



EMPLOYEE MANUAL

**INTERNATIONAL SCHOOL OF MANAGEMENT
EXCELLENCE (ISME)**



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1 INTRODUCTION

ISME is a part of NVT Quality Educational Trust promoted by NVT Group. NVT Group of companies is a professional certification, training and consulting service organization. NVT Group of companies includes NVT Quality Certification and NVT Quality Educational Trust - consisting of ISME Centre for Quality Excellence and International School of Management Excellence.

ISME has developed its philosophy and policies regarding its operations and goals to meet the needs of our stakeholders as well as to be a significant, positive influence in our community. As a major part of this belief, we want your employment with us to be satisfying for you. We hope that you will attain personal satisfaction and growth in your work and you will make every effort to help ISME achieve its goals.

During the course of your employment with us, it may be necessary to make unilateral changes to this handbook. We will keep you informed of any changes to policy and/or procedures. This handbook is not to be construed in any respect as an employment contract. Employment is at will and continued employment is based on several factors that may include individual merit, general business conditions, and the discretion of management.

If at any time, you have questions regarding any of our policies and how they may affect you, please see your Supervisor. No one other than the Management of ISME has the authority to alter the at-will status of any employee, and that only in a written agreement signed by both parties.

2 EMPLOYMENT OPPORTUNITIES

2.1 EQUAL EMPLOYMENT OPPORTUNITY

ISME is an equal employment opportunity employer and does not discriminate against any employee or applicant on the basis of race, creed, color, sex, age, marital status, handicap/disability, religion, national origin or veteran status.

2.2 DISCRIMINATION/HARASSMENT POLICY

Discrimination and/or harassment based on sex, race, color, creed, national origin, religion, age, handicap/disability, marital status, arrest/conviction record, or veteran status is prohibited. Any employee who engages in such conduct is subject to disciplinary action up to and including discharge.

Any applicant or employee who believes that she or he is the victim of discrimination or harassment should immediately report the conduct to her/his immediate supervisor or



the management. All such complaints will be treated as confidentially as circumstances permit and will be investigated and resolved as promptly as possible.

All employees are required to act responsibly in helping ISME to maintain a workplace that is free of discrimination and harassment. Employees found to have engaged in discrimination or harassment are subject to disciplinary action up to and including termination from the organisation.

2.3 SEXUAL HARASSMENT

Each individual employed by ISME has the right to be free from sexual harassment because of his/her gender. Sexual harassment is defined generally as:

- Unwelcome physical contact;
- Sexually explicit language or gestures;
- Uninvited or unwanted sexual advances; or
- An offensive overall environment, including the use of vulgar language, the presence of sexually explicit photographs or other materials, and the telling of stories with sexual content.

Sexual harassment can come from superiors, fellow employees, or clients. Men as well as women can be victims of sexual harassment. ISME will not tolerate any form of sexual harassment.

Complaints against employees or those associated with ISME are to be brought promptly to your immediate supervisor or the management. All such complaints will be treated confidentially and as circumstances permit. Any sexual harassment complaint brought to any of these parties will be investigated. If deemed necessary, the issue will be presented to Anti-sexual committee. Any employee who is found to engage in such conduct is subject to disciplinary action up to and including termination of services.

If the complaint is against the director, it is to be brought to the attention of the Chairman.

2.4 CONFIDENTIAL AND PROPRIETARY INFORMATION

In the course of your work, you may acquire information that is confidential. You are not to discuss this information with other employees or with anyone outside ISME. If you are questioned by anyone, you must tell him/her that you are not authorized to discuss the matter and tactfully explain that the person in charge will be glad to talk to him/her. All employees are expected not to discuss or otherwise disclose to anyone any confidential information, any information about the students or the details of the course, or any other information that is considered proprietary to the organization.



2.5 DRUG-FREE WORKPLACE

It is the policy of ISME to provide our employees with a drug-free workplace. In order to do so, the following policies will be strictly enforced:

- 1) Employees are prohibited from being under the influence of alcohol or drugs during working hours.
- 2) The sale, possession, transfer or purchase of illegal drugs on company property or while performing company business is strictly prohibited. Such action will be reported to the appropriate law enforcement officials.
- 3) The use, sale or possession of an illegal drug, alcohol, or controlled substance while on duty is cause for discharge.
- 4) No prescription drug will be brought on company property or used by any person other than the one for whom it is prescribed. Such drugs must be used only in the manner, combination, and quantity prescribed.

Failure to adhere to these policies may result in immediate discharge.

2.6 SMOKE-FREE WORKPLACE

In consideration of our employees' health, and for the safety of our work environment, smoking is not permitted in our building. This rule also applies to guests in our building, and every employee is expected to ask guests for their cooperation in helping us maintain a healthy workplace.

2.7 OPEN DOOR POLICY

All employees are encouraged to bring any questions, concerns, or complaints to the attention of the immediate supervisor or upper management immediately. The procedure for doing this is as follows:

- 1) Discuss it first with your supervisor.
- 2) If you have a problem with your supervisor or you do not receive a satisfactory response, bring it to the attention of the director or the management.

The purpose of the open door policy is to enhance communication in the office. Improved communication leads to better information, and at ISME, we firmly believe that each member can better achieve his or her goal, as well as contribute to the team, by understanding and utilizing this policy.

Your success in your job is of prime important at ISME. We hope you will help us in implementing company policies and procedures. If you have a problem or question, we trust you will give us the opportunity to resolve it in the best interest of all concerned.



2.8 SAFETY AND CLEANLINESS

Safety is everyone's responsibility. Please take precautions to use equipment with care and do your part to keep the work site free from hazards. Every accident or injury, regardless of how minor, occurring during work, must be reported to your supervisor. If he or she is unavailable, contact the management.

3 RESPONSIBILITY AND DISCIPLINE

3.1 RESPONSIBILITY FOR OTHER PROCEDURAL STANDARDS

While this employee handbook describes the personnel-related policies and practices of ISME, employees are also responsible for adhering to the operational and procedural standards of their respective jobs and/or departments.

Whether communicated in writing or by on-the-job instruction, you are responsible for following established policies and procedures in the performance of your work. Failure to comply with or to meet existing standards after training and/or coaching will be considered reason for disciplinary action and may result in termination of employment.

3.2 DISCIPLINE

Disciplinary action will be taken when company policies, procedures and/or work rules are violated. Such actions may include, but are not limited to, verbal warning, written warning, suspension and/or immediate termination.

The action to be taken will depend, in part, on the nature of the violation and the work record of the employee.

3.3 EMPLOYMENT RECORD CHANGES

It is the responsibility of each employee to promptly notify the management with any changes in personal data. Personal mailing addresses, telephone numbers, name and number of dependents, marital status, individuals to be contacted in the event of an emergency, and other such status records should be accurate and current at all times.

Personnel files are the property of ISME and access to the information they contain is restricted. Only officials and representatives of ISME who have a legitimate reason to review information in a file are allowed to do so.

3.4 PERSONAL PHONE CALLS

We recognize that employees must sometimes place or receive personal calls on company telephones. However, the telephone system is intended primarily to serve the needs of the business, so it is essential that we limit personal use and use only for business purpose.



If you must make a personal call, do so during non-work periods. Ask callers to minimize the time and number of calls you receive.

3.5 DRESS CODE

ISME upholds a business atmosphere at all times; therefore, each employee is expected to dress appropriately for the job. Your supervisor will offer guidance as to proper attire for your job and may establish special requirements if required. It is advisable to generally come in formal dress code. Failure to observe standards of dress will result in disciplinary action.

