




BIMTECH
BIRLA INSTITUTE
OF MANAGEMENT TECHNOLOGY


HR Policy Manual

For Faculty & Staff

2022-23

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

6.1 Introduction:

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

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

6.2 Objective:

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

6.3 Faculty Sufficiency:

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

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

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

6.4 Faculty Classification Policy:

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

Participating Faculty Members:

A participating faculty member actively engages in the activities related to intellectual contribution, teaching contribution and institutional building. The institute may be a participating faculty members' principal employment (full time faculty) or may have tenure policies with him/her (adjunct faculty).

Supporting Faculty Members:

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

6.5 Faculty Recruitment Policy:

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

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

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

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

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

Eligibility

- i. Candidates should be Indian citizens and people of Indian origin including NRI/PIO status with Ph.D./FPM (in Management and related subject) from any universities/institutions of repute from anywhere in the world.
- ii. Candidates should possess minimum 60% marks (or equivalent CGPA) throughout their academic profile starting from Higher Secondary examination (class 12 onwards). Board and University Rank Holders will be given preference.
- iii. Exception for Ph.D degree is granted in case of faculty coming with senior managerial level position held for more than 10 years in the industry and business. Faculty with long industry exposure brings industry and application orientation to the class.

6.6 Process

1. Generation of Vacancy by the Area Head:

A specified Faculty Recruitment Justification Form ([Annexure 1 - 6.6](#)) will be filled by Area head if there is any requirement of new faculty in their area. This form will be sent to the

Dean Academics and Director for the approval. After approval the form will be submitted with HR department by the Area Head for further process.

2. Advertising the Vacancy for Inviting the Applications:

The institute will announce vacancies on its website apart from selected print media. The prospective candidate must apply only on BIMTECH Faculty Application Form ([Annexure 2-6.6 and 3-6.6](#)) for the purpose of standardisation and better understanding of qualifications, experience and skill sets of the candidates.

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

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

3. Constitution of Selection Committee:

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

4. Preliminary assessment and short listing of the candidates' applications:

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

5. Invitation to the applicants for presentation/seminar and interview/written communication assessment for the final assessment:

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

- His research work
- His teaching interest and required teaching skills
- Ability to link the theory with practice
- Role in Institution Building
- Connect with the industry

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

6.7 Final Approval by the Director:

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

6.8 Recruitment of Adjunct Faculty:

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

6.8.1. Selection Procedure:

- a) Adjunct Faculty may be appointed for specific teaching needs or for specific responsibility in any centre or for the Institute. Area-Head in consultation with the Dean Academics shall identify teaching, tasks and responsibilities of the appointee.
- b) The candidate shall have to go through the selection process as described earlier for the selection of regular faculty. In some cases, the Director may appoint the Adjunct faculty directly as per the requirement of the Institute and experience and stature of the faculty.
- c) The Director shall decide the terms and conditions of the service.

6.9 Processes after the Selection:

- **HR department will issue the offer letter** along with list of documents to be brought by the faculty on the day of joining. It is to be ensured that the candidate returns a copy of the offer letter duly signed.
- **When the candidate reports for duty**, all his/her original certificates and testimonials will be verified by HR dept.
- **The service agreement** has to be signed by the candidate within three days of joining the institute.
- **The HR manager will apprise the new faculty of the HR Policies** of the institute and will initiate the induction programme. A soft copy of Faculty and Staff Policy Manual will be provided.
- **The Finance dept.** will help in the opening of the bank account for credit of monthly salary.
- **The Manager Administration** will be identifying the office for the new faculty, and arrange for the visiting cards and Identity card.
- **The IT Department** will be arranging for the Laptop/ desktop and the E-mail ID of the new faculty.

- **The Area Head** knows the purpose of the recruitment, he/she will be working very closely with the new faculty. It will be the responsibility of the area head to leverage on the academic expertise of the new faculty while Director, if needed, may assign some institution building role.
- **If the new entrant is a young faculty**, he/she will be working under the guidance of the area head or a mentor appointed so that he/she can be developed as a researcher / teacher as per Mentoring Policy of the institute in force.
- **As soon as the new faculty joins**, he / she will be required to fill Probation/ Annual Review Form in guidance of Area Head / Dean-Research and provide the same to HR dept.
- **A formal review meeting** by the Area Head / Director will be held six months after joining. After 2 such reviews i.e. assessments during a year he/she may be confirmed / released based on his/her performance.

6.10 RECRUITMENT POLICY FOR RESEARCH TRACK FACULTY

Objective:

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

The cadre of recruitment and duration:

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

Eligibility

- iv. Candidates should be Indian citizens and people of Indian origin including NRI/PIO status with Ph.D./FPM (in Management and related subject) from any universities/institutions of repute from anywhere in the world.
- v. Candidates should possess minimum 60% marks (or equivalent CGPA) throughout their academic profile starting from Higher Secondary examination (class 12 onwards). Board and University Rank Holders will be given preference.
- vi. A track record of minimum 2 publications in highly reputed journals (e.g. FT50, ABDC A*/A category journal) demonstrating research potential of the candidate is needed.
- vii. The upper age limit of the candidate as on 1st July 2021 is restricted to 40 years.
- viii. Those who have submitted their Ph.D/FPM thesis and are awaiting award of the degree are also eligible. However, if found otherwise suitable, they will be offered the position of Research / Academic Associate on a consolidated salary till they are awarded Ph.D./FPM degree. After the award of the Ph.D/FPM degree they will be appointed as Assistant Professor (Research Track Faculty) and their remuneration will be fixed accordingly.
- ix. In case, the suitable candidates are not found as per above criteria, a relaxation can be made by the management at its discretion.

Remuneration:

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

Pay Fixation on appointment as Research track faculty

12 Lakh p.a	13.5 Lakh p.a	15 Lakh p.a
2 or more A/A* category publications in ABDC Journals	2 or more FT 50 publications or 2 A/A* ABDC journals + Min. 3 Years Teaching Experience (TE)@	2 or more F T 50 publication + Min.3 Years TE @ or 3 A/A* in ABDC journals + Min. 5 Years TE @

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

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

Other terms and conditions:**Research Performance:**

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

Teaching and Administrative Load

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

Fast Promotion Channel after initial 3 years on Contract Basis

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

6.10 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.

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. Newly joined Faculty.
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 4 – 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 Policy & Benefits

8.1 Compensation for Regular Faculty: (PARTICIPATING Faculty)

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

8.2 Retirement Policy:

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

First Review: 65 years of age

(The regular pay scale to be converted to Consolidate Salary)

Second Review: 70 years of age

Third Review: 75 years of age

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

8.4 Extraordinary Extension:

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

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

- 1. Employees Provident Fund scheme:** All the faculty members who are on AICTE pay-scale are covered under Employees Provident Fund scheme the employee contribution is 12% of Basic pay +DA. The employer also contributes 12% plus admin. charges of EPF.
- 2. Retirement Gratuity:** This is payable to the retiring regular faculty as per following Gratuity rules:
 - To be eligible for gratuity, the faculty must complete 5 years continuous service.
 - There is a gratuity formula for the payment. According to this formula, 15 days salary is given for every completed year. Since the number of days in the month is considered only 26, employee will get 15/26 of your one-month salary for every completed year. The formula for calculating the same is $(\text{Basic Pay} + \text{DA}) \times 15 \text{ days} \times \text{No. of Completed years of service} / 26$.
 - The basic pay and dearness allowance of salary are taken into consideration for gratuity calculation.
- 3. Leave Encashment:** Encashment of leave is a benefit granted under the Leave Rules. Encashment of Privilege Leave standing at the credit of the retiring employee is admissible on the date of retirement subject to a maximum of 120 days.

8.6 Compensation for Adjunct Faculty or Faculty on Consolidated Salary:

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

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

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

8.8 Parameters of Quality Assurance:

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

8.9 Process of Measurement of Quality of Process outcomes:

External and internal auditors audit every year.

9. Faculty Career Progression Policy

9.1 Introduction & Objective:

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

9.2 Basis of Career Progression Policy

The following factors will constitute the basis for promotion:

1. Academic qualification.
2. Research and Publications.
3. Years of teaching experience in BIMTECH and any other reputed B school.
4. Work units obtained under PES.
5. Satisfactory performance in an interview by an expert committee.

9.3 Scheme of Eligibility for Promotion:

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

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

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

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

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

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

Note:

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

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

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

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

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 1st Jan 2018 because 6 years of experience as Associate Prof. is required to be graded as Level 1 Associate Professor. However, for being promoted to Professor grade he/she should complete 9 years as an Associate Professor.

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.

9.6 Career Progression Interview Committees:

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

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

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

- Director
- Dy. Director
- Dean (Research)
- Registrar
- Two Senior Professors nominated by the Director.
- Two outside experts who will be persons of eminence in the Academic field.

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

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

AUTHORITY:

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

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

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

9.8 Parameters of Quality Assurance:

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

9.9 Measurement of Quality of Process outcomes:

Quality of process is audited by IQAC.

**9B Faculty Career Progression Policy for Research Track
(Effective from 1st Apr. 2023)**

9B.1 Introduction:

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

9B.2 Objectives:

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

9B.3 Basis of Career Progression Policy

The following factors will constitute the basis for career progression:

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

9B.4 Eligibility for Promotion:

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

Table 4 for Eligibility Criteria						
	Cadre	Asst. Prof (Contract)	Asst. Prof Sr. Scale	Asst. Prof Selection Grade	Asso. Prof	Professor
1	Level (7thPay scale)	10	11	12	13A1	14
	Minimum Experience at BIMTECH (Years)	1 to 3 (details given in point no. 1.1 & 1.2)	3	2 (details given in point no. 1.2)	4	-
	Cumulative Years		4 to 6	6 to 8	10 to 12	-
	Note:					
	1.1 During the contract period, whenever the faculty fulfils the condition of research papers, he/she may request to be considered for promotion as Regular Asst. Professor-Senior Scale, Level-11 after completing minimum one year of contract period at BIMTECH.					

	1.2 If a faculty has prior experience of at least 3 years as full time Asst. Prof. in an Institute of repute with latest NIRF ranking among first 100, he/she may apply for promotion as Asst. Professor - Selection Grade, level-12 after completing minimum one year of contract period at BIMTECH provided he/she fulfils the requirement of five research papers publication in A/A* ABDC or ABS3/ABS4 or FT50 category journal with BIMTECH affiliation and fulfils all other eligibility criteria.					
2	Qualification	Ph.D. / FPM				
3	Research Paper Output (A /A*/ ABS3/ABS4/FT50)	2	3	2	4	
	<p>Note:</p> <p>3.1 Research Track faculty may be promoted as Regular Asst. Prof. Senior Scale - level 11 provided he/she fulfils the requirement of two research paper publication in A/A* ABDC or ABS3/ABS4 or FT50 category journal with BIMTECH affiliation during their contract period of 3 years / 5 years and fulfils all other eligibility criteria.</p> <p>3.2 For promotion from Assistant Professor to Associate Professor a minimum of seven research papers must have been published by the faculty in A/A* ABDC or ABS 3/ABS 4 or FT50 category listed Journals during the period under consideration for promotion.</p> <p>3.3 The A/A*or ABS3/4 or FT50 journal where the paper gets published must be listed in Scopus or web of science. This condition applies for promotion in all levels and cadres.</p>					
4	Teaching Process	<p>Earning at least 90 WU by teaching 2 courses of minimum 2.5 credit every year (Table 4.1) <i>This condition may be relaxed by the management in special situations.</i></p> <ul style="list-style-type: none"> Earning minimum 3.5 points on the scale of 5 per course in Student feedback (Table 4.2) 				
5	Contribution to Society	Earning minimum 10 points by getting involved in different social outreach initiatives by BIMTECH/AICTE. The claim should be supported by an office order/ official communication from the Director. (Table 5)				
6	PES Work Units	Average of 300 units for all the years under consideration.				
7	Attending FDP/Research workshop (As per AICTE)	1 per year	1 per year	1 per year	1 per year	

8	Interview by Experts Committee	Minimum score 75 out of 100 is applicable to all the cadres / levels
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Table 4.1 Teaching Process (Example)

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

SN	Trimester	Course Code	Course - Credit	Actual Teaching Hours	PES Work Unit
1	1/ 2018-19	CET-100	2.5	25	45
2	3/ 2018-19	CET-200	3	30	45
		Total			90

Table 4.2 Student Feedback (Example)

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

Table 5 Contribution to Society:

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

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

5	Briksharopan Abhiyan	5	
6	Disaster Relief Work	5	
7	Carbon Neutral Campus	5	

Note:

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

9B.5 Increment on promotion from one level /cadre to the other level / cadre:

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

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

9B.6 Career Progression Interview Committees:

Career Progression Interview Committees will consist of:

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

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

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

AUTHORITY:

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

9B.7 Alignment of Career Progression Policy with Vision, Mission and Values:

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

9B.8 Parameters of Quality Assurance:

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

9B.9 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 1st June to 31st 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.

3. Increment of faculty due in July, 2022

- a) Minimum of 300 work units would be needed to be achieved in the AY 2021-22 to earn the increment due in July, 2022.
- 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 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 (which are listed in Scopus or Web of Science too) in the relevant Academic Year, 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 600 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 for the preceding academic year latest by 7th June.

9. PES review committee

It will comprise Director, Dy Director, Dean (R) and Registrar 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	Chairperson (MDP)
6	Chairperson (Admissions)
7	Chairperson (CCR)
8	Controller of Examinations

10.4 Table: Activity wise Work Units

Sr.	Activities	Work Units
1	Intellectual Contributions	
1(a)	Research & Publications:	
1 (a.1)	Article Published in Business Newspaper and Magazines: (Economic Times, Financial Express, Business Line, MINT, Wall Street Journal, Finance Times, Business Today, Business World, Business India, Forbes India)*	5
	* Crediting WUs will be subjected to the condition that the article is published: 1) On the editorial page of a newspaper of repute and not as a column or blog. 2) As a lead article of a reputed magazine. 3) The work units for a maximum of 12 articles during the year will be granted.	

