



# IIBM HUMAN RESOURCES POLICY

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## About Us:

The Malankara Orthodox Syrian Church (MOSC) traces its heritage back to the missionary efforts of the first century C.E., and share the nation's history for the last 20 centuries, to fully integrate the socio-cultural setting of India by contributing magnanimously to the fields of education and health care through enormous number of reputed schools, medical and engineering institutes, all over India.

Under MOSC, runs the prestigious **Bombay Orthodox Diocese Centre**, more popularly known as the **Bombay Diocese**. Under the aegis of the **Bombay Diocese**, two Trusts of **MOCCB and VES**, pioneering in education from KG to PG, are well known for its chain of educational institutes established all over Maharashtra & Gujarat.

The **VES Trust**, hosts a total of three institutes namely **IIBM, DMTIMS and WCCBM** in its Sanpada, Navi Mumbai Campus.

The **Indira Institute of Business Management (IIBM)** was established in the year 2008. The Institute houses one post graduate program **Master of Management Studies (MMS)** in affiliation with **University of Mumbai** and approved by the **All India Council of Technical Education (AICTE)** and Government of Maharashtra with an intake capacity of 120 seats with the University of Mumbai syllabus for its academic curriculum.

Dotting its landscape with a vibrant array of shopping malls, multiplexes, and entertainment hubs around, IIBM is an ideal locale for students aspiring to seek higher education in management.

Since its founding in 2008, IIBM has produced more than fifteen cohorts of student leaders, each distinguished by a global outlook, who have not only carved out prominent leadership positions in the corporate but also sustain an active alumni network both nationally and internationally. The Institute continues to nurture a culture and environment that reinforce its overarching vision, instilling values that shape character and foster a competitive learning atmosphere, thereby empowering every member of its community to realize their fullest potential.

### **Vision:**

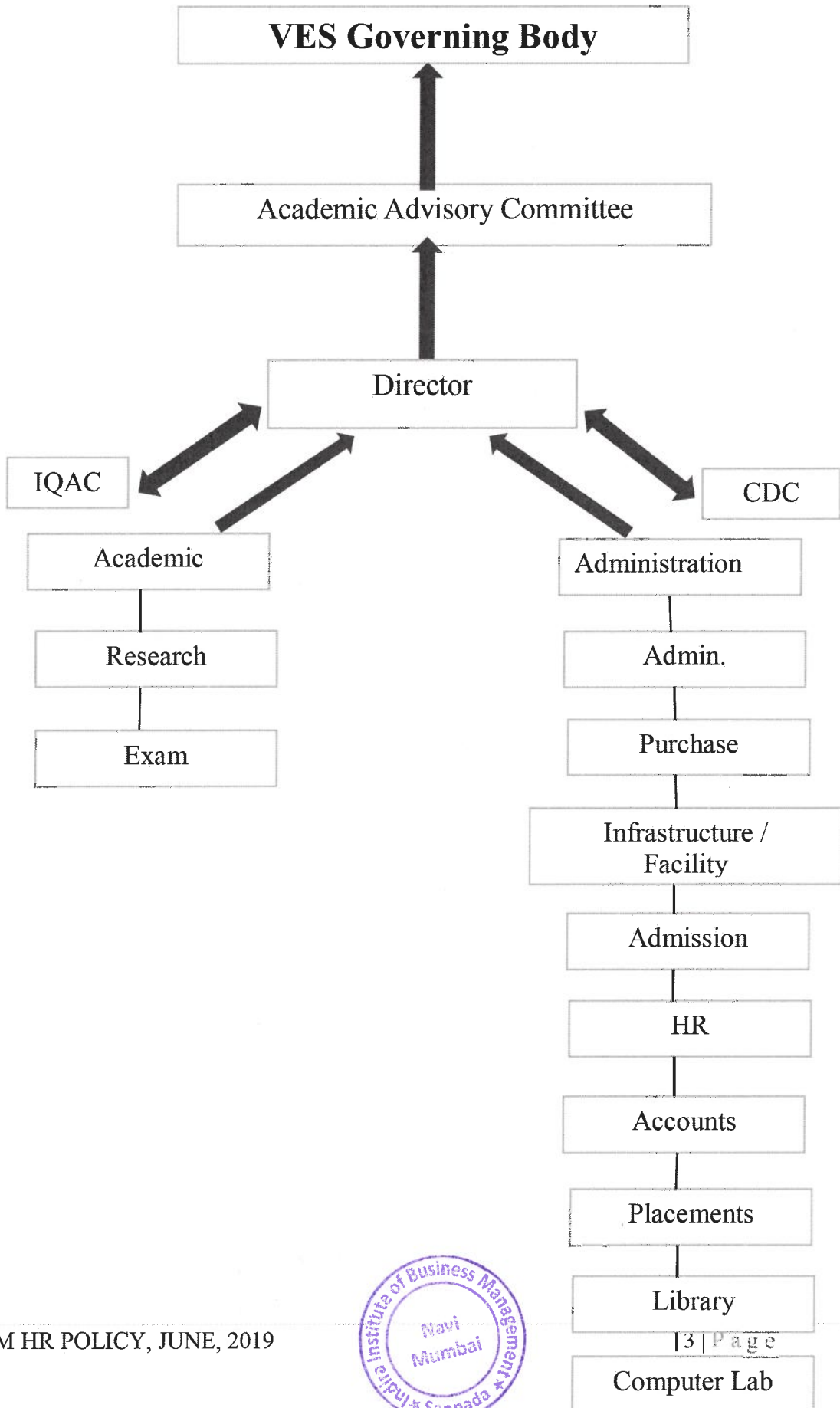
To be one of the most preferred Institutes in higher management education.

