



Marian International Institute of Management
Kuttikkanam

GROW WHILE YOU SERVE

HR POLICY
&
EMPLOYEE SERVICE RULES

THE MIIM FACULTY (CONDITIONS OF SERVICE) RULES, 2014

CHAPTER – I

SCOPE, DEFINITION AND COMMENCEMENT

1.1 LATITUDE

- a) Notwithstanding anything contained in the Notification establishing the Marian International Institute of Management (MIIM), the first Rules, Bye-laws and Regulations of the Institute shall be made by the Governing Board.
- b) No Regulation, Rule and Bye law of the Institute may be altered, amended and added to by these Rules and Bye-laws shall be given effect to without the prior approval of the Management and the Governing Board.
- c) The MIIM Faculty (Conditions of Service) Rules, 2018 cover rules, procedures, schemes, benefits, obligations and duties and code of conduct governing the faculty of the Institute including all terms and conditions arising from or relating to the relationship of MIIM faculty with the management, that is, the Marian International Institute of Management.
- d) These shall come into force on 1st October 2018. These rules will supersede all rules in effect till 30th September, 2018.

1.2 APPLICABILITY

These Rules shall apply to the teaching staff of the Institute appointed as Assistant Professor, Associate Professor and Professor and to any other employee whom the Management may, from time to time, declare as teaching staff, irrespective of whether the appointment is prior or subsequent to 1st October, 2018.

1.3 DEFINITIONS

In these rules, unless the context otherwise requires:

- i. **“Academic Year”** means June 1st to May 31st of the succeeding year
- ii. **“Administrator”** is the Treasurer of the Institute
- iii. **“Board”** means the Governing Board of the Institute.
- iv. **“Chairman”** means the Chairman of the Governing Board, who is also the Manager of the Institute.
- v. **“Dean(Academics)”** means the Dean in-charge of Academics of the Institute.

- vi. **“Dean(External affairs)”** means the Dean in-charge of connecting with outside stakeholders like parents, University, companies,etc.
- vii. **“Dean(Student Affairs)”** means the Dean in-charge of Student affairs
- viii. **“Director”** means Director of the Institute.
- ix. **“Disciplinary Action”** means either a minor/major penalty or disciplinary action as described in Clause 3.3 but does not include the following in particular:
 - [a] Non-promotion after consideration of the case for promotion;
 - [b] Reversion to the substantive post from a higher officiating post, on the ground of unsuitability or on administrative grounds;
 - [c] Discharge from service of a person on probation on his first appointment, or, reversion of a promoted person on probation; and
 - [d] Termination of services where the appointment is purely on temporary basis or contract basis, in terms of the appointment or contract respectively.
 - [e] Compulsory retirement in terms of clause 2.6.2.
- x. **“Disciplinary Authority”** means the Principal in case of minor penalties and the Chairman in case of major penalties.
- xi. **“Institute”** means Marian International Institute of Management, Kuttikkanam.
- xii. **“Manager”** means the person appointed by the Management who is responsible for engaging, supervising (general), controlling (general) and motivating employees and for directing the progress of the Institute to accomplish goals and objectives by using available resources efficiently and effectively.
- xiii. **“Management”** shall mean the Catholic Diocese of Kanjirapally headed by its ruling Bishop.
- xiv. **“Misconduct”** includes transgression or violation of any rule or instruction or order, negligence, offences involving moral turpitude and acts of omission or commission, which are prejudicial to the interests of the Institute.
- xv. **“Principal “** means Principal of the Institute
- xvi. **“Staff”** means any person appointed by the Institute other than teachers of the Institute
- xvii. **“Student”** means a full-time or part time student receiving instruction or carrying on research in any branch of study of the Institute

1.4 POWER TO IMPLEMENT RULES

The Director with the permission of the Governing Board may, from time to time, issue such directions or instructions as may be necessary to give effect to and carry out the provisions of these rules and in order to secure effective control and management.

1.5.1 OVERVIEW OF MARIAN INTERNATIONAL INSTITUTE OF MANAGEMENT

Marian International Institute of Management (MIIM) was established by the Peerumedu Development Society (PDS) in 2011 in recognition of the vital need to develop world class management professionals for the globalized economy. The Institute is approved by the All India Council for Technical Education (AICTE), New Delhi with a sanctioned intake of 120 students in the 2 year full time regular MBA course. It is affiliated to Mahatma Gandhi University, Kottayam, Kerala. The Institute is managed by the Catholic Diocese of Kanjirapally.

1.5.2 Vision

- To become an Institution of excellence by nurturing responsible global leaders for a sustainable future.

1.5.3 Mission

- Offer an enriching learning experience to aspiring managers, developing confidence, professional competence and a global mindset in them.
- Develop leadership qualities and entrepreneurial spirit among future managers, helping them in their personal growth in order to realize their full potential.
- Foster spiritual and humane values along with ethical principles and social sensitivity.
- Promote research and disseminate knowledge through quality publications.
- Provide training, consultancy and research programmes in Management in collaboration with regional, national or international agencies / institutions.

1.5.4. Values

- Integrity and Honesty

- Transparency and Accountability
- Respect for Individuals
- Commitment and Dedication
- Concern for Quality
- Social, Ecological and Ethical Sensitivity

1.5.5 QUALITY POLICY

The entire team of Marian International Institute of Management is fully devoted to disseminate and impart state-of-the-art knowledge through teaching and learning processes, innovations and research by which all the students and staff are expounded as noble citizens who are fully committed to provide utmost quality service to all the stakeholders by upholding the human and social values of life”

1.5.6 ACADEMIC MANAGEMENT

MIIM makes every effort to set a model of working as a team and taking the institution and its activities to greater heights. The management follows the norms laid down by the AICTE regarding the staff pattern, minimum qualifications, pay scales and job responsibilities to pool the talents in fields of management, engineering science and technology.

Academic and administrative activities of the institution are planned and instituted/ implemented by the faculty council headed by the Director.

1.5.7 TEACHING AND LEARNING PROCESSES

- The institution aims to have at least 240 full working days per year.
- Workload of a teaching faculty should not be less than 44 hours a week.

The work plan for faculty shall ensure, in the most productive manner, the utilization of stipulated 44 working hours per week, with regard to the roles, jobs and targets assigned to them by the Principal. They shall be present in the institution during the working hours unless engaged in official work outside.

CHAPTER II

APPOINTMENTS, PROBATION, PROMOTION AND TERMINATION OF SERVICE

2.1 APPOINTMENT

The Management shall be competent to institute adequate Directorship, Principal, Deans, Professorships, Associate Professorship, Assistant Professorship and such other teaching and research posts required by the Institute on the recommendation of the Governing Board on the basis of the proposals of the Director and Manager from time to time.

They shall be appointed by the Manager on the advice of the selection committee appointed for such purposes as per the Rules of the Institute

2.2 APPOINTING AUTHORITY

Appointments including promotions shall be made by the Manager subject to the approval of the Governing Board. Such approval by the Board may be ex-post-facto in case of urgency.