1 (a.2)	Research Paper Published in Journals:	
	i) Published in the approved Practitioner Journals*	3
	ii) Published in the Journals listed in Scopus & Web of Sciences	50
	iii) Published in the Journals Classified by ABDC (listed in Scopus / Web of Science only):	
	a) Articles in Grade C Journals	75
	b) Articles in Grade B Journals	150
	c) Articles in Grade A Journals	300
	d) Articles in Grade A* Journals	450
	iv) FT 50 Journals	600
	<i>*Updated list has been circulated duly finalized by Area Heads and Dean (Research)</i>	
1 (a.3)	Cases and Teaching Notes: Case <u>with</u> Teaching Note (published only in one of the following)	
	a) Harvard Publishing	75
	b) Ivey Publishing	60
	c) Case Centre-UK, NACRA, ACRC	50
	d) Publication in publishing group: Blackwell, Elsevier, Emerald, Gower, IBS, Inderscience, Palgrave, Routledge, Sage, Springer, Taylor & Francis which are listed in Scopus / Web of Science	50
1 (a.4)	Reviewer of Publications:	
	(i) Articles in ABDC Grade B Journals	3
	(ii) Articles in ABDC Grade A Journals	5
	(iii) Articles in ABDC Grade A*/ FT 50 Journals	10
Note (1a)	<ul style="list-style-type: none"> • <i>Affiliation with BIMTECH for the paper published is a must</i> • <i>Work units available only after publication / issue of DOI number in the assessment year only.</i> • <i>In case of joint authors, proportionate credits will be allowed.</i> • <i>If publication is appearing in more than one category / section, the category /section with highest work units will be considered.</i> 	

	<ul style="list-style-type: none"> • <i>No work units will be granted for presentation of paper/case in any conference or same is published in conference proceedings.</i> • <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> • <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> 	
1(b)	Delivering Keynote address, Being a Panelist, Chairing of Session in academic conferences (other than fully/partially funded by BIMTECH/in-house events)	
	(i) International - redefined as conference taking place abroad in North America, Europe, Australia, Japan, China and Singapore	
	a) Keynote Address	7
	b) Panelist/Chairing Session	5
	(ii) National -Taking place in India and similar countries like Bangladesh, Nepal etc.	
	a) Keynote Address	5
	b) Panelist/Chairing Session	2
Note (1b)	<ul style="list-style-type: none"> • <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> 	
1(c)	Publication of Books in the area of management	
	(i) Research - based Book/National Report (Research Based)	75
	(ii) Text Book	50
	(iii) Edited Book	30
	Chapter in Books	
	(i) International Publisher (Reputed publisher from North America, Europe, Australia, Japan, China, Singapore)	20
	(ii) National Publication (Publisher from India, Pakistan, Bangladesh, Sri Lanka etc. will considered in same category as National Publisher)	10

Note (1c)	<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>	
1(d)	Sponsored Research 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 *
Note (1d)	<p><i>*Subject to ceiling of 100 lakh</i></p> <ul style="list-style-type: none"> • <i>Prorata work units may be credited as per % progress report as of 31st March each year certified by sponsoring agency</i> • <i>In case of joint research, all will share the work units. The project leader will decide the distribution.</i> • <i>If the faculty is getting any monetary benefit from the project, no work unit will be provided.</i> 	
1(e)	Supervision of Ph.D./FPM/EFPM work	
	(i) Guide/Chairperson of Thesis Supervisory Committee	20+20+20 (1 st 3 yrs)
	(ii) Co- Guide/Member of the Thesis Supervisory committee	10+10+10 (1 st 3 yrs)
Note (1e)	<i>Work units will be awarded for doctoral students admitted in BIMTECH only</i>	
1(f)	Patent Publication will be awarded at two stages	
	(i) Filing of Patent	20

	(ii) Award of Patent	100
2	Teaching	
	Teaching Doctoral & Post Graduate Programmes at BIMTECH:	
2 (a)	(i) Immersion Course: For each hour	1 x 0.8 x hours taught
	Core Elective Course:	
	(ii) Upto 20 hours course: <ul style="list-style-type: none"> If internal faculty shares the course, WU will be proportionate to hour of teaching e.g. if “A” and “B” faculty have shared a course and “A” has taught for 12 hours out of total 20 hours, his WU will be: 12*1.5. If there are outsourced sessions, WU will be credited proportionately i.e. Total no. of hours –(minus) hours of outsourced session) 	1.5 x hours taught (30 WU Max.)
	(iii) 25 hours’ course If internal faculty shares the course, WU will be proportionate to hour of teaching i.e. $WU = \frac{\text{No. of hours taught by faculty}}{25} * 45$ <ul style="list-style-type: none"> If the outsourced sessions are more than 20% of total course hours, WU will be: $WU = \frac{25 - (\text{hours of outsourced session} - 20\% \text{ of } 25)}{25} * 45$ 	45
	(iv) 30 hours’ course If internal faculty shares the course, WU will be proportionate to hour of teaching i.e. $WU = \frac{\text{No. of hours taught by faculty}}{30} * 45$ <ul style="list-style-type: none"> If the outsourced sessions are more than 20% of total course hours, WU will be: $WU = \frac{30 - (\text{hours of outsourced session} - 20\% \text{ of } 30)}{30} * 45$ 	45
(v) 35 hours’ course	50	

	<p>If internal faculty shares the course, WU will be proportionate to hour of teaching i.e.</p> $\text{WU} = \frac{\text{No. of hours taught by faculty}}{35} * 50$ <ul style="list-style-type: none"> If the outsourced sessions are more than 20% of total course hours, WU will be: $\text{WU} = \frac{35 - (\text{hours of outsourced session} - 20\% \text{ of } 35)}{35} * 50$																	
	<p>(vi) 40 hours' course</p> <p>If internal faculty shares the course, WU will be proportionate to hour of teaching i.e.</p> $\text{WU} = \frac{\text{No. of hours taught by faculty}}{40} * 55$ <ul style="list-style-type: none"> If the outsourced sessions are more than 20% of total course hours, WU will be: $\text{WU} = \frac{40 - (\text{hours of outsourced session} - 20\% \text{ of } 40)}{40} * 55$	55																
	(vii) FPM/EFPM Course: For each hour	As per 2(a) i to vi																
	(viii) Lead Course (60 hours course, stretched to 4 trimesters).	20.6 per trimester																
	Additional work units for First Time AOL courses	5																
	<p>Course Class Feedback:</p> <table border="1" data-bbox="435 1402 1143 1587"> <thead> <tr> <th><i>FB</i></th> <th><i>WU</i></th> <th><i>FB</i></th> <th><i>WU</i></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"> 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. 	<i>FB</i>	<i>WU</i>	<i>FB</i>	<i>WU</i>	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	
<i>FB</i>	<i>WU</i>	<i>FB</i>	<i>WU</i>															
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															
Note 2 (a)	In case of more than 225 work units under teaching, only 50% credit will be given for the balance work units above 225.																	

2(b)	Viva (i) Comprehensive/ Summer Internship //Experiential Learning (ii) (No WU for Lead viva)	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)
2(c)	Summer Internship 3 work units per students subject to maximum of 30 work units (Max. 10 students)	3 / student (Max. 30)
	OJT Mentorship (Max 10 students)	1 /student (Max. 10)
2(d)	Conducting FDP sessions as trainer at BIMTECH (Independent sessions only)	
	(i) Half Day FDP Session	2
	(ii) Full Day FDP Session	4
2(e)	Faculty Internship *WU to be decided on case to case basis and remuneration by the Corporate House (approved by BIMTECH) will be considered.	2 per day*
3	Administrative/ Student Activities	
3(a)	FDP Organized (Only if having min. 15 paid participants & paid participants' amount is being paid to BIMTECH only and the concerned faculty is not receiving any monetary gain from BIMTECH or external org.) (As Programme Director) (i) Internal FDP	2 per day
	(ii) External FDP	2 per day
Note (3a)	<ul style="list-style-type: none"> • Bonus units for number of paid participants as follows: • 16 to 19 = 5 units, 20 or more = 10 units • If there are two or more Programme Directors, work unit will be divided 	
3(b)	Organizing National/ International Conferences/ Seminars/ Workshops (having min. 10 paid participants & paid participants' amount is being paid to BIMTECH only) for the Organizing Head including team members to be distributed by the Organizing Head	

	(i) International (Minimum 10 overseas presenters/delegates)	
	a) For one day event	20 Max.
	b) For two day event	30 Max.
	c) For three or more days	Additional 10 per day
	(ii) National (having min. 10 paid participants)	
	a) For one day event	15 Max.
	b) For two day event	20 Max.
	c) For three or more days	Additional 10 per day
Note (3b)	<i>Bonus units: a) 11-25 delegates – 5 work units b) 26-50 delegates - 10 work units c) above 50 delegates-15 work units</i>	
3(c)	Participation in Admission Process / CCR activity/ Other activity approved by director	
	(i) Full Day spent	2
	(ii) Half Day spent • <i>Journey period may be added with duration of duty)</i>	1
3(d)	Activity Heading	
	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	25
	III. Program Chairperson - COOL	100
3(d)2	Programme Chairperson(above 240 students in both years)	100
3(d)3	Controller of Examination/Head Examination	75
3(d)4	Convener / Coordinator- Admissions	50
3(d)5	i. Coordinator - Academic Centre / Programme	30
	ii. Coordinator – PGPX	15
	iii. Coordinator – COOLS (no separate WUs will be awarded for the additional assignment of Deputy Registrar)	30
3(d)6	Convener - International Affairs (including International Affairs Conduit)	50

3(d)7	Convener - Alumni Relations (including Alumni Conduit)	35
3(d)8	Convener (MDP)	30
3(d)9	Area Heads	40
3(d)10	Editorial team of (including Editor in Chief, Managing Editor, Asst.Editor, Member - Editorial Board /Team) Journals SABJMC and BIMTECH Business Perspectives (The Head of the Editorial team will allocate the work units to all the team members including the Head, based on the contribution)	100
3(d)11	Dy. Chairperson (CCR)	50
3(d)12	Editor - BIMTECH Newsletter	30
3(d)13	Chairperson- Internal Quality Assurance Cell- IQAC	40
3(d)14	Summit Souvenir (where transcription is involved) (Hours of recording to be approved by Chairperson-Centre for MDP and Consultancy (CMDG))	2/Hour of recording
3(d)15	Student Handbook (work units to be distributed among members by the Faculty-in-charge)	10 Max. for entire team
3(d)16	Dy. Controller / Asst. Controller of Examination	35
3(d)17	Faculty-Coordinator for On Job Training OJT (PGDM -RM)	20
3(d)18	Co-Convener - International Affairs	20
3(d)19	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)20	Faculty In charge - Conduit (except Alumni, Media and International Affairs) (25 WU Max. for all conduits and to be distributed by Dean-SWSS)	25 Max.
3(d)21	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)22	Chairperson - Accreditations Committee	40
3(d)23	Vice Chairperson - Accreditations Committee	25
3(d)24	Coordinator / Member Secretary- Accreditation Committee	10
3(d)25	Chairpersons/ Conveners - Other Administrative Committees (except Convener of Student Conduit & Club Activities Committee as he/she has been covered under point 3(d)20)	25
3(d)26	Chairperson and members of Centre for Corporate Communication including Media Conduit (work units to be distributed as in 3(d) 19)	25 Max.
3(d)27	Coordinator – Pratibha	5

3(d)28	Chairperson- Centre for Innovation and Entrepreneurship Development (CIED)	40
3(d)29	CEO-Atal Incubation Centre (AIC)	60
3(d)30	Faculty coordinator – Centre for Corporate Relations (CCR)	20
3(d)31	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)32	Annual Activity Report (to be shared by faculty involved)	10 Max.
3(d)33	Vihaan (Distribution to be done by faculty-in-charge for the entire team including the faculty-in charge)	10 Max.
3(d)34	Convener- B-School Rankings	3 /ranking
3(d)35	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 & Club Activities (SC&CA) Committee members as they have been covered in point 3(d)20 & 21) as per the contribution of each member subject to total WUs not to exceed sum total of no. of members multiplied by 5.</i> ii. No WU for the members of AOL committee / Academic Council committee.	5
3(d)36	Dean Development	150
3(d)37	Dean Research	150
3(d)38	Member Secretary (AOL)	5
3(d)39	Convener - IT	35
3(d)40	Chairperson – Centre for Business 4.0	40
3(d)41	Coordinator - Centre for Business 4.0	20
3(d)42	Dean –SW&SS	100

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.

10.5 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.

10.6 Parameters of Quality Assurance:

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

10.7 Process of Measurement of Quality of Process outcomes:

Quality of process is audited by IQAC.

11. Research Policy

11.1.1 Preamble:

This research policy aims to create a research environment among faculty members and doctoral students to foster their interest towards research. It also builds foundation for the development and implementation of research management at Birla Institute of Management Technology. This is an institute wide policy.

11.1.2 Purpose

The purpose of this research policy is to provide information, guidance and best practices to all stakeholders of research at BIMTECH. Researchers should consult this document throughout the design and execution of their research projects. Our research policy is intended to ensure that research and innovation is most effectively fostered, as well as conducted and disseminated to the highest standards. Knowledge and regulations are constantly evolving, and so will the policies and practices incorporated.