3.6 TAKING PART IN POLITICS AND ELECTION

- 1) ISME Employee shall neither be member of nor be otherwise associated with any political party or any organization which takes part in politics nor shall he/she take part in, subscribe in aid or assist in any other manner any political movement or activity
- 2) No ISME Employee shall canvass or otherwise interfere with or use his/her influence in connection with or take part in an election to any legislature or local authority.
- 3) Joining of Association by ISME Employees: No ISME Employee shall join or continue to be a member of an Association, the objects or activities of which are prejudicial to the interest of the ISME organization
- 4) Demonstrations and Strikes: No ISME employees shall
 - i. Engage him/her or participate in any demonstration which is prejudicial to the interest of ISME organization.
 - ii. Resort to or in any way instigate, incite or abet any form of strike by any number of employees
 - iii. Canvassing by Non-Official or other influence: No ISME employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matter pertaining to his/her service under the organization.

3.7 COMMUNICATION

Connection with Press or Radio:

No ISME Employee shall:

- 1) Except with the previous sanction of the ISME management, own wholly or in part or conduct or participate in the editing or Management of any newspaper or other periodical publications.
- 2) Participate in a radio broadcast or contribute an article or write a letter to a newspaper or periodical or make a statement of fact/opinion either in his/ her name or anonymously or pseudonymously or in the name of any other person against the interest of ISME organization.



- 3) Evidence before committee or any other authority
- 4) No ISME employee shall except with the previous sanction of the Principal/Director/Dean give evidence in connection with any enquiry conducted by any person/committee or authority.

Unauthorized Communication of Information:

No ISME employee shall, except in accordance with any general or special order of the institution in the performance in good faith of the duties assigned to him, communicate directly or indirectly any official document or any part thereof or information to any other person to whom he is not authorized to communicate such document or information.

3.8 INVESTMENT, LENDING AND BORROWING

- No ISME employee shall lend or borrow money as Principal or agent to or from any person within the local limits of his authorities or with whom he is likely to have official dealings or otherwise place himself under any pecuniary obligation to such person.
- No ISME employee shall lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid.
- Subscription: No ISME employee shall except with the previous sanction of the prescribed authority, ask for or accept contributions to or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.

3.9 VINDICATION OF ACTS AND CHARACTER OF ISME EMPLOYEES

- No ISME employee shall except with the previous sanction of the MANAGEMENT have recourse to any court or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.
- Nothing in this rule shall be deemed to prohibit a ISME employee from vindicating his private character or any act done by him in his/her private capacity an action for vindicating his/her private character, any act done by him in private capacity is taken. ISME employee shall submit a report to the prescribed authority regarding such action.

3.10 PERSONAL REPRESENTATIONS OF THE ISME EMPLOYEES

Any representation by ISME employee shall only be made through proper channel and whenever it is addressed to the MANAGEMENT, the advance copy shall only be submitted to the Principal.



No representation shall be submitted on behalf of a set of employees or in the name of any association. No employee shall involve in any union activities which are detrimental to the development of the institute

3.11 CODE OF CONDUCT FOR TEACHERS

No Teacher Shall:

- 1) Knowingly or wilfully neglect his/her duties
- 2) Propagate through his/her teaching lessons or otherwise communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activity
- 3) Discriminate against any student on the ground of religion, caste, creed, language, gender, place or origin, social and cultural back ground of any of them
- 4) Indulge in or encourage any form of malpractices connected with the examination or other activities of the Institution
- 5) Make any sustained neglect in conducting class work or home work done by the students
- 6) While being present in the Institution, absent himself/herself except with the prior permission of the Head of the Institution from the class which he/she is required to attend
- 7) Remain absent from the Institution without leave or without prior permission of the Head of Institution, provided that where such absence without leave or without the prior permission of the Head of the Institution is due to reasons beyond the control of the teacher (serious emergencies) it shall not be deemed to be breach of the code of conduct if on return to duty, the teacher has applied for leave and obtained post facto approval for the necessary sanction for the leave is required.
- 8) Accept any job of a remunerative or any non-remunerative character from any source other than the Institution or give private tuition to any student or other person or engage himself/herself in any business unless permitted by the Head of Institution.
- 9) Prepare or publish any book or books, articles in press and media, whether directly or indirectly without the permission of the principal.
- 10) Ask for or accept (except with the previous sanction of the principal) any contribution or otherwise associate himself/herself with the raising of any funds or make any other collections, whether in cash or in kind, in pursuance of any object whatsoever.
- 11) Engage himself/herself as selling agent or canvasser for any publishing firm or trader
- 12) Enter into any monetary transactions with any student or parent nor shall he/she exploit his/her influence for personal matters in such a manner that he/she has to incur a debt beyond his/her means to repay.
- 13) Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift from any student, parent of any student with



whom he/she comes into contact by virtue of his/her position in the Institution/institute. The expression gift shall include free transport, boarding, lodging or any service or any other pecuniary advantage when provided by person other than near relation or personal friend having no dealings with him/her in connection with Institution. On occasions, such as weddings, anniversaries when the making of a gift is in conformity with the prevailing social practice, provided directly or indirectly it does not form act of corruption

- 14) Practice or incite any student to practice casteism, communalism, regionalism or untouchability
- 15) Cause or incite any other person to cause any damage to Institution property
- 16) Behave or encourage or incite any student, teacher or other employee to behave in a rowdy or disorderly manner in the Institution premises
- 17) Be guilty of or encourage, violence or any conduct which involves moral turpitude
- 18) Be guilty of misbehaviour or cruelty towards any parent, guardian, student, teacher or other employee of the Institution
- 19) Organize or attend any meeting during the Institution hour except where he/she is required or permitted by the Principal to do so.
- 20) No teacher shall undertake private tuition or any other assignment in any other institution/Government departments/NGO's etc., without explicit permission from the head of the institution
- 21) No teacher shall be permitted to inflict corporal punishment on a student

Every Teacher Shall:

- 1) Be punctual in attendance and in respect of his/her class work and also for any other work in connection with the duties assigned to him/her by the Principal of the Institution.
- 2) Abide by the rules and regulations of the Institution and also show due respect to the constituted Authority
- 3) Take prior permission from the MANAGEMENT for contesting/canvassing for any election and obey any direction issued by the MANAGEMENT
- 4) To appear for any examination to improve his/her qualifications
- 5) To become or to continue to be a member of any literary scientific or professional organization
- 6) To make any representation for the redresses of any bonafide, grievance, subject to the conditions that such representation is not made in any rude or indecorous language
- 7) To organize or attend any meeting outside the Institution hours subject to the conditions that such meeting is held outside the Institution premises provided such meetings are not detrimental to the interests of the Institution

The code of conduct specified for teachers shall deem to all other employees of the Institution. The ISME MANAGEMENT shall authorize the principal of Institution to take



appropriate steps/actions against the employee who does not adhere to the above said rules.

3.12 MISCONDUCT & SUSPENSION

Misconduct:

Without prejudice to the general meaning of the term, amongst others the following acts and omissions shall be treated as misconduct:

- 1) Theft, fraud and dishonesty in connection with the property of the Institution
- 2) Demanding/accepting or offering bribe or any illegal gratification whatsoever
- 3) Drunkenness, fighting, notorious or disorderly or indecent behavior within the premises of the Institution.
- 4) Willful insubordination or disobedience whether individually or in group with others to any lawful and reasonable order of a superior
- 5) Sleeping while on duty
- 6) False statement made in the application for employment subsequently
- 7) Anywhere within the establishment causing or threatening to cause mental and/or physical pain or injury to other employees either individually or collusion with others
- 8) Committing any act likely to harm or endanger the Institutions property
- 9) Sabotage
- 10) Conviction for any criminal offence including moral turpitude
- 11) Refusal to accept any communication charge sheet from the authority of Institution
- 12) Abstaining from appearing before any enquiry / authority / committee
- 13) Failure to produce documents/papers etc., when called for
- 14) Habitual neglect of work
- 15) Smoking, Chewing tobacco / Gutaka / Pan Masala / Chewing gum and any other prohibited material within the Institution
- 16) Habitual indiscipline or loitering
- 17) Refusal to work on any bonafide assignment
- 18) Habitual irregularity in attendance
- 19) Gambling within the premises of the Institution
- 20) Leaving the Institution before time without permission
- 21) Engaging or abetting in abusing and causing physical violence with another employee at any time in the Institution
- 22) Habitual absence without leave or overstaying when on leave
- 23) Holding of unauthorized meetings in the Institution
- 24) Discourteous behaviour
- 25) Causing sexual harassment
- 26) Wearing objectionable dress and indecent exposure of the body
- 27) Attending natures call/spitting in open in the Institution or on the neighbour.



