



**Mulshi Institute of Business
Management, Pune**

**Human Resource
Policy Manual**

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HUMAN RESOURCE POLICY MANUAL

About Us:

Mulshi Institute of Business Management (MIBM) was established in the year 2010, under Ignited Minds Mulshi Group of Business Management (MIBM) B-104, Pinnac Gangotri, Nagaras Road, Aundh, Pune- 411 007. A vital part of a group of MIBM, located at Gat No. 237-243, Sambhave, Tal. Mulshi, Pune- 412 108.

Our vibrant residential campus is designed to develop skills, attitude of endurance, independence, rational choice that build relationship & friendships that lasts a lifelong. A combination of cutting edge infrastructure and well accomplished staff makes it as a premier centre for learning. Consistently ranked among the top business school with a strength to strength contributor Nobel Peace Prize 2007 to IPC and Prime Ministers' Appreciation Award winner.

Vision:

“To be a role model in technical education and research responsive to global challenges.”

“To develop a world class education to change the lives and careers of youth through business and enterprise driven education, to maintain spirit of responsible and justice to demonstrate superior professional competence”.

Mission:

M1: To impart quality technical education that develops innovative professionals and entrepreneurs.

M2: To undertake research that generates cutting-edge technologies and futuristic knowledge, focusing on the socio-economic needs.

Quality Policy:

The objective of this Manual is to compile the HR policies and procedures followed in IIMA. It also presents the general rules and regulations that govern the employees of the Institute. This Manual supersedes all previous manuals, handbooks, and memorandums that may have been issued from time to time on subjects covered in this Manual.

The Institute reserves its right to interpret; change; suspend; cancel; or dispute, with or without notice; all or any part of what is contained in the Manual. The Institute will notify all employees of such changes.

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

Core Values:

- Respect individuals and values
- Be learning and learner focused
- Embrace knowledge and Intellectual pursuits
- Value self-learning and collaborative team work
- Be Innovative and drive change & Be ethically and socially conscious
- Pursue leadership and take initiative
- Adaptability, Integrity and Honesty

A. Preamble:

Mulshi Institute of Business Management (MIBM) has been established by Ignited Minds Society in the Year 2010 with the approval from AICTE, New Delhi. MIBM offers two-year full time Post Graduate Diploma in Management (PGDM) with intake of 120 students in First Year of Program since inception till date of publication of this document.

The Institute stands for excellence in management education. Institute focusses on overall development of students to make them employable and to inculcate business acumen so that they work with comfort anywhere in the World.

Recruitment Policy

Planning of Recruitment begin with the Management Department. As MIBM Syllabus is dynamic and changes frequently with the ever changing industry needs, a combination of regular and visiting faculty is required. The college Director after discussing with Ignited Minds Society's approval for Posts also involves Board of Governors for seeking their concurrence.

Once Post is approved all means of media are employed for giving vast circulation and approaching to the qualified and experienced faculty. Primarily for last 3 to 5 years, social media such as Linked in and Naukri.com etc. are used for getting good response. Also President and Secretary approach to Corporate associates to nominate good candidates for recruitments.

Further, AICTE guidelines are followed. The guidelines are available on www.aicte-india.org Once candidates for the approved posts are shortlisted their credentials are checked for eligibility as per AICTE norms and they are asked to deliver a seminar of 10-15 minutes

followed by discussions with the existing faculty and Director of the Institute. All participants give their feedback and after considering this personal interview (either in personal or virtual mode) is organized on mutually convenient date.

Personal interview is conducted by at least 3 members, out of which at least one member is outside and eminent personality either from industry or academia.

Final selection is made upon acceptance of the selection committee's recommendations. The selected candidate is offered the position subject to verification of original documents, signing of contract etc.

Every employee has been given Photo ID Card and Visiting Cards to represent MIBM.

Code of Conduct

All employees of the MIBM are expected to follow the rules and regulations of the Institute as promulgated and modified from time to time.

