

## **6.2: Strategy Development and Deployment**

**6.2.1: The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.**

### **Guidelines for Appointment & Service Rules**



Dr. Meenakshi Mazumdar

**DIRECTOR**  
Institute of Technology & Management  
Gwalior (M.P.)

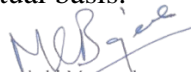
## Guidelines for appointment and service rules:

### APPOINTMENT RULES

As per Act / Statutes 21 of ITM

#### Appointment of Teachers of the Institute

- a) For the teaching position in the Institute namely the Professors, Associate Professor, and Assistant Professor, may recommend to the Governing Body for filling up the vacancies available in the different departments/schools/faculty of the Institute.
  - b) The governing Body shall assess the recommendations and approve the filling up of teaching vacancies through an open advertisement and selection process from time to time.
  - c) Teaching position (shall be advertised in the national daily / News Papers of wide circulation or on the website of the Institute mentioning the essential qualifications and pay scale for each advertised post as per norms prescribed by the AICTE or any other Regulatory Body.
  - d) A Screening Committee constituted by the Director shall screen all the applications based on eligibility criteria defined in Annexure “1” and prepare a summary of all the candidates satisfying the essential qualifications and to be called for the interview. Also, a list of candidates rejected and not to be called for the interview shall be made separately giving reasons for the rejection. This list may be allowed to be uploaded on the website of the Institute.
  - e) The selection committee shall consist of the following candidates;
    - The Director- Chairman
    - Two subject experts not connected with the Institute in any manner whatsoever,
    - nominated by the Chairman from a panel of Experts approved by the Managing Director.
    - One subject expert connected with the Institute, nominated by the Chairman.
    - Dean (academics) of the institute.
  - f) The selection committee shall recommend to the Governing Body, names arranged in order of merit, if any, of the persons who it considers suitable for the posts.
- Provided that no recommendation shall be made unless at least two subject experts are present in the selection committee meeting.
- g) After the approval of the selection committee’s recommendation by the Governing Body, appointment letters will be issued by the Director.
  - h) In addition to full-time teachers, the Board of Management/ Director may also decide to engage adjunct Professors/Visiting Professors teachers for an affixed period/part time/ contractual basis.

  
Dr. Meenakshi Mazumdar

**DIRECTOR**  
Institute of Technology & Management  
Gwalior (M.P.)

The terms and conditions (such as honorarium, TA/DA, conveyance charges etc.) of such engagements will be decided by the Governing Body of the Institute, from time to time.

i) Provisions for the teachers (appointed by the sponsoring Body/Institute/College) and already working:

- Teachers (Professors/readers/Lecture) who are already working and who were appointed on the regular basis, following due procedure in the same institution, before notification of the Institute, and who have now become constituent unit of the Institute, shall be examined by a screening committee constituted as per provisions of the section 06 of this Statute.
- Observing the norms laid down by the UGC/AICTE or any other relevant regulatory Body, the screening committee shall recommend names of suitable teachers to the Institute.
- The teachers found suitable for appointment in the Institute Teaching Departments may be absorbed as regular teachers of the Institute after approval of the Governing Body.

j) Guidelines for fixation of minimum pay as per sixth pay commission for new appointees may be recommended as per the qualification, experience, skill set and academic background. (Annexure-2).

k) Interview assessment sheets for Assistant Professor, Associate Professor, Professor and non-teaching staff are placed in Annexure-3.

### Categories for Hiring (Amendment Dated: 4th April 2022)

Faculty members in all schools and departments of the Institute will be hired under the following categories:

**a. Full-Time Faculty:** Senior faculty members with at least five years of experience will be hired as regular full-time faculty.

They will undergo a probation period of one year, which may be extended by an additional year. The services of faculty members may be terminated without any reason during the probation period.

**b. Contract Faculty:** Faculty members with less than five years of experience will be hired on a contractual basis for 11 months. The contract period may be extended for another 11 months. The services of contract faculty members may be terminated without any reason during the contract period.

**c. Adjunct Faculty:** This category includes distinguished individuals who have excelled in their fields of specialization, such as science and technology, industry, commerce, social research, media, literature, fine arts, civil services, and public life, and who bring their expertise into the academic arena.