### **Mission:**

- To provide education that enables students to apply knowledge of management in their respective domains.
- To inculcate and nurture a sense of ethics and values among students.
- To develop managerial, analytical and collaborative skills related to the business environment.



## Organogram of IIBM



## About Us:

The Malankara Orthodox Syrian Church (MOSC) traces its heritage back to the missionary efforts of the first century C.E., and share the nation's history for the last 20 centuries, to fully integrate the socio-cultural setting of India by contributing magnanimously to the fields of education and health care through enormous number of reputed schools, medical and engineering institutes, all over India. The prestigious MOCCB, under the tutelage of Malankara Orthodox Syrian Church (MOSC) run **VES Trust's** Group of Institutes, are pioneers in education in Mumbai well known for its chain of educational institutes established all over Maharashtra & Gujarat.

**Indira Institute of Business Management (IIBM)** was established in the year 2008. The Institute houses one post graduate program Masters in Management Studies (MMS) in affiliation with University of Mumbai and approved by All India Council of Technical Education (AICTE) and Government of Maharashtra with an intake capacity of 120 seats, IIBMs MMS Program follows the University of Mumbai syllabus for its academic curriculum.

Located at Sector 9, Sanpada, Navi Mumbai, IIBM is an ideal location for students aspiring to seek higher education in management. IIBM attracts bright minds and trains them in a diverse and competitive environment. Over the last fifteen years of excellence in management education, not only has our students carved a niche for themselves in the market but we pride ourselves in having a nationally and internationally placed alumni network. They imbibe global values and acquire leadership qualities. IIBM provides a perfect mix of classroom learning and industry exposure.

Since its inception in 2008, with last 15 batches passing-out, the Institute strived to work and build a culture and environment supporting the larger vision of the Institute adopting values which not only defines one's character but also go a long way in creating a competitive learning environment to enable all our stakeholders to realize their full potentials.

### **Vision:**

To be one of the most preferred Institutes in higher management education.

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This **Indira Institute of Business Management Human Resource Policy** document under the aegis of VES Trust, for the **Master of Management** program, affiliated with the **University of Mumbai** and approved by the **AICTE (All India Council for Technical Education)** defines the overall work structure, manpower growth and development roadmap, of all its employees.

**Vision:** To support the achievement of the institution's strategic objectives as described in the Organization's plan and to realize its goals.

**Mission:** To demonstrate the alignment of human resource activities, plans, policies, programs, workforce practices with Indira Institute of Business Management strategic priorities and its goals and to present a comprehensive work plan to help us to achieve our objectives.

#### **Features of our HR Operating Model:**

1. **Effective Academic, Research, and Administrative Leadership**  
Cultivating visionary leadership that inspires innovation, accountability, and excellence across all institutional levels.
2. **Highly Qualified Faculty, Researchers, and Staff**  
Attracting, retaining, and supporting top talent who advance our academic and research priorities.
3. **A Collaborative, Respectful, and Safe Working Environment**  
Promoting a workplace culture grounded in mutual respect, inclusion, and shared purpose to fully engage all employees.
4. **Effective Change Management and Communication**  
Ensuring timely, transparent, and strategic communication to guide internal and external stakeholders through organizational change.
5. **Supportive Administrative Infrastructure**  
Providing responsive, streamlined administrative services that empower academic and research success.

### **Section 1: Staffing Policy and Equal Opportunity Statement**

#### **1.1 Staffing Policy and Equal Opportunity Statement**

##### **Equal Opportunity Commitment**

Indira Institute of Business Management (IIBM) is an Equal Opportunity Provider. IIBM is fully committed to providing equal employment opportunities to all employees and applicants for employment. There shall be no discrimination on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, or any other status protected by law.

##### **1.1.1 Quarterly Staff Assessment**

The Director shall conduct a comprehensive assessment at the end of each quarter to determine the staff requirements for the upcoming semester.



### **1.1.2 Departmental Input and Compliance**

The Director will obtain staffing requirement reports from all Heads of Department (HoDs) and consolidate the total number of faculty and administrative personnel needed, in accordance with AICTE norms and management guidelines.

### **1.1.3 Performance Review and Continuity Planning**

In consultation with the Managing Committee, the Director shall review the performance of existing staff and evaluate the continuation of their service. The Director shall also consider individual staff members' intentions to continue their employment, and accordingly project staffing needs for the next cycle.

### **1.1.4 Teacher-Student Ratio Compliance**

The teacher-student ratio shall be maintained in strict adherence to the guidelines prescribed by the All India Council for Technical Education (AICTE), as updated from time to time.

## **1.2 Recruitment Policy**

The recruitment process at IIBM is designed to be transparent, merit-based, and inclusive, in alignment with institutional needs and Equal Opportunity standards.

### **1.2.1 Identification of Faculty Requirement**

Manpower requirements for faculty positions are identified in consultation with the Coordinators of the MMS program and the Director, IIBM. These requirements are further reviewed with the Administration Department to initiate the recruitment process.

### **1.2.2 Advertisement and Sourcing of Applications**

Vacant positions are advertised through a range of platforms to ensure wide reach and accessibility. These may include:

- a. National newspapers
- b. Local news dailies
- c. Professional and networking platforms (e.g., LinkedIn)
- d. Official institutional website and job portals
- e. Internal candidate databases (unsolicited applications)
- f. Referrals from existing faculty and staff

### **1.2.3 Application Receipt and Scrutiny**

Applications are received and processed by the Human Resource/Administration Department. An internal Scrutiny Committee—comprising the Director of the MMS program, a Subject



Matter Expert, and a representative from the Administration Department—reviews and shortlists candidates based on qualifications and suitability.