As research is an integral part of academia, faculty is instructed to communicate clearly such efforts. After participation in the seminar, the employee will be required to submit a report on the same. Any financial gain due to consultancy or sponsored projects needs to be communicated to the institute management. However, institute firmly believes in sharing the major part with researchers.

No faculty will interact with any form of media (print or social) without consent of Ignited Minds Society. Head Communication along with technical support is appointed by the IMS with Directors consent for such activities. Students give content writing and photographs of any events organized by various student's cells to this appointed faculty who further take action on putting it on social media. Any deviation to this leads to appropriate necessary action by the Society.

Other disciplinary actions are mentioned in the Appointment Letter of all employees and maintained strictly.

Performance Appraisal

The effective use of manpower resources of any organization depends largely on an effective Performance Management Program. Evaluating people's performance is a complex process that needs to be timely, fair, and consistent. Performance management is a critical and effective tool in the development and optimization of human resources in an institute. It helps people in the organization to consciously aim at improving upon the individual performance and thus increase organizational effectiveness.

All employees are assessed annually before starting of Academic Year (normally 1 July, however changes as per AICTE instructions). Similar to appointment, appraisal committee is formed with at least one external expert to assess performance report of faculty and staff

submitted by them either in written or digital form. AICTE guidelines are strictly maintained by the Institute.

If due to unavoidable circumstances some delay occurs in performance appraisal (such as Covid-19) arrears have to be paid in salary difference for such period.

Welfare Activities

Salary of all employees is decided based on VI Pay Commission and paid digitally (through NEFT) to their accounts directly. No cash transaction is allowed.

Orientation Program is conducted for new employees. Internal vis-à-vis external training programs are conducted either in the Institute or other institutes of high repute for the overall development of employees and to keep them update on latest trends in management education by institute without any cost on them.

Employees travelling out station on Institutes duty are paid as per college norms as per their cadre revised from time to time primarily based on State Government norms. Adequate advance (up to 80% of tour estimate) is paid to them and rest is settled after actual conduct of tour and submission of claim along with tour report. For local travel conveyance allowance is paid to official on duty or institutes transport facility is allowed based on availability of vehicles.

Prior sanction of the Director is must for all the international travels. Institute contribution for such travel is decided by Management on case to case basis.

All employees of MIBM can avail free medical treatment from Ignited Minds Society's Ivy Leaf Ayurvedic Hospital in the Campus.

Employee Provident Fund (EPF) facility is available for all employees.

All employees are insured under Employees Group Insurance Scheme.

All employees can use facilities and equipment's available in the Mulshi Campus such as Wi-Fi, Library (digital and physical), Magazines, Computer and Language Laboratory, Doctors, Sports (indoor and outdoor), Transport and Mess (in subsidized cost) etc. without any cost on them.

Being a Management Institute, College organizes several social and academic events (such as annual day, inter-collegiate events, sport activities, health related activities such as blood donation camps, national and international conferences, guest talks etc.). All employees can participate in such events without any cost on them.

Several welfare activities are planned by the institute from time to time appropriate to Management Institute of high repute.

B. Objectives:

- To ensure that, the recruitment of the different categories of staff / faculty, defining their roles and responsibilities.
- To respect basic human values, culture, loyalty, commitment, dedication, discipline, devotion and practices that promotes team spirit, responsibility and participatory functioning.
- To build capacity off staff / faculty through STTPs, FDDPs, workshops, symposiums, professionnals interactions and associations.
- To create opportunity for career development and commitment to support the overall development of its human resources.
- To enable the staff / faculty share their personal and professionall issues.

C. Privacy:

Employees who disclose secrets or confidential information of the organization / administration will be subject to disciplinary action which may lead even to dismissal and prosecution.

D. The Governing Body – Powers and Functions:

The Governing body of MIBM is constituted as per the guidelines of and All India Council for Technical Education (AICTE), New Delhi. The functions of governing body are as follows;

- Create and fill various positions as per requirements of the Director, following the prescribed qualification, experience and pay scale of the MIBM.
- Approval of budget proposals for infrastructure, academic, R&D and event management.
- Approval of action plans of the institution regarding introduction of new courses and increase of intake inn existing courses.
- Prepare, provide and revise the functioning of various committees in administering MIBM.
- Ratification of appointments made by the institution from time to time.
- Review, monitor and take necessary actions in execution of plans and schemes.
- Provide, help and issue necessary guideline to the Principal for administration.

