

## **HR Policy Manual**

**(Faculty & Professional Staff)**  
**(Effective From Jan. 2021)**

**Birla Institute of Management Technology**  
Knowledge Park – 2, Greater Noida 201306

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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 H Chaturvedi**

**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, Classification, Recruitment and Selection (including Recruitment Policy for Research Track Faculty)

### 6.1 Introduction:

BIMTECH maintains a faculty sufficient to provide stability and on-going quality improvement for the various programs offered. Students in all programs and specializations have the opportunity to receive instruction from qualified faculty. 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.

### 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 is based in one of the following Areas: Finance & Accounting, Marketing and Retail, Economics, HR&OB, Business Communication, Strategy, Innovation, Entrepreneurship & CSR, Insurance, 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 Centre for Innovation & Entrepreneurship, Centre for Case Development. Centre for International Affairs, India Centre for Public Policy, Centre for Corporate Relations, Centre for Management Development & Consultancy and Centre for 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 (Annexure 1 - 6.4) other key institutional as well as research activities. 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 also make an important contribution where their specialist insights, expertise and personal experience are valuable in contextualizing the academic course delivery. The participating faculty normally takes up teaching assignments in his/her area.

#### • Participating Faculty Members:

A participating faculty member actively engages in the activities of the institute in matters inclusive and beyond direct teaching responsibilities. Participating faculty members deliver at

least 89% of the Institute's teaching distributed across academic centers. The institute may be a participating faculty members' principal employment (full time faculty) or may have tenure policies with him/her (adjunct faculty).

Any three of the following are essential for a faculty to be a participating faculty\*:

- a) Minimum Teaching Load of 30 hours
- b) Approx. 20% of the total work units achieved in an academic year should be from administrative /student activities
- c) Minimum one publication in a journal
- d) Minimum one major mission related activity of desired quality - CSR, community service, part of executive education, consulting assignment, any service that supports economic development.

*\*Any exceptions to be approved by the Strategic Management Committee.*

● **Supporting Faculty Members:**

A supporting faculty member does not participate in the intellectual or operational life of the school beyond the direct performance of teaching responsibilities including evaluation. 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. The following are essential for a faculty member to be a supporting faculty:

- a) He/she should be an academican of repute, with minimum 5 years teaching experience in reputed institutions for teaching the specific course(s).

Or

- b) He/she should be a senior level functionary in the corporate /consulting affiliated with leading companies in leadership positions. He/she should have preferably 5 years or more of teaching experience in reputed institutions.

Supporting faculty is appointed on an ad hoc basis exclusively for teaching responsibilities. The use of supporting faculty can be a very cost-effective means of gaining input from those with expert skills. Supporting faculty contributions are managed at individual Programme and Area level. Each year Programme Chairpersons and Area Heads identify modules/ courses to be delivered by supporting faculty and submit requests for approval to the office of Dean Academics. Appropriate budgets are set to ensure that resources are available to meet the teaching carried out by the supporting faculty.

**6.5 Faculty Recruitment Policy:**

Faculty recruitment at BIMTECH is based on their excellence in teaching, research and corporate experience in their respective fields. Since there is a shortage of good faculty in India, the institute appoints the faculty in case of availability of faculty with caliber and quality. They are appointed as Assistant Professor or Associate Professor or as a Professor.

Normally, Ph.D qualification is preferred at the entry level at the time of appointment. For Associate Professors and above, the Ph.D qualification is mandated. 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. It serves as an advantage to the institute in bringing

industry and application orientation to the class and mentoring of students by such faculty with long industry exposure.

We are seeking to enhance our excellence in research and 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.

The institute may announce vacancies from time to time on its website apart from selected print media. Sometimes, adequately qualified / experienced academicians / practitioners who seem to be meeting our requirements, also apply for a faculty position directly. Their cases, if found suitable, may be initiated by the HR/Area.

In recruiting new senior 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 [director@bimtech.ac.in](mailto:director@bimtech.ac.in) / [hr@bimtech.ac.in](mailto:hr@bimtech.ac.in)

The eligibility norms for recruitment at various levels are given below:

## 6.6 Process

1. **Generation of Vacancy by the Area Head:** A specified Faculty Recruitment Justification Form (Annexure 2 - 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, Registrar and HR Department after Director's approval.

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

The institute will announce vacancies from on its website apart from selected print media. **The prospective candidate must apply only on BIMTECH Faculty Application Form (Annexure 3 - 6.6 and 4 - 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.

Their cases, if found suitable, may be initiated by the HR/Area with the written approval of the director. For senior positions e.g. Area head or chairperson, HR may invite distinguished individuals as advised by the Director to send their CV 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 (including FDP & Research Chairperson also), 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 round:

- His research work
- His teaching interest and required teaching skills
- Ability to link the theory with practice
- Role in Institution Building assignments
- Connect with the industry
- Faculty Qualification status (SA/PA/SP/IP/Other) required by the institute and brought by the faculty (as per Annexure 1 – 6.4))

The committee will evaluate whether the candidate's objectives and aspirations match with the area needs and matches with 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 appointment letter** in two copies 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 against the application made.
- **The service contract** has to be signed 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 may be requested to give the annual work plan as per Faculty Performance Evaluation System (PES).
- **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 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.

#### **6.11 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.

#### **6.12 Measurement of Quality of Process outcomes:**

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

### **6.13 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. The regular faculty mainly involved in teaching and administrative responsibilities is not able to produce the volume of research output as required to compete with other peer B schools. We have devised this policy to recruit and retain young faculty with strong aptitude and track record for high grade research publications not only to catch up fast but also to surpass other peer B schools in research performance of the institute.

#### **The cadre of recruitment and duration:**

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

#### **Eligibility**

- i. Candidates shall 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 shall 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. 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.
- iv. The upper age limit of the candidate as on 1<sup>st</sup> July 2021 is restricted to 40 years.
- v. 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 position of Research 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 fixed accordingly.
- vi. 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**

<b>12 Lakh p.a</b>	<b>13.5 Lakh p.a</b>	<b>15 Lakh p.a</b>
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.

## 7. Faculty Mentoring Policy

### 7.1 INTRODUCTION:

The Institute is aspiring to be one of the topmost private B-schools in India. We must achieve faculty excellence, high-quality teaching and research work to meet this aspiration. Effective mentoring plays a major role in enhancing academic excellence and building a progressively stronger faculty who continuously meet higher standards and are competitive nationally and globally. For career development and success, the individual faculty member is ultimately responsible; however, mentoring and the academic support can affect his / her success.

### 7.2 OBJECTIVES:

Mentoring programs will help the Institute achieve its goals for a high-quality faculty, excellence, a respectful and positive work environment in which all stakeholders of the Institute can thrive.

### 7.3 ELIGIBLE FACULTY:

1. Faculty who have newly joined, up to 6 months.
2. Faculty members who is advised by his reporting head (to achieve performance improvement).
3. Any faculty member who desires to have a mentor.

### 7.4 THE PROCESS OF MENTORING:

1. The mentoring program would focus on guidance regarding Research Orientation, Effective Teaching and Engagement of the students and Institution Building.
2. The Area Head decides on the mentor to be assigned. He would complete a format appended at the end of the document (Annexure 5 – 7.4) and get it approved by Dean (Academics).
3. For the new faculty, the mentor is decided at the time of acceptance of the offer of appointment as advised by the HR Department. In other cases, it will be done as and when needed, by the relevant Area Head, or other appropriate authority.
4. Within a week of joining of the new faculty, he/she will be introduced by the Area Head to the mentor assigned.
5. One to one mentoring model will be adopted.
6. 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 Faculty buddy.
7. Mentoring policy will be communicated to all the faculty members.

### 7.5 SUPPORT PROVIDED BY BIMTECH FOR MENTORING PROGRAMME:

1. BIMTECH is committed to providing leadership and support for its mentoring programme. That includes conducting of seminars and workshops, facilitation of the departmental mentoring programs, alignment of mentoring activities with faculty policies on faculty workload, development and promotion.

2. The Institute recognizes that the process of mentoring is a significant part of faculty development for both the mentor and the mentee. The contribution of faculty in the role of mentor will be recognized as an element of their leadership development.
3. The effectiveness of the programs will be assessed every year by Dean (Academics), with reports from the mentor(s) and mentees. Also, a new mentorship program will be tracked with inputs from mentor/mentee on a two monthly basis. The Area Head, in most cases, or other suitable authority will evaluate and take necessary steps.

**7.6 Alignment with Vision Mission and Values:**

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

**7.7 Parameters of Quality Assurance:**

The quality will be evaluated by IQAC.

## 8. Faculty – Compensation Policy including Retirement Benefits

### 8.1 Compensation for Regular Faculty: (PARTICIPATING Faculty)

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

### 8.2 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. 6 months of a year can be counted as one year. If a faculty has completed 4 years and 7 months in service, he/she will get the gratuity.
  - 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 considered 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 90 days.

### 8.3 Compensation for Adjunct Faculty or Faculty on Consolidated Salary (PARTICIPATING Faculty)

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.

### 8.4 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 faculty as per the Institute's Mission M1.

### 8.5 Parameters of Quality Assurance:

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

### 8.6 Process of Measurement of Quality of Process outcomes:

Self-audit at the end of the academic year.

## 9. Faculty Career Progression Policy

### 9.1 Introduction:

The ratio of various cadres of faculty as specified by AICTE is 1:2:6 (Professor: Associate Professor: Asst. Professor). As on 1<sup>st</sup> Jan, 2018, based on the student intake the following faculty strength in different cadres is required:

S.N.	Cadre	Numbers
1	Professor	05
2	Associate Professor	09
3	Asst. Professor	28
4	Total	42

The actual faculty strength as on 01/01/2018 is as under:

S.N.	Cadre	Numbers
1	Professor	19
2	Associate Professor	22
3	Asst. Professor	21
4	Total	62

It is observed that we have a reverse pyramid structure of faculty cadre which is much more qualitative than mandated by the regulator.

### 9.2 Objectives:

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.

### 9.3 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.

### 9.4 Scheme of Eligibility for Promotion:

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

**Table for Eligibility criteria**

Eligibility Criteria								
	Cadre	Asst Prof	Asst Prof	Asst Prof	Asso Prof	Asso Prof	Asso Prof	Professor
1	AGP	6000	7000	8000	9000	9000	9000	10000
	Level (7 <sup>th</sup> Pay Com. scale)	10	11	12	13	13	13	14
	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	-
	2	Educational Qualifications	Doctoral Degree (Ph.D. / FPM)					
	Industry Exp.	Preferable						
3	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. \$						
4	Work Units under PES	Average of 300 units for all the years under consideration. \$\$						
5	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 prorata.

**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.

**9.5 Increment on promotion from one level to the other level:**

One increment will be granted on Promotion from one AGP to another in all cadres except from Asstt Prof Level 1/ AGP of Rs. 8,000/ new level 12 to Associate Prof Level 3/ AGP of Rs. 9,000/ new level 13 where there is substantial change in Band pay and consequently substantial increase in CTC.

#### **9.6 Chart of Fitment of Current Faculty in Different Levels of Grades:**

i. 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.

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 1<sup>st</sup> 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.

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

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

#### **9.7 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 and
- 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

### **9.8 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.

### **9.9 Parameters of Quality Assurance:**

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

### **9.10 Measurement of Quality of Process outcomes:**

Quality of process is audited by IQAC.

## 10. Faculty - Performance Evaluation System (PES)

### 10.1 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.

### 10.2 Objective:

It helps in objective annual assessment of work and conduct of the faculty and further helps in identifying 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 decisions regarding annual compensation review.

### 10.3 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.

#### 10.3.1 Rules and Procedure for PES Implementation:

1. **Period under review:**

PES will be considered for the Academic Year from 1<sup>st</sup> June to 31<sup>st</sup> May.

2. **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 the desired plan in time.

**3a. Increment of faculty due in July 2021**

- a) Minimum of 300 work units would be needed to be achieved in the AY 2020-21 to earn the increment due in July, 2021.
- b) The increment will be released only when at least one research paper would have been published in Scopus or Web of Science indexed journal or ABDC journal in the preceding academic year 2020-21. This condition does not apply on adjunct faculty.

**3b. Increment of faculty due in July 2022**

- c) Minimum of 300 work units would be needed to be achieved in the AY 2021-22 to earn the increment due in July, 2022.
- d) The increment will be released only when at least one research paper would have been published in Scopus or Web of Science indexed journal or ABDC journals (which are

listed in Scopus or Web of Science too) in the preceding academic year 2021-22. However, this condition does not apply on Adjunct Faculty.

**4. Incentives for work units achieved :**

- a) One research paper is to be published in the Scopus or Web of Science indexed or ABDC listed journal in the Academic Year 2020-21, for the PES incentive for that AY to be paid. However, one research paper is to be published in the Scopus or Web of Science indexed or ABDC listed journal (which are listed in Scopus or Web of Science too) in the Academic Year 2021-22, for the PES incentive for that AY to be paid.
- 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 50% credit will be given for the balance work units above 225.
- c) The Incentive will be provided for work units above 300 but up to 500 work units at the rate per work unit decided by the management.
- d) The faculty on probation will not be eligible for Incentive.

**5. Adjunct faculty:**

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. However, for incentive or reward, they too, need to exceed 300 work units.

**6. 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 or reward, they too, need to exceed 300 work units.

**7. Faculty leaving before the PES evaluation:**

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.

**8. Annual performance report:**

Faculty will fill and submit the Annual performance report in the prescribed self-assessment format (attached as **Annexure 6 – 10.3.1**) for the preceding academic year latest by 7<sup>th</sup> June.

**9. PES review committee**

It will comprise Director, Dy Director, Dean (R) and Registrar. It 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. Feedback of the review committee will be given to respective faculty in case any modifications are made to claims.

**10. PES to apply to all faculty:**

AACSB requires that all faculty be evaluated. Accordingly, effective from AY 2019-20, it has been decided that PES will apply to all categories of faculty including:

- i. Those above 65 years and

- ii. Those identified partly for Institution Building / Administrative positions who will earn the balance work units from teaching or research activities.

