



IIMU

भारतीय प्रबंध संस्थान उदयपुर
Indian Institute of Management Udaipur

संकाय सदस्यों के लिए मानव संसाधन नियमावली

HR Manual for Faculty Members

PREFACE

The objective of this Manual is to put together the HR policies and procedures for the **faculty** followed in the Indian Institute of Management Udaipur (IIMU) and the general rules and regulations these employees of the Institute would be governed by.

This Manual supersedes all previous manuals, handbooks, and memorandums that may have been issued from time to time on subjects covered in this Manual. This Manual does not include policies/rules related to executive education.

The Institute reserves its right to interpret; change; suspend; cancel; or dispute, all, or any part of what is contained in the Manual. The Institute will notify all employees of such changes.

In all interpretations of any policies and procedures covered in the Manual, the Director's decision will be final and binding on all employees of the Institute.

The Manual will be effective ***on and from April 01, 2023***.

Human Resource Department (HRD)

Date: March 31, 2023

Place: Udaipur.

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Preamble

IIM Udaipur is a second-generation IIM set up in 2011 and operates from its 300-acre campus in Balicha, Udaipur. IIM Udaipur (IIMU) offers 2-year MBA, 1-year MBA in Digital Enterprise Management and Global Supply Chain Management, and Ph.D. courses. In addition, the Institute offers various executive education programmes.

IIMU has recently completed its first decade of existence, and in this short time span, the Institute has earned its name both nationally and internationally. IIM Udaipur is the youngest of all IIMs that made it to the Top 100 FT (Financial Times) Masters in Management 2022 Global Ranking. What makes IIM Udaipur even more unique and notable is that it is only the 2nd IIM along with IIM Bangalore to be in the prestigious Global Ranking consecutively for the 4th Year. IIM Udaipur made remarkable progress by gaining AACSB accreditation in November 2018 (within merely eight years of its establishment). IIM Udaipur is the youngest B-school globally along with the University of Sydney Business School to be listed in the QS 2022 MIM Rankings. According to the Business School Research Rankings methodology of the UT Dallas' Jindal School of Management, IIMU is now rated 4th among Indian business schools based on research published in leading global journals.

IIM Udaipur provides a transformational learning experience to the students and an enabling research environment to its faculty.

Milestones: The first decade of operations

Year	
2009	➤ Government approves the creation of IIM Udaipur
2010	➤ Appointment of first Board of Governors
2011	➤ IIMU starts operating out of MLSU Campus ➤ 57 incoming PGP (two-year MBA) students ➤ 17 permanent faculty members
2012	➤ First Management Development Program for Women Entrepreneurs ➤ 110 incoming PGP students ➤ Launch of IBP (International Business in Practice) as PGP elective
2013	➤ First batch of PGPX (One Year MBA - GSCM) students ➤ First convocation - first PGP diplomas awarded

	<ul style="list-style-type: none"> ➤ Student Constitution adopted and first Council for Student Affairs elected ➤ First Summer Program for Future Leaders in Development with Duke University
2014	<ul style="list-style-type: none"> ➤ The first batch of PGPM students graduates ➤ First Inclusive India Forum - an event for NGOs, CSR, HBS alumni and students ➤ Ministry of Human Resource Development (MHRD) approves construction of the new campus
2015	<ul style="list-style-type: none"> ➤ Foundation stone laid for the new campus by Chief Minister of Rajasthan and Minister for HRD, Government of India ➤ 27 permanent faculty members ➤ 144 incoming PGP students
2016	<ul style="list-style-type: none"> ➤ IIMU ranked 5th among Indian Management Schools by NIRF ➤ IIMU ranked among top 5 Indian Business Schools based on research published in leading global journals (according to UT Dallas methodology) ➤ Launch of the Fellow Program in Management (doctoral program) ➤ Inauguration of the new campus
2017	<ul style="list-style-type: none"> ➤ 231 incoming PGP students ➤ First Alumni reunion at the new campus ➤ First Audacity IIMU's cultural festival at the new campus
2018	<ul style="list-style-type: none"> ➤ IIMU becomes the youngest institute in India to receive AACSB accreditation ➤ 257 incoming PGP students ➤ Two new areas added to the Fellow Program in Management ➤ IIMU ranked 13th among Indian Management Schools by NIRF, first among the second-generation IIMs
2019	<ul style="list-style-type: none"> ➤ IIMU gets listed in the QS 2020 Masters in Management Rankings ➤ PGP program renamed to Two Year MBA ➤ IIMU starts awarding MBA degrees for the two-year MBA program ➤ PGPM program renamed as One Year MBA - Global Supply Chain Management ➤ IIMU creates the new Centre for Digital Enterprise ➤ IIMU launches new One Year MBA in Digital Enterprise Management ➤ IIMU gets listed in the FT Master in Management Ranking 2019
2020	<ul style="list-style-type: none"> ➤ IIMU gets listed in the QS 2021 Masters in Management Rankings for the second consecutive year ➤ IIMU started its first batch of One Year MBA in Digital Enterprise Management ➤ IIMU becomes the only b-school with a Consumer Culture Lab ➤ IIMU gets listed in the FT Master in Management Ranking 2020 for the second consecutive year

2021	<ul style="list-style-type: none"> ➤ IIMU gets listed in the QS 2022 Masters in Management Rankings for the third consecutive year ➤ IIMU gets listed in the FT Master in Management Ranking 2021 for the third consecutive year ➤ IIMU launched the Centre for Healthcare (CFH) to fill the paucity of rigorous healthcare research in India
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The IIM Act, 2017 has declared all the IIMs to be institutions of national importance and empowered them to attain standards of global excellence in management, management research and allied areas of knowledge. The IIM Rules, 2018 describes the appointment process, terms and conditions of the Chairperson, the members of the board and the Director. The IIM Udaipur Regulations, 2021 lays down terms and conditions for constitution of Board committees, and terms and conditions of employment of teaching and non-teaching staff.

CHAPTER – 01

Introduction to the manual

1. This HR Policy manual is applicable to the **Faculty** of IIMU.
2. The preparation, release, and upkeeping of this Manual is the responsibility of the Human Resources (HR) Department or any official designated by the Director. The Manual is subject to modification to reflect any changes that the Institute may decide to have in its HR policies from time to time.
3. This manual is confidential and is for restricted circulation only.
4. The policies laid down in the manual and the subsequent amendments, if any, will supersede the relevant existing policies.
5. Clarification on the manual can be sought from the Human Resources Department.
6. On any matter concerning the service conditions of the employees that are not 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.
7. In case there are conflicts between what is stated in the manual and what is prescribed in the relevant GOI service rules regarding pay and allowances, GOI service rules may be followed upon the approval of the Director. Depending on the importance of relevant matters, this may be brought to the notice of the Board, and if required, the manual may be updated accordingly.

Definitions:

1. Act means the Indian Institutes of Management Act, 2017 (IIM Act).
2. Institute means the Indian Institute of Management Udaipur unless the context otherwise requires.
3. Government means the Government of India unless the context otherwise requires.
4. State Government means the Government of Rajasthan unless the context otherwise requires.
5. Board means the Board of Governors of the Institute.
6. Director means the Director of the Institute appointed by the Board as per the IIM Act.
8. Chief of Administration means the Chief of Administration (COA) appointed by the Institute and who looks after the overall administrative activities of the Institute.
9. HR Department (HRD) means a department (group of officers and employees) OR officer or employee OR consultant designated by the Director to carry out Human Resource (HR) related functions of IIMU.

10. Employee means any person employed in the Indian Institute of Management Udaipur to do any professional, skilled, or unskilled, manual or supervisory, technical or clerical work for hire or reward whether terms of contracts are express or implied, including part-time workmen.
11. Faculty is an employee of the Institute and consists of regular faculty, full-time visiting faculty, and Professor of Practice.
12. Regular faculty means full-time employee of the Institute whose remuneration, and terms and conditions of service are in accordance with the notifications issued from time to time by the Ministry of Education as applicable in IIMs, and as approved by the Board.
13. Full-time visiting faculty means faculty, with a Ph.D., employed on fixed-tenure contracts at a consolidated salary as recommended by the Faculty Recruitment Committee, and as per the approvals accorded by the Board.
14. Professor of Practice means faculty employed on fixed-tenure contracts at a consolidated salary as recommended by the Faculty Recruitment Committee, and as per the approvals accorded by the Board.
15. Faculty appointments include probation periods and evaluation/review of performance as per terms specified in the offer letter and as per the practice followed by the Institute.
16. Day means calendar day beginning and ending at midnight but extends up to end of shift where the shift begins before the midnight or ends after midnight.
17. Month means calendar month, but for the purpose of calculation of salary and for its payment, if the management prescribes another period in respect of any employee or class or classes of workmen, it shall be such other period.
18. Premises mean premises belonging to the Institute.
19. Notice means notice in writing required to be given or to be displayed on the notice board (physical or digital) of the Institute for the purpose of these Regulations.
20. The masculine includes the feminine and third gender.
21. Faculty Recruitment Committee / Selection Committee means the Committee of Faculty members /Experts appointed by the Director / Board to which the functions, powers and duties regarding recruitment, recommendations for appointment, fixation of salaries in the prescribed scales, and other service matters of the Faculty Members are assigned and delegated by the Director from time to time. Adjunct, other faculty members of the Institute, subject experts from other IIMs or Industry may be invited in the committee by the Director on need basis. Director may ensure

inclusion of appropriate number of SC, ST, OBC, Women members in the Committee in case of recruitment of the regular faculty from reserved category.

22. Faculty Promotion Committee means the Committee duly constituted by the appointing authority for considering faculty promotion applications.
23. Academic Area Committee means the Committee of Faculty Members of a particular Area of Education appointed by the Director to which the functions, powers, and duties regarding concerned area, are assigned and delegated by the Director from time to time.
24. Remuneration means an amount paid every month in the prescribed pay scales, which may be laid down by the Institute from time to time for the services rendered by the faculty.
25. Service Rules means service rules of IIM Udaipur.
26. Allowance means payments under various heads depending on IIMU norms or government guidelines or events or instances during the period of employment and at the time of exit of an employee from employment.
27. Facilities mean arrangements or payments under various heads depending on the job requirements as per IIMU norms or government guidelines or events or instances during the period of employment and at the time of exit of an employee from employment.
28. Reporting hierarchy means a mechanism set for the reporting of work by the employees to the respective supervisors/officers.
29. Employee Pay Level means pay levels / pay matrix under 7th Pay Commission.
30. Employee Group means group designated to the employees based on the Pay Level under the 7th Pay Commission.

CHAPTER – 02

Governance Culture & Structure

A distinctive feature of the Institute's governance culture is faculty governance in academic matters. The faculty structure is flat, with all faculty members reporting directly to the Director. There are at present two Dean positions- Dean (Programmes) and Dean (Faculty & Research). Dean (Programmes) oversees all degree, diploma, and certificate programmes offered by IIMU. Dean (Faculty & Research) will handle faculty-related activities including research. All major academic and a few major non-academic activities are headed by faculty members. Chairpersons have few formal powers and take decisions collectively with committees, areas, groups, centers, etc. of which they are the Chairs. The Director generally takes decisions in consultation with Deans, Programme Chairs, and wherever necessary, consults the Academic Council and various other faculty.

COMMITTEES AT IIMU

Academic administration at IIMU is governed by faculty committees. Faculty committees are appointed by the Director after taking feedback from the faculty. Similar approach is followed on the appointment of each Activity Head/Chairperson of Area. Some of the important faculty appointments and Academic Committee composition are as follows:

Sr. No.	Name of the position / Committee	Members
01	Chairman's nominee on the Board	Two members from the faculty for every 2 years
02	Dean (Faculty & Research)	Nominated from the faculty for a period of two years with the approval of the Director. The period may further be extended for one more year with the approval of the Director.
03	Dean (Programmes)	Nominated from the faculty for a period of two years with the approval of the Director. The period may further be extended for one more year with the approval of the Director.

04	Faculty Recruitment Committee (FRC)	<ul style="list-style-type: none"> • Director • Dean-Faculty & Research (ex-officio member) • Two subject matter experts • Coordinator of the concerned area as Convener
05	Academic Area Coordinators	A Primary member of an academic area is nominated as Academic Area Coordinator for a period of two years by the Director.
05	Centre Chairs/Co-Chairs	A faculty member or any other person as nominated by the Director
06	Program Committee – 2Yrs MBA	Chairperson as decided by the Director Dean (Programmes) Four Faculty members Administrative Officer (Programme)
07	R&D Committee	Chairperson as decided by the Director Dean (Faculty & Research) Three Faculty members R & D In charge/Administrative Officer
08	Program Committee – 1Yr MBA	Chairperson as decided by the Director Dean (Programmes) Two Faculty members Administrative Officer (Programme)
09	PhD Committee	Chairperson as decided by the Director Dean (Programmes) One faculty member from each area that offers PhD Administrative Officer (Program)
10	Executive Education committee	Chairperson as decided by the Director Dean (Programmes) Chair-PGDBAWE Two faculty members
11	IRB (Institutional Review Board)	Chairperson as decided by the Director Four Faculty Members Two External Members

The Director delegates following powers vested in him by the Board as indicated below:

Sr. No.	Description	Powers given to
01.	Sanctioning leave requests of Faculty (other than leave for any international travels)	Dean (Faculty & Research), in his/her absence, Dean (Programmes).
02.	In-principle and final approval of Consulting Proposals/Seed grants	Dean (Faculty & Research)
03	Sanctioning of leave request for any international travels	Director

CHAPTER – 03

Academic Activities

The Academic activities of the Institute are initiated by the Academic Areas. Areas are formed based on basic disciplines. At present the Institute has the following Academic Areas:

- Marketing
- Finance and Accounting
- Business Policy & Strategy
- Organizational Behavior and Human Resource Management
- Economics & Centre for Development Policy and Management
- Operations Management, Quantitative Methods, and Information Systems

Each Area has a Coordinator. Coordinators are not decided based on the seniority of a faculty in that area. The position of Coordinator is rotational and of two years duration. In exceptional situations, the Director may request an Area Coordinator to continue for a third year. The Area Coordinator will take care of the area work in consultation with and with the active support of the other area members. No executive powers are vested with the Area Coordinators.

In the month of December/January, each area will make the academic planning of the area for the next academic year. If it is felt that the faculty and research resources are less, appropriate action is initiated to bridge the gap. In the recruitment of faculty, Area Coordinator shall consult other faculty members in the area as well as take their help in the short listing of candidates and recommend the area's decision to the Dean (Faculty & Research) for further action.

CHAPTER – 04

Faculty Recruitment & Promotion

1. Introduction

- (1) Faculty means regular faculty, full-time visiting faculty, and Professor of Practice. Faculty recruitments are made against sanctioned positions as accorded by the Board of Governors from time to time. Such sanctions are accorded based on recommendations of the Director of the Institute. To attract candidates for faculty positions from all over the country and the world, the Institute shall widely publicise and communicate through open advertisement in India and, if necessary, abroad, including promotion on digital media and employment portals. To ensure timely recruitment of vacant positions, the Institute may receive applications for faculty positions continuously and process them as and when received. The Institute encourages OBC, SC/ST, PwD, EWS candidates to apply for faculty positions. Only those applications which are received through the faculty recruitment portal of the Institute will be considered as valid applications. The “general instructions” to be followed by the applicants at the time of making application should also be placed on the IIMU's website and updated as and when required. The Institute may initiate special recruitment drives from time to time to attract candidates in SC/ST/OBC/EWS categories. Such special drives may also invite applications from differentially abled candidates. In case a candidate fails to mention category in his/her application, his/her claim for reserved category shall not be entertained and the candidate will be considered as General Category candidate.

2. Types of Faculty & Required Qualifications

Faculty positions are classified in Group-A and at various pay levels under the 7th Central Pay Commission (CPC) as provided below:

Sr. No.	Post	Group Category	Pay level as per 7th CPC
01	Professor (HAG)	Group-A	Pay Level – 15
02	Professor	Group-A	Pay level – 14A
03	Associate Professor	Group-A	Pay level – 13A2
04	Assistant Professor	Group-A	Pay level – 13A1

05	Assistant Professor	Group-A	Pay level – 12
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Qualifications:

Assistant Professor (Pay level 12):

Ph. D. with first class at the preceding degree or equivalent in appropriate branch with a very good academic record throughout.

Assistant Professor (Pay level 13A1):

Ph. D. with first class at the preceding degree or equivalent in appropriate branch with a very good academic record throughout and at least three years Industrial/Teaching/Research experience, excluding, however, the experience gained while pursuing Ph.D.

Associate Professor:

Ph. D. with first class at the preceding degree or equivalent in appropriate branch with a very good academic record throughout, a successful track record of research and publications, and a minimum of six years Teaching/Industry/Research experience, of which at least three years is at the level of Assistant Professor in a reputed institution(s).

Professor:

Ph.D. with first class or equivalent at the preceding degree in the appropriate branch with a very good academic record throughout, a successful track record of research and publications, and a minimum of ten years' experience of with at least four years at the level of Associate Professor in a reputed institution(s).

Professor (HAG):

At least six years of continuous service as Professor (pay scale 14A) and with outstanding credentials in terms of publication record, and teaching.

