



# INSTITUTE OF TECHNOLOGY & MANAGEMENT, GWALIOR

# HR POLICY



# DIRECTOR MESSAGE

Welcome to **Institute of Technology and Management, Gwalior**. ITM, as is popularly known, has already established its position as a top technical institute in Madhya Pradesh. Apart from imparting technical skills in the existing departments of **Computer Science, Information Technology, Electronics and Communication, Chemical Engineering, Civil Engineering and Mechanical, MBA**, we also develop an over persona of our students. An all- round approach is taken for this purpose, so that our students achieve success in their pursuits. The computer science and MBA departments of ITM are now accredited by NBA. In order to ensure a holistic development among students, the institute has introduced the newly designed activities the **Activity Based Continuous Assessment System (ABCAS)**. And Project Based Learning for more hands-on experience complimented with strong fundamentals. This offers more choices to the students and help them imbibe necessary social skills as well. ITM strongly encourages its faculties in active research collaboration on projects of great societal importance. Apart from the rigorous curriculum, various activities at technical club, soft skill trainings, and lectures delivered from industry, technical workshops and training results into more than 80% placement of our eligible students. We at ITM also cater to our social responsibility and we are proud to be selected as one of the institutes for **Unnat Bharat Abhiyan** (sponsored by MHRD, Government of India) aimed at empowering rural India. We have also successfully completed **Pradhan Mantri Kaushal Vikas Yojana (PMKVY)** courses. Recently faculty members of ITM Gwalior have been granted projects by MP Council of Science and Research Bhopal to stir research in Electronics Engineering and Basic Sciences. With such a multifaceted outlook, ITM would soon become one of the leading technical institutes of our country. A journey has already begun, but there is a long way to go. The active support of all students, faculty, and staff, will mentor us to fulfil the vision of ITM. At the end, I congratulate all the entrants for choosing ITMGOI as wings to their aspirations.

  
**Dr. Meenkashi Mazumdar**

**Director, ITM-GWALIOR**

# HR POLICY REVIEWED AND APPROVED

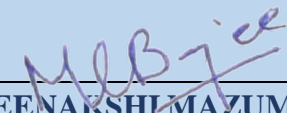
HR policy will be followed by all employees as a condition of their employment at the Institute.

ITM values the talents and abilities of our employees and seeks to foster an open cooperative and dynamic environment in which employees and the Management can thrive concomitantly.

The policy guidelines are therefore aligned with the needs of the employees and as per the requirements of the Institute.

However, these policies may undergo a change from time to time.

The current version of HR policy has been designed to allow updates (with deletions and additions) as is considered necessary for the general benefit of the employees and the Institute.

MODIFIED & VERIFIED BY:	APPROVED BY:
1. Dr. S. S. Chauhan (Secretary)	 <b>DR. MEENAKSHI MAZUMDAR</b> DIRECTOR
2. Dr. Rishi Soni (Member)	
3. Dr. Manoj Mishra	
4. Mr. Vineet Shrivastava (Member)	
5. Mr. R.R. Sharma (Member)	
6. Mr. Bhoopendra Jain (Member)	



# TABLE OF CONTENTS

## Contents

DIRECTOR MESSAGE .....	2
HR POLICY .....	3
REVIEWED AND APPROVED .....	3
TABLE OF CONTENTS.....	4
1. INTRODUCTION.....	6
1.1. ABOUT US .....	7
1.2. VISION & MISSION .....	7
1.3. VALUES .....	7
1.4. PREAMBLE .....	7
2. GENERAL GUIDELINES.....	8
2.1. CONDUCT RULES .....	9
2.2. INFORMATION TECHNOLOGY (IT) POLICY .....	13
3. HIRING NEW EMPLOYEE .....	16
3.1 APPOINTMENT RULES .....	17
3.2 EQUAL EMPLOYMENT OPPORTUNITY .....	19
3.3 RETENTION POLICY .....	21
3.4 NEW EMPLOYEE ORIENTATION POLICY.....	21
Objective .....	21
Scope .....	21
Guidelines.....	21
3.5 RESPONSIBILITIES DISTRIBUTION .....	24
3.6 PROBATION & CONFIRMATION POLICY .....	27
4. EMPLOYMENT TERMS & CONDITIONS .....	29
4.1 WORK RULES .....	30
Objective: .....	30
Scope: .....	30
Guidelines:.....	30
4.2 PAYROLL POLICY & PROCEDURES.....	34



4.3	LEAVE RULES.....	35
4.4	POLICY OF PERFORMANCE APPRAISAL .....	46
4.5	EXIT POLICY.....	50
4.6	EMPLOYEE BENEFITS .....	52
4.7	CORRECTIVE MEASURES .....	57
5.	WELL-BEING, RECOGNITION GROWTH.....	60
5.1	RESEARCH INCENTIVE SCHEME.....	61
5.2	REVENUE SHARING MODEL FOR UNDERTAKING CONSULTANCY PROJECTS .....	67
5.3	ANNUAL REWARDS & RECOGNITION POLICY .....	68
5.4	PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE POLICY .....	69
5.5	GRIEVANCE REDRESSAL MECHANISM .....	71

## 6. ANNEXURE

6.1	Eligibility Criteria for appointment and promotion	(Annex-01)
6.2	Guidelines for fixation of minimum pay for new appointees	(Annex-02)
6.3	Pay Matrix Structure (for the fixation of minimum pay)	(Annex-02-A)
6.4	Interview assessment sheets	(Annex-03)
6.5	Proforma of CAS promotion	(Annex-04)
6.6	List of Holidays	(Annex-05)
6.7	Interview & Personal Details Form	(Annex-06)
6.8	Joining Report	(Annex-07)
6.9	Undertaking by Faculty	(Annex-08)
6.10	Annual Performance based Appraisal Form – Faculty	(Annex-09)
6.11	Annual Performance based Appraisal Form – Non Teaching	(Annex-10)
6.12	No Dues Form	(Annex-11)
6.13	Exit Interview Form	(Annex-12)

## 7. AMENDMENTS

7.1	Dated 11 <sup>th</sup> March 2019	(Annex-13)
7.2	Dated 04 <sup>th</sup> April 2022	(Annex-14)
7.3	Dated 19 <sup>th</sup> January 2024	(Annex-15)



# 1. INTRODUCTION



## 1.1. ABOUT US

ITM is a multidisciplinary Institute known for its quality of research and teaching across the academic spectrum, with subjects spanning the sciences, engineering, management, fine arts, social sciences, arts, nursing etc.

It has been at the forefront of learning, teaching and research and leader in many different fields in its educational endeavour. In a relatively short-time span it has created an image for its excellence as an institution of higher learning through outstanding teaching and world-class research so as to produce well-rounded graduates with lifelong abilities to provide leadership within the societies they serve. We have a well- deserved reputation for last 27 years for excellence, as demonstrated by host of educational institutions already operating under our flagship banner i.e., ITM.

## 1.2. VISION & MISSION

**Vision:** To develop ITM into a centre of excellence in education, research, training and consultancy to the extent that it becomes a significant player of the country and the world.

**Mission:** To meet the global need of competent and dedicated professionals. To undertake R & D, Consultancy & Extension activities which are of relevance to the needs of the mankind. To serve the community by Interaction on, scientific, technical and other aspects of development.

## 1.3. VALUES

Humanity and ethics blended with sincerity, integrity and accountability. Productive delivery supported by healthy competition. Efficiency and dynamism coupled with sensitivity. To nurture innovation and ability to think differently with rational creativity. Appreciation of sustainable socio-cultural values and to feel proud to be a good professional contributing to the betterment of mankind and mother earth.

## 1.4. PREAMBLE

The HR Policy would proactively contribute towards achieving the overall goals of ITM by laying down principles, guidelines, and rules/norms to ensure smooth functioning of the employees. The HR Policy would encourage building of a shared vision of the Institute among all the employees to ensure that their respective jobs are complementing each other. The HR Policy would advocate for outcome based performance by all employees which is aligned with the organizational goal. The Policy aims to build a culture of trust, transparency and integrity among all staff. This policy is a strategic framework designed to serve as a guide and shall be executed and administered in all departments of ITM.



## 2. GENERAL GUIDELINES



## 2.1. CONDUCT RULES

### Applicability of Rules

The provisions contained in this schedule shall apply to all employees of the Institute.

### Definitions

In this Schedule unless the context otherwise requires:

- a) “Competent Authority” means: -
  - (i) Managing Director in the case of Director.
  - (ii) Director
- b) “Members of the Family” in relation to an employee includes.
  - (i) The spouse, child or step-child of such employees residing with and dependent on the employee and
  - (ii) Any other persons related, whether by blood or by marriage to the employee or to such employee’s wife or husband and wholly dependent on such employee, but does not include a wife or husband legally separated from the employee or child or step-child who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of by law.
- c) “Service” means service under the Institute

### 2.2.1. General

- i. Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his/her official dealings.
- ii. An employee should at all times be courteous in his/her dealings with other members of the staff, students and members of the public.
- iii. As every employee represents the Institute as a brand ambassador, it is required that they dress appropriately which includes adhering to a specific dress code for work.
- iv. Unless otherwise stated specifically in the terms of appointment, every employee is a whole time employee of the Institute, and may be called upon to perform such duties, as may be assigned to him/her by competent authority, beyond scheduled working hours and on closed holidays and Sundays and during vacations. These duties shall inter-alia include attendance at meeting of committees to which he/she may be appointed by the Institute.

- v. An employee shall be required to observe the scheduled hours of work, during which he/she must be present at the place of his/her duty.
- vi. Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without prior permission.
- vii. No employee shall leave station except with the previous permission of proper authority, even during leave or vacation.
- viii. Whenever leaving the station, an employee shall inform the Head of the Department/ Controlling Officer to which he/she is attached, or Director if he/she is himself/herself the Head of a Department/ Controlling Officer, the address where he/she would be available during the period of his/her absence from station.
- ix. No employee should consume any intoxicating drinks or drugs while on duty.

#### ***2.1.2 Taking part in Politics and Election:***

No employee shall take active part in politics in the campus of the Institute or exploit his/ her official position for political ends or permit the use of Institute facilities for political purposes. In other cases, where he/she stands for elections at any level, he/she must take leave of absence from the Institute.

No staff shall try to propose his/her religious thoughts to students and others within the campus failing which stern action shall be taken.

#### ***2.1.3 Vindication of acts and character of employees:***

No employee shall except with the previous sanction of the competent authority, have recourse to any Court of Law or to the Press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character. Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his/her private character or any act done by him in his/her private capacity.