### 11. 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. Their PES is being designed on different parameters.

Sr. No.	Position
1	Director
2	Deputy Director and Dean (Academics)
3	Registrar
4	Dean (Executive Education)
5	Dean (SWSS)
6	Chairperson (MDP)
7	Chairperson (Admissions)
8	Chairperson (CCR)
9	Controller of Examinations

### 10.4 Table: Activity wise Work Units (AY-2020-21)

Sr.	Activities	Work Units
<b>1</b>	<b>Intellectual Contributions</b>	
<b>1(a)</b>	<b>Research &amp; Publications:</b>	
1 (a.1)	<b>Article Published in Business Newspaper and Magazines:</b> (Economic Times, Financial Express, Business Line, MINT, Wall Street Journal, Finance Times, Business Today, Business World, Business India, Forbes India)	5
1 (a.2)	<b>Research Paper Published in Journals:</b>	
	i) Published in the approved list of BIMTECH Journals*	25
	ii) Published in the approved Practitioner Journal*	15

	iii) Published in publishing group (Blackwell, Elsevier, Emerald, Gower, IBS, Inderscience, Palgrave, Routledge, Sage, Springer, Taylor & Francis).	50
	iv) Published in the Journals listed in Scopus & Web of Sciences	50
	v) Published in the Journals Classified by ABDC :	
	a) Articles in Grade C Journals	75
	b) Articles in Grade B Journals	150
	c) Articles in Grade A Journals	225
	d) Articles in Grade A* Journals	300
	vi) FT 50 Journals	300
	<i>*Updated list has been circulated duly finalized by Area Heads and Dean (Research)</i>	
1 (a.3)	<b>Cases and Teaching Notes:</b> i) Case <u>without</u> Teaching Note (published in one of the following ) a) Harvard b) Ivey c) Case Centre-UK, NACRA, ACRC d) Publication in publishing group Blackwell, Elsevier, Emerald, Gower, IBS, Inderscience, Palgrave, Routledge, Sage, Springer, Taylor & Francis.	25
	ii) Case <u>with</u> Teaching Note (published only in one of the following):	
	a) Harvard	75
	b) Ivey	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.	50
1 (a.4)	<b>Reviewer of Publications:</b> (i) Articles in ABDC Grade B Journals (ii) Articles in ABDC Grade A Journals (iii) Articles in ABDC Grade A*/ FT 50 Journals	3 5 10
<b>Note (1a)</b>	<ul style="list-style-type: none"> <li>• <i>Affiliation with BIMTECH for the paper published is a must</i></li> <li>• <i>Work units available only after publication.</i></li> <li>• <i>In case of joint authors, proportionate credits will be allowed.</i></li> <li>• <i>If publication is appearing in more than one category/ section, the category/section with highest work units will be considered.</i></li> </ul>	

	<ul style="list-style-type: none"> <li>No work units will be granted for presentation of paper/case in any conference or same is published in conference proceedings.</li> <li>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.</li> <li>Work units for Reviewer ship will be awarded as per no. of journals and not as per no. of papers reviewed in the same journal.</li> </ul>	
<b>1(b)</b>	<b>Delivering Keynote address, Being a Panelist, Chairing of Session</b> in academic conferences (other than fully/partially funded by BIMTECH/in-house events)	
	(i) <b>International</b> - redefined as conference taking place abroad in North America, Europe, Australia, Japan, China and Singapore	
	a) Keynote Address	10
	b) Panelist/Chairing Session	5
	(ii) <b>National</b> -Taking place in India and similar countries like Bangladesh, Nepal etc.	
	a) Keynote Address	5
	b) Panelist/Chairing Session	2
<b>Note (1b)</b>	<ul style="list-style-type: none"> <li>No credit of work units will be made where BIMTECH has provided any partial/full financial support or monetary reward or in-house conferences.</li> </ul>	
<b>1(c)</b>	<b>Publication of Books in the area of management</b>	
	Research - based Book/National Report (Research Based)	75
	(ii) Text Book	50
	(iii) Edited Book	30
	<b>Chapter in Books</b>	
	(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
<b>Note (1c)</b>	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.	

<b>1(d)</b>	<b>Sponsored Research</b> Leading to a report acceptable to the sponsoring organization.	
	(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 *
<b>Note (1d)</b>	<p><i>*Subject to ceiling of 100 lakh</i></p> <ul style="list-style-type: none"> <li><i>Prorata work units may be credited as per % progress report as of 31st March each year certified by sponsoring agency</i></li> <li><i>In case of joint research, all will share the work units. The project leader will decide the distribution.</i></li> </ul>	
<b>1(e)</b>	<b>Supervision of Ph.D./FPM/EFPM work</b>	
	(i) Guide/Chairperson of Thesis Supervisory Committee	20+20+20 (1 <sup>st</sup> 3 yrs)
	(ii) Co- Guide/Member of the Thesis Supervisory committee	10+10+10 (1 <sup>st</sup> 3 yrs)
<b>Note (1e)</b>	<i>Work units will be awarded for doctoral students admitted in BIMTECH only</i>	
<b>2</b>	<b>Teaching</b>	
<b>2 (a)</b>	<b>Teaching Doctoral &amp; Post Graduate Programmes:</b>	
	(i) <b>Immersion Course:</b> For each hour	1 x 0.8 x hours taught
	<b>Core Elective Course:</b>	
(ii) Upto 20 hours course:	1.5 x hours taught (30 WU Max.)	

	<ul style="list-style-type: none"> <li>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.</li> <li>If there are outsourced session, WU will be credited proportionately i.e. Total no. of hours – (minus) hours of outsourced session)</li> </ul>	
(iii)	<p>25 hours course</p> <ul style="list-style-type: none"> <li>If internal faculty shares the course, WU will be proportionate to hour of teaching i.e.  <math display="block">\text{WU} = \frac{\text{No. of hours taught by faculty}}{25} * 45</math> </li> <li>If the outsourced session are more than 20% of total course hours, WU will be:  <math display="block">\text{WU} = \frac{25 - (\text{hours of outsourced session} - 20\% \text{ of } 25)}{25} * 45</math> </li> </ul>	45
(iv)	<p>30 hours course</p> <ul style="list-style-type: none"> <li>If internal faculty shares the course, WU will be proportionate to hour of teaching i.e.  <math display="block">\text{WU} = \frac{\text{No. of hours taught by faculty}}{30} * 45</math> </li> <li>If the outsourced session are more than 20% of total course hours, WU will be:  <math display="block">\text{WU} = \frac{30 - (\text{hours of outsourced session} - 20\% \text{ of } 30)}{30} * 45</math> </li> </ul>	45
(v)	<p>35 hours course</p> <ul style="list-style-type: none"> <li>If internal faculty shares the course, WU will be proportionate to hour of teaching i.e.  <math display="block">\text{WU} = \frac{\text{No. of hours taught by faculty}}{35} * 50</math> </li> <li>If the outsourced sessions are more than 20% of total course hours, WU will be:  <math display="block">\text{WU} = \frac{35 - (\text{hours of outsourced session} - 20\% \text{ of } 35)}{35} * 50</math> </li> </ul>	50
(vi)	<p>40 hours course</p>	55

	<ul style="list-style-type: none"> <li>If internal faculty shares the course, WU will be proportionate to hour of teaching i.e.  <math display="block">WU = \frac{\text{No. of hours taught by faculty}}{40} * 55</math> </li> <li>If the outsourced session are more than 20% of total course hours, WU will be:  <math display="block">WU = \frac{40 - (\text{hours of outsourced session} - 20\% \text{ of } 40)}{40} * 55</math> </li> </ul>																	
(vii)	FPM/EFPM Course:	As per 2(a) i to vi																
(viii)	Lead Course (60 hours course, stretched to 4 trimesters.	20.6 per trimester																
	Additional work units for First Time AOL courses	5																
	<p><b>Course Class Feedback:</b></p> <table border="1" data-bbox="432 909 1150 1095"> <thead> <tr> <th>FB</th> <th>WU</th> <th>FB</th> <th>WU</th> </tr> </thead> <tbody> <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> </tbody> </table> <ul style="list-style-type: none"> <li>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.</li> </ul>	FB	WU	FB	WU	4.51-5.0	5	3.01-3.5	-1	4.01-4.5	3	2.61-3.0	-3	3.51-4	1	2.01-2.5	-5	
FB	WU	FB	WU															
4.51-5.0	5	3.01-3.5	-1															
4.01-4.5	3	2.61-3.0	-3															
3.51-4	1	2.01-2.5	-5															
<b>Note 2 (a)</b>	<b>In case of more than 225 work units under teaching, only 50% credit will be given for the balance work units above 225.</b>																	
<b>2(b)</b>	<p><b>Viva</b></p> <p>(i) Comprehensive/ Summer Internship //Experiential Learning</p> <p>(ii) (No WU for Lead viva)</p>	2 per full day for 28 students' viva in a day (pro-rata)																
	(iii) STP- Short Term Project (Max. 10 Students per faculty)	0.5/student (Max 5)																
<b>2(c)</b>	<p><b>Summer Internship</b></p> <p>3 work units per students subject to maximum of 30 work units (Max. 10 students)</p>	3 / student (Max. 30)																
	OJT Mentorship (Max 10 students)	1 /student (Max. 10)																

<b>2(d)</b>	<b>Conducting FDP sessions as trainer at BIMTECH (Independent sessions only)</b>	
	(i) Half Day FDP Session	2
	(ii) Full Day FDP Session	4
<b>2(e)</b>	<b>Faculty Internship</b> *WU to be decided on case to case basis and remuneration by the Corporate House (approved by BIMTECH) will be considered.	2 per day*
<b>3</b>	<b>Administrative/ Student Activities</b>	
<b>3(a)</b>	<b>FDP Organized (Only if having min. 15 paid participants &amp; paid participants' amount is being paid to BIMTECH only)</b>  <b>(As Programme Director):</b>	
	(i) Internal FDP	2 per day
	(ii) External FDP	2 per day
<b>Note (3a)</b>	<ul style="list-style-type: none"> <li>Bonus units for number of paid participants as follows:</li> <li>16 to 19 = 5 units, 20 or more = 10 units</li> <li>If there are two or more Programme Directors, work unit will be divided</li> </ul>	
<b>3(b)</b>	<b>Organizing National/ International Conferences/ Seminars/ Workshops (having min. 10 paid participants &amp; paid participants' amount is being paid to BIMTECH only) for the Organizing Head including team members to be distributed by the Organizing Head.</b>	
	<b>(i) International (Minimum 10 overseas presenters/delegates)</b>	
	a. For one day event	20 Max.
	b. For two day event	30 Max.
	c. For three or more days	Additional 10 per day
	<b>(ii) National (having min. 10 paid participants)</b>	
	a) For one day event	15 Max.
	b) For two day event	20 Max.
	c) For three or more days	Additional 10 per day
<b>Note (3b)</b>	<i>Bonus units:</i> a) 11-25 delegates – 5 work units b) 26-50 delegates - 10 work units c) above 50 delegates-15 work units	
<b>3(c)</b>	<b>Participation in Admission Process / CCR activity/ Other activity approved by Director</b>	

	(i) Full Day spent	2
	(ii) Half Day spent • <i>Journey period may be added with duration of duty )</i>	1
<b>3(d)</b>	<b>Activity Heading</b>	
	I. Programme Chairperson(up to 240 students in both years) Included Chairperson of Centre for Research Studies.	50
3(d)1	II. Program Chaiperson - PGPX, COOLS	25 each
3(d)2	Programme Chairperson(above 240 students in both years)	100
3(d)3	Chairperson/Head Admissions	100
3(d)4	Controller of Examination/Head Examination	75
3(d)5	Convener / Coordinator- Admissions	50
	i. Coordinator - Academic Centre / Programme	30
3(d)6	ii. Coordinator – PGPX, COOLS	15
3(d)7	Convener - International Affairs (including International Affairs Conduit)	50
3(d)8	Convener - Alumni Relations (including Alumni Conduit)	35
3(d)9	Convener (MDP)	30
3(d)10	Area Heads	40
3(d)11	Editor in Chief of BIMTECH Journal	35
3(d)12	Managing Editor of BIMTECH Journal	30
3(d)13	Member - Editorial Board /Team of BIMTECH Journal	10
3(d)14	Chairperson – Centre for Corporate Relations (CCR)	100
3(d)15	Dy. Chairperson (CCR)	50
3(d)16	Editor - BIMTECH Newsletter	30
3(d)17	Chairperson- Internal Quality Assurance Cell- IQAC	40
3(d)18	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)19	Student Handbook (work units to be distributed among members by the Faculty-in-charge)	10 Max. for entire team
3(d)20	Dy. Controller / Asst. Controller of Examination	35
3(d)21	Faculty-Coordinator for On Job Training OJT (PGDM -RM)	20
3(d)22	Co-Convener - International Affairs	20
3(d)23	Students Conduits & Club Activities Committee (25 WU overall including convener and members both. WU to be distributed by the convener of the committee)	25 Max.
3(d)24	Faculty In charge - Conduit (except Alumni and International Affairs) (25 WU Max. for all conduits and to be distributed by Dean-SWSS)	25 Max.
3(d)25	Faculty In charge - Clubs (20 WU Max. for all clubs' faculty-in-charge together. To be distributed by Dean-SWSS based on activity by the respective clubs)	20 Max.

3(d)26	Chairperson - Accreditations Committee	40
3(d)27	Vice Chairperson - Accreditations Committee	25
3(d)28	Coordinator / Member Secretary- Accreditation Committee	10
3(d)29	Chairpersons/ Conveners - Other Administrative Committees <b>(except</b> Convener of Student Conduit & Club Activities Committee as he/she has been covered under point 3(d)23)	25
3(d)30	Chairperson of Media Committee ( work units to be distributed as in 3(d) 23)	25 Max.
3(d)31	Coordinator - Pratibha	5
3(d)32	Chairperson- Centre for Innovation and Entrepreneurship Development (CIED)	40
3(d)33	CEO-Atal Incubation Centre (AIC)	60
3(d)34	Faculty coordinator – Centre for Corporate Relations (CCR)	20
3(d)35	Chairperson - Developmental Centers (Centre for International Affairs( CIA) , Centre for Management Case Development (CMCD), Centre for MDP & Consultancy( CMDC), Centre for Sustainability and CSR ( CSC), Centre for Faculty Development (CFD)	40
3(d)36	Annual Activity Report (to be shared by faculty involved)	10 Max.
3(d)37	Vihaan (Distribution to be done by faculty-in-charge for the entire team including the faculty-in charge)	10 Max.
3(d)38	Convener- B-School Rankings	3 /ranking
3(d)39	Committee Member: i. (Any regular Committee working throughout the year)* <i>*Allocation of work units is to be done by the Chairperson / Convener of committee (except members of Student Conduits &amp; Club Activities (SC&amp;CA) Committee members as they have been covered in point 3(d)23) as per the contribution of each member subject to total WUs not to exceed sum total of no. of members multiplied by 5.</i> ii. No WU for the members of AOL committee.	5
3(d)40	Dean Development	150
3(d)41	Dean Research	150
3(d)42	Member Secretary (AOL)	5

### 10.5 Table: Activity wise Work Units (AY-2021-22)

Sr.	Activities	Work Units
<b>1</b>	<b>Intellectual Contributions</b>	
<b>1(a)</b>	<b>Research &amp; Publications:</b>	

1 (a.1)	<b>Article Published in Business Newspaper and Magazines:</b> (Economic Times, Financial Express, Business Line, MINT, Wall Street Journal, Finance Times, Business Today, Business World, Business India, Forbes India)	5
1 (a.2)	<b>Research Paper Published in Journals:</b>	
	vii) Published in the approved Practitioner Journals*	5
	viii) Published in the Journals listed in Scopus & Web of Sciences	50
	ix) Published in the Journals Classified by ABDC (listed in Scopus / Web of Science only):	
	e) Articles in Grade C Journals	75
	f) Articles in Grade B Journals	150
	g) Articles in Grade A Journals	300
	h) Articles in Grade A* Journals	400
	x) FT 50 Journals	400
	<i>*Updated list has been circulated duly finalized by Area Heads and Dean (Research)</i>	
1 (a.3)	<b>Cases and Teaching Notes:</b>	
	i) Case <u>without</u> Teaching Note (published in one of the following)	25
	a) Harvard	
	b) Ivey	
	c) Case Centre-UK, NACRA, ACRC	
	d) Publication in publishing group Blackwell, Elsevier, Emerald, Gower, IBS, Inderscience, Palgrave, Routledge, Sage, Springer, Taylor & Francis.	
	ii) Case <u>with</u> Teaching Note (published only in one of the following)	
	a) Harvard	75
	b) Ivey	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.	50
1 (a.4)	<b>Reviewer of Publications:</b>	
	(iv) Articles in ABDC Grade B Journals	3
	(v) Articles in ABDC Grade A Journals	5
	(vi) Articles in ABDC Grade A*/ FT 50 Journals	10

