

Personnel Policy Manual

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INTRODUCTION

1. These Rules shall be applicable to all employees of the Institute. They may be supplemented or amended by the Board/Director from time to time.

For any other matters relevant to the service conditions of the employees not specifically covered in this Manual, the Institute shall be guided by the rules, norms and procedures as prescribed by the Government of India from time to time.

Definitions

- 3.1 *Institute* means the Indian Institute of Management Indore
- 3.2 *Board* means the Board of Governors of the Institute.
- 3.3 *Director* means the Director of the Institute.
- 3.4 *Faculty* means the Faculty of the Institute.
- 3.5 *Research Staff* means persons employed in the Institute under the category of *Research Staff*.
- 3.6 *Administrative Staff* means persons serving in the Institute in any capacity other than *Faculty* and *Research Staff*. *Administrative Staff* would be referred to as *Staff* for the purpose of this Manual.
- 3.7 *Employee* means anybody who has been employed by the Institute.
- 3.8 *Headquarters* means Institute's offices at the Institute campus at Indore
- 3.9 *Government* means the Central Government unless the context otherwise requires.

Note : Trainee Academic Associates are not treated as employees of the Institute

APPOINTMENT AND TERMS & CONDITIONS

- 1.1 There are various categories of employees at the Institute. Their salary scales, qualification, and experience etc. required for appointment are given in Chapter III.
- 1.2 The employees of the Institute will be eligible to the Compensatory, House Rent and Dearness Allowances sanctioned by the Board of Governors from time to time. These are at present on par with the Central Government employees stationed at Indore.
- 1.3 The paramount consideration the appointment, transfer, or promotion of an employee shall be the necessity for securing the highest standards of efficiency, competence and integrity.
- 1.4 Selection and compensation of employees shall be made without distinction as to race, sex or religion. So far as practicable selection shall be made on competitive basis.
- 1.5 Without prejudice to the recruitment of fresh talent at all levels the fullest regard shall be had, in filling vacancies, to the requisite qualifications and experience of persons already in the service of the Institute.
- 1.6 Notwithstanding anything contained above, the Institute shall, if it is in the interest of the Institute to do so, have absolute right to retire an Institute employee, by giving him/her not less than three months in writing or three months pay and allowances in lieu of such notice.

2. Terms And Conditions of Appointment

- 2.1 The following will be the appointing authority for various categories of employees.

S/N	Pay scale of posts	Appointing Authority
1	Faculty	Director
2.	Research Staff	Dean (Authority Delegated by the Director)
3.	Administrative Staff in pay scales of Rs.10000-15200/-	Director
4.	Administrative Staff in pay scale lower than the scale of Rs.10000-15200/-	Chief Administrative Officer (Authority delegated by the Director)
5.	Administrative Staff in the scale maximum of which does not exceed Rs. 7000/- p.m.	Personnel Officer (Authority sub-delegated by the Director)

- 2.2 The appointment is made subject to the following terms:

- 2.2.1 The terms of appointment provide for termination by a notice on either side of three months for faculty and other academic and supervisory staff and one month for other administrative staff. If anybody desires to be relieved prior to the completion of the notice period will be required to pay to the Institute an amount equal to his/her salary and allowances for the full notice period. However, in case

of faculty and other academic personnel, if the notice period expires in the middle of an academic term they will be relieved only at the end of the academic term and in case he/she leaves in the middle of the academic term he/she will be required to pay to the Institute an amount equivalent to his/her salary and allowances for the full academic term.