#### ***2.1.4 Representations:***

- i. Whenever an employee wishes to put forth any claim or seeks redress of any grievance or of any wrong done to him/her, he must forward his/her case through proper channel, and shall not forward such advance copies of his/her application to any higher authority, unless the lower

authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than 10 days as per Grievance Redressal Mechanism.

- ii. No employee shall be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

#### **2.1.5 Criticism of the Institute.**

No employee shall, in any radio broadcast / social networking sites or in any document published anonymously or in his/her own name or in the name of any other person or in any communication to the Press or in any public utterance, make any statement of fact or opinion in his/her official capacity:-

- i. Which has the effect of an adverse criticism of any policy or action of the Institute or
  - ii. Which is capable of embarrassing the relation between the Institute and the Central Government or any State Government or any other Institution or organization or members of the public; or
  - iii. Which exploits name of the Institute or his/her position therein
- Provided that nothing in this paragraph shall apply to any statements made or views expressed by an employee in his/her official capacity or in the due performance of the duties assigned to him/her.

#### **2.1.6 Evidence before Committee or any authority:**

- i. Same as provided in sub-paragraph (iii) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person's committee or authority.
- ii. Where any sanction has been accorded under sub-paragraph (i) no employee giving such evidence shall criticize the policy or any action of the Institute or the Central Government or any State Government.
- iii. Nothing in this paragraph shall apply to:
  - a) Evidence given at any inquiry before any authority appointed by the Institute, by Parliament or by a State Legislature; or
  - b) Evidence given in any judicial inquiry; or
  - c) Evidence given at any departmental inquiry ordered by the Institute authorities.



### 2.1.7 *Unauthorized communication of information:*

No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information

### 2.1.8 *Gifts.*

No employees shall, except with the previous sanction of the competent authority, accept or permit the spouse or any other member of his/her family to accept from any person any gift of more than trifling value. Interpretation of the term “Trifling Value” shall be the same as laid down in Central Government Servants Conduct Rules.

### 2.1.9 *Private Trade or Employment:*

No employee shall, except with the previous permission of the competent authority, engage directly or indirectly, in any trade or business or undertake any employment outside his/her official assignments. No Member of academic staff shall offer private tuition in subjects offered by his/her own department.

### 2.1.10 *Insolvency, Habitual Indebtedness and Criminal Proceedings:*

- i. An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his/her salary is continuously being attached, he/she may be liable to dismissal. An employee, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the Institute.
- ii. An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department/ Controlling Officer to which he/she is attached, irrespective of the fact whether he has been released on bail or not.

An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his/her duties in the Institute unless he/she has obtained written permission to that effect from the Hon'ble Managing Director of the Institute.

### **2.1.11 National Interest:**

No employee shall participate in any activity or act in a manner or communicate or make a statement, which is anti-secular or which tends to create communal disharmony.

### **2.1.12 Interpretation:**

The decision of the Governing Board on all questions relating to the interpretation of these provisions shall be final.

## **2.2. INFORMATION TECHNOLOGY (IT) POLICY**

### **Objective:**

To define the guidelines for usage of IT tools & Products at the workplace.

### **Scope:**

All Employees of ITM

### **Guidelines:**

#### **2.2.1 E-mail Facility**

- a) Employees are allotted an official email id at the time of joining on a need basis.
- b) Employees are required to use their official id for all official communication only.
- c) Employees are expected to read their mails and respond to them promptly.
- d) No explicit / offensive emails should be sent or forwarded. Any such action will be considered to be misconduct and treated accordingly.
- e) The email id is withdrawn when a person leaves the Institute.

#### **2.2.2 Internet Access**

- a) Employees are provided access to the Internet on a need basis.
- b) This facility is provided for work related browsing, research etc.
- c) Usage of Internet access to browse explicit sites, downloading or forwarding explicit content and gaming is not permitted and amounts to a violation of the Code of conduct.

#### **2.2.3 The employee is responsible for regular clean-up of unwanted files, virus checks etc.**

#### 2.2.4 ERP/MIS Software

ERP/MIS software has been implemented to facilitate employees to maintain data/records and to reduce errors and to ease the work.

- a) All the faculties are allotted ERP/MIS login id wherein they can apply for leave/check their leaves balances, personal details.
- b) Employees are required to handle data with high confidentiality and sensitivity and should not misuse/mishandle it. Any such case will be treated as breach of conduct rules and non - disclosure agreement.

2.2.5 IT department will train all the new entrants on the use of email id, other IT equipment's, ERP Software etc. on need basis.

2.2.6 Any instance of violation of these guidelines is to be brought to the notice of the concerned HR/Dean Administration who will initiate an investigation into the violation and take appropriate action.

2.2.7 IT Dept. may allot laptop/data card/hard disk or any other IT equipment's to employees on the approval of the competent authority.

**2.2.8 IT employees must get an undertaking signed before issuing any equipment which includes the below terms & Conditions:**

- a) The equipment has been issued for solely official purpose.
- b) The employee shall be fully accountable for theft, loss or damage of the property.
- c) In case of malfunction, employees are required to report the same to System Administrator.
- d) Employees may not take equipment for repair to any external agency or vendor at any point of time.
- e) The equipment should be returned to the System Administrator at the time of leaving the Institute or if they do not intend to use it for any reason.
- f) The employee shall be liable to replace or pay an equivalent amount to the Institute in case of theft, loss or damage to the property. The Institute retains the right to deduct the same from the salary in case of such an event.

#### 2.2.9 Issue of Laptop/ Desktop



- a) All employees will be provided with Laptop/Desktop for use during their employment period.
- b) The desktop/laptop will be provided in proper working condition duly checked by the IT Department and verified by the employees.
- c) On receiving the desktop/laptop the employee needs to sign an undertaken after duly checking the equipment.
- d) During the employment period the issued equipment is the responsibility of the employees. Any physical damage or loss will be recovered by the employee as per the actual market cost. All update and quarterly Maintenance and cleaning will be done by the Institute free of charge.
- e) The ITM, will provide cost of laptops up to Rs. 50,000 as no-interest advance for the purchase of laptops by the faculty and administrative staff members. The advance will be recovered in 24 equal instalments. **(Amendment Dated 4th April 2022)**



## 3. HIRING NEW EMPLOYEE





### 3.1 APPOINTMENT RULES

As per Act / Statutes 21 of ITM

#### 3.1.1 *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 forfilling up the vacancies available in the different departments/ faculty of the Institute.
- b) The governing Body shall assess the recommendations and approve 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 clearly 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 on the basis of 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;
  - i. The Director- Chairman
  - ii. 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.
  - iii. One subject expert connected with the Institute, nominated by the Chairman.
  - iv. 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 Governors/ Director may also decide to engage adjunct Professors/Visiting Professors teachers for affixed period/part time/ contractual basis.

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:
  - (i) 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.
  - (ii) 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.
  - (iii) 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.

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

Faculty members in all 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.

#### **3.1.3 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)

### **3.2 EQUAL EMPLOYMENT OPPORTUNITY**

#### **3.2.1 Policy Statement:**

ITM provides equal employment opportunities to all qualified individuals without discrimination based on sex, race, disability, marital status, or religion, in accordance with applicable local, state, and national laws and regulations. ITM will make reasonable job accommodations for persons with disabilities who can perform the essential functions of the position for which they are qualified and selected. All employment and promotion decisions will be based solely on an individual's qualifications, experience, prior contributions, and demonstrated capacity to perform at higher or improved levels of performance, and will be in accordance with the principle of equal employment opportunity. ITM will take whatever affirmative action is necessary to attract and retain qualified individuals.

### 3.2.2 Objective:

The objective of the Equal Opportunity Policy is to support the attraction and retention of employees who contribute most to the development of the Institute.

### 3.2.3. Application:

The Equal Employment Opportunity policy will be successfully applied when all roles are filled by the best qualified and experienced candidates available, regardless of personal circumstances.

### 3.2.4 Process:

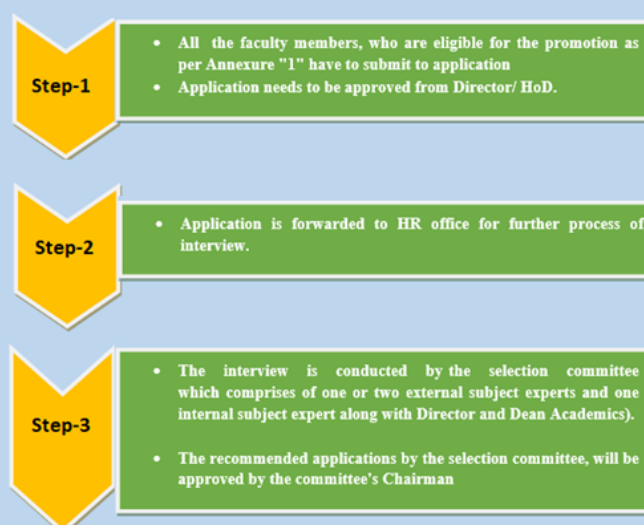
The Equal Opportunity Employment process is reflected throughout ITM faculty and administrative staff recruitment and retention processes.

### 3.2.5 Promotion (CAS):

Selection committees are constituted to consider promotions or Cadre Review of faculty members under the Career Advancement Scheme (CAS). The Management, based on the recommendations of the Selection Committee, may promote faculty members, and their areas of responsibility may be redefined in alignment with their new rank.

#### Following are the steps followed in the process of promotion:-

The proforma of CAS is attached as per **Annexure “4”**.





### 3.3 RETENTION POLICY

3.3.1 Faculty and staff who perform well will be eligible for extra increments or incentives, provided they have completed two years of service at the Institute and have achieved the desired API score.

3.3.2 Continuous feedback on performance will be provided, and one-on-one meetings may be conducted. An informal conversation with faculty and staff can make a significant difference.

3.3.3 The Institute will promote and nurture a research culture.

3.3.4 Opportunities for development and growth will be provided to faculty and staff.

3.3.5 The Institute will ensure proper workload, job security, role clarity, recognition, and the implementation of best practices in employee management, along with an annual budget.

3.3.6 To provide opportunities for faculty members to upgrade their knowledge, the Institute may hire independent organizations or agencies to conduct tests based on their field of expertise. Faculty members who pass the test may receive a significant incentive.

### 3.4 NEW EMPLOYEE ORIENTATION POLICY

#### Objective

To ensure a smooth transition for new entrants into ITM and to acquaint them with the Institute, workplace, policies, and processes.

#### Scope

This applies to all employees joining ITM.

#### Guidelines

##### 3.4.1 Induction

- An orientation program will be conducted to familiarize new faculty members with the Institute's culture and opportunities for growth.
- All new employees who join the Institute will undergo a structured induction program within a week if joining in January or July, and on the last Saturday of the month if joining during the semester.

