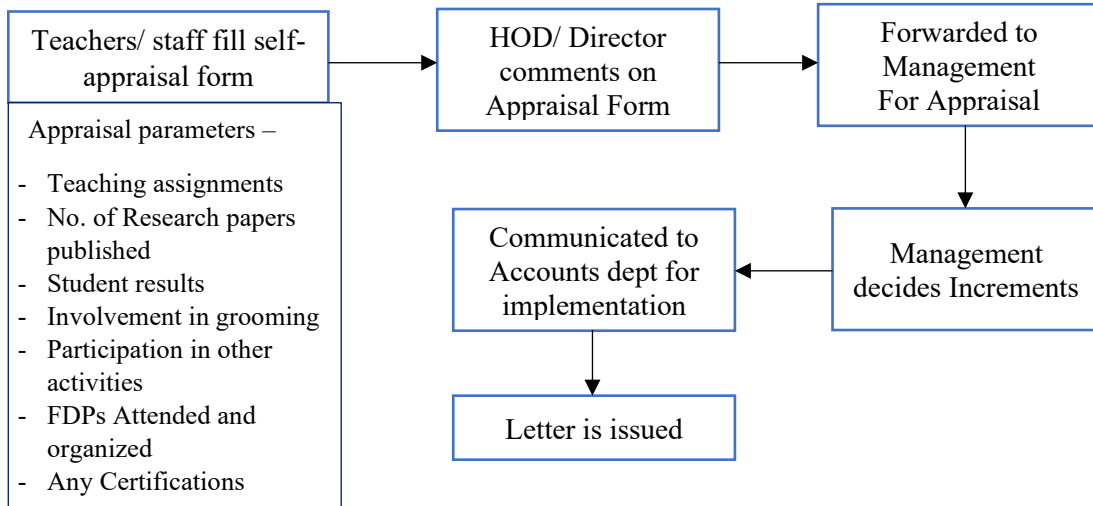# Metric 6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression..

LIST OF SUPPORTING DOCUMENTS

SN	Documents
1	Performance Appraisal system flowchart
2	Performance Appraisal Form
3	Staff Welfare Policy
4	Staff Welfare Measures - Provident Fund Contribution - Mediclaim - Pantry Facility - Mess facility - Uniform for all staff members - First aid box and Sick room photo - Casual and Medical Leaves - Staff picnic and outbound activity photos - Birthday measures - Day care facility for kids - Staff Appreciations - Festival Celebrations - Teachers day celebration - Transport Facility for Pickup and drop

Performance Appraisal System

Teachers/ staff fill self-appraisal form	→	HOD/ Director comments on Appraisal Form	→	Forwarded to Management For Appraisal

Appraisal parameters –

- Teaching assignments
- No. of Research papers published
- Student results
- Involvement in grooming
- Participation in other activities
- FDPs Attended and organized
- Any Certifications

Communicated to Accounts dept for implementation	←	Management decides Increments

Letter is issued

Performance Appraisal Form

APPRAISAL FORM

ACADEMIC YEAR 2021-22

(The details are required from: 1st July 2021 to 30th June 2022)

Name	
Designation	
Department	
Area of Specialization	

SECTION – I: Teaching Faculty

A. TEACHING, LEARNING AND EVALUATION

S. No.	Nature of program	Description	Remark
1	Use of innovative teaching methodology (Case study, Presentation, Management Games conducted)		
2	Additional examination work such as exam coordination, paper correction etc		
3	Extra-Curricular activities conducted		
4	Organizing Or conducted Conference, Conclave, FDP, Workshop, Seminar, Panel Discussion		
5	Socio-Cultural and Sports Programs		
6	Membership in profession related committees at state and national level		

7	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance		
8	Corporate connect (For live projects, Sponsored projects, Survey, Collection of primary data etc.)		