Suspension:

The Management or any other Competent Authority specified by the Management may place an employee under suspension for the following reasons:

- 1) Where a disciplinary proceeding against the employee is contemplated or is pending
- 2) Where a case against the employee in respect of any criminal offence is under investigation, enquiry or trial
- 3) An order of suspension shall be in writing and shall take effect from the date of the order or such other date as may be specified therein
- 4) An order of suspension made under this Rule shall remain in force until it is modified or revoked by the authority which made the order or by any superior authority

Subsistence Allowance:

No subsistence allowance is payable to the employee during the period of suspension

Treatment of period of Suspension:

If the concerned employee is honourably acquitted and reinstated, the full pay and allowance which he would have been entitled to, if he had not been suspended as reduced by the subsistence allowance already allowed to him/her will be paid

3.13 DISCIPLINE & PENALTIES

Penalties:

The MANAGEMENT or any other authority empowered in this behalf herein called the “Disciplinary Authority” may for good and sufficient reasons impose one or more penalties on employees as detailed below:

- 1) Fine
- 2) Censure
- 3) Withholding of Increments
- 4) Withholding of promotion
- 5) Recovery from pay of the whole or part of any pecuniary loss caused by the negligence or breach of the administration of the authority to whom the services of the employee had been lent
- 6) Reduction to a lower stage in the time scale of pay for specified period with or without the effect of postponing the future increments of his/her pay
- 7) Reduction to a lower time scale of pay, grade, post or service which shall unless otherwise directed by a bar to the promotion of the employee to the time scale of pay, grade, post of service from which he was reduced with or without direction regarding
- 8) Seniority and pay in the scale of pay, grade or post or service from which the employee was reduced.



- 9) Conditions of restoration of the scales of pay, grade or post of service from which the employee was reduced and his seniority and pay and such restoration to that scale of pay, grade, post of service
- 10) Compulsory retirement from service
- 11) Removal from service which shall not be a disqualification for future service elsewhere
- 12) Dismissal from service

Note: The Principal/Dean is authorized to impose the penalty mentioned above and the decision of the Director will be final

3.14 TERMINATION OF THE SERVICE

- The MANAGEMENT or any other authority empowered by it in this behalf may place an employee under suspension where a disciplinary proceeding against him is contemplated or is pending or where a case against him in respect of any criminal offence is under investigation or trail.
- Where on the conclusion of the enquiry, the MANAGEMENT makes an order fully exonerating or acquitting him, the period of suspension shall be treated as period of duty and the employee shall be entitled to full pay and allowances due to him.
- Where the MANAGEMENT makes an order imposing any penalty, other than compulsory retirement, removal from service or dismissal, the employee shall be paid for the period of suspension such portion of his pay and allowances as the MANAGEMENT may in its discretion specify and the period of suspension shall count as duty unless the MANAGEMENT has otherwise directed
- Where the MANAGEMENT makes an order imposing the penalty of compulsory retirement, removal from service or dismissal, the employee shall be paid for the period of suspension such portion of his pay and allowance as the MANAGEMENT may in its discretion, specify.

3.15 PROCEDURE FOR IMPOSING PENALTIES

- No order shall be passed imposing any of the penalties specified in this chapter except after an inquiry held in the following manner.
- Definite charges should be framed on the basis of the allegations and which the enquiry is proposed to be held and a copy of the charge sheet with a statement of allegations on which they are based shall be furnished to the employee and he/she shall be required to submit his\her written explanation within a specified time limit and also to state if he\she desires to be heard in person.
- For the purpose of explaining his/her offence, the employee may be allowed to offer explanations (concerning self) required by him/her at the discretion of the disciplinary authority. He/she may be allowed to take copies of such written explanations / representation.



- On receipt of the explanation within the time limit, the disciplinary authority may itself enquire into such of the charges as are not admitted or appoint a committee of inquiry or an inquiry officer for the purpose.
- The employee may present his/her case before the inquiring authority with the assistance of another employee (approved by the disciplinary authority) but may not engage a lawyer
- The enquiring authority shall consider such documentary evidence and take such oral evidence as may be relevant in regard to the charges. On behalf of the employer a presenting officer shall present the case before the enquiring authority. The employer shall provide all the documents in support of the charges. The witnesses appearing in support of the defence may be cross examined by the person presenting the case in support of the charges namely the presenting officer.
- On the conclusion of the enquiry, the inquiring officer shall prepare and submit a report on its findings in respect of each of the charges to the disciplinary authority. In case the disciplinary authority decides to accept the report of the enquiring authority for imposing any of the major penalties, copies of the findings and of the report of the inquiring authority and of the documents relied upon by the enquiring authority for its findings shall be furnished to the employee notifying the action proposed to be taken by disciplinary authority by way of imposition of any of the major penalties and the employee shall be given a reasonable opportunity to submit any representation in writing that he\she may wish to make against proposed penalties if the employee desires he\she may be permitted to make a personal presentation also before the disciplinary authority in support of his/her written representation. The disciplinary authority shall take in to consideration such representation made by the employee before passing orders

In regard to imposition of minor penalties, the procedure to be followed is as follows

- The employee should be informed of the allegations and the action or proposed action to be taken and he/she should be given an opportunity to make any representation that he/she may wish to make
- The disciplinary authority shall consider such representations before passing an order
- Notwithstanding the aforesaid rules, such other rules that are made and shall be made by the ISME and other competent authority are made applicable to the employees of the Institution.
- The Management is the final authority in respect of disciplinary measures and there shall be no appeal against its decision



4 WORKING

4.1 EMPLOYMENT STATUS

The policies and benefits in this handbook apply to all employees of ISME according to their employment status. Employment status is determined as follows:

Full-time: An employee who is scheduled to work at least forty (44) hours per week.

Part Time: An employee who is scheduled to work less than forty (44) hours per week.

4.2 WORKING HOURS

Staff working hours are from 8:30 A.M. to 4:45 P.M. or 9:00 AM to 5:15 PM, Monday through Friday, including a 30 minute break for lunch and from 8:30 A.M. to 12:30 P.M. or 9:00 AM to 1:00 PM on Saturdays.

4.3 TIME OFF DURING THE DAY

All employees are expected to be at their desks and ready to begin work at their scheduled times and to return promptly from lunch. If a concern arises and you need to request time off, please communicate your needs directly to your supervisor. Requests for time off may be taken as follows:

- 1) If **less** than one (2) hour of time is requested off
 - a) Make up the time in the same day or week
- 2) If **more** than one (2) hour of time is requested off
 - a) Take a personal day/ half day Casual leave.

4.4 ATTENDANCE AND PUNCTUALITY

In order to be effective and ensure smooth functioning of classes/ college, it is important that you come to work on time each day.

Attendance shall be recorded – electronically or by any other means.

For late arrival beyond the stipulated time of 9:00 AM or 9:30 AM the following is to be followed:

- a) In case of reporting time between 9:30 AM to 10:00 AM: Employees are encouraged to come to work latest by 9:30 AM. In case of coming late, employees need to ensure that the time is compensated during the week. Employees need to have the atleast 44 Hours (excluding lunch time) working week. In case the number of working hours is below 44, proportionate leave, with ½ day leave being the minimum shall be deducted.
- b) Beyond 10:00 AM to 11:00 AM: A allowance in being late beyond 10:00 AM shall be allowed for a maximum 4 days in a calendar month. In case of coming late, employees need to ensure that the time is compensated during the week. Employees need to have the at least 44 Hours (excluding lunch



time) working week. In case the number of working hours is below 44, proportionate leave, with ½ day leave being the minimum shall be deducted.