<b>Note (1a)</b>	<ul style="list-style-type: none"> <li>• <i>Affiliation with BIMTECH for the paper published is a must</i></li> <li>• <i>Work units available only after publication.</i></li> <li>• <i>In case of joint authors, proportionate credits will be allowed.</i></li> <li>• <i>If publication is appearing in more than one category/ section, the category/section with highest work units will be considered.</i></li> <li>• <i>No work units will be granted for presentation of paper/case in any conference or same is published in conference proceedings.</i></li> <li>• <i>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.</i></li> <li>• <i>Work units for Reviewer ship will be awarded as per no. of journals and not as per no. of papers reviewed in the same journal.</i></li> </ul>	
<b>1(b)</b>	<p><b>Delivering Keynote address, Being a Panelist, Chairing of Session</b> in academic conferences (other than fully/partially funded by BIMTECH/in-house events)</p> <p>(iii) <b>International</b> - redefined as conference taking place abroad in North America, Europe, Australia, Japan, China and Singapore</p> <p>a) Keynote Address</p> <p>b) Panelist/Chairing Session</p> <p>(iv) <b>National</b> -Taking place in India and similar countries like Bangladesh, Nepal etc.</p> <p>a) Keynote Address</p> <p>b) Panelist/Chairing Session</p>	<p>10</p> <p>5</p> <p>5</p> <p>2</p>
<b>Note (1b)</b>	<ul style="list-style-type: none"> <li>• <i>No credit of work units will be made where BIMTECH has provided any partial/full financial support or monetary reward or in-house conferences.</i></li> </ul>	
<b>1(c)</b>	<p><b>Publication of Books in the area of management</b></p> <p>(i) Research - based Book/National Report (Research Based)</p> <p>(v) Text Book</p> <p>(vi) Edited Book</p> <p><b>Chapter in Books</b></p> <p>(iii) International Publisher (Reputed publisher from North America, Europe, Australia, Japan, China, Singapore)</p>	<p>75</p> <p>50</p> <p>30</p> <p>20</p>

	(iv) National Publication (Publisher from India, Pakistan, Bangladesh, Sri Lanka etc. will considered in same category as National Publisher)	10
<b>Note (1c)</b>	<i>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.</i>	
<b>1(d)</b>	<b>Sponsored Research</b> Leading to a report acceptable to the sponsoring organization.	
	(v) 1 - 5 lakhs	5 per one lakh
	(vi) 6 - 10 lakhs	25 (upto 5 lakh) + 3 per lakh from 6 to 10 lakh
	(vii) 11 – 25 lakhs	40 (upto 10 lakh) + 2 per lakh from 11 to 25 lakh
	(viii) 26 – 100 lakhs	70(upto 25 lakh) + 1 per lakh from 26 to 100 lakh *
<b>Note (1d)</b>	<p><i>*Subject to ceiling of 100 lakh</i></p> <ul style="list-style-type: none"> <li><i>Prorata work units may be credited as per % progress report as of 31st March each year certified by sponsoring agency</i></li> <li><i>In case of joint research, all will share the work units. The project leader will decide the distribution.</i></li> </ul>	
<b>1(e)</b>	<b>Supervision of Ph.D./FPM/EFPM work</b>	
	(iii) Guide/Chairperson of Thesis Supervisory Committee	20+20+20 (1 <sup>st</sup> 3 yrs)
	(iv) Co- Guide/Member of the Thesis Supervisory committee	10+10+10 (1 <sup>st</sup> 3 yrs)
<b>Note (1e)</b>	<i>Work units will be awarded for doctoral students admitted in BIMTECH only</i>	
<b>2</b>	<b>Teaching</b>	
<b>2 (a)</b>	<b>Teaching Doctoral &amp; Post Graduate Programmes:</b>	
	(ix) <b>Immersion Course:</b> For each hour	

		1 x 0.8 x hours taught
	<b>Core Elective Course:</b>	
(x)	<p>Upto 20 hours course:</p> <ul style="list-style-type: none"> <li>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.</li> <li>If there are outsourced session, WU will be credited proportionately i.e. Total no. of hours –(minus) hours of outsourced session)</li> </ul>	1.5 x hours taught (30 WU Max.)
(xi)	<p>25 hours course</p> <ul style="list-style-type: none"> <li>If internal faculty shares the course, WU will be proportionate to hour of teaching i.e.  <math display="block">\text{WU} = \frac{\text{No. of hours taught by faculty}}{25} * 45</math> </li> <li>If the outsourced session are more than 20% of total course hours, WU will be:  <math display="block">\text{WU} = \frac{25 - (\text{hours of outsourced session} - 20\% \text{ of } 25)}{25} * 45</math> </li> </ul>	45
(xii)	<p>30 hours course</p> <ul style="list-style-type: none"> <li>If internal faculty shares the course, WU will be proportionate to hour of teaching i.e.  <math display="block">\text{WU} = \frac{\text{No. of hours taught by faculty}}{30} * 45</math> </li> <li>If the outsourced session are more than 20% of total course hours, WU will be:  <math display="block">\text{WU} = \frac{30 - (\text{hours of outsourced session} - 20\% \text{ of } 30)}{30} * 45</math> </li> </ul>	45
(xiii)	<p>35 hours course</p> <ul style="list-style-type: none"> <li>If internal faculty shares the course, WU will be proportionate to hour of teaching i.e.  <math display="block">\text{WU} = \frac{\text{No. of hours taught by faculty}}{35} * 50</math> </li> <li>If the outsourced sessions are more than 20% of total course hours, WU will be:  <math display="block">\text{WU} = \frac{35 - (\text{hours of outsourced session} - 20\% \text{ of } 35)}{35} * 50</math> </li> </ul>	50

	<p>(xiv) 40 hours course</p> <ul style="list-style-type: none"> <li>If internal faculty shares the course, WU will be proportionate to hour of teaching i.e.  <math display="block">WU = \frac{\text{No. of hours taught by faculty}}{40} * 55</math> </li> <li>If the outsourced session are more than 20% of total course hours, WU will be:  <math display="block">WU = \frac{40 - (\text{hours of outsourced session} - 20\% \text{ of } 40)}{40} * 55</math> </li> </ul>	55																
	(xv) FPM/EFPM Course:	As per 2(a) i to vi																
	(xvi) Lead Course (60 hours course, stretched to 4 trimesters.	20.6 per trimester																
	Additional work units for First Time AOL courses	5																
	<p><b>Course Class Feedback:</b></p> <table border="1" data-bbox="432 1043 1149 1232"> <thead> <tr> <th>FB</th> <th>WU</th> <th>FB</th> <th>WU</th> </tr> </thead> <tbody> <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> </tbody> </table> <ul style="list-style-type: none"> <li>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.</li> </ul>	FB	WU	FB	WU	4.51-5.0	5	3.01-3.5	-1	4.01-4.5	3	2.61-3.0	-3	3.51-4	1	2.01-2.5	-5	
FB	WU	FB	WU															
4.51-5.0	5	3.01-3.5	-1															
4.01-4.5	3	2.61-3.0	-3															
3.51-4	1	2.01-2.5	-5															
<b>Note 2 (a)</b>	<b>In case of more than 225 work units under teaching, only 50% credit will be given for the balance work units above 225.</b>																	
<b>2(b)</b>	<p><b>Viva</b></p> <p>(iv) Comprehensive/ Summer Internship //Experiential Learning</p> <p>(v) (No WU for Lead viva)</p>	2 per full day for 28 students' viva in a day (pro-rata)																
	(vi) STP- Short Term Project (Max. 10 Students per faculty)	0.5/student (Max 5)																
<b>2(c)</b>	<p><b>Summer Internship</b></p> <p>3 work units per students subject to maximum of 30 work units (Max. 10 students)</p>	3 / student (Max. 30)																

	OJT Mentorship (Max 10 students)	1 /student (Max. 10)
<b>2(d)</b>	<b>Conducting FDP sessions as trainer at BIMTECH (Independent sessions only)</b>	
	(iii) Half Day FDP Session	2
	(iv) Full Day FDP Session	4
<b>2(e)</b>	<b>Faculty Internship</b> *WU to be decided on case to case basis and remuneration by the Corporate House (approved by BIMTECH) will be considered.	2 per day*
<b>3</b>	<b>Administrative/ Student Activities</b>	
<b>3(a)</b>	<b>FDP Organized (Only if having min. 15 paid participants &amp; paid participants' amount is being paid to BIMTECH only) (As Programme Director)</b>	
	(i) Internal FDP	2 per day
	(ii) External FDP	2 per day
<b>Note (3a)</b>	<ul style="list-style-type: none"> <li>Bonus units for number of paid participants as follows:</li> <li>16 to 19 = 5 units, 20 or more = 10 units</li> <li>If there are two or more Programme Directors, work unit will be divided</li> </ul>	
<b>3(b)</b>	<b>Organizing National/ International Conferences/ Seminars/ Workshops (having min. 10 paid participants &amp; paid participants' amount is being paid to BIMTECH only) for the Organizing Head including team members to be distributed by the Organizing Head</b>	
	(iii) <b>International (Minimum 10 overseas presenters/delegates)</b>	
	a) For one day event	20 Max.
	b) For two day event	30 Max.
	c) For three or more days	Additional 10 per day
	(iv) <b>National (having min. 10 paid participants)</b>	
	d) For one day event	15 Max.
e) For two day event	21 Max.	
	f) For three or more days	Additional 10 per day
<b>Note (3b)</b>	<i>Bonus units:</i> a) 11-25 delegates – 5 work units b) 26-50 delegates - 10 work units c) above 50 delegates-15 work units	

<b>3(c)</b>	<b>Participation in Admission Process / CCR activity/ Other activity approved by director</b>	
	(iii) Full Day spent	2
	(iv) Half Day spent • Journey period may be added with duration of duty )	1
<b>3(d)</b>	<b>Activity Heading</b>	
	i.Programme Chairperson(up to 240 students in both years) Included Chairperson of Centre for Research Studies.	50
3(d)1	ii.Program Chairperson - PGPX, COOLS	25 each
3(d)2	Programme Chairperson(above 240 students in both years)	100
3(d)3	Chairperson/Head Admissions	100
3(d)4	Controller of Examination/Head Examination	75
3(d)5	Convener / Coordinator- Admissions	50
	i. Coordinator - Academic Centre / Programme	30
3(d)6	ii. Coordinator – PGPX, COOLS	15 each
3(d)7	Convener - International Affairs (including International Affairs Conduit)	50
3(d)8	Convener - Alumni Relations (including Alumni Conduit)	35
3(d)9	Convener (MDP)	30
3(d)10	Area Heads	40
3(d)11	Editor in Chief of BIMTECH Journal	35
3(d)12	Managing Editor of BIMTECH Journal	30
3(d)13	Member - Editorial Board /Team of BIMTECH Journal	10
3(d)14	Chairperson – Centre for Corporate Relations (CCR)	100
3(d)15	Dy. Chairperson (CCR)	50
3(d)16	Editor - BIMTECH Newsletter	30
3(d)17	Chairperson- Internal Quality Assurance Cell- IQAC	40
3(d)18	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)19	Student Handbook (work units to be distributed among members by the Faculty-in-charge)	10 Max. for entire team
3(d)20	Dy. Controller / Asst. Controller of Examination	35
3(d)21	Faculty-Coordinator for On Job Training OJT (PGDM -RM)	20
3(d)22	Co-Convener - International Affairs	20
3(d)23	Students Conduits & Club Activities Committee (25 WU overall including convener and members both. WU to be distributed by the convener of the committee)	25 Max.

3(d)24	Faculty In charge - Conduit (except Alumni and International Affairs) (25 WU Max. for all conduits and to be distributed by Dean-SWSS)	25 Max.
3(d)25	Faculty in charge - Clubs (20 WU Max. for all clubs' faculty-in-charge together. To be distributed by Dean-SWSS based on activity by the respective clubs)	20 Max.
3(d)26	Chairperson - Accreditations Committee	40
3(d)27	Vice Chairperson - Accreditations Committee	25
3(d)28	Coordinator / Member Secretary- Accreditation Committee	10
3(d)29	Chairpersons/ Conveners - Other Administrative Committees ( <b>except</b> Convener of Student Conduit & Club Activities Committee as he/she has been covered under point 3(d)23)	25
3(d)30	Chairperson of Media Committee ( work units to be distributed as in 3(d) 23)	25 Max.
3(d)31	Coordinator - Pratibha	5
3(d)32	Chairperson- Centre for Innovation and Entrepreneurship Development (CIED)	40
3(d)33	CEO-Atal Incubation Centre (AIC)	60
3(d)34	Faculty coordinator – Centre for Corporate Relations (CCR)	20
3(d)35	Chairperson - Developmental Centers (Centre for International Affairs( CIA) , Centre for Management Case Development (CMCD), Centre for MDP & Consultancy( CMDC), Centre for Sustainability and CSR ( CSC), Centre for Faculty Development (CFD)	40
3(d)36	Annual Activity Report (to be shared by faculty involved)	10 Max.
3(d)37	Vihaan (Distribution to be done by faculty-in-charge for the entire team including the faculty-in charge)	10 Max.
3(d)38	Convener- B-School Rankings	3 /ranking
3(d)39	Committee Member: b) (Any regular Committee working throughout the year)* <i>*Allocation of work units is to be done by the Chairperson / Convener of committee (except members of Student Conduits &amp; Club Activities (SC&amp;CA) Committee members as they have been covered in point 3(d)23) as per the contribution of each member subject to total WUs not to exceed sum total of no. of members multiplied by 5.</i> ii. No WU for the members of AOL committee.	5
3(d)40	Dean Development	150
3(d)41	Dean Research	150
3(d)42	Member Secretary (AOL)	5

### 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 **Table of Activity**

**wise Work Units** above, the faculty may claim the work units that will be reviewed and decided by the PES Review Committee.

**10.6 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.

**10.7 Parameters of Quality Assurance:**

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

**10.8 Process of Measurement of Quality of Process outcomes:**

Quality of process is audited by IQAC.

## 11. Research Promotion Policy

### 11 Award for Quality Research Publication:

#### 11A.1 Introduction:

AACSB in their last letter had questioned BIMTECH whether the institute is giving sufficient prominence in the school's system of "work unit" accruals for bonuses (reward) and promotion. They also asked for the alignment of intellectual contribution output with VMV of the Institute. Our board, too, has been pursuing for quality research as well as relevant research from the faculty. Accordingly, it has been decided to award faculty for quality research publication as per the following specifications:

SN	Category of Journal	Award amount
1	ABDC "A*" / FT50	3 Lakhs
2	ABDC "A"	2 Lakhs
3	ABDC "B"	1 Lakh

Further, it has been decided to motivate faculty to align their research to Institute's focus areas. A matrix has, accordingly, been created which gives a multiplication factor to enhance the reward amount for quality publication aligned to VMV. The matrix or multiplication factor is given below:

Level of alignment	Not Aligned	Partially Aligned	Fully Aligned	
Multiplying factor	1	1.1	1.2	From the table, it can be derived that the reward amount of fully aligned A* publication will be $1.2 \times 3 \text{ lakhs} = 3.6 \text{ lakhs}$

#### 11A.2 Explanation

##### 1. Fully Aligned

For example, if the research paper is in the area of "Entrepreneurship" and the abstract, the body of paper, discussion, conclusion and recommendation for future research has the word "Entrepreneurship," the paper will be considered fully aligned.

##### 2. Not Aligned

If a faculty claims a paper to belong to any focus area (list given below) but does not have the words stated in our focus areas anywhere in the paper, it will be considered to be not aligned.

##### 3. Partially Aligned

If the paper falls in between these two criteria, it will fall within partially aligned criteria.

This award is in addition to the best research award and work units earned through PES. It is expected that faculty, especially those belonging to SA, improve their quality of publication and align their research to Institute's focus areas.

### **11A.3 Other Conditions**

1. This scheme of award will be effective from the academic year 2019-20.
2. Faculty in probation period will be entitled for 50% of the award amount provided their publication is with BIMTECH affiliation.
3. In case of multi authors, award will be distributed equally.

### **11A.4 List of Focus Areas**

1. Innovation and Entrepreneurship
2. CSR and Community Engagement
3. Ethics and Inclusive Growth
4. Energy, Sustainability and Governance

### **11B. Best Researcher Award**

#### **11B.1. Purpose:**

The purpose of the award is to honour excellence in research and/or creative scholarly activities at BIMTECH.