Professor of Practice:

An outstanding professional career of minimum ten years of experience with at least four years in a leadership role. A professor of practice may be appointed at the levels of Associate Professor or Professor.

3. Recruitment Process

Faculty recruitment is a multi-stage process. Any candidate applying for a faculty position may or may not be a citizen of India. Any applicant, employed with the central government, or any state government, should apply through their department or

submit a no-objection certificate from a competent authority at the time of the selection process.

The applications received at the faculty recruitment portal are forwarded (accessed) to (by) the concerned academic area coordinator (AAC) for decisions. The AAC will consult members of the academic area in arriving at the decision. There could be two types of decisions at the academic area level- *Not found suitable (reject)* and *call for recruitment process (suitable)*. The decision of any academic area is recommendatory in nature. The Director, in consultation with the Dean (Faculty & Research), prepares a final shortlist of candidates from the list provided/decisions communicated by the AAC. The final selection process involves seminar presentation and personal interview.

A faculty recruitment committee (FRC) is formed for the recruitment of faculty members. FRC is a selection committee constituted by the Director in accordance with the structure approved by the Chairperson of the Board of Governors. Generally, the composition of an FRC includes Director, Dean (Faculty & Research), two subject matter experts, and AAC. Members of the FRC attend the faculty seminar and personal interview. At the time of personal interview of a candidate, the FRC also considers referees' reports, feedback from the academic area and other faculty members who attend the candidate's seminar. The FRC, on completion of the selection process, sends its recommendation for each candidate to the Director.

FRC, after considering a candidate for the post of Professor or Associate Professor, may, if it is of the opinion that he or she will be suitable choice for the next lower post, make such recommendation. Wherever the FRC considers it fit to recommend a higher initial pay or advance increments to be offered to a selected candidate, it shall be as per the guidelines prescribed under 7th CPC.

The final decision of appointment is made by the Director based on the recommendations of the FRC. The Director, if needed, may seek additional information and clarification from the FRC before taking the final decision. The Director is empowered to fix the salary of the candidate in consideration to the other comparable cases at IIMU and as per extant government guidelines (e.g., 7th CPC). Any faculty appointed for the first time in the Institute is required to produce original certificates in proof of his/her date of birth, academic qualifications, prior work experience (if applicable), caste certificate (if applicable), documentary proof of previous employment, at the time of joining duty. If at any point in time, it is found that a faculty has submitted false information or misrepresented details that led to

his/her appointment, the Institute reserves the right to take appropriate disciplinary actions, which may include termination of employment.

Any faculty appointed for the first time in the Institute is required to be, prior to taking up his appointment, medically examined by the authorized Medical Officer of the Institute and be certified fit for service by the Institute. In case the candidate is not found fit by the authorized medical authorities, the offer of appointment shall be treated as withdrawn.

4. Probation Period

Faculty appointments include, probation periods and evaluation/review of performance, as per the terms specified in their offer letters. Confirmation of service or extension of probation period is not automatic. A faculty who has successfully completed the probation can serve the Institute until the age of sixty-five years (superannuation).

A faculty recruited under any position (Assistant Professor, Associate Professor, or Professor) shall undergo a two-year probation period. On successful completion of the probation period, following a review process, a faculty will be confirmed in the service. However, where a faculty fails to meet the performance requirement of the Institute, his/her probation may either be extended, or the Director may decide any other course of action. There is no probation period for a faculty member who is internally promoted to the next level.

5. Promotion

Promotion Criteria for promotion to Associate Professor Level

Faculty promotion is managed by a Faculty Promotion Committee (FPC). Any faculty, on fulfilling the promotion criteria enumerated below, may apply to the Director for promotion in a prescribed format as decided by the Institute from time to time. The FPC is constituted by the Director (appointing authority) and shall include Director, Dean (Faculty & Research), Dean (Programmes), and one subject matter expert.

The minimum criteria for the purposes of promotion to Associate level are shown in Table 1. Assistant Professor in the pay level 13A1 can only apply for promotion to the next rank, i.e., Associate Professor.

Table 1: Existing Members#

Type of promotion	Minimum number of	Research Output	Min. Years at IIMU	Min. Research Output at IIMU
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	years (Cumulative)	(Cumulative)		
Fast Track	4	1 A* publication	2	1 A*
Normal	6	At least 1 B# publication	2	1 B#

Faculty Members in Annexure A

* Only B category publications with up to three authors would be considered. In case of B category publications with more than three authors, one additional B category publication would be needed.

Table 2: New Members (joined after 1 April 2020)

	Minimum number of years (Cumulative)	Research Output (Cumulative)	Min. Years at IIMU	Min. Research Output at IIMU
		A* A		
Fast Track-1	3	2	2	1 A*
Fast Track-2	4	1		
Normal Track-1	6	2	2	1 A
Normal Track-2	8	1		

Notes:

- Both research output and experience criteria need to be met. Experience shall be calculated as on the last date of receiving the application from the date/year of obtaining required educational qualifications considering only completed years/months of service.
- Minimum number of years (Cumulative) shall include experience prior to joining the Institute for which credit has been provided by the Institute.
- Research Output (Cumulative) shall include research output prior to joining IIMU for which credit has specifically been indicated by the Institute in the Member's terms of appointment. If such credit is provided, it shall be based on the Institute's journal list at the time the Member is selected.
- Members considered for promotion should have teaching ratings in MBA program courses above the threshold level specified by the Institute. In cases where teaching ratings in MBA program courses are below the threshold level, the cases would be referred to the FPC.
- Existing Members who meet the criteria specified for New Members may also be considered for promotion.

6. In the case of exceptional research performance resulting in two or more category A* publications while at IIMU, the FPC may consider him/her for promotion earlier by waiving conditions of minimum years at position or at Institute.
7. Where an Existing (New) Member has spent 10(12) years at the Assistant level and has not met the above criteria, the FPC would carry out a comprehensive review, and based on the Member's teaching excellence, significant contributions to the Institute and external recognition, may consider him/her for promotion.

Promotion Criteria for promotion to Professor Level

The minimum criteria for the purposes of promotion to Professor Level are shown in Table 3 & table 4 below:

Table 3: Existing Members #

Type of promotion	Minimum number of years (Cumulative)	Min. Research Output (Cumulative)	Min. Years at Associate level at IIMU	Min. Research output at Associate level at IIMU
Fast Track	8 Years	2 A* publications	3	1 A*
Normal	10 years	3 publications out of which at least 1 A	3	1 B

Only B category publications with up to three authors would be considered. In case of B category publications with more than three authors, one additional B category publication would be needed.

Table 4: New Members

	Minimum number of years (Cumulative)	Min. Research Output (Cumulative)	Min. Years at Associate Level at IIMU	Min. Research Output at Associate level at IIMU
		A* A		
Fast Track-1	6	3 0	3 years	1 A*
Fast Track-2	8	2 0		
Normal Track-1	10	1 3		
Normal Track-2	12	4	4 Years	1 A
Normal Track-3	15	3		

Notes:

1. Both research output and experience criteria need to be met. Experience shall be calculated as on the last date of receiving the application from the date/year of obtaining required educational qualifications considering only completed years/months of service.
2. Minimum number of years (Cumulative) shall include experience prior to joining the Institute for which credit has been provided by the Institute.
3. Research Output (Cumulative) shall include research output prior to joining IIMU for which credit has specifically been indicated by the Institute in the Member's terms of appointment. If such credit is provided, it shall be based on the Institute's journal list at the time the Member is selected.
4. Members considered for promotion should have teaching ratings in MBA program courses above the threshold level specified by the Institute. In cases where teaching ratings in MBA program courses are below the threshold level, the cases would be referred to the FPC for consideration.
5. Existing Members who meet the criteria specified for New Members may also be considered for promotion.
6. In the case of exceptional research performance resulting in three or more category A* publications, the FPC may consider him/her for promotion earlier by waiving conditions of minimum years at position or at Institute.

Note: Since the Professor position takes at least ten years of time (for normal promotion) for entry-level faculty, it would be unfair to current faculty if we merge the policy in less than ten years. Hence, it was decided that both the policies will get merged from 1st April 2031.

6. Terms of Employment and Other Details

Every faculty member will be provided with a non-transferable identity card which, besides the name of employee, will have photograph, and other relevant personal details as decided by the Institute. It is desirable that the identity card is carried by the employee whenever he/she is on IIMU's duty outside the premises of the IIMU. Every faculty member must inform the Institute of his local residential address, permanent address and address for correspondence in writing. In case of any change in residential address or address for correspondence, the IIMU should be notified in writing failing which the last address shall be considered as correspondence address.

The Human resource Department (HRD) of the Institute is entrusted with the responsibility of maintaining Service Book of every faculty.

CHAPTER - 05

Faculty Chairs

Faculty chair positions are offered to attract research-focused faculty who can help IIMU reach its desired goal of global recognition in research and publications.

A. Young Faculty Research Chair

The aim of the IIMU Young Faculty Research Chair is to recognize and reward outstanding young scholars who have potential of becoming scholar of eminence in their research field, and to support such scholars.

1. Appointment Procedure:

IIMU will appoint a Young Research Chair for a maximum period of three years. For the new applicants, the FRC will make the recommendations. However, in case of appointment of existing faculty member to the said position, the FPC will be involved in such selection process.

Nominations/ applications for appointment to the Young Research Chair may be made in the following ways:

1. Application by external candidates (i.e., persons who are not already employed with IIMU).
2. Application by internal candidates (i.e., persons who are already faculty members with IIMU).
3. Nomination of external or internal candidates by the Director to the Faculty recruitment/promotion committee.

Ideal candidate would be someone who is an Assistant Professor or applying for Assistant Professor Level. However, any candidate who is currently an Associate Professor or applying for Associate Professor level may also be considered in exceptional cases.

It is clarified that nominations and applications would need to be followed up with selection process by the FRC or FPC, as the case may be. Applications by external candidates would be taken up for evaluation on a periodic basis. Applications by internal candidates would be invited on an annual basis (normally by end- January) and would normally be evaluated within two months (i.e., by end-March). Nominations by the Director may be made at any time.

2. Entitlements:

The duration of the Chair is 3 years, and the Chair is eligible for following entitlements:

- Allowance of ₹25,000/- per month.
- Un-encumbered Research Support of ₹3 lakh per year; and
- Teaching load reduced to 60 contact hours per year. If he/she is under grace period (first two years) he/she will have to teach a total of 60 hours over the period of two years instead of 90 hours.

It is expected that the Chair will:

- Publish in top quality peer-reviewed journals.
- Present research in the international annual conference of the field.
- Present an annual public seminar at the Institute based on the research.
- Submit an annual report to the Institute on the nature of activity on the Chair; and
- Submit a comprehensive report at the completion of the tenure of the Chair.

B. Research Chair

To attract high-quality research faculty, IIMU will offer research chair positions to up to three faculty in the rank of Professor. Such a position is offered for a period of three years to a particular recipient. The research chair position may also be used to attract faculty for a shorter tenure. The FRC will decide on offering research chair position to a candidate after evaluating the candidate's profile, performance during the recruitment process, and fitment with the eligibility criteria.

1. Eligibility Criteria:

The candidate should have :

- (a) a record of scholarly achievements;
- (b) national and international recognition for pre-eminence in an area of expertise that fits the IIMU's research profile;
- (c) acknowledgement by peers as being among future (world) leaders in his or her research area;
- (d) a demonstrable and continuing commitment to the support and development of emerging scholars;
- (e) recognition by peers in the discipline in the form of grants, awards, and/or other honours.

2. Entitlements:

- Teaching load is reduced by one 4 credit course per year
- Taxable allowance of Rs.25,000 per month
- Contingency research grant of Rs.300,000 per annum

C. Endowed and Distinguished Chairs

These are research chairs sponsored by organisations, philanthropists, and government. The terms and conditions of such chairs are mutually decided by the donors and IIMU. These positions are meant for hiring research-focused faculty at senior levels (Associate Professor and above). Members of IIMU faculty, who have more than eight years of cumulative experience and are at senior levels, would also be considered for these positions. The usual faculty recruitment process will be followed. However, the entitlements for such positions will be decided once IIMU starts raising sponsorship for these chairs.

CHAPTER – 06

Allowances to Regular Faculty

1. **Basic Salary:** As per Pay Matrix Level under 7th CPC.
2. **Dearness Allowance (DA):** As declared by the Government of India from time to time and accepted by the BOG.
3. **House Rent Allowance (HRA):**
 - a. As per the rules and policy of the Government of India declared from time to time and accepted by the BOG.
 - b. Employees provided with residential accommodation by the institute will not be eligible for HRA and will have to pay the license fee as prescribed by the Institute from time to time.
4. **Transport Allowance:**
 - a. As per the rules and policy of the Government of India declared from time to time and accepted by the BOG.
 - b. Physically Challenged employees as mentioned in the GR dated 31.08.1978 and subsequent orders in respect of various categories as mentioned in the GR are to be paid transport allowance at double the normal rate.
5. **Medical Allowance:**

Medical Allowance as decided by IIMU from time to time is provided without presenting any kind of medical bill/ service for the treatment of self, spouse, and children. **The current limit of the medical allowance is Rs.50000 per annum.** Medical allowance is also made available to the Professor of Practice and Full-time Visiting Faculty.
6. **Telephone/ Internet Allowance:**

Telephone/ Internet Allowance may be provided on monthly basis as per the monthly limits. The current monthly limit for faculty members is as follows:

Mobile phone Allowance: Rs.1500 per month.

Internet Allowance: Rs. 1000 per month.

Director may approve higher amount in case of genuine requirement. This allowance is also provided to the Professor of Practice and Full-time Visiting Faculty.
7. Incentives/ Ex-gratia payments may be given as per the Institute's policies approved by the BoG to all the faculty.

ALLOWANCES PAYABLE ON FRESH RECRUITMENT TO THE FACULTY

Moving Allowance/ Relocation Allowance:

Moving allowance is meant for the Travel and Movement of personal goods of new faculty on joining Indian Institute of Management Udaipur.

Eligibility

All new faculty on regular employment or on a minimum contractual position of one year and above at the institute is eligible for this allowance. If the new employee is already in Udaipur at the time of accepting the offer, then moving allowance does not apply to him/her.

Applicable Allowances:

The moving allowance has two components:

- (a) Allowance towards travel of the new employee.
- (b) Allowance towards movement of personal goods through commercial carrier.

The applicable allowances for these two categories depend on the location from which the new employee is moving. For this, the location specified for the purpose of communication or during the interview will be taken as the current/official location of the new employee prior to joining IIM Udaipur. The applicable allowances are given below:

Sr. No	Current location of New Employee	Travel Allowance	Allowance for moving goods
1	US/Canada/America	Rs. 75,000/-	Rs. 1,00,000/-
2	Europe/ Africa	Rs. 75,000/-	Rs. 1,00,000/-
3	Australia/Asia	Rs. 50,000/-	Rs. 1,00,000/-
4	Domestic (India)	Rs. 15,000/-	Rs. 50,000/-

The travel allowance is for the newly joining' employee, spouse, and his children. The applicable fare class is Economy Class — APEX fare. The amounts indicated in the table above are maximum limit against each category. The amount reimbursed will be the minimum of the actual bills submitted and the amount indicated in the above table.

A faculty appointee, who joins the Institute initially as a visiting faculty and subsequently appointed by the Institute as a regular member of faculty without break of service, is also eligible for airfare and baggage transfer allowance as above.

Submission Guidelines

The following bills can be submitted for reimbursement under the scheme:

- Actual Bills/Tickets of the journey performed from the current location to Udaipur.
- Bills for movement of personal goods from the current location to Udaipur.

All the bills must be in the name of the new employee. The new employee will submit these bills within 60 days from the date of joining the Institute. The new faculty will submit the bills to the Chief of Administration, who in turn will authorize the payment.

In case the bills submitted by Faculty are higher than the above amount, then the Director has discretion to sanction payment at higher rates having satisfied that the case deserves such a consideration.

The Institute reimburses the airfare and baggage transfer allowance to a faculty appointee provided these costs are not paid by any other agency in India or abroad and the reimbursement is in Indian currency. For this purpose, if the payments made by the faculty member are in foreign currency, the relevant conversion rate in rupees would be the one prevailing at the time the payments were made. This reimbursement is subject to the condition that this is not paid by any other organization within the India or abroad.

CHAPTER - 07

Faculty Development Fund (earlier Allowance)

- Rs. 3,50,000 (Rupees Three Lakhs and fifty thousand only) of Faculty Development Fund is made available by the institute to each faculty member, every financial year (April – March). Every Quarter, 25% of the annual entitlement gets accrued and is available to utilize.
- The funds from each faculty member's Faculty Development Fund account are allowed to rollover into the subsequent year(s). However, at any point of time, total accumulated available funds including rolled over balance shall not exceed 3.5 times of the annual entitlement. Accordingly, further rolling over and/or quarterly accrual of funds shall not be allowed above this ceiling limit.
- The period for the Faculty Development Fund (FDF) usage would be taken as the financial year April-March. All claims should be settled/submitted by 31st March of the respective financial year. Settlement on a later date may be considered if it is not practical to submit the claim on account of any unforeseen reason.
- The ceiling limit to purchase capital assets out of the overall fund available (including any amount rolled over, if any) will be Rs. 75,000 per annum only (Rupees Seventy-Five Thousand only).
- Purchase of capital asset(s) of any value above the annual ceiling limit of Rs.75,000 (Rupees Seventy-Five Thousand only) in a financial year, would need approval from the Director.
- Any Asset, the individual value of more than Rs. 10,000 will be treated as Institute's asset at the time of its purchase.
- It should be ensured that the prevailing appropriate procurement process is duly followed.
- Faculty members hired on contract for a period of one year or more will also be entitled to Faculty Development Fund.

