

IITM/IP/SR/01

SERVICE RULES

Code of Conduct for Faculty Members and Non-Teaching Staff

The Institute of Information Technology and Management's (IITM) culture and principles are best reflected in this code of ethics, which is meant to serve as a reference. It delineates the norms of behavior and integrity consistent with the institute's goal and vision, which are to "Nurture Excellence" via the provision of high-quality education.

GENERAL CONDITIONS / RULES

1. These Rules are not exhaustive. Please refer to the rules and reference guide published by the Government of India, as adopted by Delhi Govt. / GGSIPU, for more details on Government Rules and Orders on Personnel Administration.
2. These Rules shall take effect from the date of Notification / Approval by the Governing body of Mata Leelawati Shikshan Sansthan (MLSS) and supersede any previous manuals/handbook issued in the past
3. Wherever 'he' or 'his' is used, it should be interpreted as 'he / she' or 'his / her'
4. The term 'Institutions' shall refer to the Institute/s operated or intended to be established by Mata Leelawati Shikshan Sansthan, including the one at D-29, Janakpuri, New Delhi, or any other location.
5. The Board of Management denotes the Institute's Management Board as governing body overseeing operations under the name of Institute of Information Technology and Management or any future Institutions under its purview.
6. The Chairman of the Board of Management (BOM), hereinafter referred to, holds the position of President of MLSS and concurrently serves as the ex-officio Chairman of the Institute.
7. This policy is based on norms and regulations set by the University Grants Commission (UGC) (*Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher*



- Education*), All India Council for Technical Education (AICTE), and/or other relevant statutory bodies. It is applicable to us (Institute/ Society), as per the policy governing rules.
8. The CCS (CCA) Rules (Classification, Control & Appeal Rules) applicable to staff of Guru Gobind Singh Indraprastha University (IITM's affiliating body) shall have the binding on all staff under the aegis of Mata Leelawati Shikshan Sansthan (MLSS).
 9. The Code of Professional Ethics applicable to the staff of GGSIPU, both teaching and non-teaching, shall apply to our staff, in line with AICTE/UGC and other regulatory bodies.
 10. Guidelines such as Safety of Women, Gender Sensitization at the Workplace, Prevention of Sexual Harassment, Measures for Students with Disabilities, Prevention of Ragging, and Diversity & Inclusion, are strictly adhered to through committees overseeing their implementation.
 11. Acts, regulations, rules or amendment by the affiliating body/ statutory body or any other enforcement agencies will be reviewed and applied as per MLSS guidelines, falling within the jurisdiction of MLSS and IITM.
 12. Policies will be reviewed by the duly constituted committee of MLSS to align with amendments in Acts, Regulations, Rules, or any other changes for adoption & adaption by the Management of the Institute.
 13. The Governing Body may formulate rules for points where existing rules are silent or inconsistent or request the Board of Management to draft rules. Amendments to these rules may also be made by MLSS.



Roles & Responsibilities of Administrative Body/ Director

1. Administrative members must maintain the highest ethical standards within the institution and academic setting.
2. The administrative body integrates the Institute's value into its teaching, research, and extension activities.
3. Members must follow appropriate rules, standards, laws, and regulations while performing their task.
4. Members are responsible for following university norms and maintaining high-quality teaching, learning, and research within the Institute.
5. The Director/HoDs will carry out the policies set by the governing body.
6. Coordinate between statutory and non-statutory bodies/committees.
7. Encourage and encourage faculty and staff in carrying out their roles effectively.
8. Formulate policies and assign committees to implement them. Administrators serve as the institution's spokesperson and contribute to its growth strategies.
9. Maximize utilization of the institution's infrastructure for academic and professional growth.
10. Promote and monitor academic and curricular activities, including conferences, seminars, workshops, and education festivals.
11. To promote research and development activities.
12. Develop, implement, and monitor Institute's strategic plans.
13. Advising faculty on including and promoting students in research and development projects for the Institute.
14. The role include creating a conducive climate for academic and industry interaction, as well as creating opportunities for students to gain employment.
15. Regularize service, declare probation, and release increments for faculty members, including CAS. Conduct performance appraisals for both teaching and non-teaching staff.
16. They are responsible for promoting discipline and decorum in accordance with regulations, and taking appropriate action.



Academic Roles and Responsibilities of Teaching Staff

1. Teaching profession is a noble profession which requires each faculty to be 'intellectually honest' and a 'role model' for the students. It is expected all actions of faculty members are to be guided by these two tenets.
2. Besides being a subject expert, faculty members are often to play a role of mentor without being an official 'Mentor' of the class. Each faculty is to read and understand the ROLES & RESPONSIBILITIES of a mentor as given in Appendix-E and develop themselves to fulfill this role.
3. Each faculty is to prepare week-wise Lesson Plan as per the Academic Circular 3/2007 for the subject (s) allotted to him/her. Share the Lesson Plans with the students. Prepare the study material/courseware as per the Lesson Plan (s).
4. Be punctual in the class and follow the Lesson Plans rigorously for delivery. Any shortfall of lectures in a week due to leave etc. is to be completed in the following week by taking extra classes.
5. Rigidly follow the schedules/deadlines for completing the assigned tasks and inculcate this habit among the students.
6. Be conscious of the needs of weak students and plan and implement for 'Remedial' teaching for such students and be empathetic to them.
7. Each faculty is to maintain a 'Semester Performance File' containing the record of (a) A copy of University syllabus of the subject, (b) Lesson Plan, (c) Study material prepared, (d) Assignments, question papers, tutorials, quizzes etc. prepared during the semester, (e) Record of delivery of Lesson Plan, (e) Result Analysis, and (f) Summary of your impressions including suggestions and difficulties, if any. Hand over this file to the respective Programme Director at the end of semester.
8. Each faculty member is to read and understand the meaning of attributes of 'Annual Appraisal Report' and 'Students' Feedback' on which he/she is assessed.
9. Demonstration of academic tasks performed by the faculty is an essential part of faculty members' responsibility. For this purpose each faculty is to (a) Digitize study material, (b) Develop quality assignments, tutorials, exercises, (c) Write research papers/articles in journals, (d) Participate and organize seminars/workshops/conferences, (e) Submit research papers in seminars/conferences, (f) Carry out consultancy work, and (g) Upgrade qualifications (NET, M Phil, PhD).
10. Carry out any other work assigned by Director/Registrar/Programme Director.