11.1.3 Principles

The fundamental principles of research policy transcend disciplines and methodologies. They should be kept in mind regardless of the nature of the research, or how minimal the risk may appear to be. At BIMTECH, we strive to uphold the stringent standards for these principles for all research. The following are our underpinning principles:

a. Respect for Human Dignity

Respecting the dignity of research subjects is a key component of ethics throughout the research process. To maintain respect for human dignity, research must respect the autonomy of the individual, and therefore protect the multiple and interdependent interests of the person, including physical, psychological, social and cultural. Respecting dignity also entails ensuring that subjects are not treated in a way that they may find embarrassing, upsetting or uncomfortable.

b. Free and Informed Consent

The voluntary and knowing agreement of the subject to participate in the research is a cornerstone of modern research ethics. Maintaining valid informed consent means more than obtaining a signature on a page. It is a continuous process to develop trust and fidelity between researchers and human subjects.

c. Respect for Privacy and Confidentiality

Protecting subjects' privacy and confidentiality are fundamental to ensuring their dignity.

Researchers must not collect personal information about subjects unless required for the research, and should be particularly sensitive to information that may be embarrassing or harmful to the subject if disclosed. Further, research data and other personal information must be carefully protected from release without consent, or other legal justification. Subjects must be clearly warned about the circumstances in which their information is required to be disclosed to others.

d. Maximizing Benefits

The analysis, balance and distribution of risks and potential benefits are critical to the principles of research. Research principles requires a positive balance, where the foreseeable risks should not outweigh anticipated benefits. Risk-benefit analysis, thus, affects the welfare and rights of research subjects, the informed assumption of risks and the potential for benefit, and the ethical justifications for competing research paths. Because research involves advancing the frontiers of knowledge, its undertaking often involves uncertainty about the precise magnitude and kind of benefits or harms that may result in proposed research. These realities and the principle of respect for human dignity impose obligations to ensure the scientific validity, appropriate design and ethical conduct of research. The principle of beneficence imposes a duty to benefit others and, in research ethics, a duty to maximize net benefits. The principle has particular relevance for researchers in applied professions. Researchers must seek to design and conduct studies that may yield important new information and that maximize the likelihood of benefit for participants.

11.1.4 Objectives

This research policy caters to foster research at BIMTECH. Following are objectives of this research policy:

a. To promote research in business and management

This research policy aims to convert knowledge gained from research in improving pedagogy and teaching. It also aims towards preparation of new materials for use in courses such as teaching cases, creation of teaching aids.

b. To contribute towards solving societal issues

This objective is dedicated towards applied research and to influence professional involved in policy making for betterment of society. Articles, opinions in practice-oriented journals, development of discipline-based practice tools, and published reports on consulting qualify as contributions to practice.

c. To contribute knowledge in the field of research

This objective involves contribution towards academic research. Such contributions add to the theory or knowledge base in the respective field of faculty. Published research results and theoretical innovation qualify as discipline-based scholarship contribution.

11.1.5 Mapping with Vision, Mission and Values

This research policy is aligned to the Vision, Mission and Values of the Institute which focus on innovation, entrepreneurship, sustainability, leadership and inclusive growth. The institute's research contributes to *Mission 2* (To create and disseminate knowledge in global context) and *Mission 5* (To develop faculty as global thought leaders).

This research policy also fosters two major values of the institute: **Ethics and Integrity**, by ensuring abidance of underpinning principles mentioned in this document.

11.1.6 Definitions

For purposes of this policy, unless otherwise stated, the following definitions and abbreviations shall apply:

Table 1: Definitions regarding research policy

Director	Head of the Institution
Faculty	Includes all participating faculty of the institute.
Dean(Research)	Head of Research Activities of the institute
Chairperson(CRS)	Position at Centre for Research Studies (CRS). Requires to handle administrative tasks in order to run doctoral programme in management of the institute.
ARF	Area Research Fund
Research	Research is original investigation undertaken in order to contribute knowledge and understanding. It is an independent, creative, cumulative and often long-term activity conducted by faculty, research scholars and students with specialist knowledge about the theories, methods and information concerning their field of enquiry. Its findings must be open to scrutiny and formal evaluation by others in the field, and this may be achieved through publication or public presentation.

11.1.7 Critical Success Factors

This research policy identifies three major success factors pertaining to institute's capability for research which will be judged in span of rolling five years:

- a. Publication of research papers, research articles, book reviews, case studies and other intellectual contributions.
- b. Contribution towards societal development and upliftment of communities by producing reports which can help policy makers in designing policies at local on national level.
- c. Contribution to business practices through consultancy leading to published report.

11.1.8 Quality Parameters and Applicability

This policy to improve the quality of ICs and holds valid till the end of academic year in 2022-2023. Also, this policy is applicable to all research work conducted by faculty members, staff and students of BIMTECH. Detailed list of identified intellectual contributions through research are mentioned in Table 2 with applicable quality parameters.

Table 2: Types of Intellectual Contributions

Sr. No.	Type	Description	Quality Parameter
1	Book	Books written / edited.	Should have ISBN-International Standard Book Number
2	Book Chapters	Book chapters in edited books.	Should be published in a book with ISBN.
3	Research Paper Published	Research papers published in journals, as approved in the institutional mechanism.	Should be published in Scopus/WoS journal preferably in higher ranked ABDC/ABS category
4	Cases Published	Case studies published in journals, case houses and books.	Should be published in Harvard Case Publishing, IVEY Case, The Case Centre or in peer reviewed journals
5	Sponsored Research /Consulting Projects	Funded research projects /consulting projects which are completed and produced an academic report or other publishable material. The report should not be the completion report.	Quality of this IC will be decided by Research Committee on a qualitative basis.
6	Doctoral Thesis	A doctoral dissertation work conducted under the supervisory committee comprising of BIMTECH faculty members as Chairperson and member of Thesis Supervisory Committee.	Doctorate must have been awarded for dissertation submitted by candidate.
7	Popular Writing	Publication in business magazines/newspapers.	Should be published in business newspaper/magazines
8	Conference/Seminar	Paper presentation in	Quality of this IC will be

	Presentation	conference/ seminar as prescribed in the institutional norms.	decided by Research Committee on a qualitative basis.
9	National reports, monographs	Production of national report, monograph or any other reports as an academic outcome.	Quality of this IC will be decided by Research Committee on a qualitative basis.

11.1.9 Policy Content and Guidelines

a. Requirement to Undertake Research

- i. Every faculty is expected to conduct research and publish his/her findings (subject to commercial sensitivities).
- ii. Faculty should, where appropriate, seek research funds (external/internal) in support of their research.
- iii. The requirement to undertake research is a career expectation and will be balanced with other obligations of faculty including teaching and administrative responsibilities.
- iv. Nothing in this policy is to be construed so as to prevent Heads of Area from allocating teaching and other responsibilities in the light of the research requirement of the faculty.

b. Statutory and Ethical Obligations

- i. Faculty, research scholars and students are required to carry out their research in compliance with the Institute's obligations under accreditation/ranking and any ethical and contractual obligations.
- ii. Research projects that involve internal funding must be approved in advance by the Area for the grant of ARF.
- iii. All research Proposal for external funding must be routed through the office of Dean (Research) to the funding agencies.

c. Research Management

Policy and advice in research matters is coordinated through Research Committee.

- i. The Research Committee, chaired by the Dean (Research), is the Institute's research management body. It advises Academic Council/Board of Governors on research strategies to be pursued, develops policy (including strategic and scholarships policy) and reviews progress.
- ii. Areas are required to support the research activities of their members. Each area is provided financial support in terms of ARF to promote research activities among their faculty members by approving required funds.

d. Resources in Support of Research

i. Internal

The general principle governing the allocation of all research funding in the Institution is that it is an investment intended to maximize the range of outcomes that the Institute expects result from faculty and student research. The Area Head allocates grants from this fund and monitors the progress of such area funded research.

ii. External

All applications for external research funding are to be submitted to the funding agency through the office of the Dean (Research) in the name of BIMTECH. The Research Office provides the liaison and monitors the progress in line with the contract. External research funding can be from any private or governmental agency.

e. Research and Intellectual Capital Governance

The Office of the Dean (Research) supports research and the research infrastructure at BIMTECH. The primary goal is to empower faculty, students, and other researchers to advance the state of knowledge, bringing together theory and business practice as defined in the vision and mission statement of the institute.

There is a Research Committee lead by Dean (Research) which ensures to resolve academic issues related to research. In addition to this, all Area Heads at BIMTECH are empowered to make ARF grant to faculty members of their area. Each Area Head is required to submit detailed ARF expense and research output report to Dean (Research).

Fellow/Executive Fellow Program

Fellow/Executive Fellow Program contributes to promotion of research. Dean (Research) supports and guides Chairperson, Center for Research Studies(CRS) to handle activities relevant to doctoral research.

f. Research Promotion and Motivation

- i) Research Promotion Grant
- ii) Participation and presentation of paper by faculty in National/International conferences
- iii) Participation and presentation of paper by doctoral students in National/International conference/doctoral consortium
- iv) Jagdish N. Seth Award for the best thesis of the Year .

- v) Best Researcher Award
- vi) Researcher in Residence Scheme
- vii) Award for Alignment of Research to VMV
- viii) Basant Kumar Birla Distinguished Research Scholar Awards
- ix) Research Track Faculty Recruitment

11.1.10 Review and Revision

This research policy will stand valid till the end of academic years 2022-2023. Planned review will be undertaken before the end of academic year 2022-2023, however, interim changes may be made if necessary. Research committee led by Dean (Research) will make such interim changes based on suggestions received.

11.1.11 Metric for Research

Impact of publication is assessed based on classification stated below:

Type of IC	Impact Parameter
Book	Research - based Book/ National Report (Research Based) Text Book, Edited Book, Chapter in Books, International Publisher* National Publication** *Reputed publisher from USA, Europe, Australia, Japan, Singapore ** Publisher from Pakistan, Bangladesh, Sri Lanka etc. will considered in same category as National Publisher.
Book Chapters	
Research Paper Published	Publications in Scopus/Web of Science which is also ranked by ABDC/ABS + Publications in FT 50
Cases Published	Harvard Case Publishing, IVEY Case Publishing, The Case Centre or any other case repository or any peer reviewed journal approved for publication of research paper
Popular Writing	Economic Times, Financial Express, Business Line, MINT, Wall

	Street Journal, Finance Times, Business Today, Business World, Business India, Forbes India)
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Impact of any other type of research work submitted as intellectual contributions will be vetted by research committee on case to case basis. This impact vetting will be done on following scale:

1 Very Low	2 Low	3 Medium	4 High	5 Very High
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In such cases, final impact factor of a particular research publication will be the average of assessed impact by each committee member.

11.2 Research Promotion Grant

11.2.1 Purpose:

The purpose of this grant is to promote research by the faculty of the area. The research may be specific to area or interdisciplinary in nature which should be disseminated through publication and presentation. The publication, however, needs to be targeted at higher ranked ABDC journals which are also listed in Scopus/WoS and aligned to institution's Vision, Mission and Values.

11.2.2 Award

The Research Promotion Grant to be approved by Area Head will be of Rs. 1,00,000/- (One Lac only). Every faculty of the area will be entitled to get this grant once a year against a research proposal submitted.

11.2.3 Eligibility:

Any regular member of the participating faculty (AACSB) with a continuing appointment at BIMTECH is eligible for this grant.

11.2.4 Process:

The area will consider the research grant proposal from the faculty in an area meeting. They will seek clarification, especially related to its contribution to research and practice as well as its alignment with VMV before taking a decision.

11.2.5 Scope

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

- Open access publication / the submission fee of papers subject to papers having been accepted in a WoS / Scopus / ABDC listed journals.
- Copy editing services subject to the paper having been accepted in a WoS / Scopus / ABDC listed journals.
- Subscription to a professional journal (not on library data base)/ 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.
- Expenses incurred on account of data collection / acquisition subject to submission of proof.
- 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.

Note:

- a. The above expenditure heads are not exhaustive; the same may be expanded by the Director on the recommendation of Area Head and the Dean (Research) based on the need of research.
- b. Normally, during the pendency of a grant, second grant will not available but if a research project is completed within a year, a second grant may be considered.

- c. There shall not be any cap on individual heads of spending within the overall limit of Rs. One lakh per annum (e.g. the earlier cap of Rs. 50,000 on travel / data collection, Rs. 50,000 for experimental design, Rs. 25,000 for software, etc. will be removed).

11.2.6 Faculty availing the research promotion grant shall submit a report on progress/completion 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 as well as the output under the scheme in his area and send the same to Dean (Research).

11.3 Participation and presentation of paper by faculty in National/International conferences

11.3.1 Purpose:

The purpose of this scheme is to promote faculty participation in research through attending conference(s)/seminars/workshops where they receive as well as disseminate knowledge. Such conference(s)/seminars/workshops should be refereed.

11.3.2 Eligibility:

Any regular member of the participating faculty (AACSB) with a continuing appointment at BIMTECH is eligible for this grant. The frequency of grant will be as under:

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

11.3.3 Process:

The faculty will apply for attending the conference(s)/seminars/workshops in the prescribed form through their Area Head to the Office of the Dean (Research) which will forward the same to the Director after checking the eligibility. The faculty needs to ensure that the paper presented is later published in a journal approved by the Institute.

11.3.4 Scope

Institute will fund expenses for actual conference(s)/seminars/workshops registration, air travel by economy class and reasonable charges for lodging /boarding at the outstation venue. Faculty may be allowed funding up to 50% for any conference participation in addition to the above eligibility provided she/he gets funding for at least 50% or more from some other institute/agency of repute. While no financial limit has been set for national conferences, the funding limit for international conference has been set at Rs. 2 lacs.

11.4 Scheme for Participation in International/National Doctoral Consortium

Doctoral consortium is important juncture for learning during the thesis work. BIMTECH motivates doctoral students to participate in the program which is funded by BIMTECH on merit basis.

