International Institute of Management Studies

Approved by AICTE, Ministry of HRD, Govt. of India

NACC Accredited

Faculty Policy Manual

Program: PGDM

Academic Year

2023-24

Address: Hinjawadi IT Park, Survey No. 54(1+2/1), Nere, Dattawadi, Pune,
Maharashtra 411033; website: www.iimpune.edu.in

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ABOUT THE INSTITUTE

International Institute of Management Studies Pune, popularly known as IIMS Pune, is the flagship institute of the prestigious SaiBalaji Group of Institutes, Pune. Ranked 6th Top Private MBA Institutions in Pune by Outlook, India's Best B School Survey, 2023. IIMS has Triple Crown Accreditation Membership of AACSB, BGA - AMBA and EFMD Global. IIMS Pune offers a postgraduate diploma program in the discipline of Management. The institute run-through innovative internship programs like Winter Internship (45 days), Summer Internship (90 days) and round year academics and corporates events like Conclaves and Seminars make IIMS Pune students' industry-ready. Leading recruiters at IIMS Pune include top companies such as PwC, Ernst & Young, Deloitte, Kellogg's, Accenture, Mondelez, Britannia, Berger Paints and many more. The Institute has observed an increase in highest package offered from INR 14.9 LPA to INR 26.10 LPA for the batch 2021-23, whereas the average salary package offered is INR 7.5 LPA.

Vision:

To be a leading management school, developing future leaders, who can create a positive impact in business and society.

Mission:

- M1. To create student centric, socially sensitive workplace, nurturing innovation, entrepreneurship and techno functional managerial and leadership skills.

- M2. To impart quality management education at par with international standards, promoting diversity and inclusivity.

- M3. To foster professional ethics, values and integrity amongst all stake holders.
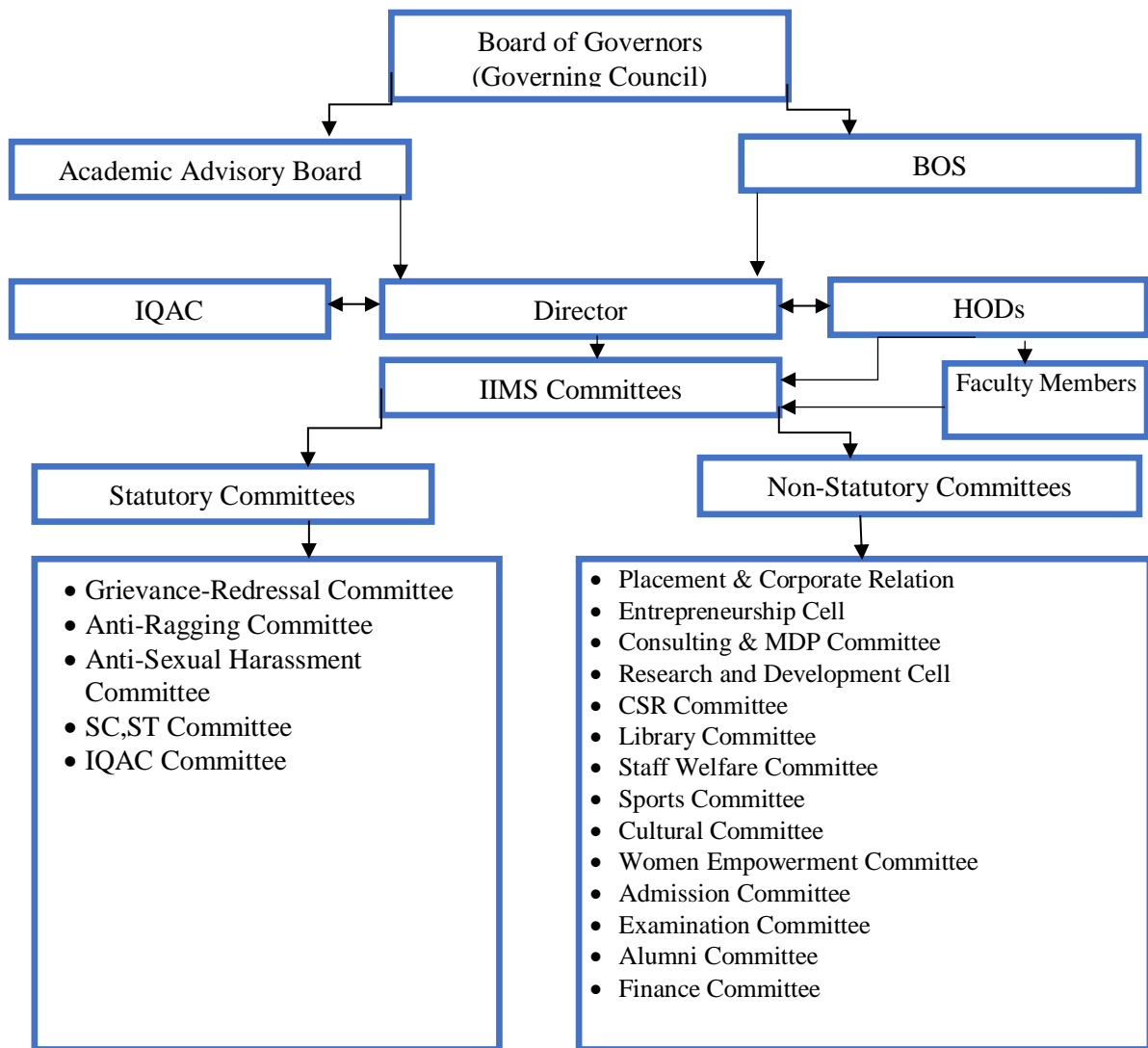
Core Values:

