



Param Pujya Dr. Babasaheb Ambedkar Smarak Samiti's

## **Dr. Ambedkar Institute of Management Studies & Research**

Deeksha Bhoomi, Nagpur - 440010 (Maharashtra State) INDIA

**An Institute recognised under section 2(f) and 12B**

**MBA Programme Accredited by NBA from 2019-20 to 2021-22**

**Accredited by NAAC with Grade 'A'**

# **HUMAN RESOURCES POLICY MANUAL**

**Effective 1 July 2021**

### **Vision**

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To develop a centre of excellence for value-based management education and research through commitment and continuous learning, strategically partner the industry and be conscious to societal responsiveness.

### **Mission**

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1. To prepare students to become creative, risk takers and ethical leaders throughout their professional career.
2. To develop skills that prepares future managers to succeed in an ever-changing business environment.
3. To provide an atmosphere for students to solve complex organizational issues and not get mired in the traditional paradigm of management.

## 1. Introduction

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DAIMSR is a community of students, members of faculty, and staff involved in learning, teaching, research, and other activities. All are expected to conduct themselves in a manner that creates an environment that facilitates the institutional core value of '*all-inclusiveness*'.

As per the directions of the Director, IQAC decided to frame HR policy in consonance with existing policies of the state and central government and as per the directions of the affiliating university. Since DAIMSR is prominently engaged in the delivery of 'Higher Education', the rules and guidelines of UGC and AICTE were also incorporated for faculty members and statutory positions of the institute.

The HR Manual also sets out the benchmarks of conduct expected of teaching and non-teaching employees and holds them accountable for their actions within the premises and beyond the campus when they represent the institution during conferences, programs, and any such event. The policy manual has formulated rules on important aspects covering code of conduct and governance. The guidelines, rules and regulations could be amended or added as per specific situations or change in statutory directions.

The information related to the code of conduct is provided on the website of the institution. It is not, nor is it intended to be, a substitute for the DAIMSR's all policies and regulations regarding non-organizational employee misconduct. Employees are responsible for reading, understanding and abiding by the guidelines of the manual. The entire HR Manual is available in the About section of the website ([daimsr.edu.in](http://daimsr.edu.in)) under institution policies

## 2. Scope

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The rules and guidelines mentioned in HR manual shall apply to all the employees on the direct payrolls of the institute. It shall act as a guide to institute's code of conduct for teaching and non-teaching staff. It shall govern and regulate all kinds of conduct of employees that occurs within the institute premises and outside the boundaries of DAIMSR such as university-sponsored activities, functions/events hosted by the institute, other institutes, and organizations, and any off-campus conduct that has or may have serious consequences or adverse impact on the institute's interests or reputation.



### **3. Objectives**

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- 3.1. To lay down rules and procedures pertaining to HR and administrative functions.
- 3.2. To provide new employees with a compilation of policies, rules, and procedures approved by the institute.
- 3.3. To establish guidelines for conduct of an employee in line with the institute's mission and objectives.
- 3.4. To support a safe, healthy, and inclusive campus community.
- 3.5. To provide a conducive professional environment where employees act with honesty, integrity, civility, and respect for themselves and others.
- 3.6. To define the scope of disciplinary actions and sanctions in the event of failure of complying with the conduct and guidelines.

### **4. Responsibility of Employee Relations In-charge**

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To conduct induction for newly joined teaching and non-teaching employees within 15 days of joining the institute.

- 4.1. To ensure that all the processes and formalities pertaining to newly joined teaching and non-teaching employees are completed within 07 days of their joining the institute.
- 4.2. To ensure that a personal file must be prepared within 07 days of joining of an employee and must be updated regularly.
- 4.3. To ensure that the confidential information in employee personal file is not made available to unauthorized persons.
- 4.4. To receive employee- grievances, as and when such grievances are reported and escalated to Director or person authorized by the Director as per the mechanism mentioned in 'Annexure I'.
- 4.5. To organize and conduct training for employees and conduct periodic feedback.
- 4.6. To maintain and update various documentation and files on a timely basis, as mentioned in 'Annexure II'.



## 5. Faculty Profile

### 5.1. Background:

- i. Strong academic performance (Score of 60% and above in all qualifying exams)
- ii. Proven interest in academics.
- iii. Interest in research-related activities.
- iv. Competence and willingness to consciously seek external sources for self-upgradation and upgradation of the curriculum.
- v. Business and entrepreneurial orientation.

