

SHRI VAISHNAV INSTITUTE OF MANAGEMENT, INDORE
APPROVED BY AICTE, NEW DELHI & AFFILIATED TO DAVV, INDORE AND RGPV,
BHOPAL (M.P.)
UGC-NAAC ACCREDITED 'A' GRADE INSTITUTE



HR POLICY MANUAL

Scheme No.71, Gumasta Nagar, Indore-452009
Madhya Pradesh, India
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Vision

To be the center of excellence in multidisciplinary education by instilling lifelong learning and skill development, by transforming individuals to be globally competent, and to be ethically and socially responsible professionals.

Mission

1. To impart quality education with endeavours and initiatives that will lead to the advancement of knowledge and a sustainable career.
2. To strive and remain committed towards the holistic development of students, and to make them employable in order to serve the corporate and the society as a whole with utmost dedication and professionalism.
3. To maintain excellent standards of pedagogy by inculcating adaptability and flexibility in students with firm emphasis on experiential and process oriented learning to develop global competency.
4. To develop students with entrepreneurial orientation while nurturing strong moral and ethical values.

About the Institute

Shri Vaishnav Institute of Management has glorious history since 1987. It was established as one of the constituent units of Shri Vaishnav Shaikshanik Avam Parmarthik Nyas, Indore. The Nyas has established Shri Vaishnav Shikshan Samiti and under its aegis Shri Vaishnav Institute of Management is progressively leading towards success. It has conferred with the award of being the oldest Self Finance Institute of M.P. by CMAI, Asia. The institute is approved by Govt. of Madhya Pradesh as an 'A' Category Institute.

The Institute proudly announces the UGC-NAAC Accreditation with 'A' Grade in two consecutive cycles in 2012 and 2017 respectively indicating its highest commitment of quality in all aspects. During past 34 years journey, it has been serving the society by providing excellent environment for education in area of Management and Computer Science.

Institute aims at creating efficient managers and leaders. We strive to ensure that our students develop the right skills required to sustain and grow in this scenario of global competition. At the same time, we also take efforts in preparing the students for future by cultivating a winning spirit, which help them to participate on all platforms. With a lush green campus spread over an area of seven acres located in the heart of the Indore city, the institute is well connected through all means of transport.

The Institute offers Management and Computer Science programs both at Under Graduate and Post Graduate Levels. The Institute is affiliated to Devi Ahilya Vishwavidyalaya, Indore and Rajiv Gandhi Proudyogiki Vishwavidyalaya, Bhopal. Also, it is a recognized research centre of Devi Ahilya Vishwavidyalaya, Indore for Doctoral Degree in Management.

Governing Body

| S. No. | Name and Affiliation | Position |
|--------|-----------------------------------------------------------------------------------------------|-------------------|
| 1 | Shri Purushottamdas Pasari, Chairman, Shri Vaishnav Group of Trusts, Indore | Special Invitee |
| 2 | Shri Devendra Kumar Muchhal, Chairman, Shri Vaishnav Institute of Management Shikshan Samiti | Chairman |
| 3 | Shri Girdhargopal Nagar, Vice Chairman, Shri Vaishnav Institute of Management Shikshan Samiti | Member |
| 4 | Shri Vishnu Pasari, Secretary, Shri Vaishnav Institute of Management - Shikshan Samiti | Member |
| 5 | Shri Sharad Tulsyan, Joint Secretary, Shri Vaishnav Institute of Management - Shikshan Samiti | Member |
| 6 | Shri Manish Baheti, Treasurer, Shri Vaishnav Institute of Management - Shikshan Samiti | Member |
| 7 | Prof.(Dr.) Upinder Dhar, Vice Chancellor, Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore | Special Invitee |
| 8 | AICTE Regional Officer | Ex-Officio Member |
| 9 | Director Technical Education | Ex-Officio Member |
| 10 | Dr. Suresh Silawat, Additional Director, Higher Education, Indore Division | Member |
| 11 | Dr. Gyan Prakash, Professor, School of Economics, DAVV, Indore Teacher Representative | Member |
| 12 | Dr. Abhay Kumar, Professor & Head, School of Electronics, DAVV, Indore Teacher Representative | Member |
| 13 | Dr. Arvind Singh, Joint Registrar, Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore | Special Invitee |
| 14 | Dr. George Thomas, Director, Shri Vaishnav Institute of Management, Indore | Member Secretary |
| 15 | Dr. Kshama Paithankar, Professor, Shri Vaishnav Institute of Management, Indore | Member |
| 16 | Dr. Megha Jain, Associate Professor, Shri Vaishnav Institute of Management, Indore | Member |

Institute Academic Council

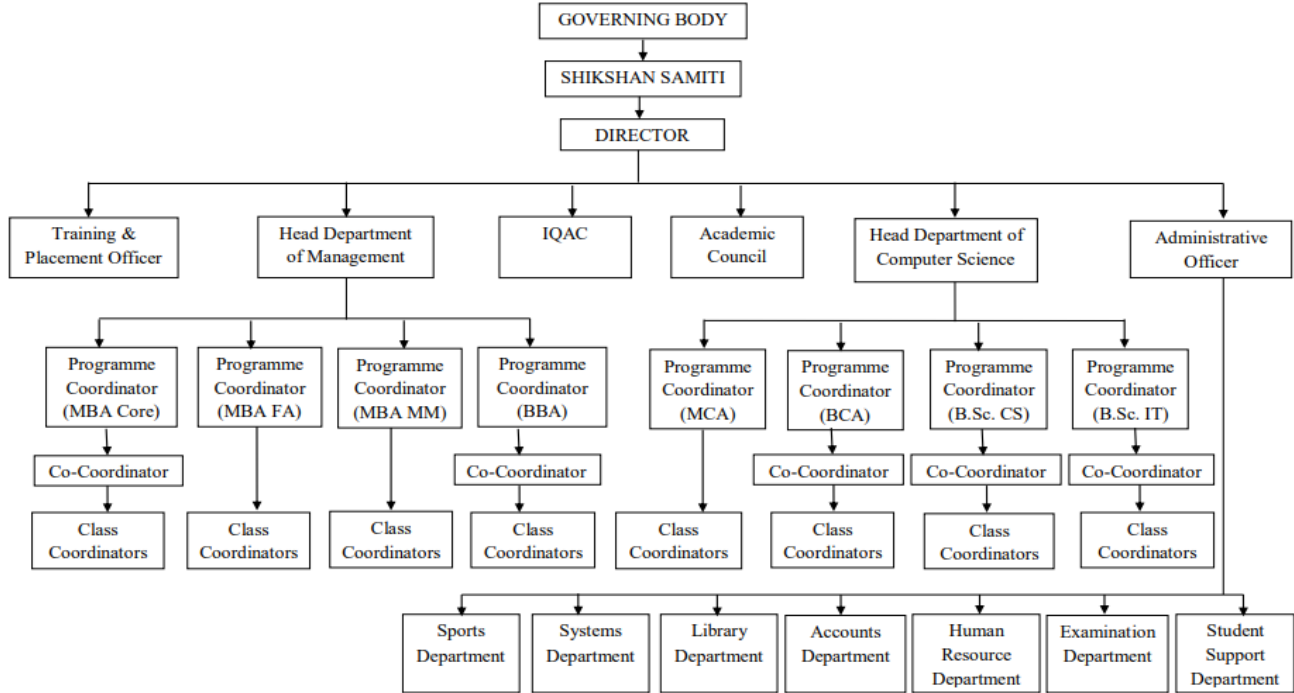
- (1) There shall be for each college a College Council consisting of the Principal and all teachers of the college. The Principal and the Vice-Principal if any, of the college shall respectively be the ex-officio President and Vice-President of the Council.
- (2) The Secretary shall be elected by the Council from amongst its members. He shall hold office for one year, but for not more than two consecutive terms. He shall convene meetings of the College Council under the direction of the Principal.
- (3) The Council shall meet at least thrice during the academic year. It shall perform the following duties namely:
 - (a) To discuss the progress of studies in the college;
 - (b) To bring to the notice of the Governing Body the needs of the students and teachers;
 - (c) To make recommendations to the Principal or the Governing Body for improvement of the academic efficiency of the college.