General Code of Conduct for Non-Teaching Staff

1. All staff members at the Institution must work hard to further the organization's interests during their stay. It is consequently expected that he/she will do his/her job with the utmost sincerity and honesty.
2. Staff members must work exclusively for the Institute and cannot engage in any other work or company. Furthermore, he or she shall not divulge to anyone in any way any information, know-how, knowledge, trade secrets, processes, security measures, plan, etc. of the Institute. If it is discovered that he or she has violated this provision, his or her services will be treated in accordance with the laws of the country.
3. Staff members should avoid any activities that could harm the institute's reputation.
4. Staff members must adhere to moral standards both on and off campus.
5. Staff members must adhere duty hours as per the Institute's rules, which are updated time to time, In addition, all staff members must follow the directions given by their reporting authority.



Roles & Responsibilities of Programme Administration Committee

1. To ensure that all the faculty members have prepared 'Lesson Plans' for the subjects allotted to them as per the Academic circular issued for this purpose.
2. Lesson Plans so prepared are to be shared with the students in pdf format by publishing them on network created for this purpose.
3. Monitoring the implementation of Lesson Plans in letter and spirit.
4. Carry out 'Weekly Review' of conduct of programme with all the concerned faculty members. Note the gaps and shortfalls that could not be implemented during the week and ensure that these are fulfilled in the same month. For example, in second week of August, in subject A, two hours could not be taken due to faculty being on leave, the concerned faculty must take two extra hours in the August to complete the shortfall.
5. Take timely actions for planning of Project Work and Summer Training, wherever applicable.
6. Review all cases of low attendance and initiate quick actions.
8. Review the results of class tests and semester-end examinations and give feedback to students, understand students' problems and motivate them for better performance. If felt necessary, inform their parents.
9. Identify general week areas of the class or group of students and arrange for 'Remedial Classes' for such students.
10. Have frequent communication with the students and act emphatically with their needs.
11. Wherever necessary, tie up with Faculty In-charges of Library and Computer Centre for the requirements of the concerned programme.
12. Plan and implement co-curricular and extra-curricular activities for the concerned programme.
13. Plan and implement guest speakers and study tours for the concerned programme.
14. Identify deficiencies in the planning and implementation of syllabi and give the feedback to the Director at least once in fortnight.



Roles & Responsibilities of Proctorial Board

1. Read the 'Students' Rulebook' comprehensively, understand various provisions under the Chapter "Students' Code & Conduct" and procedures for initiating a disciplinary action.
2. Members of the Proctorial Board have an omnipresent function, wherein they need to be on constant look out of the activities of the students and ensure good conduct and behavior of students within the campus.
3. Act quickly to defuse any problem that develops and give suitable directions to the involved students.
4. Initiate disciplinary action against the student (s) found indulging in any act that is considered against the desired behavior.
5. Carry out investigation, wherever necessary and submit the report to the Director.
6. Take rounds of the campus on regular basis and ensure that the students are attending classes and activities that they are required to participate.
7. Be available during the conduct of various ROLES & RESPOSIBILITES/co-curricular & extra-curricular activities of the Institute and control the disciplinary aspects of students.



Roles & Responsibilities of Academic Coordinator

1. He/she is to function directly under the Director.
2. The main function of Academic Coordinator is to assist the Director in academic planning for all the courses run in the Institute.
3. He/she is to be well conversant with the Syllabi and Course Structure of all the programmes in terms of:
 - (a) Programme-wise & semester-wise teaching load (theory & practical separately).
 - (b) Discipline wise teaching load in each programme in each semester. For the purpose of discipline the broad classification to be followed should be
 - (i) Information Technology (including Digital Electronics),
 - (ii) Management (Marketing, Finance, HRM, General Management, Retail Management, International Business, Economics, Business Laws),
 - (iii) Mathematics,
 - (iv) Communication Skills, and
 - (v) Project Work (including Summer Training).
4. Having analyzed the detailed task he is to plan for the requirements of faculty and identify 'Gaps' in terms of expertise.
5. Allocate subjects to the faculty at least one month before the commencement of the semester.
6. Ensure that each faculty submits week wise Lesson Plans at least 15 days before the commencement of the semester. Organize these Lesson Plans course wise and publish them in pdf format on the network.
7. He/she is to plan for the schedules of internal class tests, General Proficiency, Project/Summer Training, Viva, term-end practical examinations etc. for all the courses.
8. Prepare Daily Time-Table for all the classes and ensure that these are distributed to all faculty and displayed on the Notice Boards.
9. Integrate Co-curricular & extra-curricular activities with the Daily Time-Table ensuring that norms for the University in respect of academics are not diluted.
10. Maintain smooth coordination with the Programme Directors for scheduling, manpower resource planning and provisioning.