FACULTY DEVELOPMENT Fund may be used for the purposes mentioned below:

1. Books, Periodicals, and Journals: Includes books (both paper and electronic version), subscribing to journals (including life subscription) and subscription to knowledge resources which will exclusively be for the personal use of the faculty member concerned.

2. Stationery and software: Fund should not be used to purchase the stationery & software provided by the Institute to the faculty.
3. Gadgets such as netbooks, i-pad, storage items, pen drive, portable hard disk drive, e-book reader, research equipment and devices of similar in nature by whatever name it may be called but exclude Mobile Phones or any device which has provision to insert sim or has calling feature without using internet connectivity.
4. To meet excess expenditure over the ceiling limit prescribed by the Institute to purchase the Computer/Laptop or its peripherals
5. Conference, Workshop and Research work: to meet the expenses such as registration fee, participation fee, Visa fee, insurance fee, air or ground travel, local travel, boarding & lodging and daily allowances for domestic as well as international travel.
6. Membership fees of various professional bodies.
7. Charges for publication in journals.
8. Hiring of research assistants and field workers.
9. Travelling, Lodging, Boarding and Hospitality for research collaborators.

CLARIFICATION NOTES:

1. The mode and the class of travel, lodging, boarding as well as any DA (Daily Allowance) should be as per usual entitlement of the faculty member.
2. The faculty member should apply to and receive approval from the director before the commencement of international travel. All such travel bookings will be allowed only through Institute`s travel agent.
3. Any travel (other than international travel) on official purposes should be intimated to the Dean (Faculty & Research) for information.
4. Passport or its renewal related expenses shall not be allowed from the Faculty Development Fund.
5. In the case of items, of which, the listed categories are not prima facie identifiable, Institute may seek a self-declaration from the concerned faculty on the inclusion of such item in any of the above category.
6. Expenses on any items which are not specifically covered in the above list shall require prior approval from Director.
7. If balance accrued to FDF account is insufficient, faculty may obtain special approval from Director to utilize from the future entitlement.

8. Use of FDF during notice period, would need approval from Director.

CHAPTER – 08

Research Incentive Scheme

Faculty would be encouraged to publish in top international journals. Publication in top international journals would result in research incentives. These incentives are revised periodically. Currently, the research incentives are as mentioned below:

Type of Publication	Incentive Amount	Maximum Incentive	1-3 Authors	4-6 Authors	7-9 Authors	N >9 Authors	FDF top-up
A* category	12+6 Lakhs#	18 Lakhs * 3 = 54 Lakhs	100 %	75%	50%	18 /N	Equivalent to annual limit (3.5 lakhs, subject to a maximum of 3.5 * 3 i.e., 10.5 lakhs)
Subject to a maximum of 54 Lakhs							
A category	6+3 Lakhs#	9 Lakhs * 3 = 27 Lakhs	100 %	75%	50%	1 Lakh	Annual limit (1.40 Lakhs, subject to a maximum of 1.4*3 i.e., 4.2 Lakhs)
B Category@	3.3+1.7 Lakhs#	5 Lakhs*3=15 Lakhs	100 %	75%	50%	5/9	0.75 Lakh, subject to a maximum of 0.75*3 i.e., 2.25 Lakhs

@Maximum of one B category paper publication would be considered per year for the purpose of Research Incentive payment. If faculty has more than one B publication in any year all the extra B publications can be carried forward to the next year and would be considered for the purpose of Research Incentive payment in subsequent year. The same would lapse by end of 2023-24. No B category paper would be considered for research incentive payment from 2024-25.

Incentive is split in to two instalments- Instalment 1 + Instalment 2

- Installment 1 will be processed at the end of the financial year the paper was published
- Installment 2 will include the increment proposed and will be processed at the end of the financial year following the year which the paper was published, i.e., for papers published in 2019-20, this installment will be processed in 2020-21
- Should a faculty be eligible for less than 100% incentive if the number of co-authors exceeds 3, the amount will be split in a ratio like the case when 100% incentive is offered

- FDF top up will be processed and made available to the faculty in the subsequent financial year.

The journal list of IIMU consists of 37 A*, 64 A and 101 B category journals (Annexure B). The journal list is subject to revision from time to time.

Transition Norms

The new journal list has come into effect from 1st April 2020 with the following caveats:

- (a) Any paper accepted for publication before 1st April 2020 will be considered for promotion purposes as per the older journal list.
- (b) Any paper submitted before 1st April 2020 but accepted till March 2024 will be considered for promotion purposes as per the old list in case that journal is not part of the new list.
- (c) For faculty members who joined IIMU before 1st April 2020, the old B category journals which are not part of the new list will remain valid for six months from the date of approval of the new list by the board. The papers submitted in such period but receive journal acceptance till March 2024 will be considered for faculty promotion purposes.

CHAPTER - 09

Enhanced Support for Research & Capability Building

IIMU consistently strives for top quality publications. To provide an enabling research support, faculty members at IIMU are offered the following research support.

Seed Money Project Grant: Faculty members are allowed to submit research proposals for funding up to INR. 5,00,000. A faculty member can have up to three active seed projects as the principal investigator. Necessary information on the process of application and approval of the grant can be obtained from the Dean (Faculty & Research).

Research Assistants: IIMU provides RA support to faculty members to enhance research related activities and productivity. As per the current policy, the number of RAs that can be recruited to each of the academic areas are capped at half of the area strength. This support is not project specific, does not contradict RA appointments otherwise made, and it is intended as an additional institutional resource that is made available to the faculty members.

Teaching Assistants: To support research activities of faculty members at the time of teaching, the institute has implemented a policy of providing teaching assistants to all the areas as per the requirements and approved norms.

Semester Abroad Programme: The Institute encourages faculty members to spend up to a semester at reputed research-focused international Universities. This programme is intended to help faculty members to improve research capabilities, build research networks, and in some cases, to work on ongoing research projects. In such cases the costs would be shared by the individual (FDF) and the Institute in the proportion of 30:70.

Additional Conference Travel Grant: Expenses for attending the first conference abroad in any academic year can be entirely met from the FDF. Additional conference travel grant is intended to fund faculty members to travel abroad and present their research in prestigious international academic conferences. In such cases the costs would be shared by the individual (FDF) and the Institute in the proportion of 25:75. Approval of such grant is at the discretion of the Director.

CHAPTER - 10

Annual Performance Review

A. Annual Review Process

1. The Institute has an annual review process for evaluating the performance of the faculty. It is a regular performance appraisal that happens once a year. The appraisal aims at documenting (i) the nature of work done, (ii) quality of work done, (iii) outstanding contribution made, (iv) conditions under which various tasks have been performed, (v) suggestions for improvements and (vi) developmental needs.
2. The Director and Dean (Faculty and Research) conduct the review of the faculty.
3. The faculty is required to submit the annual work report, self-appraisal form, and teaching and research plan for the review as per the prescribed format.

B. Faculty Workload

1. The **teaching load and credit policy** provides the detail of teaching load of the faculty.
2. The faculty is expected to fulfill the teaching requirement as per the policy.
3. The faculty is expected to receive a minimum threshold (as decided by the Institute) of students' rating for the overall effectiveness of course and faculty. It is desirable that qualitative and quantitative feedback is discussed in the Academic Area and in certain cases with the Program Chairperson. High quality teaching is rewarded by the Institute as per the **teaching incentive policy**.
4. The faculty is allowed to engage in teaching in executive education and consulting as per the policies framed by the Institute.
5. The faculty are expected to engage in some administrative activities as service to the Institute. Institute has a **teaching waiver policy** to give teaching credits in lieu of administrative work that requires significant time and effort from the faculty.
7. Employees who have completed a minimum of six months of service are identified for performance review.

8. Performance evaluation forms are written annually for the period from 1st April to 31st March and for all categories of employees.
9. Annual Performance Appraisal Authority for faculty members at IIMU will be as follows:

Sr.	Level	Reporting Authority	Reviewing Authority
1	Faculty	Dean (Faculty & Research)	Director

CHAPTER - 11

Faculty Teaching Load And Credit Policy

I. Background

A detailed policy framework has thus far guided the teaching load and credit related requirements of the faculty members of IIMU. The broad contours of this policy are captured in the Regulations of the Institute, drafted as per the Indian Institutes of Management Act, 2017 and notified in September 2021. The institute has communicated the policy from time to time also as part of the process of annual performance reviews. With the growing size of the institute, however, there is a felt need to formalize the policy framework, list out its elements, and make available a document that is comprehensive, and at the same time, flexible enough to incorporate within its ambit future teaching related requirements of IIMU more fully. Such a policy aims to (a) build on, align, and more fully formalize the existing set of guidelines on faculty teaching load and credit requirements, and (b) update the already existing documents incorporating requirements that have evolved with the growing size of the institute. This policy spells out both the teaching load as well as the credit related requirements of faculty members.

II. General information and guidelines

1. This policy becomes effective from April 1, 2018
2. Teaching load refers to the expected amount of teaching (specified in hours) by the faculty members of IIMU.
3. Teaching credit refers to the credit that faculty members earn from teaching or from engaging in related activities or administrative duties against which the teaching load is set off.
4. Teaching loads of full-time regular faculty, professor of practice, fulltime visiting faculty, and chair professors are specified in this policy.
5. In computing teaching load, the period starting from April 1 to March 31st is considered as the academic year¹.
6. Delivering a 4-credit course is considered as 30 hrs. of teaching.
 - a. Courses with larger or fewer credits will be accounted for on a proportionate basis².

¹ PGPX – GSCM courses taught in Module 1 of the program till 2019-20 will be considered as having been delivered in the academic year in which the module started.

² Teaching a 2-credit course, for example, would be considered as 15 hours of teaching

- b. Teaching a course in multiple sections will receive full credit³.
 - c. In the case of non-standard courses which may not involve 7.5 classroom hours, the Dean—Faculty and Research in consultation with the relevant programme committee will determine the credit to be given for the course. The decision will primarily be based on faculty engagement required for the course.
7. Teaching load pertaining to project guidance will be computed in the following manner:
- a. Guiding a 2-credit project with students < 3 would be considered as 1.5 hours of teaching and a project with students ≥ 3 would be considered as 2 hours of teaching.
 - b. Guiding a 4-credit project with students < 3 would be considered as 3 hours of teaching and a project with students ≥ 3 would be considered as 4 hours of teaching.
 - c. Guiding an 8-credit project with students < 3 would be considered as 5 hours of teaching and a project with students ≥ 3 would be considered as 6 hours of teaching.

III. Teaching load of full-time regular faculty

Teaching load of full-time regular faculty is provided under three scenarios; (1): **Grace period**—the initial adjustment period when faculty members join IIMU; (2): **Phase 1**—from the expiry of grace period to the completion of 10 years of management school experience; (3): **Phase 2**—the period with more than 10 years of management school experience.

(1) : Grace period teaching load

1. Teaching load of full-time regular faculty with credit for past experience up to 3 years at the time of joining IIMU is at least 90 hours in the first block of 2 years. However, based on the background of the faculty, a lesser teaching load may be permitted in the initial 2-year block, subject to a minimum of 60 hours.
2. Teaching load of full-time regular faculty with credit for past experience of more than 3 years at the time of joining IIMU is at least 60 hours in the first year.⁴

(2) : Phase 1 teaching load

1. After the first 2-year block (or after one year, whichever the case may be), the teaching load of full-time regular faculty will be a minimum of 60 hrs in each year

³ Teaching a 4-credit course to two sections will be considered as 60 hours of teaching.

⁴ Note that all full-time regular faculty members who joined IIMU before January 1, 2021 are required to have teaching load in the first 2-year block as per the communication made at the time of joining.

with an average of 90 hrs per year for every three-year block ("**Phase 1 teaching load**").

- a. The first three-year block of faculty members who complete 2 years with the Institute on or before March 31, 2020, will commence on April 1, 2020.
- b. Faculty members who delivered less teaching than required teaching during the 2-year period ending March 31, 2020, based on the provisions of the current policy or its previous versions, would be required to make good the shortfall during the 3-year block commencing on April 1, 2020.
- c. In determining the three-year block period, the aforementioned rule applies also in the case of full-time visiting faculty who joined the Institute before April 1, 2018.

(3) : Phase 2 teaching load

1. Teaching load of full-time regular faculty with more than 10 years of management school experience will be a minimum of 90 hours in each year with an average of 120 hours of teaching per year in every 3-year block ("**Phase 2 teaching load**").

- a. For computing management school experience, the number of years of experience of the faculty at IIMU and the experience-based credit given at the time of joining—both industry and academic— will be considered.
- b. In case a faculty member has 10 years of management school experience as per the policy before completing 4 years in the Institute or before April 1, 2022, the higher teaching load requirement ("**Phase 2 teaching load**") shall commence only after the faculty member completes 4 years in the Institute or from April 1, 2022 (as the case may be).
- c. Faculty members, who publish (using IIMU affiliation) at least one paper in journals classified (at the time of publication) as Category A*/A/ B journals as per the IIMU Journal List, would be permitted to continue with teaching load as prescribed for the first 10-year period (i.e., Phase 1 teaching load) for a further period of 5 years. During the 5-year period, if the faculty member publishes at least one more paper in a Category A*/A/B journal, they will be permitted **Phase 1 teaching load** for another 5 years, and so on.
- d. In case a faculty member is required to deliver **Phase 2 teaching load** and such faculty member publishes at least one paper in a Category A*/A/B journal during that period, they would be permitted **Phase 1 teaching load**

for the next 5-year period (starting from the year subsequent to the year of publication).

2. Further clarifications on the guidelines outlined in this section include:

- a. Faculty are expected to meet at least two-thirds of their teaching load requirement from MBA programs. Teaching more than 30 hours of doctoral courses in any single academic year would be considered as voluntary contribution by the faculty member.
- b. In any single academic year, a faculty is not allowed to teach more than 150 hrs without explicit approval from the Director for the same.
- c. Faculty members with more than 5 years of management school experience should preferably teach at least 30 hours of elective courses per year.
- d. Guiding projects for more than 15 hours in any single academic year will be considered as voluntary contribution by the faculty member.
- e. The regular full-time faculty may also be given chair positions in IIMU for specified periods. In such cases, the contractual terms of the appointment will guide the teaching load.

IV. Teaching load of professor of practice

- a. The teaching load of faculty who joins IIMU as professor of practice in the first year is at least 90 hrs.
- b. From the second year onwards, the teaching load of professor of practice faculty is fixed at an average of 120 hrs. per academic year during their contract period.
- c. Professor of practice faculty can make good the shortfall in their required teaching load by teaching in the executive education program without the course specific pay.
- d. Guiding projects beyond 45 hours in any single academic year would be considered as voluntary contribution by the faculty member.
- e. Teaching overload in the case of Professor of practice faculty will be regulated by Dean- Faculty and Research.

V. Teaching load of full-time visiting faculty

- a. The teaching load of full-time visiting faculty will remain 120 hours per academic year throughout their contract period.
- b. Full-time visiting faculty can make good the shortfall in their required teaching load by teaching in the executive education program without the course specific pay.

- c. Guiding projects beyond 45 hours in any single academic year would be considered as voluntary contribution by the faculty member.
- d. Teaching overload in the case of full-time visiting faculty will be regulated by Dean- Faculty and Research.

VI. General considerations

- a. Table 1 provides the teaching load requirement of faculty members at the time of joining based on the guidelines outlined above and depending on the quarter of the academic year in which they join IIMU.
- b. Table 2 provides information on the credit related activities faculty could undertake to meet their teaching load requirement.
- c. It is expected that faculty members will actively seek to reduce the surplus and deficit in a time bound manner within each three-year block. In all cases where the deficit or surplus is more than 30 hours, a plan needs to be worked out with the Academic Area Coordinator (AAC) to adjust the same in a progressive fashion.
- d. In general, it is expected that the more senior faculty will adopt an accommodating approach in course distribution and in helping junior faculty meeting teaching load requirement.
- e. In special cases, faculty members may be allowed to carry deficit or surplus of up to 30 hours from one block to the next block with approval from the Dean –Faculty and Research.
- f. In a 4- credit course, a maximum of two sessions can be devoted to guest lectures and in a 2-credit course, a maximum of 1 guest lecture is allowed.
- g. No additional credit will be available to IIMU internal faculty for offering guest lectures in IIMU program courses. This is done to avoid double counting.
- h. Teaching requirements would be proportionately lower in cases where faculty members are on extra-ordinary leave/ semester abroad/ sabbatical/ other such absence for periods exceeding 6 months during the relevant block.
- i. A faculty member may be asked by the Director to undertake certain non-teaching activities, which may require substantial investment of time. In such cases, the Director in consultation with Dean- Faculty and Research and Area Coordinator shall decide on the reduction in teaching load.
- j. In case of ambiguity in this policy or situations which are not addressed by it, discretionary authority shall be exercised by the Director on the recommendation of the Dean –Faculty and Research.