Organogram



SHRI VAISHNAV INSTITUTE OF MANAGEMENT, INDORE (M.P.)
 Approved by AICTE, New Delhi & Affiliated to DAVV, Indore & RGPV, Bhopal (M.P.)
 UGC-NAAC Accredited 'A' Grade Institute
 Scheme No.71, Gumasta Nagar, Indore-452009 Madhya Pradesh, India

Institutional Organogram



Declaration

This HR policy of the institute is created with the pure intention of the constituent in creating a fair, safe and healthy working environment. It consists of various procedures and guidelines that established in managing and directing the employees of the institute. The document connects employees with the working of the institution in terms of their employment, development, and service conditions. The components of the policy manual kept flexible for the further revision as per the changes suggested by the governing & regulating bodies.

Any changes in the policy shall be informed to all employees of the institute with official circulars / notifications. The competent authority of the institute shall be the concern authority in implementing and monitoring of the Human Resource Policy of Shri Vaishnav Institute of Management, Indore.

Signed by

Secretary

Chairman

Director

Code of Conduct

Scope

The Code of Conduct is applicable to all stakeholders of Shri Vaishnav Institute of Management and any one representing Shri Vaishnav Institute of Management or working on the Institute's behalf is expected to act consistently with the Code.

Accountability

It is the responsibility of each employee to be aware of and abide by the code of conduct. Additionally, all employees also have the responsibility of behaving/acting in an ethical manner compliant with the applicable laws of the land.

Furthermore, all employees and management have an additional responsibility to drive a culture of integrity, honesty, ethical and law-abiding behavior among other employees in the organization. Towards this end, they are expected to be a role model of the behaviors expected of employees, reinforce the code of conduct as part of regular employee communication, and encourage employees to report violations of the Code and guard against taking retaliatory action against someone for making a good faith report.

General Code of Conduct

- 1. Diversity and Inclusion:** Institute's commitment to diversity and inclusion aligns with our Vision and Mission. Being a leading education institute, we have employees, students, employer and other stakeholders from diversified backgrounds and cultures and expect all our employees to support an inclusive workplace by adhering to the following conduct standards:
 - a) Treat others with dignity and respect at all times. All employees are expected to demonstrate respect and trust worthy behavior in their dealings with other employees as well as external stakeholders.
 - b) Promote behavior which is not based on conscious or unconscious biases.
 - c) Address and report in appropriate behavior and comments that are discriminatory, harassing, abusive, offensive or unwelcome.

- d) Avoid slang or idioms that might not translate across cultures.
- e) Promote team work and employee participation. All employees are expected to uphold the spirit of team work and ensure that the best interest of the team and Institute prevails at all times.
- f) All employees are expected to demonstrate the highest standards of honesty and integrity in their conduct at all time while representing SVIM.

2. Equal Opportunities for employment: Institute is an equal opportunity provider and does not discriminate against any person because of their gender, caste, religion, age (within statutory limits), marital status, nationality, ancestry, ethnicity, geographical origin, sexual orientation, disability or any other trait protected by law, with respect to any terms of employment such as hiring, promotion, transfer, compensation and benefits, career development opportunities, etc.

During the hiring process, employment related decisions are strictly based only on the merit of the person and not discriminate against any person because of their personal characteristics/traits.

3. Workplace free from violence: SVIM will not tolerate workplace violence in any form either within premises or outside where institute related activities are carried out. Employees are expected to not indulge in workplace violence. They must not encourage others towards it as well. Employees are also prohibited from possessing weapons or dangerous items at work place or outside while conducting institutional activities.

4. Environment, Health and Safety: SVIM is committed to provide its employees a safe, healthy, and ergonomically sound working environment. The institute will take all possible measures to ensure health and safety of its employees.

Safety at work place is also every employee's responsibility. They should at all times:

- a) Ensure that nouns affect is committed at workplace.
- b) Undertake all possible measures to eliminate any unsafe or hazardous conditions as soon as they become aware of it. They should report the matter to the Head of Department and/or Administrative Officer at the earliest.
- c) Refrain from consuming, possessing, distributing alcohol or prohibited drugs at workplace while performing official duties/ work. Employees are also prohibited from selling, distributing, possessing or encouraging others to use controlled substances.

5. Work place free of harassment: SVIM recognizes and respects the right of every employee to a harassment free workplace. Hence, employees are expected to ensure a healthy, safe and conducive work environment that is free from harassment of any kind or form. Towards this, employees are

prohibited from indulging in harassment of any kind or form - whether physical, verbal, psychological, or sexual in nature. This includes all types of unwelcome, offensive, demeaning and intimidating behaviors, whether explicit or implicit. The Institute sets a standard of 'zero tolerance' for harassment. We are all responsible for ensuring that we avoid actions or behavior that are, or could be, viewed as harassment.

The Institute views all incidents of 'sexual harassment', very seriously and encourages employees to comply with the Institute's 'Prevention of Sexual Harassment at Workplace Policy' at all the times.

