

Quality Assurance Manual



2013-2015

International School of Informatics & Management Technical Campus
Sector - 12, Mahaveer Marg, Mansarovar
Jaipur - 302 020

Table of Contents

INTRODUCTION		3-6
	Purpose Scope of Quality Assurance Overview Vision Mission Programmes	
POLICY & PROCEDURES FOR QUALITY ASSURANCE		7-9
	Organization Structure Transparency Accountability Responsibility Self-reliance and Autonomy Process Policy and Procedures for Quality Assurance	
PROCEDURES AND PROCESS FOR LEARNING RESOURCES AND STUDENTS SUPPORT		9-30
	Learning Environment Pedagogy Student Admissions Course structure Credit system Feedback mechanism Research and Consultancy Activities Student Mentorship and Development Programme	
ASSESSMENT PROCEDURES & REGULATIONS		28-33
	Assessment and Evaluation Semester-end examinations Pattern of Question Papers for Semester-End Examinations Continuous assessment Evaluation of Answer Books Criteria for Passing Award of Credits Rules for Promotion Grievance Redressal Committee	
POLICIES FOR TEACHING AND NON-TEACHING STAFF		33-65
	Human resources HR Policies ISIMTC professional management framework objectives Welfare facilities	

Quality Assurance Manual

INTRODUCTION

Purpose

The purpose of this Quality Assurance Manual is to act as a summarised source of information for policies and procedures which support ISIMTC in its vision, mission, and values as outlined, and the inter-relationship between these policies and procedures to assure the quality of its learning, teaching, aptitude, supervision, operations and anything relating to academic attainment.

The quality system is dependent upon a systematic approach to the management of Institute activities aimed at ensuring students' and corporates' needs. The Institute recognises that a commitment to quality principles at all levels in the organisation and improvement of the established system of quality management is based on feedback of students, course accrediting agencies and other stakeholder perception of the services and materials provided.

This Manual is publicly available to staff, students and all interested bodies. It is essential that the members of the institute familiarise themselves with the content, however it must be noted that the manual's contents are not static documents. As a part of continuous quality management, regular review of the policies and procedures are conceded and the manual is subject to occasional revision. Actual responsibility for the approval of the contents in practice falls principally to the Governing Body, however new policies and procedures may be circulated to potential users for comment.

Scope of Quality Assurance

All activities within the institute are subject to the Quality Assurance procedures. All staff undertakes a key role in the management and implementation of quality assurance procedures and a collective responsibility for same is distributed across a range of boards and committees. Ultimate responsibility for the approval and monitoring of all quality assurance procedures rests with the ISIMTC/ Governing Body. Quality Assurance procedures are reviewed periodically.

Overview

Established in 1995, International School of Informatics and Management Technical Campus (ISIMTC) is among the top three B-Schools of Rajasthan which has been imparting quality education for over a decade.

ISIMTC strives to create the best learner-centric environment for all its students and aims to provide a rounded quality education that maximizes learners' career opportunities. Since its establishment the institute has been keen to differentiate itself as a provider of high-quality higher education. ISIMTC Institute is committed for providing an education service consistent with espousing establishment of consistent standards in education and training, the promotion of quality, increasing access, transfer and progression opportunities and the ability to understand and compare qualifications in the country.

Consistent with ISIMTC's philosophy to provide a learner-centric environment, the institute has, year on year, extensively augmented the facilities available to students and now boasts state of the art facilities that one would expect from a modern higher education facility.

The milestones achieved in this journey towards academic excellence include recognition among top 50 Business Schools in the country by the Business World survey, 2013 and CSR GHRDC survey 2008 to 2013. The Institute received 'A' rating in Business Standard Best B-school Survey

2013. ISIMTC is one of the constituents of the IIS Institutional Network promoted by the Indian Council for International Amity (ICFIA). Other Institutions under the network includes:

The student centric pedagogy in teaching and learning process and impetus on holistic development has made ISIMTC one of the best management institute of higher education in the state which is well admired in the academic, corporate and student fraternity for its efforts to add vibrancy to the educational environment. The institute strives to impart quality education that helps the learners discover a wealth of opportunities in a supportive environment based on empowerment, sense of purpose, compassionate judgment, commitment to learning and positive values.

The entire learning process is focused on inculcating a habit of independent thinking and communicating ideas without hesitation so as to groom competent managers and enthusiastic entrepreneurs with a global mindset and a strong foundation of core human values.

At ISIMTC, the students are nurtured and trained for success. The institution has sustainable good practices in teaching, learning and evaluation to achieve academic excellence. The course design and pedagogy equip the students to lead diverse organizations in a cross-continental environment. Innovative pedagogy, qualified and experienced faculty, structured industry interface and a state-of-the art fully integrated campus, contribute immensely towards making the students future-ready managers.

Vision

To be globally responsive and socially conscious, committed to innovation and creativity by developing and disseminating knowledge and practice for learning and resource use optimization and to emerge as an organization with an optimal blend of value based growth and future preparedness, leading to prosperity of the society and nation at large.

Mission

We stand committed with a spirit of enterprise, will to succeed, zeal to grow and objective achievement orientation through value based education for community at large by creating an environment of intellectual stimulus, scientific orientation and social responsibility.

- To impart education that enables the students to acquire the desired skills and abilities necessary to answer the challenges of the modern world and the process of globalization, due to technological advancements.
- To inculcate the spirit of enquiry, self expression and independent judgment amongst the students and staff.
- To enhance the ability to utilize the full potential of Intellectual Capital and learning resources through quality research, consultancy, scholarship and creative performance.
- To cherish the Indian value system with focus on the Indian culture, traditions and heritage, imbibing the best of the West at the same time.
- To understand and appreciate human differences in culture, gender and race, and finally to cultivate aesthetic sensibility and moral values in society at large, leading to the strengthening of the spirit of application of knowledge towards National growth.

The mission inspires and guides the management and staff to efficiently carry out the institutional processes.

The governing body with clarity in its plan for the future; influences the overall functioning of the institute and serves as a guiding force providing a confident and steady direction towards realizing the institute's vision, mission and goals.

Programmes:

Master in Business Administration

The two year MBA programme is designed to establish the match between management theory and practice, develop the capacity for analysis and judgment, inculcate the zeal for individual excellence and enhance the ability to utilize the full potential of human and material resources. The programme is approved by AICTE and affiliated to Rajasthan Technical University, Kota.

The programme comprises 39 courses, which are of synergistic and integrative nature spread over four Semester and provides the students a well balanced insight into quantitative techniques such as Operations Research, Statistics, Business Economics, etc. along with Management Theories and Methodologies covering, Strategy, Systems, Marketing, Finance and HRD with the aim of effectively integrating all.

PGDM

- The programme offers dual specialization in Marketing, Finance, HR, IT & Systems, International Business and Production & Operation Management
- The first year i.e. trimesters I, II & III include 18 core papers i.e. 6 core papers per trimester. All papers included in these trimesters are compulsory.
- The second year i.e. trimesters IV, V & VI include:
 - a. 6 core theory papers and one core project paper. All the seven core papers are compulsory.
 - b. The University offers Six fields of specialization out of which a candidate has to opt for two specializations for the purpose of dual specialization in the MBA Programme.

In the IV and V trimesters, students will opt for two papers from each specialization that he/ she has opted for, as 'Elective Papers'. In the VI trimester, he/ she has to opt only one paper from each specialization as elective papers. Thus the students study ten elective papers, five from each of the two specializations in the second year i.e trimesters IV, V and VI.

MAM

MAM, Masters in Applied Management is a Five year Dual Degree Programme launched by The AICTE w.e.f. from the academic year 2013-14. The programme is affiliated to the Rajasthan Technical University, Kota and leads to an Undergraduate degree BM, Bachelor of Management / BAM, Bachelor of Applied Management in 3 or 4 years followed by MAM degree in a period of five years.

Ph. D Programme

The institute maintains a culture that favors the creation of high-quality research, mainly through the recruitment of research-oriented faculty. In addition to a strong PhD program and a substantial number of faculty members involved in research activities, the faculty members also generate significant flow of publications. The institute's research goals are backed by the conferment of Research Centers status by The Rajasthan Technical University, Kota in the year 2012 and The IIS University, Jaipur in the year 2010 in the area of Management and Information Technology.

ISIMTC research centers offer Ph.D. in Management& Computer Applications for both the universities.

The research centers include:

- ISIMTC Management Research Center, RTU, Kota
- ISIMTC Management Research Center TIISU, Jaipur
- ISIMTC Computer Application Research Center RTU, Kota
- ISIMTC Computer Application Research Center TIISU, Jaipur

Programmes at a Glance

Programme	Year of Inception	Current Intake
MBA	1995	120
MCA	1998	120
PGDM	2010	60
MAM	2013	30
Ph. D	2010	-

POLICY AND PROCEDURES FOR QUALITY ASSURANCE

Organisation Structure

Figure 1 Highlights the organization structure facilitating smooth conduct of Institutional activities and programmes.

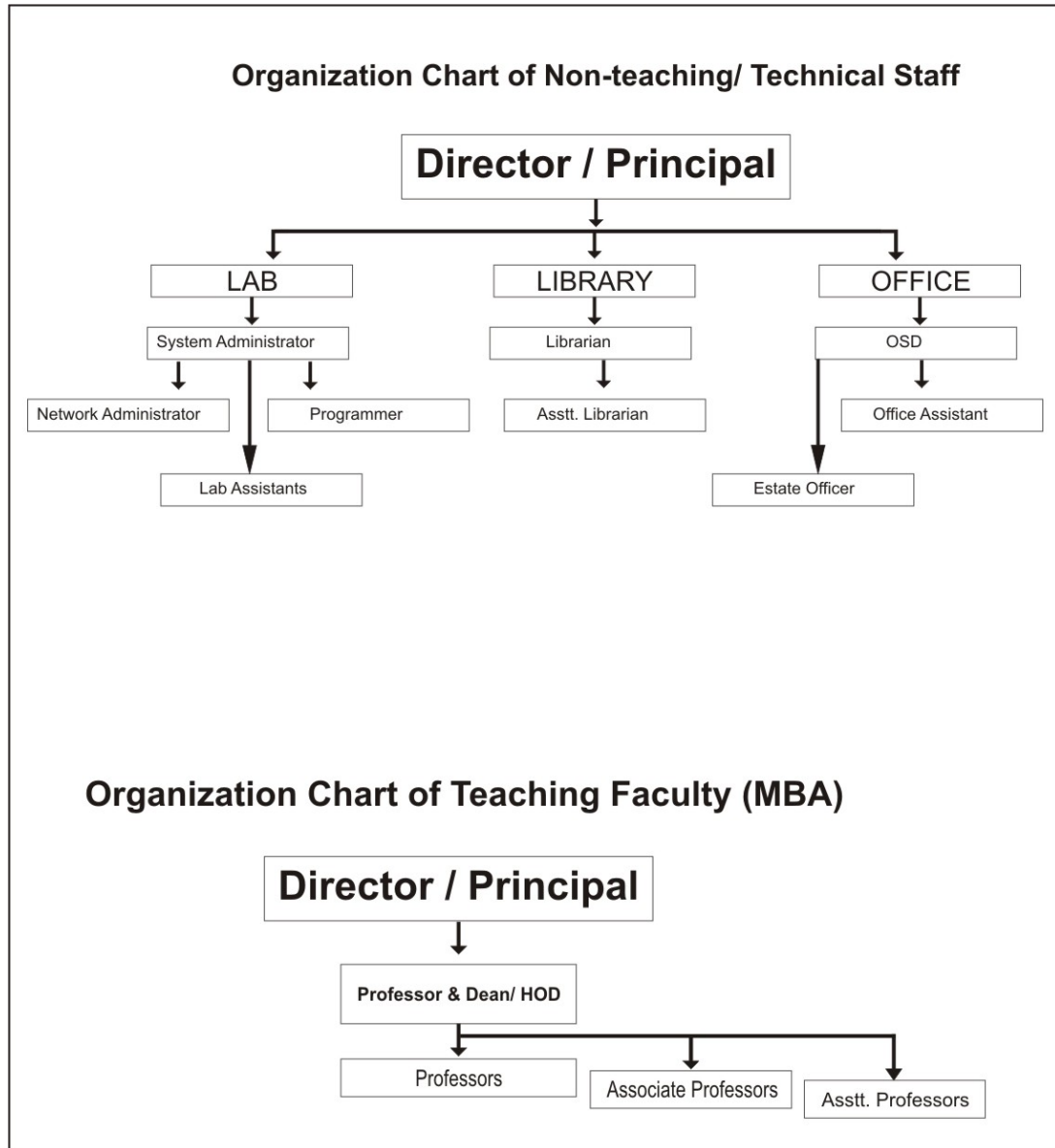


Figure 1: Organization Structure

Transparency

In line with Institute's policy to ensure that sufficient information is accessible to all concerned stakeholders, all relevant programme information e.g. syllabi, schedules and assessment requirements is made available to students in the Student Handbook. In addition the institute is committed to being open about the respective rights and obligations of students. The institute is committed, through a partnership of students, staff and management to ensure that its affairs are conducted in a fair and equitable manner, thus creating an environment which is conducive to good working relations between all the stakeholders.

Accountability

ISIMTC ensures that clear lines of accountability are identified to uphold the integrity of the educational provision. This is formally demonstrated in the internal and external evaluation process and ongoing monitoring activities of the institute.

Responsibility

The Institute has responsibilities for the assurance and enhancement of quality. Individually, staff and students are encouraged to provide constructive feedback at intervals.

In the context of the learning experience, students are provided with course information and facilities to support the acquisition process. In addition, active student involvement is promoted through project works, presentations, group work and practicals.

Self-reliance and Autonomy

The Institute seeks to provide accessible, effective and stimulating support to students in the provision of quality services. All service providers engage in the quality assurance and enhancement process to facilitate this.

Process

Quality Assurance is a dynamic process of reflection, evaluation, report, and feedback. The quality assurance process is realised in the policies and procedures, the aim of which is to provide consistency in standards and procedures throughout the institute.

Quality Enhancement is informed by this process and ensures the credibility and integrity of quality assurance measures by remedying deficiencies.

Key quality assurance processes include

1. Policy and procedures for quality assurance
2. Approval, monitoring and periodic review of programmes
3. Assessment of students
4. Quality assurance of teaching staff
5. Learning resources and support

Policy and Procedures for Quality Assurance

ISIMTC is committed to provide highest quality in running its programmes and hence, endeavors to develop a conducive culture within the institute which recognises the importance of quality assurance and continuously develops and enhances its programmes to award quality.

PROCEDURES AND PROCESS FOR LEARNING RESOURCES AND STUDENT SUPPORT

Learning Environment

The institute endeavors to create an environment in which students take responsibility for their own learning. To provide opportunities for active learning, the lectures are delivered in a way that involves the use of group work, reflective practices, work placements, and the simulation of employment situations.

ISIMTC is committed to supporting innovative teaching methods by recognising and promoting best teaching practices. Academic support of the students begins with the teaching process. The institute aims to provide the necessary resources for effective teaching to take place. Students are exposed to an appropriate mix of learning modes e.g. lectures, seminars, tutorials, workshops, skills-practice etc. Regular progress-feedback to learners together with timely and appropriate responses to coursework is a status feature of programme delivery in the Institute.

Pedagogy

ISIMTC boasts of a wi-fi campus with technology enabled-class rooms which are equipped with state-of-the-art facilities to facilitate a complete professional grooming of the students. The institution facilitates the effective conduct of the teaching-learning processes by means of strategically designed and efficiently implemented teaching pedagogy. Adding momentum to its efforts to impart quality education, the institute has established an FM Community Radio Station in its campus and has an up link with Edusat, India's exclusive Satellite for education.

As part of innovations in pedagogical techniques, there is a greater emphasis on experiential approaches over predominantly teacher-centric methodologies. Experiential learning at the institutional level is ensured through industrial visits, field trips, case-study discussions, projects, interaction with eminent personalities from industry and through the extension and outreach programmes in neighborhood communities. An appropriate mix of the tools depicted in Figure 2 are used for effective learning:

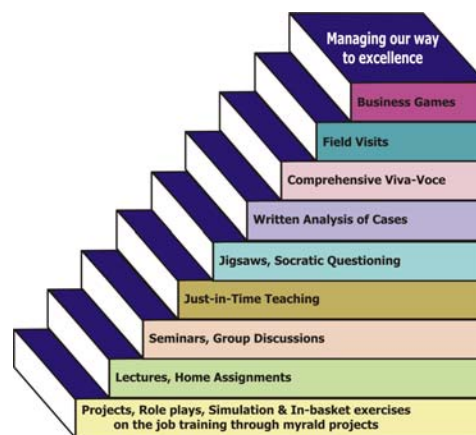


Figure 2: Teaching Pedagogy

The emphasis is on involving the students in gaining knowledge and helping them relate concepts and theories to business requirements. The pedagogic approach is such that the students are stimulated and enriched by involvement in managing a plethora of academic and other activities. Campus training and corporate exposure sets the momentum for a bright career.