HUMMAN RESOURCE MANAGEMENT

1. Definition of Terms used in the Manual

- 1.1. "Basic pay" means the component of pay scale which forms part of all emoluments that are earned by an employee while on duty or on leave or on holidays with wages in accordance with the terms of the contract of employment and which are paid or payable in cash to him/her but does not include
 - a) The cash value of any food concession
 - b) Any dearness allowance that is to say, all cash payments by whatever name called paid to an employee on account of a rise in the cost of living, house rent allowance, overtime allowance, bonus, commission or any other similar allowance payable to the employee in respect of his employment or of work done in such employment
 - c) Any presents or gifts made by the employer
- 1.2. DA: Dearness Allowance declared by the Management periodically.
- 1.3. AGP: Academic Grade Pay declared by the AICTE for the Faculty members.
- 1.4. HRA: House Rent Allowance declared periodically by the Management.
- 1.5. "Academic year" means the normal period stipulated in the Academic calendar for activities of odd and even semesters. In the present system it is stipulated from June to May.
- 1.6. "Date of Appointment" means the first day of joining the duty by the employee as mentioned in the appointment order.
- 1.7. "GB" means the Governing Body of MIBM.
- 1.8. "HoD" means Head of the Department.
- 1.9. "Employee" means any person who is employed for salary in any kind of work, manual or otherwise, in or in connection with the work of MIBM and who gets his salary directly from MIBM.

2. Classification of Human Resource

MIBM recognizes the following classification of its staff.

- 2.1. **Administrative Staff:** Chief Executive Officer, Principal, Deans, Director, Administrative Officer, Accountants, Office and Accounts staff, Library staff, Principal office staff and CEO office staff.
- 2.2. **Teaching Staff:** HoDs, Professors, Associate Professor, Asst. Professors, Librarian and Physical Director.
- 2.3. **Technical Support Staff:** System Administrator, Computer Programmer, Workshop Superintendent and Lab Instructors / Technicians.
- 2.4. **Non-Technical Support Staff:** Junior Assistant, Lab Assistants / Attendants, Drivers, Attenders, Aayahs and Gardeners.

3. Job Responsibility

The responsibilities of various faculty positions are designed as per the norms of AICTE, New Delhi and Anna University, Chennai in line with the vision & mission of the MIBM.

3.1. Academic:

- 3.1.1. Class room teaching with modern aids.
- 3.1.2. Lab instruction and demonstration with master readings.
- 3.1.3. Development of laboratory, curriculum and resource materials by using modern techniques.
- 3.1.4. Student evaluation and assessment.
- 3.1.5. Participation in curricular and co-curricular activities.
- 3.1.6. Student guidance, counselling, personality and overall development.
- 3.1.7. To prepare, provide, generate and disseminate knowledge in the interest of students.

3.2. Research and Development:

- 3.2.1. R&D activities through projects and research guidance.

3.2.2. Potential search for opportunities to provide consultancy services.

3.2.3. Promotion of institute – industry interaction.

3.2.4. Promotion of Patent development and Inventions.

3.3. Administration:

3.3.1. Planning, designing and development of new programmes and promotional activities.

3.3.2. Mobilizing resources for the institution.

3.3.3. Administration both at departmental and institutional levels.

3.3.4. Development, administration and management of institutional facilities.

3.3.5. Monitoring and evaluation of academic and research activities.

3.3.6. Participation in policy planning for development of technical education

3.3.7. Maintain accountability.

3.3.8. Conduct performance appraisal.

3.4. Extension Activity:

3.4.1. Guiding the students in overall character development.

3.4.2. Providing technical support in areas of social relevance.

3.4.3. Providing non formal education for the benefit of the community.

3.4.4. Promotion of entrepreneurship and job creation.

3.4.5. Dissemination of knowledge.

4. Appointing Authority:

The Chairman / Vice-Chairman of the MIBM & Charitable Trust shall be the appointing authority for the post of Chief Executive Officer, Director, Deans & Directors and Administrative Officer of MIBM. All other staff of MIBM will be appointed by the Director on behalf of the Board of Trustees with the approval of the Vice-Chairman.