2.3 FACULTY

The faculty shall consist of such employees who occupy teaching positions in the Institute such as Professor, Associate Professor, Assistant Professor, others such as Visiting Fellow, Visiting Faculty, Adjunct Faculty, Consulting Faculty and also such other posts as the Board may, from time to time, determine. All faculty appointments are contractual in nature, unless otherwise decided by the Governing Board.

2.3.1 With effect from the date of coming into force of these rules, the qualifications for different categories of posts shall be :

- i. **Assistant Professor** –First Class MBA or equivalent (in terms of Grades etc.) with a very good academic record throughout and at least 2 years teaching/research/industrial experiences. Other PG degrees may also be considered for teaching special subjects like Maths and statistics. Teaching experiences shall be with Institutes or institutes affiliated to universities or approved by the AICTE.
- ii. **Associate Professor** - PhD, with First Class MBA or equivalent (in terms of Grades etc.) with a very good academic record throughout and minimum of 8 years teaching/research/industrial experience of which at least 3 years should be at the level of Assistant Professor. Teaching experience shall be with Institutes or institutes affiliated to universities or approved by AICTE.

- iii. **Professor** - PhD, with First Class MBA or equivalent (in terms of Grades etc.) with a very good academic record throughout and minimum of 10 years teaching/research/industrial experience of which at least 5 years should be at the level of Associate Professor. Teaching experience shall be with Institutes or institutes affiliated to universities or approved by AICTE.

2.3.2 An outstanding management professional/technocrat working with industry and with established reputation and who has made significant contribution to knowledge but not having a Ph.D. degree, may also be considered for appointment to the post of Associate Professor/Professor as the case may be on contract basis.

2.3.3 The Scales of pay of the teaching and research posts shall be, as may be determined by the Governing Board from time to time.

2.4 METHOD OF RECRUITMENT

2.4.1 Every year, one month before the academic session begins, the Director shall assess the requirements of the Institution as regards new faculty positions and forecast the vacancies in different grades.

2.4.2 After the vacancies are assessed by the Director with the approval of the Manager, he will proceed to fill up the same in the manner following.

[a] The details of procedure to be followed in the matter of filling up of vacancies (Such as advertisement of the vacancies, inviting applications, unsolicited applications, consulting the Area faculty, manner of conducting interview of the prospects recommended by the Area faculty, through seminars or otherwise, and consultation with the Faculty Review Committee etc. as the case may be), shall be decided by the Director in consultation with the Manager. The Dean (Academics) shall compile a list of eligible candidates to be placed before the Selection Panel.

There will be a 30 minutes seminar for each candidate. It will be evaluated by all the MIIM faculty members available on the campus.

[b] The Interview Panel for the selection of the candidates shall consist of the Manager, the Director, the Principal, the Dean (Academics), the Dean (Administration), and may also include one expert from outside decided by the manager.

[c] The Selection Panel may recommend to the Governing Board advance increments in the relevant scale in favour of a candidate selected by them for appointment, which possesses higher qualifications and/or is of exceptional merit.

[d] The minimum requirements of qualifications and/or experience may be relaxed in respect of exceptionally outstanding candidates with the approval of the Governing Board.

[e] The management will check employment history as well as the background of the candidate before the official appointment.

2.5 PROBATION & CONFIRMATION

2.5.1 Initial Appointment

Period of initial appointment of all teachers selected for appointment (other than appointed on contract or term basis) shall be for a period of One Year from the date of joining duty in the service. Persons appointed to any level of the teaching staff/ positions shall, on the first appointment in the Institute's service, be required to be on probation for a period of one year from the date of joining the service. The Appointing Authority may, at its discretion, dispense with, reduce or extend the probation period. The period of probation shall continue unless the Appointing Authority confirms his service in writing.

- a) On successful completion of the period of probation, and if found suitable for the post, the incumbent appointed shall be confirmed in the Institute's service by the Manager and shall be communicated by a written order in this effect
- b) If during and/or on the expiry or extended period of probation, the Management or the Governing Board decides that the incumbent is not suitable for the post in which he/she is appointed, the appointment will be terminated
- c) The appointing Authority shall collect the performance review of the newly joined faculty/staff periodically.

2.5.2 At the time of joining the candidate has to submit copies of all Academic Qualification Certificates as well as the copy of relevant documents.

2.5.3 During the period of probation or extended period of probation, a faculty shall be liable to be discharged from service without any notice and without showing any reason. On satisfactory completion of the probation period, the Appointing Authority, after consulting the Faculty Review Committee, will issue a letter of confirmation to the concerned faculty.

2.5.4 A faculty promoted to a higher post shall be treated as on probation in the higher post for a period of six months, provided that the Appointing Authority may, at its discretion, extend the period of probation for any period not exceeding six months. However, in the absence of any written order of confirmation, there would not be any automatic confirmation but the faculty would be deemed to be continuing on probation.

- 2.5.5** Such a person on probation shall be liable to be reverted without notice at any time and without showing any reason.
- 2.5.6** During the period of probation, the faculty who is promoted retains his lien on his lower post and the period shall count as permanent service for all purposes.
- 2.5.7** Eligibility for Promotion: The requirements for promotion to higher grades will be subject to the needs of the Institute, the availability of vacancies, and the approval of the Governing Board.

2.6 PROMOTION POLICIES

2.6.1 From Assistant Professor to Associate Professor

- a) Minimum of 8 years experience in teaching and/or research and/or industry of which at least 2 years of post-PhD experience is desirable. Faculty, not having Ph.D., but with exceptionally good performance in teaching, publication and training are eligible to be promoted as Associate Professors. However, the concerned faculty should have at least registered for Ph.D. and should complete within 2 years after being promoted as Associate Professor. Any further delay in completing the Ph.D. would cause delay in further promotion and may also lead to withholding of increments.
- b) Demonstrated ability in teaching during the past 5 years at MIIM or during the past two to three years stay at MIIM for individuals who are recruited from other institutes or from industry.
- c) High quality research and publication during the last 5 years at MIIM or during the last two to three years stay at MIIM for individuals who are recruited from other institutes or from industry. In order to be eligible for promotion to the level of Associate Professor, it is essential to have

At least one peer-reviewed publication per year in reputed national journals during the last 5 years at MIIM or during the last two to three years stay at MIIM for individuals who are recruited from other institutes or from industry. Or

At least two peer-reviewed international publications in reputed journals during the last 5 years at MIIM or one international publication during the last two to three years stay at MIIM for individuals who are recruited from other institutes or from industry.

- d) Proven track record in conducting Management Development Programs and / or In-Company Training Programs during the past 5 years stay at MIIM or during the last two to three years stay at MIIM for individuals who are recruited from other institutes or from industry
- e) Proven track record in Consulting during the last 5 years at MIIM or during the last two to three years stay at MIIM for individuals who are recruited from other institutes or from industry.
- f) It is desirable to have created intellectual property such as training manuals, teaching materials, innovative tools, techniques recognized and appreciated by the students, executives, peers and industry, etc.
- g) It is desirable to have contributed to the development of the Institute through administrative roles and responsibilities.
- h) Faculty members are expected to fulfill the minimum requirements in teaching, research and publication in order to be eligible for promotion. However, it is desirable that faculty members excel in any of the two areas mentioned above such as teaching and training or teaching, research and publication or teaching and consulting, etc. in order to be considered eligible for promotion to the level of Associate Professor.
- i) In exceptional cases, any of the above criteria, i.e., (c) to (h) may be relaxed by the Manager in consultation with the Director.