- c) Beyond 11:00 AM: A half day leave would be considered for reporting beyond 11:00 AM, assuming that the employee is at work by 1:30 AM.
- d) Beyond 1:30 PM: A full day leave would be considered for reporting beyond 1:30 PM

In the event that illness or injury prevents you from working, it is your responsibility to personally notify your supervisor each day you will be out. Please refer to section 4.7 of this manual for more detailed information regarding time off for illness.

Failure to call in as required would be viewed as a violation of company policy and will result in the absence and/or tardiness being recorded as an unexcused absence.

In the case of repeated absences and/or tardiness, you may be required to submit evidence verifying the reason for your absence.

4.5 PAYROLL DATES

The institute pays all employees by check or online transfer by 10th of every subsequent month. Payroll deductions for income tax purposes will be taken as required by law.

4.6 LEAVE POLICY

Casual Leave (CL)

- 15 days per calendar year for Teaching Faculty.
- 10 days per calendar year for Staff.
- Can be taken any time during the year
- Can take only two CLs per month; any other leave will be treated as Loss Without Pay(LWP) unless approved for more CLs
- Should be not more than 2 consecutive days unless approved by Principal / Dean.
- Should have min 1 day advance approval unless for an unforeseen emergency. The application of leave should be entered in e-leave and if an application is not found, twice the number of leaves will be deducted.
- Can be transferred to the following year or can be encashed.
- If someone joins mid- year, leaves will be available on prorata basis.

Winter Leave (WL)

- For all faculty and staff
- The leave is between 25th December to 31st December (5 days)



Academic Leave (AL)

- 10 days in calendar year for Academic pursuits. This would not include On-duty for attending conferences etc. but other personal academic pursuits like attending workshops / training programs or PhD work etc. will be included.
- 5 days can be taken between 1st April – 30th April **only** for faculty who have PhDs. No proof of academic participation is required.
- 5 days can be taken during rest of the year. All 5 days need not be taken at the same time. Proof of academic participation will be required.
- For those who are doing PhD, all 10 days can be taken as academic leave anytime during the year. Proof of academic participation will be required.
- Should have a min. 6 days advance approval.
- It cannot be carried forward to the next year and cannot be en-cashed.
- Minimum of 6 months service period at ISME is required before Academic Leave can be availed.

Compensatory Off (CO)

- Half day compensatory off can be availed, if an employee has put in extra time of over 4 or more hours.
- Full day compensatory off can be availed, if an employee has put in extra time of 7 or more hours.
- The extra time and compensatory off should be approved and recorded in the registered maintained.
- Working more than 4 hours on a Sunday will be considered for full day compensatory off.
- Serious disciplinary action will be taken if a compensatory off for the same day is availed twice even if it is done in error.
- Compensatory leave against this extra time can be availed in future within the same calendar year and cannot be carried forward to the next calendar year and is not en-cashable.
- If one forgets to record extra time within one day in the register, compensatory leave in future shall not be granted.
- Any leave need to be communicated to Principal, Program Coordinator, Dean and any other affected party well in advance and if it is affecting class, the class adjustment register needs to be updated. If an invigilation duty is being affected,, it is the faculty's responsibility to exchange with peer faculty.
- Leave in excess of 15 Casual Leave, 5 Winter Leave, 10 Academic Leave, will be considered as **Leave Without Pay (LWP)**
- LWP needs discussion with Principal and Dean. Director needs to be kept informed through email.



- For research work/PhD/consultancy, the leave availed must be limited to the above said permissible leaves (10 AL + 15 CL). **When doing PhD, it is expected that the weekends and CL be being used for personal research.**
- It is a MUST for all faculty and staff to participate in institute programs.
- Planned leaves of more than 2 days should only be taken when academic program is not affected as per the ISME calendar.

Other Notes

- ISME faculty & staff are required to take a verbal or e-mail approval of the First approver before applying for e-leave.
- E-leave application process must be completed before going on leave.
- The only exceptions to # 1 & 2 is in case of unforeseen medical and family exigencies.
- In case the first approver's permission is not taken in advance, she/he has the right to reject your e-leave and your leave will be considered as Leave without Pay (LWP).
- E-leave applications beyond 30th of a month will not be accepted. Any leave that has not been entered before the last day of the month will be considered leave WITHOUT pay (LWP).
- On the first of the following month, if your time-sheet shows a blank, it will be considered as LWP.
- When you apply for comp off, please apply with full details like against which day and how many hours of additional time was spent by you.

4.7 BENEFITS

ISME provide Group Health Insurance to all its Faculty/Staffs and students, as required by AICTE.

Additionally Employees provided assistance in the form interest free loan to help in any Crisis/Emergencies.

4.8 LEAVING THE INSTITUTION

There may come a time when you leave the employment of ISME, either through your own decision or the company's initiative. At that time, the management may conduct an exit interview, collect all company properties for smooth transition.



5 FACULTY DEVELOPMENT

In order to promote an environment of continuous faculty development and research at ISME, an incentive scheme has been put in place. This incentive scheme can be modified / cancelled with immediate effect at any point of time in the future if it is not found to be working well in practice. The current expectation on teaching, administrative activities, student support, clubs, event organization etc. continues to remain the same.

5.1 GUIDELINES FOR INCENTIVES

- a) Faculty should choose an Area of Interest / Research Area
- b) An editorial / article reviewed by the Peer Faculty needs to be published once every month on the ISME blog. The article should be of 1000 – 2000 words and need to be within the domain of the area of interest. Every article should have a due acknowledge for any reference and a bibliography at the end of the article. The article can focus on:
 - Book Review
 - Current Events Review
 - Literature Review
 - Secondary Data Analysis
 - New Perspectives / Application Areas
 - Analysis of Trends
 - Future projections of research / growth in the area
 - Interview with a business leader
 - Presentation in conferences (in the research area identified): Twice a year
 - Publications in a nationally reputed refereed journal either in *UGC approved Journal or Web of Science/Scopus Indexed Journal* (in the research area identified): Once a year
- c) Faculty is encouraged to publish beyond the guidelines. However, the incentive system will be based on the guidelines in order to focus on quality of content over quantity and in order to also ensure that the performance on other regular expectations is not compromised.

5.2 INCENTIVE

- a) For Peer faculty reviewed published article: Rs 2000 per article per month. This is limited to one article a month.
- b) Presentation in conferences: Rs 2000 per conference. In addition 100% of the conference fee will be paid. Travel and stay costs will only be paid for attending conferences organized by top ranked national and international B-Schools. This is limited to twice a year.
- c) Publications in a nationally reputed refereed journal: Rs. 5000 per publication. This is limited to once a year.



5.3 ATTENDANCE ON TRAINING PROGRAMS / COURSES

Faculty will be given up to 10 days of academic leave in a year. Course fees, Travel and stay for such courses will not be covered but an exception can be granted by the Director based on the benefits the institute might derive through the training of the faculty. A maximum of 50% of the training fee can be covered by the institute in case the institute is also directly getting benefitted from the training.

5.4 FACULTY DEVELOPMENT PROGRAM

There will be an internal faculty development program at the end of every term. Once a year, an open house faculty development program will also be conducted.

5.5 CONSULTANCY AND TRAINING

1. TRAINING AND CONSULTANCY BY FACULTY IN THEIR INDIVIDUAL CAPACITY

- a. Consultancy and Training conducted by Faculty members in their individual capacity needs to inform the Management.
- b. Faculty has to do such Training or Consultancy on their own time outside working hours; additional 10 days of academic leave will be granted to faculties for such individual consultancy work.
- c. Honorarium/remuneration can be directly collected without institutional involvement.
- d. Only Corporate Training or Consultancy allowed by faculty; no academic institutional Training or Consultancy will be considered.
- e. The above activities should not affect the academic and working environment of the college.

2. TRAINING AND CONSULTANCY BY FACULTY ASSIGNED BY INSTITUTION

- a) Faculties will be deputed for Consultancy or Training assignment on behalf of institution.
- b) Additional remuneration will be granted on case by case basis.
- c) This activity is considered a part of the institute working hours.