B: PARTICIPATION IN CONFERENCE/FDP

Details of Additional Training/Faculty Improvement/Conference attended further Study undergone

Period		Nature of Program	Institution	Remarks
From	To			

CATEGORY – III: RESEARCH CONTRIBUTIONS

S. No	Nature	Published	Accepted but not Published
1	Research Publication (Only Numbers)		
	UGC		
	Scopus		
	ABDC		
	Others		
	Case Study		
	Book Published		
	Book Chapters		
2	Sponsored Projects carried out/ ongoing/MDPs/Consultancy		
3	Invitation conference/seminar/Workshop/ symposia to deliver lecture		
4	Discipline Specific Award		
5	Honors / Recognitions Specify		
6	Post -Doctoral Degree if any		

*Please submit the details in separate sheet

SECTION-B (Applicable to Placement Department)

Sr. No	Nature	Description	Remarks
1	No. of Companies Introduced by you during the year		
2	No of Guest Speakers invited		
3	Total No of Students Placed		
4	Highest Package Cracked		

*Please submit the details in separate sheet

Signature of the Faculty   **Signature of Director**

Signature of President, SBES

Faculty Policy Documents

International Institute of Management & Human Resource Development For Women

Approved by AICTE, Ministry of HRD, Govt. of India

Affiliated to Savitribai Phule Pune University

NAAC Accredited

FACULTY RELATED POLICIES

	PARTICULARS
1	CODE OF CONDUCT
2	FACULTY RECRUITMENT POLICY
3	LEAVE POLICY
4	PERFORMANCE APPRAISAL POLICY
5	FACULTY WELFARE POLICY
6	RESEARCH POLICY

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1. CODE OF CONDUCT

a) Working Hours: The working days and time can be changed as per the direction of the IIMHRD Administration.

b) I-card: All Employees should compulsorily come in formal Dress Code on all working days. ID card should be worn by all employees within the campus and must produce the Card when requested by the authorities at any time.

c) Reporting on duty upon arrival: Employees are expected to register their attendance in the Attendance Muster and/or Biometric system on or before their schedules duty hours.

d) Leaving the campus before time: Employees are not allowed to leave the campus before the official working hours. The only exception to this rule is Permission from Concerned authority or On-duty leave. If irregularities are found in this process, will be reported to the disciplinary committee for further necessary action.

e) On-Duty leave: Employees should fill up the ON-DUTY form and take preapproval from Head of the Department signature and submit the same to Director. The On-Duty form must be accompanied by suitable proof. In case where proof is not available, it is the responsibility of the sanctioning authority to judge the genuineness of the case.

f) Equal Employment Opportunity: It is policy of the Institute to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age.

g) Sexual Harassment: Sexual harassment of employees or students at the institute is prohibited and offender is dismissed, or other disciplinary action is taken based on the process of Internal Complaints Committee and as per Provision of the Act.

h) Discipline: All employees must follow rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquettes as expected by the Institute. Following are examples of actions, which are unacceptable to the Institute and often result in disciplinary action or termination of employment.

- Theft
- Falsifying, grafting, or forging of any record, report, or information
- Discourteous behaviour
- Any other misconduct interfering with performance of job/tasks
- Unauthorized absence from assigned work area
- Sleeping on duty
- Interfering with the work performance of another employee

- Favouritism
- Wasting materials
- Wilful damage to equipment or property of the IIMHRD
- Entering an unauthorized work area
- Habitual absence or tardiness

i) Security &Vigilance on campus: Institute is equipped with security office. They manage the security on campus. Everyone on campus should positively participate to assist the security personnel if he suspects anything odd in campus. Institute has also installed cameras in prominent and important locations as outdoor security monitoring.

j) Private Coaching / Outside Employment: No employees should be involved in part time coaching and will not seek employment/deliver part- time lectures anywhere else whether gainful or otherwise without the written sanction from the Institute. All copy rights, patents, papers published or discoveries/ideas developed by the faculty during employment shall bear a joint ownership between faculty and the Institute.

k) Internet Facility: Employees must use the internet facility only for office and academic purpose. Employees must not be involved in sending unsolicited mails through institute's internet facility. Employee must not download material from internet without proper acknowledgement of original source. Employees must not watch unsolicited videos.

l) Non-smoking, non-alcohol and no-tobacco chewing: No tolerance is observed regarding smoking, drinking and tobacco chewing on campus. It is viewed as serious issue and strict action will be initiated against the employee members and student found indulged in smoking, drinking and tobacco chewing.