Core values of IIMS are:

- Student Centric,
- Ethics and Dignity,
- Professionalism,
- Integrity,
- Transparency,
- Diversity

2) GOVERNANCE STRUCTURE

Decentralised governance is supported by the International Institute of Management Studies, Pune (IIMS), as it facilitates cooperation, speedy resolution, and diversification of decision-making. The Board of Governors (BOG) is IIMS's highest level of governance. They have given the Academic Advisory Board (AAB) the duty of academic review, while the Board of Studies (BOS) has been given the duty of operational review. The Director and the Board of Studies work on the suggestions made by the various functional committees. The Institute's Board of Governing Members is crucial to the decision-making process. They help regarding choices made in the teaching and non-teaching categories of policy. The Director and the Council of Bodies are two parent structures that are included in the Board of Governing Member Body.

The Academic Council and the Board of Studies, two academic council bodies, jointly make significant decisions and approve actions pertaining to the introduction of new academic courses, the creation of additional teaching and administrative positions, policies to promote and strengthen the research culture, industry know-how exchange with institutes, consulting, collaboration, and extension activities in institutes, and the use of information and communication technology in teaching and learning. The organisational chart, which is displayed below, illustrates the structure of the Governing Body of IIMS:

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                    ┌─────────────────────────┐
                    │   Board of Governors    │
                    │   (Governing Council)   │
                    └─────────────────────────┘
              ┌───────────┘              └───────────┐
    ┌──────────────────────────┐        ┌──────────────────────────┐
    │ Academic Advisory Board  │        │           BOS            │
    └──────────────────────────┘        └──────────────────────────┘
              │                                     │
    ┌──────────┐   ┌──────────────┐    ┌──────────────┐
    │   IQAC   │◄─►│   Director   │◄──►│     HODs     │
    └──────────┘   └──────────────┘    └──────────────┘
                   ┌──────────────────┐      ┌──────────────────┐
                   │ IIMS Committees  │◄─────│ Faculty Members  │
                   └──────────────────┘      └──────────────────┘
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Board of Governors:

- Grievance-Redressal Committee
- Anti-Ragging Committee
- Anti-Sexual Harassment Committee
- SC,ST Committee
- IQAC Committee

Statutory Committees

Non-Statutory Committees

- Placement & Corporate Relation
- Entrepreneurship Cell
- Consulting & MDP Committee
- Research and Development Cell
- CSR Committee
- Library Committee
- Staff Welfare Committee
- Sports Committee
- Cultural Committee
- Women Empowerment Committee
- Admission Committee
- Examination Committee
- Alumni Committee
- Finance Committee

Board of Governors:

Academics and highly experienced business figures make up the Board of Governors of the institute. The management is guided by the industry professionals, who provide knowledge and insights from a variety of industries to keep the academic setting cutting-edge and up to date. With experience from IIMs, IITs, and other top management universities, the academicians guarantee that the institute's contributions are on par with the best in India and rise to worldwide standards.

ACADEMIC ADVISORY BOARD

The Academic Advisory Board provides guidance to the Institute and the Director concerning the PGDM course and curriculum design, content and delivery of PGDM program. They help provide a strategic vision and ensure that the curriculum includes relevant knowledge students will need in the field. The AAB also provides advice related to faculty sourcing, evaluation and retention. Some of the most highly regarded names in management education are giving IIMS the benefit of their experience. External stakeholders from local businesses, industries, government and education provide value in helping to deliver academic programs.

Board of Studies:

Board of Studies (BOS) At International Institute of Management Studies (IIMS), Board of Study (BOS) identifies, facilitates and approves the academic matters of the institute. It is the Program level committee which signs of on all   academic and institute level policies.

IQAC (Internal Quality Assurance Cell):

IQAC is the primary academic body responsible for initiating all or any proposal concerning academic matters of the institution including but not limited to, course structure, development and review of curriculum, syllabus, question paper pattern, question paper standards, introduction of new courses etc.

3) CODE OF CONDUCT

a) Working Hours: The working days and time can be changed as per the direction of the IIMS Administration

b) I-card: All Employees should compulsorily come in formal Dress Code on all working days. ID card should be worn by all employees within the campus and must produce the Card when requested by the authorities at any time.

c) Reporting on duty upon arrival: Employees are expected to register their attendance in the Attendance Muster and/or Biometric system on or before their schedules duty hours.

d) Leaving the campus before time: Employees are not allowed to leave the campus before the official working hours. The only exception to this rule is Permission from Concerned authority or On-duty leave. If irregularities are found in this process, will be reported to the disciplinary committee for further necessary action.

e) On-Duty leave: Employees should fill up the ON-DUTY form and take preapproval from Head of the Department signature and submit the same to Director. The On-Duty form must be accompanied by suitable proof. In case where proof is not available, it is the responsibility of the sanctioning authority to judge the genuineness of the case.

f) Equal Employment Opportunity: It is policy of the Institute to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age.

g) Sexual Harassment: Sexual harassment of employees or students at the institute is prohibited and offender is dismissed, or other disciplinary action is taken based on the process of Internal Complaints Committee and as per Provision of the Act.

h) Discipline: All employees must follow rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquettes as expected by the Institute. Following are examples of actions, which are unacceptable to the Institute and often result in disciplinary action or termination of employment.