5.6 RESEARCH

- a) Faculty will be encouraged to publish research papers in ISSN bearing research journals, particularly Web of Science/Scopus Indexed Journals or UGC approved Journals.
- b) Faculty will be encouraged to collaborate within the institution and outside the institution for research.
- c) Faculty will be given support for collection of primary data in terms of access to students / industry.
- d) Research activity will be considered part of working hours.

5.7 RESEARCH POLICY

PREAMBLE/INTRODUCTION

Change and growth in knowledge is an indication of quest for discovery and has an impact on economic and societal development. Research activity generates and disseminates new knowledge in various subjects. Research also enables faculty to be at the leading edge in their subjects of interest. Promoting research publications develops collaborations and becomes part of the objectives of the Institute. Encouraging faculty to register for a PhD also enhances the research content of the institute. The following policy implements the above points.

SCOPE

The research policy is applicable to Faculty, students and scholars of ISME

OBJECTIVES

- To facilitate an environment of research, to faculty and scholars and to provide required support through research resources, framework and guidelines.
- Ensure publications in quality journals, indexed in UGC, Scopus/Web of Science and/or with impact factor.
- To nurture collaborations and partnerships with funding agencies and faculty, to generate socially and ethically responsible research contributing to the growth of knowledge.
- To encourage research integrated teaching at ISME.

POLICY

The Research policy at ISME, states that faculty and scholars should undertake research leading to output, which establishes the institute as one of repute in the domain of management and social science research. In order to do that the following procedures can be adopted.



PROCEDURE

- Faculty members of ISME are expected to undertake research, in their area of interest, leading to high quality, publications in journals of repute.
- Preference of recruitment of PhD holders or those who have registered for a PhD as faculty members.
- Presentations in National and International conferences of repute are to be made, at least once a year.
- Research should lead to socially useful outcome and contribute to the subject area.
- Scholars and faculty must ensure safety and wellbeing of all connected with the research (especially while collecting data).
- Scholars and faculty must exhibit integrity and professionalism in their research activities.
- All research generated by faculty will be incentivised according to the table.

Research Incentives

Objective

In order to promote an environment of continuous faculty development and research at ISME, the following incentive scheme will be applicable as of 1st July 2018. This incentive scheme can be modified / cancelled with immediate effect at any point of time in the future if it is not found to be working well in practice. The current expectation on teaching, administrative activities, student support, clubs, event organization etc. continues to remain the same. Note: A year will be an academic year from 1st July to 30th June

Guidelines

1. Faculty should choose an Area of Interest / Research Area
2. An editorial / article reviewed by the Peer Faculty needs to be published once every month on the ISME blog. The article should be of 1000 – 2000 words and need to be within the domain of the area of interest. Every article should have a due acknowledgement for any reference and a bibliography at the end of the article. The article can focus on: Book Review, Current Events Review, Literature Review, Secondary Data Analysis, New Perspectives / Application Areas, Analysis of Trends, Future projections of research / growth in the area, Interview with a business leader
3. Presentation in conferences (in the research area identified): Expectation of attending twice a year
4. Publications in a UGC approved journals: Expectation of minimum once per year
5. Publications in journals indexed in Scopus or Web of Science: Expectation of minimum one per year
6. eLearning Videos of duration of 10 - 20 minutes: 4 times a year
7. Guiding students to publish in conference / UGC approved journals:



Expectation of minimum 3 students / year

8. Faculty is encouraged to publish beyond the guidelines. However, the incentive system will be based on the guidelines in order to focus on quality of content over quantity and in order to also ensure that the performance on other regular expectations is not compromised.
9. Research policy for work from home
 - The facility of Working from home (WFH) is being provided to promote research culture and research outcomes.
 - Every Faculty member would get one day per week (Tuesday to Thursday) to work from home towards enhancing effective research contributions.
 - The day would be decided based on academic engagements and other official engagements and would reflect on their time table.
 - The faculty member could use this facility towards the following
 - Blog writing both internal and external
 - Quality publications
 - Conference paper writing
 - Case writing
 - Funded project proposals
 - Collaborative research aspects
 - Any other research requirements of the institution
 - This designated day needs to be used only for above mentioned activities and not for any other academic work like class preparation, valuation, mentoring etc.
 - Using the facility for any other personal work would account for Casual Leave.
 - Faculty members are not entitled to use this facility for accomplishing their PhD work.
 - The faculty member can be called upon for other institutional work from home like online interviews etc., not exceeding 4 hours.
 - Faculty members should ensure that any administrative work does not exceed more than 4 hours on their allotted research day.
 - The faculty member should be available for any official emergency work on the campus if needed.
 - Every faculty member has to update the template available in MyISME with the relevant work done towards their research contribution along with supporting documents before 30th of every month in accordance with the plan submitted.
 - In case if the report is not received by 30th of the month all the four days would be marked as Academic Leave and on exhaustion of Academic Leave it will be marked as Casual Leave.



- If research deliverables are not achieved by any faculty over a period of two months, the facility of WFH will be withdrawn from the faculty and the faculty will be asked to carry out research work from the Campus. The WFH days over the previous two month period will be considered as Academic Leave.
- This policy is applicable until March 2022 and can be withdrawn at any time if not found working in practice.

Incentive

1. For Peer faculty reviewed published article: Rs 2000 per article per month. This is limited to one article a month. The article needs to get published on the ISME blog after review of peer faculty to be considered for incentive. In case a faculty does not contribute an article in the month, two articles can be presented in the subsequent month. Not more than two articles in a month will be considered.
2. Presentation in conferences: Rs 2000 per conference. In addition 100% of the conference fee will be paid. Travel and stay costs will only be paid for attending conferences organized by top 15 ranked national B-Schools. This is limited to twice a year.
3. Publication in a UGC approved journal: Rs. 5000 per publication. This is limited to once a year.
4. Publication in journals indexed in Scopus or Web of Science: Rs. 5000 per publication. This is limited to once a year.
For point 3 & 4: For a joint publication with an ISME faculty, Rs 3500 will be paid for each faculty and Rs 2500 for each faculty if there are three ISME faculty are involved. If the joint publication where an outside faculty is involved, Rs 5000 per publication will be paid.
Beyond one publication in a year, Rs 2000 will be paid for any more publications in journals indexed in Scopus or Web of Science.
5. For eLearning Video: Rs 2000/- per video. This is limited to 4 times a year. The eLearning video should have got edited and published on the ISME YouTube channel before being considered for incentive.
6. Guiding students to publish in UGC approved journals: Rs 1000/- per student. This is limited to 3 students per year.



Note:

- 1) A list of UGC approved journal can be found in:
<https://www.ugc.ac.in/journallist/>
- 2) Useful link to find if a publication is indexed in Scopus:
<https://blog.scopus.com/posts/is-a-title-indexed-in-scopus-a-reminder-to-check-before-you-publish>
- 3) The following journals are covered by Web of Science:
http://mjl.clarivate.com/#journal_lists
- 4) Complete details of the conference / publication need to be saved in the myisme shared documents in the individual faculty folder (\\MYISME\isme\Faculty and Staff Development\Current Faculty and Staff) and the details should be provided to the Research Coordinator before being considered for incentive.

Details Needed for Conference (Scanned copies to be saved under (\\MYISME\isme\Faculty and Staff Development\Current Faculty and Staff*Faculty Name*\Conferences Attended**YYYYMMDD_Conference Name_ShortTitle**)) :

- 1) Soft copy (email / pdf) of the conference brochure / invitation
- 2) Final conference paper
- 3) Important correspondence (example: acceptance of paper etc)
- 4) Some photographs (if available)
- 5) Certificate of participation
- 6) Scanned cover paper of conference proceedings and Table of Contents where your paper is highlighted.
- 7) Receipt of conference fee

Details needed for Publication (Scanned copies to be saved under (\\MYISME\isme\Faculty and Staff Development\Current Faculty and Staff*Faculty Name*\Publications**YYYYMMDD_PublicationName_ShortTitle**)) :



- 1) Final publication paper
- 2) Important correspondence (example: acceptance of paper etc.)
- 8) Scanned cover paper of journals and Table of Contents where your paper is highlighted.