#### **11B.2 Award:**

The Award, which will be given annually, will consist of a cash prize of Rs. 2,00,000/- for the Best Researcher Award and Rs. 1,00,000/- for the Runner Up Award. A master plaque listing the name of award recipients will be displayed in a prominent place on campus. The award will be presented annually during Foundation Day.

#### **11B.3. Award Responsibilities:**

Award recipient will be asked to make a faculty presentation on their research and to participate in research/doctoral colloquia from time to time and hold research seminars/workshops/conferences. They should be 'global thought leader' in the making as per our Mission 5.

#### **11B.4. Eligibility:**

Any member of the participating faculty (AACSB) with a continuing appointment at BIMTECH is eligible for the award. Previous recipients of the award will be ineligible for the same award for a period of two years.

#### **11B.5. Nominations:**

Faculty members may not apply for the Award on their own behalf. The process will be initiated by the office of Dean (Research) by collecting MIS data on research from Registrar's office for the academic year in consideration.

#### **11B.6. Criteria:**

This award is given to an individual who has made an all-round contribution to research during the time of his or her appointment at BIMTECH. Those who left the organization during the academic year in consideration will be ineligible for the award. The faculty scoring highest in the research component based on the data available with various monitoring centers and MIS will be declared the best researcher of the year. A minimum of *100 work units* in research section of PES should be scored to be eligible for award.

**11B.7. Process:**

The processing of award is broadly based on the parameters of research in PES.

The deadline for various processes is given below:

Data from Monitoring offices & MIS:	July 31
PES Verification:	August 16
Placement before Committee:	August 31
Committee’s Recommendation to the Director:	September 7
Announcement of Best Researcher of the Year:	September 15
Award & Facilitation:	October 2

**11C. Research Promotion Grant:**

The following items of expenditure have been included in the Research Promotion Grant:

1. Open access publication / the submission fee of papers subject to papers having been accepted in a WoS / Scopus /ABDC journal listed in Scopus or WoS.
2. Copy editing services subject to the paper having been accepted in a WoS / Scopus / ABDC journal listed in Scopus or WoS.
3. Subscription to a professional journal (not on library database)/ license of special software (s) subject to faculty needing it for his/her research paper(s) provided the library does not procure it or procurement through library is costlier.
4. Expenses incurred on account of data collection / acquisition subject to submission of proof.
5. Subscription of certain news services/ publication provided such service / publication will help in research publication or class effectiveness if the same is not available through library.

The above expenditure heads are not exhaustive which may be expanded based on the need of research.

6. There shall not be any cap on individual heads of spending within the overall limit of Rs. One lakh per annum (e.g. present cap of Rs 50,000 on travel / data collection, Rs. 50,000 for experimental design, Rs. 25,000 for software, etc. will be removed).
7. Faculty availing the research promotion grant shall submit a report at the end of the academic year to the area head who is the competent authority for such a grant. Area head will compile the statement of expenditure under the scheme in his area and send the same to Dean (Research). Normally, during the pendency of a grant, second grant will not available while if a research project is completed within a year, a second grant may be considered.

**11D. Grants for attending National & International Conference for Paper Presentation:**

At BIMTECH, several opportunities are available for participating faculty to present their research papers in international and/or national Institute. The Institute will fund expenses for actual conference registration, air travel by economy class and reasonable charges for lodging/ boarding at the outstation venue as under:

- a) National Conference: Twice Every Year
- b) International Conference: Once in Two Years

Faculty may be allowed funding up to 50% for any conference participation in addition to the above provided she/he gets funding for at least 50% or more from some other institute/agency of repute. The faculty should ensure that the paper presented is later published in an approved journal.

#### **11.1 Alignment of Research Promotion Policy 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 research Promotion policy has been worked out which aims to reward research work of faculty members.

#### **11.2 Parameters of Quality Assurance:**

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

#### **11.3 Process of Measurement of Quality of Process outcomes:**

Quality of process is audited by IQAC.

## 12. Faculty Retention Policy

### 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.3 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.4 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.5 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.6 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.7 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.8 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.9 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 7 – 12 A.9)

#### **12A.10 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. (Annexure 8 – 12 A.10).
  - 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.11 Annexure

1. Annexure 7 – 12 A.9: Proposal to Attend FDP/ Workshop
2. Annexure 8 – 12 A.10: FDP /Workshop attended Feedback Form

### 12A.12 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.

#### 12B.2 PRIZE MONEY:

Rs.1, 00,000/- cash prize every year to the best teacher of the year.

#### 12B.3 PARAMETERS FOR EVALUATION AND SCORES

S. N.	Parameter				Output	Score	
1	No. of courses taught in the academic year* *Max. 4 courses with Maximum up to 40 hours each to be considered				1 WU=1 Score Max.WU200	18 0	
2	Student feedback received					Max. 200	16 0
	FB	score	FB	score			
	4.51-5.0	40	3.01-3.5	-8			
	4.01-4.5	24	2.61-3.0	-24			
	3.51-4	8	2.01-2.5	-40			
3	Developed and introduced new innovative course approved by Academic Council.				To be awarded by Selection Committee	30	
4	Used novel or innovative teaching methods				....do....	30	
	<b>Total Score</b>					<b>40 0</b>	

#### 12B.4 SELECTION CRITERIA

##### a) Invitation to apply for award by Dean (Academics):

The faculty will be invited every year by Dean (Academics) in the month of June to apply for the award by giving the details of achievements under different parameters and scores as per their self-evaluation.

##### b) Shortlisting of faculty for further process:

Those faculty who score 272 out of 340 (80%) under first 2 parameters will be shortlisted and considered for the further process for parameter 3 & 4.

##### c) Presentation by the shortlisted faculty to the selection Committee:

The shortlisted faculty will make a power point presentation to the selection committee on the details of their achievements and justification for their scores under their self-evaluation.

**12B.5 Announcement of award:**

The award will be announced within the month of August each year.

**12B.6 Presentation of award:**

A cash award of Rs. 1, 00,000/- 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. 76.

## **13. Faculty Management and Support Policy**

### **13.1 Work-load Allocation & Faculty Distribution:**

#### **13.1.1 Introduction:**

BIMTECH has a transparent system of workload allocation for teaching, research, training (Faculty Development Program, Management Program), consulting and administrative duties. This policy applies to faculty of BIMTECH with both full-time and adjunct appointments for participating faculty in an academic year.

We follow a policy of allocating work units for teaching, research, training (Faculty Development Program, Management Program), consulting and administrative duties to ensure a transparent system of workload allocation across the Institute (annexure 9 -13.1.1). However, the faculty beyond sixty five years of age or with designations as Director, Deputy Director, Deans and Registrar are exempted due to their substantial involvement in administrative assignments, chairing meetings and participating in several institution level activities within and outside the institute.

Heads of the different academic areas in consultation with area faculty members review the current year and propose future year course allocations across various academic enters and programmes. Faculty is sufficient to fulfil the functions of curriculum development, course development, course delivery, and assurance of learning for the programs in the context of the teaching and learning models employed.

In order to ensure quality of the delivery of teaching assignments, additional work units up to five per course are credited based on the class feedback greater than four on a scale of five. In case the feedback ranges below 2.5, five work units are deducted. Details of the same are provided in the notes of annexure 9 -13.1.1.

Depending on the requirement of the institute, aptitude and interest of the faculty members, they are allocated administrative responsibilities from the office of Deputy Director at the beginning of the academic session. The faculty team responsible for the management of academic and development centres is nominated as Centre chairpersons, conveners, coordinators and members. Members of the various standing committees such as examination, admissions, accreditation and quality are selected from the faculty fraternity for the entire academic session. Time to time, task groups/ teams are formed as per the needs of the institute for the smooth conduct of the event(s).

The appointment of visiting faculty is determined alongside the allocation of permanent faculty to ensure entire teaching requirement is covered. The resources which are required to deliver our teaching are therefore identified well in advance of the delivery of that teaching.

#### **13.1.2 Workload Definition**

The workload of a faculty member is comprised of the mix of teaching, research, training, consulting and administrative activities that are assigned as that faculty member's contribution of effort toward achieving the goals of the academic centre and the institute. Depending on the needs of the academic centres and the distribution of faculty talents across academic areas, individual faculty may be engaged in different mixes of teaching, research and administrative activities at any one point in time and individual faculty may be engaged in different mixes of teaching, research and administrative activities across their careers. The intention of the workload policy is that faculty members contribute comparable levels of total effort toward achieving organizational goals. A faculty member's performance evaluation will be made on the basis of accomplishments/feedback as measured against the workload

assigned to that faculty member. The proportion of teaching, research and institutional building activities in the faculty workload have now been defined for the next five years. These are being incorporated into the faculty workload distribution policy and will be reflected in the performance evaluation system.

### **13.1.3 Teaching Component of Workload**

The teaching-related workload of a faculty member may include many activities besides the teaching of courses with formal classroom hours; such activities may include, for example, curriculum development, student counselling, and dissertation/summer internship supervision. All of these activities are part of teaching (and total) workload to be considered by the head of the academic area in assigning the type ( core/elective) , number and size ( full/module) of credit/non-credit courses to be taught by a faculty member. Teaching load credit is provided in detail in the Performance evaluation system documentation. Following guidelines have been issued in order to bring greater effectiveness in teaching –learning process:

### **13.1.4 Number of Courses Taught in an Academic Year**

The number of courses taught per academic year by a full-time faculty member is normally in the range of four to five. In assigning specific courses to be taught across academic centres, the head of the academic area will take in to consideration the level, size and type of courses to be taught, expertise of the faculty and the number of preparations involved–in addition to the research and other teaching workload of that faculty member. For a 3 credit course, a faculty will need 30 hours course time and 5 hours of tutorials and for a 4 credit course, a faculty will need 40 hours course time and 5 hours of tutorials. The annual allocation of teaching courses is done after due consultations with the faculty members in the area while adhering to the following guidelines:

- The teaching load for a faculty in a trimester should usually be limited to 60/80 hours. The exception to this norm may be made by the Area Heads only in exceptional situation.
- One faculty should not be allotted to teach one course in all sections of PGDM. It may be limited to a maximum of two sections.
- To ensure industry interface in the course intended learning outcomes, the faculty should identify the 20% portion that is being proposed for teaching by the visiting / guest faculty.

### **13.1.5 Teaching Load**

The teaching load to be met by participating faculty is around 120/140 hours. Teaching load credit is defined both in terms of number of sections taught and number of students taught and is mentioned in the PES document. In some instances, faculty may concentrate on more teaching with the permission of Dean Academics and the Academic Area Head. In some cases of special assignments being provided by the management, the teaching load of a faculty member may not be commensurate with the normal range of teaching load.

### **13.1.6 Research Component of Workload**

The institute supports and rewards its faculty members undertaking academic research work. Institutional funding for the research undertaken by the faculty would be minimum of Rs.1,00,000. The same would be payable on submission of satisfactory report and its defence. The research proposals have to be relevant to the Institute and should have been approved

by the committee nominated by the Director & Dean Research. Faculty should attend conferences to present paper or chair sessions and the Institute will fund the faculty once every year for national conference and once in two years for international conference. She/he may be allowed further funding provided he/she gets funding for at least 50% from institutes/agencies of repute. Faculty publishing in international and national journals (earmarked for this purpose by the Centre for Research) will be rewarded as per the allocation of credit points in the Performance Evaluation System.

### **13.1.7 Administrative Component of Workload**

Depending on the requirement of the institute and aptitude and interest of the faculty members, the faculty members are allocated administrative responsibilities from the office of Dy. Director at the beginning of the academic session. The faculty team responsible for the management of academic and development centers is nominated as Centre chairpersons, conveners, coordinators and members. Members of the various standing committees such as examination, admissions, accreditation and quality are selected from the faculty fraternity for the entire academic session. Time to time, task groups/ teams are formed as per the needs of the institute for the smooth conduct of the event(s).

### **13.1.8 Workload Policy for Faculty Members above 65 years of Age:**

Policy framework for faculty members above 65 years of age is same as the workload policy for other participating faculty members. The exceptions to this are Director, Dy. Director, Deans and Registrar.

### **13.1.9 Target Work Units**

PES will serve as the base document for fixing the minimum cumulative work units in an academic year. These work units will be from Research, Teaching and Institution Building activities subject to provisions in PES Policy.

It has also been stipulated that under usual circumstances, a faculty would be teaching 60-80 hours in a trimester.

### **13.1.10 Workload Policy with respect to Executive Education & Faculty Development Program**

The faculty is encouraged to take these assignments. However, specific work units have not been laid down. Remuneration for the same is separately paid.

### **13.1.11 Faculty Distribution:**

At BIMTECH, faculty members are involved in fulfilling the teaching requirements of the programs offered by the academic centers. Heads of Areas will allocate teaching tasks to faculty members within the area by aligning the proposed teaching needs of the programs and the available faculty expertise. The faculty members will take up teaching assignments across the programs as per the need and their expertise.

### **13.1.12 Getting Additional Resources:**

Resource Planning is executed through the following activities initiated and implemented by the department:

1. **Academic Calendar:** The department releases a calendar before the commencement of the academic year for the period starting from June in the current year to May, next year. It summarizes the important academic events scheduled for the coming academic year with the proposed dates spread across the various trimesters. The list

of holidays is also provided to enable planning of academic activities by the academic centers.

2. **Student Handbook:** The handbook contains important information about the institutes policies, programs and services for students. It provides all details related to examinations, student assessments, rules for attendance, norms for conduct in classes and campus and BIMTECH's honor code.
3. **Library Advisory Committee:** BIMTECHs Knowledge Centre is well equipped with precious books, Textbooks, Reference books, Periodicals and Journals. Access is available to the students, ex-students, research workers, faculty, staff and visitors. The library frequently displays and exhibits various books, newly arrived books. The students are lent the textbooks for the entire academic session with nominal charges through Book-Bank. The library advisory committee reviews and assists in revising the allocation of collection development funds to best meet the needs of all disciplines. The committee meets regularly to advise the Library in a wide range of other collection development issues.
4. **Allocation of Courses to faculty:** The heads of the academic areas (Marketing& Retail, HR & OB, Decision Sciences & Operations & IT, Economics, etc.) plan for the course allocations amongst area faculty members for all the trimesters across all programs offered by all the academic centres before the commencement of each academic year .
5. **Trimester wise Program Structure:** The academic centres after incorporating the approved inputs from the respective advisory councils prepare the revised program structure before the commencement of every academic year. It consists of several continuous improvement initiatives such as revised course syllabi, new course and modules and new experiential learning exercises and projects.

### **13.2 Faculty Role Allocation:**

Our faculty allocation is done by matching the course to be delivered with the specialization achieved by the faculty and the experience accumulated. The broad thrust is to provide a supportive environment for colleagues and to identify mechanisms for all BIMTECH Professional Staff to achieve personal objectives and to contribute fully to the development of the institute.

Dean (Academics) delegates the line management responsibility for faculty to the Area Heads, who are responsible for the allocation of Professional Staff workloads, personal development, performance management and ensuring adequate faculty resource within their department to deliver teaching and other aspects of programs under their control. The institute provides strategic direction for management of resources deployed in teaching, research and institution building activities.

Area Heads hold meetings with faculty regularly to discuss issues of relevance to their area. This includes allocation of teaching workload, development of new modules and courses, and also provides an opportunity for faculty to raise matters with the Area Head. The Dean (Academics) is available to meet with all Professional Staff as and when needed. However, it is desired that any academic issue of the faculty is discussed with the appropriate Area Head in the first instance.

Area heads should be fully involved in faculty evaluation. Allocation of total workload should be rationalized based on the faculty classification and specialization.