### 5.2. Qualifications:

Sr. No.	Post	Qualifications
1	Professor	As per AICTE and RTMNU norms
2	Associate Professor	As per AICTE and RTMNU norms
3	Assistant Professor	As per AICTE and RTMNU norms
4	Librarian	As per AICTE and RTMNU norms

### 5.3. Classification of Employees:

#### 5.3.1. Teaching staff:

- i. Professors, Associate Professors, Assistant Professors, and such other persons as may be appointed for imparting instruction or conducting research in the institute.
- ii. A full-time salaried employee of the institute who shall devote his / her whole-time to the institute and does not include honorary, visiting, part-time and adjunct faculty members.

5.3.2. All the employees excluding the teaching staff on direct payrolls of the institute.

### 5.4. Responsibilities of the Employee

- i. To read, become familiar, and adhere to this code of conduct.
- ii. To behave and conduct themselves on institute premises in a decent and dignified manner & show due respect to authorities, employees and students.
- iii. To observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of academic community and the institute.

## **6. Guiding Policies**

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### **6.1 Recruitment Policy**

#### **6.1.1 Teaching Staff**

- i. All the appointments of teaching and non-teaching staff will be as per the directions of the affiliated university.
- ii. The institute will issue an advertisement for recruitment to the teaching posts in leading dailies giving at least 30 days from the date of publication of the advertisement time as per the positions allotted by the university.
- iii. In order to attract best talents, the institute may make rolling advertisements whereby eligible candidates can submit their applications for different faculty positions throughout the year. The in-service candidates should apply through Proper Channel.
- iv. The appointments will be made on the basis of the recommendations of the Selection Committee as per UGC Regulations ON MINIMUM QUALIFICATIONS FOR APPOINTMENT OF TEACHERS AND OTHER ACADEMIC STAFF IN COLLEGE AND COLLEGES AND MEASURES FOR THE MAINTENANCE OF STANDARDS IN HIGHER EDUCATION 2010.
- v. Such an appointment will be on the basis of outcomes of an interview with the management.
- vi. Employees should produce and get all originals verified and submit their photocopies of relevant testimonials as declared at the time of interview.

#### **6.1.2 Non-Teaching Staff**

- i. Identification of vacancies by Employee relations in charge.
- ii. Notification of the vacancies to IQAC coordinator.
- iii. Approval of the vacancies to be obtained from the Director.
- iv. Advertisements for applications.
- v. Constitution of selection committee as per the norms of University or any other statutory bodies.
- vi. Helping in organizing interviews.
- vii. Pre-employment medical check-up of selected candidates.
- viii. Issuance of Appointment-letters.



## 6.2 Leave policy.

Sr. No.	Type of leave	Allowance
1	Casual leave	10 per calendar year
2	Medical leave	10 per calendar year
3	Compensatory leave	As per the Director / HoDs discretion
4	Maternity leave	60 days with full salary (expendable upto 180 days)
5	Paternity leave	Upto 30 Days or as per policy as may be amended from time to time
6	Study/Duty leave	Upto 30 Days or as per policy as may be amended from time to time

### 6.2.1 General rules and guidelines:

- i. Leaves cannot be claimed as a matter of right. Leave may be granted based on the exigencies of the duty.
- ii. A leave shall be considered granted only after it is approved and sanctioned by the Director or a person authorized by the Director.
- iii. The entitlement of leave will be calculated as per English calendar.
- iv. The institute, has in place, Workflow Management Software, which is to be used for applying for leaves. All the employees must apply for leaves using the login credentials provided at the time of joining. Additionally, they are also required to submit the hard copy of the application to Employee relations in charge in the prescribed format, as provided in Annexure III.
- v. Planned leaves must be applied for at least 5 to 30 days in advance. In case of an exigency, a maximum of 01 day's leave can be availed without prior sanction. In such a case, employees are required to inform the Employee relations in charge by a telephonic call or email.
- vi. Before proceeding on leave, the employee shall inform his leave address, mobile number and email to HoD/Employee relations in charge.
- vii. After proceeding on leave, if an employee desires an extension, he shall make an application through the designated email id to sanctioning authority with reasons. Overstay beyond the sanctioned leave extension shall be treated as leave without pay, provided, there were no legitimate reasons.
- viii. During the period of leave more than 05 days, employee shall not take up any employment or



work with or without remuneration.