#### **1.2.4 Evaluation and Selection Process**

Shortlisted candidates are invited for a demonstration session followed by a personal interview.

The Faculty Selection Panel includes:

- a. The Director of the MMS program
- b. Subject Matter Experts (internal or external)
- c. Member(s) of the Board of Trustees

This panel is responsible for interviewing candidates and making final recommendations for selection.

#### **1.2.5 Offer and Appointment**

Based on the panel's recommendations, the Human Resource/Administration Department issues offer letters to the selected candidates. Appointment is contingent on:

- a. Successful reference checks
- b. Thorough document verification

Only after these verifications are completed will the position be formally filled.

### **1.3 Joining Procedure**

The joining process at IIBM ensures that all new faculty and staff are onboarded in a systematic and compliant manner, in line with institutional and regulatory requirements.

#### **1.3.1 Document Submission**

All newly appointed faculty members are required to submit the following documents to the Human Resource/Administration Department upon joining:

- a. Copies of all academic and professional certificates (as applicable)
- b. Passport-size photographs
- c. Experience & Relieving Certificates
- d. Salary proof of last drawn salary
- e. Copy of PAN Card
- f. Copy of Aadhar Card





A designated verification committee will verify the submitted documents alongwith the original certificates. Original certificates will be returned after the verification process is complete.

### **1.3.2 Issuance of Appointment Order**

The official Appointment Order shall be issued only after submission and verification of all the required documents listed in 1.3.1.

### **1.3.3 Regulatory Compliance Information**

The Human Resource Department shall collect all relevant personal and professional information required by University of Mumbai/All India Council for Technical Education (AICTE) and other applicable regulatory bodies, as part of the on boarding process.

### **1.3.4 Completion of Joining Formalities**

Within one week of joining, every faculty member must:

- a. Collect their official IIBM ID card
- b. Obtain their institutional email address

These will be issued upon completion of the document verification process. Issuance of these items marks the completion of the joining formalities.

## **1.4 Orientation and Induction**

A structured orientation and induction program is essential to ensure that new faculty members are integrated into the institutional culture and are well-informed of their roles, responsibilities, and expectations.

### **1.4.1 Induction by Director/HoD**

Every newly appointed faculty member shall receive an induction briefing by the Director or the Head of the Department on the day of joining.

### **1.4.2 Department Introduction**

The HR/Administration Department will provide an overview of the institution and the department, and introduce the new faculty member to all teaching and non-teaching staff of their team.

### **1.4.3 Campus Tour and Code of Conduct**



The HR/Admin team will conduct a guided campus tour, familiarizing the new faculty member with key facilities, and explaining the rules and codes of conduct for availing these facilities.

#### **1.4.4 Administrative Formalities**

HR/Admin will ensure the completion of all joining formalities, including submission of the Joining Report, in coordination with the Office and concerned departments.

#### **1.4.5 Classroom Introduction**

The Course Coordinator shall formally introduce the new faculty member to students during their first class session for each assigned section.

#### **1.4.6 Orientation on Institutional Policies**

The HR/Admin Department will provide a detailed briefing on institutional rules, regulations, and policies, ensuring that the new recruit understands expectations related to:

- a. Attendance and leave
- b. Work hours and responsibilities
- c. Academic integrity and ethics
- d. Use of institutional resources and facilities
- e. Professional conduct and grievance redressal mechanisms

#### **1.4.7 Handover/submission of Employee Service Book**

## **Section 2: Salary & Incentives**

### **2.1 Teaching and Departmental Hierarchy**

The College follows a structured hierarchy within its teaching departments to ensure efficient administration, academic leadership, and coordination. The following positions form the core of this structure:

#### **2.1.1 Director**

The highest academic and administrative authority in the institution, responsible for overall leadership and governance.

#### **2.1.2. Special Positions**

Designated by the Institute as required (e.g., Deans, Chairs, Program Coordinators), based on institutional needs and strategic priorities.

#### **2.1.3 Heads of Departments (HoDs)**

Faculty members appointed to lead individual academic departments, responsible for academic planning, faculty coordination, and departmental administration.



#### **2.1.4 Committee Heads**

Faculty members assigned to lead specific institutional or departmental committees (e.g., Examination, Research, Admissions, Discipline, etc.).

#### **2.1.5 All Other Teaching Staff**

This includes Professors, Associate Professors and Assistant Professors appointed in accordance with AICTE norms.

#### **2.1.6 All non-Teaching Departmental Staff**

Includes technical, administrative, and support staff essential to the daily functioning of academic departments.

### **2.2 Designation Hierarchy – Teaching Staff**

Within the teaching faculty, the following hierarchy is observed at IIBM, in accordance with AICTE norms and institutional policy:

#### **2.2.1. Professors**

Senior academic leaders responsible for teaching, research, mentoring junior faculty, and contributing to academic governance and policy development.

#### **2.2.2. Associate Professors**

Experienced faculty involved in both teaching and research, often playing leadership roles within departments and academic committees.

#### **2.2.3 Assistant Professors**

Entry- to mid-level faculty members focused on undergraduate and/or postgraduate instruction, research, and departmental support.