### 13.3 Induction:

#### 13.3.1 Induction-Objective:

The objective of Faculty Induction Policy is to help faculty in settling down and provide inputs necessary for a new faculty to start performing certain functions expected of him/her in BIMTECH within the minimum possible time after joining.

#### 13.3.2 Modalities of Induction Programme:

The inputs for this induction programme have been developed by the HR department for creating to help the new faculty in shaping up and improving oneself continuously as a responsible member of BIMTECH fraternity. Three types of inputs are provided to the faculty as per the following details: **awareness inputs**, **attitudinal inputs** and **competency development inputs**.

##### 1) Awareness inputs:

- a) A welcome letter is sent to the new faculty by the Dy. Director / Dean -Academics /Registrar mentioning the documents being forwarded by the HR department for his / her general awareness about BIMTECH.
- b) HR manager interacts with the new faculty face to face to provide an overview of the work-culture of the Institute, various policies and procedures, different departments and facilities.
- c) A soft copy of important documents is sent to the new faculty via E-mail/Google drive. These documents contain information regarding:
  - i. The Institute's layout including class rooms and faculty cabins and seminar halls etc.
  - ii. Organisational Matrix
  - iii. HR Manual containing, inter alia, Employee Benefits, Career Progression Scheme, Performance Evaluation Scheme, Leave rules etc.,
  - iv. Admission brochure,
  - v. Placement brochure,
  - vi. EFPM/FPM Programme Brochure,
  - vii. Centre for Management Cases (CMDC) Brochure,
  - viii. BIMTECH telephone directory.

It helps new faculty to understand the working culture of the Institute, connect the institute, other colleagues and acclimatize faster.

- d) The faculty is formally introduced to the Area Head and other senior functionaries in soon after joining.

She/ He is introduced to the faculty community in weekly Town hall meeting and also the faculty council meeting He/she is advised to attend the faculty meetings to get acquainted with the faculty community and the processes.

##### 2) Attitudinal inputs:

New faculty meets up with the Director, Dy. Director, Registrar, Dean-Research, Chairperson of Research department. These meetings are very important for initiation of the new faculty to develop herself / himself as global thought leaders in the future.

### 3) **Competency Development Inputs:**

Competency development is a continuous process. New faculty is provided with the various inputs by the Head- Centre for Faculty Development, This helps him/her in getting an overview of Faculty Development Programme schemes. Faculty is encouraged to plan for himself/herself and attend various Faculty Development Programmes in house or outstation.

Dean-Research provides inputs to the new faculty regarding expected intellectual contributions from him/her and how Research Department will help him/her in due course of time to focus on scholarly, academic, professional publications and activities that support the mission and strategic agenda of the institute.

For Competency development proper mentoring contributes a lot. For this purpose a separate Mentoring policy is being developed.

#### **13.4 Probationary Process:**

All new faculty recruits are to complete one year probation period. This probation period may be extended up to 2 years. This requirement may be waived in exceptional cases for outstanding and highly experienced faculty.

During the probationary period, a new faculty gets an opportunity to understand the systems and processes of the institute. He/ She will be asked to create a “Personal Development Plan” which will have a suitable fit by aligning personal goals with the goals of the institute.

A mentor will be assigned during the probationary period. Once agreed with the Dean (Academics) and the Area Head, the Personal Development Plan will set out to achieve agreed probationary objectives. The achievement against the objectives will be reviewed at the end of the probationary period. The aim of this process is to provide evidence that these standards have the potential to be maintained beyond the probationary period.

At the end of the probationary period, one of three outcomes is possible:

- the probationary period is completed successfully,
- the probationary period is extended or
- the contract of employment is terminated.

An eco-system is created to ensure that the majority of faculties are confirmed at the end of their probationary period.

## 14. Professional Staff Recruitment and Selection Policy

### 14.1 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.

### 14.2 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.

### 14.3 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.

### 14.4 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.

### 14.5 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. 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. Manager-HR

: Ex-Officio

#### **14.6 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.

#### **14.7 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.

#### **14.8 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.

#### **14.9 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.

#### **14.10 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.

**14.11 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.

**14.12 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.

**14.13 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.

**14.14 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.

**14.15 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.

**14.16 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.

**14.17 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.

**14.18 Parameters of Quality Assurance:**

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

**14.19 Measurement of Quality of Process outcomes:**

Quality of process is audited by IQAC.

## **15. Professional Staff - Performance & Potential Appraisal Policy**

### **15.1 Introduction:**

Performance appraisal is an objective annual assessment of the work and conduct of an employee.

### **15.2 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.

### **15.3 Performance Appraisal Process:**

To be timely and effective, the appraisal is to be conducted every year for the period covered by the financial year from 1st June to 31st May. The appraisal process will begin at the end of May each year.

All categories of Professional Staff are covered under the annual performance appraisal. The appraisal process will start with the employee's self-evaluation, followed by the reporting authority (Dean SWSS / chairperson / HoD / Manager-in-charge) evaluation and finally the competent authority (Dy. Director / Registrar / GM Campus / Chairperson / HoD) will review the form and provide his/her remarks on the evaluation.

The details of the Performance Appraisal Forms are as follows.

Annexure 10 – 15.3: Performance Appraisal Form for G.M., Managers, Asst. Managers, Officers.

Annexure 11 – 15.3: Performance Appraisal Form for the other staff.

### **15.4 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.

### **15.5 Parameters of Quality Assurance:**

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

### **15.6 Measurement of Quality of Process outcomes:**

Quality of process is audited by IQAC.

## 16. Professional Staff Career Progression Policy

### 16.1 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.

### 16.2 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.

### 16.3 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.

**16.4 (a) Other Criteria of promotion for Academic Staff**

S N	Promotion From - To	Min. Length of service in lower cadre***	Min. Educational Qualification for cadre of promotion***	Professional skills required for promotion cadre***	Incremen t %
1	a) Attendant To Asst. Attendant Supervisor	5 yrs* as attendant <hr/> 10 yrs as attendant	High School Pass <hr/> 8 <sup>th</sup> 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. <b>(Written test for writing English skills and typing speed and accuracy &amp; interview will be held to test the skills) **</b>	6%
	b) Attendant Supervisor/ Pantry Supervisor	5 yrs as Asst. <u>Atten.</u> <u>Supervisor</u> 10 yrs as Asst. Atten.Superviso r	High School Pass <hr/> 8 <sup>th</sup> Pass		
	c) Data Entry Operator	3 yrs as attendant <hr/> 2 yrs as DEO	10+2/Inter. <hr/> 10+2/Inter. (Graduate Preferred)		
	d) Assistant				

2	Assistant/Lib. Assistant/Executive  To  Sr. Assistant/ Sr. Executive	5 yrs* as Assistant	Graduate (PG Preferred)	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. 4. Supervisory ability	6%
3	Sr. Assistant / Sr. Executive/ Personal Secretary/ #Library Information Assistant with upto 3 yrs experience  To  Officer (Admin)	5 yrs* as Sr. Assistant  <hr/> 8 years	Post – Graduate (MBA / PGDM/ #B.Lib/M.Lib will be preferred)  <hr/> 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. <b>(Skill test for MS Office &amp; interview will be held to test the skills)</b>	5%

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

6	Manager  To  Senior Manager	6 Yrs.*	1. MBA /PGDM 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.	5%**
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\*(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)

#### 16.4 (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	8 <sup>th</sup> 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	8 <sup>th</sup> 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/	7 yrs*			6%

	<b>Carpenter/ DG Operator/ AC Technician/ any other similar trade To (Level-2)Senior Electrician / Sr. Plumber/ Sr. Carpenter/Sr. DG Operator/ Sr. AC Technician / etc.</b>		8 <sup>th</sup> Pass (Preferable)	1.Technical Skill of his/ her particular trade. 2.Interview will be held to test the skills	
<b>2</b>	<b>(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.</b>	<b>7 yrs* at Level-2</b>	8 <sup>th</sup> Pass (Preferable)	1.Technical Skill of his/ her particular trade. 2.Interview will be held to test the skills	6%
<b>Promotion To Supervisory Levels</b>					
<b>1</b>	Supervisor/ Assistant To Sr. Supervisor/ Sr. Assistant	7yrs* as Supervisor / Assistant	12 <sup>th</sup> 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%
<b>Promotion at Managerial Levels</b>					
<b>1</b>	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. <b>(Written Test &amp; Interview to test English Communication &amp; MS office skills)</b>	5%**

<b>2</b>	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%**
<b>3</b>	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%**

#### **16.4 (C) Criteria of promotion for the Mess Staff**

<b>Promotion Policy for Cooks</b>					
<b>S N</b>	<b>Promotion From - To</b>	<b>Min. Length of service in the lower cadre***</b>	<b>Min. Educational Qualification for a cadre of promotion***</b>	<b>Professional skills required for promotion cadre***</b>	<b>Increment %</b>
<b>1</b>	MPW To Commis 3	3 yrs* as MPW	8 <sup>th</sup> 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 grinders, deep fryers, ovens, mixers. 4.Interview will be held to test the skills	6%
<b>2</b>	Commis 3 To Commis 2	3 yrs* as Commis 3	8 <sup>th</sup> Pass (Preferable)	Same as above	6%

3	Commis 2 To Commis 1	3 yrs* as Commis 2	8 <sup>th</sup> Pass (Preferable)	Same as above	6%
4	Commis 1 To Asst. Cook	4 yrs* as Commis 1	8 <sup>th</sup> Pass (Preferable)	<ol style="list-style-type: none"> <li>1. Knowledge of Health and safety practices, Principles of food hygiene and storage /service.</li> <li>2. Good knowledge of catering, portion, stock control and food cost control.</li> <li>3. Checking and receipt of goods.</li> <li>4. Use of all types of catering equipment.</li> <li>5. Interview will be held to test the skills</li> </ol>	6%
5	Asst. Cook To Cook	5 yrs* as Asst. Cook	8 <sup>th</sup> Pass (Preferable)	<ol style="list-style-type: none"> <li>1. <b>Same as above and</b></li> <li>2. Awareness of food safety and cleaning practices.</li> <li>3. The capability of large-scale production.</li> <li>4. Preparation of international meals.</li> <li>5. Interview will be held to test the skills</li> </ol>	6%
6	Cook To Sr. Cook	6 yrs* as Cook	10 <sup>th</sup> Pass and Diploma (Preferable)	<ol style="list-style-type: none"> <li>1. <b>Same as above and</b></li> <li>2. Ability to read, interpret and demonstrate the preparation of recipes for 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.</li> <li>3. Ability to assess staff performance.</li> <li>4. Interview will be held to test the skills</li> </ol>	6%
7	Sr. Cook To Head Cook	7 yrs* as Sr. Cook	12 <sup>th</sup> Pass and Diploma (Preferable)	<ol style="list-style-type: none"> <li>1. <b>Same as above and</b></li> <li>2. Soft skills related to working with and managing a team.</li> </ol>	5%**

				3. Interview will be held to test the skills	
<b>Promotion Policy for Stewards</b>					
1	MPW To Asst. Steward	3 yrs* as MPW	8 <sup>th</sup> Pass (Preferable)	<ol style="list-style-type: none"> <li>1. Congenial, energetic and accustomed to dealing with the public.</li> <li>2. Good cleaning and sanitation skills</li> <li>3. Efficient &amp; organized</li> <li>4. Good interpersonal &amp; oral communication skills</li> <li>5. Is a good team member.</li> <li>6. Knowledgeable about food safety standards</li> <li>7. Smart, Neat &amp; Clean appearance</li> <li>8. Interview will be held to test the skills</li> </ol>	6%
2	Asst. Steward To Steward	3 yrs* as Asst. Steward	8 <sup>th</sup> Pass (Preferable)	<ol style="list-style-type: none"> <li>1. <b>Same as above and</b></li> <li>2. Multitasking skills</li> <li>3. A passion for hospitality</li> <li>4. A keen eye for detail</li> <li>5. First-class organisational skills</li> <li>6. Drive and enthusiasm</li> <li>7. Interview will be held to test the skills</li> </ol>	6%
3	Steward To Sr. Steward	3 yrs* as Steward	8 <sup>th</sup> Pass (Preferable)	<p><b>Same as above</b> Interview will be held to test the skills</p>	6%
4	Sr. Steward To Supervisor	4 yrs* as Sr. Steward	12 <sup>th</sup> Pass (Preferable)	<ol style="list-style-type: none"> <li>1. Basic Knowledge of MS Office &amp; Recordkeeping</li> <li>2. Basic knowledge of English communication</li> <li>3. Other skills as per the need of the department</li> <li>4. Interview will be held to test the skills</li> </ol>	6%
<b>Promotion Policy for Store Accountant</b>					

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%
<b>Promotion Policy for Managerial Cadres</b>					
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 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	5%**
2	Asst. Manager To Manager	6 yrs* as Asst. Manager	Graduate + Diploma in F&B (Preferable)	<b>Same as above</b>	5%**
3	Manager To Sr. Manager	6 yrs* as Manager	Graduate + Diploma in F&B (Preferable)	<b>Same as above</b>	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)**

#### **16.5 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.

#### **16.6 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.

#### **16.7 Parameters of Quality Assurance:**

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

#### **16.8 Process of Measurement of Quality of Process outcomes:**

Quality of process is audited by IQAC.

## 17. Professional Staff Retention Policy

### 17.1 Introduction:

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

### 17.2 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.

### 17.3 Training and Development Policy for Professional Staff:

#### 17.3.1 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.

#### 17.3.2 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.

#### 17.3.3 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.

#### 17.3.4 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.

## 18. Employee Retention Policy (Common Schemes)

<b>18.1 Retention Policy Measures At A Glance</b>	
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)
<b>Medical Insurance : (Hospitalization Medi-claim)</b>	
Employees category	Current Cover
Faculty	7 lakh floater cover for family
Professional Staff	5 lakh floater cover for family
6	<b>Health Check-up cum diagnostics Camp</b>
All Professional Staff	Annual health checkup free for main body conditions
7	<b>Loans and Advances</b>
All faculty and Professional Staff	Different types of Loans at 5% simple interest rate and Advance at 0% & 12% interest rate

### 18.2 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	7700/-
1 Bed Room + Drawing / Dining	4400/-
1 Room + Kitchen + Toilet	2200/-
1 Room + Toilet	1050/-

### 18.3 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

#### 18.4 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.5,00,000 and for Professional Staff members Rs. 4,00,000. 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.