- k. Any relaxation of this policy for specific faculty members shall need approval of the Director pursuant to recommendation by the Area Coordinator and the Dean –Faculty and Research.

	Faculty	Teaching Load	Q1	Q2	Q3	Q4
1	Regular faculty with less than or equal to three years of experience	45 (1st year)+45 (2nd year)+ 90 (3rd year onwards)	45	30	15	0
2	Regular faculty with more than three years of experience	60 (1st year)+ 90 (2nd year onwards)	60	45	30	0
3	Professor of practice	90(1st year)+120 (2nd year onwards)	90	60	45	15
4	Full time visiting faculty	120 (1st year onwards)	120	90	60	15
5	Research Chair Professor	60 hrs for the period of such appointment	60	45	30	0
6	Young research chair Professor	60 hrs for the period of such appointment	60	45	30	0
7	Young research chair Professor (in grace period)	30 (1st year)+ 30 (2nd year)+ 60 (3rd year till end of such appointment)	30	15	7.50	0
8	Research Chair Professor (in grace period)	30 (1st year)+ 60 (2nd year till end of such appointment)	30	15	7.50	0

Table 1 Teaching Load

Table 2 Teaching credit

	Faculty	Teaching Credits
1	Regular Faculty	Core ; Electives ; Admin Duties ; Project Credits
2	Professor of Practice	Core ; Electives ; Admin Duties ; Project Credits ; Executive Teaching (unpaid in case of shortfall)
3	Full time Visiting Faculty	Core ; Electives ; Admin Duties ; Project Credits ; Executive Teaching (unpaid in case of shortfall)
4	Young research chair Professor	Core ; Electives ; Admin Duties ; Project Credits
5	Research Chair Professor	Core ; Electives ; Admin Duties ; Project Credits

CHAPTER - 12

Teaching Credit for Academic Administration

As mentioned in teaching load and credit policy, a faculty member may be requested by the Director to undertake certain administrative duties which may require substantial investment of time. Faculty members undertaking such responsibilities may be given credits which can be set off against their teaching requirements in that academic year.

Following positions would be given teaching credits:

Position	Teaching Credits
Director	90 hours
Deans (Faculty & Research)	45 hours
Dean (Programs)	45 hours
Chairperson – 2 Year MBA	30 hours
Chairperson – 1 Year MBA	30 hours
Chairperson – Ph.D. program	15 hours
Chairperson – R&D	15 hours
Chairperson- CAP Admissions*	15 hours
Chairperson-Executive Education	15 hours

*IIM Udaipur is part of CAP process and is required to manage overall coordination once every few years. Dean (Programs) would decide the faculty who would manage the responsibility for that year and the exact designation.

Depending on the situation, Director in consultation with the Deans can decide to assign credits for any other activities for any specific year. Director would take the suggestions of the Academic Council before getting the same approved by the board.

In case of any change in the position during the academic year, teaching credits would be split among the faculty who would have held the position partially during the academic year.

The record on teaching credit for **Academic Administration** would be maintained by the office of Dean (Faculty & Research).

CHAPTER - 13

Teaching Award and Incentive Policy

The criteria for application of the Teaching Award and Incentive policy are as follows:

1. IIM Udaipur full time faculty members (Regular Faculty, Visiting Professor and Professor of Management Practice) who receive student feedback of 9.0 or higher in any course in the current degree granting programs should be considered for a note of appreciation and a cash award.
2. The faculty should have put in a minimum 15 contact hours for the course.
3. The cash award would be Rs. One lakh for a 4-credit course (30 contact hours) and Rs. Fifty Thousand for a 2-credit course (15 contact hours).
4. Any core course with the class size of minimum 30 students and any elective course with the class size of minimum 50 students would be considered for eligibility purpose.
5. Teaching the same course in multiple sections would be treated as one course only. The feedback which is the highest across all the sections would be considered for eligibility purpose for the cash award. One year MBA programs would be regarded as two sections.
6. There would be a maximum limit of Rs. Two lakh per faculty member per year for the cash award.

CHAPTER – 14

Children Education Allowance

1. The scheme will be known as “Children Education Allowance Scheme” and is available to regular faculty.
2. The Children Education Allowance (CEA) is admissible only if the children study in any recognised school.
3. Under this Scheme, one can avail the benefit up to a maximum of two eldest surviving children only.
4. The monthly fixed amount for reimbursement of Children Education Allowance is **Rs. 27000/annum per child**. This is subject to change as per government regulations.
5. The amount of ceiling of hostel subsidy is **Rs. 6750/- per month**. To claim reimbursement of the Hostel Subsidy for an academic year, a certificate from the Head of Institution confirming that the child studied in the school will suffice, with additional requirements that the certificate should mention the amount of expenditure incurred by the employee towards lodging and boarding in the residential complex. In case such certificate cannot be obtained, self-attested copy of the report card and original fee receipts (including e-receipts) which should indicate the amount of expenditure incurred by the employee towards lodging and boarding in the residential complex can be produced for claiming Hostel Subsidy. The expenditure on boarding and lodging or the ceiling of Rs. 6750/- as mentioned above, whichever is lower shall be paid to the employee as Hostel Subsidy. This is subject to change as per government regulations.
6. The reimbursement of Children Education Allowance for Divyaang children of employees shall be payable at the double the normal rates of CEA prescribed above in clause (b) i.e. Rs.4500/- per month (fixed). This is subject to change as per government regulations.
7. The above rates/ceiling would be automatically raised by 25 % every time the Dearness Allowance on the revised pay structure is increased by 50%.
8. Hostel subsidy is applicable only in respect of the child studying in a residential educational institution located at least 50 kilometers from the residence of the employee.

9. The upper age limit for Divyaang children has been set at 22 years. In the case of other children, the age limit will be 20 years or till the time of passing 12th class whichever is earlier. There shall be no minimum age.
10. CEA is allowed in case of children studying through Correspondence or Distance Learning subject to other conditions lay down herein.
11. The CEA and Hostel Subsidy is admissible in respect of children studying from two classes before class one to 12th standard and also for the initial two years of a diploma/certificate course from Polytechnic/ITI/Engineering College, if the child pursues the course after passing 10th standard, and the employee has not been granted CEA/ Hostel Subsidy in respect of the child for studies in 11th and 12th standards.
12. The Children Education Allowance or hostel subsidy shall be applicable to the employee while he is on duty or is under suspension or is on leave (including extra ordinary leave). Provided that during any period which is treated as "dies none" the employee will not be eligible for the CEA/Hostel subsidy for that period.
13. Reimbursement, as indicated above, will be applicable for expenditure on the education of school-going children only i.e., for children from nursery to twelfth class, including classes eleventh and twelfth held by junior colleges or schools affiliated to Universities or Boards of Education.
14. The reimbursement of Children Education Allowance shall have no connection with the performance of the child in his/her class. In other words, even if a child fails in a particular class, the reimbursement of Children Education Allowance shall be granted.
15. Under this scheme, reimbursement will be done once a year, after completion of the financial year.
16. In case the spouse of the Institute employee is a Government servant, only one of them can avail the reimbursement under the scheme subject to production of the certificate from the employer of the spouse that he/she is not claiming reimbursement under the scheme or in any other form.
17. Reimbursement can be made on the submission of the certificate issued by the Head of the Institution for the period/year for which claim has been preferred. The certificate should confirm that the child studied in the school during the previous academic year. In case such certificate cannot be obtained, self-attested copy of the report card or self-attested fee receipt (s) [including e-receipts]

confirming/indicating that the fee deposited for the entire academic year can be produced as a supporting document to claim CEA.

CHAPTER – 15

Travelling Allowance & Daily Allowance

Travelling Allowance (TA) and Daily Allowance (DA) may be provided to the faculty as per the following details:

1. Travelling Allowance (TA)/ Daily Allowance (DA) on official duty:

TA/DA/conveyance charges will be provided for travelling for bonafide works of IIMU. As a general practice, when a faculty member is permitted to attend meetings, seminars and conferences, he/she would be entitled to TA as on tour as per the employee's entitlement in the IIMU. If any amount is payable by an outside agency to the faculty, the same will be adjusted while passing the TA bill.

2. Purpose of TA

Travelling allowance should be so regulated that it should not be a source of profit to the recipient. It is in the nature of reimbursement of reasonable expenses incurred by an employee on travel and on halts out of station on official duty.

3. TA Admissibility

Travelling allowance shall be admissible only for journeys in connection with the bonafide work of the IIMU at the appropriate rate of eligibility. All journeys should be authorized by the Competent Authority.

4. TA Advance

The Competent Authority may sanction an advance for hotel allowance, lodging allowance, purchase of tickets, cash allowance, local conveyance and miscellaneous expenses to an employee proceeding on tour not exceeding 90 percent of the total estimated eligible expenditure. No advance will normally be granted if a previous advance remains unadjusted/ unsettled (except under special circumstances).

5. Submission of TA Bills

TA bills together with approved tour programme if not already submitted should be submitted within 30 working days after return from tour. If TA advance is drawn, excess if any, should be refunded immediately on return from tour and in any case within fifteen working days there-from. If the particulars of claim are not submitted within the specified thirty working days, the advance outstanding shall be deducted from the subsequent month's salary of the employee.

6. Waiver of Vouchers/Ticket Details

The Chief of Administration may waive the submission of vouchers/ particulars of PNR/ ticket numbers in cases where he is satisfied with the explanation for such non-submission.

7. Disciplinary Action in case of Breach of TA Policy

Breach of any of the above TA Policy by an employee shall be treated as misconduct and shall make him/her liable for disciplinary action.

DOMESTIC TRAVEL

SANCTION

A prior sanction is required for any travel (crossing the Udaipur city limits while on duty).

The sanctioning authorities are as follows:

Sr.	Travel By	Sanctioning Authority
01	Faculty	Dean (Faculty & Research)

- For obtaining travel sanction, an employee needs to submit travel request form.
- Any deviation in proposed travel plan concerning Dates / Mode of Travel / Class of Travel/ Stay / Head of Account etc. requires a revised travel sanction by the same/ appropriate sanctioning authority.
- In the absence of travel request form duly approved by sanctioning authority, no travel claim including air booking / train booking by agencies will be allowed.

MODE AND CLASS OF TRAVEL

Entitlements by different mode of travel for journey on official tour/ training within the country to the faculty members may be as follows:

Sr.	Level	Air	Rail	Rail (Raj.)	Rail (Sha.)	Road
01	Level 14A & above (Professor & above)	Economy Class	AC – 1 Class	AC – 1 Class	Executive	Actual fare by AC Taxi / Ordinary Taxi / AC Bus/ Auto Rickshaw
02	Level 12, 13A1, 13A2 (Asstt.Prof./ Asso.Prof.)	Economy Class	AC – 1 Class	AC – 1 Class	Executive	Actual fare by Ordinary Taxi / AC Bus/ Auto Rickshaw

The travel entitlements are subject to following:

- In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II tier and above by train and by Deluxe/ordinary bus for others is allowed.

- b) In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.
- c) In the case of road travel between places connected by rail, travel by any means of public transport is allowed, provided the total fare does not exceed the train fare by the entitled class.
- d) In case travel by own car, prior approval by the sanctioning authority of travel by road using own vehicle is required and the rate of reimbursement per kilometer travel would be as per the prevailing rates approved by IIMU. If a person travels by own car without prior approval in the travel request form, then the entitled class rail fare for the said travel will be reimbursed.
- e) If a person travels by a higher class (without prior approval in the travel request form) than the one for which he/she is eligible, will be reimbursed only fare for the entitled class.
- f) At places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighboring States, the permissible rates **for Level 14A & above** are as follows:
- a) For journeys performed in **own car/taxi - Rs. 24/Km**
- b) For journeys performed by **auto rickshaw/ own scooter - Rs. 12/Km**
- g) At places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighboring States, the permissible rates **for Level 12, 13A1, 13A2** are as follows:
- a) For journeys performed by **auto rickshaw/ own scooter - Rs. 12/Km**

Daily Allowance (DA):

When members of IIMU faculty stay in a **hotel or other establishment** providing boarding and/or lodging at Scheduled Tariffs, DA rates (Rs.) applicable are as follows:

Sr	Level	Hotel Accom. (Rs./ Day) X Cities	Hotel Accom. (Rs./ Day) Non X Cities		Rates of DA without supporting bills/ receipts	Local Conveyance Charges (Rs./day)
01	Level 14A & above (Professor & above)	7500	7500		1200	AC Taxi (Actuals)
02	Level 12, 13A1, 13A2 (Asstt.Prof./ Asso.Prof.)	4500	4500		1000	AC Taxi (50Kms./day)

- a) Hotel accommodation includes incidentals like laundry, telephone, internet, Wi-Fi or any other facilities used at hotel.
- b) Payment for tips and hard drinks are not reimbursable.
- c) Rates of DA without supporting bills/ receipts mentioned above are the upper limit. The amount spent is to be certified and claimed. No bills required.
- d) In case the actual expenditure exceeds the approved limits as above, a special sanction is required from the Director.

DAILY ALLOWANCE WITHOUT BILLS / RECEIPTS

Daily Allowance (without bills / receipts) will be admissible only if there is no claim towards actuals for hotel or food. Rate of D.A. without bills / receipts will be calculated as follows for the date of departure from / arrival to Udaipur:

S.No	Length of absence	Amount payable
(a)	If absence from headquarters is < 6 hours	30% of lumpsum amount
(b)	If absence from headquarters is in between 6 hours- 12 hours	70% of lumpsum amount
(c)	If absence from headquarters is > 12 hours	100% of lumpsum amount

SUBMISSION OF CLAIM

The claim for reimbursement of travel expenses incurred has to be submitted within three months from the last date of return journey failing which the amount of advance shall be recovered from the salary. If the claim is not submitted within three months, then the same will require approval from the travel request sanctioning authority.

PROOF OF TRAVEL TO BE SUBMITTED

Sr.	Mode of Travel	Requirement
01	By air	Boarding pass (if tickets are purchased by self) & air-ticket
02	By train	Train ticket/ticket no., train no., class of travel
03	By public transport	Ticket

The following charges in respect of travel are reimbursable:

- Reservation charges for seat/sleeper berth.
- Tatkal Seva charges.
- Internet / e-ticketing charges for the tickets booked through the website of Indian Railways.

- Agency charges by the Traveller's service agents recognized by the Zonal Railways are reimbursable.
- Cancellation charges are reimbursable for official journeys, if done for official reasons.
- Expenses other than hotel, food, and conveyance, would require approval from the travel sanctioning authority.
- If the hotel bill shows no. of pax to be more than one or a twin sharing or a double bedroom (with double occupancy) then the person has to certify that there was an official guest accompanying OR Single occupancy (single bedroom) tariff certified by the hotel will be reimbursed OR 50 % of the actual amount will be allowed
- If food bills mention sharing or no. of pax to be more than one, either 50% of the amount will be allowed or the person has to certify that he was accompanied by an official guest.
- No separate bill for room service will be entertained. All services at hotel need to be included in the hotel bill. The bill for room service or restaurant, even if included in the hotel bill, needs to have a detailed bill attached; else the same will not be paid.
- If the booking of the hotel is made through online booking sites or travel agents, proof of payment made by the claimant is required.
- The bills having ink which fades away must be submitted along with their photocopies.
- Wherever in the hotel bill, if there is any charge towards food by way of room service, restaurant bill, etc., the detailed bill is required.

INTERNATIONAL TRAVEL

Prior sanction of the Director is must for all the international travels.

Sr.	Mode of Travel	Class of Travel
01	By air	Economy Class

International Travel Entitlements

Sr.	Level	Air
01	Level 17	Business
02	Level 14A, 15	Economy Class
03	Level 12, 13A1, 13A2	Economy Class

Per Diem:

Per Diem as per UNDP rates approved by the Director from time to time will be paid for the days of actual stay. In case of stay in two cities on the same day, per diem of the later city will be allowed for the full day.

Lodging charge per day	150 USD*
Daily allowance	75 USD*

* Note – DA rates for foreign travel will be regulated as prescribed by Ministry of External Affairs from time to time.

- Pickup/Drop from/to Airport/Duty point or Place of stay will be reimbursed extra on actual basis.
- Daily allowance will cover other cost including local travels, food and any other incidentals incurred.

Journey Allowance: While travelling abroad, for journeys up to 12 hours, an allowance of US\$50 (one way) and for journeys more than 12 hours, an allowance of US\$100 (one way) will be paid as journey allowance. This is in addition to the per diem for actual stay. If the journey allowance is being paid, no expenses during transit to airport, at the airports or in airlines will be reimbursed. These amounts are reviewed periodically and are subject to change.

Other Expenses (on actual basis)

- Visa charges
- Medical Insurance
- Local Conveyance
- Accounts Office will admit only those expenses which are claimed explicitly in the Travel Claim Form.
- Expenses other than lodging, boarding and conveyance are included in the incidentals.
- If hotel bill shows no. of pax to be more than one or a twin sharing or a double bedroom, then the person has to certify that there was an official guest accompanying OR Single occupancy (single bedroom) tariff certified by the hotel will be reimbursed OR 50 % of the actual amount will be allowed
- If food bills mention sharing or no. of pax to be more than one, either 50% of the amount will be allowed or the person has to certify that he was accompanied by an official guest.