Criteria for selection of Doctoral students for attending the international/national doctoral consortium are as follows:

1. The candidate will be either a faculty or research scholar of BIMTECH. He/ She should not be more than 45 years.
2. BIMTECH will meet the travel cost. Boarding and lodging will be met by the host institution in international consortium.
3. The candidate should have presented his/her synopsis and should have a paper which is approved by internal committee.
4. Applications for attending such conference will be made to the Chairperson (CRS) through TSC.
5. The selection will be based on the performance in the doctoral course work, synopsis and the paper.
6. The office Dean (Research) will vet the proposals received from Chairman (CRS) for approval by the Director.
7. Candidates will be eligible for one national and an international Conference with a financial cap of Rs. 30,000 and 1 lac only.

This policy remains effective till modification

11.5 Jagdish N. Sheth Award for Best Thesis

Professor Jagdish N. Sheth is a world renowned professor of Marketing at Emory University, USA. He has contributed theories and global practices through his researches and mentoring to the corporate around the world. His focus area has been marketing, consumer behaviour, and global business. This award is founded to acknowledge the research produced by Indian/ foreign doctoral students enrolled at BIMTECH.

This award is for INR 50,000 and will be awarded annually to a doctoral student of BIMTECH who has produced the best doctoral work. The selection of the award will be based on the work produced in the thesis. It will be judged on following criteria –

- a) The relevance of the problem in economic and business practices
- b) The methodology adopted to research the problem
- c) The outcomes of the issues and its relevance in the economic and business practices

The selection will be on the proposed steps:

- a) Call for submission of proposals for the award
- b) Formation of the selection committee
- c) Screening of application with executive summary of thesis, on acceptance criteria
- d) Call for presentation of selected thesis
- e) Award declaration on review of all candidates

If during a particular year, no candidate is found suitable or none has completed thesis, the backlog may go to next year to two candidates instead of one.

11.6 Best Researcher Award

11.6.1 Purpose:

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

11.6.2 Award:

Two awards will be given every year; one for the Best Researcher and the other for the runner up. The Best Researcher award carries an amount of Rs. 2lacs and a certificate while the runner up carries an amount of Rs. 1lac.

11.6.3 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.

11.6.4 Eligibility:

Any member of the participating faculty (AACSB) with a continuing appointment at BIMTECH, who has published in ABDC 'A' or above category is eligible for the Best Researcher Award while for runner up at least a publication in ABDC 'B' or above category is required. Previous recipients of the award will be ineligible for the same award for a period of two years.

Clarification: As long as two or more papers in ABDC 'A' or above category is available, B category publication will not be considered even for runner-up award.

11.6.5 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.

11.6.6 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 provided (S) he has scored a *minimum of 100 work units in PES*. For the runner up, a *minimum of 75 work units in PES* is required.

11.6.7 Timeline for the Award:

The processing of award (Annexed) is broadly based on the parameters of research in PES. The deadline for various processes is given below:

Processes	Deadline
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

11.7 Researcher in Residence

With greater movement of Research Scholars across the world, there are opportunities where young researchers, during the vacation, move to other countries for working with some senior faculty of Institution/Universities abroad.

BIMTECH can avail of such opportunities by inviting such young scholars who are doing their Ph.D. abroad. This will help both, in the internationalization as well as improving the research profile of the Institute.

The Objective:

To internationalize research process and improve the research profile of the Institute.

The Process:

1. To attract such scholars, BIMTECH will provide them free boarding and lodging and where necessary the airfare.
2. The total expenses for the scheme is pegged at Rs. 75,000/- per candidate. A budget (Rs. 1,50,000) for two scholars every year may be provided. The budget may be appropriated for one candidate for six months in an academic year, if required.
3. These scholars will undertake to produce and published at least one research paper in quality journal listed in scopus/wes and ranked by ABDC/ABS where BIMTECH will be shown in their affiliation.
4. The professor with whom such scholar will work has to certify upfront that a joint paper will be published.
5. The cooling period for a particular professor will be for one year. However, if no other professor is sponsoring a candidate in a particular academic year, this condition may be waived.
6. The international candidate, who has been granted this facility will not be considered 2nd time.
7. The duration of stay of the scholar in BIMTECH will be three/ six months.

11.8 Award for Quality Research Publication and Alignment of Research to VMV

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 under:

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	Partially Aligned	Fully Aligned	From the table, it can be derived that the reward amount of fully aligned A* publication will be 1.2*3lakhs=3.6 lakhs
Multiplying factor	1.1	1.2	

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. Simply having Vision/Mission aligned key words will not make the paper eligible for this category.

2. Partially Aligned

The research papers not fully aligned will be considered as partially aligned.

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 vision/mission.

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.*

Vision/Mission Aligned Areas

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

11.9 Basant Kumar Birla Distinguished Research Scholar Awards for Social Science and Management

A Celebration of the Indian Research Community

About the Award

Basant Kumar Birla Distinguished Research Scholar Awards for Social Science and Management disciplines is being instituted from the year 2019 by the Birla Academy of Arts and Culture, Kolkata in honour of the austere genius and visionary leader Late Basant Kumar Birla who built businesses and institutions enriching many lives. The awards are a tribute to the researchers who have contributed to the progress of society and humanity through their dedication to research. Serving as a source of inspiration, the award helps raise the profile of talented individuals and the organizations, in addition to the profession as a whole. The awards will be given every year to scholars working in India during the past five years in the areas of social science and management. Faculty in IIMs and IITs will not be eligible for this award.

Application will be invited through nominations. A scholar can self-nominate also. A nomination will be valid for one year only. A candidate may be nominated for three successive years. Work submitted for consideration of the Award should have been carried out totally in India.

The award process will be managed by Director, Birla Institute of Management Technology, Greater NOIDA. The awards will be given to three outstanding academicians, professors, and research scholars, as judged by their research outputs in the form of papers in research journals during past five calendar years in the following broad areas.

- Industry 4.0
- Sustainability
- Corporate Social Responsibility
- Ethical Practices
- Entrepreneurship
- Family Business

There will be one first prize of Rs. 300,000, two second prizes of Rs. 200,000 each and three third prizes of Rs. 100,000 each

Eligibility Criteria

The following are the eligibility criteria for the participants in the scheme:

1. Only Indian residents will be considered for the award.
2. Researchers should have been done in India.
3. Three publications as first author in ABDC A* or ABS 4 or total points of 18 or more from FT50, journals with Impact factor, ABS 4*, ABS 4 and ABDC A* journals during the previous five calendar years of 2017 to 2021.

4. The minimum cut-off for first prize will be 30 (expecting 5 ABDC A* papers in five years or a mix of other papers), for the second prize will be 24 and for the third prize will be 18.

A foreign national staying and working in India for the past five years will also qualify.

The winners of each year will have to undergo a cooling period of minimum three years.

Submission Requirements

Nominations, either by peers or self, are invited from eligible scholars attaching professional profile with a list of research outputs during the past three calendar years. Nominations must be made by email and include a detailed assessment of a nominee's accomplishments. Explanatory documentation is helpful.

Apply immediately giving your demographic information; academic journey culminating into doctoral degree, academic experience and research publications in high-quality journals.

Nomination forms are available on the website which can be downloaded from here - <http://scholaraward.bimtech.ac.in>

The filled in form along with the copies of the research output should be submitted by email to scholar@bimtech.ac.in. The jury will submit the result to the Director, BIMTECH, whose decision shall be final and binding.

Jury for the Award

A three-member jury will be constituted with diverse backgrounds and disciplines to screen the applications and select the awardees. The decision of the jury and the director, BIMTECH will be final and binding.

Selection Procedure

The screening will be multistage. First, all those submissions not aligned to the core areas of the award will be separated. Next, they will be graded as per the quality and rank of the journals for research papers. From this shortlist, the jury will decide the awardees. The award will be deferred to next year if less than ten submissions are received or the quality and rigour of the submitted content was judged by the jury as inadequate to qualify as world-class.

The quantity and quality of research outputs during past five calendar years will be considered. The progression to higher level of quality among the research papers across the five years will be evaluated. For quality of journals the jury will follow FT50, Web of Science, SCOPUS, ABS, and ABDC lists.

These awards will acknowledge the highest level of consistent quality and improvement in research outputs. Awards may be withheld if jury members find quality to be lacking.

It is expected that the winner of first prize will have minimum THREE publications in FT50, ABS 4* and ABDC A* combined during preceding five years.

The second prize winner will have minimum TWO and the third prize winner will have at least ONE.

The evaluation will solely be focused on published research papers in the areas stated above. However, the applicant may list papers in other areas as well.

Conference papers, papers in non-listed/indexed journals, books, book chapters, cases or any other awards are NOT to be listed in the application.

In the next stage, shortlisted applicants will be required to submit application in a standard form with evidences of publications.

Only papers with the name of the applicant as the first author will be counted. But applicants should list all papers published in the aforesaid list of quality journals.

Awardees of a particular year will not be eligible to apply for the next three years. For example, 2019 awardees can only apply in 2023.

Papers which do not fall in any of the above categories, but merits consideration, will be referred to a committee of three professors to seek resolution.

Table for calculation of points.

Journal List	Points for First author	Points for name appearing not as first author
FT50	16	12
Journal with impact factor of 8 and above published by reputed publishers*	8	6
ABS 4*	8	6
ABS 4, ABDC A*	6	4.5
ABS 3, ABDC A	4	3
ABS 2, ABDC B	NIL	NIL
ABS1, ABDC C	NIL	NIL
Only Scopus and any other	NIL	NIL

*List of reputed publishers includes only these six publishing houses: Elsevier, SAGE, Wiley, Springer, Cambridge UP, and Taylor & Francis.

11.10 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.

11.11 Parameters of Quality Assurance:

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

11.12 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 5 – 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.
 - 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 6 – 12 A.9: Proposal to Attend FDP/ Workshop

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.

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

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

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

12B.2 Criteria:

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

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

- 1) Small class size: Class size of fewer than fifteen students will be excluded while calculating teaching effectiveness.
- 2) PES 300 points is not a final selection criterion: PES score of a faculty will be used as a qualifying criterion. This means that two faculty scoring highest and lowest PES scores will be treated at par. The PES scores will not influence the final selection. All faculty scoring above 300 PES and qualifying within the age and experience criteria for each category of Assistant Professor, Associate Professor, and Professor will be eligible to compete.
- 3) Calculation of percentile scores for teaching effectiveness and academic research: For comparable scores, the formula used for Criteria 1 & 2 will be as follows:

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

$$= \frac{(Teaching\ Hours * Average\ Feedback)}{(Highest\ Teaching\ Hours * Highest\ Feedback\ within\ the\ category)} \times 100$$

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

$$= \frac{(Approved\ PES\ Point\ for\ Intellectual\ Contribution)}{(Highest\ PES\ Score\ for\ Intellectual\ Contribution\ within\ the\ Category)} \times 100$$

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

12B.3 Execution of the Scheme

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

12B.4 Exclusion from the Scheme

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

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

12B.6 Presentation of award:

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

12C. Other Measures of Retention

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

13 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. However, the faculty with designations as Director, Deputy Director 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.

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:** BIMTECH's 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. Organisational Matrix
 - ii. HR Manual containing, inter alia, Employee Benefits, Career Progression Scheme, Performance Evaluation Scheme, Leave rules etc.,
 - iii. Admission brochure,
 - iv. Placement brochure,
 - v. EFPM/FPM Programme Brochure,
 - vi. Centre for Management Cases (CMDC) Brochure,
 - vii. 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 except the faculty who are being recruited as Research Track Faculty on 3 years contract. 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. Sr. Manager-HR : Ex-Officio

Category D & E Personnel

1. Chairman of the Selection Committee : Registrar (Ex-Officio)
2. Member : Related Centre Chairperson / HoD / Prog. Coordinator

3. Sr.Manager-HR

: Ex-Officio

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:

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

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

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:

Rules and Procedure for Implementation:

1. Period under review:

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

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

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

3. Annual Increment of Professional Staff:

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

- Minimum 40 WU (out of 60) is to be earned from the performance of administrative duties. The WU is to be awarded by the HoD.
 - Minimum 20 WUs is to be earned from the learning from trainings organized by BIMTECH or from the online training certification.
- a) The increment will be released only when at least 40 WUs are earned for performance of Administrative Duties and at least 20 WUs are earned additionally and separately from the trainings accomplished for the Academic year 2021-22 onwards.

b) For earning WU from the online training the certificate of completing the course must be provided to HR Dept. The list of such courses is attached as [Annexure - 7 \(15.3\)](#).

c) A course fee up to Rs. 1000 per online certification course approved by BIMTECH will also be reimbursed to the professional staff each year.

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

Requirement of minimum 60 work units for annual increment will be adjusted in prorate of their work period at the institute in the relevant academic year. However, the staff members must complete 6 months of services to get proportionate increment whenever Annual increment is bring given to all employees.

5. Annual performance report:

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

6. PAS review committee

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

A table of activity wise work units is attached as [Annexure 8-15.3](#).