Student Admissions

Admission to MBA -I semester is made as per the rules prescribed by the Academic Council of the Rajasthan Technical University, Kota. For admission to MBA 1st semester a candidate should have Bachelor's degree of minimum three year duration or any higher degree in any discipline with minimum 48% marks (45% in case of SC/ST and OBC candidates), without any approximation in the Graduate Examination from any University recognized by UGC and declared equivalent by the RTU. The eligibility criteria for direct admission on seats remaining vacant after the Entrance Examination Counseling shall be such as may be notified by the State Govt./University/ CMAT from time to time. However the candidates who have appeared in CAT/MAT/XAT/ATMA will be required to appear for group discussion (GD) and personal interview (PI) on the specified date(s).

Group Discussion

Candidates appearing at GD are evaluated on the basis of their performance, as per criteria of participation level, situation analysis, relationship management, information exchange and delivery skills.

Personal Interview

The candidates short listed on the basis of their percentage/CGPA/CCWA in graduation, CAT/MAT/XAT/ATMA scores and performance in GD are required to appear for the personal interview. At this stage, potential of a candidate for admission is evaluated on the basis of his/her demeanor, communication & interpersonal skills, judgment, decision making, motivation, initiative, team skills, personality & mannerism.

- CMAT-2014 registration and counseling form is to be submitted online by following the instructions provided on official web portal. The candidate must carefully fill all details as required in the online registration form.
- Duration of submission of online registration and counseling fee shall be from 05.04.2014 to 26.05.2014.
- Candidate is required to upload his/her recent passport size photograph and signature as per the facility provided on the web portal of the online application form. He/she must ensure that the image size of photograph should not exceed 100 KB (maximum) in the JPG file format and the image size of Signature should not exceed 50 KB (maximum) in the JPG file format.
- The candidate can edit the registration and counseling details only before submission. Once "Submit" Button is clicked by candidate, he/she will not be able to edit the details. So click "Submit" button only when you have completed all your online registration and counseling details correctly and completely). The CMAT-2014 will not be responsible for any consequences arising out of non-acceptance of any correction/addition/deletion once filled in the registration form whatsoever the reasons may be.
- The CMAT-2014 will not be responsible for any consequence arising out of non-acceptance of any correction/addition/deletion of any Data of the registration form after clicking the "Submit" Button.

- Deposition of Fee: CMAT-2014 Counseling fees is Rs. 11,000/- including the registration fees of 1,000/-. Candidates will contact any e-Mitra /CSC kiosk center authorized by the Government of Rajasthan and deposit a sum of Rs. 11,025/- (Rs. 11,000/- against registration & counseling Fees and Rs 25/- for e-Mitra service charges). Amount of registration fee is neither refundable / transferable nor adjustable for future CMAT. The e-Mitra/CSC kiosk will generate a 16-digit Token number for the candidate using e-Mitra portal and issue a receipt containing this Token number. Candidates are advised to keep this receipt safely with them for further use. In order to activate the online registration and counseling and for entering the required details, the candidate must enter his/her token number. in the appropriate column of the online registration and counseling form. Online registration form will not accept entries without Token number.
- Entries made at e-Mitra /CSC kiosk will be kept freeze daily on line registration. So candidates are advised to ensure that their entries are correctly filled up at e-Mitra /CSC kiosk.

ELIGIBILITY CRITERIA FOR ADMISSION:

A candidate having valid CMAT-2014 Score, must ensure that he/she is eligible for admission to various Government aided and private unaided institutions of Rajasthan conducting MBA/PGDM course before filling up the CMAT-2014 registration form. If an ineligible candidate is admitted due to any reason then the admission of such a candidate will be cancelled as soon as the mistake is detected even at later stage. Eligibility criteria for admission to MBA/PGDM course shall be as under:

EDUCATIONAL QUALIFICATION:

The candidate must possess Graduate (10+2+3) degree or equivalent from any recognized University with at least 48% marks in aggregate (43% in case of SC/ST and Non creamy layer OBC candidates), without any approximation in the Graduate Examination. However, the candidate appearing for the qualifying examination (Graduate Degree) in 2014, will also be permitted to participate in the counseling process but his/her admission will be provisional subject to furnishing the mark sheet of qualifying examination before 31st December, 2014 or as prescribed by the concerned university. Final year appearing students are required to submit, at the allotted institute, a certificate from college/institution.

DOMICILE CRITERIA:

CMAT-2014 is open to the candidates of Rajasthan Domicile only. The domicile status will be ascertained as per any one of the following criteria.

Domicile Category - A

The candidate himself / herself or any of his / her natural parents (father / mother) is a bonafide resident of Rajasthan.

OR

Domicile Category - B

Candidate has studied continuously as a regular student in recognized educational institutions in Rajasthan for the preceding five years up to and including the year in which he/she has passed the qualifying examination.

OR

Domicile Category - C

Candidate is a son/daughter of either a serving employee or a retired employee of any of the following:

- 1) Government of Rajasthan (including officers of All India Service borne on the State cadre of Rajasthan).
- 2) Undertakings/ Corporations/ Improvement Trusts/ Municipal Boards/Panchayat Samities / Cooperative Bodies duly constituted by the Government of Rajasthan.
- 3) Statutory Bodies and Corporations formed under Indian Companies Act incorporated in Rajasthan.

OR

Domicile Category - C

Candidate is a son/daughter of an employee of the Universities in Rajasthan or Board of Secondary Education, Rajasthan or Government aided Engineering Colleges of Rajasthan who has put in at least three years service on the date of submission of application in any of the above bodies.

OR

Domicile Category - C

Candidate is a son/daughter of an employee of Central Government or Institutions of the Central Government including Public Sector Undertakings or Corporations and who is on the regular rolls and is serving in the State of Rajasthan on the date of application.

Domicile Category – C

Candidate is a son/daughter of an employee of Rajasthan origin, serving in Defense/Central Government services/Public Sector undertakings/National Institutes of Government of India, who has put in at least three years service on the last date for submission of application irrespective of his/her place of posting provided a certificate is submitted by the employee from the employer to this effect stating the State of origin and the home town as given by him/her at the time of his/her entry into service.

Note:

1. Ex-Servicemen (Ex-S) and the Defense Killed (DK) persons should be of Rajasthan origin for eligibility of their children in these categories. The State of origin and home town as entered in the discharge certificate shall only be accepted as proof in respect of the above. A copy of discharge certificate and PPO must necessarily be enclosed to seek reservation/ relaxation in this category. The discharge certificate and PPO must be produced in original at the time of Counseling.

For the wards of defense personnel from other State but serving in the State of Rajasthan, the domicile condition is waved off to enable them to appear in the entrance test and be selected in general quota. However, they would not be eligible for Ex-S/DK category.

2. Sons/daughters of the persons displaced from Jammu & Kashmir (KM) shall be eligible for admission through CMAT-2014. The candidate has to submit a certificate

from the competent authority as a proof of being son/daughter of a person displaced from Jammu & Kashmir.

RESERVATION OF SEATS:

The reservation of seats shall be as per the directions of the Government of Rajasthan. As prescribed by the Government of Rajasthan (except in case of Private unaided Institutions and 50% seats in the self finance course of the aided institutions) the reservation of seats will be made subject to the prevalent statutory provisions of the State of Rajasthan viz. 16% for SC candidates, 12% for ST candidates, 21% for candidates belonging to non-creamy layer OBC and 1% for non-creamy layer SBC candidates.

Provision will also be made for horizontal reservation of 3% for candidates belonging to physically handicap (PH), 25% for women category and 3% for dependants of Defense Killed/Ex-servicemen / Gallantry award winners.

KASHMIRI MIGRANT (KM) CATEGORY:

5% of total intake capacity over and above the sanctioned strength in each of the institutions will be reserved for Kashmiri migrants. Sons/daughters of the displaced persons from Jammu & Kashmir shall be eligible for admission through CMAT-2014. The candidate has to submit a certificate from the competent authority as a proof of being son/daughter of displaced person from Jammu & Kashmir.

Definition of SC / ST / Non creamy layer OBC/ Non creamy layer SBC Category: The benefit of reservation under SC / ST / Non creamy layer OBC/ Non creamy layer SBC category shall be available only to the candidates of the castes as notified under Presidential order for the State of Rajasthan, for which, the certificate should be issued by the competent. However, for claiming the benefit under non creamy layer OBC category, the candidate will also have to furnish an undertaking in the prescribed performa. It is further clarified that the candidates belonging to creamy layer OBC and SBC category are not entitled for reservation benefits and shall be treated in General category, therefore, creamy layer OBC and SBC candidates should fill General category in their ONLINE application form. The candidates are advised to visit the website www.cmat-raj.org as well as web site www.ncbc.nic.in of National Commission for Backward Class (NCBC) for criteria laid down by the Government for creamy layer. Exact number of seats (Seat Matrix) will be notified through web site before counseling.

Note: For seeking the benefit of reservation in any category, sufficient documentary proof must be submitted along with the Online Application Form (the formats of certificates for various reservation categories are download from web site www.cmat-raj.org). Category once indicated at the time of submission of application form along with documentary proof will not be changed afterwards in any case.

REGISTRATION FEE FOR ONLINE COUNSELING OF CMAT-2014:

CMAT-2014 Counseling fees is Rs. 11,000/- including the registration fees of 1,000/-, (neither refundable nor transferable/adjustable for future CMAT). Candidates will have to contact any e-Mitra / CSC kiosk center authorized by the Government of Rajasthan and deposit a sum of Rs.11,025/- (Rs. 11,000/- against registration & counseling Fees and Rs.25/- for e-Mitra service charges).

ENCLOSURES TO BE SUBMITTED AT REPORTING INSTITUTE:

- An attested copy of CMAT-2014 Score Card.
- An attested copy of Certificate / Mark-sheet of High School / Secondary bearing Date of Birth of the candidate.

- An attested copy of Certificate / Marksheet of 10+2 Examination.
- An attested copy of Marksheet of Graduation (10+2+3) Examination, as a proof of having passed the qualifying examination. (If you have already passed the qualifying examination).
- Final year appearing students must submit Certificate-6 from the head of the institute. Download from web site www.cmat-raj.org
- An attested copy of the relevant domicile certificate whichever is applicable [Refer Certificate No. 1(i) to 1(vi)] Download from web site www.cmat-raj.org
- An attested copy of relevant certificate necessary for claiming reservation. (Refer Certificate No. 2 to 5 as applicable) Download from web site www.cmat-raj.org

Note: To avail benefit of domicile / reservation etc., the candidate will have to produce the requisite certificate (s). For the convenience of candidates formats of such certificates are available on web site www.cmat-raj.org. The candidates can reproduce the format of the certificate(s) by typing / photocopying etc. for the purpose of certification from appropriate authority.

FEE STRUCTURE:

Pursuant to the judgment of Hon'ble Supreme Court in the case titled Islamic Academy of Education V/s State of Karnataka dated 14.08.2003; the state government has constituted a "State Level Fee Committee"(SLFC) for determination of fee structure for various technical courses including MBA/PGDM. The fee structure for MBA course for the session 2014-15 will be as per directions of Govt. of Rajasthan (To be available on Website)

Note: For PGDM the fee will be decided by the concerning institution and/or as per the applicable direction of Government of Rajasthan.

The fee committee has yet not approved final fee structure for academic year 2014-2015. Further, it may be noted that the fee structure for the session 2014-2015 will be finalized shortly by the State Level Fee Committee. The candidates are required to pay the fee as prescribed by SLFC.

The fees (public notice no. AICTE/ Legal/04(01)/2007) once deposited by the candidates for admission will be refunded as per the policy of AICTE, New Delhi or any other policy declared by Government of India / or any authority mandated for this.

ADMISSION PROCEDURE:

The admission in the state quota of MBA/PGDM institutions in Rajasthan will be strictly in accordance with the merit in the CMAT-2014. The process of admission will be performed in accordance with the guidelines provided by the Government of Rajasthan. The admissions will be done through on-line counseling.

VALIDITY OF ADMISSION:

- Admission of the candidate will be provisional till the concerned University enroll the candidate.
- If for reasons to be recorded in writing, the Coordination Committee suspects that a particular candidate has obtained a certificate by misrepresenting the facts, the matter will be referred to the competent authority (ies). On receipt of the report, the Coordination Committee would take the final decision regarding the admission of the candidate.

His/Her admission will be treated as provisional during this period

- Permission to register for CMAT-2014 counseling shall not guarantee for fulfilling eligibility criteria for admission. Only the eligible candidates will be considered for counseling and subsequent admission as per norms.

DEPOSITION OF FEES AND ORIGINAL DOCUMENTS:

At the time of reporting in the allotted institute, the candidates will have to deposit all original documents, certificates and a specified amount towards fee. The allotted institute would check/match the documents and other required certificates with originals. If the admission is granted, the amount would be refunded as per AICTE, New Delhi public notice no. AICTE/Legal/04(01)/2007. The original documents will be returned by the respective Institute after the University enrolment has been completed.

OTHER INFORMATION:

1. Please ensure that you have filled all information in the CMAT-2014 online application form in all respects. Incomplete forms are liable to be rejected without any notice.
2. All legal matters will be subjected to Bhilwara city Jurisdiction only.
3. CMAT-2014 coordinator will not be responsible for postal delays. All the necessary information would be made available on the CMAT-2014 web site.

INSTRUCTIONS FOR FILLING CMAT-2014 ONLINE REGISTRATION FORM:

Guidelines for filling in the registration form -

1. Name of the Candidate: Fill in your name, as recorded in the High School (10th Standard) Certificate issued by the Board/University/ Institution in CAPITAL LETTERS. This will be used in all the correspondence. Any change in the name/surname at any stage has to be duly supported by a certificate issued by competent authority. Write your surname in the space provided. Do not leave any blank space within any part of the name. Leave one and only one blank space between any two parts of the name.
2. Father's/Mother's name: Fill your Father's/ Mother's Name in the space provided for.
3. Date of Birth : Enter your date of birth as given in your High School (Class X) certificate in the boxes provided for this purpose. fill in as Date Month Year format .
4. Sex: Fill up your Gender Male or female.
5. Address for correspondence: Fill in your address for correspondence at the space provided for. Address should be limited to the space so provided. You can shorten the length of address. Do not write your or your father's name with the address here.
6. Permanent Address: Fill in your address for correspondence in the space provided for. Address should be limited to the space so provided. You can shorten the length of address. Do not write your or your father's name with the address here.
7. Category: Fill in the appropriate category GEN/OBC/SC/ST/SBC.
8. Reservation Category-I: Fill in the appropriate category.
9. Reservation Category-II: Fill in the appropriate category horizontal reservation.

10. Physical Handicapped: Fill in the entry.
11. Whether domiciled in Kashmir Division of the State of J & K during the period 1-1-1980 to 31-12-1989? : Fill in yes or No.
12. Domicile Status: Fill in the appropriate status.
13. Domicile Category: There are 6 categories for domicile given in section 2.2 of information brochure. Fill in the category which is applicable.
14. Nationality: Fill in which is applicable.
15. Contact Details: such as Mobile Number or phone number along with area code.
16. E-mail ID: Confirm/valid E-mail ID.
17. Qualification Details: Fill up details of your qualification a following-
 - Year of Passing/ Appearing :Fill in your passing year
 - Percentage of Marks: Fill in the marks obtained in qualifying degree rounded down to two decimal places.
18. Photograph: upload your recent photograph in required size.
19. Signature: upload your recent signature in required size.
20. Declaration by the Candidate: You must read and agree with the declaration to authenticate the information provided by you, Failure to do so will lead to rejection of the application.
21. CMAT-2014 Roll Number, state rank and score need to be entered strictly as per CMAT-2014 score card.
22. Deadlines for Admission/ Selection

Sr. No.	Activity	Date
1	Last date for receipt of Applications	30 th June
2	Short listing of Candidates	05 th July
3	Intimation for GD/PI	07 th July
4	Scheduled GD/PI	14 th - 17 th July
5	List of Selected Candidates	20 th July

23. One of the two, Email ID and mobile number, Mandatory requirement.

Course Structure

- The programme offers dual specialization in Marketing, Finance, Human Resource Management, and Information Technology Management.
- The total number of courses covered in MBA shall be 39 which are synergistic and integrative in nature.