6. **Data Privacy:** SVIM is committed to protecting personal information that is shared by employees during the course of employment, consistent with applicable data privacy laws, including the rules surrounding the collection, processing, use, transfer and disclosure of personal information. It is expected that employees whose job responsibilities include the collection, modification, transfer, processing, storage or use of personal employee information will comply with the applicable data privacy laws and other internal controls that protect this personal information.
7. **Conflicts of interest and duty:** SVIM expects that all employees will conduct themselves in the best interest of the institute at all times. Towards this end, they should avoid conflict of interest situations. Below are some of such situations that must be avoided.
 - a) **Outside employment:** An employee of SVIM shall not accept concurrent employment outside the institute, with or without remuneration. This encompasses undertaking any consulting assignment, freelancing, directorship, or any position of responsibility.
 - b) **Freedom of association:**

Employees must refrain from:

 - i. Developing or maintaining personal associations with stakeholders (such as students).
 - ii. Any other situation that hampers an employee's ability to take decisions in the best interest of the Institute.

Each employee must inform the information to the Head of the institute of any personal or external business interest that may lead to an actual or potential conflict of interest or duty.
 - c) **Benefits:** Employees must not exploit for their own personal gains the opportunities or benefits that are discovered through the use of institute property, information or position. They may not directly or indirectly compete with the Institute for any business or other opportunities that the Institute is pursuing.
 - d) **Reporting and reimbursement of expense incurred by employee:** Employees are required to

act responsibly and follow the twin values of cost consciousness while arranging for travel, and honesty while claiming reimbursements towards travel expenses.

Employee travel and other related expenses should be consistent with the Institute's policy. The intention is not let employee loose or gain financial interest from the official trips which an employee undertakes during the performance of duties.

e) **Solicitation of gifts and advantages:** Offering or receiving gifts and being entertained can easily create an actual or apparent conflict of interest. No gifts of any kind, that are offered by vendors, suppliers, students, potential vendors and suppliers, or any other individual or organization, no matter the value, should be accepted nor offered by any employee, at any time, on or off the work premises.

8. Confidential Information Unless required by law or authorized by their management, employees shall not disclose confidential information or allow such disclosure. The obligation continues beyond the termination of agreement. Employees must use their best efforts to avoid unintentional disclosure by applying special care when storing or transmitting confidential information.

9. Protection of Institute Assets and Information: Every employee must ensure appropriate use of Institute assets (tangible / intangible) or Institute information including Institute property, computers and communication systems, financial information, strategy, technology, intellectual property, brands, trademarks, or any other non-public information. The misuse or destruction of Institute assets or information shall be considered as misconduct and strict disciplinary action shall be initiated in such cases.

10. Social Media Policy: Every employee is expected to use the social media as per the Institute's social media policy. Additionally, every employee must adhere to the following guidelines while using internet and email.

- a) Not send offensive emails and messages to any person/group with in or outside the Institute.
- b) Not import any non-text files including files received as e-mail attachments on to your system without checking for viruses.
- c) Not visit obscene or illegal material or any material that is offensive in anyway.
- d) Not download any unauthorized software. All software used by employees to conduct institutional activities must be appropriately licensed.
- e) Not share any report, files, data or source code with any unauthorized person / group /

organization through the internet.

- f) Not use the email system to copy and /or transmit any documents, software or other information protected by copyright laws.
- g) Not create email congestion by sending trivial messages or personal messages or copying e-mails to those who do not need to receive them.
- h) Not transmit SVIM propriety information like reports, files, data and source code to any unauthorized person, group or organization through email or any other tool.

11. Integrity at work place

Having integrity in the workplace is important because it helps create a positive work environment where everyone communicates openly and contributes to the overall success of the institute by working together and making good decisions. Showing integrity in the workplace is also important because it will help you gain respect and trust from your colleagues and seniors.

Steps to show integrity at work place:

1. Always act morally and ethically.
2. Treat everyone with respect.
3. Be honest and transparent in all communication with peers and seniors.
4. Always put best effort into the work.
5. Fulfill all commitments and promises.
6. Be accountable for actions.

Code of Conduct for Faculty

- Faculty members are expected to be punctual and regular in teaching work, correspondence with others and keeping appointments with other persons.
- Cooperate with the head of the Institute/Department and colleagues for curricular, co-curricular and extracurricular activities
- All Faculty must be punctual, sincere and regular in their approach and devote their time and their best efforts for the progress of the Institute
- Faculty efforts should be dedicated towards enhancing the overall quality of the education
- The Faculty should regularly update his/her knowledge by attending FDPs, workshops, Conferences and keep pace with the advent of technology

- The Faculty should engage in research and development activities by working on research projects
- The Faculty should all strive for increased the use of ICT tools to enrich the teaching –learning process
- The Faculty should interact with industries with an aim to intensify industry institute interaction

Faculty and Colleagues

- Guide and help junior colleagues and those in training and induction in all possible ways.
- Avoid making derogatory statements about colleagues.
- Treat the colleagues with equality and respect.

Faculty and Teaching Profession

- Accept as a professional the individual responsibility of reporting to the concerned authorities in an appropriate manner all matters that are considered to be prejudicial to the interests of the students and the development of the institute
- No Faculty should involve himself or herself in any form of political activity inside or outside the campus.
- Finding of his/her research should be published in quality journals recognized by Scopus/Web of Science Index International / Indian Journals, Magazines and Periodicals.

Code of Conduct for Non-Teaching Staff

1. Every staff employed in the Institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations. It shall be mandatory on the staff employed to do work in connection with an examination conducted by the University or Institute.
2. No staff shall remain absent from his/her duties without prior permission. In case of valid reasons he/she should follow the rules of the institute related to attendance and leaves.
3. The staff should create and maintain strong relationship with students and faculty by proper interaction, cooperation, and maintaining professional boundaries
4. The staff should treat the students with care and kindness, and maintain their dignity.

5. It is responsibility of every staff to meet the required standards for every assigned task.
6. The staff must abide by the requirements of maintaining confidentiality related to important work and information of the Institute.
7. The staff should take care and protect the equipments and property of the Institute, in general, assigned to him/her.
8. No staff shall engage directly or indirectly in any trade or business without prior permission from authorities.
9. Before accepting any honorary work, which does not hamper the regular duties, a written permission from the Head of the Institute should be obtained by the concerned staff.
10. In case, any staff gets involved in any legal proceeding, he/she shall inform about the same to the Head of the Institute.
11. The staff shall not associate with any political party or any organization which takes part in politics or shall subscribe to, or assist in any other manner, any political movement.