m) Dress Code: All the employees must adhere to proper dress code during all working days. Faculty members must not come in Casual cloths like jeans etc. during any working day. The dressing etiquettes must be maintained by all employees all time.

n) Vehicle parking: All the employees are required to park preferably at the designated parking slots for proper administration.

o) Teaching Load & Other Responsibilities: The engagement should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows as per
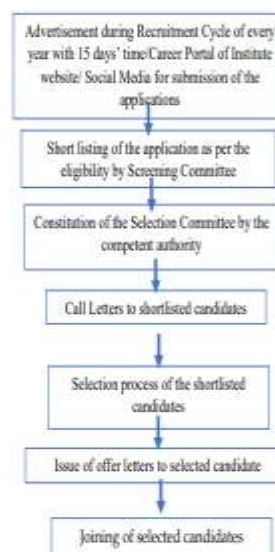
AICTE norms:

1. Director - 4 hours/week
2. Professor - 8 hours/week
3. Associate Professor - 12 hours/week
4. Assistant Professor - 16 hours/week

p) Additional Responsibilities: Director IIMHRD can assign additional roles and responsibilities as required by the department to teaching staff like Program Chair, Deputy Director, Dean etc. Faculty is expected to abide by administrative orders of the Institute as amended from time to time. The work time may include weekends and evenings. No additional remuneration would be provided for the same.

2. FACULTY RECRUITMENT POLICY

Recruitment for various faculty positions i.e. Director, Professor, Associate Professor Assistant Professor and Librarian takes place every year as per the work load identified by the Savitribai Phule Pune University. In terms of their qualifications and experience , the Institute follows the norms of AICTE, UGC,SPPU and Govt. of Maharashtra.

Flow Chart Selection Committees / Selection Procedures

Advertisement during Recruitment Cycle of every year with 15 days' time/Career Portal of Institute website/ Social Media for submission of the applications

↓

Short listing of the application as per the eligibility by Screening Committee

↓

Constitution of the Selection Committee by the competent authority

↓

Call Letters to shortlisted candidates

↓

Selection process of the shortlisted candidates

↓

Issue of offer letters to selected candidate

↓

Joining of selected candidates

3. LEAVE POLICY

Preamble:

Leave: - It is an authorised absenteeism of the person from the place of work with prior sanction of respective Directors.

Holiday:- It is an authorised absenteeism of the person from the place of work without prior approval of competent authority, unless specifically called through an office order.

Guidelines by AICTE/ UGC

- As per the norms of approving /affiliating bodies (like AICTE / UGC), minimum 240 working and 180 teaching days are required. In view of this, leave rules are being framed as given below

- No leave shall be claimed as a matter of right by an employee. The Director / Management reserves the right to grant or refuse or revoke leaves depending upon the exigencies of services/ in the interest of the Institutions. The leave application should be submitted to the concerned HOD for the recommendation and then to the Director for approval.

- The academic year stars from 1st July of a calendar year to the 30th June of next calendar year.

- No kind of leave shall be admissible to casual and part time employees, if any. Adhoc/ purely temporary employees shall be entitled for consideration only for casual leave.

- No member of staff will leave Head Quarter at any time whether on leave or otherwise without the prior permission of the Director/ Management. The application for leaving headquarter must be submitted and got sanctioned before proceeding on leave.

Leave account shall be maintained for each employee by the Director Office (H.R Office).

Leave status can be ascertained by the employee from the HR Office.

Kinds of Leaves Admissible to Faculty & Technical Staff:

Casual Leave:

- Ten (10) days Casual Leave with full pay shall be admissible to an employee in an academic year

- Casual Leave is intended to meet urgent, personal requirement / circumstances.

- Casual leave will not ordinarily be combined with other leaves. It may be combined with holidays and Sundays.

- Application for leave be ordinarily made at least one or two days in advance except for some emergency situation to the satisfaction of Director / Management.

- Casual leaves will lapse after expiry of Academic year.

Medical/sick Leave:

- An employee shall be eligible for Medical Leave under special circumstances, such as injury in the body or serious disease forcing him/her on bed rest. For short illness Medical Leave will not be permissible. However the Competent Authority will examine seriousness of incidence and his/her decision will be final.