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

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

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

	Senior Manager		2. Post-graduation for Campus Administration	3. Fluency in English (verbal & Written) 4. Other skills as per the need of particular department. 5. Managerial, Analytical & Decision making abilities.	
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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 th 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 th Pass (Preferable)	3. Behavioural skills & other skills required as per their job description 4. Interview will be held to test the skills	6%
Promotion at Trade Level					
1	Electrician/ Plumber/ Carpenter/ DG Operator/ AC	7 yrs*	8 th Pass (Preferable)	1. Technical Skill of his/ her particular trade.	6%

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

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

16.4 (C) Criteria of promotion for the Mess Staff

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

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

				<p>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.</p> <p>3. Ability to assess staff performance.</p> <p>4. Interview will be held to test the skills</p>	
7	Sr. Cook To Head Cook	7 yrs* as Sr. Cook	12 th Pass and Diploma (Preferable)	<p>1. Same as above and</p> <p>2. Soft skills related to working with and managing a team.</p> <p>3. Interview will be held to test the skills</p>	5%**
Promotion Policy for Stewards					
1	MPW To Asst. Steward	3 yrs* as MPW	8 th Pass (Preferable)	<p>1. Congenial, energetic and accustomed to dealing with the public.</p> <p>2. Good cleaning and sanitation skills</p> <p>3. Efficient & organized</p> <p>4. Good interpersonal & oral communication skills</p> <p>5. Is a good team member.</p> <p>6. Knowledgeable about food safety standards</p> <p>7. Smart, Neat & Clean appearance</p> <p>8. Interview will be held to test the skills</p>	6%
2	Asst. Steward To Steward	3 yrs* as Asst. Steward	8 th Pass (Preferable)	<p>1. Same as above and</p> <p>2. Multitasking skills</p> <p>3. A passion for hospitality</p> <p>4. A keen eye for detail</p>	6%

				<ul style="list-style-type: none"> 5. First-class organisational skills 6. Drive and enthusiasm 7. Interview will be held to test the skills 	
3	Steward To Sr. Steward	3 yrs* as Steward	8 th Pass (Preferable)	<p>Same as above</p> <p>Interview will be held to test the skills</p>	6%
4	Sr. Steward To Supervisor	4 yrs* as Sr. Steward	12 th Pass (Preferable)	<ul style="list-style-type: none"> 1. Basic Knowledge of MS Office & Recordkeeping 2. Basic knowledge of English communication 3. Other skills as per the need of the department 4. Interview will be held to test the skills 	6%
Promotion Policy for Store Accountant					
1	Store Accountant To Store Officer	5yrs* as Store Accountant	Graduate (Preferable)	<ul style="list-style-type: none"> 1. Good knowledge of computers 2. Basic knowledge of English communication 3. Other skills as per the need of the department 4. Interview will be held to test the skills 	6%
Promotion Policy for Managerial Cadres					
1	Officer (Catering) To Asst. Manager	5 yrs* as Officer	Graduate + Diploma in F&B (Preferable)	<ul style="list-style-type: none"> 4. Good English communication and interpersonal skills 5. Working knowledge of Computers 6. Strong organisational and time management skills 7. Decision-making skills 8. Ability to manage in a diverse environment with a focus on client and customer services 	5%**

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

***(including service on third party payroll for BIMTECH)**

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

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

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)

18.1 Retention Policy Measures At A Glance	
1	Separate Faculty room/cabin is provided to all the faculty.
2	All faculty are provided with desktop or laptop as per their choice.
3	Concessional Residential accommodation for faculty and Professional Staff at campus / near campus Free maintenance services are provided at campus residences Free Furniture is provided to faculty and Professional Staff at campus accommodation TV cable is provided to all residences free of charge
4	The campus is Wi-Fi enabled and all faculty rooms/cabins, admin offices, residents are provided with internet connection via LAN also.
5	Free health medical consultation is provided at campus Health Centre (details are provided below)
Medical Insurance : (Hospitalization Medi-claim)	
Employees category	Current Cover
Faculty	8 lakh floater cover for family
Professional Staff	6 lakh floater cover for family
6	Health Check-up cum diagnostics Camp
All Professional Staff	Annual health checkup free for main body conditions
7	Loans and Advances
All faculty and Professional Staff	Different types of Loans and Advance without any interest

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

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.8,00,000 and for Professional Staff members Rs. 6,00,000. The annual premium is paid by the Institute and HR department annually issues customer identity card for covered faculty members and their families together with benefit guide as received from the insurance company.

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

The details of the new loan policy are as follows:

18.6.1 Home Loan

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

Eligibility: 2 years of service on BIMTECH payroll.

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

Max. Repayment Period: 36 – 60 months.

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

Supporting documents required:

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

Terms & Conditions for Approval of Loan:

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

18.6.2 Vehicle Loan:

Purpose Purchase of first vehicle.

Eligibility 2 years of service on BIMTECH payroll.

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

Max. Repayment Period: 36 to 60 months only.

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

Supporting documents required:

- Proforma Invoice
- Payment receipt to be provided within 7days of loan disbursement.
- Evidence of employee's ownership of the vehicle
- A copy of RC of vehicle to be submitted to BIMTECH's Accounts dept.

Terms & Conditions for Approval of Loan:

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

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

1. The loan application form with all the needed information filled by the employee and confirmed by the Finance dept. duly approved by the Director, is to be provided to the Finance department of BIMTECH by the employee.
2. The approved loan amount will be disbursed within ten days after the employee submits the following duly signed documents to the finance department. In case of incomplete documents, the accounts department will not be able to disburse the approved loan amount. The preparation of the following documents is solely the responsibility of the employee only.

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

3. If the date of disbursement of loan is from 1st to 20th of any month, the EMI will be deducted from the salary of same month. However, if the date of disbursement of loan is after 20th of any month, the EMI will be deducted from the salary of next month. The Date on the Cheque of loan disbursement will be considered as Date of disbursement of loan.
4. At the same time two type of loan / advance can't be given simultaneously. The next loan or advance will be given after expiry of 6 months from date of full & final adjustment of previous loan or advance of any category.

18.7 Salary Advance

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

1. Medical Advance:

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

1.2 Eligibility: 1 year of service on BIMTECH payroll.

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

1.4 Max. Repayment Period: 20 months.

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

1.6 Supporting documents required:

- Medical bills or the prescription of the doctor.

1.7 Terms & Conditions for Approval of Advance:

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

2. Salary Advance:

2.1 Purpose: For any personal requirement of the employee.

2.2 Eligibility: 1 year of service on BIMTECH payroll.

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

2.4 Max. Repayment Period: 10 months only.

2.5 Terms & Conditions for Approval of Advance:

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

Note:

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

[18.8 Annexure 9 – 18.8: Loan Application Form](#)

[18.9 Annexure 10 – 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). In case of any important work of the Institute e.g. Convocation, Orientation day, Admission Duty etc. the faculty will be asked to come on their Off days also.

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

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

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 21st day of last month to 20th of each current month as per HRMS record for preparation of monthly salary.

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

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 1st April to 31st March. Faculty and staff members who join the services of the Institute during the currency of a calendar year, will, however, be entitled to different leaves as given on proportionate basis. Similarly, employees who separate from the services of the Institute during the currency of a year may be allowed leaves on proportionate basis. Fraction of less than half will be ignored and more than half will be considered as full.

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

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 or in total 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 120 days and beyond this it shall stand lapsed. However, un-availed leave, if any, will be en-cashable at the time of retirement/separation from the services of the Institute subject to a maximum of 120 days.

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

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 1st October and 1st April of every year on proportionate basis i.e. 5 full days half pay leave at the end of every six months. For the newly recruited employees, the quantum of half pay leave will be proportionate to the period of service preceding the half pay leave credit on the 1st October and 1st April of every year. Prior approval is required for availing half pay leave.

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 who have completed one year of service on 1st May can avail summer vacation leave for a maximum of 3 weeks (21 days including weekly off days) during the period as announced each year by the Institute. This will be admissible after completion of one year of service at the Institute or expiry of probation period whichever is later.
- b) Adjunct faculty may avail summer vacation leave on pro-rata basis by comparing to 5 days a week (as for regular faculty) and then pro-rata to service rendered as on 30th April.
- c) The annual summer leave can be divided maximum into two parts of any proportion with the permission of Director only. The Summer vacation cannot be taken after 10th June. Normally it is to be availed in a single stretch. If due to any reason (personal or official) the employee has not availed summer vacation in the period from May to 10 June, his / her Summer vacation will lapse after 10th June.
- d) The academic associate will be granted summer vacation leave for one week (including off days) after they have completed one year of service in the Institute.

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

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 exceed more than 2 hours, the shortfall will be considered as half day leave only.

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

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

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

- Intervening Off days / Holidays will be counted as leave days in case of PL and HPL effective from 21st Dec. 2022.
- Prefixing and Sufficing of PL, HPL, Compensatory Off Leave:
Any holiday, off day, summer vacation can be either suffixed or prefixed to the leave (Privilege leave, Half Pay leave, Compensatory Off leave). The prefixing and sufficing both will not be allowed effective from 21st Dec. 2022.

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

- All the Off days and holidays which fall during the period of LWP/LOP, will also be considered as days of LOP if the period of LOP exceeds 14 days. This is to discourage the availing 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 21st Mar. 2019 onwards. Leave applied through email or hard copy will not be considered w.e.f. 21st March 2019.
- (g) Compensatory Off can be availed only after it has been earned. It cannot be availed in advance.

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

21 Employee Conduct and Discipline Rules

21.1 Introduction:

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

21.2 Objective:

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

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

21.3 Applicability

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

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

21.4 DEFINITIONS:

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

- a. Employee means a person directly employed by the Institute.
- b. The masculine includes feminine too.
- c. "Muster Roll" means the attendance register or computerised software system for attendance recording maintained in the Institute as a record of daily attendance of the employee employed therein.
- d. "Faculty/Manager/Executive/Supervisor" means a person who is designated as Manager/Executive/Supervisor OR who by the nature of his duties exercises supervision or control over the employees working under him.
- e. "Notice" means a notice in writing required to be given or posted for the purpose of these Rules.
- f. "Notice Board" means the Notice Board maintained in conspicuous place near the main entrance to the Institute for the purpose of displaying notice required to be posted or affixed.

- g. “Superior” means any person who by the nature of his duties superior to the employee and/or exercises authority, supervision or control over any employee working under him while on duty.
- h. “Institute” means Birla Institute of Management Technology, address being Knowledge Park-2, Greater Noida or any other place in which it may be located in future having its various constituent Units; Offices etc. in India.
- i. “Management” means the Director/Dy. Director / Registrar of the Institute.
- j. “Manager” for these rules means the Director of the Institute or any other Officer of the Institute duly appointed/authorized to act on his behalf.
- k. “Habitual” means any act or omission or dereliction of duty, if repeated for more than three times.

21.5 CLASSIFICATION OF EMPLOYEE:

EMPLOYEE shall be classified as:

- a. Permanent
- b. Temporary
- c. Probationer
- d. Trainee
- e. Casual
- f. Apprentice
- g. Fixed Term

a) PERMANENT :

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

b) TEMPORARY:

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

c) PROBATIONER:

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

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

d) TRAINEE:

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

e) CASUAL:

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

f) APPRENTICE:

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

g) FIXED TERM EMPLOYEE:

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

21.6 ENROLMENT, MUSTER ROLL, ATTENDANCE CARDS:

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

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

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

21.7 PUBLICATION OF WORKING HOURS, HOLIDAYS:

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

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

21.8 WORKING HOURS

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

21.9 IDENTITY CARD

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

21.10 ABANDONMENT OF EMPLOYMENT:

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

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

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

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

21.12 TERMINATION OF SERVICE:

- a) The services of any permanent employee may be terminated by the management as per the terms of appointment mentioned in the letter of appointment.
- b) No temporary employee whether monthly rated, weekly rated or piece-rated shall be entitled to any notice or pay in lieu thereof if his services are terminated.
- c) Where the employment of any employee is terminated by or on behalf of the employer, the wages earned by him shall be paid to him as per provisions of law.

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

- a) His post is abolished, or
- b) He is declared on medical grounds to be unfit for further service, or
- c) He remains on unauthorised absence exceeding 15 days
- d) His contract period is over and the contract has not been renewed.
- e) The Employer shall be at liberty to terminate this agreement if the Employee is found guilty of indiscipline, misbehavior or any breach of duty whether by way of omission or commission, which is prejudicial to the Employer. However, in such cases, an opportunity would be provided to Employee to explain his/her conduct which he/she has to do within seven days of the show cause notice. The following shall broadly constitute misconduct and indiscipline in the Institute:
 - I. Distribution, dispensation, possession or use of drug and alcohol, smoking or chewing of pan/pan masala / Gutka etc. Inside the Institute's campus.
 - II. Sexual harassment that includes unwelcome acts or behaviour (whether directly or by implication) of any kind such as: physical contact and advances, demand or request for sexual favors, making sexually colored remarks, showing pornography or any other unwelcome physical, verbal or non-verbal conduct of sexual nature or any other activity of similar nature to employees or students. Strict disciplinary action will be taken against the offender including termination of the assignment.
 - III. Insubordination, disruptive and discourteous behaviour, theft, conviction of a criminal act involving moral turpitude, falsifying, grafting, or forging of any Record/ report or information, unauthorized absence, willful damage to equipment or property of the Institute, continued failure to satisfactorily perform the assigned duties, participating in political activities within the Institute/campus premises, malpractice of any kind like connected with examinations or other activities of the Institute etc.
 - IV. Indulging in any misuse of Institute's resources and facilities.

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

21.14 NOTICE BY EMPLOYEE LEAVING SERVICES:

- a) For leaving the employment of Industrial Institute a permanent employee shall give notice for a period specified in his/her service agreement in writing to the employer or as per the terms given in the letter of appointment. If said notice has not been given, his wages for the period of notice may be deducted from his full & final settlement of accounts.
- b) A substitute, temporary or apprentice or casual employee may leave the service of the employer without notice.