No staff shall engage or participate in any activity which is anti-secular or which tends to create disharmony in the society.

Awareness Trainings

This code and related training is provided to all new employees at the time of joining the Institute. In addition, all employees shall affirm compliance with the code by attending the mandatory trainings on annual basis and their affirmation will be taken to reinforce the code and ensure its Institute-wide implementation.

Director will address any queries from employees pertaining to this code. All employees are expected to keep themselves well-informed of the updates, if any, made to this code.

Conclusion

The institute is committed to continuously reviewing and updating its policies and procedures. Therefore, the institute reserves its right to amend, alter or terminate this code at any time and for any reason, subject to applicable law.

This code of conduct is not exhaustive and lays down only the general principles to be followed by all as covered under the code. The institute may have separate codes/policies formulated for regulating various matters that may be required under the specific laws. The parties shall be responsible for adhering to such additional codes/policies as may be applicable to them.

Service Rules

1. Scope of Service Rules

These Service Rules are applicable to all employees of Shri Vaishnav Institute of Management (SVIM), Indore. Employees of the Institute are bound also by all other relevant rules, regulations and procedures in force at the time of their appointment and as may be modified from time to time thereafter.

2. Applicability

If any provision in the General administration Rules of Shri Vaishnav Institute of Management(SVIM), Indore , repugnant to any other provisions applicable to any particular categories of employees the provisions of these rules will prevail.

3. Categories and Classification of Employees

Category

A. Teaching

- a. Director
- b. IQAC Coordinator
- c. Head of the Department
- d. Professor
- e. Associate Professor
- f. Assistant Professor

B. Non-Teaching (Academic)

- a. Training and Placement Officer
- b. Soft Skill Trainer
- c. Sports Officer
- d. Librarian
- e. Lab Assistant/Technician
- f. Computer Operator

C. Administration

- a. Administrative Officer
- b. Public Relations Officer
- c. System Administrator
- d. Accountant
- e. Office Assistant/Executive (Establishment/Student Section/ Scholarship)

D. Maintenance

- a. Property Custodian
- b. Technical Assistant (Plumber)
- c. Technical Assistant (Electrician)
- d. Attendant
- e. Gardener
- f. Security
- g. House Keeping/Sanitary staff

Classification

- a. Permanent
- b. Probationary
- c. Contract
- d. Part -Time

A. Permanent

- a. Permanent employee is one who is appointed on a permanent basis against a regular vacancy with an appointment order issued by the Competent Authority.
- b. On the satisfactory completion of the period of probation, regularization order shall be issued by the Correspondent to the employee.

- c. All appointments will be subjected to the following conditions:

The management has discretionary powers to terminate any appointment because of

- (a) Will full and persistent neglect of duty.
- (b) Action or behaviour affecting adversely the name of the Institute.
- (c) Misconduct, disobedience, insubordination, indiscipline.
- (d) Physical or mental unfitness.
- (e) Taking part in subversive activities.
- (f) Breach of any of the terms of appointment.
- (g) Abolition of the post.
- (h) Incompetence.
- (i) Unauthorized absence.

In case of change of curriculum/syllabus, in deserving circumstances guidelines given by the Governing Body time to time will be implemented.

- B. 'Probationary'** is one who is provisionally selected to fill a regular post but has not yet completed the prescribed period of probation or extension thereof.

- C. 'Contract'** employee is one who is employed on contract for a stipulated period of time or for a specific work, on the lapse of which employment automatically ceases. A contract employee shall be titled only to the benefits as specified, in writing, in the terms of contract.

- D. 'Part-Time'** employee is one who is employed to do work for less than the normal period of working hours. He shall be entitled to benefits only as specified, in writing, in the letter of appointment.

4. Recruitment and Selection

All the recruitments will be done through open competition following the UGC/ AICTE/ University norms and the selection procedures of the management.

Process includes following:

1. Identification of vacancy for teaching and non-teaching staff.
2. Vacancy approval from management.
3. Advertisement for filling vacant posts in News Paper (Local, State and National level newspapers) and invite applications within scheduled period.
4. Collection of applications as per posts.
5. Short listing of candidates for interview.
6. Selection process for teaching staff will be as per university Institute code (DAVV CODE 28 & RGPV CODE 30).
7. Selected candidates' names will be approved in the institute's Governing Body.
8. Selected candidates called for HR round.
9. Offer letter will be given to selected candidates after HR round with acknowledgement of date of joining.
10. Joining formalities will be done at the time of joining.
11. Appointment letter will be given with employment conditions.

5. Employment

- A. Only a person who has received a letter of appointment with appointment conditions duly signed by the Competent Authority and joined duty there of shall be deemed to be an employee of the Institute.

- B. The appointee shall produce her/his original certificates and one set of attested copies thereof at the time of joining duty and those documents should be made available as and when required for scrutiny.
- C. Unless, in any particular case, it be otherwise distinctly provided, the employee's time is entirely at the disposal of the Institute and she/he may be employed in any manner required by the Competent Authority, without claim for additional remuneration.
- D. A person is considered for regular employment, as specified in the appointment order, s/he is required to be on probation for a period of one year from the date of joining duty as a probationer.
- E. If during the period of probation, the employee's performance of the duties assigned to him/her has been found to be satisfactory, his or her position may be regularized; if not satisfactory, the period of probation may be extended at the discretion of the Competent Authority.
- F. During the period of probation or extended period of probation or at the end of probation, the services of a probationer can be dispensed with one month notice. No appeal shall lie against such termination.
- G. No employee is entitled to be treated as a regular employee by reason alone of his/her having completed the probationary period until the confirmation order is issued in writing by the Competent Authority. If no orders are passed, the probationer's services will be deemed to have been unsatisfactory and the probationer discharged from service.
- H. Inter departmental transfers of employees may be made by the Competent Authority in the interest of the institution and employees are bound to comply with orders in this behalf.

6. Service Register and Seniority

- A. It shall be the duty of every employee to furnish, in writing, his/her correct and complete bio-data in the prescribed form to the Competent Authority for the purpose of opening Service Register, and thereafter promptly to notify, in writing, any subsequent changes in the details furnished. Any suppression/distortion of material facts are sufficient enough for termination.
- B. Administration of SVIM maintains staff service registers and a seniority list of the teachers and other employees.

7. Record of Age Proof

The date of birth of an employee, as furnished by her/his at the time of joining duty, should be supported by her/his School Leaving Certificate. The age of the employee verified as above and accepted and recorded in the service register by the Institute and approved by the competent authority shall be conclusive proof of the age of the employee for all questions concerning her/his employment including retirement, and no corrections will be carried out in the service register even when the age is corrected in the School Leaving Certificate.