- Theft
- Falsifying, grafting, or forging of any record, report, or information
- Discourteous behaviour
- Any other misconduct interfering with performance of job/tasks
- Unauthorized absence from assigned work area
- Sleeping on duty
- Interfering with the work performance of another employee
- Favouritism
- Wasting materials
- Wilful damage to equipment or property of the IIMS
- Entering an unauthorized work area
- Habitual absence or tardiness

i) Security &Vigilance on campus: Institute is equipped with security office. They manage the security on campus. Everyone on campus should positively participate to assist the security personnel if he suspects anything odd in campus. Institute has also installed cameras in prominent and important locations as outdoor security monitoring.

j) Private Coaching / Outside Employment: No employees should be involved in part time coaching and will not seek employment/deliver part- time lectures anywhere else whether gainful or otherwise without the written sanction from the Institute. All copy rights, patents, papers published or discoveries/ideas developed by the faculty during employment shall bear a joint ownership between faculty and the Institute.

k) Internet Facility: Employees must use the internet facility only for office and academic purpose. Employees must not be involved in sending unsolicited mails through institute's internet facility. Employee must not download material from internet without proper acknowledgement of original source. Employees must not watch unsolicited videos.

l) Non-smoking, non-alcohol and no-tobacco chewing: No tolerance is observed regarding smoking, drinking and tobacco chewing on campus. It is viewed as serious issue and strict action will be initiated against the employee members and student found indulged in smoking, drinking and tobacco chewing.

m) Dress Code: All the employees must adhere to proper dress code during all working days. Faculty members must not come in Casual cloths like jeans etc. during any working day. The dressing etiquettes must be maintained by all employees all time.

n) Vehicle parking: All the employees are required to park preferably at the designated parking slots for proper administration.

o) Teaching Load & Other Responsibilities: The engagement should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows as per AICTE norms:

1. Director - 4 hours/week
2. Professor - 8 hours/week
3. Associate Professor - 12 hours/week
4. Assistant Professor - 16 hours/week

p) Additional Responsibilities: Director IIMS can assign additional roles and responsibilities as required by the department to teaching staff like Program Chair, Deputy Director, Dean etc. Faculty is expected to abide by administrative orders of the Institute as amended from time to time. The work time may include weekends and evenings. No additional remuneration would be provided for the same.

4) FACULTY RECRUITMENT AND SELECTION POLICY

Minimum qualifications for appointment of teachers and other academic staff in IIMS, Pune and measures for the maintenance of standards in Higher Education for PGDM Program.

Following are the AICTE regulation on minimum qualification for appointment of faculty

Programme	Cadre	Qualification	Experience
Management (PGDM)	Assistant Professor	First Class or equivalent in Master's Degree in Business Administration or equivalent and 2 years relevant Experience is desirable	
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and Ph.D. or equivalent, in appropriate discipline. Post Ph.D. publications and guiding Ph.D. students is highly desirable.	Minimum of 5 years' experience in teaching / research /industry of which 2 years post Ph.D. experience is desirable.
	Professor	Qualifications as above that are for the post of Associate Professor, applicable. Post Ph.D. publications and guiding Ph.D. students are highly desirable.	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years' experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications/IPR/patents, etc., as deemed fit by the expert members of the Selection committee

		Director	Qualifications as above that is for the post of Professor, as applicable Post Ph.D. publications and guiding Ph.D. students is highly desirable	Minimum of 10 years' experience in teaching / Research / Industry out of which at least 3 years shall be at the level of Professor. or Minimum of 13 years' experience in teaching and/ or Research and/or Industry In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee. Flair for Management and Leadership is essential.

Eligibility for teaching assignments for Visiting Indian and Foreign Faculty

IIMS, Pune which has been engaged in teaching, research and development proposes to create a pool of eminent visiting / adjunct faculty from national and international universities to promote excellence in teaching and research. The core faculty of the institute is comprised of leading scholars with a passion for research and teaching.

It offers dynamic and rewarding opportunities to visiting professors.

The institute lays a lot of emphasis on understanding foreign culture, using foreign experiences as a reference point and being abreast of international pedagogy and teaching and learning processes. In the seamless world of today it is important that the education at IIMS, Pune includes academic inputs from the best-in-class global faculty as this ensures the university is at the forefront of the international academic arena.

Hence the Institute invites applications for visiting / adjunct faculty positions on purely short-term basis from national and foreign faculty. The Institute looks for faculty possessing excellent academic background commitment to quality teaching and a track record of cutting-edge research for all programs of the Institute.