### **2.3 Designation Hierarchy – Administrative (Non-Teaching) Staff**

The College Office operates under a well-defined hierarchy to ensure efficient administrative support across all institutional functions. The following positions are part of the non-teaching staff structure:

#### **2.3.1. Office Superintendent/Registrar**

Oversees all administrative operations, supervises office staff, ensures compliance with institutional procedures, and coordinates between departments.

#### **2.3.2 Senior Administrative Assistants**

Handles complex administrative tasks, supports senior management, manages records, and assists in communication and reporting functions.

### **2.3.3 Junior Administrative Assistants / Clerks**

Responsible for data entry, documentation, correspondence, and daily administrative duties, vendor management and infrastructure management.

### **2.3.4 Accounts Officer / Accountant**

Manages financial records, budgeting, payroll, and compliance with statutory financial requirements.

### **2.3.5 Library Staff (Librarian, Assistant Librarian)**

Manages the institution's library, cataloging, student services, and academic resources.

### **2.3.6 IT/Systems Administrator**

Ensures the smooth operation of IT infrastructure, troubleshooting, and technical support.

### **2.3.7 Support Staff (Peons, Office Attendants)**

Provides essential operational support including filing, dispatch, cleanliness, and general upkeep of the premises.

## **2.4 Pay Scales and Salary Review – Teaching Staff**

The scales of pay for various teaching positions at IIBM shall be governed by the norms prescribed by the All India Council for Technical Education (AICTE) or by the Vishweshwar Education Society, as applicable.

### **1. Initial Salary Fixation:**

Salaries will be fixed at the time of appointment based on qualifications, experience, and the position offered.

### **2. Salary Review and Increments:**

Salary revisions may be considered under any of the following circumstances:

- a. Upon completion of one year of continuous service
- b. Upon acquiring a higher educational qualification
- c. At any other time deemed appropriate by the Selection Committee or College Management

### **3. Discretion of the Managing Committee:**

The College Managing Committee reserves the right to:

- a. Approve or withhold increments
- b. Review and re-negotiate salary packages at its discretion
- c. Adjust compensation based on individual performance evaluations or institutional needs at any time



All salary-related decisions will be documented and communicated formally to the concerned faculty member.

## **2.5 Allowances, Increments, and Provident Fund (EPF) Policy**

### **2.5.1 Dearness Allowance (DA)**

In addition to the basic salary, a monthly Dearness Allowance (DA) shall be extended to teaching faculty members, excluding those on a consolidated pay structure, at the discretion of the Managing Committee.

### **2.5.2 Special Allowances**

The Management may decide additional allowances for specific designations such as Professors, Director, and other Special Posts based on institutional needs and individual responsibilities.

### **2.5.3 Salary Increments**

Increments in salary shall take effect under the following conditions:

1. Upon completion of one year of continuous service from the date of joining/ at the start of the next academic year, as per the decision of the Management.
2. Upon upgradation of qualifications.
3. Upon receiving awards, honors, or achieving special milestones.

The effective date for arrears and increment payment shall be as communicated during the award. However, if performance is found to be unsatisfactory, the increment amount may be reduced or withheld at the discretion of the Management.

### **2.5.4 Performance Appraisal and Evaluation**

Faculty members must submit a performance report to the Managing Committee based on the Staff Appraisal Format issued by the institution. Increments will be awarded based on this evaluation and subsequent recommendation.

### **Teaching Faculty**

Faculty members will be assessed based on the following performance parameters:

1. **Quality of Teaching**
  - a. Effectiveness of classroom instruction

- b. Student engagement and feedback
- c. Use of innovative pedagogical techniques

## 2. **Content Creation**

- a. Development of teaching materials
- b. Curriculum design and improvement
- c. Creation of online/digital learning resources

## 3. **Communication Skills**

- a. Clarity and articulation in lectures and presentations
- b. Responsiveness to student queries
- c. Collaboration with peers and stakeholders

## 4. **Research Publications / Book Publications**

- a. Quality and quantity of peer-reviewed publications
- b. Authorship or co-authorship of books or chapters
- c. Participation in conferences and seminars

## 5. **Institute Building Activities**

- a. Involvement in committees, events, or initiatives
- b. Contribution to institutional development and branding
- c. Mentoring students and peers

### **Non-Teaching Faculty**

Non-teaching faculty members will be assessed based on the following performance parameters:

#### 1. **Timely Work Submission**

- o Adherence to deadlines
- o Accuracy and completeness of submitted work

#### 2. **Regularity**

- o Attendance and punctuality
- o Consistency in work performance

#### 3. **Innovative Developmental Initiatives and Quality Contribution**

- o Proactive improvements in work processes
- o Introduction of innovative practices or tools
- o Significant contributions toward institutional goals

### **2.5.5 to 2.5.10 Provident Fund (EPF) Policy**



### **2.5.5 EPF Enrollment**

All eligible employees covered under the Employee's Provident Fund (EPF) Act shall be enrolled in the EPF scheme upon joining and mandatorily after completing one year of service.

### **2.5.6 Employer's Contribution**

The College shall contribute 12% of the employee's pay, subject to a maximum ceiling of ₹1800 per month, toward the Employer's share in the EPF Scheme.

### **2.5.7 Employee's Contribution**

An equivalent 12% of the employee's pay shall be deducted from the employee's salary each month toward the Employee's share of the EPF contribution.

### **2.5.8 Remittance of Contributions**

The College shall remit both the employer and employee contributions to the EPF authorities on a monthly basis, in accordance with statutory deadlines.

### **2.5.9 Annual EPF Statements**

The College will distribute annual EPF statements to each employee as released by the EPF authorities, ensuring transparency and accountability.