2.6.2 From Associate Professor to Professor

- a) PhD is mandatory for promotion to the position of Professor with at least 3 years of post- doctoral teaching experience. However, promotion to the position of Professor without PhD can be considered for a faculty with exceptional track record in teaching, and publications, research or consultancy or MDP /In-Company training programs or contribution to the Institute's development through administration in key areas. Such promotions are exceptional and they are subject to the prior approval by the Governing Board of Governors.
- b) Minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor.

- c) Demonstrated ability in teaching during the last 5 years at MIIM or during the last two to three years stay at MIIM for individuals who are recruited from other institutes or from industry.
- d) High quality research and publication during the last 5 years at MIIM or during the last two to three years stay at MIIM for individuals who are recruited from other institutes or from industry.

In order to be eligible for promotion to the level of Professor, it is essential to have:

At least one peer-reviewed publication per year in reputed national journals during the last 5 years at MIIM or during the last two to three years stay at MIIM for individuals who are recruited from other institutes or from industry. Or

At least two peer-reviewed international publication in reputed journals during the last 5 years at MIIM or one international publication during the last two to three years stay at MIIM for individuals who are recruited from other institutes or from industry.

- e) Proven track record in conducting Management Development Programs and / or In-Company Training Programs during the last 5 years stay at MIIM or during the last two to three years stay at MIIM for individuals who are recruited from other institutes or from industry.
- f) Proven track record in Consulting during the last 5 years at MIIM or during the last two to three years stay at MIIM for individuals who are recruited from other institutes or from industry.
- g) It is desirable to have created intellectual property such as training manuals, teaching materials, innovative tools, techniques recognized and appreciated by the students, executives, peers, industry, etc.
- h) It is desirable to have contributed to the development of the Institute through administrative roles and responsibilities.
- i) Faculty members are expected to fulfill the minimum requirements in teaching, research and publication in order to be eligible for promotion. However, it is desirable that faculty members excel in any of the two areas mentioned above such as teaching and training or teaching, research and publication or teaching and consulting,

etc. in order to be considered eligible for promotion to the Professor level.

2.6.3 Appointment to a higher post will be made by open recruitment and the present faculty will be eligible to apply.

2.7 EMPLOYMENT EXIT POLICIES

2.7.1 A faculty, other than a faculty on probation, shall not leave or discontinue his service in the Institute without first giving notice in writing to the Director of his intention to leave or discontinue his service. The period of notice required shall be three months. Such notice period may be waived in part or in full by the Manager at his discretion. Unless due notice is served or notice is waived, the faculty shall be liable to pay to the Management as compensation a sum equal to his salary for the period of notice required of him.

2.7.2 [a] The Manager may, after consulting the Governing Board, terminate the service of any permanent faculty at any time by giving three months' notice or 50% of salary in lieu thereof.

[b] The services of a faculty may also be terminated if he becomes of unsound mind or adjudged insolvent or is convicted of any offence involving moral turpitude. Decision of the Director on whether an offence involves moral turpitude shall be final, subject to the order of the Governing Board in appeal.

[c] The Manager may, after consulting the Governing Board, terminate the service of a faculty who abandons his post. Abandonment means absenting from duty without leave or overstaying leave, for a continuous period of 90 days without any intimation thereof in writing.

2.8 RETIREMENT POLICY

A faculty shall retire on completion of age 65 but the Manager may appoint a person on or after his retirement, subject to prior approval of the Governing Board, on contractual basis, in exceptional cases where the services of such person is needed for the Management. However, the contract period does not extend beyond the date when such person completes 70 years of age.

2.9 VRS POLICY

At any time after completion of 55 years of age an employee may be permitted to retire provided he gives 3 months' notice to the Manager through to the Director of his intention to retire. Such notice may be waived in part or in full by the Manager at his discretion.

2.10 A no-due certificate (available from the office) obtained and be submitted along with resignation/ VRS/ Retirement letter to process the application for resignation.

CHAPTER III

CONDUCT, DISCIPLINE, PENALTIES AND APPEALS

3.1 GENERAL INSTRUCTIONS

(a) Working Hours

The working hours of the institute will be from 08.30 AM - 08: 00 PM Monday to Saturday.

(b) Faculty Reporting time

Monday to Saturday: 08.30 AM - 08: 00 PM. However, individual faculty members need to be present only for 44 hours a week depending on their class schedules.

(b) Handling Subject

All faculties are requested to prepare the course plan of the allocated subjects/ courses and finish all the modules within the time frame given by the MG University.

(c) Dress Code

All staff members are requested to maintain a formal dress code in the MIIM campus.

(d) Relationship with students and colleagues

All staff members are expected to maintain a healthy and professional relationship with colleagues and students during your employment period in MIIM campus.

(e) **Number of working days:** MIIM is having a residential program and therefore all faculty members have to be present in the Institute for 220 days in a year.

3.1.1 Every teaching staff of the Institute shall at all times maintain absolute integrity and devotion to duty, shall conform to and abide by these Rules and shall observe, comply with and obey all orders and directions which may, from time to time, be given to him/her in the course of his official duties by any person or persons under whose jurisdiction, superintendence or control he/she may, for the time being, be placed.

3.1.2 No faculty shall, by any express or implied act of omission or commission, do anything, which may have the effect of compromising the interest, aims and objects of the Institute or embarrassing the relationship of the Institute with any government or agency.

- 3.1.3** Every faculty shall endeavour to attain and maintain a collegial atmosphere and a learning environment that foster academic and research initiative and excellence.
- 3.1.4** No faculty shall give directly or indirectly any official materials, document or information to any person to whom he is not authorized to do so.
- 3.1.5** No faculty shall disclose any information internal to the Institute to persons not connected to the Institute.
- 3.1.6** No faculty shall, except with the prior sanction of the Director, give evidence in connection with any inquiry conducted by any person, committee or authority. However, this restriction shall not apply to the evidence given to the following with prior information given to the Director:
- [a] An enquiry before an authority appointed by any Government, Affiliating University, Parliament, State Legislature or the Association; or
 - [b] Any judicial inquiry; or
 - [c] Any departmental inquiry ordered by the Institute or by the Government or by the regulatory bodies.
- 3.1.7** Every faculty shall serve the Institution honestly and faithfully and shall use his utmost endeavour to promote the interest of the Institute and shall show courtesy and attention in all transactions.
- 3.1.8** No faculty shall participate, directly or indirectly, in politics or contest stand for political elections without a written prior permission of the Director/ Manager.
- 3.1.9** No faculty shall, without prior written permission of Director, engage or participate in any demonstration, which involves incitement to an offence, nor shall he resort to or abet any form of strike.
- 3.1.10** No faculty shall, except with the prior written sanction of the Director, own wholly or in part, or conduct or participate in the editing or managing of, any newspaper or other periodical publication.
- 3.1.11** No faculty shall, except with the prior written sanction of the Director, participate in a radio or television broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical or journals.
- 3.1.12** No faculty shall, except with the prior written- approval of the Director, engage directly or indirectly in any trade or business.