5.8 POLICY FOR RESEARCH FUNDING SUPPORT.

- 1) Disseminating information about research grants: in order to inform academic staff about research funding opportunities various links will be provided through email by research committee.
- 2) Preparatory support in grant writing and demonstrating a track record for research grants: from time to time research committee holds seminars on research, preparation of research grants and various research funding related activities.
- 3) Preliminary assessment of research costs: research committee assess direct and indirect cost and viability of projects along with Finance offered based on the preliminary synopsis submitted by academic staff.
- 4) Assessment of full proposal prior to submission: based on research committee assessment of financial and legal/contractual provision, staff member can submit proposal to external agency.
- 5) Management of research grants: research grant will be managed by Finance office. Based on research cost center and proposed budgeted expenditure, finance office will be releasing funds from time to time.

5.9 SABBATICAL FOR ACADEMIC DEVELOPMENT

Faculty has the option to apply to the academic committee for sabbatical for pursuit of an academic program. The approval by the academic committee will depend on the need for the knowledge / skill for the institute and the duration of the program. The committee can recommend the approval including pay conditions from no pay to full pay during the period.

6 DUTIES & RESPONSIBILITIES OF VARIOUS CADRES

6.1 Director

- 1) The Director shall be responsible for overseeing the academic and administrative aspects of the Management of the institute, subject to the policies and guidelines.
- 2) He shall be a member of the MANAGEMENT.
- 3) To issue instructions and provide guidance to the Dean/Principal and other functionaries on the overall functioning of the institute.
- 4) All financial matters shall be approved by the Director.
- 5) To make payments towards the various activities of the institute as per the approved Budget after scrutiny by Finance manager.



- 6) To oversee maintenance of proper records for receipts, payments and register of all assets of the institute. Counter signature of the daily cash book with regard to financial transactions made and to check at least in a fortnight.
- 7) To prepare the annual accounts and statements for purposes of audit by the chartered accountant and the statutory authorities, forwarding utilization certificates and the progress to the relevant funding authorities.
- 8) All policy matters/proposals like starting of new courses, alteration of Intake, starting of new research centres are prepared in consultation with Director.
- 9) Construction/renovation of the buildings, are to be prepared in consultation with the Director.
- 10) For all important policy matters the Principal/Dean is required to get the approval from the Director.
- 11) To take necessary legal advice and follow up action whenever required on behalf of the institute.
- 12) Director is responsible to oversee the implementation of policies and programmes directed by Govt. VTU, AICTE, UGC, MANAGEMENT and TRUST.
- 13) To liaise with apex institutions like VTU, AICTE, UGC, DTE and MHRD to mobilize financial as well as technical support for building the institution.
- 14) To oversee and counsel the teachers on teacher evaluation by students. Plan and overseeing of semester wise activities.
- 15) To act as sanctioning authority for all tours of all faculty and staff members.
- 16) Any other duty and responsibilities assigned by the Chairman, Management from time to time.

6.2 Principal/Dean

- 1) The Principal/Dean is responsible to the Board for all academic, administrative matters of the institute.
- 2) He is to function as the Member Secretary of the Board of Management
- 3) To be a link between Management, Chairman and Director on one hand & the institute administration, staff and students on the other hand.
- 4) To provide the interface to Project the activities of the institute as decided by the MANAGEMENT/TRUST to all external agencies.
- 5) To ensure extension of all facilities and support for the conduct of the programmes of any other agency as decided by the MANAGEMENT/TRUST.
- 6) As the Principal is the Member Secretary of the Board, he is the functionary legally responsible on behalf of the institute in all matters.
- 7) To transact matters pertaining to academic and administration with all the departments and organizations concerned by bringing to the notice of Director and Chairman.



- 8) To furnish periodical statements of academic and other matters pertaining to the institute to the Director.
- 9) To obtain approval of the Chairman on behalf of the Board subject to the ratification of Management for any urgent action to be taken by him in consultation with the Director regarding to the administration of the institute.
- 10) To oversee the service records of faculty and non-teaching staff and get the service records periodically updated through the respective heads of Units. The time gap in the entry of such service register should not exceed one year and get it verified by the concerned staff at the end of the financial year.
- 11) To write the confidential reports of all the faculty and maintain them in his custody.
- 12) To oversee and ensure that the academic and administrative functioning of the institute is smooth and satisfactory.
- 13) To interact with all external agencies such as Industries and other professional organizations as could be decided by the Board/Trust in consultation with the Director.
- 14) To interact and pursue for effective and fruitful follow up of all matters concerning the academic & administration of the institute in consultation with Director. To this extent, to have close liaison with the State, Central Government Department, AICTE and Universities.
- 15) To conduct periodic, monthly review meeting with the faculty and the administrative staff of the institute to ensure effective internal follow up of all matters discussed at such meetings.
- 16) To act as sanctioning authority for all the leave of all faculty & staff members excluding himself and to keep the Director informed of the position in matter.
- 17) To sanction delegate's fee and permission for staff to present papers at National Conferences in consultation with Director.
- 18) To obtain the approval of the Director for the participation at National & International Conferences.
- 19) As regards participation in other activities outside the normal schedule of the institute, prior intimation is to be given to the Director.
- 20) To ensure admission of students to the Under Graduate and Post Graduate courses as per the norms within the stipulated time schedule.
- 21) To ensure effective and satisfactory conduct of the academic activities by continuous monitoring of faculty and other facilities available and to put up proposals to the Director for provision of necessary facilities such as staff requirements, purchase of equipment, books etc., through properly coordinated committees appointed for this purpose.
- 22) To conduct examination as per procedure.
- 23) To ensure appropriate documentation through committees, whenever required of planning and development proposals for funding agencies, consultancy & collaborative organizations and any other material required by academic &



administrative authorities such as the University, AICTE, State and Central Governments in consultation with Director.

- 24) To arrange for necessary collection of approved fees from students at prescribed rates and arrange for disbursement of stipends/scholarships to eligible students.
- 25) To ensure follow up and receive the appropriate grants from the various funding agencies.
- 26) Ensure maintenance of proper discipline both among students and staff
- 27) To attend to the problems of the staff and students through appropriately constituted committees for prompt redressal
- 28) To ensure proper maintenance of the campus and arrangements for security for the assets of the institution
- 29) To attend all matters pertaining to the Board. To arrange for the preparation of agenda and the meetings of the Board in consultation with the Director. To prepare the draft minutes of Board meetings for final approval by the Chairman. To take suitable steps for the implementation of the resolutions of the Board meetings and convey to the Board, the actions taken by him of the Institute in consultation with the Director.
- 30) Perform any other function that may be assigned by the Director/ Chairman or the Board from time to time.

6.3 Professor

- 1) Teaching to the Students
- 2) Instruction and conducting projects
- 3) Students Assessment, Evaluation And Conduction of Examinations Under University/Autonomous System
- 4) Research Activities and Research Guidance
- 5) Leader for Consultancy Projects and Extension Services.
- 6) Curriculum Development and Developing Resource Materials
- 7) Innovation in Teaching, Project and Instruction Materials
- 8) Continuing-Education Activities
- 9) Academic and Administrative Planning and Developmental Work at the Departmental Level and assisting at Institutional Level
- 10) To ensure training of faculty members in his/her Subject of Specialization.
- 11) Student Counselling and Interaction
- 12) Co-curricular and Extracurricular activities
- 13) Conduct of Workshops/Seminars/Conferences and liaison with Industry and R & D organizations.
- 14) Preparation and Submission of Project Proposals to obtain External Financial Assistance
- 15) Conducting Bridge Courses for Slow Learners



- 16) In addition to the above, the teacher shall co-operate carefully and faithfully with HOD, Head of the Institution and other members of the teaching staff in order to promote an atmosphere of academic excellence, in the performance of extra duties and devoting extra time which is required for the welfare of the students and for the development of department and Institution.