IIMS, Pune provides clean, safe and comfortable accommodations for foreign teachers besides providing enthusiastic, thoughtful and efficient service for foreign teachers and helping each college and department with the visas, expert certificates and stay permits needed; periodically organizing diverse activities to enrich foreign teachers' free time.
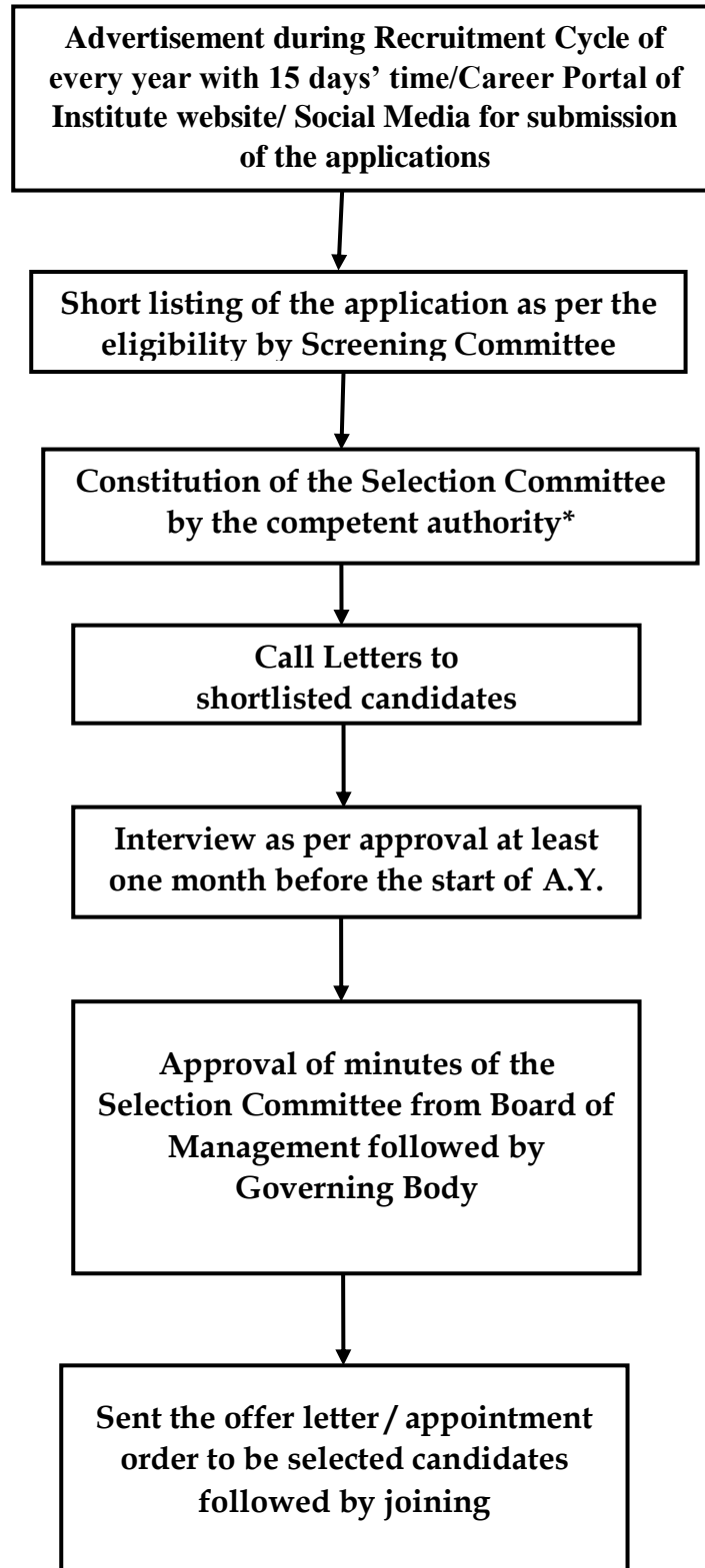
Eligibility:

- Foreign Nationals holding a valid passport as proof of Nationality
- Fluency in English
- Holding at least a Doctorate degree in relevant discipline duly recognized by UGC, India.
- Has a current full-time teaching or consulting assignment in the home country or one of its territories. Home country refers to the country the candidate is residing presently.
- Is in at least the tenth year of full-time teaching / corporate or consultancy.
- Is not involved in any criminal activity or not being prosecuted by legal authorities of the home country or there is no inquiry pending against the candidate.

Required Application Materials

- Letter of recommendation from the University / Institution where you are presently working.
- Curriculum Vitae
- List of patents / copyrights (if any)
- List of up to 10 best publications.
- Specific contributions to teaching, research, design, projects, development of course material and teaching methodology etc.
- A photocopy of the first page of applicant's passport
- Names and addresses (e-mail address and fax numbers) of at least three referees.

FLOW CHART

SELECTION COMMITTEES / SELECTION PROCEDURES:

Advertisement during Recruitment Cycle of every year with 15 days' time/Career Portal of Institute website/ Social Media for submission of the applications

↓

Short listing of the application as per the eligibility by Screening Committee

↓

Constitution of the Selection Committee by the competent authority*

↓

Call Letters to shortlisted candidates

↓

Interview as per approval at least one month before the start of A.Y.

↓

Approval of minutes of the Selection Committee from Board of Management followed by Governing Body

↓

Sent the offer letter / appointment order to be selected candidates followed by joining

Time Lines for completion of the above-mentioned activities:

- Short listing of the application as per the eligibility by Screening Committee to be completed within two Weeks from the last date for submission of applications.
- Constitution of the Selection Committee by the competent authority to be completed within a week from the final screening and shortlisting of candidates.
- Call Letters to shortlisted candidates to be done within a week once the final screening and shortlisting of candidates.

For Teaching Staff

The teaching staff shall be appointment by a Committee constituted as per the AICTE Regulations in a transparent manner as under:

- Chairman – Chairperson
- Director -Member
- Head of the Department Concerned – Member
- Two External subject expert nominated by Chairman

For Non-teaching and Administrative Staff

All positions are advertised in the papers or in the local notice boards. After scrutiny of applications received, the shortlisted candidates will be called for personal interview. The selection Committee consists of some or all of the following:

- Chairman – Chairperson
- Director -Member
- Head Concerned – Member

All appointments (Faculty/ Staff) made after selection are forwarded to the chairman (BOG) and ratified by the Board of Governors.