Roles & Responsibilities of Head of the Department

1. He/she shall report to the Director for the smooth conduct of the programme and act as the head of the Programme Administrative Committee of the respective programme and the Ex-officio member of the Proctorial Board.
2. He/she should be well conversant with the functions of the Programme Administrative Committee and Proctorial Board to conduct the programme smoothly.
3. He/she must acquaint him/her with the University syllabi, various ordinances pertaining to admissions, examinations, evaluations and student affairs for their respective programme.
4. He/she has to monitor, coordinate and control all the academic activities of the respective programme. He/she must plan and organize students' activities, both co-curricular and extra-curricular for the respective programme.
5. He/she should also take the responsibility of Students Welfare.



Roles & Responsibilities of Programme Coordinator

1. He/she shall be responsible to the Director for smooth conduct of the programme and act as the Head of the Programme Administrative Committee of the respective programme and the ex-officio member of the Proctorial Board.
2. He/she is to well conversant with the Roles & Responsibilities of the Programme Administrative Committee & Proctorial Board and conduct the programme accordingly
3. He/she is to read and understand the Students' Handbook and ensure that all Mentors and faculty member have read and understood the procedures that govern the students' actions during their tenure in the Institute.
4. He/she is to acquaint him/herself with the University syllabi, various ordinances pertaining to admission, examination, evaluation and student affairs for the respective programme.
5. He/she is to monitor, coordinate and control all the academic activities of the respective programme.
6. He/she is to plan and organise students' activities, both co-curricular and extra-curricular, for the respective programme.
7. At the end of each semester collect the 'Semester Performance File'. Make a summary and submit the difficulties, deficiencies along with suggestions/recommendations for improvement.
8. He/she is to maintain the database of all the students in respect of their attendance, performance and discipline and share it with other faculty members for timely intervention for any remedial measures.



Roles & Responsibilities of Class Mentor

1. Class Mentors shall directly report to the Programme Director of the respective programme.
2. Each Class Mentor is to act as an interface between students of a class that is assigned to him/her and Programme Director/Director.
3. He/she is to maintain the database of the class in respect of their attendance, performance and conduct.
4. He/she is to be empathetic towards the students' needs and guide them to be good human beings and excellent professionals in their chosen field. He/she is to act as a 'Manager' as well as a 'Social Scientist'.
5. Keep the communication channels open with the students and their parents on regular basis. Give feedback to the students and their parents about their attendance, performance and conduct at least once a month if it is below the desired level.
6. He/she is to maintain effective liaison with all the faculty members who are teaching the class and take feedback of students from them routinely.
7. He/she is to read and understand the Students' Handbook and ensure that all students have read and understood the procedures that govern the students' action during their tenure in the Institute. **Ensure that major issues and major milestones are regularly repeated, reinforced and reminded to the students. Guide the students to be law abiding, hardworking and avoid short cuts. Pick-up signals and patterns of deficiencies/problems early and act on them promptly. Avoid procrastination on action that is deemed desirable.**
8. He/she is to visit the classroom at least once in a day and monitor the upkeep of classroom and the facilities provided. Any deficiency or maintenance issue is to be reported to the Registrar promptly. In case of any damage to Institute's property carry out preliminary investigation & identify individual (s), if any and submit a written report to the Registrar/Chief Proctor for further necessary action.
9. He/she is to ensure that Class Representatives are elected/nominated as per the procedure for each academic year.
10. He/she is to organize at least one meeting per month of Class Representatives with the Director for the review of conduct of the programme.



Roles & Responsibilities of Training & Placement Officer

1. TPO is to assist the Director in networking & relationship building of the Institute through:
 - (a) Institute-Industry Relationship Management.
 - (b) Summer Training & Placement.
 - (c) Alumni Management.
 - (d) Public Relations including Media Management.
2. He/She shall be the ex-officio Convener of Placement Committee.
3. While discharging the above ROLES & RESPONSIBILITIES the TPO is to:
 - (a) Maintain comprehensive database of companies who regularly recruit Management and Computer professional at graduate & postgraduate level.
 - (b) Establish close contact and relationship with HR personnel of companies and TPO's of sister Institutions under GGSIP University.
 - (c) Develop strategies for achieving 100% placement of students of IITM.
 - (d) Maintain database of prospective students to be placed for summer training and final placement.
 - (e) Develop an effective communication system with the students for quick dissemination of information during working and off hours.
 - (f) Convene Placement Committee meetings (at least once a month) and keep a record of the meeting and brief the Director regularly.
4. He/she is to perform the following activities:
 - (a) Prepare a Placement Brochure for each batch to be placed and circulate it amongst the prospective recruiters.
 - (b) Based on the QRs of a company shortlist the students and send their list and resumes to the company and communicate with the students accordingly.
 - (c) Provide specific inputs in terms of technical/soft skills to the students' vis-à-vis a company.
 - (d) Carry out GAP analysis vis-à-vis industry requirement and frame training schedule for the students.