3.1.13 No faculty shall, accept, solicit or seek any outside employment or office, whether honorary or compensatory, without the previous written sanction of the Director.

3.1.14 No faculty shall undertake part-time work for any person, organization or institution or accept fee therefore without the prior written sanction of the Director who shall grant sanction only in exceptional cases when he is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Director may, while granting such sanction, stipulate that any fee received by the faculty for undertaking the work shall be used as per the guidelines of the Institute.

3.1.15 A faculty shall not absent himself from his duties without having obtained the prior written permission of the leave sanctioning authority, nor shall he absent himself in case of sickness or accident without submitting a medical certificate satisfactory to such authority.

Provided that in case of unforeseen emergency a faculty may be allowed to avail of one day's casual leave without prior sanction, subject to the condition that the leave sanctioning authority is promptly advised of the circumstances in which prior sanction could not be obtained. In such cases communication through email, phone or SMS is highly desirable.

Provided further that in the case of temporary indisposition the production of a medical certificate may, at the absolute discretion of the leave sanctioning authority, be dispensed with.

3.1.16 A faculty shall so manage his private affairs as to avoid habitual indebtedness or insolvency.

3.1.17 A faculty shall live an exemplary family and social life as per the moral standards demanded by the society.

3.2 MISCONDUCT

3.2.1 The following acts of omission and commission, which are illustrative but not exhaustive, shall be deemed to constitute misconduct and will entail disciplinary action, namely:

Any unacceptable behavior from the part of staff shall be considered seriously

- [a] Negligence or failure to perform academic duties such as lectures, submission of grades, invigilation and other matters connected with teaching and examinations in the Institute.
- [b] Furnishing false information regarding age, qualifications, including percentage of marks, judicial or criminal proceedings

(if any) and previous employment at the time of joining the Institute or during the course of employment.

- [c] Violation of the canons of intellectual honesty, such as misappropriation of writings, research and finding of others.
- [d] Taking or giving illegal gratification.
- [e] Receiving or giving undue favour or benefit.
- [f] Writing offensive language/tone in official communications.
- [g] Writing/ posting offensive language/message in social media
- [h] Commission of any act, which amounts to an offence involving moral turpitude or bigamy or disorderly conduct.
- [i] Unhealthy relationship with students, colleagues or staff shall be considered as a serious offense.
- [j] Bringing disrepute to the Institute by talking in public forum.
- [k] Fraud, misappropriation and acts amounting to offences in Academic or administrative duties and responsibilities.
- [l] Tampering or fabricating official records, documents and infrastructure.
- [m] Unauthorized absence, unauthorized overstay after leave and habitual late attendance.
- [n] Undue discrimination.
- [o] Unauthorized collection or expenditure of funds on behalf of the Institution.
- [p] Unauthorized occupation or sub-letting of the faculty quarters.
- [q] Employment or engagement, for or without money, in day or night, anywhere without prior written sanction of the Director.
- [r] Disobedience of any lawful order or instruction of the competent authorities and insubordination to them.
- [s] Making any form of official communication including electronic mail, which vitiates the collegial/ academic atmosphere of the Institute.
- [t] Misuse of the Institute's infrastructure facilities such as IT, library, photocopying, telephone, fax, vehicles, computers etc.

or allowing outsiders to use them in one's office given by the Institute.

- [u] Bringing or attempting to bring any political or outside influence to bear upon any superior authority to further the faculty's interest in respect of matters pertaining to his/ her service in the Institute.
- [v] Resorting to or abetting any form of strike, demonstration, agitation etc.
- [w] Not honouring official commitment made to the external parties without sufficient justification and causes.
- [x] Any other conduct which is unbecoming of a member of the teaching staff. This includes improper dealings or conduct with any other colleague, staff or student of the institute or other institutions.

3.3 PENALTIES

3.3.1 Any one or more of the following penalties may be imposed by the disciplinary authority for good and sufficient reasons, on a faculty who commits a breach of any of these Rules or these policies, or who displays negligence, inefficiency or indolence, or who knowingly does anything detrimental to the interest of the Institute or conflicting with the instructions or who commits a breach of discipline, or is guilty of any misconduct or any other act prejudicial to good conduct:

- [a] Censure;
- [b] Withholding of one or more increments either permanently or for a specified period and non-consideration of a case for promotion either permanently or for a specified period;
- [c] Recovery from pay or such other amount as may be due to him, of the whole or part of any pecuniary loss caused to the Institution by his negligence, breach of orders, or misconduct;
- [d] Reduction to a lower service or post or to a lower time-scale or to a lower stage in a time-scale;
- [e] Compulsory retirement;
- [f] Removal from service which shall not be a disqualification for future employment in the MIIM;
- [g] Dismissal from service.

3.3.2 Penalties enumerated in (a) to (c) above are minor penalties and those enumerated in (d) to (g) above are major penalties.

3.4 IMPOSITION OF MINOR PENALTIES

No order imposing a minor penalty shall be passed except after the faculty is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and given an opportunity to make any representation he/she may wish to make and such representation, if any, is taken into consideration by the disciplinary authority.

3.5 IMPOSITION OF MAJOR PENALTIES

3.5.1 No order imposing any major penalty on a faculty shall be passed by the disciplinary authority without following the procedure as under:

- [a] There must be one or more allegations in writing.
- [b] There must be a preliminary inquiry into the facts alleged to be conducted by an officer of the Institute, appointed by the Manager, not below the rank of the concerned faculty, to determine prima facie whether there are sufficient grounds for proceeding further or drop the allegations as unfounded.
- [c] If the allegations are not dropped, the disciplinary authority shall call for a written explanation from the concerned faculty as to why a disciplinary proceeding shall not be initiated against him on the allegations. The concerned faculty shall be informed of, in writing, the allegations and the fact that on preliminary inquiry the same prima facie appears to be true.
- [d] On receipt of the written explanation of the concerned faculty, the disciplinary authority shall consider the same and decide whether it is satisfactory and the matter should be dropped, or it is not satisfactory and disciplinary proceeding needs to be initiated.
Provided, if the concerned faculty admits the allegations, the disciplinary authority shall propose a penalty without any inquiry.
Provided further, if the concerned faculty controverts the allegations and it is decided to initiate a disciplinary proceeding, the disciplinary authority shall frame specific charges in writing and communicate the same to the concerned faculty in writing, simultaneously calling upon him to submit a written statement of his defense and exercise his option as to whether he/she wants to be heard in person. Copy of all relevant and permissible documents shall be supplied to the concerned faculty on his requisition before he submits his written statement of defense.