- ix. Casual leaves and compensatory leaves cannot be carried forward to subsequent calendar year.
- x. Casual, compensatory, or medical leave cannot be availed in conjunction.
- xi. Compensatory off will be granted after an employee has worked on a holiday/weekend. A maximum of 02 days of compensatory off can be granted at a time.
- xii. Compensatory off can be only availed for full day and not as hours worked.
- xiii. Medical leaves can be carried forward to subsequent calendar year.
- xiv. Sundays and/or holidays may be prefixed or suffixed to any kind of leave. However, intervening Sundays and holidays will be considered a part of the type of leave applied for.
- xv. All female employees would be eligible for maternity leave as per the provisions of Maternity Benefit Act, 1961, as amended from time to time.
- xvi. In case of medical leave of more than 2 days, a supporting medical certificate from a competent medical practitioner has to be submitted.
- xvii. In case of Maternity leave, an application with supporting medical documents need to be made at least 30 days in advance of the intended date of going to leave.
- xviii. Maternity leave will be granted to upto two living children during the employment. Employees will not be permitted to resume work within 8 weeks of delivery. Maternity leave is also granted in case of miscarriage including abortion subjected to a maximum of 45 days in total employment duration.
- xix. Duty leave is granted by the Director or authorized person approved by Director to attend conferences, seminars, delivering guest-lectures, faculty development programs or any other duty for the institute.
- xx. Duty leave is compensated by full pay and can be suffixed or prefixed by Sundays.
- xxi. Any absence without authorized sanction or overstay shall be considered leave without pay, if not supported by legitimate reasons with supporting documents.

#### 6.4 Appraisal Policy

**6.4.1** The policy document is designed by HODs of all departments in consultation with IQAC. It is discussed with teaching in department meetings. The inputs and suggestions are taken into account for designing policy.

**6.4.2** The Faculty appraisal is to be carried out on five parameters:

Section	Parameters	Maximum Points
A	Engaging lectures	20 points
B	Students feedback	20 points
C	Performance of Results	10 points
D	Attainment of Research Targets	10 points
E	Other Performance	40 Points

#### 6.4.3 Calculation of final grade and conclusion.

For deciding the final grade of the faculty, grades of five parameters i.e. performance of engaging lectures, student's feedback, student's result, attainment of research targets and other performance and will be taken into consideration. Depending on the final scores, the grades are assigned, as given below:

100-81 (Outstanding	81-71 (Excellent)	71-61 (Very Good)
60-51 (Good)	50-35 (Average)	24-0 (Poor)

#### 6.4.4 Annexure IV - Applicable 360° appraisal-form.

### 6.3 Compensation policy

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- 6.3.1** The salary is credited between 1<sup>st</sup> to 5<sup>th</sup> day of every month in the salaried account of the employee.
- 6.3.2** Taxation and any other deductions as per the norms of Central/ State Government as amended from time to time.
- 6.3.3** The institute has pay scales as per the 7<sup>th</sup> pay commission as per the following details:

Sr. No.	Post	Pay scale	Qualifications
1	Professor	37400-67400+AGP 9000	As per AICTE and RTMNU norms
2	Associate Professor	37400-67400+AGP 9000	As per AICTE and RTMNU norms
3	Assistant Professor	15600-39100+AGP 6000	As per AICTE and RTMNU norms
4	Librarian	15600-39100+AGP 6000	As per AICTE and RTMNU norms
5	Assistant Librarian	17650-450-19000-500-21000-600-24600-700-	M.Lib/B.Lib with 5 years of experience



## 6.5 Exit-policy:

- 6.5.1. It is mandatory for all the employees to inform, the Employee Relations In-charge, in writing, their intention to resign from their services. The duration of such notice for adjunct members of faculty or those under probation is one month and three months for the regular employees. This requirement may be waived-off if deemed to be justified, with reasons recorded in writing about such waiver.
- 6.5.2. The acceptance of the resignation will be at the sole discretion of the Director as per the continuance of academic session or any other academic/non-academic exigency.
- 6.5.3. No leaves can be availed during the notice period.
- 6.5.4. The salary for the last one month will be on hold after the acceptance of resignation by Director, which will be reimbursed as a part of full and final settlement, after no-dues certificate is obtained by the employee from all departments/section as may be specified by the Employee Relations In-charge.

## 7. Academics and workload Policy

The roles and responsibilities assigned to members of faculty will be as per the guidelines of affiliating university, U.G.C, and A.I.C.T.E as may be applicable to the employee.

### 7.1 Workload for Teaching staff:

Sr. No	Designation	Teaching	Administration /Co-Curricular activities /Admission / Exams etc	Research/ Consultancy/ Extension
1	Principal	06 hours	28 hours	06 hours
2	Professor and HoDs	10 hours	16-22 hours	08 hours
3	Professor/ Associate professor	14 hours	10-16 hours	14 hours
4	Assistant Professor	18 hours	12-16 hours	08 hours

A relaxation of 02 hours may be given to employees who are actively involved in research, extension and administration. A minimum of 06 hours per week have to be allotted for research activities of the teacher.