5. Qualifications and Experience:

The qualifications and experience required for the candidates to fill various posts shall be the norms prescribed by the AICTE, New Delhi.

6. Recruitment and Selection:

6.1. The recruitment of faculty members is need-based. HoD projects the staff requirement based on workload.

- 6.2. The rules prescribed for selection of employees from time to time by AICTE shall be followed.
- 6.3. Staff selection committee shall be constituted.
- 6.4. A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates.
- 6.5. The candidates for Assistant Professor and Associate Professor are required to give a demo lecture and take an interview by a selection committee followed by one-on-one interview by the Director / Vice-Chairman.
- 6.6. Candidates for noon-teaching posts are selected based on practical test conducted by department selection committee and if need be a final round of one-on-one interview by the Director.
- 6.7. Vacancies for various positions may be filled through internal promotions of eligible candidates based on length of service and good performance in the institution.
- 6.8. An appointment letter duly signed by the Appointing Authority is issued to the candidate. The Appointment letter should contain:
- The designation/title of the job and responsibilities specific to the job.
 - The level of commands/reporting to and taking responsibilities in the absence of supervisors.
 - The letter of Appointment and Job Description (JD) should be signed by the employee as a sign of acceptance.
- 6.9. On joining, the candidate should give the joining report duly filled and signed. If the candidate joins at the Department or Office, the joining report should be accepted and countersigned by the person in-charge and forwarded to the Director Office.

7. Pay, Allowances & Increments:

7.1. Scales of Pay, allowances and other financial benefits for various categories of staff shall be as decided by the governing body, keeping in view the scales suggested by AICTE.

7.2. Annual increments shall be sanctioned by the Director with the approval of Vice-Chairman on satisfactory performance of the employee based on the recommendations of HoDs.

8. Salary and Disbursement:

Annual increments are sanctioned to all the staff members in general after completion of one successful academic year and satisfactory conduct. As a policy of the Institution, the salaries of all the staff members will directly be credited to their respective SB accounts in _____.

In the process of disbursement, if any statutory deduction is made, it will be remitted into the respective bank accounts of the Government departments concerned.

9. Salary Advance:

MIBM discourages the practice of salary advances. Exceptions for genuine cases like personal illness, death of dear ones etc. can be made with the special approval by Principal / Vice-Chairman.

10. Provident Fund:

MIBM is committed to comply with statutory provisions of Employees Provident Fund Deduction will be made from the salary of employees and will be deposited to the designated provident fund accounts along with the contribution of the organisation as per the provisions of the said Act. Employees must comply with the statutory requirements like nomination and can avail of such ensuing benefits as prescribed by law.

11. Teaching and Learning Process:

All the faculty members have to plan their academic teaching schedules well in advance before commencement of the semester / year. The following are some of the contents of learning modules irrespective of the subjects:

- Course files

- Lesson Plan and Micro Plan
- Additional Topics and Assignments
- Provision for Mid Tests and Distribution of scripts
- Delivery sheets and Tutorial sheets
- PPTs
- Lesson and Course material
- Web downloads
- Case studies
- Self-Learning Materials
- E-Learning materials through Digital Library
- Guest/Expert Lectures
- Industrial visits and tours relevant to their respective specialization
- State-of-art technology through journals, articles and magazines

12. Feedback Evaluation:

Twice in every semester, the students evaluate the teachers handling their respective subjects covering various aspects of student-teacher interaction through a computerized structured format.

The computer on-line-evaluation pertains to

- Teaching process dimensions viz: punctuality and regularity of the teachers, teacher's discussion of class tests, tutorial & assignments and syllabus coverage.
- Assessment of college environment, facilities and management responsiveness measured on the following dimensions: College environment, cleanliness/sanitation, Library facilities, canteen water supply, games/sports, transport, HoD's attitude towards problem resolution, principal response to grievance, support of management in general.