- [e] On receipt of the written statement of defense or if no such statement is received within the time specified, the disciplinary authority may itself enquire into such charges as are not admitted, or if it considers it necessary to do so, appoint a commission of enquiry or an enquiry officer, not below the rank of the concerned faculty, for the purpose. The disciplinary authority may nominate a marshalling officer to present the case in support of the charges before the enquiry officer. The disciplinary authority shall intimate such appointments to the concerned faculty and shall simultaneously ask him and the marshalling officer to appear before the enquiry officer on a particular day at a specified time and place to take further orders from him. The enquiry officer shall also be intimated of such facts.
- [f] The enquiry officer/ commission of enquiry shall receive all relevant oral, written and documentary evidence, first from the side of the marshalling officer and then from the side of the concerned faculty. He/she will conclude the enquiry and submit a report of the enquiry before the disciplinary authority, recording his findings on each charge with reasons thereof. If he/she reports that the charges are established, he/she may also recommend the type of penalty to be imposed.
- [g] The disciplinary authority shall, if he/she is not the enquiring authority, consider the report and the record of enquiry and record its findings on each charge.
- [h] The disciplinary authority shall, if he/ she decides to impose penalty, propose a penalty and communicate it along with a copy of the enquiry report and a copy of his/her findings on each charge to the concerned faculty calling upon him/her to make any representation to him/her against the proposed penalty, if he/ she so desires, but without any challenge to the correctness of the findings on the charges.
- [i] On receiving and considering such representation or if no such representation is received within the stipulated time, the disciplinary authority shall impose appropriate penalty by order in the disciplinary proceeding and shall communicate in writing thereof to the concerned faculty.
- [j] All parties to the disciplinary proceeding shall be given due opportunity to put their respective stands on record, but without prejudice to an early disposal.

3.6 SUSPENSION

3.6.1 The Manager may place a faculty under suspension-

[a] where a disciplinary proceeding against him/her is contemplated or is pending; or

[b] Where a case against him/her in respect of any criminal offence is under investigation or trial.

3.6.2 A faculty detained in custody for a period exceeding 48 hours shall be deemed to have been suspended with effect from the date of detention, by an order of the Manager, and shall remain under suspension until further orders.

3.6.3 Where a penalty imposed upon a faculty under suspension is set aside under these rules on appeal or review and the case is remitted for further enquiry or action, the order of his/her suspension shall be deemed to have continued in force on and from the date of the original order imposing penalty and shall remain in force until further orders.

3.6.4 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.

3.6.5 A faculty under suspension shall be entitled to subsistence allowance at the rate of 50% of the salary, provided that where the enquiry is prolonged beyond 180 days for reasons directly attributable to the faculty, the subsistence allowance shall, for the period exceeding 180 days, be reduced to 25% of such salary.

3.6.7 When the suspension of the faculty is held unjustified or the faculty under suspension is reinstated, the disciplinary, appellate or reviewing authority, as the case may be, may grant him/her for the period of absence from duty -

[a] if he/she is honorably acquitted, the full pay and allowances which he/she would have been entitled to if h/she had not been suspended less the subsistence allowance;

[b] if otherwise, such proportion of pay and allowance as the disciplinary, appellate or reviewing authority may prescribe.

3.6.8 In case of honorable acquittal, the period of absence from duty will be treated as a period spent on duty. In other cases it shall not be so treated, but the disciplinary, appellate or reviewing authority may, at its discretion, grant leave for the period to the extent admissible to the faculty under these rules. Any period of absence which has not been treated as period on leave in such case, shall not count as service for any purpose under these rules, but will not constitute break in service.

3.6.9 In case the person is found guilty by any court above, it shall have the effect of compelling any faculty to refund the subsistence allowance payable above.

3.7 RIGHT OF APPEAL

3.7.1 Every faculty shall have a right of appeal, in writing, to the manager against an order imposing any minor penalty and to the Governing Board against an order imposing any major penalty on him. An appeal against an order of suspension shall lie with the authority /her to which the authority which made or is deemed to have made the order of suspension is immediately subordinate.

3.7.2 No appeal shall be entertained unless it is submitted within a period of 30 days from the date on which the appellant receives a copy of the order appealed against.

Provided that the appellate authority may entertain the appeal after the expiry of the said period if it is satisfied on the showing of the appellant that he/she had sufficient cause for not submitting the appeal in time.

3.7.3 Every appeal shall be submitted through the authority which made the order appealed against.

3.7.4 The appeal shall contain all material statements and arguments on which the appellant relies and shall not contain any disrespectful or improper language. It may challenge the findings of guilt or the severity of the penalty or both.

3.7.5 The authority which made the order appealed against shall, without any avoidable delay, transmit the appeal to the appellate authority together with its comments thereon and the relevant records. The appellate authority may direct such transmission too.

3.7.6 The appellate authority shall pass orders setting aside, reducing, confirming or enhancing the penalty; confirming or revoking the suspension; or remitting the case to the authority which passed the order appealed against with such direction as it may deem proper in the circumstances of the case.

Provided that enhanced penalty shall not be imposed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty.

Provided further that if the proposed enhanced penalty requires an enquiry and such enquiry has not already been held in the case, the appellate authority shall itself hold such enquiry or direct that such enquiry be held and thereafter on consideration of the proceedings of such enquiry and after giving the appellant an opportunity of making

any representation which he may wish to make against such penalty, pass such order as it deems fit.

- 3.7.7** All appeals should be disposed of as expeditiously as possible and in any event not later than 6 months from the date of receipt of the appeal by the appellate authority. But no appellate order shall be rendered illegal or void on the sole ground of delay in disposal of the appeal provided the order contains good and sufficient reasons of such delay which may or may not include reasons attributable to the appellant exclusively.

3.8 REVIEW

3.8.1 Notwithstanding anything contained in these rules, the Governing Board may, on its own motion or otherwise, after calling for the records of the case, review any order at any time 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 other action or enquiry as it considers proper in the circumstances of the case; or
- [d] Pass such other orders as it deems fit provided that an enhanced penalty shall not be imposed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty.

3.8.2 The authority to which an appeal lies against an order imposing penalty may, on its own motion or otherwise, call for the records of the case in a disciplinary proceeding, review any order passed in such a case and pass such orders as it deems fit, as if the faculty had preferred an appeal against such order.

Provided that 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/she may wish to make against such penalty or enhanced penalty.

Provided further that no action under this sub-rule shall be initiated more than 6 months after the date of the order to be reviewed.

3.9 APPEAL

A faculty whose appeal has been rejected by the Chairman or in whose case the Chairman has enhanced the penalty either on appeal or on review may write to the Governing Board in respect of that matter within 3 months from the date of receipt of a copy of the order giving rise to the appeal.

CHAPTER – IV

PAY AND OTHER BENEFITS

4.1 SCALE OF PAY

The Governing Board shall specify the emoluments to be paid to the faculty from time to time. At present the Governing Board is following the regulations of Scales of pay of AICTE/UGC.