- (e) Interact with students to learn their aspirations and match these with their potential. Also apprise the faculty members.
 - (f) Train students for resume writing, interview and group discussion etc.
 - (g) Interact with Industry with an aim of inviting them as guest speakers, summer training of students, organizing industrial visits and coordinating campus placements.
5. In consultation with the Director and Management, plan and prepare publicity material and interact with media & alumni of the Institute.
 6. To carry out any assignment from the Management.



Roles and Responsibilities of Office Assistant

1. Office Assistants are answerable to the Registrar for their day-to-day functioning.
2. During the working hours of the Institute, they must be available at their assigned place of working.
3. Each Office Assistant shall be assigned a programme (s) (such as MBA, BBA etc.) by the Registrar. His/her duties with respect to the assigned programme shall comprise the following:
 - Registration formalities on the arrival of the fresh students, compilation of their data on the computer and maintenance of their records.
 - Preparation of University reports pertaining to fresh students.
 - Attending routine queries of students and putting their cases to the Registrar/Director, when required.
 - Preparation of Attendance Sheets of the students and the distribution of such sheets to the concerned faculty members for official use. Names of students should not be deleted without the proper authority duly approved by the University/Director/Registrar.
 - Collection and compilation of consolidated attendance record, its distribution to respective Programme Director & Class Mentors and display on respective Notice Board by 10th of the following month.
 - Getting Examination Forms (OMR sheets) filled, their verification, rectification of mistakes and timely dispatch to the University.
 - Obtaining and compiling of Internal Marks of various tests within ten days of completion of tests and proper maintenance of record.
 - At the end of semester, preparing of consolidated marks sheet of Internal Marks, getting OMR sheets filled from the respective subject teachers, their verification, and display on the Notice Board. Ensure their dispatch to the University at least five days before the commencement of term and examination.



- Receiving results of semester-end examination, their record keeping, handling queries of students and correspondence with University, if required.
- Preparation of Subject/Faculty wise Performance Summary of term end examination results and put up to the Director for his perusal and further action. Drawing the list of re-appear students semester-subject-wise.
- Issue of provisional Marks Sheets/Certificates, Character Certificates etc. when required by the students.
- Preparation of Students Feedback Forms for each class, obtaining feedback from students and its analysis.
- Support internal examiners during term end practical/viva in compilation of marks sheet, filling of OMR sheet, collection & disbursement of remuneration to external examiner.
- Support respective Programme Director and Class Mentors in supplying student data to them and dispatching letters etc. to the students and their parents.
- Support Training & Placement Officer by supplying and maintenance of records in respect of placement of students.
- Maintenance of Notice Boards of respective programme. Notice Boards must be cleared every 1st & 16th of the month.

Besides the above each, Office Assistant shall be assigned some specific tasks such as Maintenance of Leave Record of Faculty & Staff, Stock Book Maintenance and Procurement; Distribution of Stationary, Students' Suggestion Book etc.

Office Assistants may be assigned any other work by the Registrar/Director/Management.



LEAVE RULES FOR BOTH TEACHING AND NON-TEACHING STAFF

1. Objectives and General Principles for the implementation of Leave Rules:

These Leave Rules are framed to ensure smooth implementation of employee welfare measures in alignment with the Institute's requirements.

Applicability

Provisions contained in these rules are applicable to all employees of the Institute.

Right to Leave

Leave is a privilege and not an inherent right. The grant of leave is subject to the exigencies of the situation and can be denied or revoked by the competent authority.

Authority Empowered to Sanction Leave

The Director of the Institute or any other designated member of staff with delegated authority has the power to sanction leave. Special leave requires approval from the Chairman or a Management representative.

2. General Provisions of Leave: -

Following general provisions are to be adhered to by all concerned:

- 2.1 Leave entitlement is based on calendar year, from January 1st to December 31st.
- 2.2 An employee must obtain prior sanction before proceeding on leave. Mere submission of leave application does not automatically grant leave. In exceptional cases, staff must obtain telephonic permission from the Director/office.
- 2.3 Any absence without prior sanction may be considered 'Leave Without Pay', regardless of available leave balance.
- 2.4 Recurrent cases of leave without pay or unauthorized absence will be treated as violation of the expected code of conduct and handled accordingly.
- 2.5 Employees can return from leave before its expiry, and any unutilized leave will be credited. A written request is required to be submitted to the Director.
- 2.6 Generally, no leave is granted after an employee's resignation during the notice period. The



Director may consider exceptions if circumstances warrant. Leave granted in such cases will not exceed the leave balance prior to resignation.

- 2.7 Sundays and holidays can be prefixed/suffixed to any type of leave.
- 2.8 All authorized leave is paid unless any provisions specifies otherwise.
- 2.9 Leave of absence cannot be claimed as a matter of right.
- 2.10 The authority granting leave of absence may arrange for the efficient discharge of duties of the absentee during their absence.
- 2.11 When the exigencies of service so require, leave of any kind may be refused or revoked by the authority competent to grant it but it shall ordinarily not be open to the authority to alter the kind of leave applied for except on the written request of the employee
- 2.12 Any claims to leave credits cease upon dismissal, removal or resignation of an employee.
- 2.13 Unless the Chairman of the Institute determines otherwise due to exceptional circumstances, no employee shall be granted continuous leave exceeding two years. In these exceptional cases, the employee must execute the Surety Bond prepared by the Institutes.
- 2.14 Prefixing and suffixing holidays to leave shall be automatically allowed except in cases where administrative reasons explicitly withhold permission for prefixing/ suffixing holidays to leave.
- 2.15 In situations where an employee is called back to duty before the expiry of leave, such recall is deemed compulsory.
- 2.16 An employee on leave should not return to duty before the expiry of leave without permission of the leave granting authority. An employee on medical leave is required to submit a fitness certificate to resume duty.
- 2.17 An employee on leave is prohibited from engaging in any external service or employment without obtaining the sanction of the Chairman of the BOM.
- 2.18 Absence without sanctioned leave or overstaying sanctioned leave, including vacation, without permission from the leave sanctioning authority will lead to forfeiture of pay and interruption of service.