- If the booking of hotel is made through online booking sites or travel agents, proof of payment made by the claimant is required.

The claims must be submitted with the classification of expenditure under the heads – lodging, boarding, travel along with dates.

Entitlement for journey by Sea/River Steamer:

Sr.	Level	Sea
01	Level 12 & above	Highest Class

Note: In case of travel by Sea/River Steamer which is not operated by Govt. authorized agencies, the total fare would be payable equivalent to Sea/River Steamer operated by Govt. authorized agencies.

CHAPTER – 16

Medical Facilities & Insurance

The Institute has a dispensary on the campus for its permanent/contractual employees and students. Doctors may also refer a patient to a hospital or to an expert if the situation so warrants. Reimbursement of medical expenses will be as per the norms laid down by the Central Government.

GROUP PERSONAL ACCIDENT INSURANCE SCHEME:

All Faculty of IIMU are provided with the personal and accidental insurance. IIMU will pay annual premium for the **GROUP PERSONAL ACCIDENT INSURANCE POLICY** with the sum insured showed against the category of the employee:

Sr.	Level	Sum Insured (Rs.)
01	Level 12 & above	20 Lacs

GROUP MEDICLAIM INSURANCE SCHEME:

All employees of IIMU are provided with the Group Medical Health Insurance. This Mediclaim policy may cover family of employee - self, spouse, non-earning children and non-earning parents. The IIMU has a tie up with the General Insurance Companies for providing group medical insurance benefits for its employees under its Group Mediclaim Insurance Scheme. The scheme covers all Faculty of the IIMU and their family (max. six family members).

The Mediclaim Policy coverage at present is as follows:

Sr.	Level	Sum Insured (Rs.)
01	Level 12 & above	5 Lacs

Sum Insured may be changed from time to time with the approval of BOG.

CHAPTER – 17

Leave for Faculty

Procedure of grant of leave

1. The grant of leave to the IIMU employee is governed by the IIMU Leave Rules.
2. This leave policy shall apply to all Faculty of IIMU.
3. This leave policy does not include leave on official duty (e.g., field visits, conference etc.)
4. Leave cannot be claimed as a matter of right. Based on IIMU's requirement or Public Exigencies, leave can be denied as well.
5. The leave sanctioning authority may refuse or revoke leaves of any kind but cannot alter the kind of leave due and applied for. Alteration of leave is possible only if there is a written request from the faculty.
6. The reasons for leave and the leave address should invariably be indicated in the leave application.
7. All leave applications (except casual leave) should be sent to the respective authority for approval.
8. Any planned leave for more than 2 days should be applied at least 10 days prior to the start of leave.
9. Absence without leave not in continuation of any authorized leave will constitute an interruption of service unless it is regularized.
10. When the exigencies of the IIMU so require, discretion to refuse or revoke leave of any description is reserved with the authority empowered to grant it. Similarly, an employee already on leave may be recalled by such authority when such an action is considered necessary in the interest of the IIMU.
11. Generally, all leave applications should be sent through a dedicated faculty portal. Till such time such a portal gets operational, a dedicated email id will be created by the HRD for this purpose, which will be notified to faculty and other employees separately.

Extension of Leave

1. Requests for extension of leave should be avoided as far as possible. Applications for extension of leave should be submitted well in advance of the date of expiry of the leave already sanctioned. It should not be assumed that an extension will always be granted.

2. If a faculty member is unable to resume duty on due date on account of any unforeseen circumstances, he/she must send an immediate intimation to the Director stating the reason of his/her inability to attend Office on the due date.
3. Extension of leave without proper sanction will lead to the deduction of leave. No leave salary is admissible for the entire period of extension of leave without sanction and such period will not be counted under the qualifying service.
4. If an employee is absent without proper sanction of leave, it will be treated as Extra Ordinary Leave without Pay (EOLWP).

Cancellation of Leave

1. Cancellation of any approved leave should be approved by the Director.
2. Approved leave cancellation request must be submitted to HRD office on or before the date of start of applied leave or on the day of joining the duty (if the employee has curtailed his original leave).

Kinds of Leave for Faculty:

All types of leave and their rules prevailing for the permanent employees of the Government of India are applicable to the Faculty of IIMU, unless otherwise specified.

Leave Type 1: Casual Leave

- 1) Casual leave (CL) admissible to an employee is **eight days** for a calendar year, subject to the condition that not more than five days casual leave may be allowed at a time.
- 2) In case of employee desirous to avail CL due to some contingency, the controlling officer must be informed at the first opportunity.
- 3) For differently abled person, additional four Special Casual Leaves are available. These should be utilized for specific requirements relating to the disability of the officials.
- 4) Casual leave can be combined with Special Casual leave but not with any other kind of leave.
- 5) Sundays and Holidays falling during a period of Casual Leave are not counted as part of Casual Leave.
- 6) Sundays/public holidays/restricted holidays/weekly offs can be prefixed/suffixed to Casual Leave.
- 7) Casual Leave can be taken while on tour, but no daily allowance will be admissible for the period.
- 8) Casual leave can be taken for half-day also. If CL is availed forenoon, then the person must join duty by the end of lunch hours.

- 9) Casual leave cannot be accumulated and leave not availed of during any calendar year shall lapse at the end of that year.
- 10) If a person joins in the middle of a year, casual leave will be granted to him/her proportionately.
- 11) As far as possible Casual Leave should not be kept unutilized till December. Taking longest duration of Casual Leave in last month results in disruption of work. If at all longer leave is required at least 10 days advance request should be sent.
- 12) LTC/Leave Encashment can be availed during Casual Leave, wherever applicable.

Leave Type 2: Vacation Leave (VL) & Earned Leave (EL)

Faculty members of IIMU are entitled to avail 60 days of vacation in the calendar year (Jan to Dec) in two installments as follows:

- Summer vacation for 46 days from April 16 to May 31 (Flexible vacation: April 01 to July 31)
- Winter vacation for 14 days from December 25 to January 7 (Flexible Vacation: September 15 to February 28)

- 1) The faculty can avail vacation in maximum four slots, but each slot should not be less than seven days.
- 2) The remaining vacation will be credited on 31st March in the following year. The credit will be given in the EL account by calculating as half of the vacation not availed.
- 3) The faculty joining in the middle of the year will get proportionate vacation accordingly
- 4) The existing ceiling on accumulation of EL is 300 days for regular faculty members. For other faculty members, accumulation of EL has no ceiling. However, encashment of EL for such faculty members are limited to 10 days per year of completed service.
- 5) Employees rejoining after availing of vacation leave/EL should inform the Dean (Faculty & Research) about their rejoining the Institute from leave.
- 6) A confirmed regular faculty who resigns or quits service shall be entitled to cash equivalent in respect of earned leave at credit on the date of cessation of service to the extent of half of such leave at his credit subject to a maximum of 150 days (10 days per year of completed service for other faculty members).
- 7) Earned Leave will be reduced by 1/10th of EOL availed and/or the period of dies

non during the previous half year, subject to a maximum of 15 days and to the extent of such credit only.

- 8) The EL application must be submitted for approval prior to 15 days of the start of leave to the head of department.
- 9) Before the start date of EL, the approved leave form should reach to HRD office.
- 10) The credit for the half-year in which an employee is due to retire or resigns from the service shall be afforded only at the rate of two & half days per completed calendar month up to the date of retirement or resignation.
- 11) When an employee is removed or dismissed from service, credit of earned leave shall be allowed at the rate of two & half days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service.
- 12) When an employee dies while in service, credit of earned leave shall be allowed at the rate of two & half days per completed month of service up to the date of death of the employee.

Leave Type 3: Half Pay Leave

- 1) Half pay leave is credited in advance at the rate of 10 days on the 1st of January and 1st of July every year. The advance credit for the half-year in which an employee of the Institute is appointed will be at the rate of 5/3 days for each completed calendar month of service he/she is likely to render in the half-year.
- 2) The half pay leave to be credited every half-year will be reduced at the rate of one-eighteenth of the period of * *dies non*/suspension treated as dies non, during the previous half year, subject to a maximum of ten days.
- 3) The credit for the half-year in which an employee of the Institute is due to retire/resigns will be afforded at the rate of 5/3 days for each completed calendar month in that half-year up to the date of retirement/resignation.
- 4) The credit for the half-year in which an employee is removed/ dismissed from service or dies in service will be afforded at the rate of 5/3 day per completed calendar month up to the end of the calendar month preceding the calendar month in which he/she is removed/dismissed/dies.
- 5) While affording credit of half pay leave, fraction of a day shall be rounded off to the nearest day.

**In service terms, "dies none" means a day, which cannot be treated as duty for any purpose. It does not constitute break in service. But the period treated as 'dies none'*

does not qualify as service for pensionary benefits or increment.

Leave Type 4: Commuted Leave⁵

- 1) Commuted leave not exceeding half the amount of half pay leave due can be taken on medical ground.
- 2) Commuted leave up to a maximum of 90 days can be taken during the entire service without medical certificate where such leave is utilized for an approved course of study certified to be in public interest.
- 3) Commuted leave up to a maximum of 60 days can be granted to a female employee of the Institute in continuation of maternity leave without medical certificate.
- 4) Commuted leave up to a maximum of 60 days can be granted without medical certificate to a female employee with less than two living children, on adoption of a child less than one year old.
- 5) If commuted leave is taken, twice the number of days availed should be debited in the half pay leave account.
- 6) When an employee, granted commuted leave, quits service voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the excess leave salary recovered. If the retirement is by reason of ill-health incapacitating him/her for further service or in the event of death, recovery should not be made.
- 7) On joining back after completion of commuted leave due to medical reason, employee has to submit medical and fitness certificate on the day of joining along with leave application.
- 8) In absence of timely submission of leave application with medical and fitness certificate, Half Pay Leave will be debited.
- 9) The authority competent to grant leave may, at its discretion, secure a second medical opinion by requesting a Government Medical Officer not below the rank of a Civil Surgeon or Staff Surgeon, to have the applicant medically examined on the earliest possible date.

Leave Type 5: Extraordinary Leave

- 1) Extraordinary leave is granted to an employee when no other leave is

⁵ Available only to the regular faculty

admissible or when other leave is admissible, but the employee applies in writing for extraordinary leave.

- 2) Extraordinary leave cannot be availed concurrently during the notice period, when going on voluntary retirement.
- 3) The Extraordinary leave without pay can be applied on personal ground only and the sanction of this leave will be at the sole discretion of the Director.
- 4) If sanctioned, the extra-ordinary Leave without pay will be for the duration of maximum one year only.
- 5) Sanction of this leave is not automatic but is subject to the exigencies of work at the Institute.
- 6) The leave will be available only to those who are confirmed in the service, and who have put in a minimum of eight years' service in the Institute.
- 7) This leave cannot be combined with any other type of leave.
- 8) The leave can be availed at most on two occasions, but the total duration of leave availed on both the occasions put together should not exceed one year.
- 9) Three months' advance notice is to be given to the Institute to avail of this leave.
- 10) For administrative purposes the absence from duty will be treated as extra-ordinary leave without pay as understood in leave rule in vogue for Government of India employees.
- 11) Grant of Extraordinary Leave is on the specific understanding that if the employee does not re-join duty on the expiry of his leave, his appointment at the Institute will be treated as terminated.
- 12) Limit: No leave of any kind can be granted for a continuous period exceeding five years.

Leave Type 6: Maternity Leave

- 1) Admissible to married/unmarried female employees during—
 - i. *Pregnancy*: 180 days. - Admissible only to employees with less than two surviving children.
 - ii. *Miscarriage/abortion (induced or otherwise)*: Total of 45 days in the entire service. Admissible irrespective of number of surviving children. Application should be supported by a certificate from a Registered Medical Practitioner.
- 2) The leave is not debited to the leave account.

- 3) It is granted on full pay.
- 4) It may be combined with leave of any other kind.
 - a. Any leave (including commuted leave up to 60 days and leave not due) may be taken without medical certificate up to two years in continuation.
- 5) Counts as service for increments.
- 6) Counts as service for pension.
- 7) Not admissible for 'threatened abortion'.
- 8) The employee must submit the Discharge Certificate and Copy of Birth certificate of the child after availing the maternity leave.

Leave Type 7: Paternity Leave

- 1) A male Government servant with less than two surviving children, may be granted Paternity Leave for a period of 15 days, during the confinement of his wife for childbirth, i.e., up to 15 days before, or up to six months from the date of delivery of the child.
- 2) The Leave application should be submitted well in advance.
- 3) The salary would be equal to last pay drawn.
- 4) Paternity leave will not be debited to the leave account. This leave may be combined with any other kind of leave except casual leave as in the case of maternity leave.
- 5) Not to be refused normally.
- 6) The employee has to submit the Discharge Certificate of Wife's hospitalization and Copy of Birth certificate of the baby at the time of applying for Paternity Leave.

Leave Type 8: Leave to female employees on adoption of child

- 1) A female employee, with fewer than two surviving children, on valid adoption of a child below the age of one year, may be granted child adoption leave, by an authority competent to grant leave, for a period of 180 days immediately after the date of valid adoption. Child includes a child taken as ward under the Guardians and Ward Act, 1890 subject to conditions.
- 2) During the period of child adoption leave, the female employee will be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- 3) Child adoption leave may be combined with leave of any other kind.

- 4) Other conditions will remain as declared by the Government of India under the category of Child Adoption Leave.

Leave Type 9: Study Leave

- 1) Granted to an employee with not less than five years' regular continuous service for undergoing a special course consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his duties or being capable of widening his mind in a manner likely to improve his ability.
- 2) The sanction of this leave will be at the sole discretion of the Director.
- 3) The study or study tour should be approved by the authority competent to grant leave.
- 4) The employee on his return should submit a full report on the work done during study leave.
- 5) Other conditions will remain as declared by the Government of India under the category of Study Leave.
- 6) When a member of the faculty applies for study leave to pursue further study/Fellowship/Exchange Programme/Training, it is considered that this would have a direct bearing on subjects with which the Institute is concerned, and the study or training will, consequently, serve the interest of the Institute, although not to the extent of placing him on deputation. The faculty member may be granted this leave under the following terms and conditions:
 - a. The Institute will not ordinarily pay for the travel of the faculty.
 - b. Study leave will not be debited to the leave account of the faculty member.
 - c. Faculty shall draw Leave Salary equal to the pay that the faculty drew while on duty with the Institute immediately before proceeding on such leave and in addition the Dearness Allowance and House Rent Allowance as admissible.
 - d. Payment of leave salary at full rate shall be subject to furnishing of a certificate by the faculty to the effect that s/he is not in receipt of any scholarship, stipend or remuneration in respect of any part-time employment.
 - e. The amount, if any, received by a Faculty during the period of Study leave as scholarship or stipend or remuneration in respect any part-time employment, shall be adjusted against the Leave Salary payable subject to

the condition that the Leave Salary shall not be reduced to an amount less than that payable as Leave Salary during half-pay leave.

- f. The total period of the leave so sanctioned should not normally exceed twelve months and in no case two years in the entire period of service. Study leave in excess of twelve months may be granted only if the member has rendered more than three years' continuous service. This condition may be relaxed in special circumstances and a shorter period - in no case less than two years - may be accepted as minimum qualifying service.
- g. Study Leave may be taken in combination with earned leave.
- h. A bond shall be taken from the employee binding him/her to serve the Institute after completion of the study or training for a period equal to four times the period of his absence, subject to a minimum of two years and a maximum of five years.

Leave Type 10: Special casual Leave

- 1) Special Casual leave is admissible for participating in sports events, cultural activities, mountaineering / trekking expedition, family planning, natural calamities, etc.
- 2) The limit of Special Casual Leave under each category will vary as per the rules of Government of India and subject to approval of Director.

Leave Type 11: Child Care Leave

- 1) Regular female faculty members, who have put in at least one year of service, may be granted Child Care Leave (CCL) by the Director for a maximum period of 730 days during her entire service for taking care of her two eldest surviving children, whether for rearing or for looking after any of their needs, such as education, sickness and the like.
- 2) "child" means (a) a child below the age of eighteen years: or (b) a child below the age of twenty—two years with a minimum disability of forty per cent as specified in the Government of India in Ministry of Social Justice and Empowerment's Notification No.16-18/97-NI.I. Dated the 1st of June. 2001.
- 3) Grant of childcare leave to a Women Faculty shall be subject to the following conditions namely:
 - a. it shall not be granted for more than three spells in a calendar year:
 - b. it shall not be granted for a period less than fifteen days at a time: and

- c. it shall not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is satisfied about the need of childcare leave to the probationer. Provided that the period for which such leave is sanctioned is minimal.
- 4) During the period of CCL, a female faculty member shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- 5) The nature of CCL shall be like the earned leave and therefore Saturdays, Sundays and Gazetted Holidays etc. falling during the period of Leave would also be counted as CCL as in case of earned leave.
- 6) CCL shall not be demanded as a matter of right and under no circumstances can any employee proceed on CCL without prior sanction of leave by the competent authority.
- 7) The period of willful absence or unauthorized absence shall not be converted into CCL.
- 8) The period of earned leave or any other kind of leave already sanctioned or availed shall not be converted into CCL with retrospective effect.
- 9) An application for grant of CCL by a woman employee already on Leave (other than CCL) within India or out of India, who submits her application for grant of CCL may be considered provided she submits her application one month before the expiry of Leave. If CCL is not sanctioned by the competent authority before the expiry of leave, she shall have to join her duty.
- 10) LTC shall not be applicable while on CCL. CCL is meant for the care of children, therefore LTC shall not be admissible while on CCL.
- 11) CCL be combined with any other leave if due and admissible.