5.) PROMOTION POLICY

IIMS, Pune aims to create an organizational environment which will motivate employees and foster their personal growth and professional development. These efforts are underpinned by an integrated set of systems for Performance Management, Staff Development, and Rewards. The group seeks to provide its staff with opportunities for professional growth and advancement, consistent with the requirement. An employee career may progress in several ways. Career progression may arise from his/ her appointment to a vacant position within a higher category. All newly created or newly vacant positions will be announced internally. Employees are encouraged to apply for any announced opening for which they believe they are appropriately qualified, especially if the open position represents an opportunity for career advancement. Alternatively, career development may result from re-grading the employee's current position, if there has been a substantial change in job responsibility or promoting him to higher positions, if there has been a substantial change in job responsibility or promoting him to higher positions based on performance.

Promotion Policy

The purpose of employee promotion is to recognize the achievements and professional development of employees and their demonstrated capacity to contribute to IIMS, Pune's mission by undertaking duties at a higher level than their current appointment.

Principles

This policy is based on principles of:

   a) Recruitment, retention and development of high performing employee who contribute to**,** its mission and operate in accordance with its Code of Conduct

   b) Fairness and flexibility in workplace,

   c) Organizational productivity and performance,

   d) Commitment to transparency of process, based on merit and equal opportunity for all academic staff; and

Eligibility

Employee of Institute who hold a fixed-term or continuing appointment in a full-time or fractional capacity may apply to be eligible for promotion; the following conditions must be met for promotion to the next employment level.

a) Employees at all levels have successfully completed probation; and

b) Individual performance meets or exceeds requirements, as determined through the Performance Management Scheme.

Promotional Policy for Academic Staff

The faculty shall be considered for promotion only if their performance has been assessed as "Significant Contributor" or must have scored 70% on the Performance Appraisal Scale. The faculty should have at least three years of service with IIMS, Pune from the date of which the promotion order is being issued.

Group Promotional Committee (GPC): Academic Staff

A committee comprising following members shall review the performance of the faculty members to promotions to be awarded:

1. **Chairman(Trust)**
2. **Director**
3. **Two Members (nominated by the Chairman)**
4. **HR**

The appraisal form duly completed in all respect shall reach the HR department by 1st March and 30th July every year. The individual faculty members shall also submit their own evaluation of scores duly authenticated by HOD along with documentary proof in support of their claim.

The committee shall evaluate the documents and arrive at their recommendations. They may call upon the faculty member to discuss/ make a presentation of his/her achievements. The recommendations so arrived at shall be submitted to the Chairman for their approval.

Promotional Policy: Non-Academic Staff

a) An employee is promoted if a suitable vacancy at a higher salary grade exists, the employee has the requisite skills and competencies to perform the new job and the performance appraisal proves consistently high achievement levels. In such a case, the employee is promoted if the Head of department recommends him for an existing vacancy at a higher salary grade within the department to GPC.

b) A promotion is also given if the existing job increases in content, scope or level of responsibility and is re-evaluated at a higher grade level.

c) The employee may also apply in writing for an internal vacancy when a notification is issued.

d) The employee goes through the promotion process as prescribed by the Institute.

e) A promotion is given at any time during the year and is not linked to the timing of the appraisal process. All promotions are effective from the date of the promotion decision.

f) All recommendations for promotions shall be coordinated through Departmental Heads and HR.

Group Promotion Committee: Non-Teaching

For promotion to posts equivalent to the grade of Assistant Registrar/Admin officer and above

1) Chairman
2) Director
3) Two Members nominated by Chairman
4) HR

Appeals

- Decisions of Promotion Committees at academic and non-academic levels shall be made on the merits of the applications for promotion. Such decisions shall be final and not subject to review or change.

- An unsuccessful applicant may only seek a review on the grounds that a breach of fair and proper procedures was committed, which materially and adversely affected a decision about promotion. The decision of the Managing Director in relation to such a review shall be final and not subject to further review or appeal.

6) PERFORMANCE APPRAISAL POLICY

The Performance Management System exists to help faculty be as successful as possible in their careers. It enables HODs to ensure that the institute strategic and operational objectives are linked to the faculty member's annual performance planning; HODs periodically review each staff member's progress throughout the year and conduct a structured review of the faculty member's performance and achievement at the end of the year.

This Evaluation will determine whether the faculty's performance meets the required standards of the post he/ she temporarily or permanently occupies. To identify the strengths and weaknesses of the faculty the reviewer will record significant achievements and shortcomings based on various assessment criteria.

The emphasis of the system is developmental, aimed at assisting and motivating individuals to attain their maximum potential and ultimately excel in their profession and increase efficacy of the system. Each reviewer has a vital role to play in ensuring that the evaluation process is conducted accurately and objectively and to assist in realization of the objectives of this program.

Annexure 6.7

INTERNATIOINAL INSTITUTE OF MANAGEMENT STUDIES

APPRAISAL FORM

ACADEMIC YEAR 2021-22

(The details are required from: 1st July 2021 to 30th June 2022)

Name	
Designation	
Department	
Area of Specialization	

SECTION – I: Teaching Faculty

A. TEACHING, LEARNING AND EVALUATION

S. No.	Nature of program	Description	Remark
1	Use of innovative teaching methodology (Case study, Presentation, Management Games conducted)		
2	Additional examination work such as exam coordination, paper correction etc		
3	Extra-Curricular activities conducted		
4	Organizing Or conducted Conference, Conclave, FDP, Workshop, Seminar, Panel Discussion		
5	Socio-Cultural and Sports Programs		
6	Membership in profession related committees at state and national level		

1

7	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance		
8	Corporate connect (For live projects, Sponsored projects, Survey, Collection of primary data etc.)		