In addition to the above, Professor will have the following additional responsibilities:

- 1) Providing Leadership in Both PG & UG Courses in his/her Field of Specialization
- 2) Policy Planning and Monitoring

6.4 Associate & Assistant Professor

- 1) Teaching to the Students
- 2) Instructions and conduct of experiments and projects
- 3) Students Assessment, Evaluation and Conduction of Examinations Under University / Autonomous System
- 4) Involving in Consultancy and R & D activities
- 5) Developing Resource Materials and Lab Manuals
- 6) Involving In Co-Curricular and Extra-curricular Activities.
- 7) Proctoring, Mentoring and Guidance to the students.
- 8) Assisting in Conducting of Seminars, Workshops, Training, Conferences and Collaboration with Industries.
- 9) Assisting in Departmental Administration and other Developmental Works.
- 10) In addition to the above, the teacher shall co-operate carefully and sincerely with HOD, Head of the Institution and other members of the teaching staff in promotion of an atmosphere of academic excellence, in the performance of extra duties and devoting extra time which is required for the welfare of the students and for the development of the department and Institution.

6.5 Computer Center Technical Staff

The system manager shall be a full time post. The qualifications for the post of system manager shall require of having undergone a training course/ diploma in the Management of computer center or having a work experience of at least two years in the Management of a computer center. The system manager shall be responsible for planning and execution of an effective and optimum utilization of computer hardware and software as well as their upkeep and maintenance.

6.6 Library Staff

The job description of the Librarian will be as follows:



- 1) General Administration of the Library
- 2) Budgeting
- 3) Books/Periodicals/Video selection and acquisition for classes
- 4) Planning and development of the library
- 5) Supervising of cataloguing and indexing. Cataloguing and classification of books and periodicals.
- 6) Arranging for book binding
- 7) Supervising the usage of e-journals and e-library facility
- 8) Issue and receiving of books
- 9) Restoring the books and periodicals
- 10) Maintenance of reference library, reading room and e-library facility
- 11) Checking at the entrance
- 12) Control at the property counter
- 13) Labelling/pasting
- 14) Maintaining and upkeep of library

6.7 Career opportunity Center (CoC)

The department of placement and training consist of

- 1) Placement & Training Manager
- 2) Managers
- 3) Executives

Placement & Training Manager:

The Placement and Training Officer should be of the cadre of a Professor or Assistant Professor and this post must be treated as a non-vacation post. The officer could have a teaching work load of four to eight contact hours per week. The placement and training officer should maintain a good liaison with industry in and around the place of the campus. He should conduct an annual survey of job requirements in the industries, research and service organizations. He/she should arrange for training for students, campus interviews, in-plant training and also arrange to get industries' sponsored projects for both staff and final year students. He should create data bank of personnel who are experts in their respective fields from industries/ research/service organizations and invite them to the institution to deliver lecture for the benefit of students and staff members. He should arrange for training to staff members in industries /research/service organizations.

The placement and training manager should network with the Alumni and create a data bank of the alumni who are placed in reputed industries / research / service organizations.



He/She must help in organizing effective industrial training and field visit for staff and students and render assistance to students in getting apprentice training and suitable placement in Industries / Research / Service organizations.

Placement Executive:

The placement executive is responsible for entry of relevant data of student, companies, companies announced, job offers, data pertaining to the soft skill trainers, experts in industries / research / human resource personal of various industries.

6.8 Maintenance Department

The maintenance is taken care of by the facilities manager. The facilities manager is responsible to the Principal/Dean in all matters concerned with the upkeep and maintenance of buildings, water supply, sanitation, electricity, cleaning of class rooms & laboratories, maintenance of gardens, repairs, minor alteration, security arrangements etc. He is also responsible for construction works in the institute and management of the following:

- 1) To take all steps necessary for obtaining equipment and consumables as required by the respective departments of the institute including administration
- 2) To take all steps necessary for annual stock verification of all departments
- 3) To take all steps necessary for the servicing and maintenance of equipment including office equipment's
- 4) To take steps for the writing off items as and when such occasion arise and prepare breakage reports list of unserviceable articles and disposal of the same.
- 5) To take steps for renewal of all licenses.
- 6) To maintain all registers of the section in a satisfactory manner and bring them up to date.
- 7) To maintain day book and other stock regarding goods received
- 8) To attend all AC and DC bills
- 9) To take all steps concerning the furniture of the institute like (a) ordering and passing the bills (b) numbering and noting the location (c) entry in the registers etc.
- 10) To take all steps regarding stationery requirements of the institute like (a) ordering and passing the bills (b) entry in the registers both input and output etc.
- 11) To attend any other work that will be assigned by the higher authorities

6.9 Administrative / Academic Section:

Academic Executive

- 1) To assist the Principal/Dean in all matters pertaining to the students
- 2) To assist the Principal/Dean in all matters of staff recruitment
- 3) All matters pertaining to admission of students to the institute at all levels in line with the norms of the AICTE, University, State and Central Government.



- 4) Students matters in relation to Scholarships, Educational and Project tours, Practical training, Certificates etc.,
- 5) Master timetable
- 6) Keeping track of Academic calendars.
- 7) Preparing reports and supply of information in relation to all statutory bodies.
- 8) Looking after matters pertaining to Conferences, Seminars etc.,
- 9) To attend any other work that will be assigned by the higher authorities

6.10 Finance Manager

To keep all financial matters pertaining to the institute in order and up to date. To prepare Budget statements and attend to follow up matters pertaining to budget provision to attend matters pertaining to Grants with specific reference to State Govt., Central Government, TRUST Educational Trust and other Agencies. To attend matters pertaining to Audit. To attend AC/DC bills of examinations. To prepare Annual Report of accounts. To verify (day-to-day) the relevant financial registers, cash book, General Ledger etc. To verify and admit bills, vouchers etc. To attend any other work entrusted by Director. To attend regular check on Grants, receipt & expenditure. To attend any other work that will be assigned by the higher authorities

6.11 Minimum Qualification for Staff/Faculty

- 1) Minimum qualification is Graduate or Diploma with minimum 5 years of experience.
- 2) Graduation requirement can be relaxed for experienced candidates in exceptional Cases.
- 3) For teaching faculty minimum qualifications are as per AICTE requirement.
Reference: ALL INDIA COUNCIL FOR TECHNICAL EDUCATION (PAY SCALES, SERVICE CONDITIONS AND QUALIFICATIONS FOR THE TEACHERS AND OTHER ACADEMIC STAFF IN TECHNICAL INSTITUTIONS (DEGREE) REGULATIONS 2010



7. EVALUATION AND PROMOTION POLICY

7.1 FACULTY EVALUATION AND PROMOTION

- 1) ISME follows a continuous evaluation process for all faculty. All faculty have to send monthly reports (MARF) on or before 2nd of following completed month as per the prescribed format.
- 2) A faculty member is evaluated at the end of a term on the following parameters:
 - Students' feedback
 - Faculty classroom review
 - Overall evaluation by Principal
- 3) At the end of academic year a summary evaluation report is prepared by the Principal/ Director and evaluate a faculty as: Excellent, Good and Average in the following 3 areas with the following weightage:

		Assistant Professor	Associate Professor	Professor
1.	Teaching	70%	60%	40%
2.	Research	15%	20%	30%
3.	Service	15%	20%	30%

- 4) Upon the completion of the Annual Cycle and based on the above information, the Director/the Board members decide on annual increments to be given during the respective faculty cycle.
- 5) Faculty promotions are as per the AICTE norms; as soon as faculty meets the criteria specified by AICTE for the Assistant Professor/Associate Professor/Professor cadre/rank the faculty is promoted to the next level.