- 2.2.2 Unless waived in part or in full by the appointing authority, there will be a probationary period for two years. At the end of the probationary period, it may be extended by the appointing authority for exceptional reasons. The services of an employee on probation can be terminated without notice on either side without assigning any reason.
- 2.2.3 In case of persons who are sent abroad for training, conduct research or any other assignment including any exchange programme with any foreign university they will be required to enter into an agreement with the Institute to serve the Institute after the training for a period equal to four times the period of training spent abroad. subject to a minimum of two years and a maximum of five years. If they leave the Institute before that period. they will be required to pay to the Institute the full cost incurred by the Institute on their training, including the salary paid.
- 2.2.4 The age of retirement from the service of the Institute will be 65 for faculty and 60 for others.
- 2.2.5 Every employee at the time of his/her appointment. will be examined by the medical officer approved by the Institute and his/her appointment will be subject to satisfactory medical report. unless it is decided by the appointing authority to waive the defect pointed out by the medical officer. The cost of medical examination will be borne by the Institute.
- 2.2.6 Other service conditions will be subject to such bye-laws, rules, norms and executive instructions of the Institute as may be in force from time to time.
- 2.2.7 Besides appointments in regular scale, faculty and staff appointments may be made on fixed term contract basis. These appointments will carry a lump sum salary. Fixed term appointees for more than one year duration are eligible for proportionate annual vacation/earned leave casual leave and medical facilities. Term appointees in faculty are also eligible for campus housing facility subject to its availability. In case a fixed term appointment gets converted into a regular appointment for various terminal purposes the continuity of service will be reckoned from the date of commencement of term appointment.
- 2.2.8 An employee shall not without the previous permission of the Board in the case of Director, or of Director in the case of others be engaged directly or indirectly in any trade, business or occupation or any other remunerative commitment. However, serving as a member of company and receiving sitting permitted subject to the approval of the Director.
- 2.3 Employees joining the Institute will be entitled to Transfer T.A., Joining Time and Composite Transfer Grant as per the Government of India rules which may be in force from time to time.

2.4 DESIGNATION, SCALE OF PAY & QUALIFICATION

2.4.1 Faculty Scale of Pay

<u>Designation</u>	<u>Scale (Pre-revised)*</u>
Director	Rs. 25,000/- fixed
Professor	Rs. 18400-500-22400/-
Associate Professor	Rs. 16400-450-20000/-
Assistant Professor	Rs. 12000-420-18300/-

** Pay scales will be revised as per 6th pay commission recommendation.*

Guidelines for Faculty Recruitment

The committee decided that candidates could be recruited for the following categories of faculty positions.

a) Regular

Now onwards, the institute will encourage eligible candidates to apply to regular positions by posting an invitation to apply on our website. The institute will accept applications throughout the year and no specific advertisement is required other than to inform prospective candidates about the open invitation to apply on our website. The institute will at regular intervals process the applications received and invite candidates for interview /discussion.

The Faculty Development and Evaluation Committee (FDEC) will list the eligibility criteria for selection of candidates for various faculty positions. The personnel department will at regular intervals provide information on the applications and the FDEC will screen the applicants based on the eligibility criteria.

The Minimum and desirable criteria recommended for various faculty positions is as follows,

- i) **Asst. Professor** – Minimum - Ph.D. in the relevant /related area. Three years of Post Ph.D. experience. Three publications in reputed peer reviewed journals.
- ii) **Associate Professor** – Minimum - Ph.D. in the relevant /related area. Eight years of Post Ph.D. experience. Six publications in reputed peer reviewed journals.
- iii) **Professor** – Minimum - Ph.D. in the relevant /related area. Ten years of Post Ph.D. experience. Ten publications in reputed peer reviewed journals.

The candidates should have a good academic record at all levels demonstrated by first class or equivalent grades at the graduate and postgraduate levels.

In all the above cases, the desirable criteria would be as follows,

Aptitude and capability to excel in teaching in the form of having taught more than one subject and received good feedback from students. Awards, scholarships and achievements would also receive due consideration. Due weightage to be given to the number of Ph.D's guided (desirable 2 for Associate Professor, 4 for Professor).

The committee also recommended that the minimum requirements could be relaxed in exceptional cases.

The Committee recommended that while short listing candidates, preference could be given to candidates with full time Ph.Ds from premier institutes like IIMs, IITs, Central Universities and some foreign universities. A list of these institutes can be draw up from time to time.