2A Provisions for Vacation Leave

The following provisions shall govern the granting of vacation leave to eligible employees:

- Vacation leave is granted exclusively during the non-teaching period of the academic calendar and only to faculty members with at least one year of regular service. Those with



less than one year of service receive vacation leave on a proportional/pro-rata basis.

- Vacation leave can be taken in staggered periods during winter and summer periods for a maximum of two times in a year and only with the prior approval from the sanctioning authority. In general, vacation leave shall not extend beyond June 30th, ensuring all faculty members are present in the Institute from July 1st for the next session.
- At any given time, a maximum of 50% of faculty members can be on vacation leave.
- Special leave for Faculty Development Programs (FDP) can be combined with vacation leave, but only with prior sanction. This applies to authorize FDPs lasting 15 days or more, and it becomes applicable after completing a one-year probation period.
- Vacation leave not availed lapses on December 31st of the respective calendar year.

2B Provisions for Earned Leave

The following provisions apply when granting earned leave:

- **For Vacation Staff:** Five days of leave are credited on completing six months of continuous service in the Institute on January 1st and July 1st each year.
- **For Non-Vacation Staff:** Five days of leave are credited on completing four months of continuous service in the Institute on January 1st, May 1st and September 1st each year.
- Employees who join in between the cycle receive leave credits on a proportional/ pro-rata basis.
- For every five days of unauthorized absence/ leave without pay without directorial approval in the previous cycle, one day's earned leave is deducted. Exceptions apply in cases of medical exigencies with submission of supporting documents and for prior approved leave during non-teaching days as per GGSIPU academic calendar.
- Earned leave can be accumulated up to 10 days for Vacation Staff and 15 days for Non-Vacation Staff, with carryover to succeeding years to a maximum of three years.
- Earned leave cannot be split, i.e., Sundays and holidays during the leave period will be counted towards the leave entitlement.

2C Provisions for Casual Leave

The following provisions apply when granting casual leave:

- **For Vacation Staff:** Two days of casual leave are credited on every January 1st, April 1st,



July 1st and October 1st each year.

- **For Non-Vacation Staff:** Three days of casual leave are credited on January 1st, April 1st, July 1st and October 1st each year.
- Upon joining, the first-time casual leave is credited on a pro-rata basis after serving for one month.
- Casual leave application should generally be submitted and sanctioned by the competent authority before being availed, except in unforeseen/ emergency circumstances.
- Casual leave not availed in a calendar year cannot be carried over to the next calendar year. Such leave shall lapse on December 31st.
- Employees can split half a day's entitled casual leave into two time slots, accommodating exigencies of less than 2 hours, up to two times a month, with the discretion of the Competent Authority.
- Casual leave cannot be combined with other types of leave. Generally, consecutive casual leave days should not exceed three days. (Given at a stretch.)
- Casual leave can be split, i.e., Sunday and holidays during the leave period will not be counted towards the leave entitlement.
- In case an employee resigns after availing casual leave without completing the total cycle period, the equivalent number of days of leave availed will be deducted from the final settlement of dues.

2D Provisions for Official Duty (OD)

- Faculty members will be granted four days of Official Duty for paper evaluation as University Representative (UR) or External Examiner.

Note:

- Faculty members who are deputed as External Examiner or University Representative and claim OD leave for Paper Evaluation must submit proof or else OD will not be sanctioned.
- OD leave will be sanctioned each semester, subject to approval from the Director.
- OD leave cannot be combined with Earned Leave.



2E Provisions for Special Leave (Academic)

The following provisions apply when granting Special leave:

1. Faculty members will be granted academic leave for participating in Seminars, Conferences, FDPs, or presenting papers or chairing sessions, with the condition that no more than 10% of the total faculty in a department can avail this leave simultaneously. Additionally, the concerned faculty member must have served the Institute for a minimum period of one year on a regular basis (including one year of probation and one year of regular service).
2. After attending such event, the concerned faculty member must submit a written report to the Director, detailing salient features of the program and benefits accrued, along with a copy of the participation certificate.
3. In case a faculty member resigns after availing full Six-day academic leave without completing one year of service, an amount equivalent to the number of days of leave availed will be deducted from the final dues.

Study Leave

Study Leave may be granted to regular employees with at least 5 years of service, for pursuing approved study programs in or out of India. Conditions for study leave include:

- a. The course selected should be in line with employee's teaching responsibilities and be approved by Institute's Governing Body and AICTE/GGSIPU or other relevant statutory body.
- b. The employee must submit an undertaking, committing to serve the Institute for at least 1 year after completing the study course.

2F Rules for Maternity Leave

The following provisions apply when granting maternity leave:

Maternity leave may be granted to regular female employees for up to two surviving children.



Note: Application for maternity leave should be supported by a medical certificate from a registered private hospital, clinic or government hospital.

Leave is not debited from the leave account and is granted at full pay drawn prior to proceeding on leave.