- c) On the first day of joining, the new employee will meet with HR, receive an induction ITM kit (including ITM brochures and a Service Rules booklet), and complete the joining formalities.
- d) The employee will be introduced to their Head of Department (HOD), Dean, Director, Dean of Administration and Hon'ble Managing Director.
- e) The employee will be introduced to team members and other colleagues.
- f) HR will provide an overview of the Institute, HR policies, hierarchy, and basic rules and regulations.
- g) The new faculty members will be received by an HR representative and introduced to the Dean. The Dean will then introduce the faculty member to the rest of the department, Institute officials, systems, and processes. The Dean will also hand over the welcome kit to the new faculty member. The HR department will prepare the kits and hand them over to the Deans according to the reporting schedule of the faculty members. The Dean must also ensure that a well-maintained workspace is identified in coordination with the HR Office and communicated to the new faculty member.  
(Amendment Dated: 4th April 2022)

**The HOD/reporting officer** discusses the Job Description and Key Result Areas (KRAs) with the candidate and outlines the performance objectives. He/she also guides the employee until the employee settles into their new role.

Each faculty member must prepare and continuously update their profile with details about their attributes, research activities, journals/books published, etc., for uploading on the Institution's website. The profile must be kept updated at all times. Incentives for research publications, patents, etc., will be provided only if the details are updated in the faculty profile on the Institute's website, MIS, or office records. (Amendment Dated: 4th April 2022)

### 3.4.2 Joining Procedure

- a) **Once the candidate accepts the offer letter and joins, the following documents are issued by HR on the first day of joining:**
  - i. Appointment Letter/Contract Letter
  - ii. ITM Joining Kit, which includes:



- Joining Form
- Personal Details Sheet
- Bank Account Opening Form
- PF Nomination Form 2 & Form 11
- Library Registration Form
- Bus Registration Form
- Identity Card Form
- E-Mail ID Creation/Internet Access Form
- Income Tax Declaration Form
- Undertaking

**b) On the day of joining, the candidate must submit the following self-attested documents:**

- i. Acknowledged Appointment/Contract Letter
- ii. All joining forms, duly filled in
- iii. Date of birth certificate (copy of passport or driver's license can be submitted)
- iv. Self-attested copies of educational qualification certificates
- v. Self-attested copies of work experience certificates
- vi. Relieving letter/experience certificate & salary certificate from the immediate employer
- vii. Copy of registration number
- viii. Copy of photo identity proof and residential address proof
- ix. Four coloured passport-size photographs
- x. Copy of Aadhar Card & PAN Card
- xi. Fitness Certificate attested by a doctor
- xii. Any other document as advised by the Institute

*Note: If documents are insufficient, the appointment will not be treated as valid.*

**c) The employee will subsequently receive the following:**

- i. Employee Identity Card
- ii. Employee ID number
- iii. Email ID and ERP login ID





iv. List of important contact details

### 3.5 RESPONSIBILITIES DISTRIBUTION

Academic Activities	Research & consultancy	Administration Activities	Extension Activities
Class room teaching	Research & Development	Academic and Administration management of the department/ Institute as Instructed by HOD /Dean / Director	Extension Services Interaction with industry and society
Laboratory instruction & Conduction	Activities & Research Guidance		
Curriculum Development	Industry sponsored projects	Policy planning, monitoring & evaluation and promotional activities both at department and institutional level	Participation in Community services Providing non-formal modes of education for the benefit of the community
Developing Learning Resources Material	Providing Consultancy and		
Laboratory Development-	Testing Services		
Experiments design, manual updating	Preparing Project Proposals for funding In areas of R&D work, Expansion, Laboratory	Design and Development of New Programmes	Promotional of Entrepreneurship and Job Creation
Students Assessment & evaluation Including Examination Work of Institute	development,	Administration both at Departmental & Institutional levels as Assigned	Providing Technical Support In Areas of Social Relevance
Paper setting, Invigilation & Valuation.	Modernization, etc.	Mentorship: Helping Personal ,Ethical, Moral	Extra-Curricular Activities: Club activities
Participation in the Co-Curricular activities.	Providing R&D Support and Consultancy Services to Industry and Other User Agencies	Overall Character Development, Development, Administration & Management of Institutional Facilities	
	Promotion of Industry-Institution Interaction and R&D Projects, Dissertation Guidance,	Policy Planning at the Regional/National Level for Development of	





	Implementation of Research-Based PBL		
Continuing Education Activities, Workshops, Seminars, FDP Conference Dissemination of Knowledge & Skills  Academic PBL  Keeping Abreast of New Knowledge and Skills, Help Generate New Knowledge and Discrimination of Such Knowledge Through Books, Publications, Seminars, etc. Self-Development Through Upgrading Qualification, Experience, and Professional Activities	Academic Presentations of Faculty Who Attended Conference/Seminar	Education, Helping Mobilization of Resources for the Institution, Develop, Update, Maintain MIS  Plan and Implement Staff Development Activities, Maintain Accountability, Conduct Performance Appraisal, Other Responsibilities Assigned	

*Note: Non-compliance of responsibilities will reflect in performance appraisal and may attract strict action.*

## HOURS DISTRIBUTION

Designation	Academic Work(Hours)		Research & consultancy Work (Hours)		Administrative Work (Hours)		Extensi on Work (Hours)		Total
Hours per	Week	Sem.	Week	Sem.	week	Sem.	week	Sem.	

Dean	14	224	12	192	10	160	04	64	40/Week 640/semester
HOD	16	256	10	160	10	160	04	64	40/Week, 640/semester
Professor	14	224	12	192	08	128	06	96	40/Week, 640/semester
Associate Professor	16	256	12	192	06	96	06	96	40/Week, 640/semester
Asst. Professor	18	288	10	160	06	96	06	96	40/Week, 640/semester

*Note: - Work hours are calculated considering 16 Weeks in a semester.*

## ANTICIPATED OUTCOMES

ACADEMIC	RESEARCH & CONSULTANCY	ADMINISTRATION	EXTENSION
Active participation in departmental co-curricular activities (minimum one)	Faculty should write at least one research paper / project and Submit.	Academic administration. -effective mentorship. -participation in academic policy planning and execution	Participation at least one of the following Activities -NSS, NCC, AIU, IP, Farewell, Annual Function
Participation in manual/experiment	Participation in industry institute	Updated MIS and LMS. - Timely execution of activities. -Timely submission of Appraisal.	Active membership of at least one club
Development -To attend minimum one workshop / FDP / Seminar	Interaction. - Involvement in research guidance /research based	Faculty profiling -Students profiling	Participation in counseling and Admission



-Contribution in organizing workshop /FDP/Seminar	PBL/consultancy		
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## RESPONSIBILITIES OF LAB INSTRUCTOR

1. Perform laboratory tests including pre- and post-analytic phases
2. Prepare samples/specimens
3. Produce accurate and reliable data and interpret results
4. Follow methodologies in carrying routine tasks
5. Research relevant topics and gather information/data
6. Adhere to correct procedures, policies and health/safety guidelines
7. Keep abreast of all industry developments and best practices
8. Document all activities, record results and insert/retrieve data
9. Maintain work area and equipment
10. Coordinate for procurement of lab materials, equipment's etc.
11. Monitor students during lab classes.
12. Provide administrative assistance.

## 3.6 PROBATION & CONFIRMATION POLICY

### 3.6.1 Objective

To define the guidelines on the probation period for employment and the process of confirmation in the services of the Institute.

### 3.6.2 Scope

All new employees of ITM.

### 3.6.3 Guidelines

- All the initial appointments shall be on probation for a period of one year.
- During the period of probation, the employee may be required to undergo such training or specific assignments as considered necessary for their job roles.
- During this period, an employee will be eligible for casual leaves.



- Employees will be liable to pay provident fund, professional tax, income tax, etc., as per the statutory guidelines.
- On the completion of the probation period, the employee is assessed for being confirmed in the Institute's employment.
- The period of probation may be extended for a maximum of two times, by a period of 6 months each, in case of unsatisfactory performance.
- During the period of probation, an employee shall be liable to be discharged from the services of the Institute with one month's notice, with or without assigning any reason, at the sole discretion of the management.
- On confirmation, the employee will be considered to be in service from the date of joining.
- All staff members, including class IV, will be provided in-house training on new skills to remain relevant to ITM at all times. The training will be provided on Microsoft Office, English language, and for personality improvement. Books related to these areas will be provided in the libraries of the ITM. (Amendment Dtd. 4th April 2022)

### 3.6.4 Process

It shall be the duty of the HR Department to place before the Director the case of confirmation of a faculty/staff on probation, not later than 60 days before the end of the probation period, with the Annual Performance Report duly scrutinized with the recommendation of the concerned Heads of Departments and Dean.

- All the due confirmation cases shall be presented to the Hon'ble Managing Director.
- In case the competent authority decides not to confirm the employee, whether before the end of the probation period or the extended probation period, as the case may be, he/she shall be informed in writing to that effect, not later than thirty days before the expiration of that period.



## 4. EMPLOYMENT TERMS & CONDITIONS



## 4.1 WORK RULES

### Objective:

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

### Scope:

All employees at ITM Gwalior.

### Guidelines:

#### 4.1.1 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.

#### 4.1.2 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.

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

#### **4.1.3 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 Deans and HODs of independent departments and submitted to the HR department after the approval of the Director.

#### **4.1.4 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.

#### **4.1.5 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.

#### **4.1.6 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).

#### ***4.1.7 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.
6. Employees must return the ID and visiting cards upon leaving the Institute.

#### ***4.1.8 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.

#### ***4.1.9 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.

#### **4.1.10 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.

#### **4.1.11 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.
- 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 institute.
- Any kind of discrepancies observed even after relieving.



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

## 4.2 PAYROLL POLICY & PROCEDURES

ITM will maintain strong internal controls over the payroll function.

**Purpose:** The purpose of this Payroll Policy is to ensure that all employees are paid correctly and timely and also to provide policies and procedures related to payroll matters including employee classifications, pay periods, and record keeping.

**Scope:** Applies to all employees at ITM.

### 4.2.1 Pay Period and Payday

Employees normally will be paid on a monthly basis every 10th of the following month. If the regular payday occurs on a week off, or a holiday, employees will be paid on a day before or after the regular payday.

### 4.2.2 Timesheets

In the case of full-time regular employees, salary is calculated at the end of every pay period based on the number of days worked, leaves availed, late attendances, etc.

In the case of visiting faculty or part-time employees, the respective Head of Department must share attendance, i.e., teaching hours for that particular month, by the last date of the pay period to HR.