## **7.2 Academic Conduct Record**

- 7.2.1 Syllabus of the subject allotted.
- 7.2.2 Personal timetable.
- 7.2.3 Lecture-plan.
- 7.2.4 Presentations as per modules.
- 7.2.5 Notes.
- 7.2.6 Subject enrichment (Articles, case studies, audio-video illustrations, research papers, question banks etc.)
- 7.2.7 Question papers (Periodic class tests, sessional exam, and university exams).
- 7.2.8 Assignments.
- 7.2.9 Assessment (Measurement of PO achieved as per direct and indirect assessment.)
- 7.2.10 Its mandatory for every teaching staff to prepare Academic Conduct Record (ACR) as per the norms of the institute in the prescribed format. The contents of ACR are listed below:

## **7.3 Class-swapping rules**

In case of absence from work, every teaching staff member is required to swap his/her class with other teaching staff and inform their H.O.D about the arrangement. Such swapping has to be compensated by the concerned teaching staff so as not to deviate from the originally planned number of lectures.

## **7.4 Other Academic Guidelines:**

All the teaching staff members are required to follow all necessary guidelines as may be issued by the Director/ Head of the Department.

## **8. Mentoring Policy**

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### **8.1. Concept Note**

In DAIMSR, Mentoring is a relationship where the focus is on supporting the growth and development of the mentee. The mentor is a source of wisdom, teaching and support, but not someone who will observe and make advice on actions or behavioral changes in daily life of the mentee. The Mentoring role in DAIMSR aims to facilitate the development of skills, attitude and encourage ethical behavior. A mentor must strictly offer guidance on relevant issues, and demarcate the boundaries of his/her support. The focus is on 'Developmental Mentoring and Counselling'.



## **8.2. Mentoring Guidelines**

### **8.2.1. A mentor is an individual, who helps and guides another individual's development.**

This guidance is not done for personal gains. Mentoring is usually 'a three-way beneficial process,' which helps the mentee, the institution and the mentor. The mentor must keep his/her interest and benefits at the minimum level

### **8.2.2. Mentoring requires patience and time.** Often, in the interest of time, we offer to do things ourselves, or to solve the problem at hand. This is not mentoring but taking over. The reason to become a mentor is that you have been there and done that. Now you are supporting someone else who would like to be there and do that themselves.

### **8.2.3. Mentors inspire.** They should expect the best efforts from the mentee in return. The mentoring relationship should satisfy both participants but not intrude. The mentee must be an active participant in the process, not a bystander to be injected with knowledge. Be clear about what you can and cannot provide, and what lines you will not cross.

### **8.2.4. Mentoring can be very rewarding.** In addition to the personal satisfaction, mentoring develops communication and leadership skills, confidence and provides new perspectives on problem solving to both the participants in a mentoring programme.

## **8.3. Do's of Mentoring Programme**

### **8.3.1. Listen:** function as a sounding board for problems and ideas

### **8.3.2. Criticize constructively:** point out areas that need improvement, always focusing on the mentee's performance, never his/her character.

### **8.3.3. Support and facilitate:** provide networking experience; share knowledge of the system; offer assistance where needed.

### **8.3.4. Teach by example:** serve as a model for adhering to the highest values in every area of life.

### **8.3.5. Encourage and motivate:** help mentees to consistently move beyond their comfort zone.

### **8.3.6. Promote independence:** give your mentees every opportunity to learn by experience.

### **8.3.7. Promote balance:** serve as a model for balance between professional and personal needs and obligations.

### **8.3.8. Take pride in the success of your mentees:** recognize that students may rise to greater levels than those who train them.



#### **8.4. Don'ts of Mentoring Programme**

- 8.4.1. **Protect from experience:** do not assume the role of problem solver for the mentees.
- 8.4.2. **Take over:** do not do what the mentees should be doing themselves.
- 8.4.3. **Force:** do not attempt to force a mentee in one direction, especially of your own liking and choice.
- 8.4.4. **Use undue influence:** do not use a sense of obligation to influence the mentee's professional decisions.
- 8.4.5. **Lose critical oversight:** do not allow mentoring to turn over into favoritism.
- 8.4.6. **Condemn:** Do not convey to the mentees that honest mistakes are career-altering disasters.

#### **8.5. Records to be maintained by Mentor**

- 8.5.1. Maintain and regularly update the Personal Record Sheet of your Mentee
- 8.5.2. Maintain updated contact details of both parent/guardian and that of your mentee.
- 8.5.3. Monitor the attendance of your mentee throughout and take remedial actions in case of regular default.
- 8.5.4. Ensure his/her participation in Institute's events and maintain record of his/her absence.
- 8.5.5. Promptly report any noticeable 'Misbehaviour' and recommend any remedial action (eq. Psychological Counselling) required.
- 8.5.6. Maintain records (i.e Photographs, copies of certificates, Mark sheets, etc.) of his/her personal achievements in curricular and co-curricular activities.
- 8.5.7. Maintain the Mentoring Activities Record Sheets along with scores.
- 8.5.8. Maintaining Summer Internship Details including Copies of SIP report in Soft Form.
- 8.5.9. Final Placements Record of the mentees (interviews Appeared, offers received, Appointment Letters)