Leave Type 12: Sabbatical Leave

- 1) Regular Faculty who has put in at least six years of continuous service may be granted Sabbatical Leave (SBL) by the Director for a maximum period of one year inclusive of vacation for any of the following purpose:
 - a. to conduct research
 - b. to write textbooks or other related works
 - c. any other purpose, as approved by the Institute.
- 2) Sabbatical Leave cannot be granted on more than three occasions during the entire service of a faculty member.

- 3) The grant of Sabbatical Leave would not be automatic. The Institute will have to consider various aspects before approval of the grant of Sabbatical Leave.
- 4) A faculty member while on Sabbatical Leave should not accept any other employment outside. However, if he/she wants to spend his/her sabbatical leave in Udaipur, he/she will be allowed to use the office. He/she will also be provided reasonable secretarial help (normally half of one's regular entitlement) and reimbursement of medical expenses. Further if the concerned faculty member desires to participate on a limited basis in the institute teaching programmes while he/she is on leave, he/she may be allowed to do so without giving him/her any additional honorarium. Such teaching involvement would however be minimal.
- 5) No member of the faculty is permitted to do consultancy while on Sabbatical Leave.
- 6) A faculty member availing Sabbatical Leave shall furnish a bond in the prescribed form to serve the Institute for a minimum period of three years on return to duty.

Leave Type 13: Leave on Duty without Pay⁶

- 1) The following norms for leave-on-duty-without-pay for the faculty will apply:
- 2) The leave will be granted by the Director if he is satisfied that there will not be any major dislocation in the Institute's activities and that the Institute is also likely to benefit from the assignment being undertaken by the faculty. The Institute expects the faculty member on LWP to rejoin the Institute and contribute even more meaningfully to the activities of the Institute in the future.
- 3) Such leave can be granted up to a period of one year to the faculty who has completed 3 years of continuous service at the Institute. Those who have completed continuous service for a period of 6 years, may be granted leave up to 2 years. The Director will have the discretion to relax the period of service of leave by a few months in deserving cases. All such requests for leave will be placed before the Faculty Development and Evaluation Committee for a decision.
- 4) A faculty member who has availed leave without pay has to be continuously on pay service of the Institute for 3 years again to become eligible for one

⁶ Available only to regular faculty members

year leave without pay and 6 years continuous service to become eligible for 2 years leave without pay. Such requests for leave will also be placed before the Faculty Development and Evaluation Committee for a decision on the request.

- 5) The most significant benefit to faculty members availing of LWP is that he/she can take up assignments with other organizations while retaining lien on the job with the Institute.
- 6) If a faculty member takes LWP for a period not exceeding one year, he/she can either retain the house for the period of his/her leave (by paying normal license fee) or can let the Institute use the house (full or part) during his/her leave. In the latter case, the faculty concerned will have the right to reoccupy the house when he/she returns.
- 7) If a faculty member goes on leave for a period exceeding one year, he/she will have to surrender the house to the Institute from the date the leave commences, but his/her seniority for house allotment will be kept intact.
- 8) If a faculty member resigns or takes voluntary retirement from the Institute while on LWP, without rejoining the Institute, then the last working day of the faculty at the Institute would be regarded as the date of resignation/retirement. The post-separation benefits such as pension, gratuity, etc., wherever applicable, would be available to the faculty member from the date following the last working day.
- 9) The normal license fee in respect of house retained by a faculty member while on LWP is applicable only if the faculty on LWP resumes duties on return from LWP and not when a faculty's resignation/retirement takes effect from the last working day prior to proceeding on LWP. In the latter case, the license fee for housing to be charged would be as per the norms/rules applicable in the case of resignation/retirement.
- 10) A faculty on LWP may be permitted to retain his/her office depending on the availability of faculty offices. This decision shall be taken by Director on request from faculty.
- 11) The faculty is not eligible for any pay related benefits such as medical reimbursement, mediclaim facilities and group accident insurance during the period of leave.
- 12) The Institute also expects the faculty member to keep sufficient balance with the Institute to cover the payment to certain deductions and to cover

the charges for the campus accommodation if it is retained by the faculty member and any other recovery of loan, etc.

- 13) Access to digital resources (computer, email id, electronic notice boards, personal homepage, etc.) during LWP will be governed by the then prevailing policy as framed by Computer Services Committee (CSC) and approved by the Director.

Encashment of Earned Leave

- 1) The ceiling for availing of the benefit of encashment of unutilized earned leave shall be 300 days (10 days per year of completed service) for regular (other than regular) faculty members in respect of the following categories:
 - a. Retirement on attaining the age of Superannuation
 - b. Voluntary/Premature retirement
 - c. Where the services of an employee are terminated by notice or by payment of pay and allowances in lieu of notice, or otherwise in accordance with the terms and conditions of his appointment
 - d. In the case of death of an employee while in service, to the family of the deceased
 - e. On absorption of an employee in the Central Government/Central Public Sector Undertaking/ autonomous body wholly or substantially owned or controlled by the Central/State Government.
- 2) A confirmed faculty member who resigns or quits service shall be entitled to cash equivalent in respect of earned leave at credit on the date of cessation of service to the extent of half of such leave at his credit subject to a maximum of 150 days (10 days per year of completed service for Professors of Practice and full-time visiting faculty members).
- 3) The benefit of encashment of 10 days earned leave at the time of availing of Leave Travel Concession is subject to the conditions that:
 - a. the total leave so encashed during the entire career does not exceed 60 days in the aggregate for regular faculty
 - b. encashment of EL up to 10 days at the time of availing LTC without any linkage to the number of days and the nature of leave availed while proceeding on LTC
 - c. a balance of at least 30 days of earned leave is still available to the credit of the regular faculty after considering the period of encashment as well as leave and

- d. In case within the same block, one has availed both 'Hometown' as well as 'anywhere in India' separately, encashment of leave is restricted to one occasion only.
- e. To process the LTC advance/claim form or leave encashment, the request must be submitted to the HRD.
- f. After processing and approval, the same will be sent to Accounts department for further action.
- g. Rules mentioned herewith are for leave encashment. Rules and process for application of LTC will apply as is.

Public Holidays and Restricted Holidays

The Institute will observe public holidays and restricted holidays (2 days in a year) in a calendar year as approved by the Director based on a list of holidays declared by the Government of India every year.

Leave Address & Contact details during leave:

An employee proceeding on leave shall intimate the Competent Authority his address and contact details like mobile number, landline number etc. during leave and shall keep the said authority informed of any change in the leave address.

Authorities empowered to grant leave

Leave approval Authority for various positions at IIMU is as follows:

Sr.	Level	Leave Sanctioning Authority
1	Dean	Director
2	Faculty-Casual leave	Intimation to HRD
3	Faculty-earned leave	Dean (Faculty & Research)
4	Faculty-other leave	Director

Note:

1. HRD will share leave balance with individual employee twice in a year which will be before 31st January and 31st July.
2. In case of any contradiction with Government of India rules, the Government of India rules will be followed, in concurrence with the Director.
3. Any Paid Leave is not to be utilized for taking up any other work for monetary consideration. Violation of this principle shall be viewed as misconduct.
4. In case of any difference of opinion on any leave or related matter, decision of the Director will be considered as final.

CHAPTER – 18

Leave Travel Concession

- a) Leave Travel Concession is admissible to **Faculty** of IIMU with at least one year of continuous service on the date of journey performed by him/her or his/her family as the case may be.
- b) The concession is admissible in every calendar year for visiting hometown for the first 8 years from the joining date of the employee⁷.
- c) The concession is admissible in a period of four years for visiting a place anywhere in India, which needs to be specified before availing of the concession on each occasion.
- d) After completion of 8 years from the joining date of the employee, the concession is admissible once in a period of two calendar years for visiting hometown.
- e) The block years for the purpose of this calculation shall be calendar years like 2018-21, 2022-2025 and so on.
- f) The employees who are unable to avail of the concession in a block of four years, maybe permitted to avail of the concession before the end of the first year of the next block. In the event of the return journey falling in the succeeding calendar year, the concession should be counted against the year in which the outward journey commenced.
- g) Hometown means the permanent hometown as given in the applications of the employees or such other place as declared by them supported by reasons such as ownership of immovable property, permanent residence of near relatives. The declaration of hometown once made shall be treated as final, but IIMU may allow one change during the career of an employee on the individual merits of the case.
- h) "Family" for the purpose of leave travel concession means an employee's wife or husband two surviving children or stepchildren irrespective of whether they are residing with the employee or not. In addition, it also includes parents, stepmother, unmarried sisters, brothers, and married daughters who have been divorced, abandoned, or separated from their husbands, and widowed daughters who are residing with and wholly dependent on the employee. Widowed sisters are also included, if residing with and wholly dependent upon the employee (provided their father is either not alive or is himself dependent on the employee).

⁷ This facility is available only to regular faculty members

- i) The restriction of two surviving children as indicated above shall not apply to the case of existing children of an employee and a child born within one year of the restrictions coming into force and in case of multiple births after one child.
- j) Not more than one wife is included in the term "family" for the purpose of leave travel concession.
- k) The concession is restricted to journeys within India.
- l) The concession is admissible only in the case of journeys performed by the employee during regular leave or casual leave, irrespective of their duration.
- m) Employees who are entitled to travel by Air under LTC may choose to travel by any airline provided that cheapest economy tickets by the shortest route are purchased by either booking through internet/airlines directly.
- n) The employee should inform the designated personnel in the accounts department before undertaking journey for which the concession under this scheme is claimed. They should produce evidence of their having performed the journey as claimed by them.
- o) To enable the employees to avail of the concession, they may be granted an advance limited to 90% of the estimated amount which the IIMU would have to reimburse in respect of the cost of journey both ways to the hometown or any specified place and back. Where the employees and members of the family avail themselves of the concession separately, the advance also may be drawn separately. The advance shall have to be refunded if the outward journey is not commenced within 65 days of the grant of advance in the case of air travel (travel by train 125 days). Travelling advance should be settled within one month of completing the return journey.
- p) Boarding passes need to be submitted for settling the account.
- q) For the purpose of availing facility of LTC, faculty members shall follow the OMs issued by the Government of India from time to time. In case of any deviation in IIMU rules from the Government of India, rules mentioned by the Government of India will prevail.

CHAPTER – 19

Retirement and Resignation (including Technical Resignation)⁸

RETIREMENT

- a) The age prescribed for retirement on superannuation is 65 years for the regular Faculty of IIMU.
- b) Retirement is effective from the afternoon of the last day of the month in which age of superannuation is attained.
- c) *Exception:* An employee whose birth date is the first of the month shall retire on the afternoon of the last day of the preceding month.
- d) The day of retirement on superannuation will be deemed as a working day.
- e) In case of premature/voluntary retirement, the day of retirement will be treated as a 'non-working day'; in all other cases it will be a working day.
- f) *Relinquishment of charge on a Holiday:* An employee retiring on superannuation should formally relinquish charge of office on the afternoon of that day itself even if it happens to be closed holiday. The cash, stores, etc., may be made over by the retiring officer on the close of the previous working day. The actual relinquishment of charge of office shall be made in the prescribed form on the last day of service for which the physical presence of the officer in the office need not be insisted.
- g) *Regulation of claims to pension or family pension:* Any claim for NPF/Pension/Gratuity/Family Pension benefits will be regulated based on the rules in force on the date on which the employee ceases to be in service due to retirement or death.
- h) *Pension subject to future good conduct:* Future good conduct is an implied condition for every grant of pension and its continuance. If the pensioner is convicted of a serious crime or is found guilty of grave misconduct, the whole or part of the pension may be withheld or withdrawn by a written order of the appointing authority, whether permanently or for a specified period.
- i) *Right of IIMU to withhold or withdraw pension:* The Director has the right to withhold a pension or gratuity or both or withdraw a pension or a part thereof. He/she can also order recovery from a pension or gratuity, the whole or a part of

⁸ This chapter applies to regular faculty members, unless explicitly stated otherwise.

any pecuniary loss caused to the IIMU, if, in any departmental or judicial proceedings, the pensioner is found guilty of grave misconduct or negligence during the period of his/her service.

- j) *Employment after retirement under a Foreign Government:* A pensioner, who immediately before his retirement was a Group A employee should not accept any employment under any Government outside India without the prior sanction of the IIMU. No pension is payable during the period of such appointment accepted without prior permission or for a longer period as may be ordered by the IIMU.
- k) Limitation on number of pensions: the member is not eligible for 2 pensions in the same service or post at the same time or by the same continuous service

Period counted as a qualifying service

- Qualifying service of an employee commences from the date he/she takes charge of the post to which he/she is first appointed in a permanent capacity. Temporary service followed by confirmation without interruption will also qualify.
- All kinds of leave with leave salary
- Extraordinary leave on medical certificate and extraordinary leave without medical certificate granted due to inability of the employee to join/re-join duty on account of civil commotion or for prosecuting higher technical and scientific studies. This period automatically counts as qualifying service without and express sanction for this purpose
- Service on probation followed by confirmation
- Suspension followed by minor penalty

Period counted as a non-qualifying service

- Service rendered before attaining the age of 18 years.
- Service as Apprentice.
- Unauthorized absence treated as '*dies none*'.
- Overstay on leave/joining time not regularized as leave with leave salary.
- Extraordinary Leave without medical certificate other than extraordinary leave on medical certificate and extraordinary leave without medical certificate granted due to inability of the employee to join/rejoin duty on account of civil commotion or for prosecuting higher technical and scientific studies.
- Suspension followed by major penalty, if the reinstating authority does not order that it shall count as qualifying service.

RESIGNATIONS

Faculty members (including members other than regular faculty) of the IIMU may resign from the IIMU as per the provisions contained in their appointment letter. While the IIMU would be interested to settle all the outstanding dues, as early as possible, no outstanding dues will be settled unless a properly endorsed clearance form is submitted by the employee concerned.

Retirement benefit to permanently absorbed employee:

When an employee of an organisation under the control of the Government of India is permanently absorbed at IIMU, the past service will count for retirement benefits at IIMU, provided the transfer is certified to be in the public interest and subject to the following conditions:

- (a) The transfer is made with the consent of parent institution
- (b) the IIMU shall be the sole judge to decide as to whether the absorption is in the public interest or not
- (c) the parent institution pays the capitalised value of pension and gratuity in respect of past service of the employee in that institution to IIMU at the time of his permanent absorption; and
- (d) in case the employee in question is on CPF Scheme, the accumulations in the CPF account and the capitalised value of gratuity to be transferred by the parent organisation to the IIMU.

TECHNICAL RESIGNATION

1. A resignation is treated as a technical formality where a faculty member has applied through proper channel for a post in the same or some other Department, and is on selection, required to resign from the previous post for administrative reasons. The resignation will be treated as technical resignation if these conditions are met, even if the faculty has not mentioned the word "Technical" while submitting his resignation. The benefit of past service, if otherwise admissible under rules, may be given in such cases. Resignation in other cases including where competent authority has not allowed the faculty to forward the application through proper channel will not be treated as a technical resignation and benefit of past service will not be admissible. Also, no question of benefit of a resignation being treated as a technical resignation arises in case of it being from a post held on ad hoc basis.

2. This benefit is also admissible to the faculty members who have applied before joining the Institute and on that account the application was not routed through proper channel. The benefit of past service is allowed in such cases subject to the fulfilment of the following conditions: -
 - a. the faculty should intimate the details of such application immediately on her joining
 - b. the faculty at the time of resignation should specifically make a request, indicating that she is resigning to take up another appointment under Government for which she had applied before joining the Government service
 - c. the authority accepting the resignation should satisfy itself that had the employee been in service on the date of application for the post mentioned by the employee, her application would have been forwarded through proper channel.
3. In case of Technical Resignation, it is very much important that both Government Organisations/ Institutes, one which is relieving the faculty and another which is accepting the faculty, accepts in writing that Faculty's resignation is a Technical Resignation and necessary respective amount calculated under various heads needs to be transferred from relieving organisation to receiving organisation.
4. Carry forward of Leave benefits:
 - a. Technical resignation shall not result in the lapse of leave to the credit of the faculty. The balance of unutilised CCL as well as all other leaves of the kind due & admissible will be carried forward. If leaves are merely transferred and not encashed by the faculty then relieving Institute may have to deposit amount equivalent to the leave encashment.
 - b. In case of permanent absorption in PSUs/ Autonomous Bodies/ State Government etc., the faculty shall be granted cash equivalent of leave salary in respect of EL (earned leave) & HPL (half-pay leave) at his credit subject to overall limit of 300 days.
 - c. A faculty taking up an appointment in a central public enterprise will be entitled to encashment of earned leave to his credit at the time of acceptance of his resignation from Institute service, subject to a limit of 180 days. Half pay leave will stand forfeited.
5. Carry forward of LTC: Entitlement to LTC may be carried forward in case of a faculty who joins another post after having submitted Technical Resignation. In

case of a faculty who resigns within 8 years of his appointment and joins another post in the Government after Technical Resignation, Faculty will be treated as a fresh recruit for a period of 8 years from the date of his initial appointment under Government. Thus, if a faculty joins another Department after serving in the Institute for 4 years, he will be treated as a fresh recruit for 4 years in the new Department.