#### 18.5 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.

#### 18.6 Loan Facilities

##### 18.6.1 Home Loan

Following rules/guidelines shall be followed:

<u>S</u> <u>N</u>	<u>Purpose</u>	<u>Eligibili</u> <u>ty</u>	<u>Max Loan</u> <u>amount</u>	<u>Max.</u> <u>Repaym</u> <u>ent</u> <u>Period</u>	<u>Max. No.</u> <u>of</u> <u>Loans to</u> <u>be given</u> <u>during</u> <u>Service</u> <u>@5%</u>	<u>Supporting</u> <u>documents</u> <u>&amp; Other</u> <u>Terms</u>	<u>Other</u> <u>Terms</u>
1.	Purchase/ Constructio n/ Repair of House/Flat/ Plot/Refinan cing of outstanding home loan taken from	2 years of service on BIMTE CH payroll	a) 6 months' Gross Salary (Basic+DA+ HRA+Transp ort Allowance+ Perf.	60 months  Maximu m period of recovery will not go	2 times during entire service @ 5% simple interest rate.  Beyond 2 times, one	1.Builder demand letter/esti mate of constructio n /repairs/ renovation by Architect	1. It will be given on purchase of 1 <sup>st</sup> house only. (employ ee will give

	<p>any bank/Financial institutions.</p>		<p>Allowance; excluding cash/ Reimbursement Part)</p> <p>b) Max. 30% of Net Take Home salary x Max. Repayment Period for Gross Salary up to Rs.30,000/- (Max 40% of Net Take Home Salary x Max. Repayment Period for Gross Salary above Rs.30,000/-)</p> <p>c) Loan To Value = 80%</p> <p>Whichever is the least.</p>	<p>beyond retirement date or expiry of contract .</p>	<p>time more @12% interest rate (monthly compounded)</p>	<p>or draftsman. 2. Post disbursement evidence of utilization of loan through Village pradhan or RWA's letter of confirmation /any other suitable acceptable evidence. 3. Payment receipt within 7days. 4. Evidence of employee's or spouse's ownership of land /house. 5. Bank Certificate about outstanding loan &amp; receipt of the bank to whom loan has been prepaid.</p>	<p>undertaking to this effect).</p> <p>2. House should be in the name of employee or spouse only. If the house is in the name of spouse only, he/she should be the co-borrower.</p> <p>3. Next loan /Advance can be given after expiry of 6 months from date of full &amp; final adjustment of previous loan or</p>
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							Advance of any category
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### 18.6.2 Personal Loan

<u>S. N.</u>	<u>Purpose</u>	<u>Eligibility</u>	<u>Max Loan</u>	<u>Max. Repayment Period</u>	<u>Max. No. of Loans to be given during Service @5%</u>	<u>Supporting documents</u>	<u>Other Terms</u>
2.	Home Appliances /Equipment/ Vehicle/Education Loan Scheme	2 years of service on BIMTECH Payroll	a)4 months' Gross Salary (Basic+DA+HRA+Transport Allowance+ Perf. Allowance; excluding cash/ Reimbursement Part)  b) Max. 30% of Net Take Home salary x Max. Repayment Period for Gross Salary up	36 months Maximum period of recovery will not go beyond retirement date or expiry of contract	Three times during entire @ 5% simple interest rate. Beyond three times, one time more @12% interest rate (monthly compounded)	1. Performa Invoice/Demand letter. 2. Payment receipt within one week. 3. RC of vehicle to be submitted to BIMTECH in case of Vehicle loan.	1. Vehicle loan will be given for owning first vehicle only, except where one vehicle is two wheeler and other vehicle is four wheeler. (Employee will give underta

			<p>to Rs.30,000/- (Max 40% of Net Take Home Salary x Max. Repayment Period for Gross Salary above Rs.30,000/- )</p> <p>c) Loan To Value=80%</p> <p>Whichever is the least.</p>				<p>king to this effect. 2. Vehicle should be in the name of employee only. 3. Next loan /Advance can be given after expiry of 6 months from date of full &amp; final adjustm ent of previous loan or Advance of any category .</p>
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### 18.6.3 Documentation

Following documents are to be submitted for granting of loan

1. Loan agreement (on stamp paper of Rs.100/-)
2. Demand Promissory Note (with revenue
3. Letter of Continuing security (one stamp paper of Rs.100/)
4. Letter of installment with acceleration clause (on stamp paper of Rs.100/-)

### 18.7 Salary Advance

<u>S.N</u>	<u>Purpos</u> <u>e</u>	<u>Eligibilit</u> <u>y</u>	<u>Max Advance</u>	<u>Max.</u> <u>Repayme</u> <u>nt</u> <u>Period</u>	<u>Max. No. of</u> <u>Advance to</u> <u>be given</u> <u>during</u> <u>Service</u>	<u>Supportin</u> <u>g</u> <u>document</u> <u>s</u>	<u>Other</u> <u>Terms</u>
3.	Medic al Advanc e	1 years of service on BIMTEC H Payroll	2 months' Gross Salary (Basic+DA+ HRA+Transpo rt Allowance+ Perf. Allowance; excluding cash/ Reimburse ment Part)	20 months	3 times during entire service  Beyond 3 times @12% interest rate (monthly compounde d)	1.Doctor's certificati on  2.Paymen t Receipt within 7days.	1. Treatmen t of self. Spouse, children, parents, siblings only. 2. Not more than one advance will be outstandi ng at any point of time . 3. Next loan /Advance can be given after expiry of 6 months from date of full & final adjustme nt of previous loan or Advance of any category.
4.	Salary Advanc e	1 years of	1 months' Gross	10 months	No limit	NA	1. Not more than one

		service on BIMTECH H Payroll	Salary (Basic+DA+ HRA+Transport Allowance+ Perf. Allowance; excluding cash/ Reimbursement Part)				advance will be outstanding at any point of time. 2 Next loan /Advance can be given after expiry of 6 months from date of full & final adjustment of previous loan or Advance of any category.
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**18.8** Annexure 12 – 18.8: Loan Application Form

**18.9** Annexure 13 – 18.9: Advance Application Form

**18.10 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& 5 of being the preferred choice for Faculty and Professional Staff and to develop Faculty as global thought leaders.

**18.11 Parameters of Quality Assurance:**

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

**18.12 Process of Measurement of Quality of Process outcomes:**

Quality of process is audited by IQAC.

## 19. Attendance and Working Hours Policy

### 19.1 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.

### 19.2 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.

### 19.3 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). Depending upon their work/classes they will choose two weekly off days and inform by email their Area Head, Dean Academics and HR department. All faculty members will have Wednesday as their working day and one of the Saturday or Sunday also as their working day.

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.

### 19.4 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.

### 19.5 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 21<sup>st</sup> day of last month to 20<sup>th</sup> 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.

## 20. Leave Policy

### 20.1 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 1<sup>st</sup> April to 31<sup>st</sup> March. Faculty 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.

**20.2** Off days or other Institute's declared holidays will be prefixed as well as suffixed to the leave subject to approval of the sanctioning authority. 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.

**20.3** 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.

### 20.4 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).

### 20.5 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 can be taken within a month.

### 20.6 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 90 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 90 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 31<sup>st</sup> March of preceding year would be credited on 1<sup>st</sup> April of every year.

### **20.7 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. 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 1<sup>st</sup> October and 1<sup>st</sup> 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 1<sup>st</sup> October and 1<sup>st</sup> April of every year. Prior approval is required for availing half pay leave.

### **20.8 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.

### **20.9 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.

### **20.10 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.

### **20.11 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.

### **20.12 Summer Vacation Leave**

- a) The faculty members 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 30<sup>th</sup> April.
- c) The faculty members can maximum divide their annual summer leave into two parts of any proportion or can avail it in a single stretch.
- d) The research/senior research fellows/research 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 30<sup>th</sup> 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.

### **20.13 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 exceeds 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.

### **20.14 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)

### **20.15 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.

### **20.16 Calculation of Leave days and Leave without Pay:**

- In case of any period of PL/HPL/CL/Comp. off leave the prefixed and suffixed weekly off days and holidays are excluded from the leave period. Further weekly off days/holidays falling during the period of leave will also be excluded.
- Calculation of Leave without Pay (LWP)/Loss of Pay (LOP):

- a) 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.

**20.17 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 21<sup>st</sup> Mar. 2019 onwards. Leave applied through email or hard copy will not be considered w.e.f. 21<sup>st</sup> 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.

## 21. Progressive Discipline, Code of Conduct & Vividha

### 21.1 Introduction:

The Institute expects its faculty members 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.

### 21.2 Objective:

The progressive 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.

**21.3** 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.

Following acts of omission, commission or acts of similar nature shall broadly constitute indiscipline and misconduct in the Institute. Depending on the severity of the misconduct, strict disciplinary action may be initiated including termination of contract of employment after giving a show cause notice to be replied within seven days of its receipt and following a due process of conducting a fair fact finding assessment/report/enquiry. The director's decision on the fact finding report shall be final and binding on all.

- Distribution, indulgence, possession or use of drugs and alcohol inside the premises of Institute/campus is strictly prohibited. When a reasonable cause exists to believe that a faculty member is under the influence and is impaired by drugs or alcohol within the premises of Institute/campus, the concerned individual will be required to undergo a medical test. Based on the report of the test further action shall be initiated.
- Insubordination, disruptive and discourteous behaviour, theft, conviction of a crime involving moral turpitude, falsifying, grafting, or forging of any record/ report or information, discourteous behaviour with customers, vendors and business associates, long unauthorized absence, wilful damage to equipment or property of the Institute, continued failure to perform assigned duties, sharing of confidential information, participating in political activities within the Institute/campus premises, malpractice of any kind like connected with examinations or other activities of the Institute etc.
- Smoking or chewing of pan/ pan masala/Gutka or any other similar material in Institute/campus is strictly prohibited.

- Faculty members and staff members are prohibited from indulging in any personal activity including utilizing the Institute's resources and facilities. Anyone found indulging in conducting tuition classes, remunerative or otherwise would be liable for disciplinary action.
- Sexual harassment of employees or students at the Institute is prohibited. A policy has been formed to prevent sexual harassment of women at workplace. The details of the policy are as follows:

**21.4 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.

**21.5 Parameters of Quality Assurance:**

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

**21.6 Process of Measurement of Quality of Process outcomes:**

Quality of process is audited by IQAC.

## 22. Inclusion and Ethics Policy

### 22.1 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.

### 22.2 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.

### 22.3 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.

## 22.4 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.

## 22.5 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.

## **22.6 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 is also the “Internal Complaints Committee” 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. Bhupendra Singh Chauhan (Advocate, Supreme Court of India) - External Member	bhupendra.chauhan@rediffmail.com	9899368377
4	Dr. Arunaditya Sahay - Member	arun.sahay@bimtech.ac.in	9899117737
5	Dr. Rishi Tiwari - Ex-officio member / Proctor	rishi.tiwari@bimtech.ac.in	9810583623
6	Dr. K C Arora - Member	kc.arora@bimtech.ac.in	9899288200
7	Prof. K R Chari - Member	km.chari@bimtech.ac.in	9958349199
8	Dr. Meena Bhatia - Member	meena.bhatia@bimtech.ac.in	9810839449
9	Dr. Archana Singh - Member	archana.singh@bimtech.ac.in	9810426753
10	Ms. Himani - Member	hr@bimtech.ac.in	9250369070
11	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 ethical propriety of work being carried out by Faculty and staff and students in the faculty’s constituent Departments.
- 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.

## **22.7 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.

## **22.8 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.

4. In addition to above, the Internal Complaints Committee may also recommend providing gender sensitization counselling to the person found guilty.

5. 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.

## **22.9 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.

## 23. Grievance Redressal System

### 23.1 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 H R department officials.

### 23.2 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.

### 23.3 Internal Complaint Committee

Vividha - Committee for Gender Justice and Diversity Promotion: Details are given on page no. 63

### 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.

### 23.4 Parameters of Quality Assurance:

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

### 23.5 Process of Measurement of Quality of Process outcomes:

Quality of process is audited by IQAC.

## 24. Use of Internet

### 24.1 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.

**24.2 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.

**24.3 Parameters of Quality Assurance:**

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

**24.4 Process of Measurement of Quality of Process outcomes:**

Quality of process is audited by IQAC.

## 25. Library Facility

**25.1 Timings:** As per the timings specified by the Institute from time to time.

**25.2 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.

### 25.3 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.

### 25.4 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.

### 25.5 Parameters of Quality Assurance:

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

**25.6 Process of Measurement of Quality of Process outcomes:**

Quality of process is audited by IQAC.

## 26. Transport and conveyance for official work

### 26.1 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.

### 26.2 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.

### 26.3 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.

### 26.4 Parameters of Quality Assurance:

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

### 26.5 Process of Measurement of Quality of Process outcomes:

Quality of process is audited by IQAC.

## 27. Employee Referral Policy for recruitment at the Institute

### 27.1 Objectives

To motivate, encourage and reward employees to refer applicants for employment in the Institute should there be a vacancy.

### 27.2 Eligibility

Faculty/supervisory academic Professional Staff and other employees

### 27.3 Salient Features

- The referral incentive/ bonus/ award will be paid as 25% of the CTC/ PM of the referred candidate or Rs. 5000/- 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.

### 27.4 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.

### 27.5 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.

### 27.6 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.

### 27.7 Parameters of Quality Assurance:

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

### 27.8 Process of Measurement of Quality of Process outcomes:

Self-audit at the end of the academic year.

## 28. Attire and Grooming

### 28.1 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.

### 28.2 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

### 28.3 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.

### 28.4 Parameters of Quality Assurance:

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

### 28.5 Process of Measurement of Quality of Process outcomes:

Day to day observation by the senior authority and the Proctor.

## 29. Separation of Employment

Following may normally be the causes of separation from the services of Institute.

### 29.1 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.

### 29.2 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.

### 29.3 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.

### 29.4 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

### 30. Annexure / Forms

#### Annexure 1- 6.4 Classification of Faculty as per new criteria

While assessing the suitability of a candidate for a particular level, the selection committee will also assess the suitability of the candidate as per AACSB faculty classification. There are five categories of faculty as per AACSB:

1. Scholarly Academics
2. Practice Academics
3. Scholarly Practitioners
4. Instructional Practitioners
5. Others

(As per the need of the Institute and the Area, in consultation with the Director and Dean – Academics it will be decide at what level (SA, PA, SP, IP, Others) new recruitment should be done at the time of generating vacancy.)

The qualification and experience criteria for the above levels will also be assessed by the selection committee. The Eligibility norms for these levels are as follows:

#### 1. **Scholarly Academics (SA):**

*The candidate should be Ph.D in the area related to his area of teaching or Business, and is engaged mainly in following Scholarly Academic activities:*

#### **Criteria for activities in LAST 5 years for SA classification:**

- a. **A minimum of Two research papers in peer-reviewed journals in the list specified by BIMTECH with documented impact in a discipline related to the person's teaching assignment within the BIMTECH; one scholarly book may be substituted for a paper related to the discipline for which the author is academically qualified.**
- b. **At least two additional research related works within the last five years which may include, but are not limited to the following:**
  - i. Refereed or non-refereed research journal articles
  - ii. Scholarly books
  - iii. Chapters in scholarly books
  - iv. Research Paper presentations at academic or professional meetings / conferences (National Regional/International)
  - v. Published cases
  - vi. Instructional software
  - vii. Achieved professional licensure or certification
  - viii. Research Journal editorships
  - ix. Referee for a peer-reviewed research journal
- c. **An article in a peer-reviewed journal or books and articles in practitioner journals**
- d. **Attending and completing executive education programs in the teaching discipline**
- e. **Attending and actively participating in professional meetings and conferences in the teaching discipline**
- f. **Relevant, active editorships with academic journals or other business publications**
- g. **Service on editorial boards or editorial committees**

*h. leadership positions, participation in recognized academic societies and associations, research awards, academic fellow status, invited presentations, etc*

## **2. Practice Academics (PA)**

*The candidate should be Ph.D in the area related to your area of teaching or Business, and is engaged mainly in following Professional/Industry activities:*

### **a. Criteria followed for activities in LAST 5 years for PA:**

#### **Section A:**

- i. Consulting activities that are material in terms of time and substance (90 or more hours per year).*
- ii. Significant responsibilities/ownership of an outside business relevant to area of teaching (The ownership of a consulting practice requires the necessary consulting hours.)*
- iii. An article in a peer-reviewed journal or books and articles in practitioner journals*

#### **Section B:**

- i. Relevant active service as a board member in for-profit and/or not-for-profit organizations*
- ii. Achieve professional licensure or certification*
- iii. Development and presentation of executive education programs*
- iv. Significant participation in business professional associations*
- v. Faculty internships*
- vi. Media hits related to area of teaching*
- vii. Documented continuing professional education experiences*
- viii. Participation in professional events that focus on the practice of business, management, and related issues.*
- ix. Participation in other activities that place faculty in direct contact with business or other organizational leaders*
- x. Attending and completing executive education programs in the teaching discipline*
- xi. Attending and actively participating in professional meetings and conferences in the teaching discipline*