8. Change of Address

Whenever any change occurs in the residential address of an employee she/he must immediately intimate such changes to the Competent Authority in writing which shall be recorded in the registers maintained in the administrative office of the Institute.

9. Leaving the Headquarters

No employee shall, ordinarily, while on leave or under suspension or on holidays, leave the headquarters without prior permission of her/his leave sanctioning authority. If an employee wishes to leave station for any reason, while applying for such leave, she/he should communicate to the Correspondent/authorities the out-station address/contact number at which she/he may be

contacted if necessary.

10. Identification of Employees

Every employee will be provided with an Identification Badge/ Card and she/he shall show it on demand to any person authorized to inspect the same. The employee, while in the Institute, is required to display such a badge on her/his person. When the employee ceases to be in employment, he shall surrender her/his identification badge/ card to the office before her/his accounts are settled. If an employee loses or damages her/his badge/ card during her/his service, he/she shall pay a fee as may be fixed from time to time, to meet the cost of replacement.

11. Probation

In accordance with the employee's probationary period, one year's probation period defined in the employee's appointment letter. The probationary employee shall perform essential roles and responsibilities of his / her job. The heads of the concerned department / Administrative Officer shall be authorized to review the performance during the initial period of employee's job. An employee whose performance is found unsatisfactory, period of probation can be extended or services can be terminated by the head of the institution.

If candidate is appointed on temporary/ contract / ad hoc basis, his/her services can be terminated without any notice and without assigning any reason. The probation policy shall be applicable only for regular appointment.

12. Promotion

The Promotion policy shall be applicable as per the availability of the vacant positions in any of the departments of the institute. The rules and regulations shall be applicable for the existing faculty members who become eligible for the position meeting the criteria and norms of appointment defined under UGC, AICTE, affiliated universities. The other criteria such as faculty member's PBAS, API, quality of research work, number of publications, institutional commitment etc. shall also be considered for employee's promotion. It is mandate for the applicants that he/she should have completed the probation period of service in the institute

before applying for promotion or their most recent promotion.

The scrutiny shall be done through a panel consisting of Director, IQAC Coordinator, Head of the concerned department, professor, and subject experts. The post shall be filled in accordance with the statues for selection procedure as defined in the rules and regulation by affiliated universities, UGC and AICTE, whichever is applicable.

13. Resignation/Retirement

An employee who is permanent may resign from his/her position after giving three months' notice in writing to the Institute or three months' salary in lieu of the notice in the case of Teaching and Non-Teaching staff. However, the said notice period shall be one month in probation period.

Employee on contract may resign from his/her post after giving one-month notice in writing to the Institute or one-month salary in lieu of the notice. The Management has the discretion to accept the resignation or waiver of the notice period. All permanent employees shall retire at the end of the month in which they complete the age of superannuation, provided Management may permit the teaching staff to continue to serve after retirement as aforesaid till the end of the academic year to ensure that the teaching work is not hampered.

Retirement rule will be applicable for teaching and non-teaching employees as per Higher Education/ State Government (Government of Madhya Pradesh) rules and regulation effective at the time of retirement.

14. Code of Conduct and Discipline in General

- A. Unless it is explicitly stated, the staff employed in the Institute shall be at the disposal of the Institute during all the working hours and he/she shall serve it in such capacity and at such places as he/she may from time to time be directed.
- B. Every member of the staff of the Institute shall conform to the rules and regulations in force in the institution and obey all orders and directions which are given from time to time to

her/him by any person or persons under whose jurisdiction, superintendence or controls/he may be placed from time to time.

- C. The members of the staff of the Institute shall furnish either at the time of appointment or when asked for, an undertaking agreeing to abide by the rules and regulations in force and the other conditions which the management may prescribe or modify as the case may be.
- D. Each member of the staff is expected to know the Vision, Mission, Values and Quality Policy of the institution and work constantly for their realization. They are also expected to be in the know of all the guidelines of AICTE, UGC, State University and all concerned agencies and laws concerned with running a higher education institution.

15. Code of Conduct and Discipline in Particular:

- A. All the members of the staff shall be formally dressed, besides wearing the identity card.
- B. Employees shall discharge their duties efficiently and diligently so that the student community may be given a high quality of teaching and training aligned with the Vision, Mission, Values, and Quality policy of the Institute.
- C. Employees shall not absent themselves from their duties except when very necessary and with prior permission.
- D. Every staff member shall be found in his/ her specified working place. Leaving the work place is allowed only with prior permission and after recording the same in the movement register.
- E. Every member shall conform in letter and spirit to the rules and regulations of the Institute as regards to their job description and prescriptions.
- F. Every member shall perform all the additional duties assigned for the welfare of the students either before or after regular working hours or on holidays.
- G. No member of the staff shall be engaged in gambling or betting either in the Institute premises or in any public place.

- H. Substance abuse is strictly prohibited in the Institute premises. No member of the staff shall be found in a state of drunkenness nor shall s/he consume any alcoholic beverage or any kind of in toxicants in the Institute premises.
- I. No member of the staff shall be, for any reason, found guilty of giving or taking bribe or gifts or any illegal gratification from the students or their parents or guardians or from other employees or from any other agencies.
- J. No member of the staff shall indulge in harassment of any type, misbehaviour or victimize or show partiality to any of the staff or students of the Institute. All the staff are expected to avoid strictly all discriminations based on caste, creed, status, and keep themselves away from all kinds of gender bias.
- K. No member of the staff shall be involved either directly or in directly in any criminal activities.
- L. If any member of the staff is subjected to any criminal proceedings, the Correspondent shall be apprised of it.
- M. If any member of the staff is arrested on any charge and detained in custody for more than 24hours, he/she shall be deemed to be under suspension from the date of arrest. When released or on bail the member should convince the management of his/her bona-fides to be reinstated.
- N. Any member, convicted in a court of law on criminal charges, shall have his/her services terminated.
- O. No staff member shall bring or attempt to exert any political or social pressure or other influences on his/her superior authority in respect of his/her service interests.
- P. No member of the staff shall be a member of any political party and neither shall s/he contest any political election. No member of the staff shall get involved in any political activity within the Institute campus.
- Q. No member of the staff shall engage directly or indirectly in any activity for financial gain or trade or business, like running tutorial or coaching classes, technical courses, small businesses, driving schools or private consultancies or any work of remunerative nature.
- R. The members of the staff shall have only a decent, mature professional relationship among themselves and with the students keeping an emotional distance and in no way involve in any harassment in word or deed.