- a. Female employee proceeding on maternity leave must inform the Institute in writing at least six months before taking leave. The notice should be accompanied by a medical report and the number of living children, to allow the institute to make alternative arrangements for her assigned duties.
- b. After the completion of maternity leave, the concerned faculty/staff must serve the Institute for at least one year.
- c. Failure to adhere to the above conditions will be addressed as per MLSS provisions.

Special Provisions

(A) Leave Without Pay (LWP)/ Extraordinary Leave:

1. All cases of absence from duty, other than authorized leave, will be treated as 'Leave Without Pay'.
2. Extraordinary leave without pay and allowances may be granted to an employee under special circumstances:
 - (i) When no other leave is applicable.
 - (ii) When other leave is applicable, but the employee applies in writing for extraordinary leave.

a) Extraordinary leave without pay and allowances may be sanctioned to regular employees subject to the following limitation - extraordinary leave cannot be claimed as a matter of right.

b) Compensatory Off: It may be granted to employees in lieu of working on a Sunday or holiday. However, pre-sanctioning of the day and date of absence, i.e., compensatory off, is mandatory and not at the discretion of the employee.



3. Types & Quantum of Leave

For the purpose of leave, employees have been categorized into two categories, viz.

(a) **Vacation Staff:** All faculty members.

(b) **Non-Vacation Staff:** Director, Registrar, Training & Placement Officer, Accounts Staff, Audit Officer, Storekeeper, Office Supdt, Librarian, Deputy/Assistant Librarian, Lab Assistants, Office Assistants, Receptionist and Maintenance Staff.

S. No.	Type of Leave	Vacation Staff	Non- Vacation Staff
1	Vacation Leave	2 Weeks (to be given in winter/summer breaks during non-teaching period). <i>Director may structure the vacation as per the requirements.</i>	Nil
2	Earned Leave	10 Days in a calendar year	15 Days in a calendar year
3	Casual Leave	8 Days in a calendar year	12 Days in a calendar year
4	Maternity Leave	3 months	3 months
5	Special Leave	Maximum 5 days in a year for participating in activities related to faculty development or presenting papers.	Maximum 6 days in a year for participating in activities related to staff development.



CONDUCT AND DISCIPLINE RULES

Rule 1. Short Title and Commencement.

- (i) These Rules shall be known as the "IITM Conduct and Discipline Rules".
- (ii) These Rules shall be applicable to all employees at IITM.

1. Conduct

Every employee of the Institutes shall uphold the highest standards of behavior at all times and adhere to the following principles:

- 1.1 Maintain unwavering integrity.
- 1.2 Display utmost dedication to assigned duties.
- 1.3 Refrain from any conduct that goes against the professional ethos an employee of the Institute.

2. Misconduct

While the term "misconduct" is of broad meaning, the ensuing acts of omission and commission shall be considered as instances of misconduct:

- 2.1 Engaging in theft, fraud or dishonesty involving Institute affairs, property, or the property of any individual within the Institute premises.
- 2.2 Knowingly or willfully neglecting assigned duties.
- 2.3 Advocating communal or sectarian ideologies through lectures or otherwise, or inciting students to engage in such activities.
- 2.4 Participating in or accepting bribes or illicit gratification.
- 2.5 Practicing discrimination against any student on the ground of caste, creed, language, origin, or social or cultural background.
- 2.6 Furnishing false information during employment or throughout the tenure at IITM concerning details such as identity (name, age, father's name, etc.), qualifications, and experience.
- 2.7 Behaving in a manner detrimental to the interests of IITM.
- 2.8 Engaging in or encouraging malpractice related to examination or any other activity of the Institute.



- 2.9 Willful insubordination or disobedience of lawful and reasonable orders from superiors.
- 2.10 Seeking or receiving any contributions or engaging in fund raising, whether in cash or kind, without the prior consent of the Chairman of the BOM.
- 2.11 Entering any monetary transaction with students or parents, or leveraging influence for personal gain. He shall conduct his personal matters in such a manner that he has not to incur a debt beyond his means to repay; (Maintain financial prudence)
- 2.12 Practicing or encouraging students to practice casteism, communalism or untouchability.
- 2.13 Damaging Institute's property or instigating others to do so.
- 2.14 Committing a criminal offence involving moral turpitude.
- 2.15 Absence from the workplace without permission or sufficient cause.
- 2.16 Displaying drunken or disruptive or indecent behavior on Institute premises or in connection with employment conditions outside the premises.
- 2.17 Tampering with machinery, laboratory equipment or safety devices within or around the Institutes.
- 2.18 Repeatedly arriving late or irregularly to work.
- 2.19 Taking unauthorized absence, including overstaying sanctioned leave without proper grounds or satisfactory explanations.
- 2.20 Sleeping while on duty.
- 2.21 Engaging in gambling within the premises of the Institute.
- 2.22 Violating smoking prohibitions within Institute premises.
- 2.23 Willfully falsifying, defacing or destroying personnel records of the Institute.
- 2.24 Refusing to acknowledge charge-sheets, orders or other official communications served in accordance with these rules or in the interest of discipline.
- 2.25 Engaging in transactions related to property, machinery, stores with the Institute without written authorization from the Competent Authority.
- 2.26 Writing anonymous or pseudonymous letters or associating with such correspondence.
- 2.27 Remaining available to serve the Institute and comply with its directives, including serving at different locations as required.
- 2.28 Seeking permission from the competent authority before taking any absence from duty.