### **2.5.10 Assistance at Retirement**

At the time of retirement or separation, the College shall assist the employee in correspondence with the EPF authorities to claim the accumulated amount with interest and ensure that payment is disbursed to the employee without delay.

## **2.6 Faculty Development Policy**

Recognizing that the growth and success of students are closely linked to the quality and continuous development of faculty, IIBM is committed to fostering an environment of academic excellence, professional growth, and lifelong learning for its educators.

### **2.6.1 Commitment to Faculty Growth**

Faculty members are encouraged and supported to enhance their competencies across teaching, research, and professional domains. The College promotes a structured approach to faculty development through the following initiatives:

### **2.6.2 Faculty Development Initiatives**

- **Participation in Academic Programs:**  
Faculty are regularly deputed to attend Quality Improvement Programs (QIP) seminars, Faculty Development Programs (FDPs), conferences, workshops; etc., with:
  - Special leave provisions
  - Partial or full financial assistance, as approved by the Managing Committee.
- **Research and Development Engagement:**  
Faculty are encouraged to actively participate in research and developmental activities, both at the departmental and institutional levels, based on their areas of interest and expertise.
- **Recognition of Excellence:**  
Faculty members demonstrating special talents or significant contributions shall be recognized through:
  - Institutional awards
  - Monetary incentives
  - Formal appreciation, aligned with their level of achievement
- **Support for Higher Studies:**  
Faculty pursuing higher education or advanced training at reputed institutions may be granted special leave, subject to approval by the Managing Committee. This support reflects the institution's commitment to academic advancement and leadership development.

## **Section 3: Leave Policy**

### **3.1 General Leave Policy**

The following rules shall govern all types of leave availed by employees of the institution. These guidelines aim to ensure operational continuity, institutional discipline, and fairness in leave management.

#### **3.1.1 Leave Limit and Retirement**

No leave shall be granted beyond the date on which an employee is scheduled to retire or be relieved from service.

#### **3.1.2 Leave Year Commencement**

Leave eligibility and accounting shall come into effect from the date class work commences each academic year.

#### **3.1.3 Leave Records**





The Director's Office shall maintain a separate leave account for each employee, accurately recording all leave taken and balances available.

#### **3.1.4 Unauthorized Absence and Disciplinary Action**

Unauthorized absence from duty:

1. Will result in proportional deduction from salary for the period of absence.
2. Shall be treated as misconduct, attracting disciplinary action.
3. In cases where the employee fails to respond to communication from the Institute regarding such absences (via email, phone, or other means), strict disciplinary action will be initiated.

#### **3.1.5 Outside Employment During Leave**

An employee on any form of leave or vacation is strictly prohibited from engaging in any other employment or service or accepting remuneration elsewhere without prior written approval from the Institution.

#### **3.1.6 Medical Leave**

Leave on medical grounds must be accompanied by a Medical Certificate issued by a Registered Medical Practitioner.

1. Final approval is subject to the discretion of the Director and Head of Department (HoD).

#### **3.1.7 Recall from Leave**

Employees on approved leave or vacation may be recalled to duty in case of institutional exigency.

1. Such leave may be cancelled or postponed, and the balance may be availed at a later date, subject to the discretion of the Managing Committee.

#### **3.1.8 Leave Sanctioning Authority**

All leave must be sanctioned in advance by both the Director and the Head of Department.

1. In the case of casual leave due to a sudden illness or emergency, it may be availed before sanction, but the employee is obligated to inform the sanctioning authority at the earliest possible time in writing.

### **3.2 Casual Leave (CL)**

Casual Leave (CL) is granted to employees for personal reasons of a short-term nature. All staff members, irrespective of their regularization status, are entitled to 8 days of Casual Leave per calendar year. Casual Leave is subject to the following terms and conditions:

### **3.2.1 Prior Approval**

1. A Casual Leave request must be submitted at least one working day in advance of the intended leave date.
2. Leave must be approved by the Director prior to availing.
3. Verbal intimation or post-leave applications will not be considered valid unless in case of emergencies.

### **3.2.2 Class Arrangement and Responsibility**

1. It is the responsibility of the faculty, in coordination with the Head of Department (HoD), to ensure class arrangements are made during their absence.
2. The substitute faculty must submit a written consent letter confirming their willingness to handle the classes.
3. Non-compliance by either the requesting staff or the substitute will result in Loss of Pay (LOP) for both individuals. Additional CLs will not be granted in such cases.

### **3.2.3 Unauthorized Leave**

1. Failure to obtain prior permission will result in the day(s) being marked as LOP in the attendance register.
2. A Show-Cause Notice will be issued to the staff member.
3. Disciplinary action will be based on the employee's explanation and the Management's assessment.

### **3.2.4 Maximum CL Duration**

A maximum of three (3) Casual Leaves may be availed consecutively, for valid reasons such as family functions, personal commitments, or events of interest.

### **3.2.5 Combining CL with Holidays**

1. Staff may combine CL with the leave Saturday, Sunday, or a public holiday.
2. However, if the CL period exceeds one day, the intervening holidays will be treated as LOP (Loss of Pay).
3. Employees are eligible for compensatory offs for working on days of holidays at the discretion of the Director.

## **3.3 Maternity Leave**

Maternity Leave is granted to support female employees during childbirth and recovery, while maintaining continuity in service. The following policy applies:

### **3.3.1 Eligibility and Duration**

1. A female employee is entitled to 90 days of maternity leave on 50% pay.
2. To be eligible, the employee must:
  - a. Have completed her probation



- b. Have completed at least one year of continuous service at IIBM

### **3.3.2 Frequency**

Maternity Leave can be availed only **once** during the tenure of employment with the institution.