- The first year i.e. Semesters I and II include 20 core papers i.e. 8 theory papers and 2 practical papers per Semester encompassing various managerial functions over and above the case studies which shall be an integral part of the curriculum. All papers included in the first two Semesters are compulsory.
- The second year i.e. Semesters III and IV include:
 - a. Internship and summer training with reputed organizations at the end of second Semester. The internship will, normally, be spread over 6 to 8 weeks. This exposure is a mandatory requirement for the completion of the Programme.
 - b. 4 core theory papers and five practical papers including summer internship and project study spread over the third and fourth, Semesters are compulsory.
 - c. RTU offers 5 fields of specialization out of which a candidate has to opt for any two specializations for the purpose of dual specialization in the MBA Programme.

In the III semester a student has to opt Six Subjects (Three from each group). The student will get specialized in two Majors.

In IV Semester a student has to opt Four subject (two from each group). Thus the students study 10 elective papers in all in third semester and fourth semester.

The elective courses offered in the second year will be announced during the third Semester of the first year. The students will be required to indicate their preferences for the electives during the stipulated time period before they proceed on their internship. The final offer of electives shall be made depending on the number of registrants and availability of seats.

Subjects at a Glance

Semester – I M-101 Fundamentals of Management M-102 Organizational Behavior M-103 Business Mathematics & Statistics M-104 Managerial Economics M-105 Accounting For Management M-106 IT for Managers M-107 Business Environment M-108 Communication for Management M-109 Information and Communication Techniques Lab M-110 Business Communication Lab	Semester – II M-201 Human Resource Management M-202 Cost Accounting for Management M-203 Financial Management M-204 Marketing Management M-205 Operations and Supply Management M-206 Research Methods in Management M-207 New Enterprise and Innovation Management (NE&IM) M-208 Operations Research M-209 Seminar on Contemporary Issues M-210 Computer Applications Lab
Semester – III M-301 Business Policy & Strategic Management M-302 Summer Training Project Report M-303 Capacity Building Lab M-304 Major Optional Subject lab-1	Semester – IV M-401 Business Ethics & Corporate Governance (BE&CG) M-402 Project Management M-403 Business laws M-404 Project Work M-405 Major Optional Subject lab-2
Finance- Functional Electives	
Semester III (any three) M-310 Security Analysis & Portfolio Management M-311 International Financial Management M-312 Management of Financial Services M-313 Corporate Taxation M-314 Project Planning and Control M-315 Mergers and Acquisitions M-316 Econometrics for Finance	Semester IV (any two) M-410 Financial Derivatives M-411 Banking & Insurance M-412 Treasury and Credit Risk Management M-413 Global and Capital Market

Marketing- Functional Electives	
Semester III (any three) M-320 Integrated Marketing Communication M-321 Retail Management M-322 Sales Distribution and Logistics Management M-323 Product & Brand Management M-324 Business to Business marketing M-325 Strategic Marketing M-326 Managing Corporate Relations	Semester IV (any two) M-420 Consumer Behavior & Market Research M-421 Marketing of Services M-422 International marketing management M-423 Rural Marketing M-424 Direct marketing M-425 Internet Marketing M-426 Customer Relationship Management M-427 Marketing of Innovation
Human Resource Management- Functional Electives	
Semester III (any three) M-330 Training & Organizational Development M-331 Strategic Human Resource Management M-332 Leadership Skills & Change Management M-333 Human Resource Planning M-334 Compensation Management M-335 Recruitment and Selection M-336 Personality Development and business Etiquette M-337 Human Resource Development	Semester IV (any two) M-430 Employment Laws M-431 Performance Management & Retention Strategies M-432 Stress Management M-433 International Human Resource Management M-434 Management of Conflict and Colloboration M-435 Transactional Analysis M-436 Development of Management
Production and Operation Management – Functional Electives	
M-340 Materials Management M-341 Total Quality Management M-342 Production Planning & Control M-343 Management of Business Process Outsourcing (BPO) Organization	M-440 Logistics & Supply Chain Management M-441 Technology Management M-442 Manufacturing Policy and Implementation M-443 Knowledge Management M-444 Operations Management in Services
Information Technology Management- Functional Electives	
Semester III (any three) M-350 Business Process Re-engineering M-351 System Analysis and Design M-352 Strategic Management of Information Technology M-353 Data Base Management M-354 Client Server Application Management M-355 Data Warehousing and Data Mining	Semester IV (any two) M-450 Management Support System M-451 E-Business M-452 Security and Cyber Law M-453 Enterprise Resource Planning M-454 Multi-Media management

Credit System

The structure of fourth Semesters M. B. A. programme (s) shall be as follows :

Semester I : Total credits 26-30

Semester II : Total credits 26-30

Preparatory mathematics audit course shall be in the 1st semester. Total credits for I and II semesters: 54 - 60

Semester III: Total credits 26-30

Semester IV : Total credits 24-28

Total credits for III and IV semesters: 50 - 58

Seminar: 3 credits.

Project: 3 credits.

The tentative topic of project and seminar should be decided by the end of third semester.

For the award of the M. B.A. Degree, a student has to earn minimum 100 credits with the CGPA not less than 5.00

Feedback Mechanism

The institute strives to develop systematic methods for gathering feedback on its education programmes and support services. There is a robust and multi-channeled feedback system for evaluating teaching and non-teaching staff, management policies, student performance, curricula and courses, syllabi and examination system. The feedback system helps in maintaining checks and balances and furtherance of ongoing process of improvement. The feedback is generated through:

- Student feedback.
- Faculty self-appraisal form
- Student Mentorship and Development Programme
- Suggestion box
- Meetings with parents
- Interface with experts from industry and academia
- Corporate recruiters Feedback Form
- Alumni of the Institute
- Corporate and Alumni Mentors

Fair and transparent mechanisms for processing re-checks, reviews, complaints and appeals are in place.

Student Support

The institute is committed to providing a stimulating learning experience in a supportive environment. Accessible support services for all students are in place as well as individualised support for students with particular needs.

Discipline Norms

The students are required to adhere to certain norms prescribed by ISIMTC.

- Cleanliness of the premises must be maintained by everyone in the University at all points of time.
- Smoking and consumption of alcoholic beverages / toxic materials while in campus is a serious offence.
- Use of cell phones in classes/ computer centre / library is not permitted. Any student found using the cell phone will be penalized as per the regulations in force.
- Mode of communication to students is via Notice board/ email/ website. Students are advised to check the notice boards at least once a day, and not rely on rumour or hearsay about any matter.
- Ragging is strictly prohibited on campus and strict action including suspension, rustication, termination and FIR in police may be taken against anyone found indulging in the same.

All the students are provided with an Identity Card which they are advised to wear on campus at all times. Entry is strictly through Identity Card and will be monitored by the University authorities. Penalty will be levied / action will be taken for non compliance.

Any kind of misbehavior, indulgence into unethical practices including use of drugs, alcoholic drinks, harassment etc, violence, dis-obedience and non compliance of the rules of the University and orders of the University authorities will be treated as an act of indiscipline. Violations if any on the part of the students will be dealt with as per the existing rules, regulations and provisions.

The University will not be held responsible for any actions which may be initiated by the regulatory authority like police, corporation etc. on account of violation of societal norms.

Dress Code

The students will strictly follow dress code norms prescribed by the institute.

On all weekdays, except Saturdays students are required to wear plain white shirt, formal black trousers and institute's tie with formal black leather shoes. Self lined shirts, puffed sleeves shirts and shirts with shoulder flaps will not be permitted under formal dress code. Black jeans and flat front trousers will not be allowed.

On Saturdays students are required to wear Institute's T-Shirt.

For all functions, including seminars and conferences students are required to dress in Institute blazer (in winters), Institute Tie, etc.

Violators will attract strict disciplinary action.

Class Schedule

Session I	: 0830- 0930 hrs.
Session II	: 0930- 1030 hrs.
Session III	: 1030- 1130 hrs.
Session IV	: 1130- 1230 hrs.
Session V	: 1315-1415 hrs.
Session VI	: 1415-1515 hrs.

Attendance Norms

The Attendance in classes is compulsory.

For being eligible to appear in the Semester-End Examination, it is necessary for a candidate to have attended a minimum of 75% of the total classes held in that Semester in individual course, failing which the candidate may be debarred from appearing in Semester-End Examination.

However there is provision of duty leaves up to a maximum of 20% for participation in games and sports, inter-institute fests, cultural and other co-curricular/extra curricular or academic activities so as to enable the participants to fulfill the minimum requirement of attendance.

Attendance also constitutes an important component of Continuous Assessment. Marks are awarded for attendance in each paper. The relative weightage of marks allotted for attendance is as follows:

Attendance (%)	Marks
95% and above	5
90% and above but less than 95%	4
85% and above but less than 90%	3
80% and above but less than 85%	2
75% and above but less than 80%	1

Students are required to monitor their own attendance. No separate notice will be displayed in this regard.

Coming late to the classes is not permitted. The faculty members have the authority not to allow latecomers to enter the classroom.

Students are advised to attend guest lectures, workshops, and other events organized by institute from time to time. However, the institute reserves the right to declare compulsory attendance for any event on or off the campus. In case of absenteeism in such events, action maybe taken against defaulters.

The students are required to obtain prior permission from the coordinator before leaving the station on personal or institutional work. This applies even to those students who are representing the institute for social, cultural, and co-curricular events.

Students are required to honour deadlines for submissions of projects, reports, assignments, forms and any other submission to the institute or the faculty concerned. Any request for change of date or postponement of schedule will not be entertained.

Library

Library is fully automated and has an extensive collection of books, journals, databases, audio-visual materials, CDs/ DVDs, e-journals, reports, case studies, conference proceedings, training manuals, online resources, etc.

Library rules and regulations:

- Access to the library is restricted to staff and students of ISIMTC only, who are in possession of a current valid identification card issued by institute.
- Each student may be issued a maximum of three books for a period of ten days.
- When necessary, the librarian may recall a book at any time before the due date. Librarian may also deny lending any material if in his/her opinion such material is necessary for use by a larger group.
- A fine of Re. 1/- per day will be charged if books are not returned within the stipulated period. The overdue charges on "reserved" books will be Rs. 10/- per day. Absence and illness are not acceptable excuses for exemption from paying any overdue charges.
- Library membership card is non-transferable and the borrower is fully responsible for the books borrowed on his/ her membership card. Members should return all materials borrowed from the library before proceeding on any kind of long leave. Membership cards reported to be misused may be suspended and the library may refuse to issue books or any other material on such cards.
- In case a book is lost/ or torn by the student he/ she will be liable to replace the book, failing which a fine of double the cost of the book will be imposed on the student.
- Mutilations, markings or removal of pages from the books will be considered as "damage" and such documents as also the lost ones will have to be replaced or paid for at the current price. Price assessment will be done by the librarian and the decision will be final and binding.
- For reasons of security, bags and other personal possessions are not allowed in the library and should be kept at the counter outside. The institute shall not bear the responsibility for any kind of theft or loss of unattended belongings.
- The consumption of food and drinks (with the exception of bottled water) and the use of personal audio/video equipment are not permitted in the Library.
- Photography, filming, video-taping, audio-taping and Xeroxing of Books/Journals is not allowed in the library without the prior permission of the librarian.
- Violation of the rules will lead to a fine and /or suspension of the defaulter for at least 3 weeks.

Book Bank

In order to reach out to a range of students, ISIMTC offers the Book Bank facility irrespective of their financial background which enables them to borrow books for a Semester and retain them during the examination period as well, on minimum membership charges.

Rules and regulations

- Membership of the Book Bank is optional and on a payment of requisite fee.
- A fee of Rs. 500/- per Semester will be charged for the membership
- Members will be required to renew their membership at the commencement of each Semester.
- Library membership card of each member student will be marked for its membership status.
- A student may get a maximum of five books per Semester from the Book Bank at a time.
- Books will be issued at the beginning of each Semester as per the schedule notified for the purpose.
- Books will be issued for the complete Semester. Members will be required to deposit the books after the completion of the examinations on the due date.
- A fine will be levied if book/s are not returned on the due date.
- Members will be responsible for any damage caused to the books. Members are advised to verify the physical condition of the books at the time of issuing.
- If a book is lost, the member will be required to pay twice the cost of the current market price of the book.
- Three Books will be issued on first come first serve basis, where as for issue of the remaining two books priority will be decided on need-cum-merit basis.

IT Facilities

ISIMTC has state-of-art computer facility which includes

- PC nodes and IBM Pentium based servers
- 4 MBPS Leased Line
- Wi-fi enabled
- Application softwares like MS-Project, IBM DB2, RAD, Tivoli, SQL Server
- Scanning and printing
- Laser Jet Network printers
- Internet connectivity

Rules and Regulations

- For security reasons students are required to wear their ID cards while in the computer centre and sign logbook at the time of entry and exit.
- Students must not play games and access objectionable unauthorized sites/content.

- Eatables, carry bags, hand bags, audio visuals like radio, stereo, walkman etc. are not allowed in the Computer Centre. Students must visit the Computer Centre in Uniform.
- Students are required to logout from their machines when they leave, remove their old files from the Computer disk routinely and immediately, switch off the computer, monitor and power line to the computer after use. Computer centre will not be responsible for any loss of data. Floppy or data cartridge, loose sheets will not be provided to any student.
- Request for loading of any new software, if it is available, will be entertained only if it is made at least 24 hours before use.
- Students are required to adhere to the terms and conditions of all license agreements relating to IT facilities being used including software, equipment, services, documentation and other goods. Students must use the IT facilities only for academic, research and administrative purposes.
- Students are strictly prohibited from viewing pornographic material in the computer Centre or on any other computer including their laptops. Playing games, hacking into networks and other computers, spamming and sending junk mail, causing damage to IT infrastructure e.g. projector cables, are also prohibited. Strong disciplinary action will be taken against students found guilty, of such acts.

Research and Consultancy

ISIMTC aspires to be an innovative educational institution promoting research and consultancy. The facilities and infrastructure available at the institute are developed for promotion of research and consultancy activities. To strengthen the effective contribution of the institute's capacities in conceptual analysis and strategic planning, need-based and core research is systematically promoted. Research oriented activities have received further momentum with faculty members being registered as research supervisors with RTU, Kota and registration of research students with them for doctoral programme in the fields of Marketing, Finance and Human Resource Management. The institute is actively involved in a number of consultancy services. The overall objective of consultancy assignments is to offer the faculty and students an opportunity to deal with real and concrete needs of companies, and to gain experience of operation in factual situations. Institute's active MDP Cell conducts Management Development Programmes aimed at a more comprehensive and symbiotic relationship with business and industry. Faculty and students are encouraged to contribute quality papers and articles contributions through the institute's International journal of management and IT "OORJA" (ISSN Regn. No. 0974-7869) published thrice a year.

Placement

At ISIMTC placement is considered to be a strategic activity. Immaculate planning of the placement process and activities are carried out to suit the need of the changing corporate scenario. The co-curricular activities are also aligned accordingly for grooming effective leaders and industry ready professionals. The placement cell of the institute conceives, organizes, directs and coordinates various activities so as to enhance employability of the students. These activities guide the career planning and management process, which is a cooperative effort between the student community and the institute.

Though placement is a vital outcome of the programme, the academic work of the students takes pre-eminence over placement activity, and in no case is it subordinated to placement. Though the institute shall make every effort for placement of its students, there is no obligation on the part of the institute to find placement for every student.

Some of the activities undertaken under the aegis of placement cell are as follows:

Summer Internships

A mandatory 6-8 week summer internship is a part of the academic curriculum at the end of second Semester. The training carries a weightage of 4 credits. During the training period the student has to keep his/her faculty mentor and placement co-ordinator updated about the project progress through phone/e-mail. The student is required to submit a report after the completion of the project which will be assessed and evaluated through project presentation and viva-voce by a panel of examiners.

Placements for summer projects will also be routed through the Placement Office.

Final Placements

For freshers and for the students with prior work-experience who wish to opt for lateral placement process, the final placement process is carried out according to the guidelines set by the placement committee. Under this process companies from diverse sectors evaluate the students before offering a placement or committing to a permanent hire.