21.15 ISSUE OF SERVICE CERTIFICATE:

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

21.16 RESIDENTIAL ADDRESS OF EMPLOYEES:

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

21.17 CONDITIONS FOR PROMOTION:

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

21.18 AGE OF SUPERANNUATION:

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

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

21.19 MISCONDUCT:

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

1. Sabotage or doing wilful damage to or loss of goods or property or wastage of any property or asset of the Institute.
2. Participating in or inciting others to resort to go-slow whether singly or in combination with others.
3. Striking work or inciting others to strike work in contravention of the provisions of any law or rule having the force of law.
4. Participation in or inciting others to participate in Gherao or other such forms of agitational activities against the Institute.
5. Carrying or bearing in possession of any lethal weapon or other such article inside the Institute premises, which in the opinion of Management may endanger any person or property inside the Institute premises.
6. Staying or moving anywhere within the Institute premises other than the appointed place, with a view to intimidate, coerce or threaten any officer or other employee of the Institute or for mobilizing support for any agitational activities against the Institute
7. Threatening, intimidating, molesting, abusing or assaulting or causing bodily injury to employee or officer of the Institute inside the Institute premises or outside such premises, where such an act relates to the employment or working of the Institute.
8. Wrongful confinement of any person within or outside the Institute premises.
9. Incitement to violence whether by word of mouth, writing or other forms of communication, against the Institute or any of its employees.
10. Riotous or disorderly or indecent behaviour during working hours or within the Institute premises or such conduct outside the Institute premises where such conduct is related to or connected with the employment or of the working or property of the Institute.
11. Conviction in any Court of Law for any criminal offence involving moral turpitude or any other serious offence punishable under Indian Penal Code, irrespective of whether the offence has been committed inside or outside the Institute premises, or whether or not connected with his employment or working or property of the Institute.
12. Deliberately spreading false information or rumour with a view to bring about disruption to Institute’s normal work, or panic among the work force.
13. Drunkenness or being under the influence of drug or indulging in indecency or immorality within the Institute premises including township.

14. Wilful insubordination or disobedience, whether alone or in combination with another or others, of any lawful and reasonable order or instruction of a superior including requirement to perform overtime work.
15. Wilful disobedience of any order expressly given or any rule expressly framed for the purpose of securing safety or wilful removal or disregard of or interference with any safety guard or other devices provided for securing safety within the Institute premises.
16. Any act subversive of discipline irrespective of whether committed inside or outside the Institute premises.
17. Any act or conduct which endangers the life or safety of the others in the Institute premises.
18. Sleeping in any posture while on duty.
19. Fighting or quarrelling with any employee, officer or other person within the Institute premises, or outside where such conduct is connected with employment or working of the Institute.
20. Failure to report accident/injury occurring while on duty either to himself or another or failure to give evidence in respect of such accident/injury.
21. Refusal to submit to search of his person or personal belongings or lockers, or in any manner evading or attempting to avoid search
22. Refusal to work or job at a place which in the opinion of Management the employee can perform provided same emoluments are maintained by the Management.
23. Refusal to work or continue to work or maintain any essential service of the Institute.
24. Insolence, impertinence, rudeness or misbehaviour towards any co-employee, superior, officer, client/customer, visitor or other public or public servant inside the Institute premises or outside where such act relates to his employment or working or property of the Institute.
25. Failure, refusal or evasion to give statement, report, testimony or evidence in respect of any incident or occurrence which employee is aware of, connected with his employment or working of the Institute, or refusal to give any declaration or statement pertaining to him when called upon to do so.
26. Violation or breach of any provisions of the rules or any law or any policy framed and as applicable to the employee concerned.
27. Engaging in any private trade/business/lending money on interest or work within the Institute premises.
28. Running of chit fund or other such scheme and or collecting moneys thereof or money lending within the Institute premises.
29. Unauthorised use of any property, machinery, tools, quarters, premises or land; belonging to the Institute.
30. Smoking/ chewing tobacco/ drinking alcohol inside the Institute premises where it is prohibited.

31. Failure to report at once to the Management, of any defect, default, or derangement which a employee may notice in any equipment, tool or machinery connected with his work.
32. Soliciting or collecting any money for any purpose whatsoever, while at work or within the Institute premises without the previous written permission from Management. Such permission shall, however, normally be given where such collection of money is for legitimate Union purposes with such conditions as may be deemed fit.
33. Refusal to accept or take notice of any Order or other communication meant for him from any Institute's authority sent by the person or in due course by post, by display on Institute's notice board.
34. Allowing any unauthorised person to operate or use the vehicle, equipment, and accessory.
35. Playing cards or carrying on or participating in gambling of any kind of whatsoever within the Institute premises.
36. Breach of any of the Institute's departmental rule, regulations, instruction, practice, convention, method, procedure, system or other customary unit or departmental arrangements and the like now in force and to be promulgated in future and not inconsistent with these Standing Orders for the purpose of regulating work, maintaining safety, discipline, good conduct, cleanliness, avoidance of waste of time or materials or for proper running of the Institute or of individual department/section.
37. Handling any tool, machine, vehicles, equipment, and apparatus against the rules of the Institute.
38. Deliberately making false complaint or report against an employee, superior or officer.
39. Canvassing for votes or other support to any association or party or the collection of any dues or funds of contribution thereof, within the Institute premises, without previous written permission from the Management.
40. Picketing whether peacefully or otherwise within the Institute premises or at its approaches.
41. Entering or attempting to enter or remaining or moving within the Institute premises while not on duty without prior permission from the competent authority or remaining on duty without the identification card/badge being worn on his person.
42. Any breach of the terms and conditions of service of employment.
43. Excreting, urinating, spitting or washing clothes or person or limbs in any place other than those specifically provided for the purpose, or performing anything objectionable or violating common decency, within the Institute premises.
44. Starting or running own business, trade, or any agency in his own name or in the name of another including carrying on or canvassing for Life Insurance Policies or other insurance policies without the prior written permission of Management.
45. Accepting service or monetary consideration or otherwise in any other Institute, Institute, workshop or employment under any person, without the prior written permission of the Management.

46. Entering or leaving the Institute premises other than by the gate(s) provided for the purpose.
47. Failure to notify the Institute of any change in his address when proceeding on leave or during leave or during suspension.
48. Frequent repetition of any act or omission for which fine may be imposed.
49. Taking part in active politics.
50. Habitual indebtedness or insolvency.
51. Forcible or unauthorised possession or occupation of Institute's land, quarters or other property.
52. Refusal to submit for medical examination when directed to do so by the Management.
53. Misuse or transfer of tool check, clock card, gate pass, and movement pass or work pass.
54. Refusal to accept or comply with the order for transfer from one department, section, or workplace to another.
55. Entering, moving or staying in another department, section, or office without the written permission from the Management.
56. Unauthorised receiving or removal of Institute's property and keeping or hiding the same within the Institute premises with a view to take them out later.
57. Soliciting, receiving or giving bribe or any illegal gratification whatsoever or indulging in any corrupt practice in connection with Institute's business or property.
58. Misappropriation or defalcation of Institute's money or funds.
59. Applying for outside appointment, employment, scholarship, training without prior written permission of the Management.
60. Contracting another marriage (while the spouse is still alive), without first obtaining the written permission from Management, notwithstanding that such subsequent marriage is permissible under the personal law for the time being in force, applicable to the employee concerned.
61. Theft of property belonging to any employee or officer within the Institute premises and township.
62. Theft of Institute's property including theft in the premises of the Institute or Institute's Estate/ Township.
63. Impersonation connected with Institute's business or property.
64. Forging any signature, rubber stamp or other such representation or of any record, statement or document connected with the Institute's business or property.
65. Fraud, cheating, breach of trust or dishonesty in connection with the Institute's business or property.
66. Any act or omission committed in the course of employment for wrongful gain to the employee and wrongful loss to Institute.
67. Tampering with production facilities or fabrication of any fake or fictitious statement, record or document connected with Institute's business or property.

68. Defacement, destruction or unauthorised removal of any records of the Institute.
69. Misuse of official position or authority in any manner or form for personal gain or benefit.
70. Misuse or misapplication of monetary advance obtained from the Institute such as for the purchase of cycle, scooter/motorcycle, leave travel concession etc.
71. Making false statement or suppressing material facts in his application for employment in the Institute or in the attestation form or during medical examination or in furnishing personal particulars while applying or in service.
72. Disclosing to any unauthorised person any confidential information in regard to any process or design or plan of the Institute which comes into the possession of any employee during the course of his work or otherwise.
73. Exerting any external influences in any form or manner on the Institute or on any of its officers or employees for the betterment of the employee's career or benefit or gain.
74. Any Act or omission including carrying on public propaganda calculated to bring disrepute or discredit to the Institute or to any of its officers or employees in the eye of the public.
75. Deliberately making false statement to a superior or others or giving false evidence or testimony connected with Institute's business or property.
76. Any act or omission prejudicial to the interest of the Institute.
77. Using his position or influences directly or indirectly to secure employment in the Institute for any person related to him whether by blood or marriage.
78. Using or commercialising or alienating any invention, discovery or patent which the employee has secured in the course of his employment in the Institute, for his personal benefit or of any other person, firm, Institute or corporation.
79. Writing of anonymous, pseudonymous letters or other documents against co-employees or other supervisors and officers of the Institute.
80. Deliberate idling or wasting time during working hours.
81. Loitering while on duty.
82. Absence from work spot without permission or reasonable cause to the satisfaction of Management.
83. Adducing false grounds or making false statements in the application for leave.
84. Proxy punching of time cards or proxy or false recording of attendance or tempering in any manner with the punching card or other record of attendance, or their removal or destruction, whether for his benefit or for the benefit of another.
85. Cessation or absence from duty disregarding prior refusal of leave whether for the whole or part of a day.
86. Failure to attend work on a weekly holiday or declared holiday if required to do so by the Management, for sufficient cause such as to make good the loss of working hours due to closure of the Unit, on some other day etc.
87. Absence without leave.

88. Habitual absence without leave.
89. Habitual late attendance or leaving of work before the scheduled time.
90. Misuse of any amenity or welfare measure provided by the Institute or otherwise.
91. Misuse of any facilities or benefits granted to the employee by the Institute or otherwise.
92. Causing damage to material, tool, equipment etc. while performing work, due to negligence, poor employeeship or any other cause.
93. Habitual negligence or neglect of work.
94. Serious mistake or error in the maintenance of record or giving incorrect information to the superior or other authorities for preparing report, statement or other such documentation.
95. Habitual inefficiency, carelessness, bad or defective work causing quality or quantity or work to suffer.
96. Sexual Harassment of female employees at work place(s).
97. Explanation: Sexual Harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:
 98. physical contact & advances;
 99. a demand or request for sexual favours;
 100. sexually coloured remarks;
 101. showing pornography
 102. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
103. Distributing of any newspaper, handbill, pamphlet or poster inside the Industrial Institute without the prior permission of the management.
104. Taking or giving bribes or any illegal gratification whatsoever.
105. Holding meetings inside the premises of the Institute without the permission of the management.
106. Malingering deliberate delay of work or carrying out of orders gherao of any employee supervisor or the management.

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

- a. Fine shall be imposed as per provisions of law applicable.
- b. No fine shall be imposed unless the employee concerned has been given an opportunity of explaining the act or omission alleged against

21.21 PUNISHMENT FOR MISCONDUCT :

a. An employee guilty of misconduct may be :

- i) Warned or censured.
- ii) Increment withheld.
- iii) Demoted to junior post with lower grade or stage.
- iv) Suspended without pay for period not exceeding four days at a time.

- v) Discharged or removal from service.
- vi) Dismissed without notice or any compensation in lieu of notice.
- vii) The order of dismissal and suspension shall be in writing and must also briefly mention the reason on which it is based. The written order of dismissal and suspension shall be communicated to the employee.
- viii) In awarding any punishment under these Rules. Management shall take into account the gravity of the misconduct, previous record, if any, of the employee and any other extenuating circumstances that may exist.
- ix) All the communications to the employee in general and particularly all communication regarding misconduct etc. and enquiry proceeding shall be in English.

21.22 DISCHARGE SIMPLICITER OR SIMPLE DISCHARGE:

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

- 1) Continued illness for a period of six months or more, frequent intermittent illness.
- 2) Physical or mental disability or infirmity, defective eyesight or hearing and the like.
- 3) Reasonable apprehension of jeopardising the safety or interests of the Institute.
- 4) Continued low efficiency or bad working or unsatisfactory performance.
- 5) Conviction by a criminal court for an offense under the Indian Penal Code.
- 6) Bonafide suspicion about his integrity.
- 7) If his retention is not conducive to the interests of the Institute
- 8) Giving a wrong declaration at the time of seeking employment.
- 9) Absence on account of arrest or detention by Government under any other law.
- 10) Loss of confidence & mistrust.
- 11) Offence/act involving moral turpitude.
- 12) Any misconduct listed in the point 19.

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

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

21.24 SUMMARY SUSPENSION PENDING ENQUIRY INTO ALLEGED MISCONDUCT :

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

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

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

21.25 DISCIPLINARY PROCEEDINGS:

- i) An employee against whom any misconduct is alleged shall be given a Show Cause Notice and or charge sheet in writing by the Management. The Show Cause Notice/charge sheet shall set out in detail of the misconduct alleged and the time by which a written explanation of the employee is required to be given.
- ii) The Show Cause Notice/charge sheet shall be offered by hand and if the employee concerned refuses or avoids to take it by hand then the same shall be sent by Regd. A.D. post at the last known address on record of the employee. In that case, a copy of the Show Cause Notice/charge sheet shall also be put up on the notice board or near to the ordinary place of his work in the presence of two persons, and the authority issuing the Show Cause Notice/ charge sheet would record a note to this effect on the office copy thereof. This shall be deemed to be a sufficient proof of the charge sheet having been served on that employee.
- iii) If the employee fails to submit his written explanation to the Show Cause Notice/ charge sheet within the time given or subsequently extended at the written request of the concerned employee or otherwise, then the Management shall thereafter proceed to take disciplinary action.
- iv) If the employee submits within the given time his written explanation either denying the charge or charges or giving another version of the facts, and circumstances alleged against him, then, the officer-in-charge, may if considered desirable, initiate a domestic enquiry in the matter. The employee then shall be informed in writing the name of the Enquiry Officer, the venue, date and time for holding the enquiry proceedings.
- v) The enquiry officer shall hold the proceedings as expeditiously as possible and shall submit his report and findings thereof to the Management issuing the Show Cause Notice/charge sheet.