## **9. Code of Conduct for Employees**

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### **9.1. Attendance and Time-recording procedures:**

- i. The designated timings of the institute are from 9.30 a.m. to 5 p.m., which is to be adhered to by all the employees.
- ii. The institute is operational 6 days a week, i.e from Monday to Saturday, Sundays being weekend.
- iii. All the employees are expected to mark their attendance through biometrics installed in the institute upon arrival and at the time of leaving the premises.
- iv. A delay of 10 minutes is permitted due to routine exigency, twice a month. Any further delay must be informed and approved by a competent authority in advance.
- v. Exceeding the number of late marks as specified in point 3 above shall lead to deduction of leave / Leave without pay for half-day per late mark.
- vi. Employees are required to sign the employee muster every day.

### **9.2. Dress code:**

- i. **Male (Faculty member):** Formal Trousers and Shirts with Tie, polished formal shoes.
- ii. **Female (Faculty member):** Indian formals (Salwar Suit) or Western formals (Trousers and Shirts with blazers).
- iii. **Male (Non-teaching):** Formal Trousers and Shirts/ Uniform provided by the institute.
- iv. **Female (Non-teaching):** Indian formals (Saree, Salwar suit)/Uniform provided by the institute.
- v. On any commemorative days, program, or event, the dress code as prescribed by the concerned authority shall be followed.

### **9.3 Conduct during Lectures**

Faculty members are required to report to class on time. They need to be vigilant about their dress code, behavior, and language. The use of unparliamentary language is strictly prohibited in the classroom.

### **9.4 Conduct outside the Classes**

Faculty members are prohibited from initiating or encouraging any kind of contact with students, other than institute's official working hours. In case of an exigency, student can send a text message to the faculty. In case of any excursion trip, events outside the premises or at any other such occasion, faculty members need to ensure the safety of students and report about any emergency to family and authorized person at the institute.



### **9.5 Social Media behavior**

- 9.5.1 Employees are strictly prohibited from posting any confidential or sensitive information and communication about the institute on any social media platform. Their behavior on social media must be in line with institute's repute.
- 9.5.2 Every employee shall follow the protocols for social media messages as may be issued by the institute authorities from time to time.
- 9.5.3 Only authorized persons shall be permitted to post the messages on social media.

### **9.6 Internet Usage**

- 9.6.1 All emails sent through the Institute email system might be monitored to discourage use of offensive emails.
- 9.6.2 All sites and downloads may be monitored or blocked by Institute if these sites are considered unsuitable or they are thought to be damaging to the Institute, staff and students.
- 9.6.3 Unauthorized installation of software is not permissible to all.
- 9.6.4 Usage of storage media which is not scanned prior to usage is strictly prohibited in order to limit spread of viruses and other malicious software.

### **9.3. Acceptable uses of the Institute internet systems for staff are:**

- 9.3.1. Being committed to a responsible and effective use of the internet.
- 9.3.2. Using internet only for Institute related purposes and not for personal matters.
- 9.3.3. Participating in all activities that help enhance and improve the professional aspect of any employee would be acceptable including online research and training.
- 9.3.4. Ensuring there is no unauthorized use of internet by anyone in the Institute
- 9.3.5. Using all available online teaching resources in the teaching and learning activities involving research and collaboration with other professionals in the educational field.
- 9.3.6. Enhancing the ICT skills and competencies of students to improve their learning.
- 9.3.7. Promoting the use of the internet to support career counseling and investigating options for higher education most suited for individual students' interest.
- 9.3.8. Supports students personal and social development through focused lesson with cross curricular links, cross country collaborative projects, e-learning and real life experiences.



9.3.9. Sharing good teaching practices involving advanced ICT skills.

**9.4. Prohibited uses of the Institute internet system for staff:**

- 9.4.1. Using emails to threaten or harass other people.
- 9.4.2. Sending or posting disturbing images on the internet.
- 9.4.3. Using internet to commit any kind of piracy like music, film or software.
- 9.4.4. Violating the copyrights law with respect to downloading or copying electronic files for personal usage.
- 9.4.5. Sharing Institute confidential information without authorization.
- 9.4.6. Compromising the security of the electronic system of the Institute by introducing malicious software.
- 9.4.7. Using the internet to promote personal business.
- 9.4.8. Visiting authorized websites.
- 9.4.9. Distributing any information which is incorrect or offensive.
- 9.4.10. Using threatening and inappropriate language in communications.
- 9.4.11. Damaging the hardware or software.
- 9.4.12. Involving in cyber bullying.
- 9.4.13. Accessing pornographic websites or websites that promote hatred, discrimination, racism.