Note: The aforementioned instances of misconduct are for illustrative purposes and not exhaustive. Detailed Conduct Rule, as per GGSIPU regulations and instituted by IITM, shall be binding on all its employees.



PENALTIES AND APPEAL RULES

1. The following penalties may be imposed on an employee for good and sufficient reasons or for breach of Conduct Rules:

1.1 Minor Penalties:

- (i) Censure
- (ii) Recovery of losses caused to the Institute due to negligence or breach of orders
- (iii) Withholding increments of pay

1.2 Major Penalties: -

- (i) Reduction to a lower stage in the pay scale for a specified period, with or without cumulative effect, and with instructions on whether increments will be earned during this period
- (ii) Demotion to a lower time scale of pay, grade or position for a specified duration.
- (iii) Removal from service which shall not be a disqualification for future employment;
- (iv) Dismissal from service, ordinarily disqualifying for future employment under the Society

2. Procedure for Imposing Minor Penalties:

Normally, no formal inquiry will be conducted for the purpose of imposing minor penalties. Orders for minor penalties against an employee of the Institute(s) will be issued only after:

- 2.1 Informing the employee in writing about the proposed action, including the allegations of misconduct or misbehavior. The employee shall have 10 days from the receipt of the proposal to submit a written representation.
- 2.2 Considering the representation, if any, submitted by the employee.
- 2.3 Recording findings on each allegation of misconduct or misbehavior.

3. Procedure for imposing Major Penalties: As per rules of GGSIPU



4. **Appeal: (Elaborate Term – An appeal is one which has its reference to the appropriate Appellate Authority against an order of Penalty. The right to appeal has been provided to teaching and non-teaching staff in certain orders.)**
- 4.1 Appeals should be filed within 45 days from the receipt of the penalty order, addressed to the Appellate Authority, i.e., The Chairman. Any employee filing the appeal should do so in their own name, providing all relevant facts and statements. Use of discourteous language is prohibited. The Appellate Authority i.e. Chairman – BOM or President (MLSS) [as applicable] may consider appeals submitted after the expiry of the specified period if sufficient cause is demonstrated.
- 4.2 No appeals may be filed against orders issued by the Inquiry Officer during the inquiry process.
- 4.3 No appeal may be filed against orders issued by the Governing Body of the Institutes. The Governing Body may only review orders in consultation, either confirming, modifying, or setting them aside. Upon review of the appeal, the Appellate Authority has the power to confirm, enhance, reduce, or set aside the penalty, or pass any other appropriate order.



MINIMUM ACADEMIC PERFORMANCE, SERVICE REQUIREMENTS AND OTHER CONTRIBUTIONS FOR BEST FACULTY AWARD / PROMOTION / ANNUAL INCREMENT / APPRAISAL FOR TEACHING STAFF

1. Coverage:

The norms and regulations formulated by Mata Leelawati Shikshan Sansthan, in accordance with the University Grants Commission, All India Council of Technical Education and other relevant statutory bodies, as applicable to different programs, shall apply to the faculty.

2 Categorization of Growth Opportunity/ Career Enhancement:

The career progression and growth of faculty members are categorized into the following areas:

- (i) Best Faculty Award
- (ii) Career Progression (Advancement) Scheme
- (iii) Annual Increment
- (iii) Assessment and Appraisal

2.1 Best Faculty Award

Best Faculty Award is presented annually to individual faculty members of IITM during the Annual Day Function, based on their performance over the past year. To be considered for this award, faculty members must complete the provided pro forma (**Annexure 1**) detailing their achievements and contributions during the past year. The award includes a monetary prize and a certificate. The selection criteria are outlined in Annexure 1, considering performance scores and other relevant factors. Recipients of the Best Faculty Award are not eligible for consideration for the award in the subsequent three years. Annexure 1 must be filled by faculty members and submitted by the 15th of September each year. These pro forma will be assessed and verified by a duly constituted Committee.

2.2 Career Progression (Advancement) Scheme/ Promotion

This policy outlines the promotion process for the Institutes, as approved by the competent authority. The Institutes' objective is to nurture excellence, upholding the highest standards of academic rigor in faculty selection and promotion.

2.3 Conceptualization of Format and Pro forma: Career Advancement Report (CAR)



- (i) The Career Advancement Report (**CAR**) pro forma combines the Annual Performance Appraisal Report (**APAR**), **Academic Performance**, and **Increment Pro forma** (scoring a minimum of 65% marks in APAR), as approved by the Board of Management (BOM), along with the Work Report. This modified format, known as Career Advancement Report (CAR) (Annexure 1), is used for assessment and promotion criteria.
- (ii) **CAR** consists of two parts, A and B. Part A has four sections that are to be filled by faculty members and Part B is to be used by senior officers (Reporting/ Reviewing Officer) and the (administrative) office. Both parts shall be used for **screening purposes** during Career Advancement/ Promotion evaluations.
- (iii) For internal candidates, the Annual Performance Ratings of the previous five years should have received a "Very Good" assessment from the Reviewing/ Reporting Officer.
- (iv) When awarding the Best Faculty Award on an annual basis, the total point scored in all four sections of Part A of the CAR pro forma are considered.

2.4 Qualification Criteria for Career Advancement / Promotion

The qualification criteria for the positions of Assistant Professor, Associate Professor and Professor shall adhere to the guidelines set by UGC, AICTE or relevant statutory bodies governing the respective programs, as well as those specified and formulated by the Institute within this policy.