Beyond Placements

Live Projects

The Placement office encourages students to apply for live projects available with the companies. Students are also permitted to arrange live projects independently, but the ultimate steering of the project will be through the Placement Committee. It is necessary for the students to submit the details of the projects undertaken in a specified format to the Placement Office.

Further the students undertaking such projects must choose an institute faculty, who would act as a Guide/ Mentor for the student and would facilitate successful execution of the project. Students are also required to submit a project report along with a certificate of completion issued by their Guide/Mentor and the industry mentor.

The Projects which are a part of the academic curriculum will not be considered as live projects.

Industry- Institute Interface

A productive interface between industry and academia, is a critical requirement for information sharing, knowledge transfer and gaining experience. The Institute therefore emphasizes on Industry-Institute Interaction.

The Placement Committee invites industry representatives from senior management and middle management to share their knowledge and expertise through a mutually beneficial forum for the exchange of ideas.

Soft Skills and Pre- Placement Training (PPT)

In order that the students are well placed and excel in their field of endeavour it is essential that they are trained on certain finer aspects of soft skills including self skills such as interpersonal skills, time management, communication skills, interview skills etc. The institute provides inputs on soft skills through workshops, training programmes, guest lectures, group discussions and mock interview sessions with feedbacks to name a few.

The pre-placement training is an active-participation model based training. It comprises a unified assortment of skills that not just help the students perform well during the placement process but also equip them with the right tools to move up the corporate ladder. The students are updated on

the policies and procedures of different companies, their recruitment process, HR practices, and work practices.

Placement Guidelines

The Placement Office coordinates the placement activities (summer and final) for the MBA programme. Every effort is made to facilitate the placement process. However the institute reserves the right to change, modify the guidelines in the interests of the students.

- Students should prepare their resumes in the format prescribed by the Placement coordinator and submit this to the placement office. Information included in the resume should be accurate and honest. Any discrepancy will lead to immediate expulsion of the candidate from the placement process.
- Students are required to check the placement notice board and their e-mails/e-groups regularly for information updates.
- All the students are expected to be present for the Pre-Placement Talk (PPT) of the company and keep their Mobile phones, laptops and all other gadgets switched off.
- Students are expected to read and come prepared with a background and fact file of the Company holding the PPT.
- Attendance for the PPT is compulsory and absence will lead to disqualification of the student from applying to that company.
- Absence of a student from a placement process, after being short-listed could lead to immediate expulsion from 3 subsequent processes.

Pre-Placement Offers (PPO)

- All PPOs should be routed through the placement office. Students whose PPOs are accepted should submit a copy of the offer letter to the placement office for record and should opt out of the placement process.
- Students are not expected to communicate directly with the companies.
- For any reason, if the student wants to reject the PPO, he / she should seek permission from placement office, by submitting a letter to the Placement Office, giving reason(s) for not accepting the offer. The students should honour the commitment made by the institute to the company on their behalf and accept the placement offer. The students should join the company after programme completion and not resort to any unprofessional behaviour in this regard.

Placement Process and Offers

- Students should follow the placement guidelines framed by the institute.
- Students will not be permitted to refuse or seek alternative employment /internship with another organisation, once they have accepted the offer of one company.
- No student is allowed to initiate any contact with a company without the prior consent of the Placement Office.

- The placement code of conduct for the students eligible for placement during the year will be announced well before the placement week. All such students will be required to sign a declaration of adherence to this code.
- Canvassing in any form will disqualify the students.
- ISIMTC reserves the right to take any disciplinary action, if any student does not honour his/her commitments or resort to unethical behaviour. The management has the right to communicate with the employer/s, if the students do not adhere to the code of conduct.
- Placement information is confidential and any breach of confidentiality will lead to strict action.
- The above guidelines are applicable to all the students of ISIMTC. Any student found violating these guidelines would be expelled from the placement process. Students who wish to drop out of the placement process are required to notify the placement office immediately. For students who receive off-campus offer letters for summer training / executive placements, it is mandatory to obtain written permission of the placement coordinator before accepting the offer.
- The institute reserves the right to withhold the final offer letter to a student, if it finds that the student had misbehaved, or not kept up with the course work or found guilty of any other act of indiscipline.
- Relationship with companies is very important and of significance to ISIMTC. Therefore students must cooperate to maintain cordial relationship with all the companies at all times.

Publication

ISIMTC has its own publication wing which brings out Newsletters, Magazines, Brochures, Bulletins and other literature periodically. The institute publishes its own International journal of Management and IT , OORJA (ISSN No. 0974-7869) thrice a year.

National Service Scheme (NSS) Unit

With the motive of inculcating social responsibility amongst the students and imbibing the motto of "Not me but you" of NSS, the institute has set up a NSS Cell. The cell undertakes community activities like, blood donation camps, adoption of slums, polio vaccination camps, adult literacy drives and other environment friendly initiatives etc. The unit has been envisioned to foster a sense of commitment, devotion, discipline and nationalism among ISIMTCites.

National Entrepreneurship Network (NEN) Cell

The NEN Cell facilitates conceiving and nurturing of viable ideas. Its aim is to assist students interested in innovation and entrepreneurship, whether in the context of starting their own business or working for a firm with an entrepreneurial culture, to make good most of their time at the B-School and to equip them for the challenges they face after graduation by organizing innovative events that will expand their knowledge of the marketplace and help them develop networks.

Activities

Student Clubs form an essential part of ISIMTC business learning experience. They provide students with an opportunity to explore new areas of interest as well as develop important networks with the alumni and in wider interest with the institute community.

Speaker series, presentations and special meetings are typical activities organized by these clubs. Open to everyone in the institute community, these events complement academic activities with a vibrant and sociable integration of the members.

- **The Genesis Marketing Club**

The Genesis Marketing Club is the primary club of ISIMTC MBA for those with an interest, background, and/or career aspiration in marketing. The club has a mission to enrich the marketing education of members, assist members in career planning and development, and foster the reputation of marketing at the institute to prospective employers.

- **The White Knight Finance Club**

The White Knight Finance Club is for number crunchers who huddle over balance sheets and pink papers to become tomorrow's wealth generators. The Finance Club creates a forum where students with common interests can share professional information and advice on career opportunities through professional speaker programs, information sessions, mentor programs, resume reviews, and specific finance-related events.

- **Humanagers the HR Club**

Humanagers The HR Club has been constituted to promote ISIMTC MBA-HR as a globally renowned brand in the professional arena. It aims at providing an ideal platform for all-round development of student managers by organizing value-added activities, and increasing the visibility of ISIMTC MBA-HR through Student-Industry interaction. The club thus facilitates the dissemination of conceptual knowledge about HR and its practical applications.

Rules for participating in National/International Level Events

- Information regarding various inter-institute fests/events/contests will be put up on the notice board as well as circulated through student email groups.
- The constitution of the team for participation in the aforesaid events will be finalized by the institute.
- Any event that has not been routed through the institute will not be considered for participation.
- For all outside contests, the faculty will select the students' team, which will represent the institute at the contest.
- Any student who has won any contest is required to provide full details of the contest and awards won to the event coordinator within 7 days of winning the contest.
- The information regarding winning and participation of events will be uploaded on the website through website coordinator.

Student Mentorship and Development Programme

SMDP i.e. Student Mentorship and Development Programme is an integral part of the institute's academic work. Each faculty member of ISIMTC MBA acts as a mentor for a group of 10-15

students. The students have an option of choosing a faculty member as a mentor other than the one assigned. The role of faculty mentors is to help the students assimilate the institute culture, guide them in making intelligent choices regarding dual specialization electives, help in identification of resources needed by them. The students are expected to meet their faculty mentor regularly as per the mentor's convenience and availability.

ASSESSMENT PROCEDURES & REGULATIONS

The institute is determined to have an assessment system which is fair, consistent, and effective in measuring the extent to which students achieve stated learning outcomes. It is institute's policy to ensure that students are given sufficient information on assessment requirements. This information is contained in the students' Handbook. ISIMTC promotes innovative coursework, promoting learning and fostering transferable skills to ensure that assessable coursework prepares budding managers for the world of work.

Assessment and Evaluation

The university has divided the assessment process into two parts consisting of Semester End Examination of 70 marks and Continuous Assessment of 30 marks.

Semester-End Examinations

The Semester-End Examinations are conducted by RTU, Kota and held at the end of each semester according to the schedule issued by the examination department RTU, Kota. The centre for the semester end examination is also any other Institution as nominated by the university.

Pattern of Question Papers for Semester-End Examinations

The question paper is divided into two sections. Section A contains 6 questions out of which the candidate is required to attempt any 4 questions. Section B contains short case study/ application based one question which is compulsory. All questions carry fourteen marks.

Continuous Assessment

The Continuous Assessment in the institution for 30 marks in theory papers comprises tests, class room interaction and attendance, the relative weightage for which is shown below:

Activity	Written Tests		Class Participation and Interaction	Attendance	Total
	I	II			
Max. Marks	10	10	05	05	30

CA Test Papers

The CA test papers include short answer type questions and application-based descriptive questions.

The evaluation system followed in the institution is as per the norms prescribed by Rajasthan Technical University, Kota which are in accordance with UGC/AICTE specifications.

At the end of each Semester, the consolidated statements of CA marks are shown on the class notice boards for verification by the students. Posting errors, if any, can be brought to the notice of the teacher concerned who will take necessary action. After verification by the students, the

marks are entered in the "Continuous Assessment Booklet" (Yellow Booklet) which the students are required to attest by signing in the column provided for the same.

Evaluation of Answer Books

The centre of examination for the students will be allotted by the University which is any other institution besides ISIM Technical Campus. The Semester End Examination copies are centrally evaluated by external examiners nominated by RTU, Kota. Practical examinations for Summer Training Project Report, Seminar Report, ICT Lab, Business Communication Lab etc. are conducted by the external examiners appointed by RTU, Kota

Criteria for Passing

In order to pass in a paper, a candidate must secure minimum 40% pass marks individually in CA and Semester-End Examination (SEE) of that paper. A candidate is deemed to have failed in CA and / or SEE of a theory paper /project/seminar, etc. if the above condition is not fulfilled.

A candidate is considered to have passed in a Semester of the programme if he/she has passed both the CA and SEE of individual theory papers/ projects/ case analysis etc., prescribed for that particular Semester in the syllabi.

Award of Credits

Credits assigned to a paper are awarded to a candidate on passing both the C.A. and Semester-End-Examination of that paper.

Credit Weighted Average (CWA)

Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

Where

C_i = Number of credits earned in the i^{th} course of a semester for which SGPA is to be calculated. P_i = Grade point earned in i^{th} course.

$i = 1, \dots, n$, represent the number of courses in which a student is registered in the

concerned semester

Where

C_j = Number of credits earned in the j^{th} course, upto the semester for which CGPA is to be calculated.

P_j = Grade point earned in j^{th} course. A grade lower than D (i.e. grade point <4) in a course shall not be taken into account.

$j = 1, \dots, m$, represent the number of courses in which a student was registered and

obtained a grade not lower than D upto the semester for which CGPA is to be calculated.

Note: Grade E & F shall not be considered for calculation of CGPA but shall be

considered for SGPA.

APPENDIX A

Conversion of grade Point average to marks

Marks	Grade Point Coverage			
	10	9	6	4
30	3.15	2.55	1.75	1.27
35	3.85	2.95	2.00	1.45
40	4.50	3.45	2.30	1.62
45	5.15	3.90	2.55	1.80
50	5.75	4.37	2.85	1.98
55	6.25	4.78	3.19	2.13
60	6.75	5.34	3.56	2.38
65	7.15	5.76	3.85	2.55
70	7.50	6.19	4.13	2.75
75	8.50	6.70	4.45	2.95
80	8.90	7.15	4.75	3.16
85	9.25	7.60	5.05	3.35
90	9.60	8.05	5.35	3.58
95	9.85	8.50	5.75	3.80
100	10.00	9.00	6.00	4.00

Award of Class / Division

Class or Division is based on CCWA obtained by the candidate and is awarded only on the completion of the course according to the following criteria:

MBA

CCWA of 40 or above but less than 48	Pass
CCWA of 48 or above but less than 60	II Division
CCWA of 60 or above but less than 75	I Division
CCWA of 75 or above	I Division with Credit

Declaration of Result

The results are declared by the Rajasthan Technical University. The roll numbers of successful candidates are displayed on the notice boards and uploaded on the website.

Transcripts, Migration and Provisional Certificates

For the students who are enrolled with ISIMTC for the MBA programme, the Transcripts, Migration and Provisional Certificates are issued by Rajasthan Technical University Kota.

Transcripts/ Consolidated Mark Sheets

On successful completion of a programme, a transcript/ consolidated mark sheet is issued by Rajasthan Technical University showing the marks obtained, credits earned in different Semesters throughout the programme, CCWA and class / division obtained by the candidate.

Award of Diploma

The students admitted to the Management programme of ISIMTC shall be awarded MBA Degree by Rajasthan Technical University Kota.

Rules for Promotion

1. Minimum Passing marks A candidate has to secure 40% (28 marks) out of 70 marks theory/external examination and 40% (12 Marks) out of 30 marks In internal examination and 50% marks in the aggregate of the semester. The minimum passing marks In a comprehensive viva/project shall be 50%.
2. A. candidate opting for ex-studentship shall be required to appear in all the external theory/practical/viva subjects in the end semester examination of both semesters of the same academic year. However the internal marks shall remain the same as those secured earlier. A candidate opting for ex-studentship shall be required to apply to the college by paying only examination fee within 15 days from the start of new session.
3. A candidate may be allowed for re-admission provided he/she satisfies one of the following conditions a. A candidate could not appear in a semester examination. B. A candidate as an ex-student passed the due examination of the academic year
4. The result of a candidate shall be declared on the basis of performance of each semester of the same academic year. However, a final year student, who is not permitted in any one of the previous semester examination due to shortage of attendance will be permitted in that particular semester of the next academic session to study as a regular student and appear at that semester examinations. Final result shall be declared on the basis of working out Grand Total by adding marks of all the semesters of study.

5. Division

(a) FIRST DIVISION WITH HONOURS $\geq 75\%$ (if passes all exams in first attempt without grace)

(b) FIRST DIVISION $\geq 60\%$ but less than 75%

(c) SECOND DIVISION $\geq 50\%$ but less than 60%

6. Star (*) shown against the marks denote/s FAIL in that paper and "G" denotes Grace marks awarded in that paper to pass the examination. However, the grace marks are virtual marks which are neither to be added in individual component/subject nor in total / aggregate marks obtained. The Grace marks will be awarded only if, the student appears in all the papers prescribed for the examination.

7. Grace marks to the extent of 1% of the aggregate marks prescribed for an examination (to be raised to the next whole number) will be awarded to a student in the failed components provided the student passes the examination by the award of such Grace Marks. The total no. of components of subject cannot exceed 25% of the subjects.

8. Promotion: Promotion to the semester - III will be open to those students only who have cleared all papers of semester - I & II or have due papers not more than 4 of semester - I & II taken together and have obtained minimum 50% marks in the aggregate at semester - I and semester –

a. A candidate satisfying all the requirement of passing clause 8 shall be promoted to the next academic year of study.

b. All failing candidates shall be required to take re-admission or to opt for ex-studentship.

9. Re-valuation of answer books shall be permissible in not more than 25% of the theory papers in which a student is actually appeared, at an examination (to be raised to the next whole number). For which the student must submit his application on the prescribed form (duly forwarded by Head of the Institute) to the University within 15 days from the date of issue of mark sheet Incomplete application or application without requisite fee or received after the due date will be rejected. Re-valuation is not permitted in "BACK" paper examinations

10. Answer books are not subjected to any inspection or production before any external or internal agency except at the instance of vice-Chancellor.

11. In case of any mistake being detected during the preparation of marksheet of afterwards the University is fully empowered to correct the same.

12. All court cases shall be subjected to the jurisdiction of Rajasthan Technical University headquarter i.e. KOTA and not any other place.

Grievance Redressal Committee

The institute has a Grievance Redressal committee which comprises members from varied segments viz. management, parents, students, ex-students, teaching and non-teaching staff. The committee gives a sympathetic ear to any problem that may arise in and out of the campus.

An individual (teaching/non-teaching staff/student) encountering any problem in any area or with any person irrespective of the hierarchy, can come forward with a written grievance. These problems are then considered by the Grievance Redressal committee and the needed action is

taken. Utmost importance is thus given to the grievances of each and every individual of the organization.