### 4.2.3 Deductions from salary

Deductions of the following kinds shall be made from employees' salaries:

1. Recovery of advance or for adjustment of overpayment of salary, income tax, professional tax, provident fund, ESIC, or any other statutory dues.
2. Deductions against Loans / Advance.
3. Unauthorized absence from duty.
4. Leave without pay.



5. Late attendance as per the Institute's guidelines.
6. Damage to/loss of goods or money entrusted to the employee's custody where such damage or loss is attributable to the employee's negligence or fault.
7. Deduction required to be made by order of court/any other authority competent to make such order.
8. Deduction of any other amount due from the employee to the Institute.

**4.2.4** In the case of Income Tax, the employee should submit a duly filled Income Tax declaration form for the current financial year by 30th September to the Accounts Department.

**4.2.5** Mode of Payment: Salary will be credited in a salary bank account or by account payee cheque.

**4.2.6** For any query related to salary breakup/deductions, an employee can contact the concerned HR department.

## **4.3 LEAVE RULES**

### **4.3.1 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 Dtd. 11th March 2019).

### **4.3.2 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.



#### 4.3.3 HQ Leave:

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

#### 4.3.4 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.

#### 4.3.5 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.
- Leave on grounds of health, viz. Maternity Leave, Paternity Leave.
- Leave not earned by duty, viz. Extraordinary Leave.

The Board of Governors may grant, in exceptional cases, for the reasons to be recorded, any other kinds of leave, subject to such terms and conditions as it may deem fit, viz. Leave Not Due.

#### 4.3.6 Casual Leave:

- a) Faculty and staff are entitled to avail 15 CL in a year. The CL will be credited in the accounts of the faculty and staff members in two parts: 7 CL will be credited on the 1st of July to be taken by the end of December, and the remaining 8 CL by the 30th of June. If an employee has not been able to avail the benefit of CL due to the responsibility of workload as per the instructions of the HOD, then in this special situation, on the recommendation of the HOD, the remaining CL should be transferred to the employee leave account in the next half year. In case of not taking advantage of the balance CL even in the second half due to any reason, all the remaining CL will automatically lapse (Amendment Dated. 19th January 2024).
- b) Casual leave cannot be combined with any other kind of leave. However, it may be combined with holidays including Sundays. For avoidance of doubt, holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.



- c) CL can be prefixed or suffixed with the vacations (Semester break) without compromising Academic activities, subject to prior intimation or approval (Amendment Dated. 11th March 2019).

#### 4.3.7 Earned Leave:

The vacation staff is not entitled to any Earned Leave, however, a semester break of 12 days will be availed during the end of the academic session, by the faculty (except Dean & Head of the Department) who have completed one year of service. The vacations will be given in the lean period. In case ITM, by an order, retains/restricts its staff member from availing the vacation/portion of the vacation for admission counselling purposes, such vacation will be converted into 1:1 as EL, which can be availed and/or accumulated for encashment limited to 12 days per annum. EL/CL can be prefixed or suffixed with the vacations (semester break) without compromising the academic activities, subject to prior approval.

4.3.8 Deans and Heads of Departments shall be entitled to 12 days EL on completion of one year of their service.

4.3.9 Other non-vacation staff will be entitled to avail 6 days EL on completion of one year of their service.

4.3.10 The maximum Earned Leave that may be sanctioned at a time shall not exceed 10 days in normal cases. It may be noted that if a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave.

4.3.11 Encashment of earned leave shall be allowed on completion of five years of reckonable service. However, the leave in balance can be adjusted against the notice period if an employee is relieved before the completion of five years.

4.3.12 EL can be prefixed or suffixed with the vacations (Semester break) without compromising Academic activities, subject to prior intimation or approval (Amendment Dated. 11th March 2019).

#### Explanation:

*No allowances other than dearness allowance will be included in calculating the last pay drawn.*

#### 4.3.13 Commuted Leave (Medical Leave):

- a) Commuted leave admissible to an employee shall be ten days for each completed year of service or twenty days half pay leave. Medical leave of one day shall be allowed once in a semester on self-declaration by the concerned person (Amendment Dated. 11th March 2019).
- b) Not more than ten days of half pay leave will be granted in a normal case.
- c) Commuted leave not exceeding half the amount of half pay leave due may be granted on the basis of a medical certificate from a registered medical practitioner duly authorized by the ITM Doctor, to an employee subject to the following conditions:
  - i. Commuted leave during the entire service shall be limited to a maximum of 150 days; considering the entire period of service as 30 years. For those having lesser “entire Service,” the leave will be calculated accordingly (On accumulation).
  - ii. The competent authority will see the limitation of such leave combined with EL. The authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.
  - iii. This leave is not en-cashable.
  - iv. An employee shall be allowed to avail 30% of the commuted leave for the care of dependents\* on the basis of a medical certificate from a registered medical practitioner.  
\*Dependent includes Spouse, Parents, In-laws, and Children.
  - v. In case the medical certificate submitted by the employee is found not valid on any grounds, then the number of leaves applied will be considered as LWP and liable for appropriate disciplinary action.

#### Explanation:

A "completed year of service" means continuous service of the specified duration under ITM.

#### 4.3.14 Special Academic Leave:

- a. On Completion of one year's reckonable service, Special Academic Leave not exceeding 07 working days in a year may be granted (with prior approval of the competent authority) to a faculty member for:
- b. Attending a Conference/Seminar/Symposiums/any other academic activity on behalf of the ITM.



- c. Delivering lectures in Institute when deputed by the ITM or with the prior approval of the competent authority.
- d. Working as a member of a delegation or a committee appointed by the ITM/UGC/Govt. of M.P. /Govt. of India or any other Academic or Public Body.
- e. Undertaking field work related to the area of specialization.
- f. The faculty member shall be entitled to transit time, both to and fro, one day each, within the overall sealing of total Special Academic Leave, if the journey by main route, is more than 18 hours.
- g. The faculty may also avail travel grant, Two, each year in India (One each for national and international) and 25% of travel grant, one in a block of four years outside India, for presenting a paper. Provided that the faculty member has successfully completed his/her probation period and/or (in special cases), min of two years of service whichever is more, and subject to the submission of an undertaking that the faculty member shall serve the ITM for a period of at least one more year (In case sponsorship outside India). The faculty member before proceeding will deliver a lecture on the paper submitted by him/her for acceptance in ibid seminars etc. and no case will be considered for sponsorship and Special Academic Leave, without satisfactory delivery of the contents of the paper. It should be authorized by statutory /professional bodies of India.
- h. The travel grant shall be restricted to the travel by train in entitled class from the nearest railway station (India and neighbouring countries).
- i. The Dean Administration/ Director on the merit of each case and on the recommendation of the Head of the Department may sanction Registration fee. However, such faculty members shall not be entitled to the payment of any TA/DA for the purpose.
- j. Special Academic Leave may be combined with Earned leave, Extra-Ordinary- Leave or the Vacation period.
- k. In excess to the limit, case of Director will be dealt with separately, and sanction of Hon'ble Managing Director will be obtained each time.

There is a provision of 07 academic leaves in a year in the HR Policy; it should be extended up to 15 days to attend FDPs/ STTPs / Workshops / Winter or Summer Schools in IIT / IIIT / NIT / IISC / IIM /



Institutions or Universities of National Importance with the approval of Hon'ble Managing Director / \Director subject to 3 years of services in ITM. Proposed extended Academic Leaves of 8 days will be considered only during winter or summer breaks without affecting the academic responsibilities of the teacher in the department (Amendment Dtd. 11<sup>th</sup> March 2019).

#### 4.3.15 Study Leave

- a) Study leave may be granted to entry-level appointees as Assistant Professor after a minimum of two years of continuous service, to pursue a special line of study or research directly related to his/her work at ITM Gwalior or to make a special study of various aspects of ITM Gwalior's organization and methods of education.
- b) The paid period of study leave may be for a maximum of four years, extendable by one more year if there is adequate progress as reported by the Research Guide. Care should be taken that the number of teachers given study leave does not exceed the stipulated percentage of teachers in any department. Extensions will be considered based on the progress and deemed genuine by the competent authority. Cases of study leave beyond four years will be referred to the Board of Governors for consideration.
- c) Study leave shall be granted by the Board of Governors on the recommendation of the Hon'ble Managing Director. The leave shall not be granted for more than six months in one spell, except in very exceptional cases where the Board of Management is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the ITM.
- d) Study leave shall not be granted to a teacher who is due to retire within 10 years of the date on which he/she is expected to return to duty after the expiry of the study leave.
- e) Study leave may be granted not more than twice during one's career. Provided that, under no circumstances, the maximum of study leave admissible during the entire service should exceed four years with full salary.
- f) No teacher who has been granted study leave shall be permitted to alter substantially the course of study or the program of research without the prior permission of the Board of Governors. In the event, the course of study falls short of the study leave sanctioned, the teacher shall resume duty immediately on the conclusion of such course of study, unless prior approval of the Board of Governors to treat the period of shortfall as extra ordinary leave has been obtained.



- g) The amount of scholarship, fellowship, or other financial assistance that a teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances, but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The foreign scholarship/fellowship would be set off against pay only if the fellowship is above a specified amount, to be decided, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.
- h) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave, or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave will be placed in that position and get the higher scale only after joining the post.
- i) A teacher granted study leave shall, on his/her return and re-joining the service of the ITM, be eligible for the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. However, no teacher shall be eligible to receive arrears of increments.
- j) Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the ITM on the expiry of his/her study leave.
- k) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within two months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- l) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the ITM for a continuous period of double the leave period to be calculated from the date of his/her resuming duty on the expiry of the study leave.
- m) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave, execute a bond in favour of the ITM, binding himself/herself for the due fulfilment of the conditions laid down in the sub-clause above and give security of immovable property to the satisfaction or a fidelity bond of an insurance company or a guarantee by a scheduled bank, or furnish security of two permanent teachers for the amount which might become refundable to the ITM in accordance with the sub-clause above.



- n) The teacher shall submit six-monthly reports of progress in his/her studies from his/her supervisor or Head of the Institution. This report shall reach within one month of the expiry of every six months of the study leave. If the report does not reach within the specified time, the payment of leave salary may be deferred until the receipt of such report.
- o) The teacher will be under obligation to serve the ITM double the period of study leave after the award of a PhD or any degree/course he/she has been sponsored for.
- p) The concerned faculty will not be entitled to the leaves (earned by duty) for the period of being away on study leave.
- q) **Explanation:** In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided:
  - (i) The person is a teacher on the date of the application;
  - (ii) There is no break in service.