- i. **Assistant Professors** will be placed in the Pay Band of Rs. 15600-39100 with AGP of Rs. 6000. An Assistant Professor who has completed service 4 years of service and possessing Ph.D. Degree in the relevant branch / discipline shall be eligible, for moving up to AGP of Rs. 7000.
- ii. **Associate Professor** will be in the Pay Band of Rs. 37400-67000, with AGP of Rs. 9,000.
- iii. **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.

4.2 INCREMENT

4.2.1 Faculty completing twelve months and above from the date of his joining, the increment will be fixed accordingly to the nearest month. The period spent on extra-ordinary leave shall not be counted for increments. Increments shall fall due on the first day of the month following that in which the faculty completes twelve months service from the date of his joining the service on first appointment or from the date on which his last annual increment accrued or from the date of joining a post on promotion, as the case may be.

4.2.2 Increments shall ordinarily be drawn as a matter of course unless the faculty has reached the maximum of the scale pay band or it has been withheld as a disciplinary measure. Where an employee reaches the maximum of his/her Pay Band, shall be placed in the next higher Pay Band, benefit of one increment will be provided. Thereafter, s/he will continue to move in the higher Pay Band till his pay in the Pay Band reaches the maximum, after which no further increments will be granted.

4.2.3 Increment is calculated based on the AICTE norms. Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant pay band and the AGP as applicable for the stage in the pay band.

4.3 REVISION OF PAY ETC.

4.3.1 Where the scales of pay, dearness allowance or other allowances are revised, the method of fixation of pay in the new scales, the eligibility for the benefits of the revision, the date from which the revision shall apply and other matters connected therewith or incidental thereto shall be regulated by instructions issued by the Governing Board.

4.4 OTHER BENEFITS

4.4.1 Dearness Allowance

Persons appointed to different faculty positions on a full-time basis shall be eligible to get dearness allowances, as may be admissible from time to time.

4.4.2 Provident Fund

Such faculty members will be eligible to join the Contributory Provident Fund Scheme, in accordance with the terms and conditions thereof.

4.4.3 Residential Accommodation

Residential accommodation inside the campus shall be provided, subject to availability, to such faculty members who do not have alternative accommodation in Kuttikkanam. In case of non-availability of residential accommodation inside the campus, the members shall be eligible to get house rent allowance according to the rules of the Institution.

4.4.4 Medical Benefits

Every faculty, on confirmation, is eligible for Group Medical Insurance Scheme.

4.4.5 Travel and Daily Allowance

When on duty the faculty is also eligible for travel and daily allowances on actual basis subject to limit in accordance with rules of the Institution on the matter as notified from time to time.

4.4.6 Gratuity

The faculty members, on confirmation, shall be entitled to gratuity admissible as per the rules of the Institute.

Those who are terminated from the service based on disciplinary issues are not eligible for gratuity.

CHAPTER – V

LEAVE

5.1 LEAVE

5.1.1 Leave of any kind cannot be claimed as a matter of right, but will be granted according to the exigencies of circumstances. When the exigencies of the Institute's services so require, the discretion to refuse, postpone, curtail or revoke leave of any description or to recall to duty any faculty on leave shall rest with the sanctioning authority.

5.1.2 A faculty member on probation is entitled to 15 days leave with pay.

5.2 EARNED LEAVE

5.2.1. Every confirmed faculty member having vacation benefit is entitled to Earned leave of 8 days for the first year and @15 days per year for subsequent years. Staff members without annual vacation are entitled to Earned Leave of 15 days for the first year and @ 30 days per year for the subsequent years.

5.2.2. Such leave will accumulate to the credit of the faculty up to 120 days.

5.2.3. Earned leave shall be granted to a faculty minimum for 3 days and maximum up to 60 days at a time or on any one occasion.

5.2.4. Manager is the Sanctioning Authority for Earned Leave.

5.3 MEDICAL LEAVE

5.3.1. Medical leave with full pay will be admissible to a confirmed faculty at the rate of 10 days per year.

5.3.2. Such leave beyond 3 days will be granted only on medical certificate produced from a medical practitioner recognized by the Institute.

5.3.3. Manager is the Sanctioning Authority for Medical Leave beyond 3 days.

5.3.4. A faculty availing leave on medical ground will be admitted to duty only on production of a certificate of fitness from a medical practitioner recognized by the Institute.

5.4 MATERNITY LEAVE:

5.4.1 Maternity leave with full pay will be admissible to a confirmed female faculty for a maximum period of 90 days, not extending beyond.

5.4.2. Maternity leave may be combined with leave of any other kind except casual leave.

5.5 CASUAL LEAVE

5.5.1 Casual leave up to a maximum of 15 days in a year will be admissible to all faculty members. It can be availed up to a maximum of 3 days at a stretch.

Faculty /Staff members without annual vacation are entitled to 20 days casual leave per year.

Part time faculty members will be eligible for the casual leave on a pro rata basis. They will not be eligible for any other leave.

5.5.2 Casual leave not availed during a calendar year will lapse at the end of the academic year.

5.5.3 Sundays/holidays preceding, intervening or succeeding the leave will not be counted as casual leave.

5.6 VACATION

5.6.1 All fulltime regular faculty members can avail vacation with full salary.

5.6.2 Duration

The annual vacation is for 30 days. Vacation will be usually during the month of April-May every academic Year. However during the vacation period Staff members shall report for any duties assigned to them on information from the office. Failure to report for such duties may result in cancellation of vacation benefits.

5.6.3 Eligibility

Such vacation will be given to faculty members who have completed a minimum of nine months continuous service as Faculty in the Institute.

5.7 EXTRAORDINARY LEAVE/LEAVE WITHOUT PAY

5.7.1 A faculty member who does not have sufficient leaves to his/her credit may be granted extraordinary leave without pay by the Manager. The following norms will be followed for grant of extraordinary leave:

- [a] A minimum of six years of continuous service as a regular faculty member at the Institute is essential.
- [b] Maximum period of extraordinary leave will be one year at a time.
- [c] Extraordinary leave cannot be granted on more than two occasions during the entire service of a faculty member.

- [d] Two spells of extraordinary leave, if intervened by any other kind of leave, will be treated as one continuous spell of EOL for the purpose of applying the maximum limit.
- [e] Ordinarily, at any given time not more than one faculty member from an Area of specialisation will be permitted to avail EOL
- [f] Governing Board will be the final authority on all matters concerning the grant of sabbatical leave.
- [g] The above norms may be relaxed in special cases and circumstances at the discretion of the sanctioning authority.
- [h] Extraordinary leave for any purpose other than on medical grounds or for study purpose will not count for increment/service.
- [i] Application for EOL must be made six months in advance.

5.8 DUTY LEAVE AND COMPENSATORY LEAVE

5.8.1 Duty leave can be usually availed by any confirmed faculty member for University/ Government assignments and special duties assigned by the Director or Manager for internal and external assignments.

5.8.2 Such leaves shall be supported with Duty certificate from the concerned authority.

5.8.3 Duty on holidays can be compensated with a compensatory leave which should be availed within 30 days of such duty.

5.8.4. Faculty members who have registered for PhD in any recognized university may be granted special duty leave up to 7 days per semester (14 days per calendar year) for research related works on production of Attendance Certificates. They may avail this leave for three years.