B: PARTICIPATION IN CONFERENCE/FDP

Details of Additional Training/Faculty Improvement/Conference attended further Study undergone				
Period		Nature of Program	Institution	Remarks
From	To			

2

CATEGORY – III: RESEARCH CONTRIBUTIONS

S. No	Nature	Published	Accepted but not Published
1	Research Publication (Only Numbers)		
	UGC		
	Scopus		
	ABDC		
	Others		
	Case Study		
	Book Published		
	Book Chapters		
2	Sponsored Projects carried out/ ongoing/MDPs/Consultancy		
3	Invitation conference/seminar/Workshop/ symposia to deliver lecture		
4	Discipline Specific Award		
5	Honors / Recognitions Specify		
6	Post -Doctoral Degree if any		

*Please submit the details in separate sheet

SECTION-B (Applicable to Placement Department)

Sr. No	Nature	Description	Remarks
1	No. of Companies Introduced by you during the year		
2	No of Guest Speakers invited		
3	Total No of Students Placed		
4	Highest Package Cracked		

*Please submit the details in separate sheet

3

SECTION-C (Applicable to Admissions Department)

Sr. No	Nature	Description	Remarks
1.	Total No of Students Admitted		

Signature of the Faculty   **Signature of Director**

Signature of President, SBES

4

Appraisal System: Non-Teaching Staff

The purpose of the non-teaching staff Performance Appraisal is to evaluate job performance in the probationary term for new non-teaching staff and provide feedback on job performance for permanent non-teaching staff.

Rationale

The primary goal of the Performance Appraisal is to ensure satisfactory job performance of non-teaching staff.

Implementation

To this procedure, Supervisor shall mean:

- Immediate Supervisor / HOD
- Director

For the purpose of this procedure, non-teaching management staff shall mean the staff classified in this manual.

System is designed to:

- Encourage continual professional growth.

- Identify strengths and weakness among faculty

- Provide remedies for deficient performance that fail to contribute to productive professional and educational environment.

- Identify among teachers, those areas where good quality needs to be maintained or where improvement is desirable.

- Ensure strict system of accountability.

Components of Appraisal System

Self-Appraisal

The purpose of this self-appraisal plan is to provide the individual faculty member with an opportunity for introspection, reflection, and planning. It should point out areas of significant competence, effort and contribution made by the appraise.

Appraisal by Concerned Reporting Officer

This policy will help to open communication channels between the faculty and his / her immediate HOD through performance evaluation and feedback. Performance management helps to ensure that salary progression, contract renewal and employment continuation decisions are transparent and based on a mutual understanding of evaluation criteria. Additionally, performance management informs decisions regarding training and development needs and opportunities.

INTERNATIOINAL INSTITUTE OF MANAGEMENT STUDIES
SELF-APPRAISAL FORM NON-TEACHING
(The details are required from- DD/MM/YY to DD/MM/YY)
Academic Year 202   - 202

Name	
Designation	
Department	
Qualification	

SECTION – I: Roles and Responsibilities

S. No.	Nature of Work	Description	Remark
1			
2			

S. No.	Nature of Work	Description	Remark
3			
4			
5			

SECTION – II: Performance

S. No.	Professional Competency	Description	Remark
1	Ability to complete the work by time		
2	Additional examination work such as exam coordination, invigilation duty etc		
3	Support in Extra-Curricular activities		
4	Ability to Learn new things		
5	Ability to maintain Files/ Records		
6	Accuracy and Speed of Work		
7	Completion of work on time		
8	Support with Colleagues		
9	Regularity and Sincerity in Work		
10	Any other Contribution		

Signature of the Staff   **Signature of Director**

7) RESEARCH POLICY

International Institute of Management Studies strives to be one amongst top-class institutes in the region within the shortest possible time. This document provides information on research policy and research promotional activities of IIMS.

1. PROLOGUE

International Institute of Management Studies is committed to the pursuit of excellence in research and aims to achieve international recognition through interdisciplinary and collaborative research programmes across all functions of management, IIMS shall ensure that research in all fields that include trans and multidisciplinary types grows exponentially, keeping the ethical norms and research standards intact.

2.   OBJECTIVES

- To engage faculty members in R & I activities, which leads to innovative teaching methodologies and techniques?
- To establish relationship with various industries, R&I organizations and companies.
- To develop the research knowledge and understanding by conducting various national leveland international level workshop, conferences and guest lectures.

3. IIMS – RESEARCH PROMOTION SUPPORT SCHEMES

- The institute recognizes the research carried out by its faculty members and Research students for publishing papers, contribution to h-index of the institute through citations, funded projects, and patents.
- To encourage research scholars to publish in reputed journals, an incentives scheme entitled "B.H. Agalgatti award " has been constituted. Under this scheme, scholars   will get an incentive for each of their quality publications (decided by the committee).

4. Research Incentive System:

Sr. No.	Research Publication Category		Research Incentive						Remarks
				Total Amount	Single Author From (IIMS)	First Author (75%)	Second Author (50%)	Third Author (25%)	
1	ABDC	Rating A* & A	Per Paper published	20,000	20,000	15,000	10,000	5000	When all authors are from IIMS (Ist Author 50%, Second Author 30% and Third Author 20% of total amount)
		Rating B	Per Paper published	15,000	15,000	11,250	7,500	3,750	
		Rating C	Per Paper published	10,000	10,000	7,500	5,000	2,500	
2	Scopus	Q1 & Q2	Per Paper published	15,000	15,000	11,250	7,500	3,750	
		Q3, Q4 and Indexing	Per Paper published	10,000	10,000	7,500	5,000	2,500	
3.	UGC care		Per Paper published	3,000	3,000	2,250	1,500	750	

Researchers will be paid the incentive within a year of the research paper publication as per the given policy. Approval of the Director will be mandatory for release of Incentive.