Absolute privacy and confidentiality is maintained so as to avoid the individual student assessor's identity. After the evaluation process is completed, if any faculty member is found to be deficient, he/she is counselled, advised and trained to

improve through an advisory committee consisting of Professors and Head concerned. The institutional administration will take necessary steps to encourage and reward teachers with excellent performance through appreciation letters, additional increments or promotion.

13. Faculty Self-Appraisal:

At the end of each academic year, the faculty shall evaluate themselves using prescribed Faculty Self-Appraisal as annexed, filled and submit it to the Director which may take into consideration at the time of increments or promotion.

14. Incentives and Awards:

Awards are instituted for the faculty as well as supporting staff members. In case of faculty members, variables considered are academic performance measured by student feedback, student pass percentage, student grades/marks obtained by the student in their respective subjects and Faculty Self-Appraisal form submitted by them. These awards are in the form of cash, appreciation letter, commending letters, promotions, increments etc.

15. Redeployment / Transfer:

MIBM enjoys the option of redeploying any member of the staff to the fresh vacancy or transferring a staff from one department to another. All employees may be transferred depending on the needs and priorities of the organisation. Transfers may be effected in any of the following manners:

- From one department to another department or within an office
- From one post/office to another post/office

16. Resignation, Relief & Termination:

16.1. Resignation and Relief:

All the employees of the institution who are desirous of resigning voluntarily should give proper notice as mentioned below: Either party can leave the organization by either giving one months' notice pay.

In case applications are submitted through the institution seeking outside employment / pursuing higher studies, the management may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there shall not be any disruption to the academic programme in the College.

The employees of the Institution should get the No-Due Certificate duly signed by the authority mentioned in the NoC as prescribed by the Institution as annexed. Only after submitting the NoC, they can get back their originals from the Institution.

16.2. Termination:

The institution reserves the right to terminate the services of an employee, without any notice or assigning any reason in such cases as under-performance, misconduct etc.

16.3. Death:

In the event of an employee's death, the immediate next-of-kin shall intimate the death to the Director. The next-of-kin shall submit a copy of death certificate for the payment of dues to the deceased. The final pay settlement will include their total Monthly Compensation for that month, and other payments due, will be made to the employee's designated nominee after deduction of the applicable items.

17. Administrative Procedures:

17.1. Personnel Records:

The basic information of staff will be collected and maintained by PA-Head of the Institution in separate staff personal files. Some of the documents which will be in the personal file may include: Resume with a covering letter along with two photographs applying for position in the institution; call letter if any;

appointment letter; all original certificates along with photo copies in proof of age, qualification, experience and last pay drawn; feedback appraisal, incentives, promotions and increments given; and any appreciation, commending letters issued by head of the institution.

17.2. Office Hours & Attendance System:

- The class timings are from 9.30 A.M. IST to 6.00 P.M. IST.
- Management enjoys the right to shift to a different pattern for working days and working hours.
- Any change in the Class and Office timings shall be notified to the respective staff through HoD or direct circular vide MIBM.
- All employees shall be at work at the time and place assigned to them. Habitual late comers shall be liable for disciplinary action.
- Late Attendance with Permission: Normally late attendance shall be allowed for all employees only for twice in a month and should mark their biometric attendance. The permission may be taken with the approval of HoD either in morning or in the evening morning (attendance timing on or after 3.10 P.M. IST). If the staff exceeds the limit the biometric attendance automatically marks as "Casual leave".

17.3. Punctuality:

The institution is very serious in enforcing punctuality through its Heads of the Departments. A special limited provision is made available to all the staff members of all departments to avail themselves of early going and late coming permissions, which will be granted at the discretion of Directors.

18. Leave Rules and Leave Policy:

18.1. General:

- Leave of absence from duty cannot be claimed as a matter of right. The sanctioning authority has full powers to refuse or revoke leave of any kind when the exigencies of work so demand.
- An employee shall not take up any service or accept any employment, while on leave.