Apart from this the institute also applies 360 degree Feedback Mechanism, especially with respect to teaching and non-teaching staff members, wherein information regarding code of conduct, honesty towards duties, nature of relations etc. is collected from all and then evaluated. Members of the committee take each case of grievance in ethical way and while passing judgment, attention is given to the authenticity of the grievance.

POLICIES FOR TEACHING AND NON- TEACHING STAFF

Human Resources

It is institute's policy to employ a sufficient number of qualified and committed staff to support its education mission. Every effort is made to recruit and retain the staff required to ensure the delivery of a quality education service. A key criterion for the employment of staff is their ability to employ teaching methods appropriate to the requirements of programme delivery and learners' needs as per AICTE & RTU Norms. The institute maintains a comprehensive staff development programme and facilitates the training of staff to improve the quality of education and training that they provide. Each member of teaching staff is responsible for delivering academic quality in all her/his activities. Non-academic staff has responsibility for ensuring quality in other areas of Institute's work that affects the students' experience. There is commitment from all levels of staff at ISIMTC to ensure that programmes have clear learning outcomes. Staff members are recruited and developed to be ready, willing and able to provide academic and student support to help students achieve their learning outcomes. All academic staff are responsible for academic quality and quality assurance in their programmes.

ISIMTC Professional Management Framework Objectives

The institute will ensure high standards of governance, professional management, academic rigour and quality through:

1. The appointment of highly qualified staff as per AICTE & RTU norms.
2. The implementation of clear management, monitoring and reporting structures for all Institute operations, academic developments and amendments.

Service Rules for ISIMTC teaching and Non-Teaching Staff as mentioned in ISIMTC Service Rules.

PART-I

GENERAL

1. Short title and commencement—(i) These rules may be called the Indian Council for International Amity Employees' (Conduct, Discipline and Appeal) Rules, 2013. (ii) They shall come into force with immediate effect.

2. Scope and Application. —These rules shall apply to all employees appointed to various posts enumerated in Schedule of these rules in the Indian Council for International Amity other than the following:--

- (a) Persons on deputation from the Government of Rajasthan, or any other State

Government or Government of India or any other statutory body or Corporation who will be governed by the rules applicable to them in their parent organization and the terms and conditions of deputation as may be agreed to between the Council and the lending organization;

- (b) Persons employed on contract to the extent the terms and conditions of such contracts are inconsistent with these rules;
- (c) Persons employed on part time basis;
- (d) Casual or work charge employees, who may be engaged by the Council on day to day or monthly basis on such works which are casual, non-recurring or of intermittent nature.
- (e) Any class of employees or any individual employee employed in connection with the affairs of the Council, who may be specifically exempted by the Executive Committee from application of these rules.

3. Supersession of existing rules or orders - All existing rules and orders in relation to the matters covered by these rules shall stand superseded, but any action taken by or in pursuance of such existing rules or orders shall be deemed to have been taken under these rules.

4. Power to relax rules -The Council may, subject to the limits of its powers to make such rules, relax the provisions of these rules to such extent and subject to such conditions as it may consider necessary in a just and equitable manner.

5. Power to amend and interpret the rules. - The Council reserves its right to amend, alter, interpret, vary, repeal, modify, remake, rescind, or add to these rules or any supplementary rules issued in connection with these rules, without prior notice of its intention to do so, and the right to give effect thereto from any date, which it may deem fit:

Provided that, if any rule or order which affects any employee(s) adversely is to be given retrospective effect, suitable protection shall be given to such employee(s). The decision of the Council shall be binding on the employees.

6. Power to delegate. - The Executive Committee of the Council may confer on the Secretary General or any other officer of the Council, any of its powers in these rules and the Bye-laws of the Council. The powers so delegated shall be exercised subject to such conditions and limits as may be prescribed by the Council.

7. Jurisdiction. - All disputes are subject to Jaipur jurisdiction.

8. Definitions - In these rules, unless the context otherwise requires:

- (a) "Appellate Authority" means the authority to which an appeal can be made under the provisions of these rules as specified in the Schedule;
- (b) "Appointing Authority" in relation to any post under the Council means the Secretary General, Indian Council for International Amity or such other officer to whom the power of appointment may be delegated by the Council with or without any condition;
- (c) "Board of Management" means Board of Management or Governing Body of the Institutions run by the ICFIA;
- (d) "Competent Authority" means the Council or any authority to whom relevant powers have been delegated under these rules;

- (e) "Council" means the Indian Council for International Amity;
- (f) "Deemed University" means "ISIMTC";
- (g) "Director" means the Director of an institution run by the Indian Council for International Amity;
- (h) "Disciplinary Authority" means the Authority competent to take disciplinary action against the employee of the Council as specified in the Schedule;
- (i) "Employee" means a person appointed to any service or post in connection with the affairs of the Council to work on a monthly rate of pay on regular basis in a pay scale approved by the Council or on contract basis on fixed remuneration or on part time basis, but does not include casual or work-charge employees engaged on day-to-day or monthly basis on civil works or such works which are casual, non-recurring or of intermittent nature or guest faculty engaged on period basis to take classes or to cover the workload for which regularly selected/part time/contract teachers are not available or persons put on the work of the Council by any service providing agency;
- (j) "Enquiry Officer" means an officer or a committee appointed by the Competent Authority to enquire into the charges against an employee;
- (k) "Executive Committee" means the Executive Committee constituted under bye-law 7(2) of bye-laws of Indian Council For International Amity bye-laws, which shall be the competent body of the Council to represent it in all matters;
- (l) "ICFIA" means the Indian Council for International Amity;
- (m) "Institution" means the institutions run by the ICFIA;
- (n) "Principal" means Principal of an institution run by ICFIA;
- (o) "Schedule" means the Schedule appended to these regulations.
- (p) "Secretary General" means the Secretary General of the Indian Council for International Amity;
- (q) "Society" means the Indian Council for International Amity; and
- (r) "State" or "Government" means the State of Rajasthan and Government of Rajasthan respectively,

9. Interpretation.—unless the context otherwise requires, the Rules and Regulations of Bye-laws of the Council shall apply for the interpretation of these Rules.

NOTES:

The words used in these Rules and any other Rules relating to service conditions, namely, Pay and Allowances, Leave, P.F., Conduct and Discipline, etc, denoting masculine gender, shall also include the feminine gender except for the purposes of maternity leave or where otherwise specifically provided.

Similarly, the words used in these rules and other regulations relating to service conditions of employees denoting singular member shall imply plural members wherever relevant or vice versa.

PART-II

10. CONDUCT -

(1) An employee of the Council shall at all times conduct himself soberly and temperately while in office or Establishment premises or outside and shall show proper respect and civility to all concerned and shall use his best Endeavour to maintain and promote good reputation of the Council. He shall not do anything to undermine, tarnish or damage the good name, reputation and goodwill of the Council.

(2) An employee of the Council shall not have any private financial dealing with persons, firms, agencies etc. having business relations with the Council for sale or purchase of any material, equipments or supply of labour or for any other purpose;

(3) The following acts on the part of an employee shall also be treated as misconduct:

- (i) Willful disobedience of an order or insubordination to superior(s);
- (ii) Theft, fraud, forgery, embezzlement or dishonesty in connection with the Council property or business of the Council;
- (iii) Non-observance of safety precautions or the rules on the subject;
- (iv) Habitual late attendance and willful or habitual absence from duty without sanction of leave or without sufficient cause;
- (v) Habitual negligence or neglect of duty malingering or deliberate slowing down of work and sleeping on duty;
- (vi) Taking or giving, bribes or any illegal gratification;
- (vii) Subject to provisions of Right to Information Act, 2005 (Central Act No. 22 of 2005), unauthorized communication of official documents or information and disclosure to any unauthorized person of information relating to the Council's business and operations;
- (viii) Possession of assets disproportionate to the known sources of income;
- (ix) Habitual un-debtedness or insolvency;
- (x) Un-authorized use of Council's land, building or quarters;
- (xi) Conviction in any court of law for any criminal offence involving moral turpitude;
- (xii) Being under the influence of liquor while on duty;
- (xiii) Improper behaviour towards other employees;
- (xiv) Assaulting and/ or obstructing an employee in the discharge of his duties;
- (xv) Taking part in subversive political activities;
- (xvi) Imputing malicious or false allegations against other employees of the Council;

- (xvii) Leaving headquarter without permission of the Competent Authority;
- (xviii) Collections of or canvassing for money without the prior written permission of the Competent Authority;
- (xix) Giving false information regarding his particulars for the purpose of employment or concealing any facts about any previous employment, age and the particulars in this respect or giving false evidence at the time of any departmental enquiry;
- (xx) Striking work or inciting others to strike work in contravention of the provisions of any law or rule having the force of law;
- (xxi) Canvassing for Union or party memberships or the collection of union or party dues, funds or contribution, etc. on the Council's premises or its precincts;
- (xxii) Distributing or exhibiting in the Council's premises or its precincts, hand bills, pamphlets, posters or causing to be displayed by means of signs or writing or other visible representations, any matter without previous sanction of the authority;
- (xxiii) Organising, holding, attending or taking part in any meeting within the Council's premises or its precincts without prior sanction of the authority;
- (xxiv) Refusal to accept charge sheet, orders or other communications served either in accordance with these rules or in the interest of discipline;
- (xxv) Wilful falsification, defacement or destruction of confidential records or any other records of the Council;
- (xxvi) Refusal to work on holidays or beyond normal working hours when notified to do so in the exigencies of the Council's work;
- (xxvii) Allowing an unauthorized person to operate Council's Vehicles or computers;
- (xxviii) Surrounding or forcibly detaining management or any of the Council's Officers;
- (xxix) Possession of any lethal weapon in the Council's premises or within the precincts without the prior permission of the authority;
- (xxx) Flouting of Dress-Code;
- (xxxi) Contravention of any provisions of Rajasthan Civil Services (Conduct) Rules, 1971 or any other relevant provisions of rules or regulations of the parent Organisation.

Note: The above list is only illustrative and not exhaustive. The Executive Committee will, therefore, exercise its discretion as to whether any act of omission or commission of an employee not covered by the above list shall also be treated as misconduct.

(4) Prohibition of sexual harassment of working women or girl students.—

- (a) No employee shall indulge in any act of sexual harassment of any

woman at her work place or girl students at an institution run by the Council.

(b) Every officer/employee, who is Incharge of a work place, if brought to his cognizance shall take appropriate steps to prevent sexual harassment to any woman at such work or to any girl student at such institution.

Explanation for the purpose of this sub-rule, "sexual harassment" includes such un-welcome sexually determined behaviour, whether directly or otherwise as:--

- (i) physical contact and advances;
- (ii) demand or request for sexual favours;
- (iii) sexually coloured remarks;
- (iv) showing any pornography;
- (v) messages on Mobile or through Internet/telephone;
- (vi) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

Prohibition of Sexual Harassment Committee

Keeping the above guidelines in view, the council has constituted a committee in each of the constituent institutions. The committee consists of members of the faculty, administration, service staff and students representatives.

- The Composition of the Committee at ISIMTC is:
- Faculty of the level of Professor / Associate Professor – Convener
- Faculty of the level of Professor / associate Professor – Member Secretary
- External Expert (01) – External Expert
- Faculty Members (05) - Members
- Administrative staff representative (01) – Member
- Service staff representative (01) – Member
- Student representatives (08) – Members (two from each programme)

Objectives/Responsibilities of the Committee:

- To prevent discrimination and sexual harassment against women by promoting gender amenity at their place of work.
- To bring awareness of the rights of female employees by prominently notifying the guidelines created by the Supreme Court.

- To make recommendations to the director for changes/elaborations in the rules for students in the prospectus to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment against women by the students and the employees.
- To deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment.
- To recommend appropriate punitive action against the guilty party to the Director.

Redressal Process:

- Any employee who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with his/her signature within 10 days of occurrence of incident.
- The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.
- The Committee will hold a meeting with the Complainant within five days of the receipt of the complaint, but no later than a week in any case.
- At the first meeting, the Committee members shall hear the Complainant and record her/his allegations. The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate his / her complaint. If the Complainant does not wish to depose personally due to embarrassment of narration of event, a lady officer for lady employees involved and a male officer for male employees, involved shall meet and record the statement.
- Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him / her to give an explanation, where after, an "Enquiry" shall be conducted and concluded.
- In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.
- In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

PART-III DISCIPLINE

11. Nature of Penalties.-The following penalties may, for good and sufficient reasons, and as hereinafter provided be imposed on all employees for misconduct:

Minor Penalties

- I. Censure;
- II. Withholding of promotion/increments;
- III. Recovery from pay of the whole or part of any pecuniary loss caused to the Institute;

Major Penalties

- I. Reduction to a lower grade or post or a stage in a time scale or to a lower stage in the time scale;
- II. Compulsory retirement;
- III. Removal from service;
- IV. Dismissal from service.

Explanation.-The following shall not amount to a penalty within the meaning of these rules, namely:

- (i) Withholding of increments or pay of an employee on his failure to pass any departmental, and or qualifying examination if any, in accordance with the rules or orders governing the post or the terms of his appointment;
- (ii) Non-promotion of an employee whether in a substantive or officiating capacity after consideration of his case to a grade or post for promotion to which he is eligible;
- (iii) Reversion of any employee on probation in a higher grade or a post to a lower grade or post, on the ground that he is considered after trial to be unsuitable for such higher grade or post; Reversion of any employee, from a post to which he is appointed on urgent/temporary basis, on availability of a duly selected person;
- (iv) Reversion of an officiating employee on account of abolition of a post or Reduction in establishment;
- (v) Replacement of the services of an employee, whose services had been borrowed from State Government or Central Government or a Government, owned organization, Company or Corporation, from which the services of such an employee had been borrowed;
- (vi) Compulsory retirement of an employee in accordance with the provisions relating to his superannuation or any other mode of retirement;
- (vii) Termination of the services:
 - a) of an employee appointed on probation during or at the end of the period of his probation in accordance with the terms of his appointment or the rules and orders governing such probation;
 - b) of a temporary employee whose services are terminated within a period of one year of his appointment;
 - c) of an employee appointed under an agreement, in accordance with the terms of such agreement;
 - d) of an employee appointed on urgent/temporary basis on availability of a duly selected person; and
 - e) of a temporary employee on account of abolition of a post or reduction in establishment or a part time teacher at the end of an academic year.

PART IV IMPOSITION OF PENALTIES

12. Procedure for Imposing Major Penalties.—(V) No order imposing any of the penalties specified in clause (iv) to (vii) of rule 11 shall be made except after an enquiry is held as far as may be in the manner herein-after provided:

- (1) Where looking to the gravity of charges it is proposed to hold an enquiry for one of the major penalties against an employee the disciplinary authority shall draw up or cause to

be drawn up definite charges on the basis of the allegations, on which the enquiry is proposed to be held. Such charges together with the statement of the allegations on which they are based shall be communicated in writing to the employee and he/she shall be required to submit within such time (not less than 15 days) as may be specified by the Disciplinary Authority, a written statement indicating whether he/she admits, the truth of all or any of the charges; if not, what explanation or defence, if any, he has to offer and whether he desires to be heard in person.

(2) The employee shall, for the purpose of preparing his defence be permitted to inspect and take extracts from such official records as he/she may specify, provided that such permission may be refused, if for the reasons to be recorded in writing, in the opinion of the Disciplinary Authority, such records are not relevant for the purpose or it is against the interest of the Institute to allow him access thereto.

(3) On receipt of the written statement of defence or if no such statement is received within the time specified, the Disciplinary Authority may itself enquire into such of the charges, as are not admitted or if he considers it necessary to do so, appoint a Board of Enquiry or an Inquiry Officer for the purpose.

(4) The Disciplinary Authority may nominate any person to present the case in support of the charges before the Enquiry Officer. The delinquent employee may present his/her case with the assistance of any other employee of the Institute or State Government employee or a retired Government servant approved by the Disciplinary Authority, but may not engage a legal practitioner for the purpose, unless the Disciplinary Authority having regard to the circumstances of the case, so permits.

(5) The Enquiry Officer shall in the course of the enquiry consider such oral evidence as may be relevant or material in regard to the charges. The delinquent employee shall be entitled to cross-examine witnesses examined in support of the charges and to give evidence in person. The person presenting the case in support of the charges shall be entitled to cross-examine the delinquent employee and the witness examined in his defence. If the Enquiry Officer declines to examine any witness on the ground that his/her evidence or material is not relevant, it shall record its reasons in writing.