5.9 APPLICATION FOR LEAVE

An application for leave should be submitted in the prescribed form to the Principal (recommending authority), who, after putting his/her recommendation, will forward the same to the sanctioning authority for final decision. In case of EL, the application should be made at least one week prior to the date of commencement of leave.

5.10 ALTERNATE ARRANGEMENT

Faculty members availing leave must make alternative arrangement in advance mutually with other faculty to engage classes and to handle other academic duties assigned.

5.11 LEAVE ADDRESS

A faculty proceeding on leave shall intimate to the competent authority his/her address and contact details during leave and shall keep the said authority informed of any change in the leave address.

5.12 GENERAL

5.12.1. Sundays and holidays will be allowed to be prefixed or suffixed to Leave.

5.12.2. A faculty on leave may not normally return to duty before expiry of the period of leave granted to him, unless he/she is permitted/ instructed to do so by the competent authority.

5.12.3. Leave must be availed only after it is approved by the Sanctioning Authority, except in emergency situations. Even in such cases oral permission must be taken and formal application in the prescribed form must be submitted immediately on return after the leave.

5.12.4 Any leave availed by the faculty without following the above procedure or in excess of the permissible leave, will be treated as Leave on Loss of Pay (LLOP) and salary will be deducted on a prorata basis.

5.12.5 Any kind of leave under these Rules, except Casual Leave, may be granted in combination with or in continuation of any other kind of leave.

5.12.6 Unless the authority competent to grant leave extends the leave, an employee who remains absent after the expiry of leave is entitled to no leave salary for the period of such absence and such un-authorized absence renders him liable to disciplinary action.

5.12.7 Any faculty who is granted leave for more than 30 days shall be permitted to rejoin duty, only with written permission of the Appointing Authority.

5.13 ENCASHMENT OF EARNED LEAVE

5.13.1 A confirmed employee will be allowed to encash Earned Leave accumulated in his/her account at the time of his retirement from service or on leaving the services of the Institute on account of resignation.

5.13.2 Encashment of Earned Leave will be calculated on the Basic Pay and Dearness Allowance admissible to the employee.

CHAPTER – VI

TRAINING & CONSULTANCY

6.1 SOURCE OF CONSULTANCY

All consultancy requests, even those obtained by an individual faculty member through his own efforts, are to be channeled through the Director and will be in the name of the Institute.

6.2 NATURE OF CONSULTANCY

The nature of consultancy should be in keeping with MIIM's objective and one's own area of specialization and should have a definite spillover effect on one's teaching, publication possibilities and faculty seminars. Consultancies should promote justice, major national interests and general economic efficiency.

6.3 ACCEPTANCE OF CONSULTANCY

No consultancy should interfere with the following:

- [a] class schedule;
- [b] Consultation time available for students;
- [c] Class preparation; and
- [d] Giving and returning of assignments, evaluation, grades and other responsibilities, both academic and administrative.

6.4 Once a consultancy is accepted, it is the responsibility of the consultant (s) to meet the deadlines and standards required by the client and the Institute. This is very important for the success of the consultancy and the good name of the Institute and its faculty.

Acceptance of consultancy will be with the knowledge and written permission of the Director.

Periodic progress reports should be given to the Director. A copy of the final report should also be given to him.

6.5 ALLOCATION OF CONSULTANCY

6.5.1 The Director in consultation with the Principal will allocate the consultancy opportunities among different areas and different faculty members within the area, based on the nature and scope of the consultancy as well as the needs of the client.

6.5.2 If a specific request is made for a particular person for consultancy, that person may be allowed by the Director to undertake the consultancy after satisfying the Institute's internal requirements. However, individual consultants should try to involve other relevant faculty members also in the consultancy. When the decision to undertake consultancy has been taken, the Director may seek advice from the area concerned in regard to the persons to be involved in the consultancy.

6.6 REMUNERATION

6.6.1 From the fees charged for the consultancy, after deducting the costs, the remaining amount is shared on 60%:40% basis between the consultant(s) and the Institute. Until the consultancy wing is established, the faculty members need not share with the Institute if the gross income for consultancy/MDP/OBT is less than Rs.one lakh per year. The apportionment of cost between the consultant(s) and the Institute is made on the net income.

Faculty members may take up to 10 On-duty leave for MDPs, consultancies, and OBTs without sharing any income to the Institute. However, all such engagements should be undertaken with the permission of the Director.

6.6.2 When two or more members are involved in a consultancy, the mode of sharing will be decided at the time of initiation and/or as the consultancy proceeds. This will be done by the members themselves. The distribution of the faculty share will normally be in proportion to each one's degree of involvement in the consultancy at all its stages. In special cases of consultancy work or in-company programmes, the division of the remuneration between the Institute and the consultants may be different, as will be decided by mutual consultation before taking up the work.

Note: In special cases of consultancy project work, the division of remuneration between the Institute and the consultants may be different.

6.7 CEILING

In a year, a faculty member should not exceed 30 days of consultancy assignments. However, under special circumstances, the ceiling may be extended with the specific approval of the Director.

6.8 BILLING PROCEDURE

At the conclusion of the consultancy / in-company programmes / lecture, the faculty concerned will provide the details to the accounts office so that a bill may be sent in the name of the Institute to the company concerned. The Institute will disburse the amount due after receiving the payment.

CHAPTER – VII

INCENTIVES FOR PUBLICATIONS, PAPER PRESENTATION, ATTENDING FDP AND WORKSHOPS

7.1 INCENTIVES FOR PAPER PUBLICATIONS

7.1.1 a) The incentives for publication of articles and papers in International Journals will be as given below:

International Journals with Impact factor of 2 and above-Rs.8000/-.

International Journals with Impact factor between 1 Rs.5000/-.

International Journals with Impact factor below 1-Rs.2000/-

b) Incentives for paper publication in National Journals will be as given below.

National Journals of good repute-Rs.3000/-

Other National journals-Rs.2000/-

Publication in Magazines and Newspapers-Rs.1000/-

C) Publishing Books-Rs.7000/-

Publication of articles in compiled/ edited books-Rs.1000/-

All the articles papers, case studies, etc published must be the original work of the faculty concerned. Journals, magazines, News papers, etc must also be good quality and reputation. Joint authors will share the incentives

7.2 INCENTIVES FOR PAPER PRESENTATION

7.2.1 Faculty members are encouraged to present papers of academic nature in National and International Conferences and Seminars. The allocation of time and financial assistance from the Institute will be as follows.

a) A faculty member is allowed to present a maximum of 2 papers per year in National Conferences with duty leave of maximum 6 days and a financial assistance of actual registration fees with an additional incentive of Rs.1000/-per paper.