#### 4.3.16 Duty Leave

- a) Absence from the duty for the purpose of fulfilling any task of the ITM outside the Gwalior City will be counted as **ON DUTY**. However, the person who remains away will obtain sanction of the competent authority in advance or on arrival back from such task. The applicant will clearly mention the name of the authority authorizing him to be away for any such task.
- b) The Journey by train must be undertaken in the entitled class as specified in Travel Policy Document of the ITM. The reimbursement of claim shall be restricted to entitled class if the journey is undertaken in a higher class or by air.

#### 4.3.17 Marriage Leave:

The marriage leave of 3 days will be sanctioned for self-marriage on providing the proof of marriage. (Amendment Dated. 4th April 2022).

#### 4.3.18 Maternity Leave:

- a) Maternity leave on full pay may be granted to a woman employee for a period not exceeding 90 days (75 days on full salary and 30 days on Half salary), to be availed of twice in the entire career. Maternity leave may also be granted in case of miscarriage including abortion, subject to the

condition that the total leave granted in respect of this to a woman employee in her career is not more than 12 days, and the application for leave is supported by a medical certificate.

- b) Maternity leave may be combined with earned leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a proper medical certificate.
- c) The applicant will apply along with **Ante-Natal Card** having all information about expected date of delivery etc.
- d) This leave may be availed (a) 30 days before EDD and (b) 60 days after EDD. Deviation, if any, be supported with sufficient reasons/evidences.
- e) The salary for the period of maternity leave will be credited in the account to disburse in three equal instalments after joining back the duty with subsequent monthly salaries.
- f) It is may be seen this leave is entitled during entire service of an employee (considering 30 years as entire service). However, the employee is expected to serve for at least three years after availing Maternity Leaves or 5 years total service whichever is less. Alternatively, the leave will be adjusted accordingly.

#### 4.3.19 *Paternity Leave*

- a) Male married staff members shall be entitled for 7 days Paternity Leave, subject to the condition that it will be granted twice only for the delivery of the child. Provided that the staff has completed at least one year of service.
- b) The applicant will apply along with **Ante-Natal Card** of his wife having all information about expected date of delivery etc.

#### 4.3.20 *Child Care Leave:*

- a) Employee who completed two years of continuous service with the Institute and have minor children may be granted child care leave the competent authority after being fully satisfied about

the need of Child Care Leave, for a maximum period of one year for taking care of their minor children during entire service period.

- b) The employees may avail this leave any time before completion of child's age of 18 years or completion of 12th class of child for taking care of up to two children whether for rearing or to look after any of their needs like examination, sickness etc. It may be granted in 2 (two) spells.
- c) Child care leaves are unpaid leaves.
- d) In case of couple employees, both cannot avail such leave at a time.
- e) During such leave, an employee is not allowed to serve anywhere else or take up a job.
- f) Child care leave may be extended either up to 18 years of completion of 12th class of child and rest conditions will remain same. However 2 months prior approval to avail the leave is mandatory (Amendment Dtd. 11th March 2019).

#### 4.3.21 Extra-Ordinary Leave

An employee may be granted extraordinary leave when:

- a) An employee absents himself/herself beyond the reasons under her/his control and competent authority (Up to 5 days by Deans, 6-10 days by Director and beyond 10 days by the Managing Director) is convinced with the reasons advanced by the employee.
- b) Other leave is admissible and the employee applies in writing for the grant of EOL.
- c) Portion or full period of such absence after exhausting admissible leaves due to the employee will be regularized as Extra Ordinary Leave (EOL).
- d) Extraordinary leave shall always be without pay and allowances.
- e) Extraordinary leave shall not count for increment except in the following cases:
- f) Leave taken on the basis of medical/Natural calamities and the competent authority is convinced with the grounds but is lesser than 10 days in a year.
- g) Leave taken for pursuing higher studies/refresher courses etc.; and
- h) Leave granted by the ITM /management to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- i) Extraordinary leave may be combined with any other leave except casual leave and, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed two years. The total period of absence from duty shall in no case exceed three years in the full working life of the individual.

- j) The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.
- k) An annual increment except in case of 6.10.5.1 will be shifted for the period of absence for one month in case of absence is more than 14 days.

#### 4.3.22 *Compensatory leave (Amendment Dated. 19th January 2024)*

- All categories of employees are eligible to receive Compensatory Casual Leave (CCL) in lieu of working on holidays.
- CCL will be granted only upon prior written approval from the competent authority.
- CCL will be provided at a ratio of 1:1, meaning one day of CCL will be given for each day worked on a holiday.
- The CCL provided must be adjusted within the same annual session in which it was accrued.
- CCL not utilized within the same annual session will lapse automatically and will not carry over to the next session.
- Employees should ensure they follow the approval process and adjustment timelines to effectively utilize their CCL.

#### 4.3.22 *Power to Sanction Leave:*

- a) All the leave applications of the Head of the Departments, Registrar, and Administrative Heads – Director.
- b) Other faculty members and Tech Staff:
  - (i) Casual leaves of up to 5 days – Dean through HOD.
  - (ii) All other leaves except EOL of more than 10 days – Hon'ble Managing Director through Director.
- c) Admin Staff members – Director, or as specified in the kinds of leave.

#### 4.3.23 *General*

- a) Application of other than Medical Leave and casual leave in emergency, with recommendations of HOD and Dean, should in variably reach the office of the Director HR at least 6 working days in advance for seeking approval of the competent authority. The employee shall proceed on leave on obtaining approval.

- b) The leave applications for less than 3 days may be sent at least 3 working days, in advance, for approval.
- c) The medical and casual leave to be availed in emergency should be informed to the HOD/Course coordinator well in advance, telephonically/SMS/E-mail, so as to arrange for teaching assignments failing which the sanctioning authority will take a decision depending upon the reasons/grounds advanced by the applicants, separately, in addition to the leave application.
- d) Only 20% of staff can remain on leave at any point of time (Except Study and Maternity Leaves).
- e) In case of extension of Casual Leave is not feasible, the entire leave will be converted into Earned Leave, (if due) or EOL.
- f) If an employee remains absent for ten days without sanction of leave or beyond the period of leave originally sanctioned or subsequently extended, he will be deemed to have resigned the service of his own accord and his name will be struck off the rolls of the ITM without any further reference to him. Such employee will be liable to lose other benefits due to him/her viz, Security Amount, GSLI or any other which otherwise could have been accrued to him/her.
- g) The sanction of any type of leave will be subject to the procedure as may be decided from time to time.
- h) Any employee who remains on duty on any day holiday, Saturday or Sunday for his/her normal departmental work will not be allowed to avail any compensatory leave or payment in kind. The competent authority, for such leave will issue an order in writing, if the situation so warrants.
- i) In case Institute declares any holiday / weekly off day as working day due to whatsoever reason, then Institute shall announce compensatory leave in lieu of for all in writing.
- j) Wherever the leave is mentioned in the entire service career. The expected service is considered to be 30 years. The portion, thereof, will be considered accordingly.
- k) If any employee remains absent immediately preceding and succeeding holiday (s), the entire period will be treated as absent without leave and treated accordingly.

#### 4.4 POLICY OF PERFORMANCE APPRAISAL

The responsibilities of the faculty members will be reflected in the Appraisal form for which the calculation or recommendation chart should be incorporated in the Appraisal form. The appraisal



process of all the employees will be completed within 45 days from the date of the last day of submissions of appraisal forms (**Amendment Dtd. 4th April 2022**).

#### 4.4.1 Annual Performance Appraisal Reports

A self-explanatory Annual Performance Appraisal Report Form covering various aspects, role and responsibilities, R&D, Projects, and other important assignments of the faculty members will be processed by the Head of the Department for the period as per the specified flow chart. The whole process of the appraisal will be transparent, predictive, scientific and motivational to the above average performers in the ITM Gwalior.

10th May	Employees completed or completing at least one year in June month are eligible to fill Annual Performance Based Appraisal (APBAS) and submit to their respective HOD by 10th of May.
15th May	HOD will assess the details and verify the supporting documents and along with his recommendations, submit it to Dean Academics
25th May	<ul style="list-style-type: none"><li>Dean-Academics will verify the HOD feedback and send it to HR</li><li>Meeting with the applicant whenever required</li></ul>
Till 31st May	<ul style="list-style-type: none"><li>HR should receive all the forms by 31st May</li><li>HODs &amp; Deans should ensure that all their team members should fill and submit their forms within the decided time frame.</li></ul>
June 7	HR will update the leave records and compile all the data into XLS format and submit the complete report to Director, Dean Academics and management
8th June to 25th	The review panel may call upon to meet any applicant on requirement basis.
30th June	HR should complete the reworking of CTC and should submit the final report to management for approval.





10th July	Final impact of appraisal along with the advisory should be given to employees in July month
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Regular increment of 3% may be given to employees who fulfils the minimum API score and 2% additional increments may be given to employees for their extra ordinary performances in academics, research or any other substantial contributions as deemed fit by the reviewing panel.

## MID-YEAR PERFORMANCE REVIEW

In the month of December, performance of all new joiners completing six months with the Institute and performances of employees who didn't fulfil the minimum API score or whose performances are unsatisfactory will be reviewed by their respective HOD and Dean followed by Director and the Management.

### 4.4.2 Increment, Incentive & DA Policy

#### Increment Policy: (Amendment Dated 19<sup>th</sup> January 2024)

A revised incentive slab, based on PI, for Assistant Professor, Associate Professor and Professor is being proposed below. This would majorly uplift the pay packages Professors and Associate Professors.

PI	90-80		80-70		70-60		60-50		50-40	
	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed
Professor	10000/-	20000/-	7500/-	15000/-	6500/-	9000/-	3500/-	7000/-	2500/-	3000/-
Associate Professor	9000/-	16000/-	7000/-	11000/-	6500/-	8000/-	3500/-	5500/-	2500/-	3000/-
Assistant Professor	8000/-	11000/-	6500/-	8000/-	6000/-	7000/-	3000/-	4000/-	2500/-	3000/-

In PI calculations the following point will be implemented as per the mentioned time frame

- PI less than 50% will lead to termination from the academic year 2024-2025.
- Staff in the PI less than or equal to 60% for two consecutive years will be served with advisory to improved. The financial benefits of such employees will be capped to an



amount equal to the present of previous years benefits (whichever is lesser) this will be implemented from the current academic year 2023-2024.

- The delay in the submission of the PI and API would result in equivalent delay in terms of arrears to be released (if any) from 2023-2024.
- A revised Financial Benefits slab, Based on the performance Category for class II, III employees of admin :-

Performance Category	Very Good		Good		Satisfactory	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Class II	6000	8000	3500	5200	2500	3800
Class III	2500	3700	1700	2700	1250	1750

*No increment may be given to employee who has not attended minimum API or has been found deficient on parameters defined in API format for their category.*

**Incentive Policy:** Financial benefit in the form of Incentive is granted to the staff on the basis of their performance matrix and revenue generated through admission.