The C.V's of the short listed candidates will be sent to the respective areas which will then select candidates to be invited for seminar /interview /discussions based on their requirement. The FRC will be in charge of recruitment of candidates for their area. The process would involve a seminar, the candidate meeting the faculty members in the area and a meeting with the Director. The FRC will then pool the views and send its recommendations to the Director.

b) Visiting:

- i. It was decided that Candidates from Premier institutes as mentioned above, who have submitted their Ph.D. thesis and successfully completed their defense could be considered for Visiting Assistant Professor's position for a period of one year. This could be based on the recommendations of the FDEC. The position would be contractual for a period of one year only and would automatically terminate at the end of the period.
- ii. Visiting positions for Associate Professor /Professor can also be made to those who fulfill the criteria for regular positions but are on sabbatical /lien etc., on contractual basis. The details to be worked out.

c) **Adjunct:** – Individuals who have academic /professional experience in the relevant field and who would like to be associated with the institute for teaching specific courses may be considered for adjunct positions. The aspirants would be requested to give a seminar and provide a list of subjects (s)he would like to offer. The aspirant then meets the area members and the Director. Based on the evaluation of the candidate by the area and the Director, the candidate may be requested offer a course and based on his performance offered an adjunct position. The institute could include the adjunct faculty's name in its faculty list. The adjunct faculty would be paid the same as Guest Faculty for the courses they offer.

d) **Guest:** – The area identifies the guest faculty to offer a course. The area gets the approval of the director for inviting the guest faculty and the same

is sent to PGP office for processing. The guest faculty is paid the honorarium for the courses.

Director - An eminent educationist

2.4.2 Designation, qualification, experience and other relevant inputs will be decided for the above Administrative Staff positions based on the existing documents in the matter and also considering the exigencies of the Institute.

2.5 Working Hours and Holidays -The Institute will observe public holidays and restricted holidays in a calendar year affixed by the Director.

Working Hours (for regular duty)	- Monday to Friday	09.00 am to 05.30 pm
	Lunch Break	01.00 pm to 01.30 pm

Note : Normal duty hours for women employees of the Institute in the administrative cadre should under no circumstances extend beyond 6.00 pm

2.6 Canteen Facilities

2.7 **Institute Transport** – Transport is provided to employees for coming to Institute and back from various points in the city. Users to forgo their transport allowance and users who are not eligible for transport allowance to pay as per equivalent grade.

2.8 USE OF INSTITUTE EQUIPMENTS

2.8.1. **Telephone** - Every employee shall limit personal telephone calls, since the phones are essential for official use. If long distance calls must be made, they must be made after obtaining necessary permission from the Departmental Head.

2.8.2 **Fax** - Central faxing facility is available at the reception. Fax messages received at reception will be delivered at the respective office. In addition, fax machines are located in Admission, Placement, Engineering & Estate and Director's Office.

2.8.3 **Photocopy Machine** – We have two photocopy machines operated by the operator, located in the ground floor of IIMI building is accessible during office hours i.e. 9.00 a.m. to 5.30 p.m. for faculty, staff and students. The users have to make entry in the register maintained in the print room. The other machine located in Library, Faculty Block and Director's Office are for the use of the respective areas/departments.

2.8.4 **Computer** – Employees are permitted to apply and obtain User ID for Network access. Employees should not use a password, access a file, or retrieve any stored communication without authorisation. Equipment must not be attached to or removed from, the network, or removed from its normal location, without the approval of the ISC In-charge.

Password to Network access should not be shared or disclosed. For protection,

passwords should be changed regularly, preferably after every two weeks' period.

When a user leaves the services of the Institute, it is the responsibility of his/her immediate supervisor to advise the System Administrator in writing to withdraw the user ID allotted to him/her.

2.8.5 E-mail - Logins facility will be issued by the E-mail administrator upon receipt of a request from the user duly approved by his immediate Supervisor.

E-mail is an Institute asset and any misuse such as carrying/receiving pornography or any undesirable communication etc. may result in disciplinary action and suspension of E-mail facility.

Internet/Intranet access is provided to all users for academic purposes only.

2.9 ENTITLEMENTS

2.9.1 Group Savings Linked Insurance Scheme - The employees of IIM Indore are compulsorily covered with Group Savings Linked Insurance Scheme which will provide survival benefits in case of resignations and retirement and there is a provision for term assurance in case of untimely unfortunate Death.