- vi) An employee on his request in writing shall, at the discretion of the Management or the Enquiry Officer, be allowed to be represented/assisted in the enquiry by a co-employee, who at the relevant time, is not under suspension or who may not have been discharged, retrenched or dismissed from service at the relevant time.
- vii) Employee shall present himself in person in the enquiry at the time and place given by the Management and/or by the Enquiry Officer. On his failure to do so on the first appointed date another adjournment shall be granted to him but in case the employee fails to present himself for enquiry on the subsequent date also, the enquiry shall be proceeded in his absence.
- viii) The employee concerned will be supplied copies of the statement that are recorded in his presence at the enquiry.
- ix) The copy of the enquiry report submitted by the Enquiry Officer shall be furnished to the employee.

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

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

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

21.26 MODE OF SERVICE OF DOCUMENTS:

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

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

21.27 OBSERVANCE OF RULES AND INSTRUCTIONS:

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

21.28 TRANSFER :

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

21.29 ESSENTIAL SERVICES:

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

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

- a. Electrical
- b. Maintenance
- c. Telephone
- d. Water supply
- e. Sanitation
- f. Transport
- g. Security
- h. Medical
- i. Safety or any other urgent operations during crisis.

21.30 GRIEVANCE SETTLEMENT PROCEDURE:

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

- ii. If the aggrieved employee is not satisfied with the reply, he may approach his Departmental Head, who will, in turn investigate the matter personally and give a reply within a further period of one week.
- iii. If the concerned employee is still not satisfied, he may approach the Head of the HR Department / Manager either personally or in writing for redressal of his complaint. The Head of HR / Manager will look into the complaint and will give reply within about a month. Reply given by him will be final in the matter.

21.31 DUTIES & OBLIGATIONS OF EMPLOYEES :

Every employee shall at all times:-

- a) maintain absolute integrity ,
- b) maintain devotion to duty ,
- c) Do nothing which is unbecoming of an employee,
- d) Every employee shall take all possible steps to ensure the integrity and devotion to duty\ of all employees for the time being under his control and authority.

21.32 GENERAL

a) CARRYING OUT OF INSTRUCTIONS:

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

b) CLEANLINESS:

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

c) PROPER CARE OF INSTITUTE'S PROPERTY:

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

d) SAFETY ARRANGEMENTS:

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

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

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

21.34 Parameters of Quality Assurance:

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

21.35 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 has been renamed as **“Committee for Redressal of Internal Complaints on Sexual Harassment and for the Promotion of Diversity”** for redressal of gender related complaints at workplace of BIMTECH, which is in accordance with the provisions of “The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (No.14 of 2013)”. The details of the Committee members are as follows:

S. No.	Name	Email	Phone No.
1	Dr. Manosi Chaudhuri - Convener	manosi.chaudhuri@bimtech.ac.in	9871212687
2	Dr. Abha Rishi - Member	abha.rishi@bimtech.ac.in	9910413996
3	Mr. Vatsalya Ajit Shrivastav (Advocate) - External Member	vatsalya.1275@gmail.com	7499383674
4	Dr. Arunaditya Sahay - Member	arun.sahay@bimtech.ac.in	9899117737
5	Dr. Anubhooti Bhatnagar- External Member (NGO)	anubhooti@neofusioncreativefoundat ion.org	9958070700
6	Dr. K C Arora - Member	kc.arora@bimtech.ac.in	9899288200
7	Dr. A. Chatteraj - Member	abhijit.chatteraj@bimtech.ac.in	9765419263
8	Dr. Meena Bhatia - Member	meena.bhatia@bimtech.ac.in	9810839449
9	Ms. Himani - Member	hr@bimtech.ac.in	9250369070
10	Ms. Rupali Singh - Member	rupali.singh@bimtech.ac.in	9716201832

Responsibilities:

- To have operational responsibility for the implementation of the Institute's policies and procedures in relation to governance and ethics.
- To provide advice to Faculty and staff, supervisors and students on good practice and the ethics.
- To monitor and oversee the ethical propriety of work being carried out by Faculty and staff and students in the faculty's constituent Departments.
- To determine the ethical propriety of research projects that are submitted to it, where necessary seeking expert advice to do so.
- To keep appropriate records of practices and decisions.
- To keep abreast as appropriate of any advice / recommendations from relevant professional bodies and, where appropriate, advise the Faculty council.
- To work towards creating an atmosphere promoting equality, non-discrimination and gender justice. It will promote and facilitate measures to ensure there is no hostile environment towards women at the workplace. It will also monitor and review the implementation and effectiveness of the policy against sexual harassment.
- To facilitate the participation of female faculty members in decision making in the activities of the Institute.
- To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the grievances of the victims, and recommend action to be

taken against the accused, if found guilty by the committee.

- To recommend arrangements for appropriate psychological, emotional and physical support (in the form of counselling, security and other assistance) to the victim if s/he so desires.
- To also play a preventive role by making efforts to provide a congenial atmosphere at the institute by arranging periodic programmes and lectures, if required, on prevention of sexual harassment of women at the workplace.

While the focus of this Committee is to be supportive and educative, it seeks to regulate employee behaviour. Where conduct by a Faculty and staff member falls below the standards outlined in the Policy, such failure may amount to misconduct or serious misconduct and will be dealt with in accordance with the HR Manual. Where the breach could provide reasonable grounds for terminating a Faculty and staff member's employment, all legislative reporting obligations must be complied with.

- Potential consequence for a student seen as a harasser/ accused of indecent behaviour towards women could be in the form of – disciplinary action that may result in the form of warning, debarring entry into a hostel/campus, suspension for a specific period of time, debarring from exams, debarring from holding posts such as member of committees or even expulsion. Decision of the Internal Complaints Committee shall be final and binding in such cases of reported sexual harassment.
- Potential consequence for a faculty or staff member seen as a harasser/ accused of indecent behaviour towards women could be in the form of – disciplinary action that may result in the form of warning, stoppage of increment, withholding of promotion, censure, debarring entry into campus, suspension for a specific period of time, debarring from holding posts such as member of committees or even dismissal from the services of BIMTECH. Decision of the Internal Complaints Committee shall be final and binding in such cases of reported sexual harassment.
- Potential consequence for a person working on contractual basis/ vendor/ staff of vendor seen as a harasser/ accused of indecent behaviour towards women could be in the form of decision of the Internal Complaints Committee that may result in warning, debarring entry from campuses, or termination of the contract. Decision of Internal Complaints Committee shall be final and binding in such cases of reported sexual harassment.

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.

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

4. **Penalty in Case of a Second Offence**

- a) For a second or repeated offence, the Internal Complaints Committee against Sexual Harassment should recommend an enhanced penalty and take stricter disciplinary action.

Documentation and Records

The records and documents relating to all cases referred to this Committee, the proceedings of these cases and decisions of the Committee will be maintained in files at all times.

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 HR 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

'Committee for Redressal of Internal Complaints on Sexual Harassment and for the Promotion of Diversity: Details are given on page no. 123

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

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

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.

24.1 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 50% of the CTC/ PM of the referred candidate or Rs. 10,000/- whichever is less.
- The referral amount would be paid only after 3 months of successful completion of the referred candidate.
- The award amount is subject to deduction of applicable income tax at source.

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:

Auditors 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 – 6.6 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* ¹	Courses	Skill Sets* ²	Desired Experience (Academic)	Desired Experience (Industry)
1						
2						

*Assistant Professor / Associate Professor / Professor *¹SA / PA / SP / IP / Other

*²e.g. Capstone / Simulation / any particular qualification etc.

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

Justification for vacancy:

Signature of the Area Head _____ Date _____

Director' signaure

Annexure 2 - 6.6

**Application for Faculty Position
BIMTECH, GREATER NOIDA**

GUIDELINES FOR FILLING APPLICATION:

- a. Please fill out the application form carefully and FULLY; if questions are not applicable, enter "NA." Do not leave questions blank.
- b. Curriculum vitae will be accepted as the additional information it may contain, but not as a substitute of a completed application. The candidature will not be considered without completed Application Form.
- c. Send the application form from your own E-mail id only.
- d. If you need additional space for any item, please insert rows.
- e. Send MS-WORD format only. No PDF forms are accepted.

Date: _____

A. Personal Information	
Legal Name (first, middle, last)	
Current Address (street, city, state, Pin code)	
Permanent Address (street, city, state, Pin code)	
Home Phone	Work Phone
Other Phone	E-mail
Marital Status	Date of Birth: Date_ Month_ Year_
Father's Name	Father's Profession
Mother's Name	Mother's Profession
Sibling Name	Sibling's Profession
Spouse Name	Spouse Profession
Nationality	Category: General , OBC, ST, SC (Write the Correct option) :
PAN No.	Aadhaar No.:

What position are you seeking? Faculty Position:	Part-time or full-time?
Subject? (Specify one specialized area only):	When can you join?

How were you referred to BIMTECH? (Please Tick one)

Newspaper (Specify Name of Newspaper) _____ Walk-in _____ Web _____

_____ Referred by friend/relative _____ Other _____

B. Educational Qualifications (In Reverse Chronological order, starting from latest Ph.D. to earliest qualifications)

Qualification (Degree/ Diploma /Cert.)	University and Institution's Name and Location	Year Conferred	% of total marks / CGPA	Duration		Major Subjects of Study/ Ph.D. - Thesis Title	Indicate *FT / PT /DL
				From	To		

* FT (Full Time/ PT (Part Time)/ DL (Distance Learning)

C. Academic Employment Record (Full Time only)

(List most recent position first. If you were ever employed in any position under a different name, for each position give the name used.)

Institution – Name and Location	Position/Rank	Dates of Employment		Name of Courses Taught
		From (DD_MMM_YY)	To (DD_MMM_YY)	
TOTAL TEACHING EXPERIENCE (Exact No. of Years, Months):	Note: Do not provide the details of experience as Visiting Faculty, Guest Faculty, Teaching Assist. Teaching during Ph.D.			

D. Industry Experience Record (Full Time only)

(List most recent position first. If you were ever employed in any position under a different name, for each position give the name used.)

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

**E. Intellectual Contributions/Academic or Professional Engagements
(Do not Provide information here, Please fill up Annexure-1)**

F. Emoluments	
Present CTC Per Month	

Expected CTC Per Month	

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

I hereby affirm and certify that all of the statements made in this employment application are true and complete, to the best of my knowledge and belief. I understand that falsification, misrepresentation or omission of any fact will be sufficient cause for elimination of my consideration for employment or cause for my dismissal from the Birla Institute of Management Technology- Greater Noida, if I am hired, as determined by the Director of BIMTECH.

Date:

Name and Signature of Applicant
(Not required if sending via E-mail)

Place:

Annexure 3 - 6.6

Name of the Candidate: _____

Note: Insert more rows wherever required but do not insert any column.

Intellectual Contributions, Academic and Professional Engagements

1. Research Paper Publication								
S N	Title of Research Paper	Journal Name	Specify, Status of Paper if published / Accepted / DOI issued	Journal Volume / Issue No.	Date (Month & Year) of Publication	ISSN No. & DOI No.	Specify if listed in FT50 / ABDC/ (If ABDC Journal, specify Category of journal: A*, A, B, C)	Specify if listed in Web of Science/ Scopus (No other listing is to be mentioned)

Proof of Document Required (after selection)

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

2. Books Published (Research Book, Text Book, Edited Book, Chapter/Article in a Book/Edited Book/Monograph/Course study material)								
S N	Type of Book Published (Research Book / Text Book / Edited Book / Chapter/Article/ /Edited Book/Monograph/ Course study material)	Auth or (s)	Title of the Book/Edited Book/Monograph etc	Title of the Chapter/Article/Research Paper (s) (If Any)	Printed chapter/article/research paper Starting Page No. - Ending Page No.	Name of the Publisher	(Date (Month and Year) of Publication)	ISBN No

3. Cases published in Journal/Book/Edited Book/Case Clearing House												
S N	Auth or (s) Name	Case Title	Specify if Teaching Case or Research Case	Whether published in Journal/Book/ Edited Book /Case Centre	Name of Journal/Book/ Edited Book / Case Centre	Published as National or International	ISSN No. / Vol. / Issue No. / Ref. No.	Printed Case Starting Page No. - Ending Page No.	Teaching Note prepared (Yes/ No)	Name of the Publisher	Publication Date (Month & Year)	Area of case e.g. HR / Fin etc

4. Research Paper/Case Presented in National / International/ Regional Conference by Faculty											
S N	Auth or (s) Name	Whether Research Paper	Title of Paper/Case	Type of Conference (Regional/ National /	Name of the Conference	Venue of Presentation (Compl	Date of presentation (DD/MM /YYYY)	Name of Organizing body/Institute/University	Conference held From-Till (DD/ MM/YYYY)	Nature of Conference (Academ	

	or a Case	International)	ete Address)			ic/Professional)

5. Article published in Newspaper/Magazine

S N	Author (s) Name	Article - Title	Whether published in Newspaper or Magazine	Newspaper / Magazine Name	Volume / Issue No.	Date (Month and Year) of Publication	ISSN NO./RNI No.