## **3. Scholarly Practitioners (SP) :**

*The candidate should have PG Diploma/ Masters Degree in the area related to his area of teaching or Business, and is engaged mainly in following scholarly academic research and teaching.*

### **Criteria followed for activities in LAST 5 years for SP**

- a. A minimum of one peer-reviewed journal research articles with documented impact within the last five years in a discipline related to the person's teaching assignment within the BIMTECH; one scholarly book may be substituted for an article provided that it is related to the discipline for which the author is academically qualified; and*

- b. **At least two additional research within the last five years** which may include, but are not limited to the following
- i. Refereed or non-refereed journal articles
  - ii. Scholarly books
  - iii. Chapters in scholarly books
  - iv. Attendance /Paper presentations at academic or professional meetings proceedings/ conferences (Regional, national, or international)
  - v. Published cases
  - vi. Instructional software or study material for a course
  - vii. Achieve professional licensure or certification
  - viii. Journal editorships
  - ix. Referee for a peer-reviewed journal
- c. Working , consulting , training, presenting seminars, etc at relevant business organizations: or
- d. Attending and actively participating in professional meetings and conferences in the teaching discipline
- e. Attending and completing executive education programs in the teaching discipline

**4. Instructional Practitioners (IP) :**

The candidate should have PG Diploma or Masters degree in the area related to his area of teaching or Business, with professional/managerial experience in discipline related to his teaching and is engaged mainly in Professional/Industry activities:

**Criteria followed for activities in LAST 5 years for IP**

• **Section A**

- a. Consulting activities consistent with teaching discipline that are material in terms of time and substance (90 or more hours per year).
- b. Significant responsibilities/ownership of an outside business relevant to area of teaching
- c. Normal length article in a peer-reviewed journal or books and articles in practitioner journals

• **Section B**

- a. Relevant active service as a board member in for-profit and/or not-for-profit organizations
- b. Achieve professional licensure or certification
- c. Development and presentation of executive education programs
- d. Significant participation in business professional associations
- e. Faculty internships
- f. Media hits related to area of teaching
- g. Documented continuing professional education experiences
- h. Participation in professional events that focus on the practice of business, management, and related issues
- i. Participation in other activities that place faculty in direct contact with business or other organizational leaders
- j. Attending and completing executive education programs in the teaching discipline

k. *Attending and actively participating in professional meetings and conferences in the teaching discipline*

**5. Others (O) :**

*If the candidate does not have Ph.D in related to business or area of your teaching / does not has Ph. D degree / does not hold a PG Diploma/Degree in area related to business or teaching but has UG qualification in area of teaching or profession , he is classified as "Other" Faculty*

**Criteria followed for activities in LAST 5 years for Others:**

• **Section A**

- a. *Consulting activities consistent with teaching discipline that are material in terms of time and substance (90 or more hours per year).*
- b. *Significant responsibilities/ownership of an outside business relevant to area of teaching*
- c. *Normal length article in a peer-reviewed journal or books and articles in practitioner journals*

• **Section B**

- a. *Relevant active service as a board member in for-profit and/or not-for-profit organizations*
- b. *Achieve professional licensure or certification*
- c. *Development and presentation of executive education programs*
- d. *Significant participation in business professional associations*
- e. *Faculty internships*
- f. *Media hits related to area of teaching*
- g. *Documented continuing professional education experiences*
- h. *Participation in professional events that focus on the practice of business, management, and related issues*
- i. *Participation in other activities that place faculty in direct contact with business or other organizational leaders*
- j. *Attending and completing executive education programs in the teaching discipline*
- k. *Attending and actively participating in professional meetings and conferences in the teaching discipline*

**Annexure 2 – 6.6 FACULTY VACANCY JUSTIFICATION FORMAT**

Name of the Area \_\_\_\_\_ Name of Area Head \_\_\_\_\_

**Requirement of recruiting faculty in the area as per following details:**

S.N.	Level*	Classification* <sup>1</sup>	Courses	Skill Sets* <sup>2</sup>	Desired Experience (Academic )	Desired Experience (Industry)
1						
2						

\*Assistant Professor / Associate Professor / Professor    \*<sup>1</sup>SA / PA / SP / IP / Other

\*<sup>2</sup>e.g. Capstone / Simulation / any particular qualification etc.

\*<sup>3</sup>i.e.work-load / requirement as per coming trimester/ deficiency of skill set / Special Project etc.

**Justification for vacancy:**

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Signature of the Area Head \_\_\_\_\_ Date \_\_\_\_\_

**Director' signaure**

### Annexure 3 - 6.6

#### Application for Faculty Position

**Contact Information:**

Human Resource Office  
 Birla Institute of Management Technology  
 Plot No. 5, Knowledge Park – II  
 Greater Noida – 201306.  
 Phone: +91-120-232301 to 10 (Ext. 305)  
 Uttar Pradesh, INDIA.  
 E-Mail: [hr@bimtech.ac.in](mailto:hr@bimtech.ac.in)

[www.bimtech.ac.in](http://www.bimtech.ac.in)

**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 additional information it may contain, but not as 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 attach annexure.

Date: \_\_\_\_\_

<b>A. Personal Information</b>	
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/Husband's Name	Mother's Name
Nationality	Category: General , OBC, ST, SC (Tick the right 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?
How were you referred to BIMTECH? (Please Tick one)	
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	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. *Curriculum Vitae* alone will not serve this purpose.)

Institution – Name and Location	Position/Rank	Dates of Employment	Name of Courses taught

		From	To	
TOTAL TEACHING EXPERIENCE (No. of Years and Months):				

**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. *Curriculum Vitae* alone will not serve this purpose)

Organization – Name and Location	Position/Rank	Dates of Employment		Job Profile in brief
		From	To	
TOTAL INDUSTRIAL EXPERIENCE (No. of Years and Months):				

**E. Intellectual Contributions/Academic or Professional Engagements**  
 (Please fill up Annexure-1)

F. Emoluments	
Present Allowances & Perks	
Present CTC Per Month	

<b>Expected CTC Per Month</b>	

<b>G. How would you like to contribute to the institution building during the next 5 years, if selected?</b>

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:**

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**Annexure 4 - 6.6**

**Intellectual Contributions, Academic and Professional Engagements**

<b>1. Research Paper/Article Published in National / *International Journals                      (Refereed/Peer Reviewed journals only) for the last 5 years                      (Please do not mention on this format the Paper Published in Conference Proceedings/                      Edited Books/Accepted but not published)                      (*Journals whose publication home is abroad should be considered International                      Journal)</b>									
S N	Whe ther Rese arch Pape r / Artic le	Title of paper/Artic le	Nam e of the Journ al	Journ al Volu me / Issue No.	Date (Mont h and Year) of Public ation	ISS N No. and DO I No.	Nation al or Intern ational Journ al	Listed in (Web of Science/ Scopus/ PUBMED / FT45 /Google Scholar etc.)	Nature of Journal (Academic or Practition er)

**Proof of Document Required (after selection)**

- |  |  |
|--|--|
| 1. Copy of cover Page of Journal/Paper<br>the published Paper. | 2. Copy of Index listing                                       |
| 3. Copy of Front Page indicating ISSN No., Vol. and Issue No.  | 4. All numbered<br>pages of research paper printed in Journal. |

<b>2. Books Published (Research Book, Text Book, Edited Book, Chapter/Article/Research                      Paper in a Book/Edited Book/Monograph/Course study material)</b>								
S. N .	Type of Book Published (Research Book / Text Book / Edited Book / Chapter/Artic le/Research Paper in a Book/Edited Book/Monogr aph/Course study material)	Aut hor (s)	Title of the Book/Edi ted Book/Mo nograph etc	Title of the Chapter/Arti cle/Research Paper (s) (If Any)	Printed chapter/arti cle/research paper Starting Page No. - Ending Page No.	Nam e of the Publ isher	(Date (Mon th and Year) of Publi catio n	IS B N No


3. Cases published in Journal/Book/Edited Book/Case Clearing House												
S N	Au th or (s)	C as e T i t l e	Wh eth er T e a c h i n g C a s e o r R e s e a r c h C a s e	Whether publis hed in Journ al/ Book/ Edite d Book /Case Centre	Name of Journ al/ Book /Edite d Book / Case Centre	Publis hed as Natio nal or Intern ation al	ISSN No. / Vol. / Issu e No. / Ref. No.	Pri nte d Cas e Sta rtin g Pag e No. - End ing Pag e No.	Tea chin g Not e pre par ed (Yes /No )	Na me of the Pub lish er	Da te (M ont h an d Ye ar) of Pu bli cat ion	Area to which activit y relates ; e.g. Mktg./ Fin./ HR/ Operat ions. etc

4. Research Paper/Case Presented in National / International/ Regional Conference by Faculty										
S N	Na me of the Aut hor (s)	Whe ther Rese arch Pap er or a Case	Title of Pap er/ Case	Type of Confer ence (Regional /Nation al/ Internati onal)	Nam e of the Conf eren ce	Venu e of Prese ntatio n (Com plete Addre ss)	Date of presen tation (DD/M M/YYYY Y)	Name of Organiz ing body/Inst itute/Uni versity	Confere nce held From- Till (DD/ MM/YY YY)	Natu re of Conf eren ce (Aca demi c/Pro fessi onal)


5. Article published in Newspaper/Magazine							
S. N.	Author (s)	Title of Article	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.

6. Details of Editorship/ Refereeship /Reviewership										
S. N.	Nature of Position (Editorship/ Refereeship/ 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									
S. N.	Please mention Whether Workshop/ Conference /	Title of Event	Role performed as (Keynote address/valediction.,	National / International	Duration of Event (DD/MM/YYYY)	Organizing body	Venue of Event (Co	Area to which activity	Nature of Event (Academic/ Professional)

	Seminar/Colloquium/Round Table		panellist, Participant, Chairing session, TV Debate/Discussions )					From	To		Complete address)	relates; e.g. Mktg./ Fin./ HR/ Operations	
<b>a) Conducted:</b>													
<b>b) Attended:</b>													

8. Research Paper/Case Published in Conference Proceedings								
S. N.	Name of the Author (s)	Title of paper/Case	(National / International)	Name of Conference	Name of the Publisher	Date (Month and 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	Title of Thesis	Area of work i.e. HR / Finance etc.	Date of award of Ph.D/ FPM / EFPM to candidate (s)

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10. Scholarships/Awards won by the Candidate							
S N	Whether Scholarship or Award	Name of Award/Scholarship	State/National / International	Constituting body Venue of Presentation	Date (Month and Year) of issuance of Award/Scholarship	Monetary Value of Award/Scholarship	Area to which activity relates; e.g. Mktg./ Fin./ HR/ Operations

11.Details of Professional Qualification/License/Certifications					
S N	Name of Professional Qualifications	Issuer of Certification	Domain	From(Month and Year)	To (Month and Year)

12. MDPs/ EDPs Conducted /Organized by the Candidate as Program Director/ Coordinator/ Trainer										
S N	Whether MDP /EDP or Training	Role performed (Director or Coordinator / Trainer)	Title of MDP/E DP	Name of the Organization for whom MDP/EDP Conducted or Open House	Sector (Govt./ Private/Public Ltd.)	Organized From (DD/MM/YYYY)	Duration of MDP / EDP/Training	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 Consultancy/Faculty Internship	Name of Project	Name of the Organization/Company for which assignment undertaken or Internship	Faculty Internship (Position Held at Comp.)	Start Date Of Assignment (DD/MM/YYYY)	Completion date of Assignment (DD/MM/YYYY)	Actual no. of working Hours spent on consultancy Assignment	Sector (Private/Govt.)

**14. Candidate on Board/Council of Industry/Academic or Professional or Business Society/Association**

S N	Nature of organization (Board of Industry/Society/Association)	Name of organization	Sector of organization (Private/Govt.)	Activity (Professional/Business/Academic)	Nomenclature of membership of body (Governing Board/ Council/ Advisory Board/ Research Council/ Advising Committee)	Profit/ Non Profit	Designation or Position held	Member Since (DD/MM/YYYY)	Membership Validity Period (DD/MM/YYYY)

### Annexure 5 – 7.4

#### Format for Assignment of Mentor

Sr.	Particulars	Remarks
1	Name of the mentee faculty	
2	Nature of the need for mentoring	
3	The name of the mentor assigned	
4	The main consideration for selecting the mentor	
5	The duration of mentoring responsibilities	
6	The periodicity of evaluation of relationship in a joint meeting of Mentee, Mentor and Area Head	
<p>Signature _____</p> <p>Date _____ Area Head ( ) Dean (Academics)</p>		

**Annexure 6 – 10.3.1  
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**

S N	Paper Title	Co- author s	Whether published in Newspape r or Magazine	Name of the Newspaper or Magazine	Vol um e / Issu e No.	Dat e (Mo nth and Yea r) of Pub licat ion	ISS N NO/ RNI No.	Work Units		RE MA RK S
								Cl ai m ed	Ap pro ve d	
	<b>National</b>									
	<b>Internation al</b>									
<b>TOTAL</b>								<b>0</b>	<b>0</b>	

**Research Paper Published in Journals**

S N	Paper Title	Co - au th or s	N a m e o f t h e J o u r n a l	BIM TEC H App ro v e d P r a c t i t i o n e r J o u r n a l (Y/ N)	Pub l i s h e r N a m e	N a m e o f t h e l i s t i n g : S c o p u s/ W e b o f S c i e n c e s /FT 50/ UGC	C l a s s i f i c a t i o n a s p e r A B D C	V o l u m e / I s s u e N o.	D a t e (M o n t h a n d Y e a r) o f P u b l i c a t i o n	ISS N NO	Work Units		RE MA RK S
											Cl ai m ed	Ap pro ve d	
	<b>National</b>												



		above only)	n of Conference				Claimed	Approved	
	National								
	International								
<b>TOTAL</b>							<b>0</b>	<b>0</b>	

**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-author s/Co-editors	Type of Book (one of the above)	Date (Month and Year) of Publications	Publisher	Any other Information	ISBN No	Work Units		RE MARKS
								Claimed	Approved	
<b>TOTAL</b>								<b>0</b>	<b>0</b>	

**Publications of Chapter in Books**

S N	Title of the Chapter	Co-author s	Name of the Book	Date (Month and Year) of Publications	Publisher	Page Nos . of Chapter in the Book	ISBN No	Work Units		RE MARKS
								Claimed	Approved	
	National Publisher									
	International Publisher									
<b>TOTAL</b>								<b>0</b>	<b>0</b>	

**1(d). Sponsored Research Leading to a Report Acceptable to the Sponsoring Organization**

S N	Title of Research Work	Co-Researcher (s)	Name of the Funding Agency	Revenue Generated (Rs.)	Start Date of Project (D/M/Y)	Completion of Project (D/M/Y)	If not Completed (% of Certified Progress as on 31st March)	Report Accepted by the Sponsor Yes/No	Work Units		REMARKS
									Claimed	Approved	
<b>TOTAL</b>									<b>0</b>	<b>0</b>	

**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 /EFPM)	University	Supervision From (Month and Year)	Status of the Thesis Submission	Work Units		REMARKS
								Claimed	Approved	
<b>TOTAL</b>								<b>0</b>	<b>0</b>	
							<b>GRAND TOTAL</b>	<b>0</b>	<b>0</b>	

**2 Teaching**

**2(a). Teaching in Long Duration Programmes Doctoral/ PGDM**

S N	Subject	Core/ Elective/	No. of Teacher	Name of the	No. of Sections	Trimester	Feedback	1st Time AOL	Outsourced Sess	Work Units	REMARKS
--------	---------	-----------------	----------------	-------------	-----------------	-----------	----------	--------------	-----------------	------------	---------

		Immersion	g Hours	Pro gram me				Cou rse	ion (Ho urs)	Cl ai m ed	Ap pro ve d	
<b>TOTAL</b>										<b>0</b>	<b>0</b>	

