marks awarded**	
2.1	MS-Word Skill enhancement*	10
2.2	Basic Excel Skills enhancement*	10
2.3	MS-PowerPoint Skill enhancement*	10
2.4	Advanced Excel*	10
2.5	Report Writing Skill enhancement*	10
2.6	Any other skill useful for the Institution improved through internal or external training approved by BIMTECH	10
3	**Certified Online Trainings from Udemy.com**	
3.1	**MS-Excel Online Courses for DEO/Assistant/Sr. Assistant**	

Annexure 8 – 15.3

Birla Institute of Management Technology, Greater Noida

Performance Appraisal Format for Grant of Annual Increment to Staff

Period under review: (1st June 2021 to 31st May 2022)

Name of Appraisee (professional Staff):	Name: Employee No. _____
Department:	
Name & Designation of Appraiser:	
Name & Designation of HoD:	

Part 1.

S.N	Evaluation Parameters	Self-Evaluation by the Appraisee - Brief Description (up to 30 words)	Maximum WU	WUs given by Appraiser/HoD
	1. Administrative Duties			
1.1	Efficiency & Productivity in tasks handled by the Employee related to his/her work area		20	
1.2	Most Significant Contribution (Please Specify)		05	
1.3	Job Knowledge /education improved in evaluation year (Please Specify)		15	
1.4	Interpersonal Skills & Employee relations		10	
1.5	Level of Communication Skills Written & Verbal		10	
	Total		**60**	

Signature of the Appraisee:

Recommendation by HoD for Increment to be awarded (Please write yes or No):

Signature of the Appraiser:

Signature of HoD:

Part 2. Internal Training attended or Test Marks awarded and Online or External Trainings (approved trainings only) completed with certificate

S.N	Evaluation Parameters	Training provided by BIMTECH (yes/no)	Online or External Training* (yes / no)	Maximum WU	WUs given by HR Dept.
2.1	MS-World Skills enhancement			10	
2.2	Basic MS - Excel Skill enhancement			10	
2.3	MS - PowerPoint Skill enhancement			10	
2.4	Advanced Excel			10	
2.5	Report Writing Skill enhancement			10	
2.6	Any other skill useful for the Institution improved through internal or external training approved by BIMTECH			10	
	Total			60	

*For online training attach the soft copy of certificate of completion.

Recommendation by the HoD for Staff Training for specific Skill sets needed by Dept.

Observations (if any)	Observations (if any)	Observations (if any)
(Signature)	(Signature)	(Signature)
REGISTRAR	**Dy. Director**	**DIRECTOR**

Annexure 9 -18.8

BIMTECH Employee Loan application form

Name_____ Father's Name _____

Designation_____ Emp. Code _____ Date of Joining _____

Last month's Gross Salary Rs._____   Net Take Home salary Rs. _____

Nature of loan applied: _____

Amount of Loan Rs. _____   Repayment proposed in _____ months from_____

Any other loan outstanding from BIMTECH:

Balance Rs.._____   Date of loan _____   Final due date_____

Any other EMIs payable to other financial institutions: Name of the institution:

_____

Loan Amount balance Rs. _____   EMI Rs. _____   Final due date _____

I hereby declare that information above is true and correct.

I authorize BIMTECH to recover entire loan amount from my salary next due or any other dues payable by the Institute to me in the event anything declared here in above is found not correct or true and also in the event of my leaving the institute for any reason whatsoever before the due date of the loan. Any balance of loan if still left un-recovered, I shall repay out of my own sources before I am relieved from duties.