- Twelve (12) days Medical Leave with full pay shall be admissible to an employee in an academic year on the basis of medical certificate of the District Hospital or famous private hospital.

- The employee will be required to submit his/her fitness certificate at the time he/she resumes his/her duty.

- Sundays, holidays and off days falling in between the leave shall be counted as a part of the Medical Leave.

Maternity Leave:

- Maternity Leave facility will be admissible to only those female employees who have completed one year of service in the Institute.

- A female employee shall be eligible for 6 months Maternity Leave with full pay in case of delivery

- A female employee who has been on Maternity Leave shall produce a satisfactory medical certificate of her fitness when she resumes her duty from the concerned hospital or a registered medical practitioner.

- A female employee will also have to sign a bond certificate to serve the Institute for at least two years after availing such leave.

Annual Leave/ Vacation Leave

- A faculty and technical staff will be entitled for a total of 24 days' vacation during summer (14days) and winter (10days) in the academic year.

- A minimum of one year service will be needed in the Institute to avail summer & Winter Vacations. One year will be counted from July to June for entitlement of Summer & Winter vacations.

- Employee who have not completed one year of service will be entitled for summer/winter vacations on prorate basis (1 leave for every completed month of service). In this case if employee joined before 15 of any month than only she/he will entitled for summer/winter leave for that month.

- Sundays, holidays and off days falling in between leave shall be counted as a part of the vacation leave.
- Availing Vacation is not a right of a faculty member /teaching supporting staff. Head of the Department can recommend detention of any faculty member / teaching supporting staff. The Competent Authority may cancel part or whole of the Vacation, already sanctioned in the interest of college.
- All faculty members/ teaching supporting staffs in any department will not be allowed to avail Vacation during the same period. Head of Department will recommend period of Vacation to faculty members/ teaching supporting staffs in batches such that during Vacation adequate faculty members/ teaching supporting staffs will always be available for Institute / Department work, such as, Time-Table preparation, Lab Development work, ISO/NBA preparation etc.

OD/ DL:

OD – Official Duty: An employee who has gone for official work, assigned by the Director / Management in the interest of Institute will be treated as on official duty.

DL- Duty Leave may be granted to the Teaching Faculty for:

- Attending one conference / seminar / workshop in an academic year.
- Delivering lectures at other Colleges or Universities on invitation..

Duty Leaves will be granted subject to the condition that the academic programme of the college is not adversely affected by the absence of the concerned person. The forwarding authority shall ensure alternative arrangement made before forwarding the application for such leave.

Study Leave:

- A request of faculty member may be considered for study leave for Pursuing part time Ph.D. programme. The said leave will be 15days.
- A faculty member shall have to sign a bond on a Rs. 100 non-judicial stamp paper to serve the College for a least three years to avail Study Leave for regular/part-time Ph.D. programme
- A faculty member will be required to send application for admission to higher study through duly recommended by the Head of Department and forwarded by the Director to the University/College where he/she wants to be applicant. On receiving acceptance, he/she will be required to submit application for Study Leave along with relevant documents of admission/sponsorship undertaking on the bond-paper.

Leave Without Pay:

- If the leave applied for is not due or it has been availed without sanction and /or rejected by the Competent Authority shall be treated as Leave without Pay.
- If the Competent Authority finds that the employee has absented intensely to avoid duty assigned to him or he/she is in the habit of abstaining himself without due sanction of leave, then, such act shall invite disciplinary action as deemed fit.
- Irrespective of above said leave, following Restricted Holidays are also available in our institute.
    1. National Holidays – 15th August , 26th January, 2nd October – 3days
    2. Optional Holiday – 11 days

4. PERFORMANCE APPRAISAL POLICY

The Performance Management System exists to help faculty be as successful as possible in their careers. It enables HODs to ensure that the institute strategic and operational objectives are linked to the faculty member's annual performance planning; HODs periodically review each staff member's progress throughout the year and conduct a structured review of the faculty member's performance and achievement at the end of the year.