**9.7 Identity card:**

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- 9.7.1 Every employee is required to carry his/her identity card at all times, whilst he/she is at the institute and produce it when requested by the authorized person as decided by the institute.
- 9.7.2 The identity card's validity is ensured by the presence of the employee's full name and photograph duly signed by the Director of DAIMSR.
- 9.7.3 Falsifying one's identity is prohibited.
- 9.7.4 In the event of loss of identity card, a duplicate shall be issued after the written application to the concerned authority.

**10 Employment conditions and welfare facilities for employees:**

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- 10.3 Insurance
- 10.4 Parking (Two/four-wheelers).

- 10.5 Complementary snacks/food/tea/coffee.
- 10.6 Healthy food on subsidized rates in canteen.
- 10.7 First-aid kit.
- 10.8 Separate rest rooms.
- 10.9 Work times and meal breaks.
- 10.10 45 minutes break for personal/emergency work.
- 10.11 In house emergency medical facility.
- 10.12 Wheelchair, Escalators and ramps at various locations at institute.

## **11 Discipline:**

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- 11.3 Faculty members shall not conduct or engage himself/herself in any private tuitions or private coaching classes.
- 11.4 Faculty members shall not engage in any other paid job; full-time, part-time, or otherwise, during the tenure of employment with DAIMSR without the permission of the competent authority / management.
- 11.5 Faculty members wish to pursue any course or degree during his/her tenure of service, will have to take prior permission from the concerned authority.
- 11.6 Faculty members shall not be allowed to take / carry any documents or material outside institute's premise without permission. Hence it will be treated as violation of Code of conduct and institute will have full right take action against it.
- 11.7 Every member employed in the Institute shall discharge his/her duties efficiently and diligently as per the rules and regulations laid by the Competent Authority.
- 11.8 All members should display the highest possible standards of professional behaviour.
- 11.9 All members should be punctual and disciplined towards their work.
- 11.10 Every Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- 11.11 Every member should cooperate with students, colleagues & superiors.
- 11.12 All staff members should maintain the image of the institute through standards of dress, general courtesy, etc.
- 11.13 Every staff member should follow all norms and job details assigned by the Director & Superior from time to time with full dedication.



- 11.14 All members must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status.

## **12 Library:**

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- 12.3 The library shall remain open from 8 am to 8 pm.
- 12.4 The faculty members are required to complete all transactions pertaining to the library within the stipulated timings.
- 12.5 The books are allotted for a maximum of 30 days.
- 12.6 Any loss of or damage to the book is strictly discouraged.
- 12.7 The study material provided by the institute shall not be transferred to any other person within or outside the premises of the institute.
- 12.8 The library operates for 11 hours in a day in order to promote the usage of all library resources.
- 12.9 To keep the Library Hours to be 7 days a week and 16 hours a day to enable the users to exploit the reading materials.
- 12.10 An online catalogue search of the library helps the users to search for availability of the desired titles.
- 12.11 DAIMSR practices extended library opening hours for the utmost benefit of the users.
- 12.12 To provide uninterrupted reading facilities to the users in a conducive atmosphere. Those who can't visit the library during the day-time can make use of the Library in the evening hours. Hall remains open with 100% occupancy.
- 12.13 Faculty members are provided with the book issue card to issue the books from the library as well they are provided with the user id and password to access the e-resources.
- 12.14 Suggestions box are installed near the library for taking feedback from the students also a library page is available on the college website for the online feedback, the same page is used for any updates, new arrivals of resources in the library.

## **13 Employee Record**

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The institute retains all the information of the each of its employees. Such records are retained in the Institute Management Information System (IMIS).

## **Annexure I**

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### **A. Grievance Redressal Mechanism for Teaching staff.**

- i. All the faculty members shall report their grievances to Employee Relations in charge via email.
- ii. Employee relations in charge shall resolve the reported grievances as per their suitability or escalate them to the Director or person authorized by the Director.
- iii. The Director shall constitute a committee, as per the nature and exigency of the grievance.
- iv. If required, the committee as formed under para iii above shall submit a report to the Director and recommend action/s, if desired.
- v. The Director shall have the power to act / reject all or some recommendations made by the committee.

### **B. Grievance Redressal Mechanism for Non-teaching staff.**

- i. All the non-teaching staff members shall report their grievances to Employee Relations in charge via email.
- ii. Employee relations in charge shall resolve the reported grievances as per their suitability or escalate them to the Director or any other person as may be authorized by the Director.
- iii. The Director shall constitute a committee, as per the nature and exigency of the grievance for looking into the complaint/s and conduct enquiry if deemed necessary.
- iv. If required, the committee as formed under para iii above shall submit a report to the Director and recommend action/s, if desired.
- v. The Director shall have the power to act / reject all or some recommendations made by the committee.