**2 (b) (i). Viva taken (Comprehensive/ Summer Internship/Lead Course/ Experiential learning)**

S N	Type of Viva (one of the above)	Program (DM/ IB/ IBM/RM)	Date (s)	No. of Students	Duration	Work Units		RE MA RK S
						Cl ai m ed	Ap pro ve d	
<b>TOTAL</b>						<b>0</b>	<b>0</b>	

**2 (b) (ii). Viva taken ( STP)**

S N	Type of Viva (one of the above)	Program (DM/ IB/ IBM/RM)	Date (s)	No. of Students	Duration	Work Units		RE MA RK S
						Cl ai m ed	Ap pro ve d	
<b>TOTAL</b>						<b>0</b>	<b>0</b>	

**2 © (i). Guiding Summer Internship Projects**

S N	Title of the Project	Program (DM/ IB/ IBM/RM)	Trim este r	No. of Students	Any other Information	Work Units		RE MA RK S
						Cl ai m ed	Ap pro ve d	
<b>TOTAL</b>						<b>0</b>	<b>0</b>	

**2 © (ii). Mentoring OJT**

S N	Name of the OJT	Program (DM/ IB/ IBM/RM)	Trim este r	No. of Students	Any other Informati on	Work Units		RE MA RK S
						Cl ai m ed	Ap pro ve d	
<b>TOTAL</b>						<b>0</b>	<b>0</b>	

**2(d). Conducting FDP Session as Trainer at BIMTECH only (Independent Sessions only)**

S N	Title of the FDP	Co- faculty	Dat e	Dur atio n	Venue	Tot al No. of Part icip ants	No. of Paid Part icip ants	Any oth er Info rma tion	Work Units		RE MA RK S
									Cl ai m ed	Ap pro ve d	
<b>TOTAL</b>									<b>0</b>	<b>0</b>	
								<b>GRA ND TOT AL</b>	<b>0</b>	<b>0</b>	

**3 Administrative/ Student Activities**

**3(a). Open FDP Organised As Programme Director**

S N	Title of the FDP	Dat e	Dur atio n	Venue	Tot al No. of Part icip ants	No. of Paid Part icip ants	Any oth er Info rma tion	Work Units		RE MA RK S	
								Cl ai m ed	Ap pro ve d		
<b>TOTAL</b>									<b>0</b>	<b>0</b>	

**3(b). Organizing National/ International Conferences/ Seminars/ Workshops (having min. 10 paid participants)**

S N	Theme of Conference /Seminar/ Workshop	Nature of Respon sibility (Organi sing	Dat e	No. of Day s	Venue	Tot al No. of Part icip ants	No. of Paid Part icip ants	Any oth er info rma tion	Work Units	RE MA RK S

	Head /Team Member)				Participants			Claimed	Approved	
National										
International										
<b>TOTAL</b>								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	Date s of the Journey (if any)	No. of the days of the Journey	Full Day/ Half Day	Work Units		RE MARKS
								Claimed	Approved	
<b>TOTAL</b>								0	0	

**3(d). Activity Heading**

S N	Type of Activity Listed in the Policy Document				Any Other Information	Work Units		RE MARKS		
						Claimed	Approved			
<b>TOTAL</b>						0	0			
<b>GRAND TOTAL</b>						0	0			
<b>OVERALL TOTAL</b>								0	0	

**(Annexure 7 – 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**



**(Annexure 8 – 12 A.10) Faculty Development Programme/Workshop Feedback Form**

Title:

Venue:

From .....To.....

Please provide feedback on the following parameters in the grid below on a scale of 1-10, in increasing order of satisfaction:

**1 - Not Satisfied 10- Highly Satisfied** 

	1	2	3	4	5	6	7	8	9	10
Degree of interaction during the workshop										
Ability of Instructor to hold your interest										
The instructor provided adequate time for questions and answered them satisfactorily										
New skills learnt										
Workshop objectives stated clearly and met.										
Usefulness of workshop to you in future										
Adequacy of facilities provided										
Networking opportunities										
Overall evaluation of instructor										
Overall evaluation of workshop										
Grand Total										/ 100

(CONTINUED)

1. Would you recommend such a workshop to your colleagues? Yes / No

2. Skills acquired from the programme

3. Any other comments / suggestions for improvement:

---



---



---



---

Name: \_\_\_\_\_ Date: \_\_\_\_\_



**Calculation of Work Units:**

A1= 1.67 \* HOURS

A2 = 0.85 \* A1

A3= 0.80/30 \* HOURS

B = 2 FOR 8 HOURS SCHEDULE

C1= 20+20+20(YEAR WISE)

C2=10+10+10(YEAR WISE)

D1=50

D2=35

D3=15

D4=35

D5=20

D6=30

E1=20

E2=10

F1=10

F2=5

G=10/LAKH; 5 PER ADDITIONAL 1 LAKH

H1=30

H2=50

H3=75

H4=30

I1=5(INTERNAL); 10 (OPEN)

I2=1; 0.5(GROUP/TUTORIAL)

J = 5 (65% share on the net revenue at the prescribed rate per day (currently, Min. Rs.20,000/- per day) for consulting received by BIMTECH)

K1 = 40/50( one day event/two day event)

K2 = 30/40( one day event/two day event)

K3 = 5/10 ( IN CAMPUS/OFF CAMPUS)

L1=2/DAY

L2 =2/1( FULL DAY/HALF DAY)

M as follows:

Course Class Feedback	Work units ( Max units 40 for all courses taught in a year)
Greater than 4	5 per course
Between 3.6 & 4	3 per course
Between 3.1 & 3.5	1 per course
Between 2.6 & 3	0 per course
Between 2.1 & 2.5	-5 per course

**Annexure 10 – 15.3**

**Birla Institute of Management Technology  
Greater Noida  
Performance Appraisal Form for Managers and Supervisory Staff**

(Period: \_\_\_\_\_)

Name of Employee: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Department: \_\_\_\_\_ Date of Joining: \_\_\_\_\_

Qualification (s): \_\_\_\_\_ Total Experience in BIMTECH: ...(Yrs).....Months

Current Salary (CTC): \_\_\_\_\_ Promotions (if any) date(s): \_\_\_\_\_

**Section-A Self-Appraisal**

**(To be filled by the Employee)**

**Please respond to the following questions by being brief and specific**

**A1. Describe briefly key jobs undertaken by you during the period of review (Please attach a separate sheet if space is not enough)**

1

2

3

4

**A2. List your most significant achievements during the period of review ((Please attach a separate sheet if space is not enough)**

1

2

3

**A3. Describe job(s) (if any) where you had difficulties in completing these satisfactorily (Be specific)**

1

2

3

**A4. Describe:-**

**Your areas of strength**

1

2

3

**Performance areas needing improvements**

1

2

3

**A5. Describe what Training, Soft & Technical Skill up-gradation and other developmental inputs you desire to acquire which will help you to perform better in your current job, develop your career and your overall development.**

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**Name of Employee (Appraisee):**

**Signature:**

**Date:**

---

**Section B Evaluation by the Appraiser (Immediate Superior/Department in-charge)**

Listed below are fourteen performance factors including supervisory traits that are important in the performance of the employee’s job.

NOTE: A rating of Unacceptable (1), Needs Improvement (2) or Superior (5) requires comments from you. The overall performance evaluation needs to reflect the employee’s total performance, including the performance factors as related to the employee’s responsibilities and duties. Please indicate the employee’s performance by using checkbox next to the appropriate level of performance.

The following rating scale guide is being provided to assist the appraiser in assigning the most appropriate measurement of the employees’ performance factors.

**1 =UNACCEPTABLE** - Consistently fails to meet job requirements; performance clearly below the minimum required. Immediate improvement required to maintain employment.

**2 =NEEDS IMPROVEMENT** – Occasionally fails to meet job requirements; performance must improve

**3= MEETS EXPECTATIONS** – Able to perform most of the job duties satisfactorily. Normal guidance is required.

**4 =EXCEEDS EXPECTATIONS** – Frequently exceeds job requirements; all planned objectives were achieved

**5 = SUPERIOR** – Consistently exceeds job requirements

**The score awarded on the scale 1-5 is to be tick-marked ( \_/ ).**

**B1. Quality of Work** – Does the employee complete assignments meeting quality standards & thoroughness?

Unacceptable.....Superior

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

Comments:

**B2. Communication** –Does the employee express ideas, himself/herself clearly both orally and in writing, listen well and respond appropriately?

Unacceptable..... Superior

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

Comments:

**B3. Dependability & Integrity** –Does the employee monitor assignments, follow-through; adhere to time frames; and responds appropriately to instructions and procedures? How well is his/her reliability & integrity?

Unacceptable.....Superior

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

Comments:

**B4. Initiative** –How well does the employee seek and assume greater responsibility, self-monitors assigned work independently and follows through appropriately.

Unacceptable .....Superior

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

Comments:

**B5. Adaptability** –Does the employee adjust to any change in duties, procedures? How well does the employee accept new ideas and responds appropriately to constructive criticism and to suggestions for work improvement?

Unacceptable .....Superior

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

Comments:

**B6. Judgment**–How well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically.

Unacceptable .....Superior

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

Comments:

**B7. Supervisory Effectiveness**–How well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates the team?

Unacceptable..... Superior

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

Comments:

**B8. Planning and Organizing** –How well the employee plans and organizes work; coordinates with others, and establishes appropriate priorities; anticipates future needs effectively.

Unacceptable.....Superior

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

Comments:

**B9. Inter-personal Skills-** How well the employee demonstrates effective interpersonal skills; gains respect and cooperation of superiors and colleagues?

Unacceptable.....Superior

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

Comments:

**B10. Team Leadership ability:** How well the employee demonstrates effective team leadership skills; gains respect and cooperation of superiors and colleagues

Unacceptable.....Superior

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

Comments:

Total Score: \_\_\_\_\_ Sum of (Score under each parameter \*2):

\_\_\_\_\_

**Appraiser's Name**

**Signature** (Immediate Superior)

**Date:**

**Reviewer's** (Appraiser's superior wherever applicable) **Comments:**

**Name:**

**Signature:**

**Date:**

**To the Employee:** I have been advised of my performance ratings. I have discussed the contents of this review with my superior.

**Signature of employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Annexure 11 – 15.3**

<b>BIRLA INSTITUTE OF MANAGEMENT TECHNOLOGY, GREATER NOIDA</b>			
<b>Individual Performance Appraisal Sheet for Non-Supervisory Staff</b>			
(Period : _____)			
<b>Purpose of evaluation:</b>	<b>Promotion</b>		
<b>Name of the Employee :</b>		<b>Department:</b>	
<b>Present Designation :</b>		<b>Present Salary (CTC):</b>	
<b>Date of Joining</b>		<b>Date of Last Promotion:</b>	
<b>Experience on BIMTECH Payroll</b>		<b>Total Experience including BIMTECH:</b>	
<b>Qualification :</b>			
<b>SN</b>	(To be filled by the Appraisee)		
	<b>Evaluation Parameters</b>	<b>Brief Description (relating to period of review)</b>	
<b>1</b>	<b>Specific Important jobs done by the Employee related to his/her work area</b>	1.	
		2.	
		3.	
<b>2</b>	<b>Most Significant Achievement/ Contribution</b>		
<b>3</b>	<b>Job Knowledge/skills improved during the period</b>		
<b>Note: Please attach a separate sheet where space is not enough</b>			
<b>Signature of Appraisee:</b>			
<b>Name :</b>			

Confidential								
BIRLA INSTITUTE OF MANAGEMENT TECHNOLOGY, GREATER NOIDA								
Individual Performance Appraisal Sheet for Non-Supervisory Staff								
(Period : _____)								
Name of Appraiser:					Name of Appraisee:			
Department:					Designation of the Appraiser:			
S. N	Evaluation Parameters	Evaluation by the Appraiser(Immediate Supervisor/Department In-charge)						
		Brief Description					Score (1 - 10)	
1	Specific Important jobs done by the Employee related to his/her work area	1.						
		2.						
		3.						
		4.						
2	Most Significant Achievement/ Contribution							
3	Job Knowledge / skills							
4	Efficiency & Time Management							
5	Interpersonal Skills							
6	Attendance & Punctuality							
7	Leadership & Team work							
8	Communication Skills (Verbal &Written)							
9	Integrity							
10	Commitment towards Institute							
		Total (out of 100)						
	<b>Performance Score</b>	<b>81 - 100</b>	<b>61-80</b>	<b>51-60</b>	<b>41-50</b>	<b>Up to 40</b>	<b>Overall Performance (As Recommended by the Appraiser)</b>	

	<b>Performance for Promotion</b>	Excellent	Very Good	Good	Average	Poor	
Signature of Appraiser:				Name of Appraiser:			

<b>CONFIDENTIAL</b>			
<b>BIRLA INSTITUTE OF MANAGEMENT TECHNOLOGY, GREATER NOIDA</b>			
Individual Performance Appraisal Sheet for Non-Supervisory Staff			
(Period : _____)			
<b>Recommendation of the Head of the Department (Higher authority to Appraiser)</b>			
Name of the Employee :			
Designation:			
(Please Tick Mark):			
<input type="checkbox"/>		Recommended for Promotion/confirmation/BIMTECH payroll	
<input type="checkbox"/>		Not Recommended (Please give reasons): 1. 2.	
New Designation as per Promotion Policy (In case of Promotion) :			
Signature of the reviewing Authority :			
Name of the reviewing Authority :		Designation :	
Appraisal Approved :			
(Signature)		(Signature)	
<b>REGISTRAR</b>		<b>DIRECTOR</b>	

**Annexure 12 -18.8**

**Employee Loan application form**

Name \_\_\_\_\_ Father's/ Mother'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 loan applied**

Purpose \_\_\_\_\_ Amount of Loan 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	If adjusted, date of adjustment
1.						
2.						

I hereby declare that information above is true and correct.

S.No.	Advance Type	Amount Disbursed	Date of Advance	Outstanding Amount	Due Date of Adjustment	If adjusted, date of adjustment
1.						
2.						
3						

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:**

**Workings:**

a) 6 months (for Home Loan) / 4 months (for other loans ) gross salary Rs. \_\_\_\_\_

b) 30% (up to gross salary Rs. 30000) / 40% (Gross salary above Rs.30,000)  
of Net Take home x no. of EMIs allowed in loan scheme Rs. \_\_\_\_\_

c) 80% of the cost of asset created Rs. \_\_\_\_\_

---

**Eligibility of Loan amount** that is the lowest of (a) to (c): Rs. \_\_\_\_\_

**Rate of Interest** (simple interest @ 5 % p.a / 12% compound  
interest (for 3<sup>rd</sup> Home loan or 4<sup>th</sup> other loan) \_\_\_\_\_

**Repayment** in \_\_\_\_\_ months from \_\_\_\_\_ to \_\_\_\_\_

---

**Verification:**

Verified the above particulars from the records to be correct.

**Any additional information for support of sanction of the loan, if any.**

Date \_\_\_\_\_ **DGM (Finance)**  
(For All Professional Staff & Faculty)

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**Recommended**

**Chairperson / HOD** **G.M. Campus**  
(For Academic Admin Professional Staff) (For Campus Admin Professional Staff)

Date: \_\_\_\_\_

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**Approved for disbursement**

Date \_\_\_\_\_ **Director**

**Annexure 13 – 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. \_\_\_\_\_

**c) Interest @ 12% compound interest ( if any)** \_\_\_\_\_  
( for 4<sup>th</sup> Medical Advance)

**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**  
**(For Academic Admin Professional Staff)**  
**Managers/Professional Staff)**

**G.M. Campus**

**(For Campus Admin**

Date: \_\_\_\_\_

**Approved for disbursement**

Date \_\_\_\_\_

**Director**