**DA Policy:** The financial benefits in the form of incentives for the previous year will be merged in the DA of the current year.

**For Non-Teaching Staff:** The raise in percentage of increment for all the administrative staff or technical staff members will be 5% which will be effective from July of the academic year. The increase in DA will be based on performance appraisal.

**For Counselling Staff:** Members who will do the counselling duty will be considered for incentives separately.

#### 4.4.3 Shift of annual increments on account of absence without leave

If any staff member (except EOL granted) absents himself/herself without leave sanctioned to him/her beyond five days in the year of annual increment due to him/her, the annual increment will be shifted as follows: -



6 – 10 days	-	Two Months
11- 15 days	-	Three months
16 -30 days	-	Six months.
Above 30 days.	-	One year or more as determined.

## 4.5 EXIT POLICY

### 4.5.1 Purpose

It is the intention of the Institute to give employees who are leaving the services of the Institute, an opportunity to provide feedback regarding his/her employment. Information collected at employee exit may be used to document the reasons why individuals leave the employment, to identify potential problem areas, and to improve personnel practices and the overall work environment. It is also the intention of the Institute to lay down exit procedures for separation of the employees so as to ensure quick process of exit.

### 4.5.2 Policy

Employee shall take no objection certificate (NOC) from Institute before applying anywhere for the job otherwise it will be considered as breach of contract of service rule of the Institute.

Employee shall not be allowed to leave the Institute before the completion of the academic session. Employee may exercise the clause of resignation either on the completion of the academic year or the completion of academic work of the session whichever is later.

A faculty who wish to discontinue his/her services with the Institute should submit resignation latest by November or April month so that the appropriate arrangement of the faculty can be done for the upcoming session. Under no circumstances, a faculty shall be allowed to leave in the mid of the academic session. If anybody leaves without following the HR policy no relieving document will be issued from the Institute. All other financial benefits if any will be forfeited. Such faculties shall not be considered for rehire.

It is the policy of the Institute that all exiting employees shall complete an Exit Questionnaire and participate in an exit interview. This policy shall apply to both voluntary and involuntary separations of both regular and contractual employees. Employment may be terminated by the Institute or by an

employee (in accordance with the terms and conditions set forth in the employment rules). Separations include non-renewals of contract, resignations, and retirements.

#### 4.5.3 Exit Procedures

**Resignation:** If an employee decides to leave employment with the Institute, the employee is responsible for providing written notice for a minimum period as under (or a different notice period if one is specified by contract / appointment letter):

- i. Key Administrative Roles (Registrar/CFAO/Controller of Examination): 3 months
  - Professor/Associate Professor/Faculty with Administrative Roles/Chief Librarian: 2 months
  - Other employees: 1 month
- ii. Employees shall address their resignation letters to Director (in case of faculties and academic staff) / Dean Academics (in case of non-academic staff) who shall forward to HR Department with their comments on the application. The final decision on acceptance of the resignation will be taken by the Hon'ble Managing Director only.
- iii. The date of receipt as mentioned by Director in the resignation letter shall be the basis for reckoning the notice period.
- iv. In case, an employee gives no or less notice period due to whatsoever reason has to give salary in lieu thereof as per the appointment rules.
- v. Similarly, on the basis of recommendations from Dean, Director shall have the right to terminate employment services without assigning any reasons and by sending notice of one month or salary in lieu thereof, if employee's work and conduct is found to be unsatisfactory.
- vi. However, in case employee has been found to breach the terms of contract or the service rules of the Institute or involve in any kind of misconduct or unethical practice, the Director based on the recommendation of Dean/HoD have the right to terminate his/her services without assigning any



reason at any time during the tenure of probation. In such case, no notice or notice pay in lieu thereof shall be given.

- vii. The employee must get 'No dues /Clearance Form" filled from all the concerned departments and submit back to the HR department before the date of relieving of the services.
- viii. The Employee shall not be allowed to proceed on leave thereafter until the completion of notice period.
- ix. Exit Questionnaire: Exiting employees shall complete an Exit Questionnaire, available with the HR Department. This information will be retained in a confidential file in the HR Department.
- x. Employees are encouraged to be candid and to ask any questions they may have regarding their separation. The exit interview is intended to give the employee a chance to speak freely concerning reasons for leaving the Institute.
- xi. Relieving cum Experience Letter: Exit employee shall receive experience or relieving letter by 15th of the following month of leaving the services.

#### **Exceptions:**

Any exceptions shall require approval from the Managing Director.

## **4.6 EMPLOYEE BENEFITS**

### **4.6.1 Provident Fund:**

PF contribution is deducted monthly as per the Employees Provident Fund and Miscellaneous Provisions Act, 1952.

**PF Nomination:** Every employee is required to nominate one or more family member. This nomination is made at the time of joining and can be changed subsequently in case the employee so desires, for the reasons specified in the Act.

**PF Withdrawal:** PF can be withdrawn on cessation of services. In case of resignation member can apply after two months from the date of resignation.

**Transfer of PF account:** EPF member can transfer PF from previous employer to new employer by online submission of claim on EPFO's member's portal either through his present employer or the previous one.

**Universal Account Number:** EPFO has launched a Universal Account Number (UAN) based Member Portal to provide a number of facilities to its members through a single window. Employee is required to register their UAN number to avail various facilities such as UAN card download, member passbook, updating of KYC information etc.

#### ***4.6.2 Employees Family Pension Scheme:***

All Employees, who are members of Employees Provident Fund & Miscellaneous Provisions Act, 1952 are also governed by the Employee Family Pension Scheme 1972 and as amended in 1995.

#### ***4.6.3 Employee Deposit Linked Insurance:***

All members of Employees' Provident fund scheme are members of the scheme. Employees' Deposit Linked Insurance scheme provides for a lump sum payment to the insured's nominated beneficiary in the event of death due to natural causes, illness or accident.

#### ***4.6.4 Employees' State Insurance Corporation (ESIC)***

The ESI Act 1948, encompasses certain health related eventualities that the workers are generally exposed to; such as sickness, maternity, temporary or permanent disablement, Occupational disease or death due to employment injury, resulting in loss of wages or earning capacity-total or partial. Social security provision made in the Act to counterbalance or negate the resulting physical or financial distress in such contingencies, are thus, aimed at upholding human dignity in times of crises through protection from deprivation, destitution and social degradation while enabling the society the retention and continuity of a socially useful and productive manpower.

#### ***4.6.5 Fee relaxation for relatives of employees***

The fee relaxation for the wards of employees of the ITM studying in the ITM will be considered as under:

**Wards:** 25% relaxation of Tuition Fee. (Limited to two members) in ITM.



**Other close relatives (First Relation):** 10% and 20% relaxation of Tuition Fee in respect of Male and female students respectively (Limited to one member) only in ITM Gwalior.

(i.e. 2+1 in any academic session.)

Standard concession in the tuition fees will be provided to the wards of an employee studying in ITM as per the following (**Amendments Dtd. 4<sup>th</sup> April 2022**):

- a) 25% concession in total fees of Class / Course will be provided to the wards of employees whose salary is more than Rs. 25,000.
- b) 35% concession in total fees of Class / Course will be provided to the wards of employees having a minimum of 05-year service in the ITM with salaries above Rs 25,000.
- c) 50% concession in total fees of Class / Course will be provided to the wards of employees' whose salary is less than 25000/- or has put in a minimum of 10-year service in the ITM. The concession will be available to a maximum of two children. Preference will be given to girl child in case of more than two children.

#### **4.6.6 Gift:**

The class-III and Class-IV employees having salary up to Rs. 30,000/- will be offered cash/gift equivalent to Rs. 11,000/- for marriage of girl child and Rs. 5100/- for the marriage of male child.

#### **4.6.7 Purchase of Books:**

The faculty members will be reimbursed 75% of the cost of relevant books and journal upto a limit of Rs. 3000 per annum. Books should be procured through Library and will have to be returned to the Library if a faculty member does not serve the Institute for a minimum period of two years.

#### **4.6.8 EX-GRATIA grant of rs. 100000 per department to cover the expenses on R&D projects, design and fabrication of models:**

The management has earmarked Rs. 100,000 each deptt. to cover the expenses on R&D Projects, Design and fabrication of Models. The proposal should cover all aspects of expenditure as desired.

#### **4.6.9 Promotion of funded project (Amendment Dated 4<sup>th</sup> April 2022):**

The Institution will allocate Rs 25, 00,000 / year to promote funded projects in the Institution. The funds allocated by the Institution will be used as the seed money. Each project may be funded up to a maximum amount of Rs. 5 Lac. A research committee will be constituted to identify the suitable projects submitted by the faculty members for sponsoring the seed money.

#### ***4.6.10 late arrivals and early departures of staff***

There is a provision of taking advantage of one hour late arrival or early departure twice in a month. Now late arrival or early departure of two hours can be taken at a time once in month without shuffling of academic schedule. The staff may, with prior information, be exempted from marking absent or leave.

#### ***4.6.11 Membership Fee of Professional Bodies***

- a) A faculty member on recommendation of the head of the department becomes eligible for part payment towards life membership of any ONE National Society if he/she has served the Institution for a minimum period of ONE Year. The Institution will pay 50% of the subscription (Or Rs. 5000/- whichever is less).
- b) A faculty member can avail the annual membership of International Society only if he/she has served the Institution for more than TWO years. The Institution contribution will be 50% of total subscription. The share of Institution will be 75% in case faculty member agrees to donate the journals received by him/her to the department within 2 months of its receipt.
- c) Total payment received under A & B will be deducted from his/her due salary/security deposit if the faculty member leaves the Institution within one year from the date of received the part payment.

#### ***4.6.12 Transport Facility to Employees***

The transport will be available on the main routes of the city. The **faculty and staff drawing a salary** will contribute a subsidized amount as follows:

The rest will be borne by the ITM Gwalior.



1. Salary up to Rs. 10,000/-per month	Rs. 300/- (P.M.)
2. Salary up to Rs. 10,001/- to 20,000/- per month	Rs. 500/- (P.M.)
3. Salary Rs. 20,001/- and above (Gwalior)	Rs. 1,000/- (P.M.)
4. Salary up to 20,000/- per month (Morena/Dabra)	Rs. 1,000/- (P.M.)
5. Salary Rs. 20,001/- and above (Morena/Dabra)	Rs. 1,500/- (P.M.)

Any changes in the above charges shall be notified from time to time.