## **Annexure II**

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### **A. List of Employee files to be maintained.**

- i. List of sanctioned posts for teaching and non-teaching employees as per the guidelines of State government and affiliating university.
- ii. Formats and letters for teaching and non-teaching employees, as per their employment (Permanent/ Adjunct).
- iii. All the documents of letters, procedures, and policies related to HR Manual and administration.
- iv. Agreements and other documents of all the agencies the institute is in contract with.
- v. Personal files of employees.
- vi. Service books of employees.
- vii. Recruitment records.
- viii. Records of Performance appraisal.
- ix. Any other record as institute may add as per the situation.

### **B. List of documents included in Employee Personal file**

- i. Resume of the employee.
- ii. Application form.
- iii. Copy of report of the selection committee.
- iv. Copy of appointment letter with acknowledgment of acceptance and reporting authority.
- v. Copies of personal credentials of the employee.
- vi. Confidentiality undertaking.
- vii. Letter of confirmation.
- viii. Record of appraisal.
- ix. Copies of warning letters, appreciation letters etc.
- x. Leave record.
- xi. Copy of letter of promotion.
- xii. Letter of cessation of employment (Retirement, resignation, termination etc.).
- xiii. Letter of full and final settlement.

### **Annexure III**

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Form No. 7(a)

(See Rule 27 (3) & 28 (1) (b))

ESTABLISHMENT B SECTION

#### **APPLICATION FOR CASUAL LEAVE/ MEDICAL LEAVE/DUTY LEAVE**

1. Name: \_\_\_\_\_
2. Designation \_\_\_\_\_ Section \_\_\_\_\_
3. Period of Casual/ Medical/Duty Leave applied for \_\_\_\_\_ day.  
(From \_\_\_\_\_ to \_\_\_\_\_) with Permission to  
prefix/suffix Sunday & Holidays on \_\_\_\_\_.
4. Reason \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant**

**Head of the Department**  
Dr. Ambedkar Institute of  
Management Studies & Research,  
Deeksha Bhoomi, Nagpur.

**Director**  
Dr. Ambedkar Institute of  
Management Studies & Research,  
Deeksha Bhoomi, Nagpur.



**C. Service Books:**

- i. A Service book shall be maintained for every employee in the prescribed format as per the statutory guidelines of state government and affiliating university.
- ii. The service book shall contain records of all the essential events in the employee's career with the institute.
- iii. The Service book of the employee shall be kept at the Administrative office of the institute.
- iv. The responsibility of the maintenance of service book lies with the concerned officer of the Administrative office.
- v. The service books shall be shown to employees at regular intervals for his/her verification.
- vi. The service book must be completed before the end of a year.

## Annexure IV

### APPRAISAL AND 360° FEEDBACK FORM

<b>Name</b>		<b>Designation</b>	
<b>Department</b>		<b>Academic Year</b>	

#### A. Performance of Engaging lectures (Max Points 20)

Sr. No.	Semester	Subject Code	Subject Name	No. of classes scheduled/ planned	No. of classes held	Points Earned
<b>Average Weightage out of 20 Points</b>						
<b>Ratings</b>	<b>Excellent (91-100)- 20 points</b>		<b>Good (81-90)-15 points</b>		<b>Average (Below 81)- 10 points</b>	

#### B. Evaluation by students through feedback (Max Points 20)

Sr. No.	Semester	Subject Code	Subject Name	Average Students' feedback on a scale of 20
<b>Average Weightage out of 20 Points</b>				

#### C. Performance of Results: (Max Points 10)

	<b>Extraordinary</b>	<b>Excellent</b>	<b>Very Good</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>
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**E. Other Performance:**

S. N o	Performance Indicators to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
<b>1</b>	<b>Classroom Planning and Control</b>				
	a) Planning of lessons throughout the academic session				
	b) Effective Communication of subject matter and clarity of speech				
	c) Management of Lecture and Class control				
	d) Involvement of students in learning process				
	e) Use of ICT tools				
<b>2</b>	<b>Curricular Activities</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
	a) Arranging special lectures of eminent persons				
	b) Conducting extra classes for slow learners				
	c) Attitude towards maintaining cleanliness and aesthetic				
	d) Interactions with other teachers				
	e) Preparation and display of study material				
<b>3</b>	<b>Students Guidance and Counselling / Mentoring</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
	a) Guidance to students about books and literature				
	b) Guidance about higher education/Career Planning				
	c) Guidance about job opportunities/ Entrepreneurship				
	d) Guidance about preparing interviews/ personality Development				
	e) Guidance for independent study technique				
<b>4</b>	<b>Assignment and Evaluation</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>