- S. Works of honorary nature like doing research, writing books or undertaking work of an academic nature including guiding PhD students are encouraged, provided they are done without prejudice to the work in the Institute with proper permission from the Correspondent.
- T. No member of the staff may apply for employment elsewhere without the prior permission of the Correspondent.
- U. No member of the staff shall engage himself/herself in mass signature campaign.
- V. No member of the staff shall mobilize the staff for any demonstration, mass representation or protest against the management.
- W. No member of the staff shall engage himself/herself in any protest against the management likes low down work, mass casual leave, pen down strike or any other interruption or discontinuance of work.
- X. The members of the staff shall not participate in any of the strike or demonstration which is prejudicial to the interests of the Institute.
- Y. No member of the staff shall indulge in destructive criticism of the policies of the management either in speech or in writing neither shall he/she associate herself /himself with those who are engaged in similar destructive activities nor shall he/she ventilate any grievance through the press, leaflets, hand bills, electronic or digital social media, etc.
- Z. No member of the staff shall damage or attempt to cause damage to the property of the Institute and bring loss to it.
- AA. No member of the staff shall disobey the orders of the management or superiors; neither shall he/she refuse to accept any communication from the management.
- BB. No one shall knowingly make any false statements in any document pertaining to her /his employment in the Institute. Neither shall anyone of the staff try to access or copy or give or take or possess any document belonging to the Institute he/she is not authorized to possess.
- CC. No representation of grievances is to be made to the management except through proper channel.
- DD. No member of the staff shall make any statement or write any article to the press or give any talk on the radio or TV or post in any social media or private or social network or blogs, on a topic related to the Institute/ management without prior sanction from the

Correspondent.

- EE. No member of the staff shall make use of or give access to others, any matter of confidential nature which he/she has acquired as an employee in the Institute for any purpose.
- FF. Every member of the staff shall hold the development and success of the Institute very dear to him/her and shall come forward with suggestions and proposals for its growth. He/She shall generously give her/his best so that the Institute will ever fulfill the mission the management has envisaged for it.
- GG. Every member of the staff shall take keen interest in the continuous enrichment of her/his profession through studies and research throughout the career.
- HH. Members of the staff are expected to participate in knowledge building activities and enrich their field of knowledge by sharing the artifacts, engaging themselves in scientific dialogue and collaborating in research with their professional peers at the local, national and international levels through avenues like professional meetings, seminars, workshops, conferences etc.
- II. Members of the staff shall respect the rights and dignity of all the students and deal with them impartially regardless of the irreligion, caste, socio-economic status, physical abilities and gender. They shall respect and show keen interest to listen to the opinions and views expressed by the students for their benefit and benefit of the institution.
- JJ. Each of the staff, with their limits, shall spend time to encourage, mentor and counsel the students who are in need of guidance for the quality improvement of their education and career without expectation of any remuneration or compensation.
- KK. The members of the staff shall speak respectful of other staff and render assistance for mutual professional betterment and refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- LL. The members of the staff shall give due respect to the parents and guardians of the students, convey any information with regard to their wards politely during the parent-teachers interaction meetings or through other means whenever it is needed.

16. Travels and Dearness Allowances (TA and DA)

For Institutional outside activities, TA and DA will be applicable as per norms approved by Management of the Institute.

17. Provident Fund, ESIC and Gratuity for employees will be applicable as per rules and regulation by concerned competent authority of government of India.

Interpretation of Service Rules

If any question/conflict arises as to the interpretation of this Service Rules, the decision of Management shall be final and binding on all.

III. Welfare Facility

The institute is committed to provide such facilities, services, and amenities to employees with the objective to work in energetic surroundings conducive to work with high morale. The institute believes that welfare facilities help in creating healthy work environment and make employees' work life better and leads to qualitative output.

The following are some welfare facilities for teaching as well as non-teaching staff of the institute:

- Canteen
- Residence Facility (for Teaching Staff)
- Recreational Facility
- Facility of RO water at all blocks of the institute
- Uniform for Class IV Employees
- Birthday Celebration
- Common Room (for Female faculty members)
- Indoor Sport Facility
- Diwali
- Organizing tours for
- Provident Fund
- Gratuity
- Medical Leave
- Maternity Leave
- Study Leave
- Residence Facility
- Semester Break and Earned Leave
- Insurance
- Financial Assistance for FDP/ Workshop/ Conference

- Academic Leave
- Recreational Facility
- Staff Development Program (for non-teaching staff)
- Relaxation in the fees for students in sister concern institute (for non-teaching staff)

IV. Performance Assessment and Evaluation of Faculty Members and Non-teaching Staff

The institutional performance appraisal policy is designed to provide the constructive assessment of the employee. The assessment is bi-annual. The period is considered from July to December and January to June. The appraisal of the faculty member is derived from the regulating bodies and affiliated universities. The appraisal helps in planning and reviewing the performance of the employee. The salary, increments, promotions also planned as per the assessment of the employees. The format of the appraisal is different for the teaching and non-teaching employees.

At the joining, the faculty and staff member oriented about the Performance Appraisal System of the institute.

Objectives

The performance appraisal system aims

- To assist employees in understanding the expected performance standards set for the assessment.
- To identify the development gaps and research capacity.
- To know the training and development needs for the employees.
- To provide performance review interaction to the employees so that they can improve their performance.
- To award and recognize the best performer.
- To increase and maintain job satisfaction.
- To provide feedback to employee on his or her performance.

Eligibility

The employee who completes six months from the joining the institute is eligible to fill the performance appraisal form.

Faculty members

At the end of the month of December and June, faculty members are required to fill a Performance Based Assessment System (PBAS) format by themselves first. The parameters such as academic, institutional building, extension activity, research, faculty development, conference / workshop/ seminar participation, participation as resource person, any achievement etc. defined in the format. The faculty members fill the form and enclose relevant information with the format. The form of each faculty member is further evaluated by the respective Programme Coordinator and Head of the Department. After the evaluation of the performance appraisal document, The Head of the Department prepare a summary of each employee's performance in a different format and submit it to the Administrative Office. Based on the remarks mentioned by HoD in the appraisal form, the Director of the institute reviews the performance of the employees. These recommendations further considered in the salary increment, incentives and promotion of the employees in future. All the appraisal forms and summary sheets maintained by the administrative office and its reference copy files in the individual faculty member and non-teaching staff personal file.

Non- teaching Staff

The performance appraisal system shall also applicable for non-teaching staff of the institute. The assessment shall be bi-annual. The parameters have been defined in different categories of the appraisal form. The assessment of the performance shall be evaluated by the Administrative Officer of the institute. The assessment report shall be taken as reference for granting promotion and up- gradation for their career progression of the non-teaching staff members.