7.2 STAFF EVALUATION AND PROMOTION

1. Staff are designated at 5 levels on the basis of experience & tenure:

- a. Head
- b. Senior Manager
- c. Manager
- d. Senior Executive
- e. Executive

2. Evaluation and Promotion policy:

Evaluation will be done annual basis at the end of the academic year by Principal/Dean and performance will be rated as Excellent, Good and Average. The annual increment and promotion will be decided by Directors and the Board.



8. DELEGATION OF POWERS

The delegation of powers for various functionaries is tabulated in 7.1. The various sub-committees and their financial powers, expenses towards hospitality for meetings and guests, expenses towards Industrial visits, honorarium towards guests and invited lecturers are indicated in 7.2



1.1. Delegation of Powers: General

Sl No	Description of Power	Organization/Institute Level	Institute level	Department level
		Director	Principal/Dean	Head of the Department
(1)	(2)	(3)	(4)	(6)
I	ADMINISTRATIVE			
1.	To sanction promotion, officiating and other arrangements	Full Powers	Recommends/ Financial Authority Rs. 25,000	Recommends/ Financial Authority Rs. 10,000
2.	To permit staff to carry out research work in the institution under grants provided by the UGC., AICTE., etc.,	Full Powers	Full Power	Recommends
3.	Appointment of part time lecturers for the Vacant posts	Full powers	Full powers	Recommends
4.	Appointment of Staff for Special coaching Classes	Full powers	Full powers	Recommends
II	PERMISSION TO STAFF			
5.	To sanction the acceptance of remuneration by institute officials for work as examiners for various examinations of Universities	Full powers	Full powers	Recommends



III	LEAVE			
6.	To sanction maternity leave to female officials	Full Powers	Full Powers	Recommends
IV	TA & DA			
7.	To sanction TA to officials for attending meetings	Full powers	Recommends	Recommends
8.	To sanction conveyance for office related work	Full powers	Recommends	--
9.	To authorize subordinate officials to proceed on duty within the state	Full Powers	Recommends	Recommends
10.	To authorize subordinate officials to proceed on duty beyond the state but within India	Full Powers	Recommends	Recommends
11.	To sanction in exceptional cases, road mileage both ways for road journeys made by subordinate officials between places connected by rail.	Full Powers	Recommends	Recommends
12.	To sanction daily allowance for halts on tour exceeding 10 days at a place to subordinate officials	Full Powers	Recommends	Recommends
V	FINANCIAL			
13.	To sanction arrear claims of subordinate officers	Full Powers	Recommends	Recommends
14.	To prescribe in the case of subordinate staff security for the custody of cash or stores and fix the amount in cases not covered by specific provision in the rules of the organization	Full Powers	--	--



15.	To sanction permanent advances for contingent expenditure to drawing officers	Full Powers	Recommends	Recommends
16.	To sanction expenditure on publication of officials Advertisement in News Paper	Full Powers	Recommends	--
17.	To permit in special circumstances the remittance of pay, traveling allowance and contingencies of officials employed out of way places	Full Powers	Recommends	Recommends
18.	To sanction refund of wrong or excess credits provided (i) Each claim is supported by certificate or original credit and its non-payments. (ii) The claim is preferred within 3 years of original credits. (iii) It is clearly established that it was a case of wrong or excess credits.	Full Powers	Recommends	--
19.	To accord administrative approval to works against funds provided in the budget.	Full Powers	--	--
20.	Countersigning of all bills	Full Powers	Full Powers	Recommends
VI	FINANCIAL - STUDENTS			
21.	To sanction refunds of revenue including fees, fines, etc.,	Full Powers	Recommends	Recommends
22.	To refund fees paid by the students who have been awarded free ship and half free ships	Full Powers	Recommends	Recommends
23.	Sanction of Industrial visits for students and staff	Full Powers	Full Powers	Recommends
24.	Sanction of Study Tour Programme	Full Powers	Full Powers	Recommends
VII	WRITE OFF - BAD DEBT			
25.	To sanction the write off of 1. Irrecoverable charges relating to breakages	Full Powers	Recommends	Recommends



	2. Value of books lost or missing from libraries found irrecoverable subject to the condition the loss is not caused by negligence of any official (books issued for reference within the premises)			
VII I	EXHIBITIONS			
26.	To sanction expenditure for participating in Exhibitions	Full Powers	Recommends	Recommends
IX	STORES PURCHASE			
28.	To declare stores as obsolete, surplus or unserviceable and dispose them off subject to fixing responsibility for the loss where they have become obsolete, surplus or unserviceable owing to negligence or fraud etc., on the part of individual officers	Full Powers	Recommends	Recommends
29.	To sanction the purchase of Furniture	Full Powers	Full Powers for less than two thousand rupees	Recommends
30.	To sanction the purchase of Office Equipments	Full Powers	Full Powers for less than two thousand rupees	Recommends
32.	To sanction local purchase of stationery articles in offices	Full Powers	Full Powers for less than two thousand rupees	Recommends
33.	To order the casual and emergent purchase of stores	Full Powers	Full Powers for less than two thousand rupees	Full Powers for amount less than ten thousands within budget sanctioned



34.	To accept tenders for purchase of stores ordered directly by the Department	Full Powers	Full Powers for less than two thousand rupees	Full Powers for amount less than ten thousands within budget sanctioned
36.	To sanction (a) Sale of old newspapers or disposal of obsolete goods	Full Powers	Full Powers	--
X	MAINTENANCE			
38.	To sanction charges for repairs to institute vehicles	Full Powers	Full Powers for less than two Thousand	--
39.	To sanction repairs of calculators, furniture and other articles of office equipment	Full Powers	Full Powers for less than two Thousand	Recommends
41.	To sanction repairs of buildings and other facilities in the campus.	Full Powers	Recommends	Recommends
42.	To sanction repairs to computers, printers, duplicators, photo copying machine,	Full Powers	Full Powers for less than two thousand	Recommends
43.	To sanction expenditure on (a) Major overhauls of vehicles (b) Minor overhauls of vehicles (c) Petty repairs including replacement of missing or worn out parts, tyres and tubes	Full Powers	Full Powers for less than two Thousand	Recommends
44.	To sanction expenditure on 1. Repairs of apparatus, tools, plants and other equipment's 2. Erection of equipment	Full Powers	Full Powers for less than two Thousand	Recommends
XI	LIBRARY			



45.	To sanction the purchase of books of reference relation to the special work of particular departments including periodicals like magazines, journals, books and BIS codes for their departmental libraries and for granting prizes.	Full Powers	Full Powers for less than two Thousand	Recommends
46.	To purchase for institute purposes, Government of Karnataka / India, University, AICTE, NBA and other publication and copies of administrative reports	Full Powers	Full Powers for less than two Thousand	Recommends
47.	To sanction charges for copying / photo copying	Full Powers	Full Powers	Recommends
48.	To sanction charges in connection with the publications of handbooks and leaflets	Full Powers	Full Powers for less than two Thousand	Recommends
49.	Subscription to the periodicals and journals for each Department	Full Powers	Full Powers for less than two Thousand	Recommends
50.	To sanction advance payment for the supply of magazines and journals	Full Powers	Full Powers for less than two Thousand	Recommends
51.	To sanction book binding charges for old and worn - out library books	Full Powers	Full Powers for less than two Thousand	Recommends

1.1 Sub-committees and their financial powers:

All purchases of equipment's and furniture are to be procured through the departmental purchase committee (sub-committee)/institutional purchase committee as applicable.

Department Purchase committee consists of Head - Facilities, Principal & Director

1.2 Guidelines for Expenses for Visits and towards Invited Guests

Type	Guideline
Industry Guest Lectures	Gift of about Rs. 750 – Rs 1000/- or honorarium of about Rs 1000/- to Rs 2000/- depending on the profile of the guest and the time spent



High Profile Guests	Gift of about Rs. 1500 - Rs 2000/- or honorarium of about Rs 2000/- to Rs 5000/- depending on the profile of the guest and the time spent
Expenses Towards Visit	Coverage of Taxi Expenses as per actuals or while driving self car, rate of Rs 7.50/- per km.