	a) Giving assignment regularly and assessing promptly				
	b) Maintaining quality and standards of questions/evaluation				
	c) Providing feedback to the students about shortcomings				
	d) Innovations in paper settings and Evaluation				
	e) Record Keeping of students profile				
<b>5</b>	<b>Curriculum/Learning resource Development</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
	a) Interest shown in development of curriculum / syllabi				
	b) Preparing Question Bank				
	c) Motivating students for the use of computers				
	d) Development of e-learning materials				
<b>6</b>	<b>Seminars/Trainings</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
	a) Use of Library, books, periodicals, journals etc.				
	b) Attendance in Seminar/ Workshop/ conference				
	c) Writing articles in State/ National/ International conferences/ journals				
	d) Delivering speech in other institutions				
	e) Membership of professional bodies/ awards/ honour				
<b>7</b>	<b>Co-curricular Activities</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
	a) Consultancy in the appropriate work area or organising education programme for revenue generation				
	b) Organising cultural programme/ sports/ extracurricular activities				

### E. Other Performance:

S. N o	Performance Indicators to be assessed	Evaluation by Reporting Officer			
		Excellent	Good	Average	Poor
<b>1</b>	<b>Classroom Planning and Control</b>				
	a) Planning of lessons throughout the academic session				
	b) Effective Communication of subject matter and clarity of speech				
	c) Management of Lecture and Class control				
	d) Involvement of students in learning process				
	e) Use of ICT tools				
<b>2</b>	<b>Curricular Activities</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
	a) Arranging special lectures of eminent persons				
	b) Conducting extra classes for slow learners				
	c) Attitude towards maintaining cleanliness and aesthetic				
	d) Interactions with other teachers				
	e) Preparation and display of study material				
<b>3</b>	<b>Students Guidance and Counselling / Mentoring</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
	a) Guidance to students about books and literature				
	b) Guidance about higher education/Career Planning				
	c) Guidance about job opportunities/ Entrepreneurship				
	d) Guidance about preparing interviews/ personality Development				
	e) Guidance for independent study technique				
<b>4</b>	<b>Assignment and Evaluation</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>



	c) Organising Industrials visits/study tours for students/ taking interest in NSS/ Blood donation/ Plantation/ Medical camps etc.				
	d) Ability to work as a resource person				
<b>8</b>	<b>Administrative Functions</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>
	a) Worked as examination/admission In charge				
	b) Incharge of Institutional administrative portfolio				
	c) Interest taken in activities related to students and institutional development or willingness to take up higher responsibilities.				
	<b>Total Number of Ticks</b>				

#### FINAL ASSESSMENT

	Particulars			Weight Achieved
A	Total weights achieved in TABLES(A,B,C,D) other than Performances			
	Weight (OTHER PERFORMANCE)	Number of ticks	Multiplying factor	
B	Excellent		1	
C	Good		0.67	
E	Average		0.50	
D	Poor		0.20	
F	Special weight given by Reporting Officer(Max 3)			
G	Total weight achieved out of 100			

Note- Grade to be given as indicated below-

<b>100-81 (Outstanding)</b>	<b>81-71 (Excellent)</b>	<b>71-61(Very Good)</b>
<b>60-51 (Good)</b>	<b>50-35 (Average)</b>	<b>24-0 (Poor)</b>

## General Evaluation and Grading

_____	Grade	<div></div>
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Place-

Date-  
Officer

Signature and Designation of Reporting

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\*\*\*\*\*

### Remark of the Reviewing Officer

I agreed with evaluation made of Reporting Officer

I wish to change the grade given by Reporting Officer on following grounds

_____	GRADE-	<div></div>
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Place-

Date-

Signature and Designation of Reviewing Officer

### B) General Appraisal (Estimate of General Ability and Character)

1	Industry and Application	Outstanding	Very Good	Good	Average	Below Average
2	Capacity to get work done by subordinates	Outstanding	Very Good	Good	Average	Below Average
3	Relation with colleagues and the public	Outstanding	Very Good	Good	Average	Below Average
4	General Intelligence	Outstanding	Very Good	Good	Average	Below Average
5	Administrative Ability and Judgement	Outstanding	Very Good	Good	Average	Below Average
6	Aptitude to higher learning	Outstanding	Very Good	Good	Average	Below Average


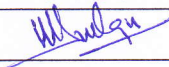
Place-

Date-

Signature and Designation of Reporting Officer



Document Updates	Date
Policy Date	6-Nov-2016
First Revision	11-Apr-2018
Second Revision	12-Jul-2020
Third Revision	12 June 2021

NAME	SIGNATURE	DATE
Dr. Sudhir Fulzele,(Director)		16-6-21
Dr. Mujahid Siddiqui(Coordinator-IQAC)		16/06/2021