- Leaves, of any kind, can be taken only after they are sanctioned by the competent authority. Even for Casual Leave (CL), intimation by telephone, SMS or email is too being given to the HoD/Institution, if prior sanction cannot be obtained for justifying reasons.
- Leave accounts of all staff members are maintained in the office of the principal through MIBM.
- Sanctioning authority: Director is the competent authority to grant all kinds of leaves to all the employees. Principal may delegate this power to heads/in charges for administrative convenience, Vice-chairman is the competent authority to sanction leave of the principal.
- All staff members, particularly those in responsible positions, are expected to use leaves based on needs and not with intent to use up all the leaves provided for in the rules. The total number of leaves taken in an academic year will be considered in the performance appraisal at the end of the year.

18.2. Casual Leave (CL)

All the regular employees of the college are entitled to twelve days of casual leave in a calendar year.

- The total number of CL is used in one spell including prefixed, suffixed and intervening holidays shall not exceed 10 days.
- Unused CL at the end of a calendar year is NOT carried forward to the next year
- Casual leave cannot be combined with any other type of leave
- Casual leave for half a day may also be granted for forenoon or afternoon
- CL can be availed using the prescribed form as annexed
- Newly joined / employees on during probation period shall normally avail one-day CL in a month or in exceptional cases two CL in a month. However, the Directors can use his/her discretional power to sanction leave depending on the circumstances.

18.3. Medical Leave (ML)

- All employees are entitling to 8 days of leave on medical grounds.

- The leave will be granted against production of medical certificate from a registered medical practitioner.

18.4. **Compensatory Casual Leave (CCL)**

All the regular staff members who work on public holidays are eligible for one-day compensatory leave for each day of work. This leave must be used within 3 months of the date of work/eligibility. Fractional CCL will not be granted. Remunerative work is excluded from the provision.

8.5. **On Duty (OD)**

All regular faculty/staff members shall take OD with prior approval from HoD and Principal. The Onn Duty is categorized into three types as follows:

- **On Duty** for participation and/or presentation of paper in National / International seminars / Conferences / Symposium / Workshoops.
- **Exam On Duty** for University examination supervision work.
- **Other On Duty** for any other institution related work.
- Employees can avail the OD using the prescribed form as annexed for getting approval.

18.6. **Vacation Leave**

- All the regular faculty members (vacation staff) who have put in not less than one year of service in the college and who undertake to continue in service for the next academic year are eligible for up to Four weeks' vacation leave. This four weeks' period is split up as follows:
 - i) 3 weeks during summer
 - ii) 1 week during winter
- All the regular Non-teaching staff members (vacation staff) who have put in not less than one year of service in the college and who undertake to continue in service for the next academic year are eligible for up to 2 weeks' vacation leave. This two weeks' period is split up as follows:
 - i) 1 weeks during summer
 - ii) 1 week during winter

- For the purpose of computing the service period the cut-off date would be the first day of vacation period notified by the Director at the end of the academic year.
- Un-used vacation leaves are not carried forward to the next academic year. However, where a vacation staff member is required to attend to official duty during vacation as per the directions of the Director.

19. Code of Conduct and Discipline

All employees of the institution in general shall abide by the following rules, unless and otherwise expressly circulated to this effect:

19.1. Do's:

- Maintain absolute integrity and devotion to duty.
- Attend the college regularly and punctually.
- Engage classes, both theory and practical, punctually and effectively.
- Correct the assignments and lab records systematically.
- Be meticulous in submitting the question papers & marks of the internal tests.
- Conduct guest/expert lectures with academic/industry professionals.
- Valuation of internal and external examinations.
- Attend internal invigilation and observer / squad duties.
- Attend guest lectures, FDPs, Workshops, Seminars, Industrial visits and tours.
- Downloading e-material from digital library, authorized online journals and legitimate sites.
- Preparing soft/hard copy of course files, delivery sheets and web materials.
- Monitoring and Counselling of student academic performance and mentoring.
- Be honest, impartial in dealings and courteous with others.
- Abide the rules and regulations of the institution.
- Promote decency, decorum, dignity and discipline among staff and students.
- Use the infrastructure facilities to improve the academic standards.
- Acquire and develop professional/interpersonal competence to enhance skills of students.
- Building team work, team efficiency and reinforcement of skills/knowledge in students.