**d. Visiting Faculty:** Visiting faculty may be appointed to meet urgent requirements, or to meet specialized requirements.

  
Dr. Meenakshi Mazumdar

**DIRECTOR**  
Institute of Technology & Management  
Gwalior (M.P.)

## Security Deposit

The security deposit deducted from an employee's salary will be released with the next month's salary after the employee completes all the formalities required for relieving. Employees who are leaving ITM must complete all formalities for the release of the security deposit within three months from the date of acceptance of their resignation. This period may be extended up to six months with the permission of the Director. (Amendment Dated: 4th April 2022)

## SERVICE/WORK RULES

**Objective:** This policy seeks to define the guidelines relating to working at ITM.

**Scope:** All employees at ITM Gwalior.

### Guidelines:

#### 1. Attendance

- Every employee is required to be punctual and sincere in the tasks assigned.
- All employees are issued a biometric punch ID. Employees must mark their attendance when arriving at the office and when leaving.
- If the exigencies of Institute day-to-day work require that any or a group of employees work outside the prescribed hours, they are expected to be available for such work.
- Any employee who forgets to punch in or punch out, or is unable to punch due to any technical error, is required to inform HR on the same day via email, with a copy to his/her reporting officer. If the employee fails to do so, such cases will automatically be treated as a loss of pay.
- Attendance records are available online on MIS and can be viewed by the employee, their reporting officer, and the HR department.
- The HR Department prepares the monthly attendance report for payroll.

#### 2. Late Attendance (Amendment Dated 19th January 2024)

**All employees are required to report by 9:00 AM instead of the previous time of 9:15 AM.**

Employees may be late up to two times in a month, arriving as late as 9:15 AM, without any deduction in their time or pay.

#### Deductions against late arrivals shall be calculated as follows:

Late Arrival Between 9:00 AM and 9:30 AM: Employees will incur a deduction of one minute for every minute late.

Late Arrival Beyond 9:30 AM: Employees will incur a deduction of two minutes for every minute late.

  
Dr. Meenakshi Mazumdar

**DIRECTOR**  
Institute of Technology & Management  
Gwalior (M.P.)

**These changes are in accordance with the requirements set forth by accrediting bodies (NAAC/NBA).**

**Flexible Working (Amendment Dtd. 4th April 2022):**

Flexible working hour's systems will be followed for Associate Professors and Professors. A maximum of two hours relaxation will be given to them on arrival and departure times, maintaining the average working hours as 8 hours/day, computed on a weekly basis to increase the contribution to research and other administrative responsibilities. This can be implemented with biometric attendance. Flexible working days may be limited to 5 days in a month, extendable up to 10 days with Dean's approval, to be reviewed after six months (Reference HR policy 4.1). The list of Associate Professors and Professors who have been granted flexibility in time for 5 days and 10 days is to be prepared separately by the HODs of independent departments and submitted to the HR department after the approval of the Director.

**Official Duty:**

All employees proceeding on official duty should apply for the same in the proper format and ensure their tour program has the approval of competent authorities.

**Holidays:**

ITM observes 20 holidays in a calendar year. The HR Department, in coordination with the Director & Hon'ble Managing Director, declares the holidays at the beginning of the year.

**Weekly Off:**

All employees will be provided with a weekly off on Sunday. In addition to this, all employees associated with the Institute shall avail holidays on a Saturday of the month, which will be notified from time to time.

The first Saturday of the month will be observed as a holiday, and the rest of the Saturdays will be considered as NIWD (Non-Instructional Working Day). The Institution will plan activities for the faculty and staff members on these days. The outcome will be reviewed after three months (Amendments Dtd. 4th April 2022).

**Employee ID Cards & Visiting Cards**

1. All employees will be issued an Employee ID card. An employee must wear the ID card around their neck while present on the Institute's premises as well as while representing the Institute outside the premises for official purposes.
2. In case of loss or damage, the employee should report to HR, and a duplicate card will be issued upon payment of the replacement cost.
3. Visiting cards will be issued to the employee as per the requirements.
4. Visiting cards should be used judiciously.
5. Employee ID cards and visiting cards should not be misused for any cause or purpose. Misuse may lead to instant dismissal.