Research Article Processing Charges (APC) Reimbursement: 50% of Author's Contribution (maximum up to 20,000). Researchers will be reimbursement within a year of the research paper publication.

5. Funded Project:
- Both PI and Co-PI are eligible for a 30% percentage of the funds received from funding body as decided by the Institute level committee.
- As the institute is a socially responsible organization, preference will be given to the projects having social impact.
- Faculty members shall obtain written approval from the Director IIMS before

submitting his/her paper to open access journals.

- Once the paper is accepted, the faculty shall submit the application with the following documents to the Research Director for the financial support:
    i. Copy of accepted article
    ii. Reviewers' comments
- Once the article is published, the copy of the published article and payment receipt should be submitted to the Accounts office.

6. **Financial Support For Research Paper Presentation In National/ International Conferences:**

   (i)   Conferences/ Seminars/Workshops/FDP

   - Faculty members are eligible to get financial assistance that consists of full conference/ Seminars/Workshops registration charges and 50% of travelling expenses only or Rs.10,000/- whichever is less.
   - Faculty can apply for the same per annum for attending Conferences within India.
   - A faculty member can seek reimbursement only if he/she is a presenter/ Invited speaker/orator, provided no other agency had given financial help for the same.
   - A faculty is not eligible for reimbursement, for just chairing a session or attending the conference but can claim reimbursement for attending a workshop or FDP.
   - Faculty can apply for one National and one International Conference/Workshop/ Seminar/FDP per annum.

   For FDPs/Workshops/Training:

   Expenses can be reimbursed if it is conducted by a national Association/national Institute/Industry/University and is supported by recommendations of the Director Research IIMS.

7. **Guideline for Research Ethics:**

The guidelines for research ethics educates and monitors researchers to ensure high ethical conduct to be maintained in their work.

The following principles are expected

- Honesty: Do not fabricate and misrepresent the data. Maintain honesty in report, result,methods, procedures and publications.
- Integrity: Commitments to be maintained. Consistency and sincerity in thought andaction.
- Objectivity: Biasness in experimental design, data interpretation, peer review, grantwriting and other aspects of research should be avoided.
- Confidentiality: Should be maintained in communication and data perseverance as perrequirements.
- Respect of Intellectual Property: Due credit should be given, do not publish unpublisheddata without permission.

8) MANAGEMENT DEVELOPMENT PROGRAMS (MDP) & CONSULTANCY POLICY

Introduction

International Institute of Management, Studies, (IIMS Pune) offers MDPs in all the functional areas of Management that includes Marketing, Finance, Supply Chain Operations, Human Resources and General management. We offer MDPs to the organizations, business and other institutions in both the form- customized and open.

The activities of MDP and consultancy include management development, leadership development, faculty development, advisory services, learning at work programmes and consultancy.

All such programs provide the participants with an opportunity to access contemporary thinking, exchange ideas and gain insights from a diverse range of peers, practitioners, and experts.

The programs are designed for line to mid managers across functions and organizations. It typically includes various themes in Marketing, Finance, Supply Chain Management, Project Management, Leadership (HR) and Relationship building to cater organizational needs. The open programs are designed for diverse functions and firms. The customized programs are specific to the need of the particular function and organization.

The faculty of our Institute have blend of industry and academic experience. They are competent in providing the participants the cutting-edge knowledge and insightful experiences comprising theoretical approaches and practical insights. IIMS faculties are also active in consulting works with number of firms. They offer dynamic and innovative advice and direction on various issues faced by organizations.

The Institute is equipped with state-of-the-art infrastructure and well-designed management development rooms. It also offers the organizations the option of conducting the modules of MDPs to their convenient locations.

Objectives:

- To conduct programmes for practicing managers and help the corporates in their capacity bilding endeavour.
- To conduct programmes in areas of contemporary interest.
- To design and develop customised MDPs to help the corporates to achieve organisational objectives.
- To ensure the quality of programme delivery.

Collective Responsibilities of Consulting & MDP Cell:

i. Periodic review on the progress of MDP business and activities.
ii. Periodic reporting to the Chief Mentor.
iii. Generating & ensuring business generation through leads.
iv. Maintaining business relations with leads.
v. Implementation and execution of the MDP Calendar.
vi. Preparation of reports to present to the Chief Mentor.
vii. Collecting and maintaining feedbacks on execution of the project.
viii. Ensure that feedback (formal or informal) is taken from the clients after execution of the project/program.

Revenue Sharing Policy

- Revenue generated through the MDP & Consulting projects is shared as below:
  Institute: 70%
  Consultants: 30%

Management of MDPs and Consultancy Projects:

Director of MDPS and Consultancy department shall be responsible to manage the MDPs and consultancy projects and in a timely manner as per the Terms of Reference. The MDP and Consulting Director shall be responsible for the following:

- Protecting the interest of the institute at all times and not allowing the consultancy project take precedence over the routine work of the institute.
- Ensure that an agreement is entered between the institute and the client.
- Ensure that all the original copies of the document relating to the MDPs and consultancy is made available to the repository in the institute.

9) FACULTY DEVELOPMENT PROGRAM (FDP) POLICY

The Institute believes that Faculty plays a key role in student development and thus the following policy is framed with the objective of fostering the development and excellence amongst the faculty.