6. Protection of Pay and Increment: In cases of appointment of a faculty to another post in Government on acceptance of technical resignation, the protection of pay is given. Thus, if the pay fixed in the new post is less than his pay in the post he holds substantively, he will draw the presumptive pay of the post he holds substantively. Past service rendered by such a faculty is considered for reckoning of the minimum period for grant of annual increment in the new post/ service/ cadre.
7. PF transfer: Transfer of PF on technical resignation would be governed by PF rules. In case relieving organisation has PF Trust then appropriate PF amount must be transferred by relieving organisation to the receiving organisation.
8. Gratuity: The appropriate Gratuity amount to be transferred by the relieving organisation to the receiving organisation.
9. Seniority: On technical resignation seniority in the post held by the faculty on substantive basis continues to be protected. However, in case of a faculty deciding to rejoin his substantive post, the period spent in another Department which he had joined after submitting his technical resignation will not count for minimum qualifying service for promotion in the higher post.
10. New Pension Scheme (NPS): In case of 'Technical Resignation' of Faculty covered under National Pension System (NPS), the balance standing to their Personal Retirement Account (PRA) along-with their PRAN, will be carried forward to the new office.

CHAPTER – 20

Gratuity & Leave Encashment

Gratuity:

- 1) All rules followed by the Government of India for the payment of Gratuity to the employees should be followed by IIMU.
- 2) Gratuity shall be granted for good, efficient, and faithful service to the Faculty of the IIMU and shall **exclude** the following:
 - a) Casual employees; Part time employees
 - b) employees on deputation; and
 - c) Apprentices and trainees.
- 3) Gratuity will be admissible only after five years of qualifying service.
- 4) It shall also be granted in the following circumstances:
 - a) discharge on abolition of post;
 - b) permanent incapacity due to bodily or mental infirmity;
 - c) superannuation at the age of 65 years;
- 5) Qualifying service is calculated and expressed in completed half years. Fraction equal to three months and above shall be treated as one half year. Fraction of less than 3 months will be ignored.
- 6) Gratuity shall not be admissible to an employee whose services are terminated for misconduct, insolvency, or conviction.
- 7) Gratuity shall be equal to one-fourth of the monthly emoluments (last Basic Pay + DA) for each completed six monthly periods of service subject to a maximum of 16½ times of the emoluments or **Rs.20 lacs whichever is less.****
- 8) **In case of death**, the amount of gratuity shall be calculated under (7) or as worked out below, whichever be more:

Sr.	Length of Service	Death Gratuity payable to family
1.	Less than one year	2 times of `emoluments'
2.	One year or more but less than 5 years	6 times of `emoluments'
3.	5 years or more but less than 20 years	12 times of `emoluments'

4.	20 years or more	Half of emoluments for every completed six-monthly period of qualifying service subject to a maximum of 33 times 'emoluments' or Rs.20 lacs in case of death whichever is less.
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9) For gratuity, "family" covers following members:

- a) wife in the case of a male employee;
- b) husband in the case of female employee;
- c) sons including stepchildren and adopted children;
- d) unmarried and widowed daughters;
- e) brothers below the age of 18 years and unmarried and widowed sisters including stepbrothers and step sisters;
- f) father;
- g) mother;
- h) Children of a pre-deceased son.

10) Every employee shall make a nomination in the appropriate form conferring on one or more persons of his family the right to receive the gratuity in the event of his/her death while in service or after quitting service but before payment of gratuity is made, indicating the shares payable to each member.

11) In the case of an employee having no family, the nomination may be made in favour of a person, or persons, or a body of persons, corporate or incorporate.

12) In the event of there being no nomination, the gratuity on death may be paid in the manner indicated below:

(a) If there are one or more surviving members of the family as mentioned below, it may be paid to all such members other than any such member who is widowed daughter, in equal shares.

- 1) wife in the case of a male employee;
- 2) husband in the case of female employee;
- 3) sons including step children and adopted children;
- 4) unmarried daughters;

(b) If there are no such surviving members of the family but there are one or more surviving widowed daughters and/or more surviving members of the family as mentioned below, the gratuity may be paid to all such members, in equal

shares.

- 1) brothers below the age of 18 years and unmarried and widowed sisters including stepbrothers and step sisters;
- 2) father;
- 3) mother;
- 4) married daughters; and
- 5) Children of a pre-deceased son.

Leave encashment:

Regular Faculty

Leave encashment, on superannuation or VRS, is available on maximum 300 days of unutilized Earned leave (EL) as per the following formula:

Payment = [Last Basic Pay+ DA] / 30 x No. of unutilized EL

Other than regular faculty

Leave encashment is available on unspent EL at the rate of a maximum of 10 days per year of completed service.

Payment= Last drawn pay/30* No. of eligible days of EL

E. National Pension System (NPS):

The Central Government has introduced the Defined Contribution based Pension System known as the National Pension System (NPS) replacing the Defined Benefit Pension with effect from January 01, 2004, vide its notification Ministry of Finance (Department of Economic Affairs) OM No 5/7/2003 PR Dt 22/12/2003. National Pension System (NPS) is a contributory pension system whereby contributions from subscribers along with matching contributions from the organisation, are collected and accumulated in an individual pension account of the employee. This scheme is available to the regular faculty members⁹

F. Transport allowance on retirement of a regular faculty will be paid by IIMU as per the rules of the Government of India in this regard.

- a. When the retired employee settles down in a station exceeding 20 kms, Institute pays the following:
 - i. Composite Transfer Grant (CTG) equal to 80% of the last month's Basic Pay.
 - ii. Actual eligible economy fares for self and family for journey as per LTC

⁹ Faculty members, other than regular, are provided, as part of consolidated emoluments, an amount equivalent to the employer's notional contribution to the NPS.

rules.

- b. When the retired employee settles down in a station not exceeding 20 kms.
 - i. Composite transfer grant (CTG) equal to one-third of the last month's Basic Pay.
- c. Cost of transportation as per the following entitlement:

Level	By Train/ Steamer	By Road
Level 12 & Above	6,000 kg by goods train/ 4 wheeler wagon/ 1 double container	Rs.50/Km
Level 6 to 11	6,000 kg by goods train/ 4 wheeler wagon/ 1 double container	Rs.50/Km
Level 5	3000 Kg	Rs.25/Km
Level 1 to 4	1500 Kg	Rs.15/Km

- d. **Time limit:** The concession should be availed by the employee during leave preparatory to retirement or within one year of the date of his retirement.
- e. For more detail refer to the Ministry of Finance, Department of Expenditure O. M.NO.,19030/I/2017-E.tV dated 10.07.2017.

CHAPTER – 21

General Conduct and Disciplinary Action

The Institute recognises that the pursuit of its vision and core institutional values can be achieved only in a fair and sustainable work environment based on mutual respect and trust. The Institute also recognises that to achieve its goals, the employees of the Institute ("**Employee/s**") must work together to uphold a work ethic that displays the highest professional standards and personal integrity that preserves and enhances the Institute's reputation and commitment to self.

The Institute adopts this General Conduct and Disciplinary Action guidelines ("**Guidelines**") as a statement of the Institute's shared commitment to uphold its values and act as a guide for the Employees in their dealings with the Institute community.

The general conduct stands beside but does not exclude, curtail, or replace the rights and obligations of Employees under Central and State Laws.

21.1 Guiding Principles of the Indian Institute of Management Udaipur

To achieve the vision of the Institute, we shall strive to create a conducive work environment for academic scholarship, thought leadership and public service. Towards this end, the Institute shall be guided by the following principles for everyday governance. The Institute shall:

1. *recognise* that as an academic institution, the concept and practice of academic freedom is central to the proper conduct of teaching, research, and scholarship.
2. *promote* a sense of community in which the professional growth of all Employees is advanced through the cultivation of mutual respect, tolerance and understanding.
3. *strive* to promote an enabling academic environment for the students, faculty, and staff to emerge as scholars, professionals, public intellectuals, thought leaders and active citizens.
4. *endeavour* to be a model employer whose decisions and policies are guided by reason, principles of natural justice, protection of an individuals' fundamental and constitutional rights, and in consonance with other laws of the land.
5. *ensure* a work environment that is enabling, free from discrimination and harassment, which protects Employees' privacy and respects work life balance; and

6. *establish* a fair, just and time bound resolution process for Employees' rightful claims and grievances.
7. *enable* participation in governance of the Institute as laid down in the rules and regulations of the Institute and in other ways enabled by the Board of Governors ("**Board**") / Director of the Institute ("**Director**"), as the case may be.

21.2 Professional Conduct and Ethical Principles

A. Members of the faculty shall:

1. adhere to a responsible pattern of conduct and demeanour expected of them by the Institute community when at the workplace and representing the Institute in an official capacity.
2. seek to make professional growth continuous through study and research.
3. express free and frank opinions by participating in professional meetings, seminars, conferences, etc., towards the contribution of knowledge.
4. maintain active membership in professional organisations and strive to improve education and profession through them.
5. treat other members of the profession in the same manner as they themselves wish to be treated.
6. refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.
7. discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organisations for change of any such rule detrimental to the professional interest.
8. conduct themselves, in all forums, including media, in a professional, responsible, and conscientious manner that will enhance the reputation of the Institute.
9. act in accordance with the Institute policies and in compliance with state and central laws.
10. Ensure that when expressing any views outside their field of expertise, that these views are not attributed to the Institute.
11. maintain accountability, transparency, and impartiality in the discharge of duties.
12. make adequate disclosures to the competent authority as soon as

he/she becomes aware of a possibility of conflict of interest in their dealings with the Institute.

13. report to the competent authority of his/her arrest in a criminal proceeding.
14. act responsibly towards Institute resources and ensure their optimal utilization and use only for legitimate Institute purposes.
15. co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.
16. co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with the dignity of the profession.
17. make all efforts to ensure that:
 - i) students are not arbitrarily denied access to instruction and course contents, as approved and announced, are adhered to, as far as possible
 - ii) rules of the faculty in the conduct of courses—e.g., to meet class, to keep office hours, or to hold examinations as scheduled—are adhered to
 - iii) Students are evaluated strictly on the basis of course performance.
 - iv) there is no undue and unexcused delay in evaluating student work.
 - v) students' academic freedom is protected.
 - vi) significant academic or scholarly assistance from students is acknowledged.
 - vii) students are encouraged to participate in extension, co-curricular and extra-curricular activities, including the community service.
 - viii) students are advised against plagiarism and other non-ethical behaviour in their work.

B. members of the faculty shall not¹⁰:

1. indulge in acts, including posting any content such as but not limited to pictures, music, art etc. on social media that shall be detrimental and/or derogatory to the interest of the Institute.

¹⁰ This provision is without a prejudice to a faculty member's right to make a legitimate representation and to make requests to address grievances.

2. use the Institute's platform or resources for political or religious activities.
3. use his/her official capacity for promoting his/her own or family¹¹ interests and avoid conflicts between their private interest and Institute responsibilities.
4. except with the prior permission of the Director, engage directly or indirectly in any trade, business, any private tuition and/or undertake any employment outside his/her official assignments.

For this provision, "Trade" shall not include investments and trading in stock markets, selling of ones personal goods etc.

5. use his/her position or influence directly or indirectly to secure employment for any member of his/her family either in the Institute or in a private undertaking having business dealings with Institute.
6. in the discharge of his/her official duties, deal with any matter, give and/or sanction any contract to any undertaking or any other person if there is a possibility of a conflict of interest.
7. act or decide, during his or her Institute activities, by considerations of personal financial gain. Members of the Institute should be aware and sensitive even to the appearance of that possibility.
8. receive, offer or make, directly or indirectly, any payment, remuneration, gifts, donations, and/or comparable benefits that are intended, or perceived, to obtain uncompetitive favours for the conduct of his/her official business¹².
9. provide evidence without prior approval from the competent authority, except for evidence given at any inquiry before any authority appointed by the Institute, by State Legislature, by Parliament; or evidence given in any judicial inquiry; or evidence given at any departmental inquiry ordered by the Institute authorities. Where the competent authority refuses such permission when applied for, the reasons for such refusal shall be recorded in writing.
10. join or continue to be a member of an association that has been banned by the Government of India,
11. cause harassment in the nature of it being inflicted mentally, physically, sexually, verbally etc. to another member of the Institute.
12. violate canons of intellectual honesty, such as research misconduct and/or orientational misappropriation of the writings, research, and findings of others, as also detailed in the prevailing Intellectual Property (IP) Policy of the Institute as approved by the Director/Board from time

¹¹ Family is defined as immediate family, that is, parents, parents in law, spouses, children, and siblings and their children.

¹² This does not apply to gifts of nominal value, that are customarily given and/or of a commemorative nature.

to time.

13. use position of power to impose their own judgment or conscience upon a student, faculty, staff and/or to cause harm to a student, faculty or staff for arbitrary, vindictive and/or personal reasons.
14. discriminate, including harassment and threat, against a student, faculty and/or staff on political grounds, or for reasons of race, colour, religion, sex, sexual orientation, gender identity, ethnic origin, national origin, ancestry, marital status, pregnancy, physical or mental disability, medical condition, genetic information, age or citizenship or for other arbitrary or personal reasons.
15. participate in or deliberately abet disruption, interference, and/or intimidation in the classroom.
16. enter into a personal, romantic, or sexual relationship with any student for whom a faculty member has, or should reasonably expect to have in the future, academic responsibility (instructional, evaluative, or supervisory) during the entire period of the student's enrolment in any of the academic programmes of the Institute.
17. lodge complaint with local authorities, including Police, against any other Employee/student of the Institute without Director's approval.
18. Any other act or behaviour which shall amount to misconduct as per the ordinary meaning of the term as per a reasonable prudent man's interpretation.

21.3 Disciplinary Action

The conduct of any of the acts mentioned under Clause 21.2 (B) by any Employee shall be considered as a misconduct and violation of these Guidelines. Upon occurrence of any such event, the accused shall be subject to an inquiry and an action shall take place after proper investigation.

Penalties

Notwithstanding anything contained in any other regulation, and without prejudice to such action to which a faculty member may become liable under any other regulation or law for the time being in force, the following penalties may (for good and sufficient reasons and as hereinafter provided) be imposed on any faculty member of the Institute.

Minor Penalties:

1. Censure and/or any other written communication reprimanding the condemned act;
2. withholding of increments or promotion with or without cumulative

effect

3. recovery from his/her pay of the whole or part of any pecuniary loss caused by him/her to the Institute by negligence or breach of orders;

Major Penalties:

1. Reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the faculty member will earn increment of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the further increments of pay.
2. Reduction to a lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the faculty member to the time scale of pay, grade, post or service from which he/she was reduced, with or without further direction regarding conditions of restoration to the grade or post or service from which the Employee was reduced and his/her seniority and pay on such restoration to that grade, post or service.
3. Compulsory retirement
4. Removal from service (it will not be considered as a disqualification for future employment at the Institute).
5. Dismissal from service (it will be considered as a disqualification for future employment at the Institute).
6. Withholding of full and final payment along with the retiral benefits (if any).

Explanation: The following shall not constitute a penalty within the meaning of this regulation.

1. Compulsory retirement of a faculty member in accordance with the provision relating to superannuation or retirement;
2. Termination of service or reversion to a lower category or post either during or at the end of the period of probation;
3. Termination of service of a faculty member employed under a contract or agreement in accordance with the terms of such contract or agreement or in the case of an Employee appointed for a specific period, at the end of such period;

21. 4 Suspension:

The appointing authority as mentioned in the IIMU Regulations 2021, the disciplinary authority or any other authority empowered in this behalf by the Board, by order, may place a faculty member under

suspension:

1. where a disciplinary proceeding against him/her is contemplated or remains pending or;
2. where in the opinion of the authority(s) aforesaid, he/she has engaged himself/herself in activities prejudicial to the interest of the security of the Country; or
3. where a case against him/her in respect of any criminal offence is under investigation, inquiry, or trial.
4. A faculty member shall be deemed to have been placed under suspension by an order of appointing authority:
 - a) With effect from the date of his/her detention, if he/she is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours.

OR

- b) With effect from the date of his/her conviction, if in the event of a conviction for an offence, he/she is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent on such conviction.
5. Where a disciplinary proceeding against an Employee is contemplated or is pending or where criminal proceedings against him/her in respect of any offence are under investigation or trial and the IIMU authorities are satisfied that it is necessary or desirable to place the Employee under suspension, he/she may, by an order in writing, be suspended with effect from such date as may be specified in the order.
6. An Employee who is placed under suspension shall, during the period of such suspension, be paid a subsistence allowance at the following rate, namely:
 - a) Where the enquiry contemplated or pending is departmental the subsistence allowance shall, for the first ninety days from the date of suspension, be equal to one half of the basic pay, dearness allowance and other compensatory allowances to which the Employee would have been entitled if he/she was on leave with pay. If the departmental enquiry gets prolonged and the Employee continues to be under suspension for a period exceeding ninety days, the subsistence allowance shall for such period be equal to three-fourths of such basic pay, dearness allowance and other compensatory allowance.