(6) At the conclusion of the inquiry, the Enquiry Officer shall prepare a report of the enquiry, recording its findings on each of the charges together with reasons thereof. If in the opinion of the Enquiry Officer, the proceedings of the inquiry establish charges different from those originally framed, it may record findings on such charges; provided that findings on such charges shall not be recorded unless the delinquent employee has admitted the facts constituting them or has had an opportunity of defending himself against them.

(7) The record of the inquiry shall include –

- I. The charges framed against the employee and the statement of allegations furnished to him under sub-rule (1);
- II. His written statement of defence, if any;
- III. The oral evidence taken in the course of the enquiry;
- IV. The documentary evidence considered in the course of the enquiry;
- V. The orders, if any, made by the Disciplinary Authority and the Inquiring Authority in regard to the inquiry; and
- VI. A report setting out the findings on each charge and the reasons thereof.

(8) The Disciplinary authority shall if he is not the Inquiring Authority, consider the record of the inquiry and record his findings on each charge.

(9) The disciplinary authority shall forward a copy of the report of the inquiry, if any, held by the disciplinary authority or where the disciplinary authority is not the inquiring authority a copy of the report of the inquiring authority to the employee who shall be required to submit, if he/she so desires, his/her written representation or submission to the disciplinary authority within fifteen days,

(10) The disciplinary authority shall, if he/she disagrees with the findings of the inquiring authority on any article of charge, record the reasons for such disagreement and also record his own findings on such charge(s) if the evidence on record is sufficient for the purpose and the same to be forwarded to the employee for his representation along with a copy of the report of the inquiry.

(11) The disciplinary authority shall consider the representation, if any, submitted by the employee before proceeding further in the manner specified in sub-rules (12) and (13).

(12) If the disciplinary authority having regard to its findings on all or any of the articles of charges is of the opinion that any of the penalties specified in clauses (i) to (iii) of rule 11 should be imposed on the employee, it shall, notwithstanding anything contained in rule 13, make an order imposing such penalty:

Provided that in every case in which it is necessary to consult the parent organisation, the record of the inquiry shall be forwarded by the disciplinary authority to the said parent organisation for its advice and such advice shall be taken into consideration before making any order imposing any such penalty on the employee.

Provided further that in the event of a difference of the opinion between the Disciplinary Authority and the parent organisation (lending Authority), the services of the employee shall be placed at the disposal of the Lending Authority.

(13) If the disciplinary authority is of the opinion that any of the penalties specified in clauses (iv) to (vii) of Rule 11 be imposed on the employee, he shall replace the services of the employee at the disposal of the parent organisation and transmit to it the proceedings of the enquiry and there upon the parent organisation may pass such orders as it may deem necessary.

Clarification

It is hereby clarified that only one penalty out of the penalties as specified under rule 11, shall be imposed on the employee in one case, provided that in case where any pecuniary loss has been caused to the Institute by the said employee, the Disciplinary Authority shall be competent to order recovery of such amount or part thereof from the salary or other amounts payable to him.

(14) Orders passed by the Disciplinary Authority shall be communicated to the employee along with a copy of the advice, if any, given by the parent organisation and, where the Disciplinary Authority has not accepted the advice of the said parent organisation, a brief statement of the reasons for such non-acceptance.

13. Procedure for imposing Minor Penalties:

1. When it is proposed to impose any of the minor penalties specified in Rule 11 on any employee

- a. he shall be informed in writing of the proposal to take action against him and of the allegations or charges on account of which it is proposed to be taken and to give him an opportunity to make any representation he may wish to make within a specified period not exceeding 15 days;
- b. such representation and evidence, if any, submitted by the employee under clause (a), and the record of enquiry, if any, held under clause (b), is taken into consideration by the Disciplinary Authority;
- c. an opportunity of personal hearing is given by the Disciplinary Authority to the employee to explain his case, if so desired by him
- d. holding an enquiry, in the manner laid down in Rule 12, in every case, in which it is proposed to with-hold increments of pay for a period exceeding three years, or with cumulative effect for any period or so as to adversely affect the amount of gratuity payable to him or on which the disciplinary authority is of the opinion that such inquiry is necessary;
- e. if the employee is on deputation, his parent department/organization is consulted, if required; and to pass an appropriate order as the Disciplinary Authority may think fit.

(2)The record of the proceedings in such cases shall include:

- I. copy of the intimation to the employee of the proposal to take action against him;
- II. A copy of the statement of allegations and/or charges communicated to the employee;
- III. The representation and evidence, if any, furnished by the employee;
- IV. The evidence produced during the enquiry;
- V. The findings of each allegation;
- VI. The advice of the parent department/organization, if any; and
- VII. The findings of, and the order passed by the Disciplinary Authority, together with the reasons thereof.

(3) Where the penalty of withholding of increment or promotion etc. is imposed on an employee, the Disciplinary Authority shall state the period for which it will be effective, and where increment is withheld, it will be granted on the expiry of the period without effecting the normal date of increment in future, unless the order indicates that the stoppage of increment will have commulative effect,

14. Joint Enquiry.-(1) Where two or more employees are connected in any case, the authority competent to impose the penalty of dismissal from service on all such employees may make an order directing that disciplinary action against all of them may be taken in a common proceedings.

Note: -- If the authorities competent to impose the penalty of dismissal on such employees are different, an order for taking disciplinary action in a common proceedings may be made by the highest of such authorities with the consent of the others.

(2) Any such order shall specify: --

- (i) the authority which may function as the Disciplinary Authority for the purpose of such Joint

Enquiry;

(ii) the penalties specified in rule 10 which such Disciplinary Authority shall be competent to impose;

(iii) whether the procedure laid down in rule 11 or rule 12 shall be followed in the proceedings.

(15) Special Procedure in cases of sexual harassment of working women at work places or girl students at the institutions run by ICFIA.— Notwithstanding anything contained in rules 12, 13 and 14, if there is a complaint of sexual harassment within the meaning of Rule 9(4), the Complaint Committee/ Sexual Harassment Prohibition Committee as the case may be established in each institution/ department/Office for enquiring into such complaint, shall be deemed to be an enquiry authority and the report of the said committee shall be deemed to be an enquiry report for the purpose of these rules. The Disciplinary Authority will act on the said enquiry report in accordance with these rules. The Complaint Committee shall hold, if separate procedure has not been prescribed for the Complaints Committee for holding the enquiry into the Complaint of sexual harassment, the enquiry as far as practicable in accordance with the procedure laid down in these rules.

16. Special Procedure in certain cases.—In case where –

- i. a penalty is imposed on an employee on the ground of conduct which has led to his conviction on a criminal charge, or on the strength of facts of conclusions arrived at by a judicial trial; or
- ii. the reasons of security so warrant;

The Disciplinary Authority may take action without following the procedure laid down under sub-rule (9) of rule 12 of these rules.

PART-V

SUSPENSION

17. Circumstances under which suspension may be ordered.—

(1) The Appointing Authority or Disciplinary Authority may place an employee under suspension-

- (a) where a disciplinary proceeding against him is contemplated or is pending; or
- (b) where the case against him in respect of any criminal offence is under investigation, or trial:

(2) An employee who is detained in custody, whether on a criminal charge or otherwise for a period exceeding forty eight hours shall be deemed to have been suspended with effect from the date of detention by an order of the Appointing Authority and shall remain under suspension until further orders.

(3) An order of suspension made or deemed to have been made under this rule may at any time be revoked by the authority which made or deemed to have made the order or by any authority to which that authority is subordinate.

18. Subsistence Allowance. — An employee under suspension shall be entitled to subsistence allowance as per provisions of rule 47 of ICFIA Employees (Conditions of Service etc.) Rules, 2013.

19. Pay and Allowance on Reinstatement— On reinstatement of an employee shall be given such pay and allowances as provided in rule 49 of ICFIA Employees (Conditions of Service etc.) Rules, 2013.

PART-VI

APPEALS

20. Appeal against the Order of Suspension—An employee may appeal against the order of suspension to the authority to which the authority which made or is deemed to have made the order is immediately subordinate.

21. Appeal against the order imposing penalty— The employee may appeal against an order imposing upon him any of the penalties specified in rule 11 to the Appellate Authority, whose decision shall be final. No further appeal shall lie to any other authority.

22. Conditions which an appeal should satisfy—

- I. Every employee submitting an appeal shall do so separately and in his own name.
- II. Every appeal preferred under these rules shall contain all material statement and arguments relied upon by the appellant and shall contain no dis-respectful or improper language and shall be complete in itself.

23. Period of limitation for appeals — The appeal under this part shall be entertained unless it is submitted within a period of thirty days from the date on which the appellant receives a copy of the order appealed against.

24. Submission of Appeals.--Every appeal shall be submitted to the Appellate Authority through the authority which made the order appealed against:

Provided that a copy of the appeal may be submitted direct to the Appellate Authority.

25. When appeals may be withheld - The appeal may be withheld by an authority not lower than the authority against whose order the appeal is preferred if:

- (i) it is not made in accordance with rule 21 and 22;
- (ii) it is not submitted within specified time; and (iii) it is a repetition of an appeal already decided.

26. Transmission of Appeal.-(1) The authority which made the order appealed against shall, without any avoidable delay transmit to the Appellate Authority every appeal which is not withheld under Rule 26, together with his comments thereon and the relevant records.

(2) The Authority to which the appeal lies may direct transmission to him of any appeal withheld under Rule 26 and thereupon such appeal shall be submitted to that authority together with the comments of the authority withholding the appeal and the relevant records,

27. Consideration of appeals.—(1) In the case of an appeal against an order of suspension, the

appellate authority shall consider whether in the light of the provisions of rule 13 and having regard to the circumstances of the case the order of suspension is justified or not and confirm or revoke the order accordingly.

(2) In the case of an appeal against an order imposing any of the penalties specified in rule 11, the appellate authority shall consider – whether the procedure prescribed in these rules has been complied with and if not, whether such non-compliance has resulted in violation of any provisions of Constitution of or in failure justice;

- (a) whether the facts on which the order was passed have been established;
- (b) whether the facts established afford sufficient justification for making an order; and
- (c) whether the penalty imposed is excessive, adequate or inadequate, and after giving a personal hearing to employee to explain his/her case, if he/she desires so, and after consultation with the parent organisation, if such consultation is - necessary in the case, pass order

I. setting aside, reducing, confirming or enhancing the penalty; or

II. remitting the case to authority which imposed the penalty or to any other authority with such directions as it may deem fit in the circumstances of the case: Provided that –

- (i) the appellate authority shall not impose any enhanced penalty which neither such authority nor the authority which made the order appealed against is competent in the case to impose;
- (ii) no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he/she may wish to make against such enhanced penalty; and
- (iii) if the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in clauses (iv) to (vii) of rule 11 and an inquiry under rule 12 has not already been held in the case, the appellate authority shall, subject to the provisions of rule 13, himself hold such inquiry or direct that such inquiry be held and thereafter on consideration of the proceedings of such inquiry pass such orders as it may deem fit.

28. Review of cases after Appeal—Notwithstanding anything contained in these rules the General Body of the Institute may within three months from the date of order of Disciplinary authority or of the Appellate Authority, as the case may be, call on its own motion or otherwise, record of the case and review any order which is made or is appealable under these rules and

- (a) confirm, modify or set aside the order;
- (b) impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order;
- (c) remit the case to the authority which made the order or to any other authority directing such further action or inquiry as it considers proper in the circumstances of the case; or
- (d) pass such other orders as it deems fit.

Provided that –

(i) an order imposing or enhancing a penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty;

(ii) if the Institute proposes to impose any of the penalties specified in clauses (iv) to

(vii) of rule 11 in a case where an inquiry under rule 12 has not been held, it shall, subject to the provisions of rule 16, direct that such an inquiry be held and thereafter on consideration of the proceedings of such inquiry, pass such orders as it may deem fit.

29. Implementation of orders in Appeal/Review—The authority which makes the order appealed or reviewed against, shall give effect to the orders passed by the Appellate Authority or the Reviewing Authority expeditiously.

30. Application of other Rules and Regulations.—Subject to the provisions of these rules, following Acts, Rules and regulations and other instructions issued by the Government in this regard are also applicable to the employees:--

- (1) The Rajasthan Disciplinary Proceedings (Summoning of Witnesses and Production of Documents) Act, 1959;
- (2) The Rajasthan Disciplinary Proceedings (Summoning of Witnesses and Production of Documents) Rules, 1960;
- (3) Rajasthan Service Rules, 1951
- (4) Rajasthan Civil Services (Classification, Control & Appeal) Rules, 1958;
- (5) Rajasthan Civil Service (Conduct) Rules, 1971;
- (6) International College for Girls (Autonomous) Travelling & Halting Allowance Rules, 2007; and
- (7) Any other rules, regulations or instructions issued by the ICFIA or by a competent authority for all or any of the institutions run by ICFIA.

PART-VII

HR policies for the Employees of International School of Informatics and Management Technical Campus

Recruitment:

The process of recruitment commences with the generation of manpower required for each department by the respective deans. The requirement is raised through a notesheet which is forwarded to the Principal/Director for the approval.

1. There shall be a Selection Committee for making recommendations to the Management for appointment of faculty.

Every Selection Committee shall consist of:

- (a) Executive Director of the institution

- (b) Director/Principal of the institution
- (c) External Expert nominated by the University from academia
- (d) Executive Member of the Governing Body (from Industry)
- (e) Dean of the concerned Department of the institution

2. Procedure:

(a) All posts of the faculty shall be widely advertised in newspapers and on the website of the Institution with particulars of minimum and other qualifications, if any, and emoluments. Reasonable time shall be allowed to applicants, to submit their applications. The applications shall be shortlisted based on the applicant's eligibility as per AICTE norms. Shortlisted candidates shall be called for mock lecture to the selection committee or to the students in the presence of the selection committee during the first round of interview. The mock lecture shall form the basis for short listing of candidates in the second round.

(b) The date of the meeting of the Selection Committee shall be so fixed as to allow the notice of ten days to each member and to the candidates. The particulars of each candidate called for interview; in consultation with the Head of the Department/Principal of the institution, shall be supplied to each member, so as to reach him /her five days before the date of the meeting.

Appointment:

Appointment of Head of the Department/ Principal/Vice-Principal:

(A) Appointment of Principal:

1. Principal of the institution may be appointed from amongst the faculty members of the institution or by direct recruitment through selection, and this post shall be considered as non-vacation post.

2. The appointment of Principal of the institution shall be made by the Competent Authority on the recommendations of the Selection Committee consisting of the following:

- a) Chairman, Governing Body of the institution;
- b) One member of the Governing Body;
- c) Two nominees of the Executive Director;
- d) External Expert nominated by the University from academia

The recommendation of the Selection Committee shall be subject to the approval of the Executive Director. If the Executive Director does not approve the decision of the Selection Committee, he shall record his reasons in writing thereof and return it to the Selection Committee for reconsideration. After reconsideration, if the Selection Committee desires to pursue its original proposal, it shall refer the matter again to the Executive Director for his decision, which shall be final.

3. Qualifications as for the post of Professor, as applicable Post Ph.D. publications and guiding Ph.D. students are highly desirable.

Experience: Minimum of 10 years experience in teaching / Research / Industry out of which at least 3 years shall be at the level of Professor.

or

Minimum of 13 years experience in teaching and/ or Research and/or Industry In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee.

If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee. Flair for Management and Leadership is essential.

4. (a) The Principal who desires to relinquish his/her post, for personal or other reasons, shall give six months' notice and in lieu thereof six months' total salary to the Competent Authority. If he/she so desires within first two years of his appointment, the period of notice shall be three months and in lieu thereof he/she shall pay three months' total salary. He/She shall ordinarily not give such notice terminating the notice period in the middle of the term. The Competent Authority may waive the notice period.

(b) The Principal who is selected from amongst the faculty members or by direct recruitment and desires to relinquish the post within the first two years of his appointment as Principal, shall do so by giving three months' notice or three-months' salary in lieu thereof and shall have an option to go back to post in the department which he/she represents. In case of the Principal who is appointed from amongst the faculties of the same institution, on going back to his/her original post, his pay as a teacher shall be fixed in his/her original scale as if he/she had continued in the post. In the case of the Principal who was not a faculty of the Institution at the time of his appointment as Principal, his/her pay as a faculty shall be fixed in his/her previous scale as faculty as if he/she had continued in the post.