#### **4.6.13 Medical Benefits (Amendments Dated. 4<sup>th</sup> April 2022)**

ITM will help employees to undergo a comprehensive health check-up (First will be free and thereafter with 50% concession) to foster preventive measures wherever required and to ensure physical and mental fitness in carrying out their roles effectively. This policy applies to all the faculty and staff members along-with their immediate family members who are experiencing any health issues during their employment. This periodical health check-up will help them to manage their health.

1. The ITM super specialty hospital will provide medical facility to the employees of ITM on concessional rates. Following concessions will be provided to the employees on their medical bills by the ITM Hospital:

- 50% concession will be given to the Faculty & Staff members admitted in ITM Hospital in the cost of facilities owned by the ITM hospital. However, the concession will not apply to the bills of medicines /accessories and the fees of external doctors for providing medical services to the admitted faculty / staff member.
- 25% concession will be given to the direct Relatives of Faculty & Staff members admitted in the ITM Hospital in the cost of facilities owned by the ITM hospital.

However, the concession will not apply to the bills of medicines / accessories and the fees of external doctors for providing medical services to the admitted faculty / staff member and other outsourced services. These bills will be charged as per the existing policy and schemes / offers of the hospital.

**4.6.14** *Officiating allowances will be given to ITM authorities (Dean's Rs 2000/- & HOD's- Rs 1000/-).*



*4.6.15 The procedure of providing appointment letter to employees and relieving of employees of ITM will be completed within a week after completion of no dues and the other formalities required for relieving the employees (Amendment Dated 4th April 2022).*

## 4.7 CORRECTIVE MEASURES

### Objective:

The objective of the corrective measures to correct and resolve employee performance problems in order to retain the employee as a productive staff member. The corrective action process is positive collaboration between the supervisor and employee to achieve necessary improvement rather than a punitive action against the employee.

Supervisors can encourage employee job success by:

- Establishing and communicating clear standards successful performance.
- Identifying job performance or behavior that does not meet standards and offering feedback in a timely manner.
- Creating clear action plans to help employees achieve successful performance.

Wrong deeds/ mistakes are segregated according to their severity into the following categories:

CATEGORY A Issues with Low severity	CATEGORY B Issues with high severity	CATEGORY C Issues with zero tolerance
Late arrival at class, taking leaves during peak time of classes, conducting class with un-prepared lectures, Not kept check on unfair means used by students, Harsh language in Classroom, Misusing Institute Time, Don't follow academic calendar, Sleeping or dosing while on duty, Misuse of electricity/ office stationary/ office utilities etc., Not performing	Non conduction of Lab/classes properly, alteration in students report, harsh behavior towards colleagues or students etc, Discriminating on the basis of gender/ region / community/ religion / race, Accepting money/gifts, Harassment by the academic staff, Abusive behavior/Badmouthing colleagues, Hiding mistakes/hiding others' mistakes, Taking credit for	Sexual harassment, wrong financial transaction, breach in confidentiality and integrity. Involvement in plagiarism Academe dishonesty Sharing paper with students, Drugs/ Alcohol/ Doping within the campus, Striking work or inciting others to strike in contravention of any law, Habitual negligence of work or frequent repetition of any act or omission, willful damage or loss of Employer's goods or property, Theft, Fraud or dishonesty, Bad



well in given assignments and any other similar act.	other's work/contribution, Misrepresenting self-skills, and experience, Refusing to accept a charge, Order or other communications, Habitual breach of any Institute rules & regulations, Habitual of taking unplanned leaves, or unauthorized absence, Habitual late attendance, Disobedience or willful Insubordination, Late answer sheet evaluation, Biasness through marks and Attendance, any other similar act	mouthings about ITM Brand on Social media, Forgery of documents, Suspension on severe/ criminal case outside the campus, Direct or indirect act against National Security or National Integrity, Any act against LAW, Any other similar act
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#### Category A: Issues with Low severity

*Memo to be issued by HOD and approved by Dean, copy to HR for personal file.*

In case, an employee has received 3 letters of “A” category in a year, a counselling session or meeting should be arranged with Director. A corrective action may be suggested including putting financial penalties in form of not considering raises in salary and termination from services. (*Amendment Dated 19th January 2024*).

#### Category B: Issues with high severity

*Warning letter from Director and copy to management and personal file.*

In case, an employee has received 2 letters of “B” category in a year, a counselling session or meeting should be arranged with the Director and Managing Director. A corrective action may be suggested accordingly. In case there is no improvement and a third letter is also issued, the employee will be terminated without any further notice. (*Amendment Dated 19th January 2024*).

#### Category C: Issues with zero tolerance

*Termination or any other such strict action as deemed fit by the management.*



The objective is to provide proper guidance to the employee. Also, an employee will be more cautious at work. (*Amendment Dated 19th January 2024*).



# 5. WELL-BEING, RECOGNITION GROWTH

## 5.1 RESEARCH INCENTIVE SCHEME

### 5.1.1. Objective of the scheme

The primary objective of the proposed incentive scheme is to motivate the faculty members of our Institute to undertake quality research, consultancy and other research related activities.

### 5.1.2. Scope of the scheme

This scheme covers all faculty members of all Departments of the Institute. The scope of the scheme envisages, in particular:

- a) To motivate our faculty members to concentrate on research related activities, in addition to the teaching, so as to publish research articles in reputed refereed international and national journals with impact factor.
- b) To pursue efforts to write books, monographs for publication by International and National publishers of repute.
- c) To evince interest among the members of faculty so that they take efforts to establish collaborative research projects with their counterparts in reputed foreign Universities.
- d) To encourage our faculty members to submit proposals and secure funded research projects from various funding agencies in India and Abroad.
- e) To undertake consultancy projects sponsored by both Government & Private, Industrial and other organizations.
- f) To encourage creativity in the minds of faculty members, so that they make original contributions by way of products, concepts etc. and obtain patents.

### 5.1.3. Details of the scheme

Immediate incentive for research publications in SCI / E-SCI / Scopus indexed journals will be paid to the faculty members as follows. (**Amendment Dated 4th April 2022**):

- i. The incentives will be paid along with the salary of the month in which the details of the publication are shared by the faculty.
- ii. The faculty members have to submit the papers with publication details to Dean Research & Development, who will duly verify the publications and send the recommendations to HR / Accounts for releasing the incentives after the approval of the Director.

- iii. The amount of incentive will be 15000/- for SCI /E-SCI publication and 10000/- for Scopus indexed journals.
- iv. In the case of multiple authors from ITM the distribution of incentive will be in the ratio of 4:3:2:1 of the amount listed at para 19c.
- v. No relaxation in academic or other administrative duties will be allowed as this amount is given as incentive above the salary.

#### a. Research Publications:

If a research paper is published based on his/her work in hard copy or in electronic form in refereed journal, he/ she will earn credit as indicated below:

<b>Publications in Journals with Impact factor/SNIP &lt; 1.00</b>	<b>0.50 credit</b>
<b>Publications in Journals with Impact factor/SNIP &gt; 1.00 &lt; 2.00</b>	<b>0.75 credit</b>
<b>Publications in Journals with Impact factor/SNIP above 2.00</b>	<b>1.00 credit</b>

\* limited to 4 credits in a year.

**b.** The ITM have set up research groups to promote collaborative research, the purpose of these research groups will not be served unless all the authors get their due credit. The authors will be given credits as given below in the performance metric as per their contribution in the research paper:  
(Amendment Dated 4th April 2022)

- 1st Author- 1 credit
- 2nd Author- 0.75 credit
- 3rd Author- 0.5 credit
- 4th Author-0.25 credit

The publications will be considered only if they are indexed in Web of Science, Scopus, and Humanities International Complete, EBSCO Host or Dare Database-International Social Sciences Directory and other such national or international databases.

The credit points shall be given to the first author only. Faculty members are encouraged to publish papers only in reputed journals and to avoid publications in paid journals. Faculty members should also submit a "Self-Declaration" stating that publication fee was not paid to the Journal.

The quality of journal and the research paper for assigning credits shall be assessed by the Research Committee, respective Deans and the Director.

#### c. Collaborative Research Project with Foreign Institute/ Agency:

- Any Collaborative research project undertaken by our faculty with a foreign Institute with tangible outcome, the faculty member is eligible to earn a credit of 2.00 per project. The Research Board shall endorse the tangible outcome.
- If the project involves more than one faculty from our Institute, the total credits will be shared among the participating faculty members.
- The year in which the collaborative project commenced is the criteria for including this into the scheme. A project cannot be included more than once in the scheme.
- Any publication arising out of this collaborative research will also be eligible for credits as per the norms of the publication

#### d. Publication of Book:

Faculty members who have taken efforts to write and publish books or monographs are entitled to earn credits as indicated below.

Details	Published By	Credits
Full Book	International publisher	2.0
Full Book with ISBN / ISSN number	National Publisher	1.50
Edited Volume of book with articles or	International Publisher	1.50
Edited Volume of book with articles or chapters with ISBN / ISSN number	National Publisher	1.0

For edited volumes, the editor will have 0.5 credit and the maximum credits are to be shared among the authors, irrespective of full books or edited volumes.

The publications will be considered only if they are indexed in list of publishers shared by the respective Departments and approved by Academic Council.

#### e. Patents Obtained

I. If a faculty member publish his / her patent of research work with institute as applicant, he / she will be awarded the following credits (01 Credit of Rs 5000/-) (Provided Institution is the applicant):

- National Patent- 02 Credits (on publishing 1 credit and on granting 1 credit)
- International Patent-03 Credits (on publishing 1.5 credit and on granting 1.5 credit)

The financial benefits will be distributed as per HR policy (Existing) - 4:3:2:1 (Amendment Dated 19th January 2024):

- II. Faculty members may obtain patents for their original contribution in the form of product or innovation from International and National agencies. These faculty members will earn credits as indicated below. If more than one faculty member involved in this, they will share the credits in a mutually agreed way.
- III. Multiple approvals of single innovation from different agencies will be considered as one.

	<b>Patent once Published</b>	<b>Patent once Awarded</b>	<b>Credits (in total)</b>
International Agency	0.50	1.50	2.0
National Agency	0.25	0.75	1.0

\*A maximum of 4 credits can be earned in an academic year from patents (Amendment Dated 19th January 2024):

#### f. Generation of Research Grants

1. Faculty members are expected to submit proposals for research grants from funding agencies. It is quite likely, that these projects may involve modernization of laboratories, acquiring of equipment required specific to the research study or conducting of surveys etc. The employee shall number of credit earned will be linked to the total amount of research grant sanctioned by the sponsoring agency.