Provided that where such enquiry is prolonged beyond a period of ninety days for reasons directly attributable to the Employee, the subsistence allowance shall, for the period exceeding ninety days,

be reduced to one fourth of such basic pay, dearness allowance and other compensatory allowances.

- b) Where the enquiry is by an outside agency or where criminal proceedings against an Employee are under investigation or trial, the subsistence allowance shall, for the first one hundred and eighty days from the date of suspension, be equal to one-half of his/her basic pay, dearness allowance and other compensatory allowances to which the Employee would have been entitled to if he/she was on leave. If such enquiry or criminal proceeding gets prolonged and the Employee continues to be under suspension for a period exceeding one hundred and eighty days, the subsistence allowance shall for such period be equal to three-fourths of such pay.

Provided that where such enquiry or criminal proceedings are prolonged beyond a period of one hundred and eighty days for reasons directly attributable to the Employee the subsistence allowance shall, for the period exceeding one hundred and eighty days, be reduced to one-fourth of such salary.

21.5 Enquiry Proceedings

- A.** If any Employee is found violating the terms contained in these Guidelines or any complaint/ report is filed against any Employee for such non-compliance for violation of these Guidelines, an official (non-teaching member) authorised by the Director ("**Grievance Officer**") shall check the prima facie facts available to him and make a decision as to the maintainability of the violation/ grievance. The Grievance Officer may ask for additional documents/ information to arrive at this decision.
- B.** If the Grievance Officer so decides that the grievance is not maintainable and does not forward the same to the Grievance Redressal Committee ("**Committee**"), then the complainant has an option to appeal against the decision of the Grievance Officer with the Chairman of the Committee, who will take a decision within 7 (seven) days from the date of receipt of such appeal.
- C.** If the Grievance Officer is satisfied that a grievance exists, (s)he shall forward the same to the Committee.
- D.** The Committee upon receipt of a grievance, may take an interim action basis the prima facie facts available to them.
- E.** An inquiry and investigation shall be conducted by the Committee and a report shall be prepared within a period of 30 (thirty) days. The Committee shall share a copy of the report with the complainant, accused and the Director. The Committee has the power to take the services of any external consultant for the purpose of inquiry/

investigation.

- F.** During the inquiry and investigation, the accused shall be provided an opportunity to be heard and present his/her case to the Committee. The accused shall have the right to be represented by another Employee of the Institute.
- G.** Basis the severity of the violation, repetition of an offence and the other findings of the investigation, the Committee shall decide upon the penalty to be imposed i.e. minor penalty or major penalty.
- H.** The report shall include the details of the complainant, accused, members of the Committee handling the case, details of the violation, findings of the inquiry and investigation and the penalty shall be mentioned in the report.
- I.** All the proceedings and the final report should be in English language.

21.6

Appeals:

- A.** The complainant or the accused against whom a penalty has been decided shall have a right to appeal against any order passed against him/her to the Director of the Institute within a period of 15 (fifteen) days. If the Director is a party to the case, then the appeal shall be made to the Board. Every appeal shall comply with the following requirements.
 - (i) It shall be written in English, or, if not written in English, it shall be accompanied with a translation in English and shall be duly signed.
 - (ii) It shall be couched, in concise, polite language and be free from irrelevant matter.
 - (iii) It shall be accompanied with the report of the Committee.
 - (iv) It shall specify the relief desired.

- B.** Consideration of Appeals

In case of an appeal against an order, the Director/ Board, as the case may be, shall consider:

- (i) Whether the procedure prescribed in the preceding clauses have been complied with, and if not, whether such non-compliance has resulted in a miscarriage of justice,
- (ii) whether the findings are justified, and
- (iii) whether the penalty imposed is excessive, adequate or inadequate and shall pass an order:
 - (i) Setting aside, reducing, confirming, enhancing the penalty, or
 - (b) Remitting the case to the Committee with such directions as he may deem fit depending upon the circumstances of the case.

Provided that the Director/ Board shall provide an opportunity of being heard to both the parties before arriving at any decision.

The Director/ Board shall complete the above mentioned process within a period of 15 (fifteen) days from the receipt of the appeal.

C. Implementation of orders in Appeal

The Committee or any person designated by the Committee shall ensure the execution and compliance of the orders passed by the Director/ Board.

D. Review of orders in disciplinary cases

The Director, on suo-moto basis may call for the records of the case in a disciplinary proceedings (as mentioned in Section 21.3), and can review any order passed in such a case, and pass such orders as it deems fit, as if the Employee had preferred an appeal against such an order, but no such review will be undertaken three months after the date of the issue of order.

E. Board's power to review

- (i) Notwithstanding anything contained above, the Board may, on its own motion, after calling for the records of the case, review any order which is made or is appealable under these Guidelines.
- (ii) An Employee, who has been discharged, dismissed or imposed with any of the punishments by an order passed by the Director, can make a request to the Board for reconsideration of its decision, within 10 (ten) days from the date of receipt of the decision of the Director. The Board after consideration shall communicate its decision to the Employee concerned. Once such decision is communicated, it shall be final and binding on the parties and no further appeal will lie against such a decision of the Board.

21.7 Pay and Allowances on Acquittal

If an Employee of the Institute has been acquitted, the Director/ Board, as the case may be, may grant for the period of absence from duty:

- a) if he/she is fully exonerated, the full pay and allowance (if any) to which he/she would have been entitled

or

- b) if not fully exonerated, such proportion of such pay and allowances (if any) as the Director/ Board may prescribe.

The period of absence from duty will be treated as period spent on duty in case of (a) above and it will not be treated as period spent on duty in case of (b) above unless the Director/ Board directs to the contrary.

21.8 Procedure for disciplinary proceedings after retirement

If any proceedings are pending against any Employee, and that Employee retires or resigns during such pendency, then the full and final payment including any retiral benefits shall be withheld until the completion of the proceedings.

21.9 Confidentiality

During the course of employment with the Institute, an Employee shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, Employee lists and any other personally identifiable information about any Employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Manual and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect Institute to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

An Employee agree that he/she may receive in strict confidence all Confidential Information of the Institute, its affiliates or its clients or prospective clients of the Institute or its affiliates. An Employee further agrees to maintain and to assist Institute in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use. All such Confidential Information shall remain the sole and exclusive property of the Institute, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted.

An Employee further agrees and confirm that, he/she will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with an Employee;
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with Institute's prior written consent;
- c) treat all such Confidential Information with the same degree of care that an Employee accord to his/her own confidential information, but in no case less than reasonable care;
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information;
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with an Employee;
- f) not share such Confidential Information with any third party (specifically those person who are in the same field of activities as that of Institute or are in direct or indirect competition to Institute);
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to Institute;
- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to Institute, its affiliates or its customers/Employees/students etc.

If an Employee is served with a court or governmental order requiring disclosure of any part of such Confidential Information, an Employee shall, unless prohibited by law, promptly notify Institute before any disclosure and cooperate fully (reasonable expense to be borne by Institute) with Institute and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by Institute.

Upon cessation of employment with Institute or on a written request of Institute, whichever is earlier, an Employee shall return or destroy (at Institute's option) any part of such Confidential Information that consists of original, and copies of, source material provided to an Employee and

still in his/her possession and, if requested by Institute, shall provide written confirmation to Institute to that effect.

An Employee shall not, whether during the employment and/or after cessation of the employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of his/her duties and responsibilities, or as required by law, any confidential information, messages, data or trade secrets acquired by an Employee in the course of an Employees' employment with Institute.

If an Employee is found to be in breach of this clause, Institute reserves the right to take disciplinary action against such Employee, including right to terminate the employment without notice.

Employee hereby acknowledge and agree that the duration and scope of the covenants contained herein are fair and reasonable. Accordingly, an Employee and Institute agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi-judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi-judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi-judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.

CHAPTER – 22

Grievance Policy

1. Statement

The Institute is committed to maintain good relations with its Employees and among the Employees. The Institute understands that any Employee may face a grievance at the workplace or have disagreements among themselves. The Institute, to minimize the same and to resolve such grievances, has created a Grievance Redressal Committee.

2. The System

- A.** A non-teaching member of the Institute (Level 10 & above) will be designated as the Grievance Officer, who will coordinate and administer the grievance handling process in addition to documenting the same.
- B.** The Grievance Officer upon receipt of a complaint shall check the prima facie facts available to him and decide the maintainability of the complaint. Upon being satisfied with the maintainability of the complaint, the Grievance Officer shall forward the complaint to the Committee.
- C.** The Director shall constitute a Grievance Redressal Committee to deal with the grievances of the Employees.
- D.** The Grievance Redressal Committee will be responsible for addressing all the grievances submitted by the Grievance Officer.

3. Composition of the Grievance Redressal Committee

The Committee shall compose of 5 (five) members in the following manner:

- A.** 2 members shall be teaching faculty. Out of these two, one must be a female.
- B.** 3 members shall be non-teaching employees. Out of these three, one must be a female.
- C.** Out of the total members, one member must be a representative of the SC/ST community.
- D.** The Chairman of the Committee shall be a teaching faculty.

The quorum for the meeting of the Committee shall be the presence of 3 members. Provided that at least one female member and at least one teaching faculty member must be present to constitute a valid quorum.

4. Process & Procedure:

The process and procedure for redressal of grievance shall be as provided under Chapter 21.

5. Summary

IIMU is committed in providing a fair and grievance free work environment for the staff and officers of the IIMU. In formulation of this policy, IIMU intends not only to handle grievances of its staff and officers but also look at ways and means of reducing the grievances at IIMU.

Annexure A

List of existing faculty members as on 1 April 2020

Sl. No.	Faculty Name	Sl. No.	Faculty Name
1	Janat Shah	20	Nidhi Aggarwal
2	Sandhya Bhatia	21	Kunal Kamal Kumar
3	Sumit Kumar	22	Avijit Raychaudhuri
4	Rezina Sultana	23	Saurabh Gupta
5	N Viswanathan	24	S Prakash
6	Shaleen Gopal	25	Dhirendra Mani Shukla
7	Soorjith Karthikeyan	26	Arpana Rai
8	Debanjan Mitra	27	Samarpan Nawn
9	Ujjwal Das	28	Ashish Galande
10	Amish Dugar	29	Kirti Mishra
11	Ranojoy Basu	30	Anirban Adhikary
12	Vijayta Doshi	31	Sabyasachi Mukhopadhyay
13	Dina Banerjee	32	Ankur Kapoor
14	Tushar Agarwal	33	Vedha Ponnappan
15	Shobhit Aggarwal	34	Bhavya Singhvi
16	Arundhati Bhattacharyya	35	Tanvi Gupta
17	Satyam Mukherjee	36	Govind Lal Kumawat
18	Rajesh Nanarpuzha	37	Jayant Nasa
19	Prateek Sharma		

Annexure B

Journal List

Sl. No.	A* Journals	ISSN
1.	Accounting review	0001-4826
2.	Journal of Accounting and Economics	0165-4101
3.	Journal of Accounting Research	0021-8456
4.	Journal of International Business studies	0047-2506
5.	Strategic Management Journal	0143-2095
6.	American economic review	0002-8282
7.	Econometrica	0012-9682
8.	Journal of Economic Theory	0022-0531
9.	Journal of Monetary Economics	0304-3932
10.	Journal of Political Economy	0022-3808
11.	Quarterly Journal of Economics	0033-5533
12.	The RAND Journal of Economics	0741-6261
13.	Review of Economic Studies	0034-6527
14.	Journal of Finance	0022-1082
15.	Journal of Financial Economics	0304-405X
16.	Review of Financial Studies	0893-9454
17.	Information System Research	1047-7047
18.	Management Science	0025-1909
19.	MIS Quarterly	0276-7783
20.	Journal of Consumer Research	0093-5301
21.	Journal of Marketing	0022-2429
22.	Journal of Marketing Research	0022-2437
23.	Marketing Science	0732-2399
24.	Academy of management journal	0001-4273
25.	Academy of Management Review	0363-7425
26.	Administrative science quarterly	0001-8392
27.	Journal of Applied Psychology	0021-9010
28.	Organization science	1047-7039
29.	Journal of Operations Management	0272-6963
30.	Manufacturing & Service Operations Management	1523-4614
31.	Mathematics of operations research	0364-765X
32.	Operations Research	0030-364X
33.	Productions and Operations Management	1059-1478
34.	Journal of the American Statistical Association	0162-1459
35.	Journal of the Royal statistical society, Series A	0964-1998
36.	Journal of the Royal statistical society, Series B	1369-7412
37.	INFORMS Journal on Computing	1091-9856
Sl. No.	A Journals	ISSN

Journal Name		
1.	Accounting, Organizations & Society	0361-3682
2.	Contemporary Accounting Research	0823-9150
3.	Review of Accounting Studies	1380-6653
4.	Auditing: a Journal of Practice & Theory	0278-0380
5.	Accounting Horizons	0888-7993
6.	Journal of Accounting and Public Policy	0278-4254
7.	Journal of Management Accounting Research	1049-2127
8.	Entrepreneurship: Theory and Practice	1042-2587
9.	Journal of Business Venturing	0883-9026
10.	Strategic Entrepreneurship Journal	1932-4391
11.	Journal of Product Innovation Management	0737-6782
12.	Journal of World Business (Columbia)	1090-9516
13.	Strategic Organization	1476-1270
14.	Business & Society	0007-6503
15.	World Development	0305-750X
16.	Development and Change	0012-155X
17.	Journal of Rural Studies	0743-0167
18.	American Economic Journal: Microeconomics	1945-7669
19.	Economic Theory	0938-2259
20.	Journal of Development Economics	0304-3878
21.	Journal of Economic Behavior and Organization	0167-2681
22.	Journal of Economic Dynamics and Control	0165-1889
23.	Journal of Public Economics	0047-2727
24.	Economic Journal	0013-0133
25.	Review of Finance (formerly European Finance Review)	1572-3097
26.	Journal of Corporate Finance	0929-1199
27.	Journal of Financial & Quantitative Analysis	0022-1090
28.	Journal of Banking & Finance	0378-4266
29.	Journal of Financial Markets	1386-4181
30.	Mathematical Finance	0960-1627
31.	Financial Management	0046-3892
32.	Journal of Management Information Systems	0742-1222
33.	Proceedings of the National Academy of Sciences of the United States of America	0027-8424
34.	Journal of Strategic Information Systems	0963-8687
35.	Journal of the Academy of Marketing Science (JAMS)	0092-0703
36.	Journal of Consumer Psychology (JCP)	1057-7408
37.	International Journal of Research in Marketing (IJRM)	0167-8116
38.	Journal of Retailing (JR)	0022-4359
39.	Journal of Service Research (JSR)	1094-6705
40.	Quantitative Marketing and Economics (QME)	1570-7156
41.	European Journal of Marketing (EJM)	0309-0566
42.	Journal of Management	0149-2063
43.	Journal of Management Studies	0022-2380

44.	Organizational Behavior and Human Decision Processes	0749-5978
45.	Human Relations	0018-7267
46.	Organization Studies	0170-8406
47.	Human Resource Management (US)	0090-4848
48.	Academy of Management Annals	1941-6520
49.	European Journal of Operational Research	0377-2217
50.	Mathematical Programming	0025-5610
51.	SIAM Journal on Optimization	1052-6234
52.	Computational Optimization and Applications	0926-6003
53.	IIE Transactions	2472-5854
54.	Decision Sciences	0011-7315
55.	IEEE Transactions on Engineering Management	0018-9391
56.	Annals of Applied Statistics	1932-6157
57.	Biometrics	0006-341X
58.	Computational Statistics & Data Analysis	0167-9473
59.	Reliability Engineering & System Safety	0951-8320
60.	Statistica Sinica	1017-0405
61.	Statistics in Medicine	1097-0258
62.	Technometrics	0040-1706
63.	Research Policy	0048-7333
64.	MIT Sloan Management Review	1532-9194
Sl. No.	B Journals	ISSN
65.	Management Accounting Research	1044-5005
66.	Journal of The American Taxation Association	1558-8017
67.	British Accounting Review	0890-8389
68.	Journal of Accounting Literature	0737-4607
69.	Financial Accountability and Management	0267-4424
70.	European Accounting Review	0963-8180
71.	Accounting Forum	0155-9982
72.	Accounting and Business Research	0001-4788
73.	Behavioral Research in Accounting	1050-4753
74.	Journal of Accounting, Auditing and Finance	0148-558X
75.	Review of Quantitative Finance and Accounting	0924-865X
76.	Technovation	0166-4972
77.	British Journal of Management	1045-3172
78.	Global Strategy Journal	2042-5791
79.	Long Range Planning	0024-6301
80.	International Small Business Journal	0266-2426
81.	Small Business Economics	0921-898X
82.	Management International Review	0938-8249
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