6. Details of Editorship/ Refereeship /Reviewership

S N	Nature of Position (Editorship/ Refreeship/ Reviewership)	Designation	Name of the Journal/Board/ Committee s/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	Whether Workshop/Conference/ Seminar/Colloquium/ Round Table	Event Name	Role performed as (Keynote address/valediction., panellist, Participant, Chairing session, TV Debate/Discussions)	National / International	Duration of Event (DD/MM/YYYY)		Organizing body	Venue of Event (Complete address)	Area to which activity relates ; e.g. Mktg./ Fin./ HR/ Operations	Nature of Event (Academic/Professional)
					From	To				
a) Conducted:										
b) Attended:										

8. Research Paper/Case Published in Conference Proceedings

SN	Author (s) Name	Title of paper/Case	(National / International)	Conference Name	Publisher Name	Date (Month &Year) of Publication	ISSN NO./ DOI	Nature of Journal (Academic / Professional)

9. Achievement on Doctoral /FPM/EFPM Guidance/ Supervision

--

S N	Nature of Programme (Ph.D/FPM/ EFPM)	Nature of Achievement (Guidance/ Supervision)	Name of Candidate (s) under Guidance / Supervision during the Academic Year	Thesis Title	Area of work i.e. HR/ Finance etc.	Date of award of Ph.D/ FPM / EFPM to candidate (s)

10. Scholarships/Awards Won by the Candidate

S N	Whether 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

SN	Name of Professional Qualification/License/Certifications	Issuer of Certification	Domain	From Date (Month and Year)	To Date (Month and Year)

12. MDPs/ EDPs Conducted /Organized by the Candidate as Program Director/ Coordinator/ Trainer

S N	Whether MDP/EDP or Training	Role performed (Director or Coordinator/ Trainer)	Title of MDP /EDP	Name of the Organization for whom MDP/EDP Conducted or Open House	Sector (Govt. / Private/Public Ltd.)	Organized From (DD/MM/YY)	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/YY)	Completion date of Assignment (DD/MM/YYY)	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/YYY)	Membership Validity Period (DD/MM/YYYY)

Annexure 4 – 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 5 – 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				
TOTAL								0	0				
Research Paper Published in Journals													
S N	Paper Title	Co - au th or s	N a m e of th e Jo ur na l	BIM TEC H App ro ve d Prac titio ner Jour nal (Y/ N)	Pub lish er Na me	Nam e of the listi ng: Scop us/ Web of Scie nces /FT 50/ UGC	Clas sific atio n as per ABD C	Vol um e / Issu e No.	Dat e (Mo nth and Yea r) of Pub licat ion	ISS N NO	Work Units		RE MA RK S
											Cl ai m ed	Ap pro ve d	
TOTAL								0	0				

Cases and Teaching Notes												
S N	Case Title	Co- author s	The case was published in: Harvard / Ivey / Case Centre - UK/NACR A/ ACRC	With or Without Teaching Note	Pag e No. of Prin ted Cas e	Dat e (Mo nth and Yea r) of Pub licat ion	ISS N No. / Vol. / Issu e No. / Ref. No.	Work Units		RE MA RK S		
								Cl ai m ed	Ap pro ve d			
TOTAL								0	0			
Reviewer of Publications												
S N	Paper Title	Co- author s	Na me of the Jour nal	Pub lish er Na me	Clas sific atio n as per ABD C	FT- 50	Vol um e / Issu e No.	Dat e (Mo nth and Yea r) of Pub licat ion	ISS N NO	Work Units		RE MA RK S
										Cl ai m ed	Ap pro ve d	
TOTAL								0	0			
Delivering Keynote Address, Being a Panellist, Chairing of Session in Academic Conferences (other than fully/partially funded by BIMTECH/in-house events)												
S N	Name of the Conference	Role (one of the above only)	Dat e/ Dur atio n of Con fere nce	Cou ntry Na me	Venue of Conference (Complete address)	Organiser' s Details	Fun ded by	Work Units		RE MA RK S		
								Cl ai m ed	Ap pro ve d			
	National											
	Internation al											
TOTAL								0	0			

1(c). Publications of Books in the Area of Management (Research Based Book/National Report, Text Book, Edited Book)

S N	Name of the Book	Co-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	
TOTAL								0	0	

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									
TOTAL								0	0	

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)	Report Accepted by the Sponsor Yes/No	Work Units		RE MARKS
									Claimed	Approved	

									Cl ai m ed	Ap pro ve d	
TOTAL									0	0	
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				
TOTAL									0	0	
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				
TOTAL									0	0	
2 © (ii). Mentoring OJT											
S N	Name of the OJT	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				
TOTAL									0	0	
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	No. of Paid Part	Any oth er Info	Work Units	RE MA RK S	

						(if any)	Journey			m ed	ve d	
TOTAL										0	0	
3(d). Activity Heading												
S N	Type of Activity Listed in the Policy Document							Any Other Information	Work Units		RE MA RK S	
									Cl ai m ed	Ap pro ve d		
TOTAL										0	0	
										0	0	
OVERALL TOTAL										0	0	

**(Annexure 6 – 12 A.9) Proposal for Attending Faculty Development Programme /
Workshop**

1. (a) Name of the Faculty with Designation: _____

(b) E-mail: _____ (c) Mobile: _____

2. Please mention whether FDP/Workshop: _____

3. (a) Name of the Event: _____

(b) Venue: _____

4. Duration of Event (DD/MM/YYYY): From _____ To _____

5. Cost Involved:

a) Registration Fee:

b) Travel Expenses:

c) Boarding & Lodging:

d) Miscellaneous:

Total Expenses: _____

6. Last Faculty Development Programme/Workshop attended:

a) Name of the Programme: _____

b) Duration of Event: From _____ To _____

Date: _____

Signed by

Faculty

Area Head

Chairperson, C.F.D.

Director

Annexure 7 (15.3)

TABLE: ACTIVITY WISE WORK UNITS

Sr.	Activities	Max. Work Units
1	Administrative Contributions	
1.1	Efficiency & Productivity in tasks handled by the Employee related to his/her work area	20
1.2	Most Significant Contribution	05
1.3	Job Knowledge /education improved in evaluation year	15
1.4	Interpersonal Skills & Employee relations	10
1.5	Level of Communication Skills Written & Verbal	10
2	Internal Training attended with certificate or Test Marks awarded	
2.1	MS-Word Skill enhancement*	10
2.2	Basic Excel Skills enhancement*	10
2.3	MS-PowerPoint Skill enhancement*	10
2.4	Advanced Excel*	10
2.5	Report Writing Skill enhancement*	10
2.6	Any other skill useful for the Institution improved through internal or external training approved by BIMTECH	10
3	Certified Online Trainings from Udemy.com	
3.1	MS-Excel Online Courses for DEO/Assistant/Sr. Assistant	

Birla Institute of Management Technology, Greater Noida				
Performance Appraisal Format for Grant of Annual Increment to Staff				
Period under review: (1st June 2021 to 31st May 2022)				
Name of Appraisee (professional Staff):		Name: Employee No. _____		
Department:				
Name & Designation of Appraiser:				
Name & Designation of HoD:				
Part 1.				
S.N	Evaluation Parameters	Self-Evaluation by the Appraisee - Brief Description (up to 30 words)	Maximum WU	WUs given by Appraiser/HoD
1. Administrative Duties				
1.1	Efficiency & Productivity in tasks handled by the Employee related to his/her work area		20	
1.2	Most Significant Contribution (Please Specify)		05	
1.3	Job Knowledge /education improved in evaluation year (Please Specify)		15	
1.4	Interpersonal Skills & Employee relations		10	
1.5	Level of Communication Skills Written & Verbal		10	
	Total		60	
Signature of the Appraisee:				
Recommendation by HoD for Increment to be awarded (Please write yes or No):				
Signature of the Appraiser:				
Signature of HoD:				

Part 2. Internal Training attended or Test Marks awarded and Online or External Trainings (approved trainings only) completed with certificate

S.N	Evaluation Parameters	Training provided by BIMTECH (yes/no)	Online or External Training* (yes / no)	Maximum WU	WUs given by HR Dept.
2.1	MS-World Skills enhancement			10	
2.2	Basic MS - Excel Skill enhancement			10	
2.3	MS - PowerPoint Skill enhancement			10	
2.4	Advanced Excel			10	
2.5	Report Writing Skill enhancement			10	
2.6	Any other skill useful for the Institution improved through internal or external training approved by BIMTECH			10	
	Total			60	

*For online training attach the soft copy of certificate of completion.

Recommendation by the HoD for Staff Training for specific Skill sets needed by Dept.

Observations (if any)	Observations (if any)	Observations (if any)
(Signature)	(Signature)	(Signature)
REGISTRAR	Dy. Director	DIRECTOR

Annexure 9 -18.8

BIMTECH Employee Loan application form

Name _____ Father's Name _____

Designation _____ Emp. Code _____ Date of Joining _____

Last month's Gross Salary Rs. _____ Net Take Home salary Rs. _____

Nature of loan applied: _____

Amount of Loan Rs. _____ Repayment proposed in _____ months from _____

Any other loan outstanding from BIMTECH:

Balance Rs.. _____ Date of loan _____ Final due date _____

Any other EMIs payable to other financial institutions: Name of the institution:

Loan Amount balance Rs. _____ EMI Rs. _____ Final due date _____

I hereby declare that information above is true and correct.

I authorize BIMTECH to recover entire loan amount from my salary next due or any other dues payable by the Institute to me in the event anything declared here in above is found not correct or true and also in the event of my leaving the institute for any reason whatsoever before the due date of the loan. Any balance of loan if still left un-recovered, I shall repay out of my own sources before I am relieved from duties.

Date _____ Place _____ Signature _____

For accounts / administration department:

Eligibility: Amount that is the lowest of:

i 80% of the cost of asset created

ii Loan amount applied

Verified the above particulars from the records to be correct.

Recommended a loan of Rs. _____ for sanction, repayable in _____ monthly installments with effect from _____

Date _____

DGM-Finance

Approved for disbursement / Not Approved

Date _____

Director _____

Annexure 10 – 18.9

Employee Advance Application Form

Name _____ **Father's Name** _____ **Emp. Code** _____
Designation _____ **Date of Joining** _____
Date of Retirement / Expiry of contract _____
Last month's Gross Salary Rs. _____ **Net Take Home salary Rs.** _____

Nature of Advance applied

Purpose _____ **Amount of Advance Rs.** _____
Repayment proposed in _____ **months from** _____

History of Previous & Outstanding Loans and Medical Advances (Since date of joining)

S. No.	Loan Type	Amount Disbursed	Date of Loan	Outstanding Amount	Last Due Date of EMI	Retirement/ Contract Exp. date	If adjusted, date of adjustment
1.							
2.							
3							

S. No.	Advance Type	Amount Disbursed	Date of Advance	Outstanding Amount	Last Due Date of EMI	Retirement / Contract Exp. date	If adjusted, date of adjustment
1.							
2.							
3							

I hereby declare that information above is true and correct.

I authorize BIMTECH to recover entire loan amount from my **salary next due** or any other dues payable by the Institute to me in the event anything declared here in above is found not correct or true and also in the event of My leaving the institute for any reason whatsoever before the due date of the loan. Any balance of loan if still Left un-recovered, I shall repay out of my own sources before I am relieved from duties.

Date _____ **Place** _____ **Signature** _____

For Accounts department:

Eligibility:(Tick the applicable)

a) Medical advance: 2 months gross salary Rs. _____

b)General advance: 1 months gross salary Rs. _____

Verification:

Verified the above particulars from the records to be correct.

Any additional information for support of sanction of advance, if any.

DGM (Finance)

Date: _____

(For All Professional Staff& Faculty)

Recommended:

Chairperson / HOD

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

Date: _____

G.M. Campus

(For Campus Admin Managers/Professional

Approved for disbursement

Date _____

Director

Annexure 11 (12B.2) – Table 1 & 2

Best Teacher Scheme

Table 1: Assessment parameters and distribution of percentages for the three categories

Parameter	Assessment Criteria	Assistant Professor	Associate Professor	Professor
Age limit	NA	Less than 45	Less than 52	Less than 60
Minimum experience	Within BIMTECH/Overall in academic or industry	3/5 yrs	5/8 yrs	5/10
1. Teaching Effectiveness All courses taught during the period June 2020 and May 2021 will be counted for calculation (No. of hours taught plus student feedback scores, Credits to be calculated as per PES)	Data from Dean (Academics) office. Calculation as per above criteria in section 2.	60%	40%	30%
2. Academic Research (Credits to be calculated as per PES)	Data from Registrar office. Calculation as per above criteria in section 2.	20%	25%	25%
3. Global Thought Leader	Presentation	NIL	10%	20%
4. Outreach Activities	Presentation	5%	5%	5%
5. New courses introduced	Presentation	5%	10%	10%
6. Innovative methods used in course delivery and/or student assessment	Presentation	10%	10%	10%

Table 2: Assessment criteria for the parameters that will be evaluated during presentations

1.	Global thought leader	Was there a consistent and cohesive input of efforts in different avenues
2.	Outreach activities	Number of hours spent
3.	Developed & Introduced New Academic Course	a. Contribution of the course to contemporary management theory

	Approved by Academic Council	<ul style="list-style-type: none"> b. Usefulness to the student in real corporate life (Relevance) c. Contribution of the faculty in the development of the course as a sole member or as a group d. Bench-marking of the course with other management institutes
4.	Novel and innovative teaching methods used	<ul style="list-style-type: none"> a. Innovation in delivery: Variety of real, novel, and innovative methods – Use of Prezi; Social Bookmarking; Podcast in a classroom; Screencast; social media; use of polling, chat, and breakout rooms to keep students engaged; smartboard; Discussion Boards; MOODLE; Webinars, etc., (other than usual role play, simulation, case study, presentation, group projects, etc.) b. Innovation in content: Introducing components of higher order, reflexive, and integrative thinking. Introducing any measure of the student Gains in General Education, Gains in General Competency, and Gains in Social and Personal Development c. Number of Course Intended Learning Objectives in which innovative teaching methods were applied d. Innovative student assessment methods with or without using technology