Non Compliance of the Performance Appraisal System

Failure in the compliance of the appraisal system may lead to the disciplinary actions. Any employee falls in refusing to follow the rules of the system will be treated under disciplinary actions. The management of the institution will be the sole authority to take the corrective or disciplinary action against the employee. All employees of the institute are mandatorily required to support and follow the implementation of the performance appraisal system. Any grievances

from the employee side may be reported through the formal grievance redressal procedure.

Review of the Documents

As per the amendments and improvement made by the governing, regulating or affiliated bodies, the policy may reflect the changes. The review, revision and amendments will be made by the higher competent authorities of the institute and will be informed timely to all the employees.

V. Employee Grievance and Redressal Procedures

Grievance at workplace is inevitable and at the same time workplace needs a harmonious environment among the employees. To achieve this kind of environment, the institute designed a robust and unpretentious redressal system for the employees.

The institute believes in providing the fair, transparent, and healthy environment to each employee working in the institute. In order to ensure this environment, and preventing unfair practices, the institute provides the platform to the employee to register and record his or her complain to the competent authority.

How employee can register his / her grievance?

An employee who is affected and going through the unfavourable circumstances related to or concerned with an official act or some inadvertences that may adversely marking as distress in the employment relationship, may register his / her complaint in writing to the Head of the Departments, IQAC Coordinator, or Head of the institution directly. Based on the intensity of the grievance, the competent authorities take necessary actions to resolve the issues.



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Scheme No.71, Gumasta Nagar, Indore-452009 Madhya Pradesh, India

Annexure 1
Bi-Annual Self- Assessment for the Performance
Based Appraisal System (PBAS) for Year _____
Semester Ending on _____

Part A: GENERAL INFORMATION

1. Name (in Block Letters) :
2. Department :
3. Current Designation & Grade Pay :
4. Date of last Promotion :
5. Address for correspondence(with pin code) :
6. Telephone/Mobile No :
Email :
7. Whether acquired any degrees or fresh academic qualifications during the year:

| S. No. | Subjects/ Specialization | University | Duration of Study from-to dates | Date of award | % of marks obtained |
|--------|--------------------------|------------|---------------------------------|---------------|---------------------|
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PART B: ACADEMIC PERFORMANCE INDICATORS

(Please see detailed instructions of this PBAS Performa before filling out this section)

CATEGORY: 1. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

- (i) **Lectures, Seminars, Tutorials, Practical's, Contact Hours (give semester- wise details, where necessary)**

| S. No | Course/ Paper | Level | Mode of teaching* | No. of classes per week allotted | | | No. of Classes conducted | | | % of classes/ Practical's taken as per documented record |
|-------|---------------|-------|-------------------|----------------------------------|---|---|--------------------------|---|---|----------------------------------------------------------|
| | | | | L | T | P | L | T | P | |
| | | | | | | | | | | |
| | | | | | | | | | | |
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* Lecture (L), Tutorial (T), Practical (P)

| | | API Score |
|-----|-----------------------------------------------------------------------------------------------------------------------------|-----------|
| (a) | Classes Taken (max 50 for 100% performance & proportionate score up to 80% performance, below which no score may be given) | |
| (b) | Teaching Load in excess of UGC norm (max. score: 10) | |

- (ii) **Reading / Instructional material consulted and additional knowledge resources provided to students**

| S. No. | Course/ Paper | Consulted | Prescribed | Additional Resource Provided |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------|------------|------------------------------|
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| API score based on Preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to Students (max. score:20) | | | | API Score |

(iii) **Use of Participatory and Innovative Teaching- Learning Methodologies, Updating of Subject content, Course improvement etc.**

| S. No. | Short Description | API Score |
|--------|-----------------------------|-----------|
| | | |
| | | |
| | | |
| | Total Score (Max. Score:20) | |

(iv) **Examination Duties Assigned and Performed**

| S. No. | Types of Examination Duties | Duties Assigned | Extent to which carried out (%) | API Score |
|--------|-----------------------------|-----------------|---------------------------------|-----------|
| | | | | |
| | | | | |
| | Total Score (Max.:25) | | | |

CATEGORY: II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

(Please mention your contribution to any of the following):

| S. No. | Type of Activity | Average Hrs/week | API Score |
|--------|-----------------------------------------------------------------------|-----------------------------------------|-----------|
| | (i) Extension, Co-curricular & field based Activities | | |
| | | | |
| | | | |
| | Total (Max:20) | | |
| | | | |
| | (ii) Contribution to Corporate Life and Management of the Institution | Yearly / Semester wise Responsibilities | API Score |
| | | | |
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| | | | |
| | Total (max:15) | | |
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|--|-------------------------------------------|--|--|
| | (iii) Professional Development Activities | | |
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| | Total (max: 15) | | |
| | Total Score (i + ii + iii) (Max:50) | | |

CATEGORY: III. RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS

Note: Please include details of research in relevant subject and system-based research in distance education

A) Published Papers in Journals

| S. No. | Title with page no. | Journal | ISSN/ ISBN No. | Whether peer reviewed. Impact Factor, if any | No. of Co-authors | Whether you are the main author | API Score |
|--------|---------------------|---------|----------------|----------------------------------------------|-------------------|---------------------------------|-----------|
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B) (i) Articles/ Chapters published in Books

| S. No. | Title with page no. | Book Title, editor & publisher | ISSN/ ISBN No. | Whether peer reviewed | No. of Co-authors | Whether you are the main author | API Score |
|--------|---------------------|--------------------------------|----------------|-----------------------|-------------------|---------------------------------|-----------|
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B) (ii) Full Papers in Conference Proceedings

| S. No. | Title with page no. | Details of Conference Publication | ISSN/ ISBN No. | No. of Co-authors | Whether you are the main author | API Score |
|--------|---------------------|-----------------------------------|----------------|-------------------|---------------------------------|-----------|
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B) (iii) Books Published as single author or as editor

| S. No. | Title with page no. | Type of Book & Authorship | Publisher ISSN/ ISBN No. | Whether peer reviewed | No. of Co-authors | Whether you are the main author | API Score |
|--------|---------------------|---------------------------|--------------------------|-----------------------|-------------------|---------------------------------|-----------|
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C) Ongoing and Completed Research Projects and Consultancies

(i) & (ii) Ongoing Projects / Consultancies

| S. No. | Title | Agency | Period | Grant / Amount Mobilized (Rs. Lakh) | API Score |
|--------|-------|--------|--------|-------------------------------------|-----------|
| | | | | | |
| | | | | | |