5. In the event of the vacancy of the post of Principal, occurring due to illness, leave, retirement, leaving the service, or by any other reason, the current duties of the post of Principal, shall be assigned by the Executive Director of the Institution to the senior most faculty in the institution in addition to his/her own duties as an alternate arrangement in respect of temporary vacancy, till the Principal resumes, and as an alternate arrangement in respect of permanent vacancy, till the post is filled in by, usual procedure.

(B) Appointment of the Head of the Department:

The Executive Director shall appoint the Head of the Department. If there is only one Professor in the Department, he shall be designated as Head of the Department, and if there is no Professor and only one Associate Professor, such Associate Professor shall be designated as Head of the Department. If there are more than one Professor/ Associate Professor, the Director may nominate one of them as Head of the Department.

(C) Responsibilities of the Head of the Department/ Principal:

Subject to the supervision and general control of the Institution/Governing Body, the Head of the Department/Principal as an administrative and academic Head of the Department/Institution shall be responsible for:

a) Academic growth of the Department/ Institution.

- b) Participation in the teaching work, research, and training programmes of the Department/ Institution.
- c) Assisting in planning and implementation of academic programmes such as orientation, seminars, in service and other training programmes organised by the Department/ Institution, for academic competence of the Faculties.
- d) Admission of students and maintenance of discipline of the Department/ Institution.
- e) Management of Department Library/College Library, Laboratory, Gymnasium, Swimming-Pool and Hostels, if any.
- f) Receipts, expenditures and maintenance of accounts and submission of quarterly statement of accounts to the Management.
- g) Observance of provisions of Accounts Code.
- h) Correspondence relating to the administration of the Department/ Institution.
- i) Administration and supervision of curricular, co-curricular/extra-curricular or extramural activities, and welfare of the Department/ Institution, and maintenance of records.
- j) Observance of the Act, Regulations, Rules and other Orders issued there under from time to time.
- k) Supervision of Department/ Institution and University Examinations, setting of question papers, for the Department/ Institution and University Examinations, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned.
- l) Assessing reports of faculty members.
- m) Any other work relating to the Department/ Institution as may be assigned to him/her by the Competent Authority from time to time.
- n) Assessing reports of members of the non-teaching staff, and looking after the general welfare of the non-teaching staff.
- o) Observance and implementation of directives issued by Government, authorities viz. Director of Education / Higher Education / University and other concerned authorities.
- p) Safe-guard the interests of teachers/non-teaching staff members and the Management.
- q) Timely submission of information/returns to different authorities viz. Government/ University/ University Grants Commission/ Management etc. especially regarding accounts matters.

Appointment of Professors/Associate Professors/Assistant Professors:

All teaching staff shall be appointed as per the All India Institute for Technical Education rules.

There shall be various categories of employees in the institute. The qualifications required will be as under:

- A. For Assistant Professors: First Class or Equivalent Master's degree in Business

Management/ Administration/ other relevant management related disciplines with 2 years' experience in teaching/ industry/ research/ profession.

- B. For Associate Professors: Qualifications as above that is for the post of Assistant Professor, as applicable and Ph.D. or equivalent, in appropriate discipline. Post Ph.D. publications and guiding Ph.D. students is highly desirable.

Experience: Minimum of 5 years experience in teaching / research /industry of which 2 years post Ph.D. experience is desirable.

- C. For Professors: Qualifications as above that is for the post of Associate Professor, applicable. Post Ph.D. publications and guiding Ph.D. students is highly desirable.

Experience: Minimum of 10 years teaching/ research / industrial experience of which at least 5 years should be at the level of Associate professor.

or

Minimum of 13 years experience in teaching and/or Research and/or Industry.

In case of research experience, good academic record and books/ research paper publications / IPR/ patents record shall be required as deemed fit by the expert members of the selection committee.

If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications /IPR/patents, etc., as deemed fit by the expert members of the Selection committee.

The appointments to the post of Professor/Associate Professor/Assistant Professor are made through internal and external modes including employee referrals and promotions and advertisements published by the Institute from time to time as and when need arises. The applications are invited through advertisements published in newspapers and on the following website of the Institute. The vacancies are also informed to the faculty through circulars.

The applications are shortlisted based on their eligibility as per AICTE norms. Shortlisted candidates are called for interview and mock lecture.

A selection committee is constituted for the selection of desired candidates comprising internal as well as external members. The panelists on the board assess the candidates on the basis of standard parameters of teaching and quality of delivering knowledge.

The teaching staff has to give Presentation/Mock Lecture to the selection committee or to the students during the first round of interview in the presence of the Selection Committee. The Mock Lecture comprises the first round and forms the basis for shortlisting of faculty for the second round.

The composition of the selection committee is:

1. Executive Director
2. Director / Principal
3. Affiliating University Nominee

4. Governing body Nominee (Industry Representative)
5. Dean – Management Studies
6. Subject Expert (2), (1 Internal, 1 External)

In the second round the shortlisted candidates from 1st round are invited for personal interview.

The first round assesses the candidates on content knowledge, delivery, teaching pedagogy, classroom management, personality. The candidates are awarded points out of 50 on the basis of the parameters mentioned in the table herewith.

S.No.	Name	Topic	Content knowledge (10)	Delivery (10)	Teaching pedagogy (10)	Classroom Management (10)	Personality (10)	Total (50)
	Experts:							
	Signature : _____				Signature : _____			
	Name : _____				Name : _____			
					Date : _____			

The second and final round consists of a personal interview where in the candidate is assessed on his / her subject knowledge, communication & soft skills, research orientation, published work and integrity & commitment. The experts rate the candidate on these criteria on a total of 50 marks.

The cumulative score forms the basis of final selection.

Faculty Appraisal and Promotion

The Institute shall adopt both formal and informal feedback and appraisal system for the faculty and staff. In addition to the various training programmes focusing on development of skills and competitiveness of the faculty, the institute shall follow a regular appraisal system. The faculty shall be evaluated on a 360 degree basis with self evaluation, evaluation by peers, evaluation by students and evaluation by the Dean Management. The management shall also encourage informal feedback of the faculty from stakeholders.

Effective execution of the faculty appraisal system shall be ensured through the Faculty Appraisal Committee. The Faculty Appraisal Committee shall comprise of:

1. Principal/Director
2. Dean, Management Studies
3. Program Coordinator (MBA)
4. Dean, Computer Science
5. Program Coordinator (PGDM)
6. Governing Body Nominee

The evaluation tools used shall include:

1. Self Appraisal Form (Annual)
2. Peer Appraisal Form (Annual)
3. Student Feedback Form (administered twice a year)
4. Head Assessment Form (annual)

The parameters of assessment for self appraisal shall include, potential for future growth, past achievements and assessment on dimensions of jobs including academic delivery, research orientation, MDP and Consultancy, networking with academic fraternity, publications, discipline, beyond the role contributions, team skills, student focused approach, initiative and leadership skills.

The peer appraisal of the faculty shall also form a part of the feedback policy of the institution. The major parameters of evaluation shall include initiative, team skills, interpersonal skills, training and leadership skills.

The student feedback shall be obtained on subject content and knowledge, learning activities and materials, classroom conduction, lesson structure and placing, content presentation, initiative, classroom discipline, code of conduct, general conduction.

The self appraisal, student feedback and peer appraisal forms shall be reviewed by the Dean through one to one interaction with each faculty twice a year in each semester. The Dean shall then record his/her observations in the Head Assessment Form. The forms shall be further put forth in the Faculty Appraisal Committee meeting held annually. The committee shall discuss each faculty's form/observations and the Self Appraisal Form which shall be an exhaustive assessment tool to assess the faculty on quality of work, personality, productivity and contribution towards institutional growth. The elaborate assessment and quality of assessment parameters in the self appraisal form shall facilitate nominations in training and development programs, identifying the aptitude and thereby allocating responsibilities and potential assessment for Career advancement.

Promotion Revised Pay Scales, Service conditions and Career Advancement Scheme for faculty and equivalent positions:

Institute shall follow the AICTE guidelines for pay scales.

The pay structure for different categories of faculty and equivalent positions are as indicated

below:

Assistant Professor/Associate Professors/Professors

Persons entering the teaching profession in Technical Institutions shall be designated as Assistant Professors and shall be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs.6000. Lecturers already in service in the pre-revised scale of Rs. 8000-13500, shall be re-designated as Assistant Professors with the said AGP of Rs. 6000. An Assistant Professor with completed service of 4 years, possessing Ph. D Degree in the relevant branch / discipline shall be eligible, for moving up to AGP of Rs. 7000.

Assistant Professors possessing Master's degree in the relevant branch / discipline as defined for technical education shall be eligible for the AGP of Rs. 7,000 after completion of 5 years service as Assistant Professor.

Assistant Professors who do not have Ph.D. or a Master's degree in the relevant branch / discipline of a program shall be eligible for the AGP of Rs. 7,000 only after completion of 6 years' service as Assistant Professor.

The upward movement from AGP of Rs. 6000 to AGP of Rs. 7000 for all Assistant Professors shall be subject to their satisfying other conditions as laid down by AICTE.

The pay of the incumbents to the posts of Lecturer (senior scale) (i.e. the pre-revised scale of Rs. 10,000-15200) shall be re-designated as Assistant Professor, and shall be fixed at the appropriate stage in Pay Band of Rs.15600-39100 based on their present pay, with AGP of Rs. 7000.

Assistant Professors with completed service of 5 years at the AGP of Rs. 7000 shall be eligible, subject to other requirements laid down by the AICTE, to move up to the AGP of Rs. 8000.

Posts of Associate Professor shall be in the Pay Band of Rs.37400-67000, with AGP of Rs.9000. Directly recruited Associate Professors shall be placed in the Pay Band ' of Rs. 37400-67000 with an AGP of Rs. 9000, at the appropriate stage in the Pay Band in terms of the conditions of appointment.

Incumbent Lecturers (Selection Grade) who have completed 3 years in the pre-revised pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed in Pay Band of Rs. 37400-67000 with AGP Pay of Rs. 9000 and shall be re-designated as Associate Professor.

Incumbent Lecturers (Selection Grade) who had not completed three years in the pay scale of Rs. 12000-18300 on 1.1.2006 shall be placed at the appropriate stage in the Pay Band of Rs. 15600-39100 with AGP of Rs. 8000 till they complete 3 years of service in the grade of Lecturer (Selection Grade), and thereafter shall be placed in the higher Pay Band of Rs.37400-67000 and accordingly re-designated as Associate Professor.

Lecturers (Selection Grade) in service at present shall continue to be designated as Lecturer (Selection Grade), as the case may be, until they are placed In the Pay Band of Rs. 37,400-67000 and re-designated as Associate Professor.

Assistant Professors completing 3 years of teaching in the AGP of Rs. 8000 shall be eligible, subject to other conditions, that may be prescribed by AICTE as applicable, to move to the Pay Band of Rs. 37400-67000 with AGP of Rs. 9000 and to be designated as Associate Professor.

Associate Professor completing 3 years of service in the AGP of Rs. 9000 and possessing a Ph.D. degree in the relevant discipline shall be eligible to be appointed and designated as Professor, subject to other conditions of academic performance as laid down by the AICTE. No

teacher other than those with a Ph.D. shall be promoted, appointed or designated as Professor. The Pay Band for the post of Professors shall be Rs.37400-67000 with AGP of Rs. 10000.

The pay of a directly recruited Professor shall be fixed at a stage not below Rs. 43000 in the Pay Band of Rs. 37400-67000, with the applicable AGP of Rs. 10000.

Ten percent of the posts of Professors in AICTE approved Institution shall be in the higher AGP of Rs. 12000, however, teachers appointed to the posts shall continue to be designated as Professor. Eligibility for appointment as a Professor in the higher Academic Grade Pay shall be as may be laid down by the AICTE, and such eligibility conditions shall, inter alia, include publications in peer reviewed/ refereed Research Journals, and the requirement of at least 10 years of teaching as Professor and post-doctoral work of a high standard. No person appointed directly as Professor in the AGP of Rs. 12000 shall be fixed at a stage less than Rs. 48000 along with the AGP.

For initial direct recruitment at the level of Associate Professors and Professors, the eligibility conditions in respect of academic and research requirements shall be as may be or have been prescribed by the AICTE, through regulations and as may be laid down by the AICTE.

Discretionary award of advance increments for those who enter the profession as Associate Professors or Professors with higher merit, high number of research publications and experience at the appropriate level, shall be within the competence of the appropriate authority of the concerned Institute or recruiting institution while negotiating with individual candidates in the context of the merits of each case, taking into account the pay structure of other teachers in the faculty and other specific factors.

Pay Scales of Principal/Director:

Appointments to the post of Principal shall be based on the conditions of eligibility in respect of educational qualifications and teaching/research experience laid down by AICTE from time to time. The posts of Principal shall be in the Pay Band of Rs.37400-67000 with AGP of Rs. 10,000, plus a Special Allowance of Rs. 3000 per month. All Principals in service shall be appropriately fixed in the Pay Band with the AGP of Rs. 10000 plus a Special Allowance of Rs. 3000 per month.

Appointment, Appraisal, Development and Promotion of Non-Teaching Staff

All regular appointments in the category of other employees shall be filled in by the Director/ Principal normally, by inviting applications through advertisement in newspapers and website of the institution. The selection shall be done on comparative merit, which shall be judged by the Selection Committee to be constituted by the Director/ Principal. The pay scales and qualifications for such posts also shall be decided by the Director/ Principal.

Institute's hiring process shall include guidelines of minimum qualification that is graduation in any discipline and a post graduate degree in specific domain in case of technical staff and preference shall be given to candidates with post graduate degree and any other diploma or certification course relevant to the profile for non-technical posts.

Staff Appraisal, Development and Promotion

The institute shall adopt both formal and informal feedback and appraisal system for the staff. In addition to the various training programmes focusing on development of skills and competencies of the staff the institute shall follow a regular appraisal system. The staff shall be evaluated on a 180 degree basis with self-evaluation, evaluation by peers and evaluation by superiors. The management shall also encourage informal feedback of the staff from the students. Various parameters on which the staff shall be appraised shall include:

1. Job Description
2. Achievements
3. Competency for future growth
4. Quality of work and productivity
5. Team working and supervisory skills
6. Learning ability
7. Contribution to institutional growth and welfare activities

The informal feedback shall be obtained on a regular basis while the formal feedback involving staff self-appraisal, peer staff appraisal and supervisor staff appraisal forms shall be administered annually.

The formal system of appraisal of the institute shall be conducted by administering the following on an annual basis:

1. Self-Appraisal Form
2. Peer Appraisal Form
3. Supervisor Appraisal Form

The forms are administered in the second week of February every year and the appraisers including self, peer and the supervisors have to submit the filled in forms by 20th of March. The forms are then reviewed by the supervisor and forwarded to the Staff Appraisal Committee by the third week of March for necessary action. Feedback to the concerned staff is given on a one-to-one basis by the supervisor. A copy of the filled-in forms along with the remarks of the supervisor and observations of the committee form a constituent of the personal file. The identified areas of improvement form an input to the training programme conducted twice a year. The observations of the committee and the supervisors are provided as feedback to the staff. The same data also finds its application at the time of promotion.

The management at ISIMTC maintains the appraisal records and documents for future reference and staff assessment.

Staff Development

The institute shall provide a learning environment to its staff by the following means:

1. Training programmes / workshops specific to job areas.
2. Development programmes catering to their overall development.
3. Lectures on creating awareness and belongingness of the staff to include topics such as institute's vision and mission, expansion plans and ethical working etc.

Pay Scales and Career Advancement Scheme for Librarians etc:

Assistant Librarian/ Librarian:

Assistant Librarian/Librarian in the pre-revised scale of pay of Rs. 8000-13500 shall be placed in the Pay Band of Rs.15600-39100 with AGP of Rs. 6000.

All the conditions of eligibility and academic qualifications laid down by the AICTE shall be applicable for direct recruitment of Assistant Librarian/Librarian.

Assistant Librarian (Sr. Scale)/Librarian (Sr. Scale)

The posts of Assistant Librarian (Sr. Scale)/Librarian (Sr. Scale) in the pre- revised scale of pay of Rs. 10000-15200 shall be placed in the Pay Band of Rs. 15600- 39100 with AGP of Rs.7000.

Assistant Librarian/Librarian possessing Ph.D. in Library Science at the entry level, after completing service of 4 years in the AGP of Rs.6000, and if otherwise eligible as per guidelines laid down by the AICTE shall be eligible for the higher AGP of Rs. 7000 within the Pay Band of Rs. 15600-39100.