This Evaluation will determine whether the faculty's performance meets the required standards of the post he/ she temporarily or permanently occupies. To identify the strengths and weaknesses of the faculty the reviewer will record significant achievements and shortcomings based on various assessment criteria.

The emphasis of the system is developmental, aimed at assisting and motivating individuals to attain their maximum potential and ultimately excel in their profession and increase efficacy of the system. Each reviewer has a vital role to play in ensuring that the evaluation process is conducted accurately and objectively and to assist in realization of the objectives of this program.

Appraisal System: Non-Teaching Staff

The purpose of the non-teaching staff Performance Appraisal is to evaluate job performance in the probationary term for new non-teaching staff and provide feedback on job performance for permanent non-teaching staff.

System is designed to:

- Encourage continual professional growth.
- Identify strengths and weakness among faculty
- Provide remedies for deficient performance that fail to contribute to productive professional and educational environment.
- Identify among teachers, those areas where good quality needs to be maintained or where improvement is desirable.
- Ensure strict system of accountability.

Components of Appraisal System

Self-Appraisal

The purpose of this self-appraisal plan is to provide the individual faculty member with an opportunity for introspection, reflection, and planning. It should point out areas of significant competence, effort and contribution made by the appraise.

Appraisal by Concerned Reporting Officer

This policy will help to open communication channels between the faculty and his / her immediate HOD through performance evaluation and feedback. Performance management helps to ensure that salary progression, contract renewal and employment continuation decisions are transparent and based on a mutual understanding of evaluation criteria. Additionally, performance management informs decisions regarding training and development needs and opportunities.

5. FACULTY WELFARE POLICY

Welfare measures for Teaching staff and Non-teaching staff of SBES IIMHRD:

- Flexible timings will be permitted as per the lecture and task allocated
- Financial assistance is given for the faculty for attending conferences/workshops/ seminars and presenting papers.
- Transport facility for pick up and drop as per the request from teachers
- Uniform is provided
- Regula leaves as per the Govt for CL, EL, Maternity leaves are provided.

- Winter 10 days holiday and summer 12 days holiday are given
- Faculty members are allowed to engage for university level and Accreditation level assignments with prior permission from the higher authorities.
- Faculty members are encouraged for involving research assignments and consultancy projects. Incentives would be announced by the management depending upon the types of consultancy.
- Provision of educational assistance to children of economically weaker section from staff.
- Computerized Digital Lab, laboratories, and separate research rooms for research.
- Provision of leave to engage in extension and community work.
- Autonomy to teaching staff in academic matters
- Provision of group insurance for faculty and staff .Provision of medical emergency assistance for hospitalization.
- Awareness programmes for Non-Teaching Staff. Free Wi-Fi and email addresses using the institutional domain name.
- Annual retreat/ orientation/ Cultural programme/ staff appreciation/ festivals motivational programmes for teaching and non- teaching every year.
- Provision of free canteen facility.
- Promotion from one level to another based on API based as per UGC Performance appraisal for career progression of the faculty.
- The non-teaching staff posts are categorized into various levels. The selection of non-teaching staff to a particular grade is decided on the basis of his educational qualifications and work experience.
- Every year increments in salary are given to all.

6.RESEARCH POLICY

Preamble

International Institute of Management & Human Resource Development for Women (IIMHRD) is committed to fostering a vibrant research culture that promotes intellectual inquiry, knowledge creation, and dissemination. This policy outlines the Institute's principles and guidelines for conducting high-quality research with integrity and ethical responsibility.

Objectives

- Encourage faculty and students to engage in original and impactful research.

- Maintain the highest ethical standards in research conduct.
- Facilitate knowledge creation and dissemination for the benefit of academia and society.
- Promote collaboration between faculty, students, and external partners.

Scope

This policy applies to all research activities undertaken by IIMHRD faculty, students, researchers, and collaborators affiliated with the Institute.

Research Integrity

- **Honesty and Objectivity:** All research activities must be conducted with honesty, integrity, and objectivity. Falsification, fabrication, or plagiarism will not be tolerated.
- **Authorship:** Authorship will be credited based on substantial contributions to the research concept, design, execution, analysis, and interpretation.
- **Data Management:** Research data must be collected, stored, and managed responsibly, ensuring data security and compliance with ethical regulations.
- **Conflict of Interest:** Researchers must disclose any potential conflicts of interest that could influence their research findings.
- **Ethical Approval:** Research involving human subjects or animals must obtain ethical approval from relevant committees.