Research grant Received in lakhs	No. of credits Awarded
Upto Rs. 10.0	1.00
Rs.10.01 to 20.00	1.50
Rs. 20.01 to 30.00	2.00
Rs. 30.01 to 50.00	2.50
Rs. 50.01 to 75.00	3.00
Rs. 75.01 to 100.00	3.50
Rs. 100.01 to 125.00	4.00
Rs. 125.01 to 150.00	4.50
Beyond 150	5.00

\*A maximum of 20 credits can be earned in an academic year from funded projects.

(Amendment Dated 19th January 2024):

2. Funded Research Projects:

- For Government sponsored research projects 50% of overhead charges will be awarded to PI and CO-PI.
- Faculty members are expected to submit proposals for research grants from funding agencies. The employee shall number of credit earned will be linked to the total amount of research grant sanctioned by the sponsoring agency.

Research grant Received in lakhs	No. of credits Awarded
Upto Rs. 10.0	2
Rs.10.01 to 20.00	3
Rs. 20.01 to 30.00	4
Rs. 30.01 to 50.00	5
Rs. 50.01 to 75.00	6
Rs. 75.01 to 100.00	7
Rs. 100.01 to 125.00	8
Rs. 125.01 to 150.00	9
Beyond 150.00	10

\*A maximum of 20 credits can be earned in an academic year from funded projects  
(Amendment Dated 19th January 2024):

#### 5.1.4. Generation of seminar grants

For organizing seminars at National/ International level, faculties are expected to submit proposals for grants to various funding agencies. The employee shall earn credits on the basis of amount of grant received from sponsoring bodies.

Seminar Grant received in Lakhs	No. of credits awarded
Rs. 3.00 to 5.00	0.25
Beyond 5.01	0.50

#### 5.1.5. Period of Reckoning

The Academic year is the period for calculating the credits earned by a faculty member that is, from 1st July of the previous year to the 30th June of the current year.

#### 5.1.6. Payment of Incentive

At the end of every academic year, the total credits earned by a faculty member will be calculated based upon the evidence produced and the incentive payable to the faculty member will be arrived at and disbursed. For each credit earned, a sum of Rs. 5,000 will be paid. For fractional credits, the amount of Rs. 5,000 will be proportionately paid.

#### 5.1.7. Other Conditions / Guidelines

- ✓ If more than one faculty member is involved in paper publication, Research and consultancy project, the amount will be shared by them. If an author from other Institute or college is involved, they need not be considered.
- ✓ It is the responsibility of the faculty member to produce evidence of having published paper in the refereed journal and the impact factor of the journal. He has to produce a printed copy of the SCOPUS or other evidence and the HOD should attest that.
- ✓ An application form is already prescribed for this purpose and the faculty member is expected to submit the same duly filled and attaching copies of evidence duly countersigned by the HOD.
- ✓ After checking the claim by the research committee and approval by the Director, the office of Registrar will claim and disburse the amount following the usual procedure.

- ✓ Credit earned under one category will not be taken into account for another category.
- ✓ In addition to the research incentives already in place it was discussed and appreciated that the quality of research is an important factor and this cannot be overlooked hence a new credit system based on the H index of the faculty members is hereby being proposed (Calculate annually along with PI/API, further the credits in a slab can be availed only once):  
(Amendment Dated 19th January 2024):

H-index of individual faculty member	No. of credits Awarded(credit points to be awarded only ones in every band)
06-10	0.5
11-15	1.0
16-20	1.5
21-25	2.0
26-30	2.5
31-35	3.0

\*All 20 credits can be earned in an academic year from H indexing

#### 5.1.8 Allocation and Utilization of Additional Fund): (Amendment Dated 19th January 2024):

An additional fund of Rs. 10 Lacs has been allocated for utilization of the faculty and staff members. This fund will be available to the faculty and staff members to attend conferences and workshops and such academic activity where they represent the institute. The expenses will be as mentioned in the HR policy.

## 5.2 REVENUE SHARING MODEL FOR UNDERTAKING CONSULTANCY PROJECTS

### 5.2.1 The objective is to encourage faculties to accept consultancy, directing projects, R&D products and technology transfer.

The revenue will be shared of net amount (after deducting all expenses incurred during the project undertaken). The members involved in the consultancy projects will get 50% of the net amount of the



consultancy and the Institute will take 50% and out of that 20% of the net amount will be allocated to the respective Department for the research purposes.

### 5.3 ANNUAL REWARDS & RECOGNITION POLICY

The Institute believes people should work in an environment where they are valued and where exceptional performance is recognized. Ensuring the Institute is a great place to work is about more than just the financial mechanisms we use to recognize performance; it's about ensuring we have the right systems in place to recognize and reward groups and individuals who foster excellence in research a conduct of all professional activities.

The Institute celebrates the excellent contribution of our staff make to the success of the Institute; recognizing the hard work, commitment and achievements of all staff both individually and as part of team through a responsive and transparent recognition scheme.

ITM has formed an Internal Committee for the evaluation of contributions made by the employees under various categories. This committee shall be headed by the Director. The committee displays the list of awards and invites nominations from all the departments. The committee ensures a fair, consistent and transparent approach to reward and recognition.

The Institute majorly focuses on the contribution in:

1. Academics
2. Teaching methodology
3. Research contribution
4. Project based learning
5. Institutional building
6. Discipline
7. Contribution in Co-curricular activities
8. Contribution in Extra-curricular activities



## 5.4 PREVENTION OF SEXUAL HARASSMENT AT WORKPLACE POLICY

### Policy Objective:

ITM is committed to ensuring all employees are treated fairly and equitably in an environment free of work place harassment including sexual harassment. Sexual Harassment is a grave offence and will not be tolerated by the Institute.

The Prevention of Sexual Harassment policy provides a framework for employees to address their concerns and take necessary actions to ensure that employees are not subjected to any form of harassment

### Scope of the Policy:

This policy extends to all employees including permanent, contract, interns, at the workplace.

### Workplace includes:

- Institute premises.
- Official events like seminars, gatherings/ function conducted by the Institute at any other location away from the Institute premises.

### Sexual harassment would mean and include any of the following:

- Any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:
  - Physical contact and advances
  - A demand or request for sexual favors
  - Making sexually colored remarks
  - Showing pornography
  - Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Any conduct that has the purpose or the effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, humiliating treatment likely to affect employee's health or safety and/or submission or rejection to such conduct is either an explicit or implicit term or condition of employment, preferential or detrimental treatment, and /or submission or rejection of the conduct is used as a basis for making employment decisions.



All employees of ITM have a personal responsibility to ensure that their behavior is not contrary to this policy. All employees are encouraged to reinforce the maintenance of a work environment free from any form of harassment.

ITM Gwalior has formed an Internal Committee for Redressal of sexual harassment complaints and ensures time bound Redressal of such complaints. This committee will be headed by the Director. As and when a complaint of such nature comes, the Director will appoint a committee which will be headed by a senior members of the Institute.

### PROCEDURE FOR COMPLAINTS, REDRESSAL AND ACTION ON COMPLAINTS

- ❖ An employee with a concern may make a formal complaint in writing (email or letter) 15 days from the date of occurrence to the Director Office. The employee is required to disclose their name, department etc. for the committee to take the matter forward.
- ❖ The Director will evaluate to see if the allegation falls under the purview of Sexual Harassment. If the allegation does not fall under the purview of Sexual Harassment, the Director will record and communicate the same to the complainant. Appropriate next steps will be suggested to the complainant to take it forward.
- ❖ If the allegation constitutes an act of Sexual Harassment, the Director will proceed to inquire about the allegation along with the assistance of other members of the committee.
- ❖ Where such conduct, on the part of the respondent, amounts to a specific offence under the law, the Institute shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.
- ❖ The committee will conduct an inquiry into the complaint within 30 days and submit a written report containing the findings and recommendations to the Director not later than 10 days from the date of completion of the inquiry.
- ❖ Corrective action by the Management on the recommendations of the committee will be agreed upon and the complainant and the respondent will be kept informed of the same.

Corrective action may include (and not restricted to) any of the following:

- ❖ Formal written apology
- ❖ Counselling
- ❖ Written warning letter
- ❖ Change of work assignment / department.



- ❖ Suspension or termination of services of the employee found guilty of the offence.
- ❖ In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action as per ITM's internal disciplinary policy.

## PROTECTION:

ITM Gwalior is committed to ensure that no employee who brings forward a sexual harassment concern is subject to any form of unfair treatment. ITM condemns any kind of discrimination, harassment, victimization or any other unfair practice adopted against the Complainant. Necessary disciplinary action will be taken against anyone involved in these behaviors.

## CONFIDENTIALITY & REPORTING:

The committee will maintain confidentiality through the investigation and reporting process to the extent possible.

All records of complaints, results of investigations and other relevant material will be kept confidential by ITM except where disclosure is required under law, disciplinary or other grievance processes.

## 5.5 GRIEVANCE REDRESSAL MECHANISM

In order to redress individual as well as collective grievances of the teachers of the Institute, a Grievance Redressal Mechanism has been devised as follows:

### (A) Institute Level Grievance Redressal Committee:

The collective grievances of the teachers or grievances of individual teachers having ramifications at the Department/ Institute level will be placed before the Institute Level Grievance Redressal Committee.

**The composition of the Institute Level Grievance Redressal Committee shall be as under:**

- |   |               |
|---|---------------|
| 1. Director                                     | - Chairperson |
| 2. Dean Student Welfare (DSW)                   | - Secretary   |
| 3. HoD/Senior Faculty nominated by the Director | -Member       |



On a written request, the Committee may, at its discretion, invite the aggrieved teacher for a Personal hearing. The individual teacher may take assistance of another teacher of the Institute, while presenting his/her case before the Institute Level Grievance Redressal Committee.

The Committee may hold its meeting from time to time as may be necessary provided. All the representations received by the end of each fortnight shall be deliberated upon in its meetings. An adjourned meeting shall be held on a date agreed upon in the meeting of the Committee. The Committee shall give its recommendations in the grievances referred to it within 10 days' time. Every meeting should have minimum quorum of 2/3rd members.

### **(B) Grievance Redressal at the Director Level**

In case there is no response within the stipulated period or if the teacher is not satisfied with the recommendations of the Institute Level Grievance Redressal Committee, he/she may prefer an appeal to the Director. The Director, keeping in view his engagements, may dispose-off the appeal within next 5 working days.

#### **Note:**

**The Hon'ble Chairman of BoG will be final appellate, and his/her decision in such matters shall be final and there shall be no further appeal in the matter.**

**If any interpretation of rules is involved, the Hon'ble Chairman of BoG shall be the competent authority and his/her decision will be final and binding upon the parties.**