Assistant Librarian/Librarian, not possessing Ph.D. but only M.Phil in Library Science at the entry level after completing service of 5 years in the AGP of Rs. 6000, if otherwise eligible as per guidelines laid down by the AICTE, shall become eligible for the higher AGP of Rs. 7000.

After completing service of 6 years in the AGP of Rs. 6000 Assistant Librarian/ Librarian without the relevant Ph.D. and M. Phil shall, if otherwise eligible as per guidelines laid down by the AICTE move to the higher AGP of Rs. 7000.

The pay of the existing Assistant Librarian (Sr. Scale)/Librarian (Sr. Scale) in the pre-revised scale of pay of Rs. 10000-15200 shall be fixed in the Pay Band of Rs. 15600-39100 with AGP of Rs. 7000 at an appropriate stage based on their present pay, Deputy Librarian/Assistant Librarian (Selection Grade)/Librarian (Selection Grade) Deputy Librarians who are directly recruited shall be placed in the Pay Band of Rs. 15600-32100 with AGP of Rs. 8000 initially at the time of recruitment.

On completion of service of 5 years, Assistant Librarian (Sr. Scale) /Librarian (Senior Scale) shall be eligible for the post of Deputy Librarian / equivalent posts in Pay Band of Rs. 15600-39100, with Academic Grade Pay of Rs.8,000, subject to their fulfilling other conditions of eligibility (such as Ph.D, degree or equivalent published work etc. for Deputy Librarian) as laid down by the AICTE. They shall be designated as Deputy Librarian/ Assistant Librarian (Selection Grade)/Librarian (Selection Grade), as the case may be.

The existing process of selection by a Selection Committee shall continue in respect of promotion to the post of Deputy Librarian and their equivalent positions.

Career Advancement Scheme for other Non-teaching staff:

(a) On completion of 3 years' of service in a particular post/ scale and on satisfactory performance as per the annual appraisal, the immediate higher scale will be awarded.

(b) After first higher scale is awarded, the second immediate higher scale will be awarded on completion of 5 years.

(c) Thereafter, the higher scale will be awarded every 5 years.

The above benefits will be purely on screening and performance appraisal and will be applicable upto the level of Superintendent and equivalent.

The paramount consideration for the appointment or promotion of an employee shall be the necessity for securing the highest standards of efficiency, competence and integrity.

(a) The terms of appointment shall provide for termination by a notice on either side of normally three months for the employee working on confirmed basis, one month if working on probation and seven days for the employee working on adhoc basis. If anybody desires to be relieved prior to the completion of the notice period, will be required to pay to the Institute an amount equal to his/her salary and allowances for the full notice period. However, the Director/ Principal will have the right to waive this requirement in exceptional cases.

Provided however, that it will be mandatory for the faculty to complete his/ her teaching assignment in the respective term or semester, and he/ she will be relieved only after completion of such assignment.

(b) Unless waived in part or in full by the appointing authority, there will be a probationary period of two years. At the end of the probationary period, it may be extended by the appointing authority for a period upto one year.

Terms & Conditions of Appointment: The appointment shall be made subject to the following terms:

An employee shall not, without the previous permission of the Director/Principal, be engaged directly or indirectly in any trade, business or occupation or any other remunerative or non-remunerative commitment.

Besides appointments in regular scale, the appointments of the faculty and other employees may be made on fixed term on adhoc basis. These appointments will carry a lump sum salary or salary in the scale. Fixed term appointees are eligible for proportionate annual vacation / earned leave, casual leave. In case a fixed term appointment gets converted into a regular appointment, the continuity of service will be reckoned from the date of commencement of the term of appointment. These appointments will be done by the competent authority as per regulation related to Delegation of Powers.

Workload and Job Responsibility

(a) Workload for faculty working in the Institute:

Workload of a faculty shall not be less than 40 hours a week, of which teaching contact hours shall be as follows:

Director/Principal	4 hours / week
Professors	12 hours / week
Associate Professors	14 hours / week
Assistant Professors	16 hours / week

The detailed job responsibilities for all the faculty shall be decided from time to time on the lines of AICTE/ UGC.

The teaching contact hours of faculty selected / promoted shall remain the same as those of the substantive post they occupy.

The Work plan of the teaching staff shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution. Faculty shall be present in the institution during the working hours

unless engaged in official work outside.

(b) The workload and the job responsibilities for the faculty working in the International School of Informatics and Management Technical Campus shall be normally on the lines of All India Council for Technical Education norms. However, the same shall be decided by the Dean – Management Studies on the approval of the Principal/Director of the institute.

(c) Provided however, that the provision mentioned above regarding scale of pay, career advancement scheme, workload etc. shall be subject to revision, on the basis of the guidelines of the AICTE/ UGC from time to time.

Leave and Vacation for the Faculty/Staff of the Institute:

S.No	Type of Leave	Duration	Purpose	Remark
1.	Casual Leave (It cannot be combined with any other leave)	12 days per year	Personal work etc.	Absence limited upto 12 days including prefix, suffix and intervening holidays. But prefix, suffix, intervening holidays shall not be counted as CL
2.	Special Casual Leave under (IC & SR) norms	6 days p.m	Visit in connection with consultancy & sponsored research activities.	
3.	Special Casual Leave (Without institute financial assistance)	15 days per year	To attend: <ul style="list-style-type: none"> National/Int. national conferences within India/Abroad to present paper/chairing a session (No paper credits) Committee meetings (not treated as on duty) 	
4.	On Duty (Holidays can be prefixed/suffixed)	Duration of Conference plus upto a maximum of two days.	To attend: <ul style="list-style-type: none"> National/Int. national conferences within India/Abroad to present paper (3 paper credits) with institute financial assistance. Serve on committees/evaluation of specific academic research activities at the instance of MHRD/AICTE with/without institute finance. Meetings of AICTE without Institute finance. 	
5.	Half-Pay Leave (HPL) (20 days for each year for each completed year of service)	10 days credit for every six months	Medical grounds/Private affairs	
6.	Commutated Leave (Based on medical certificate)	-	Medical Grounds Study Purpose	Twice the amount of commuted leave granted will be debited against HPL Commutated upto 180 days during the entire service . (EL and commuted leave together should not exceed 240 days.
7.	Earned Leave (can be combined with any leave and also can be prefixed and suffixed with holidays but	EL can be availed upto a maximum of 180 days at a stretch.		Accumulated upto 300 days only.

intervening holidays will be treated as EL)			
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Formula for calculating EL:

Non vacation staff:
30 days per year (15 days for every six months)
Vacation staff:
Entire vacation 30 days
Part of vacation
 $30 * (\text{Duty period during vacation} / 60)$

S.No	Type of Leave	Duration	Purpose	Remark
8.	Vacation (It can be suffixed and prefixed with holidays EL/HPL)	Winter vacation period: 10 Days Summer vacation period: 30 Days	-	Teachers can avail 30 days in an academic year partly in winter and summer period or entire 30 days in a summer period. New faculty join in the summer vacation is not eligible for summer vacation.
9.	Extraordinary Leave (EoL) (eligible after 5 years continuous service)	4 years during the entire service & limited to 2 years on one occasion	<ul style="list-style-type: none"> Short/long term assignments in India/ Abroad Higher Studies Research Activities Fellowship Sickness/medical certificate 	EOL of 1 year for 5 years of qualifying service. For availing of academic fellowship EOL may be permitted of 90 days.
<p>Formula for calculating eligible period of EOL:</p> <p>Total period of service from the date of joining : n years Total period of Sab leaves (Excluding leaves on credit) : a years Total no of EOL availed : b years (Other than leave on medical, higher studies and leave at credit) EOL availed for study leave : c years</p> <p>Eligible period for EOL (Excluding leave at credit)</p>				
10.	Maternity Leave	Maternity: 180 days Miscarriage: 6 weeks	Maternity/Miscarriage	Not to be debited to leave account. Can be combined with any other leave except CL
11.	Hospital Leave	-	Injury/illness directly due to risk incurred in the course of official duty.	Not to be debited to leave account. May be combined with any other leave upto a max. of 28 months .
12.	Quarantine Leave	21 days (+ 9 days)	To attend dependent in the family suffering from infectious disease.	
13.	Leave not due	360 days (Including 180 days on private affairs)	Medical grounds/private affairs	Entitled to only half pay. Will be debited in the HPL accrued later.
14.	Sabbatical	Minimum of 6	Research work, writing	To furnish a bond to serve the institute for 3

Leave	months and Maximum of 1 year at a time incl. vacation (In addition, eligible for 120 days leave at credit)	text books & visiting industrial concerns of Govt., University, Industry or Govt. Research Laboratories in India/Abroad. Not eligible for regular (salaried) appointment but can receive scholarship, fellowship, bursary or any other honorarium.	years on return to duty. Maximum of 15% of sanctioned strength of faculty members of a Dept. is eligible at a time. 15% rule does not apply to the faculty members who are 53 and above years of age.
For any short and long leave of the following duration, <u>undertaking</u> has to be given to serve for the following period noted against each.			
Duration of leave		Period of service to be put in the institute	
More than 1 month and upto 8 months		One year	
Above 8 months and upto 15 months		Two years	
Above 15 months		Three years	

Research assistance:

The institute shall extensively promote Research and Development environment through funding support and infrastructural support.

Funding Support shall include:

- Seed Amount
- Financial assistance for research activities
- Financial assistance to participant in national/international conferences

Infrastructural Support shall include:

- Wi-Fi Campus
- State of the art Computer Labs well equipped with the requisite research softwares
- Well stacked library with a rich collection of National and International Journals, reference books and on-line resources

Academic Leaves for Research purpose:

S.No.	Type of Leave	Duration	Purpose	Remarks
1.	Special Casual Leave Under (IC & SR) Norms	6 Days per month	Visit in connection with consultancy & sponsored research activities	
2.	Special Casual Leave (without institute financial assistance)	15 days per year	To attend: <ul style="list-style-type: none"> • National / International Conferences within India / Abroad to present paper / chairing a session (No paper credits) • Committee meeting (not treated as on duty) 	

			<ul style="list-style-type: none"> • Ph.D Viva 	
3.	Onduty (Holidays can be prefixed / suffixed)	Duration of Conference plus upto a maximum of two days	<p>To attend:</p> <ul style="list-style-type: none"> • National / International conferences within India / Abroad to present paper (3 paper credits) with institute financial assistance. • Serve on committee / evaluation of specific academic research activities at the instance of MHRD / AICTE with / without institute finance. • Meeting of AICTE without institute finance. 	
4.	Commuted Leave (based on medical certificate)		<p>Medical ground</p> <p>Study purpose</p>	Twice the amount of commuted leave granted will be debited against HPL. Commuted upto 180 days during the entire service (EL and commuted leave together should not exceed 240 days).
5.	Extraordinary leave (EoL) (eligible after 5 years continuous service)1:5	4 years during the entire service & limited to 2 years on one occasion.	<ul style="list-style-type: none"> • Short / long term assignment in india / abroad • Higher studies • Research activities • Fellowship • Sickness / medical certificate 	EOL of 1 year for 5 years of qualifying service. For availing of academic fellowship other than DAAD fellowship f/m may be permitted EOL upto 90 days.
6.	Sabbatical leave (Every 6 years of continuous service as faculty member)	Minimum of 6 months & Maximum of 1 years at a time incl. Vacation (in addition eligible for 120 days leave at credit)	<p>Research work, writing text book & visiting industrial concerns of Govt. University, Industry or Govt Research Laboratories in India / Abroad.</p> <p>Not eligible for regular (salaried) appointment but can receive scholarship, fellowship, bursary or any other honorarium.</p>	To furnish a Bond to serve the institute for 3 years on return to duty Maximum of 15% of sanctioned strength of faculty member of a Dept. is eligible at a time. 15% rule does not apply

				to faculty members who are 53 and above years of age.
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Welfare Facilities:

The institute shall provide an enabling environment for professional and personal growth of the faculty by providing academic, research & development and infrastructural support.

The professional development policy shall focus on developing the faculty into academicians of high caliber with the right academic and research & development attitude.

Teaching, learning and research shall be strengthened at the institute through:

- Academic budgetary allocations for research, training, faculty development programmes and participation in seminars/ workshops/ conferences.
- Career Planning for the faculty
- Academic Leaves and Grants
- Participation and conduct of faculty induction and orientation programs
- Provision for Research Assistant Fund

The faculty shall also have access to the following facilities:

- Separate air-conditioned rooms / cabins with individual computers.
- CUG mobile phone facility.
- Crèche facility.
- Letter of appreciation for commendable services.
- Video conferencing facility.

The institute shall create an environment for the faculties to take up consultancy projects. The revenue generated from such projects shall be shared by the institute and the faculty in the ratio of 30:70 after deducting TDS @ 10%.

FDP-

Guidelines for Conducting Faculty Development Programme

Faculty and staff members are liable to undergo such training/induction/refresher/FDP Programmes/Courses for such periods and undertake such examinations/seats as prescribed by the management from time to time.

Faculty Development Programmes (FDP) shall aim at equipping teachers with skills and knowledge that are essential for inculcating managerial values in students and guiding and monitoring their progress towards a better career.

Working Days

Institute shall remain open for six days a week. However the faculty has the facility of flexi days as per their teaching schedule subject to approval of the competent authority.

Working Hours

The working hours for faculty and staff shall be from 8.30 a.m. to 4.00 p.m.

Lunch break will be observed from 12.40 p.m. to 1.25 p.m.

Working beyond Office Hours

All faculties and staff required to work after working hours can do so, only after prior permission from the Head of the Department. The intimation of the same shall be made available at the security gate and also to the administration department.

Movement out of the Premises Faculty and staff, who are required to go out on official duty, shall obtain the gate pass duly signed by the principal.

Those who wish to go for personal reasons shall obtain the short leave slip/gate Pass. Short leave may be availed by them for 2Hrs twice in a month. The slip is to be duly signed by the principal.

By order of the Institute,

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Secretary General

SCHEDULE

S.No.	Categories of Employees	Disciplinary Authority		Appellate Authority/Reviewing Authority	
		For imposing minor Penalties	For imposing major penalties	In respect of minor penalties	In respect of major penalties
1	2	3	4	5	
CLASS I POSTS					
1.	Director	Chairman, Board of Management	Board of Management	Board of Management	General Body
2	Principal	Director	Board of Management	Chairman, BOM	BOM
3	Registrar-cum-Controller of Examinations	Director	Board of Management	Chairman, BOM	BOM
4	Advisor/Professor/Dean	Director	Board of Management	Chairman, BOM	BOM
5	Associate Professor	Director	Board of Management	Chairman, BOM	BOM
6	Sr. Asstt Professor	Director	Board of Management	Chairman, BOM	BOM
7	Assistant Professor	Principal	Board of Management	Director	BOM
8	Lecturer	Principal	Board of Management	Director	BOM
9	Asstt. Lecturer	Principal	Board of Management	Director	Chairman, BOM
10	Instructor	Prinacipal	Board of Management	Director	Chairman, BOM
11	Office Administrator	Director	Board of Management	Chairman, BOM	BOM
12	Section Officer	Director	Board of Management	Chairman, BOM	BOM
13	Placement Officer cum Counsellor	Director	Board of Management	Chairman, BOM	BOM
14	Graphic Designer	Director	Board of Management	Chairman, BOM	BOM
15	Web Master	Director	Board of Management	Chairman, BOM	BOM
CLASS II POSTS					
16	Accountant	Office Administrator	Registrar	Registrar	Director
20	Account Assistant	Office Administrator	Registrar	Registrar	Director
21	Demonstrator	Professor/Dean	Principal	Principal	Director
22	AV Assistant	Professor/Dean	Principal	Principal	Director
23	Lab Assistant	Professor/Dean	Principal	Principal	Director
24	Assistant Librarian	Office Administrator	Registrar	Registrar	Director
25	Lab Technician	Professor/Dean	Principal	Principal	Director
CLASS III POSTS					
25	P.A. to Director	Director	Director	Chairman, BOM	Chairman, BOM
26	Office Assistant Cum Steno	Office Administrator	Director	Director	Chairman, BOM
27	Office Assistant	Office Administrator	Director	Director	Chairman, BOM
CLASS IV POSTS					
28	Library Attendant	Office Administrator	Office Administrator	Registrar	Registrar
29	Book Lifter	Office Administrator	Office Administrator	Registrar	Registrar
30	Carpenter	Office Administrator	Office Administrator	Registrar	Registrar
31	Electrician	Office Administrator	Office Administrator	Registrar	Registrar