- Administrative compliance.
- Authoring / Co-authoring of text books with other institution/organization professionals.
- Publication of papers in Seminars / Conferences / Conventions / Journals / Magazines.
- Publication and attending FDPs / Workshops / Conferences / Symposiums / conventions.
- Chairing sessions and delivering keynote address in any FTTTP / WS / Seminar / Conferences.
- Professional, rational and intellectual behaviour like an academician.

19.2. **Don't's**

- Gross negligence of duties and responsibilities.
- Propagation of religious, communal and anti-social activities in the campus.
- Discriminate by caste, creed, religion, language, domicile, social and cultural background.
- Encouraging any form of 'Malpractice/unfair practices' in connection with exams.
- Leaving the campus without proper prior permission of the Head of the institutions.
- Absconding from the institution.
- Undertake private assignments whether remunerative or not.
- Enter into any monetary transactions with any stakeholder off the institution.
- Cause damage to institution or stakeholder's property in any form.
- Encourage or involve in immoral practices with stakeholders.
- Organize, attend, involve in any duty outside the college without proper approval.
- Passing comments on religious, regional, personal, racial and cultural sentiments.
- Taking membership of a political party or taking part in politics.
- Any act which is detrimental to the interest of the institution.

19.3. Disciplinary action:

- All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a reasonable opportunity has been provided to the employee to defend him/herself
- Complaints of misconduct by a staff member are investigated by a disciplinary committee or adhoc committee constituted for the purpose by the Director
- An employee may be placed under suspension by the appointing authority pending enquiry into framed charges by giving the employee a fair chance to represent his/her cases. The Principal is empowered to suspend any employee if it is in the interest of the college and report his action to the management and the University as the case may be.
- As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employees of the institution, after establishing the facts about committing an offence and dereliction / negligence of duties.
 - i) Censure
 - ii) Withholding increments/promotion
 - iii) Recovery from his salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders/rules.
 - iv) Suspension
 - v) Removal from service

19.4. Grievance Cell:

Grievance cells are constituted at department level by the HoD concern and at institution level by the Principal to looking into the grievance of the staff members and redress them.

20. Facilities and Amenities:

20.1. Identity Card (ID):

All MIBM employees are required to have photo ID cards which they should carry with them to their respective work place and in the course of travel. MIBM will issue these cards to new staff within 15 days off their joining the organisation. At the time of cessation of service, employees are required to return their Identity Card to the organisation which should be destroyed by MIBM immediately.

20.2. Chapters and Professional Associations:

All departments of the institution, through the active participation, of faculty and student associations need to initiate, establish and organize various academic and professional activities such as technical quiz, technical symposiums, workshops, guest lectures, technical fairs, seminars.

20.3. Library:

Institution has an excellent library facility with a treasure of knowledge related to various disciplines and in addition digital library with a separate server, space and internet facilities which are available for faculty/staffs and students. The faculty/staff members can take the books by using their ID cards. The library subscribes for National/International journals to encourage and create research atmosphere.

20.5. Medical Care:

Within the campus 24/7 General medical services are available along with Ambulance facility. The institution has appointed trained doctors & nurse with primary health equipment to attend on emergencies and / casualties and provide general medicine available for students and staff.

20.6. Sports and Games:

The Physical Director provides sports facilities to the staff members of the institution. Apart from this, competitions are conducted during annual sports day celebrations of the institution. The winners and runner-ups are awarded prizes.

21. Annexures

The following are the formats developed for the convenience of the employee and are added as Annexures.

Faculty Self-Appraisal Format	–	<i>Annexure – I</i>
No Due Certificate	–	<i>Annexure – II</i>
Casual Leave Form	–	<i>Annexure – III</i>
On Duty Form	–	<i>Annexure – IV</i>