  
Dr. Meenakshi Mazumdar

**DIRECTOR**  
Institute of Technology & Management  
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6. Employees must return the ID and visiting cards upon leaving the Institute.

### **Superannuation**

1. Every employee of ITM shall retire from employment in the Institute upon attaining the age of 65 years. However, the management may extend service to an employee beyond the age of superannuation in exceptional circumstances, at its sole discretion. This extension does not confer any right to an employee to demand an extension of service after the age of superannuation.

2. Retirement will take place on the last day of the month in which the employee's date of birth occurs. The management may re-employ any employee who has crossed the age of superannuation on such terms and conditions as may be decided mutually between the management and the employee.

### **Health, Safety, and Environment**

The Institute demands a positive attitude and performance with respect to health, safety, and the environment by the employees, irrespective of their designation.

1. Smoking is not permitted on the Institute premises or campus at any time. Smoking is accepted to be harmful to the health of those who smoke and those around them (passive smokers). Consequently, smoking while on campus will be considered gross misconduct and will render an employee liable to instant dismissal.

2. The Institute has a zero-tolerance policy regarding the use of illicit drugs or alcohol on its premises or attending other Institute-related premises while under the influence of illicit drugs or alcohol.

3. All employees should act responsibly to save environmental resources. Employees should not waste paper and should take printouts only if necessary.

4. It is the duty of the employee to maintain and keep their workplace clean and properly maintained.

### **Dress Code**

The Institute follows a formal dress code. The dress code should be strictly followed by faculty and staff of ITM, or else appropriate action will be taken by the HR office. Uniform as decided by Authorities.

### **Creation of a Fund for Post-Retirement/Relieving Benefits (Amendments Dated 19th January 2024)**

**The following points will be implemented:**

- This year (2022-2023) and the next two years (2023-2024 and 2024-2025), all the faculty and staff members of ITM will be contributing 3 months of financial benefits to this fund.
- The calculation of an employee's benefits will be considered after June 2012 (or a later date if mentioned in the appointment letter), as a retention allowance was active until June 2012.

  
Dr. Meenakshi Mazumdar

**DIRECTOR**  
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- A legal affidavit for the proper implementation of this fund will be submitted by all the employees.
- This fund will be available for use starting January 2026.

**The following will not be eligible for this benefit:**

- Resignations before January 2026.
- Terminations done by the university/institute.
- Any kind of discrepancies observed even after relieving.

Violation of terms and conditions of the appointment, affidavit submitted, or HR policy.

**LEAVE RULES**

**Festival Holidays:**

The employees shall be entitled to avail the festival holidays as per the list of holidays decided by ITM Gwalior from time to time (Annexure “5”). Holidays for different communities, i.e., Jain (Mahaveer Jayanti) and Sikh (Guru Nanak Jayanti), etc., should be included in the list of holidays of ITM, Gwalior. However, two leaves may be adjusted from Holi and Raksha Bandhan (Amendment Did. 11th March 2019).

**Working days:**

ITM will observe 6 days a week as working days except for two weeks of the month. One Saturday of the month will be observed as off by both the teaching and non-teaching staff, which will be notified from time to time.

**HQ Leave:**

All the personnel of ITM, before leaving the Station, should apply for HQ Leave.

**Right to avail leave:**

Leave, even when due and admissible, cannot be claimed as a matter of right and may be refused or curtailed by the competent authority if the exigencies of work so require.

**Kinds of Leave:** The following kinds of leave would be admissible:

- Casual Leave.
- Leave earned by duty, viz. Earned Leave, Half Pay Leave, Commuted Leave (Medical Leave), Special Academic Leave.
- Leave not debited to leave account, i.e., Leave for academic pursuits, viz. Study Leave, Duty Leave.

  
Dr. Meenakshi Mazumdar

**DIRECTOR**  
Institute of Technology & Management  
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- Leave on grounds of health, viz. Maternity Leave, Paternity Leave.
- Leave not earned by duty, viz. Extraordinary Leave.

More details are given in HR policy

  
Dr. Meenakshi Mazumdar

**DIRECTOR**  
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