### **3.3.3 Combination with Other Leave**

Maternity Leave may be combined with vacation or any other sanctioned leave, subject to approval from the Director.

### **3.3.4 Leave Accounting**

Maternity Leave shall not be debited against the employee's regular leave account.

## **3.4 Sick Leave**

Sick Leave is granted to employees who are unwell or medically unfit to perform their duties.

### **3.4.1 Entitlement**

All employees are eligible for leaves/vacations as per norms of University of Mumbai

### **3.4.2 Medical Certification**

If Sick Leave exceeds three consecutive working days, the employee must submit a valid medical certificate from a Registered Medical Practitioner.

### **3.4.3 Approval**

All Sick Leave is subject to approval by the Director, based on submission of appropriate documentation where required.

## **3.5 Earned leave (EL)**

Earned Leave (EL) is provided to non-teaching employees who are required to remain available for work during vacation periods or when their services are essential throughout the academic year. This leave is accrued and can be availed according to institutional policy.

### **3.5.1 Eligibility and Purpose**

1. All employees are eligible for leaves/vacations as per norms of University of Mumbai
2. Employees must fulfill the minimum service requirement as per institutional guidelines to qualify for Earned Leave.

### **3.5.2 Accrual and Usage**

1. Earned Leave is accrued on a monthly basis and will be granted based on the employee's length of service.



2. Leave cannot be taken during fixed vacation periods, as the employee's presence is necessary during those times.

### **3.5.3 Application Process**

1. Employees wishing to avail Earned Leave must submit a leave request in advance, subject to the approval of the Director and Department Head.
2. Operational needs and staffing requirements will be considered when granting leave.

### **3.5.4 Carry-Forward and Encashment**

1. Earned Leave may be accumulated from year to year, with a maximum cap on accrual as defined by institutional policy.
2. Encashment of unused Earned Leave may be permitted at the time of retirement or separation, subject to applicable guidelines.

### **3.5.5 Restrictions**

1. Employees are not permitted to avail Earned Leave during academic sessions, as their roles are critical for uninterrupted service delivery.

## **3.6 Early Leaving and Late Coming Policy**

To maintain institutional discipline and ensure smooth functioning, the following policy governs instances of late arrival and early departure for all employees:

### **3.6.1 Monthly Exemptions**

1. Employees are permitted up to two exemptions per month—either late arrival or early departure, limited to 1 hour each.
2. This permission is subject to approval by the Head of Department (HoD) and the Director, and will be considered on a case-by-case basis.
3. These exemptions must not interfere with scheduled classes or responsibilities. If disruption occurs, the time will be considered as Leave Without Pay (LWP).

### **3.6.2 Reporting Time and Grace Period**

1. All employees must report to duty by 9:15 a.m., and work until 5:00 p.m.
2. A grace period of 15 minutes for late arrival is allowed only twice a month. Any instance beyond this limit will result in the deduction of 1 Casual Leave (CL).
3. The official working days include two alternate Saturdays in a month, which will be full working days.



### **3.6.3 Uninformed Absence**

1. If an employee fails to report to duty without proper intimation or approval for one full working day, it may result in:
  - a. Deduction of Leave Without Pay (LWP)
  - b. Disciplinary action, depending on the severity and frequency
2. If the uninformed absence extends beyond three consecutive days, the matter will be escalated and may lead to suspension or dismissal, at the discretion of the Management.

### **3.7 Vacation Policy**

Vacation is a benefit extended to eligible faculty members as per the academic calendar and institutional guidelines. The following rules apply:

#### **3.7.1 Eligibility**

1. Faculty members are not eligible for vacation if they have not completed one year of continuous service at IIBM at the time of vacation declaration.

#### **3.7.2 Restriction during Class Sessions**

1. Vacation cannot be availed during periods when academic class work is in session, under any circumstances.
2. All faculty must be available for duty during the academic term, and any absence during this period shall be treated as unauthorized leave or Loss of Pay (LOP).

#### **3.7.3 Recall During Vacation**

1. Faculty members on vacation may be recalled to duty based on institutional requirements or exigencies especially during admission process, if needed.
2. In such cases, the unused portion of vacation may be availed at a later time, as determined by the Managing Committee.

### **3.8 Employee Separation Policy**

#### **3.8.1 Purpose**

The purpose of the Employee Separation Policy at IIBM is to ensure a systematic, transparent, and respectful separation process between the Institute and its employees. This policy provides clear procedures for various types of separation, safeguarding the interests of both the institution and the individual.



### **3.8.2 Types of Employee Separation**

The policy applies to the following types of separation:

1. Voluntary Resignation
  - a. Initiated by the employee, based on personal or professional reasons.
2. Retirement
  - a. Separation due to reaching the age of superannuation or completing the required service duration.
3. Termination
  - a. Involuntary removal due to underperformance, disciplinary issues, misconduct, or policy violations.
4. Mutual Separation / Exit by Agreement
  - a. A mutually agreed decision between the employee and the management to separate.

### **3.8.3 Key Components of the Separation Process**

#### **3.8.3 (a) Notice Period Requirements**

1. Employees resigning voluntarily are required to provide a minimum of one month's notice.
2. In cases of termination or layoff, notice period and pay in lieu of notice shall be governed by employment terms and applicable labour laws.