Introduction

Institute's future depends on their faculties and who in turn depend on the knowledge, skills, expertise and motivation. Development is a continuous and systematic process. The process of training should necessarily be directed to give every teacher a sense of professionalism, excellence and motivation. Teacher is a professional that teaches all other profession. So, faculty development programme is essential to achieve organization's major and long-term goals. Institute has formulated policy in this regard to promote and nourish the faculties of university for continuous improvement of faculty and university profile.

Aim

To build a platform of innovation and educational leadership to strengthen the faculty profile to compete and to bring a qualitative and quantitative change in the teaching-learning process for the betterment of the students.

Objectives

1. To enhance the quality of Faculty members with faculty development training on contemporary topics.
2. To sensitize teachers about new concepts in teaching and assessment methods.

3. Develop conductive environment for acquisition of knowledge and clinical skills required for performing the role of effective teacher, mentor, trainer, and researcher.

4. To create & provide opportunities to faculty to represent institute at various academic & non-academic platforms through.

5. To develop, implement & strengthen various incentive schemes for faculty development.

6. To motivate teachers for educational research and publications by developing research culture in university.

7. To strengthen personal interaction through effective communication skill.

8. To organize faculty development program at institute level.

Practices

- Faculty Development committee is responsible for the development of Institute faculties and also conduct various Faculty Development programmes for the development of faculties.

- Faculty Development committee shall invite and involve the experts/specialists of faculty development from internal and/or external sources,

- Faculty Development committee also conduct training sessions focusing on enhancing overall professional & personal development of faculty interpersonal communication skills.

- Faculty Development committee motivate the faculties to participate in various seminars, conferences, work shop, fellowships, educational programmes etc conducted in the institute and outside the institute.

- Faculty Development committee promote & encourage the faculties to take up advance educational courses/ fellowships.

10) WELFARE POLICY (FACULTY & STAFF)

1. **Employee Provident Fund (EPF):**
   The Institute has EPF scheme for all the teaching and Non-teaching staff joined in the service. Every month the specified amount gets deducted from the employee's salary and deposited with the Institute share to EPF Account.

2. **Employee Group Medical insurance:**
   The institute has an employee Group Medical Insurance Scheme for both the teaching and non-teaching staff.

3. **Funding and Facilities for Carrying out Research and Development Work Acquiring Knowledge:**
   Teachers will get financial assistance for Minor and Major projects, Purchasing Equipment to perform their research and development work in the Institute and other research projects and research competitions. Teachers can use the equipment/instruments/library facilities to obtain higher-level knowledge and for carrying out Research Work.

4. **Financial assistance to attend conferences/workshops/Seminars inland and abroad**:

   Financial assistance is given for the faculty for attending conferences/workshops/seminars and presenting papers as part of the welfare of the teachers for widening their area of knowledge from outside of the campus through travel and participation in the knowledge discourses conducted by the National and International Universities/Institutes/Organisation.

5. **Provisions for Leave:**

No of Leave Given/Sanctioned:

1. Casual Leave	10CL
2. Sick Leave	12SL
3. Annual Leave	24 AL
4. Restricted Holidays	14 RH
Total	60 Days

6. **Women's Grievances Redressal Cell:** The Institute has constituted an Internal Complaint Committee/Women's grievance redressal cell to address the issues related to women employees/Girl students. The mechanism has been established to register/handle and solve the women's grievances as per the norms of regulatory authority.

7. **Computer/Laptop to teacher :**

The teachers of the Institute are provided computers/laptops for the use of academic work

8. **Jobs on Compassionate Grounds to Family Members of the Staff**:

The Institute provides a job to one of the family members as per rule on compassionate grounds on the demise of the staff during the service.

9. **Gymnasium:** The institute has Gym facility for the faculty and staff.

10. **Library facilities for the non-teaching staff**:

The Institute provided Library facilities to its non-teaching staff too for widening their knowledge by availing membership in Libraries

11. **Higher learning facilities like PhD registration for non-teaching staff:** The Institute has provided Higher learning facilities like PhD registration for non-teaching staff too so that they also be benefitted the facility.

12. **Parking area for the staff:**

Separate two-wheeler and four-wheeler parking is provided within institute premises

13. **Felicitation and appreciation**:

The Students and Staff of the Institute is felicitated and appreciated whenever they get special award and honour from the different Institutions/Organisation/Universities etc.

14. **Transport facility:** The Institute has a transport facility faculty and staff members of the institute for daily commuting to and from the institute. Employees can avail the transport facility for official work.

15. **Festival Advance:** Festival advance when requested are given to faculty and staff members

16. **Other Benefits**

   o Periodical Awareness programmes are conducted for Non-Teaching Staff
   o Free Wi-Fi and email addresses using the institutional domain name
   o Free lunch and Dinner for faculty and staff members
   o Banking and ATM facility
   o Day-care facility for the children of staff
   o Celebration of festivals and National days
   o Promotions to Teaching Staff as per performance appraisal policy

PROCEDURE OF APPLYING FOR THE SCHEME AND APPROVAL

The procedures are well discussed and defined to avail the welfare scheme for teaching and non-teaching staff. Employees shall follow the procedure and apply through proper channels to avail the welfare schemes. The higher authority shall provide the decision based upon the eligibility criteria and norms of management. Any dispute or disagreement will be addressed by a higher authority as per the norms and employees shall bind to the same.

<u>Disclaimer:</u>

The institute reserves the right to change any or all of the information, rules, regulation and procedures in this manual without prior notice, whenever it is deemed necessary to do so.