The papers must be of good quality and original work of the faculty. If the same paper (with or without modifications) is published in the seminar proceedings or other publications no additional incentive will be available.

b) A faculty member is allowed to present a maximum of one papers per year in International Conferences held outside India with duty leave of maximum 7 days and a financial assistance of maximum Rs.10000/-

e) The total number of such duty leave for attending National/ International Conferences is limited to 15 days per year per faculty.

7.3 INCENTIVES FOR FDP AND WORKSHOPS

7.3.1 Faculty members with a minimum one year service in MIIM can attend FDPs and Workshops for a maximum of 6 days in a year. A financial assistance of maximum Rs.10000/- will be granted by the Institute per year.

7.3.2 All the above mentioned incentives will be applicable to confirmed regular faculty members only. Reimbursement of registration fees and payment of incentives etc. will be made on submission of relevant bills, duty certificates and copies of conference /FDP certificates, papers and publications.

7.3.3 Faculty members attending FDP programmes on one month or more, supported by MIIM must serve the Institution for minimum period of 3 years on completion of the programme.

7.3.4 One special increments will be granted to faculty members who complete PhD while in service in MIIM. This will be sanctioned on submission of documents proof regarding Award of PhD by a UGC approved university..

CHAPTER – VIII

MISCELLANEOUS

8.1 Faculty members must be punctual and sincere in discharging their duties and responsibilities. In exigencies of requirements staff members may be called upon to attend office at any other time.

8.2 VERIFICATION OF CHARACTER AND ANTECEDENTS

The Appointing Authority, at its discretion, shall verify the character and antecedents of a person selected as a faculty in such manner as he may deem fit.

8.3 CERTIFICATE OF HEALTH

No person shall be appointed to any post in the Institute unless certified to be of sound constitution and medically fit by the Institute Medical Officer and the expenses towards the examination shall be borne by the Institute.

8.4 RECORD OF AGE

8.4.1 Every faculty shall declare his age on his first appointment by producing the birth certificate or school leaving certificate or an affidavit of age issued by or sworn-in before a competent court.

8.4.2 No faculty shall thereafter be allowed to alter or question the age declared by him at the time of his employment or the age determined and accepted by the Institute.

8.5 ADDRESS FOR COMMUNICATION

Every faculty shall intimate his full residential address and contact numbers with mail ID to the Director and also any change in the address previously furnished. All communications sent to the last address so intimated shall be deemed to have been properly sent to him.

8.6 GRIEVANCE COMMITTEE FOR SEXUAL HARASSMENT AT THE WORKPLACE

8.6.1 “Sexual Harassment” means and includes such unwelcome sexually determined behaviour (whether directly or by implication) as

- [a] Physical contact and advances,
- [b] A demand or request for sexual favour,
- [c] Sexually coloured remarks,

- [d] Showing pornography,
- [e] Any other unwelcome physical, verbal or nonverbal conduct of sexual nature.

Grievance Committee for Sexual Harassment means a Committee constituted by the management consisting of five or more members to look after the allegation of sexual harassment at the workplace.

The said Committee shall be headed by a woman as its Chairperson and consist of one NGO or other body who is familiar with the issue of sexual harassment and not less than half of its members should be women. The same shall be mentioned as “Grievance Committee” in this rule.

8.7 FORMATION, POWER & FUNCTION OF THE COMPLAINTS COMMITTEE

8.7.1 The Complaints Committee shall be formed by the Director by taking 4 or more members from amongst the staff or from outside and one NGO or other body familiar with the issue of Sexual Harassment, of which atleast one shall be a lady.

The term of the members of the committee shall be for three years. In case of death, resignation or removal of a member of the Committee, the same shall be filled up within 45 days of such contingency by the management.

8.7.2 The Committee shall meet at least once in three months.

8.7.3 The Committee shall have the power to enquire into all complaints referred to it either by individual staff or the management of MIIM regarding the allegation of sexual harassment in the workplace and recommend suitable action including initiation of criminal case or departmental proceeding.

8.7.4 All Complaints regarding sexual harassment in the workplace shall be addressed to the Chairperson of the Committee mentioning facts of the case, list of witnesses and documents if any to be relied upon. The Secretary will receive all complaints on behalf of the Committee. In case of non-availability of the Secretary, the complaints will be handed over to any member of the Committee.

8.7.5 All such complaints shall be placed before the Chairperson who will pass order to convene a meeting of the Committee within 15 days to enquire on the complaints. If the complaint is against any staff of MIIM the same shall be forwarded to him/her along with all enclosures in order to submit his views within a reasonable time not later than the proposed date of meeting.

8.8 PROCEEDINGS OF THE COMMITTEE

- 8.8.1** The proceedings of the Committee shall be in camera and the parties shall have no right to be represented by anybody.
- 8.8.2** The Committee shall in each case make such enquiry as may deem to be appropriate.
- 8.8.3** In conducting such enquiry the Committee shall be guided by the rules of equity and natural justice and shall not be bound by any formal rules relating to procedure and evidence.
- 8.8.4** Before formulating its recommendation, the Committee shall give a summary of the charges against the staff enclosing the report of materials on which the charges are based and shall, if he is not absconding or untraceable, give him an opportunity within the time to be specified by the Committee to offer his explanation orally or in writing which if given shall be recorded.
- 8.8.5** Three members shall form the quorum of the Committee and they will be competent to dispose off any complaint. After completing the enquiry the Committee shall record its finding, stating the allegation of sexual harassment in the workplace, it will recommend to the management of MIIM for departmental action or for criminal proceedings where allegation amount to a specific offence under the Indian Penal Code or any other laws. In case of conflict in views amongst the Committee members the recommendation shall be based on the majority view. The Committee may also recommend for departmental action if the allegation is found to be false and frivolous.
- 8.8.6** In general, the Committee will function and make recommendation in the light of the guidelines given in Vishaka's case reported in AIR 1997 SC 3011 and the judgement passed by honorable High Court of Orissa in OJC 6555/2000.

8.9 GENDER RELATED TERMS

Terms used in these rules in the masculine, may, wherever possible in the context, be deemed to include the feminine.

8.10 RELAXATION

The Governing Board may, in the interest of the Institute, for reasons to be specified in its resolution, relax any of the provisions of these rules in individual cases.

8.11 AMENDMENTS

The Governing Board may, in the interest of the Institute, make additions, alterations, omissions and amendments to these Rules.

8.12 INTERPRETATION OF CLAUSE

In the event of conflict of opinion with regard to interpretation of the Rules or the Bye-laws of the Institute, the ruling of the Governing Board shall be final. However, before taking a decision, the Governing Board may seek the opinion of the Management, Manager and/or the Director

8.13 PROVISIONS TO HAVE FORCE OF LAW

Notwithstanding anything contrary contained in any other law of the land, the provisions of these Rules and Bye-laws shall have the force of law for all faculties in the Institute

8.14 LEGAL PROCEEDINGS

- a) For the purpose of legal proceedings, the person in whose name the Institute may sue or be sued shall be the Director.
- b) No suit or legal proceedings shall lie against the Government or an Officer or Management of the Institute or a member of the Governing Board of the Institute in respect of anything done or purported or intended to be done in pursuance of any of the Rules and Bye-laws.