(iii) & (iv) Completed Projects / Consultancies

| S. No. | Title | Agency | Period | Grant / Amount Mobilized (Rs. Lakh) | Whether Policy document/ patent as outcome | API Score |
|--------|-------|--------|--------|-------------------------------------|--------------------------------------------|-----------|
| | | | | | | |
| | | | | | | |

D) Research Guidance

| | Number enrolled | Thesis Submitted | Degree awarded | API Score |
|-----------------------|------------------------|-------------------------|-----------------------|------------------|
| M. Phil or equivalent | | | | |
| Ph. D or equivalent | | | | |

E) (i) Training Courses, Teaching- Learning- Evaluation technology Programmes, Faculty Development Programmes (not less than one week duration)

| S. No. | Programme | Duration | Organised by | API Score |
|---------------|------------------|-----------------|---------------------|------------------|
| | | | | |
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E) (ii) Papers presented in Conferences, Seminars, Workshops, Symposia

| S. No. | Title of the paper presented | Title of the Conference/ Seminar | Organized by | Whether international/ national / state / regional/ college or university level | API Score |
|---------------|-------------------------------------|-----------------------------------------|---------------------|----------------------------------------------------------------------------------------|------------------|
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E) (iii) Invited Lectures and Chairmanships at national or international conferences/ seminar etc

| S. No. | Title of Lecture/ Academic Session | Title of the Conference/ Seminar etc. | Organized by | Whether international/ national | API Score |
|---------------|-------------------------------------------|----------------------------------------------|---------------------|----------------------------------------|------------------|
| | | | | | |
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NOTE: Please check modified Appendix–IV (a, b and c of Category–III)

E) (iv) SUMMARY OF API SCORES

| S. No. | Criteria | Last Academic Year | Total API Score For Assessment Period | Annual Average API Score for Assessment Period |
|--------|-----------------------------------------------------|--------------------|---------------------------------------|------------------------------------------------|
| I | Teaching Learning and Evaluation related activities | | | |
| II | Co-curricular. Extension, Profess development etc. | | | |
| | Total I + II | | | |
| III | Research and Academic Contribution | | | |

PART C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

| S. No. | Details (Mention Year, value etc. where relevant) |
|--------|---------------------------------------------------|
| | |
| | |
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| | |

LIST OF ENCLOSURES: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

- | | |
|---|----|
| 1 | 6 |
| 2 | 7 |
| 3 | 8 |
| 4 | 9 |
| 5 | 10 |

I certify that the information provided is correct as per records available with the university and/ or documents enclosed along with the duly filled PBAS Performa

Signature of the faculty member
with Designation, Place & Date

Signature of Reporting Authority
(With comments, if any)

Signature of Reviewing Authority
(With comments, if any)

Signature of Vice Chancellor
(With comments, if any)



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Annexure 2
Annual Performance Review of Non-Teaching Staff
(Excluding Class IV)

Period of Review 20..... – 20.....

Guidelines

This form is to be filled every year as per following schedule:

- Filling of Part I by Establishment Section and sending it to each Appraisee by _____
- Completion of relevant columns in Part II and III, and submission of the form to the Reporting Officer by self (Appraisee) after signing it by _____.
- Completion of relevant portions in Part II, III and IV, and submission of the form to Reviewing Officer (if applicable) and subsequently to Joint Registrar after signing the same by _____.

Part I: Personal Details (To be filled by Establishment Section)

- Name : _____
- Designation : _____
- Department/ Section : _____
- Date of Birth : _____
- Qualification : _____
- Qualification Added During the Review Period : _____
- Date of Joining : _____
- Post Held at the Time of Joining : _____
- Date of Joining the Present Department/Section : _____
- Pay Band : _____

11. Grade Pay : _____

12. Present Gross Emoluments : _____

Part II: Self-Appraisal & Review by Reporting Officer (To be filled first by self and thereafter by Reporting Officer)

(Performance on each criterion is to be assessed on a scale of 1 – 5; 1 – Highly unsatisfactory, 2 – Unsatisfactory, 3 – Satisfactory, 4 – Good, 5 – Very good, NA – Not applicable. Any deviation in rating by more than 2 points must be clearly explained.)

| Criteria | Self-Appraisal | | Review by Reporting Officer | |
|--------------------------------------------------------|----------------|-------------------------------------|-----------------------------|-------------------------------------|
| | Rating | Remarks/ Supporting Statement | Rating | Remarks/ Supporting Statement |
| A. PROFESSIONAL COMPETENCE | | | | |
| 1. Knowledge of rules, regulations and procedures | | | | |
| 2. Skill of drafting/ noting | | | | |
| 3. Creativity/ innovation/ initiative | | | | |
| 4. Ability to learn new tasks | | | | |
| 5. Willingness to take up addition work, when required | | | | |
| | | | | |
| B. PERSONAL CHARACTERISTICS | | | | |
| 1. Attendance & punctuality | | | | |
| 2. Attitude towards work | | | | |
| 3. Discipline | | | | |
| 4. Interpersonal relationship | | | | |
| 5. Confidentiality | | | | |
| 6. Integrity | | | | |
| 7. Sense of responsibility/ trustworthiness | | | | |
| | | | | |
| C. PERFORMANCE | | | | |
| 1. Quality of work | | | | |
| 2. Accuracy | | | | |

| | | | | |
|-------------------------------------|--|--|--|--|
| 3. Speed of work | | | | |
| 4. Completion of work in time | | | | |
| 5. Neatness and tidiness | | | | |
| 6. Maintenance of files and records | | | | |
| OVERALL (Out of _____) | | | | |

Part III: Qualitative Assessment (To be filled first by Self and then by Reporting Officer)

Any special achievement/ negative incident with the appraisee during the year

| |
|--------------------------------------------------------------------------|
| Comments by self |
| Comments by Reporting Officer while taking the Appraisee into confidence |

A. Development Need (not more than three)

| Area of improvement | How improvement will happen (self-initiative/ practice/ training, etc.) |
|---------------------------------|-------------------------------------------------------------------------|
| Comments by Self:- | |
| 1. 2. 3. | |
| Comments by Reporting Officer:- | |
| 1. 2. 3. | |

Part IV: Recommendation and remarks for Increment/ Promotion

| | Recommendation by Reporting Officer | Remarks by Reviewing Officer |
|-----------|--------------------------------------------|-------------------------------------|
| Increment | | |
| Promotion | | |

Date:

Signature of Appraise

Comments by Registrar:

REGISTRAR

DIRECTOR

**Dr. George Thomas
Director**