#### **(b) Exit Communication**

1. Resignation must be submitted in writing or via official email to the reporting authority and HR.
2. Proper acknowledgment and acceptance of resignation will be communicated by HR.

#### **(c) Clearance Process**

Departing employees must:

- a. Submit handover notes and documents
- b. Return all institutional property (ID card, laptop, books, files, etc.)
- c. Clear any financial obligations or dues.



**(d) Exit Interview**

1. An optional but encouraged step to gain feedback from exiting employees.
2. Conducted confidentially by the HR Department to identify improvement areas in workplace practices and culture.

**(e) Final Settlement**

1. Includes:
  - a. Payment of pending salary
  - b. Encashment of unused earned leave, if applicable
  - c. Gratuity, bonuses, or other benefits as per policy
2. Any deductions for shortfall in notice period, loss/damage, or advance payments will be reflected in the final settlement.

**(f) Revocation of Access**

Post-exit, the Institute will:

- a. Disable access to official email, servers, databases, and licensed tools
- b. Ensure protection of confidential data via proper IT protocols

**(g) Documentation and References**

1. The HR Department will provide:
  - a. Experience certificate
  - b. Relieving letter
  - c. Service certificate, where applicable
2. Job references may be issued at the discretion of the management based on the employee's service record.

**(h) Non-Disclosure & Post-Separation Obligations**

1. Employees remain bound by:
  - a. Non-disclosure agreements
  - b. Non-compete clauses, if applicable
  - c. Legal liabilities or indemnities in effect during or after service
2. Breach of post-exit obligations may attract legal consequences.

**Section 4: Promotion Policy**

The promotion policy at IIBM is designed to recognize merit, commitment, and seniority, while aligning with regulatory norms such as those prescribed by AICTE. The following rules govern the promotion process:



#### **4.1.1 Criteria for Promotion**

1. Promotions shall be considered based on a combination of merit and seniority.
2. Eligible staff must have demonstrated consistent performance and must not be under any disciplinary proceedings.

#### **4.1.2 Promotion Committee Constitution**

1. A Promotion Committee shall be appointed by the Director, who shall also serve as the Chairperson.
2. The committee shall include:
  - a. Two senior Professors
  - b. External experts from industry or other academic institutions, as invited by the Director

#### **4.1.3 Evaluation Guidelines**

The Promotion Committee shall evaluate candidates for promotion to the next higher academic or administrative rank based on:

1. AICTE-prescribed norms
2. Internal performance metrics such as student feedback, research contributions, teaching effectiveness, and departmental responsibilities
3. Years of service in the current position
4. Absence of disciplinary actions or service-related misconduct

#### **4.1.4 Seniority Consideration**

Under normal circumstances, the senior-most eligible staff member shall be considered for promotion, provided:

- a. The staff member has completed the minimum required years of service in the current role
- b. The staff member has attained the qualifications prescribed by AICTE or other regulatory bodies.

### **Section 5: Retirement Policy**

The following rules apply to the superannuation and retirement of teaching and non-teaching staff at IIBM, in alignment with AICTE/UGC norms and institutional policy.

#### **5.1.1 Age of Superannuation**

1. The retirement age for teaching staff is 65 years, as per AICTE/UGC guidelines.



2. The retirement age for non-teaching staff is 60 years.

#### **5.1.2 Effective Date of Retirement**

1. If a faculty member attains the age of superannuation during the course of an academic year, the retirement will be deferred and deemed effective from the 1st of May of the succeeding year to ensure academic continuity.

#### **5.1.3 Utilization of Earned Leave Prior to Retirement**

1. A retiring employee who has accumulated Earned Leave to their credit may apply to avail the leave prior to their date of retirement.
2. This is subject to prior application and approval by the Director, based on service needs and leave availability.

#### **5.1.4 Exceptions**

The age of superannuation as defined above shall not apply to:

- a. Professors designated as Emeritus
- b. Special Category Appointments made by the Management, as per institutional discretion

### **Section 6: Code of Conduct for Faculty**

#### **4. Code of Conduct for Faculty**

All teaching staff at IIBM are expected to uphold the highest standards of professional ethics, academic integrity, and institutional responsibility. The following code outlines the expected conduct for faculty members.

##### **6.1 .1 Classroom Punctuality**

1. Faculty must be present in the assigned classroom at least 5 minutes prior to the scheduled lecture time, without exception.

##### **6.1.2 Student Attendance Monitoring**

1. Faculty shall maintain an accurate and timely record of daily student attendance from the start of the semester.
2. Attendance irregularities must be reported to the Director and concerned guardians, with monthly reports generated for review.

##### **6.1.3 Class Commitment and Regularity**

1. Faculty must adhere to the teaching hours scheduled in the official Time Table.



2. Punctuality and regularity in conducting classes is mandatory.

#### **6.1.4 Disciplinary Oversight**

1. Faculty witnessing student misconduct must take immediate corrective action:
  - a. If within their authority, initiate appropriate correction.
  - b. Otherwise, report the incident to the HOD and Director without delay.
2. Failure to act may result in disciplinary action against the faculty, as decided by the Managing Committee.

#### **6.1.5 Institutional Participation**

1. Every faculty is expected to actively participate in departmental and institutional events, and carry out assigned responsibilities with diligence and professionalism.

#### **6.1.6 External Engagements**

1. Faculty shall not engage in any external activities or businesses that compromise their effectiveness, time, or commitment to institutional duties.