There will be three stages for the revision of grade pay at the Assistant Professor level:

- (i) Faculty members holding the position of Assistant Professor, having obtained a Ph.D. and a minimum of 13 years of regular service at the parent Institute, will be eligible for the next grade pay upon completion of 13 years. Assistant Professors without a Ph.D. but with a minimum of 16 years of regular service at the parent Institute will also be eligible for the next grade pay.
- (ii) The second and third increments in Grade Pay will be granted upon completion a minimum of 10 years of regular service at the present grade level, subject to the prevailing grade pay. This advancement is contingent upon the fulfilment of overall academic and performance factors outlined in the CAR and other performance documents.
- (iii) The assessment grading must be 'Very Good', as determined by an Expert Committee constituted by the Institute, to verify eligibility and performance.



2.4.1 Procedure:

- (i) Candidates who meet the eligibility criteria can apply for promotion by submitting an application along with a duly filled Work Report.
- (ii) Upon final verification and meeting the eligibility criteria, candidates must achieve a minimum of 60% marks in the selection process (interview) to qualify for promotion. Additionally, candidates must attain the minimum API score in all cases.
- (iii) The effective date of promotion will align with the Academic Calendar issued by the University for the upcoming Academic Session.
- (iv) In cases of unforeseen issues not covered by these regulations or differences in interpretation, the decision of the President of MLSS shall be considered final.



MINIMUM PERFORMANCE AND SERVICE REQUIREMENTS FOR ASSURED CARRER PROGRESSION SCHEME/ PROMOTION/ ANNUAL INCREMENT/ BEST EMPLOYEE AWARD FOR NON-TEACHING STAFF:

1 Coverage:

This policy outlines the career advancement scheme, promotion, awards, increment, and assessment for non-teaching staff of the Institutes, based on the proposal approved by the competent authority. The Institutes' mission is to nurture excellence, and in pursuing this mission, the Institutes aim to uphold the highest standards of performance, transparency and employee evaluation.

2 Norms and Regulations:

For non-teaching staff, the norms and regulations formulated by MLSS shall apply.

3 Categorization of Growth Opportunity / Career Enhancement through:

- (i) Best Employee Award
- (ii) Modified Assured Career Progression Scheme
- (iii) Annual Increment
- (iii) Assessment and Appraisal

3.1 Minimum Performance Requirements:

- (i) The Career Advancement Report (CAR) pro forma combines the Annual Performance Appraisal Report (APAR), Increment Pro forma (requiring a minimum score of 65% marks in APAR), approved by MLSS and Work Report (refer to **Annexure 1**). This report comprises of two parts: Part A to be completed by the staff member and Part B for use by senior officers (Reporting/ Reviewing Officer) or administrative office. Both parts are intended for **screening purposes** only in cases of Career Advancement, Increment, Award and Annual Appraisal.
- (ii) For the annual Best Employee Award, the total points scored in Parts A and B of the pro forma shall be considered.
- (iii) To qualify for the Annual Increment, the performance appraisal must have a minimum score of 65% in the preceding year's APAR.



3.2 (i) Best Employee Award:

The scheme aims to formally acknowledge and appreciate the contributions of non-teaching staff to institutional development at IITM. The award is instituted to motivate and reward those staff members who demonstrate exceptional dedication and enthusiasm in their work.

The award categories are divided into -

- (i) Administration & Library
- (ii) Lab (Computer) & Studio Technicians
- (iii) MTS (Erstwhile Group-D Staff)

Recipients of the Best Employee Award will not be eligible for the same category for the next five years. Award recipients will be honored with a cash prize and a certificate awarded during the Annual Day Function of the Institutes. Annexure 2 is mandatory for all staff members, and it must be completed by the last week of August each year. These pro-forma will be assessed and verified by the duly constituted Committee. Only regular staff members will be considered for the award.

3.2 (ii) Modified Assured Career Progression Scheme /Promotion:

This policy outlines the promotion and career progression framework for the Institute. The Institutes' mission is to nurture excellence. In pursuit of this mission, the Institutes are committed to upholding the highest standards of academic rigor in the selection, promotion and career progression of non-teaching staff.

3.3 Qualifications and Career Advancement:

Minimum qualifications and their enhancements and upgrades shall be determined by the Institute's Policy Guidelines.

3.3.1 Main Highlights of the Career Advancement Scheme:

- (i) Grant three financial upgradations to employees upon completing 10, 20 and 30 years of continuous regular service.
- (ii) Casual (including those with temporary status), ad hoc and contract employees are not eligible for benefits under the scheme, except the work-charged employees if their service conditions match regular establishments.
- (iii) The scheme does not impact regular promotional avenues based on vacancies.



To conclude:

1. MACP provides financial upgradation after 10 continuous years in the same grade pay.
2. Promotion in the same grade pay is also counted for MACPS. Either counts for the next 10 years of regular service for the next financial upgradation.
3. Only continuous regular service counts towards MACPS qualifying service, starting from the date of joining a post in a direct entry grade on a regular basis.
4. Past cases will not be reopened.

3.4 Procedure:

- (i) Eligible candidates should apply for promotion by submitting the application and a completed Work Report.
- (ii) After verification and meeting eligibility criteria, candidates must score a minimum of 60% marks in the selection process (interview) for promotion, along with a minimum API score.
- (iii) In cases not covered by this regulation or disagreements in interpretation, the decision of President MLSS is final.