Research Support

IIMHRD will provide various forms of support to facilitate research activities:

- **Research Grants:** The Institute will offer internal grants to support faculty and student research projects.
- **Research Infrastructure:** IIMHRD will provide access to necessary research facilities, libraries, and technology resources.
- **Research Development Programs:** Workshops and training programs will be offered to enhance research skills and expertise.
- **Publication Support:** The Institute may offer assistance with manuscript preparation and publication in peer-reviewed journals.

Dissemination

IIMHRD encourages the dissemination of research findings through various channels:

- **Publications:** Faculty and students are encouraged to publish their research in high-quality peer-reviewed journals and conference proceedings.
- **Presentations:** Presenting research at academic conferences and seminars is encouraged for knowledge sharing and scholarly exchange.

- **Outreach Activities:** Researchers are encouraged to engage in outreach activities to disseminate research findings to industry, policymakers, and the public.

Intellectual Property

The ownership and management of intellectual property generated through research activities at IIMHRD will be governed by a separate Intellectual Property Policy.

Review and Revision

This Research Policy will be reviewed periodically to ensure its effectiveness and adapt to evolving research practices and regulations.

Additional Considerations

- Specific guidelines and procedures for research involving human subjects, animals, or sensitive data may be outlined in separate documents.
- Performance evaluation of faculty and students may consider their research contributions aligned with this policy.
- An Assistant Professor must publish 3 research papers, an Associate Professor 6 and Professor 9 papers in a calendar year.

IIMHRD – Research Promotion Support Schemes

Publication Category:

1. **Journal Publications:**
   - **Scopus indexed:**
     - Non-paid & Refereed Journal: 2 Points
     - Paid: 0 Points
     - Impact factor paper: Variable Points based on Impact Factor. Only published articles with volume/issue/page numbers are considered.

2. Bonus Points:

(i) High-impact journal papers: 5 bonus points for papers published in journals with an Impact Factor of 3 or more.

(ii) Collaborative research publications: - National collaboration: 2 Bonus points per paper and International collaboration: 3 Bonus points per paper.

(iii) Collaborative/non-collaborative research Publication: - Publication in top-tier ABDC journals: Bonus points and monetary incentives based on categories.

Note : Researcher will be paid the incentive after getting the approval from the Director and within a year of the research publication .

Reimbursement of Article Processing Charges : 50% will be reimbursed with a minimum cap of Rs.20,000 within a year of the research publication with the approval from the Director.

4. Copyright Material (Awarded)

- Indian | 5 Points and Cash Award of Rs.3000
- International| 10 Points and Cash Award of Rs.5000

Category II: Funded Project

Funded Project:

- Principal Investigators (PI) and Co-PI will receive 30% of the funds received from the funding body as decided by the institute level committee.

Seed Money for Faculty Members:

- Full-time faculty members are eligible for a research seed grant of ₹200,000 upon submission of research proposals.
- Proposal evaluation will be conducted by a committee chaired by the Director of Research.
- Eligibility for reimbursement is restricted to presenters, first authors, invited speakers, and orators who have not received prior financial aid from other sources.
- Each faculty member is allowed to apply for one national and one international conference/workshop/seminar/FDP per year.
- Expenses for FDPs/Workshops/Training must be endorsed by the Director of Research, and faculty members must seek approval before submitting papers to open-access journals. Required documents must be submitted for financial support post-publication.

Conclusion

IIMHRD recognizes the importance of research in advancing knowledge and contributing to positive change. By adhering to this policy and the associated Research Promotion Support Schemes, the Institute strives to create a supportive and ethical environment for conducting high-quality research that benefits the academic community and society at large.

This Policy is implemented with effect from 1st January 2023.

Disclaimer:

The institute reserves the right to change any or all of the information, rules, regulation and procedures in this manual without prior notice, whenever it is deemed necessary to do so.