The Scheme consists of two portions i.e., Savings Portion (35%) and Risk Portion (65%). Savings Portion is refunded along with 10% interest per annum in case of retirement and resignation. In case of untimely unfortunate death sum assured along with savings portion with 10% yearly interest will be paid to the nominee. The details of the Scheme is as flows :-

<i>Group</i>	<i>Monthly Subscription</i>	<i>Sum Assured</i>
A	Rs. 200 pm	Rs. 2 lacs
B	Rs. 140 pm	Rs. 1.4 lacs
C	Rs. 75 pm	Rs. 0.75 lacs
D	Rs. 45 pm	Rs. 0.45 lacs

Subscription will be recovered from the salary of the employee for that month. The total subscription recovered from the employees will be deposited to LIC of India on or before the 20th day of each month by the Institute.

2.9.2 Employees Provident Fund Scheme - All regular employees of the Institute are covered under Employees' Provident Fund and Miscellaneous Provisions Act, 1952, and the act provides for social security benefits to employees through following three schemes framed thereunder from the date of joining the services, namely :-

- * Employees' Provident Funds Scheme, 1952
- * Employees' Pension Scheme, 1995,
- * Employees' Deposit Linked Insurance Scheme, 1976

Every employee contribute @ 12% of their salary (Basic + DP + DA) towards Provident Fund contribution. The employer contributes 12% of salary (Basic + DP + DA) in respect of each employee, towards Institute's contribution to the Provident fund.

The Employees' Provident Fund and Miscellaneous Provisions Act 1952 provides for transfer of Provident Fund in full between organisations covered under the said Act. A transfer of the service of a member from one organisation to another is construed as continuation of service for the purpose of his membership of the Fund.

2.9.3 Gratuity - All employees of the Institute are covered under the Payment of Gratuity Act, 1972 and the act provides for covering of life insurance in case of death of an employee in addition to service gratuity. Gratuity shall be payable to an employee on termination of his employment after she/he has rendered continuous service for not less than five years - on his /her resignation, retirement or superannuation or death or disablement due to accident or disease. Completion of continuous service of five years shall not be necessary where the termination of the employment of any employee is due to death or disablement. For the qualifying service at the rate of 'one-fourth' of emoluments for each completed six-monthly period of qualifying service subject to a maximum of 3.5 lacs. This Scheme is very convenient and allow new employees to bring their past gratuity accumulation and on separation, employees can transfer the gratuity accumulations to other organizations. There will not be any contribution from the part of employees for the Scheme. The Institute has taken LIC Group Gratuity Scheme and extending it to employees.

2.9.4 Leave Travel Concession

2.9.5 IIMI Medical Scheme

2.9.6 Children Education Allowance – The employees of the Institute are eligible to the same benefits as available to Central Government employees under the *Children Education Allowance* and the *Reimbursement of Tuition Fees*.

2.9.7 House Rent Allowance

2.9.7.1 Campus Housing

2.9.7.2 Lease Accommodation - Till such time as the Institute is in a position to provide campus accommodation to faculty members, they will have the option to have leased accommodation in lieu of house rent allowance. The present entitlement is as follows :-

<i>Pay Range</i>	<i>Maximum Lease Rent per month</i>
Rs. 8000-13500	Rs. 2800 pm
Rs. 10000-15200	Rs. 3300 pm
Rs. 12000 – 18300	Rs. 3,500 pm

Rs. 16400 – 20000	Rs. 4,000 pm
Rs. 18400 – 22400	Rs. 4,500 pm

In addition to above, there will be licence fee deduction as per the applicable rates.

2.9.8 TA/DA Rules

2.9.9 Leave Rules

3.0 FACULTY ENTITLEMENTS

3.1 Consulting Rules

3.2 Faculty workload norms

4.0 Loans & Advances

5.0 Committees

6.0 LIST OF APPOINTING AUTHORITIES, PUNISHING AUTHORITIES AND APPELLATE AUTHORITIES FOR DIFFERENT CATEGORIES OF EMPLOYEES – Under updation.