Date_____   Place_____   Signature_____

For accounts / administration department:

Eligibility: Amount that is the lowest of:

 i 80% of the cost of asset created   ii Loan amount applied

Verified the above particulars from the records to be correct.   Recommended a loan of Rs._____   for sanction, repayable in _____monthly installments with effect from_____

 Date _____   **DGM-Finance**

Approved for disbursement / Not Approved

Date_____   **Director** _____

BIMTECH
BIRLA INSTITUTE
OF MANAGEMENT TECHNOLOGY

Annexure 10 – 18.9

Employee Advance Application Form

Name_____ **Father's Name** _____ Emp. Code_____

Designation_____ Date of Joining _____

Date of Retirement / Expiry of contract_____

Last month's Gross Salary Rs._____ Net Take Home salary Rs. _____

Nature of Advance applied

Purpose _____ Amount of Advance Rs._____

Repayment proposed in _____ months from_____

History of Previous & Outstanding Loans and Medical Advances (Since date of joining)

S. No.	**Loan Type**	Amount Disbursed	Date of Loan	Outstanding Amount	Last Due Date of EMI	Retirement/ Contract Exp. date	If adjusted, date of adjustment
1.							
2.							
3							

S. No.	**Advance Type**	Amount Disbursed	Date of **Advance**	Outstanding Amount	Last Due Date of EMI	Retirement / Contract Exp. date	If adjusted, date of adjustment
1.							
2.							
3							

I hereby declare that information above is true and correct.

I authorize BIMTECH to recover entire loan amount from my **salary next due** or any other dues payable by the Institute to me in the event anything declared here in above is found not correct or true and also in the event of My leaving the institute for any reason whatsoever before the due date of the loan. Any balance of loan if still Left un-recovered, I shall repay out of my own sources before I am relieved from duties.

Date_____ Place_____ Signature_____

For Accounts department:

Eligibility:(Tick the applicable)

a) Medical advance: 2 months gross salary   Rs. _____

b)General advance: 1 months gross salary   Rs. _____

Verification:

Verified the above particulars from the records to be correct.

Any additional information for support of sanction of advance, if any.

_____

                                                          DGM (Finance)

Date: _____   **(For All Professional Staff& Faculty)**

_____

Recommended:

Chairperson / HOD   **G.M. Campus**

(For Academic Admin Professional Staff)   **(For Campus Admin Managers/Professional**

Staff)

Date: _____

_____

Approved for disbursement

Date _____   **Director**

Annexure 11 (12B.2) – Table 1 & 2

Best Teacher Scheme

Table 1: Assessment parameters and distribution of percentages for the three categories

Parameter	Assessment Criteria	Assistant Professor	Associate Professor	Professor
Age limit	NA	Less than 45	Less than 52	Less than 60
Minimum experience	Within BIMTECH/Overall in academic or industry	3/5 yrs	5/8 yrs	5/10
1. Teaching Effectiveness All courses taught during the period June 2020 and May 2021 will be counted for calculation (No. of hours taught plus student feedback scores, Credits to be calculated as per PES)	Data from Dean (Academics) office. Calculation as per above criteria in section 2.	60%	40%	30%
2. Academic Research (Credits to be calculated as per PES)	Data from Registrar office. Calculation as per above criteria in section 2.	20%	25%	25%
3. Global Thought Leader	Presentation	NIL	10%	20%
4. Outreach Activities	Presentation	5%	5%	5%
5. New courses introduced	Presentation	5%	10%	10%
6. Innovative methods used in course delivery and/or student assessment	Presentation	10%	10%	10%

Table 2: Assessment criteria for the parameters that will be evaluated during presentations

1.	Global thought leader	Was there a consistent and cohesive input of efforts in different avenues
2.	Outreach activities	Number of hours spent

3.	Developed & Introduced New Academic Course Approved by Academic Council	a. Contribution of the course to contemporary management theory b. Usefulness to the student in real corporate life (Relevance) c. Contribution of the faculty in the development of the course as a sole member or as a group d. Bench-marking of the course with other management institutes
4.	Novel and innovative teaching methods used	a. Innovation in delivery: Variety of real, novel, and innovative methods – Use of Prezi; Social Bookmarking; Podcast in a classroom; Screencast; social media; use of polling, chat, and breakout rooms to keep students engaged; smartboard; Discussion Boards; MOODLE; Webinars, etc., (other than usual role play, simulation, case study, presentation, group projects, etc.) b. Innovation in content: Introducing components of higher order, reflexive, and integrative thinking. Introducing any measure of the student Gains in General Education, Gains in General Competency, and Gains in Social and Personal Development c. Number of Course Intended Learning Objectives in which innovative teaching methods were applied d. Innovative student assessment methods with or without using technology