#### **6.1.7 Academic Work Conduct**

Faculty members shall maintain excellence in academic responsibilities through the following:

1. Preparing for classes with up-to-date content and teaching materials
2. Maintaining and organizing all required teaching aids
3. Following the session plan and ensuring syllabus completion without backlog
4. Assigning, evaluating, and giving timely feedback on student assignments and tests
5. Ensuring classroom cleanliness and arrangement, with assistance from students or administrative staff
6. Obtaining prior leave sanction and informing students in case of absence as a professional courtesy

#### **6.1.8 Personal Conduct and Ethics**

Faculty must exhibit personal integrity and uphold the dignity of the institution by avoiding:

1. Engaging in meetings for personal reasons with students outside the campus.
2. Use of abusive language toward students, colleagues, or any member of the public
3. Participation in quarrels, fights, or indecent acts
4. Involvement in business or commercial activities (e.g., money lending, sales, canvassing) on campus
5. Affiliation with political organizations that may cause conflict of interest



6. Smoking, drinking, or use of narcotics within or near (within 500 meters) the college premises
7. Formation of unions or associations without explicit written approval from the Managing Committee.

#### **6.1.9 Dress Code**

1. A professional dress code shall be followed by all teaching staff.

##### **For Male staff:**

- a) Formal Dress (shirt and trouser) code with a tucked in shirt
- b) Formal Shoes &
- c) Well-groomed look

##### **For Female staff:**

- a) Indian formals or western formals as dress code (Inappropriate attire will warrant disciplinary action)
- b) In case of Hijab, face should not be covered during lectures.

#### **6.2 Grievance Redressal Mechanism**

To ensure a fair and timely resolution of staff concerns, a Grievance Committee shall be constituted by the Director, in consultation with the Management, to address issues raised by both teaching and non-teaching staff.

##### **6.2.1 Committee Constitution**

1. The Grievance Committee shall:
  - a. Consist of members appointed by the Director and Management
  - b. Have a designated Convener responsible for monitoring and coordinating the committee's proceedings

##### **6.2.2 Meeting Schedule**

1. The Committee shall meet once every quarter on a pre-decided stipulated day and time, or earlier if the nature of the grievance demands urgent attention.

##### **6.2.3 Filing a Grievance**

1. Any teaching or non-teaching staff member may submit a formal written representation to the Committee regarding their grievance.
2. The grievance should first be brought to the attention of the Grievance Committee before escalating to higher authorities.

#### **6.2.4 Agenda and Urgent Matters**

1. The Convener shall ensure that any submitted grievance is included as an agenda item in the next scheduled meeting.
2. If the grievance is of a serious or time-sensitive nature, the Convener may recommend an emergency meeting with approval from the Director.

#### **6.2.5 Resolution Process**

1. The Committee shall deliberate on the grievance and, where necessary, involve the Chairman or Management for final resolution.
2. The goal is to redress grievances promptly and justly, maintaining fairness and institutional integrity.

#### **6.2.6 Record Keeping**

1. The Convener shall maintain detailed minutes of all meetings, including:
  - a. Names of attendees
  - b. Issues discussed
  - c. Actions taken and resolutions passed

### **6.3 Responsible Use of Institutional Resources**

All members of the IIBM community—including faculty, staff, students, and approved external collaborators—are expected to use institutional resources responsibly, ethically, and in alignment with academic and administrative objectives.

#### **6.3.1 Authorized Use Only**

1. Institute resources may only be used by authorized individuals, including:
  - a. Faculty and staff
  - b. Registered students
  - c. Approved external collaborators
2. Unauthorized access or usage, whether physical or digital, is strictly prohibited and may lead to disciplinary or legal action.

#### **6.3.2 Permissible Purpose**

1. Resources must be used exclusively for academic, research, and official institutional purposes.
2. Commercial or personal use of any kind is not permitted unless explicitly approved by the management.



### **6.3.3 Use of Physical Infrastructure**

1. Facilities such as classrooms, laboratories, libraries, seminar halls, and recreational spaces must be used respectfully and responsibly.
2. Books, journals, e-resources, and archives must be accessed ethically and preserved for continued academic use.
3. Any damage or misuse of infrastructure or equipment (e.g., furniture, lab tools, sports gear) must be immediately reported, and may attract penalties or fines.

### **6.3.4 Digital and Technological Resources**

1. Computers, internet access, licensed software, lab instruments, and research tools must be used in compliance with institutional IT policies.
2. The following are strictly prohibited:
  - a. Illegal downloads or pirated software
  - b. Hacking, phishing, or cyber threats
  - c. Accessing or disseminating inappropriate or offensive content
3. All users must respect data confidentiality and privacy, especially in relation to:
  - a. Research data
  - b. Examination materials
  - c. Student and staff records

### **6.3.5 Ethical and Sustainable Practices**

1. Users must minimize wastage of electricity, water, and consumables.
2. Books and academic materials should be used in a way that upholds intellectual integrity and avoids any form of plagiarism or infringement.
3. All users must respect intellectual property rights, including:
  - a. Copyrights
  - b. Patents
  - c. Trademarks

### **6.3.6 Financial Responsibility**

1. Research and academic funds must be used strictly for the intended purposes, with full transparency.
2. All financial transactions must comply with approved budgetary limits and be subject to internal and external audits.

### **6.3.7 Monitoring and Enforcement**



1. The Institute reserves the right to monitor the usage of its physical and digital resources to ensure adherence to its policies.
2. Periodic audits and inspections may be conducted.
3. Violations may result in:
  - a. Suspension of privileges
  - b. Fines
  - c. Disciplinary action
  - d. Expulsion or legal proceedings, depending on the severity of the offence

