



IIPMB ADMINISTRATIVE RULES



IIPM 

भारतीय बागान प्रबन्ध संस्थान बेंगलुरु

INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organisation of the Ministry of Commerce & Industry - Govt. of India)

IIPMB

Administrative Rules

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(An Autonomous Organization of the Ministry of Commerce & Industry, GoI)

Jnana Bharathi Campus, P.O. Mallathalli

Bengaluru - 560 056

CONTENTS

Sl. No.	Particulars	Page Nos.
	<i>Preface</i>	
1.	Introduction	1
2.	Empowered Committees of the BoGs	2
3.	Power & Functions of Director	6
4.	Power & Functions/Duties & Responsibilities of other Departmental Heads/Staffs	9
5.	Faculty Recruitment, Appointment, Evaluation & Promotion, Terms and Conditions	30
6.	Staff Recruitment, Appointment, Evaluation & Promotion, Terms and Conditions	39
7.	Contract Appointment Rules	57
8.	Leave Rules	59
9.	Children's Education Allowance Scheme	61
10.	Over Time Allowances / Uniform/ Stitching / Shoe & Chappell Allowances	62
11.	Leave Travel Concession (LTC)	63
12.	Working Hours / Working on Holidays / After Office Hours	64
13.	Medical Scheme	66
14.	TA / DA Rules & Group Personal Accident Policy for IIPM Faculty	67
15.	Local Conveyance	71
16.	Travel Advance and Settlement Rules	72
17.	Honorarium	74
18.	Consultancy Guidelines and Rules	75
19.	Disciplinary Rules	78
20.	Resignation and Retirement	80
21.	Employees' Direct Deposit Linked Insurance Scheme, Gratuity & Pension	82
22.	Service Books and Character Rolls	84
23.	Removal of Doubts	85
24.	Confidential Reports	86
25.	Purchase Procedure	87
26.	Asset Disposal Procedure	90
27.	Other Substances	91
28.	Academic Rules	92

	Annexures:	
	Annexure-1: Internal Complaint Committee (Gender Sensitization, Prevention and Redressal of Sexual Harassment)	93
	Annexure-2(A): Faculty Work Performance and Assessment (FWPA) Sheet	102
	Annexure-2(B): Faculty Research Publication in Peer-Review & Refereed Journal Proforma	103
	Annexure-2(C): Faculty Development Policy	105
	Annexure-3(A): Employee Evaluation Template	107
	Annexure-3(B): Modified Assured Career Progression Scheme (MACPS)	108
	Annexure-4(A) : CL/CH/RH Application Form	114
	Annexure-4(B) : EL Application Form	115
	Annexure- 4(C) : Duty Report Proforma	116
	Annexure-5 : Reimbursement of C E A Form	117
	Annexure-6(A) : Application for Grant of LTC/Advance	119
	Annexure-6(B) : LTC Settlement/Claim Proforma	120
	Annexure-7(A) : Proforma for working beyond office hours, GH and Saturday – for Staff	122
	Annexure-7(B) : Proforma for Working beyond office hours, GHs and Saturday – for Faculty	123
	Annexure-8 : Reimbursement Form for Medical Health Insurance Policy Premium	124
	Annexure-9(A) : Reimbursement of Conveyance Charges Form	125
	Annexure- 9(B) : IIPM voucher (incl Local Conveyance)	126
	Annexure-10(A) : Travel Request Proforma	127
	Annexure-10(B) : Proforma for Travel Advance Settlement	129
	Annexure-11(A) : Faculty Work Performance & Assessment Sheet	130
	Annexure-11(B) : Staff Work Performance & Assessment Sheet	141
	Annexure-12(A) to 12(I): Other Substances	149
	Appendix-1: IIPM Organogram	159
	Amendments	160

PREFACE

Indian Institute of Plantation Management (IIPM) Bengaluru - an autonomous organization of the Ministry of Commerce & Industry, Government of India registered as Society on 6th November 1993, under Karnataka Societies Registration Act 1960.

IIPM has adopted IIM remuneration structure for the faculty as per the decision of IIPM Board in its 2nd meeting held on 16.11.1993. During the meeting, Board had also decided to adopt ASCI rules with respect to general administration, till the Institute frames its own rules and suggested adopting best of ASCI and IIM norms, while formulating Institute's rules.

Accordingly, revised Administrative Rules of the Institute then placed to IIPM Board in its 48th meeting held on 07.03.2020. After detailed discussion and deliberation, IIPM Board and Society approved the updated Rules.

I would like to take this opportunity to express my sincere gratitude to Shri. Alok Vardhan Chaturvedi, Former IIPM Chairman & Director General of Foreign Trade, and Shri. Bhupinder Singh Bhalla IAS, IIPM Chairman & Additional Secretary, Ministry of Commerce & Industry, GoI, members of IIPM Board & Society and other stakeholders associated directly & indirectly in revising, updating and finalizing IIPM Administrative Rules.

Bengaluru
30th April 2020

Prof. V. G. Dhanakumar
Director & Member Secretary
IIPM Society & Board

1. Introduction

- 1.1** The Administrative Rules for the Indian Institute of Plantation Management (IIPM) have been compiled based on rules and regulations currently existing in the Institute and best practices followed at Institutes of similar nature.
- 1.2** Any modifications, corrections to these rules shall be approved by the Board of Governors (BoGs) & Society of IIPM.
- 1.3** In areas where clarity is lacking, best practices being followed by other organizations of similar nature have been incorporated.
- 1.4** All norms indicated to Central Government are deliberated as guidelines and actual rules and norms for clarity to be referred and modified as per direction of the Board & Society of IIPM.
- 1.5** The rules shall be applicable to all employees of IIPM. Such rules shall be supplemented or amended by the BoGs & Society from time to time.
- 1.6** Violations, therefore, shall be regarded cause for disciplinary action.
- 1.7** It is each employee's responsibility to know the rules and abide by them.

2. **Empowered Committees of the BoGs**

2.1 Finance and Budget Committee – The committee shall comprise of:

- a) Chairman, IIPMB (Committee Chairman)
- b) Director & Member Secretary – IIPMB
- c) Commodity Boards Nominee/Executive Head (or) Fr. Chairmen of CBIs (Committee Co-Chair)
- d) IIPM Academic Committee Nominee
- e) Planter from Bangalore (IIPM Board Nominee)
- f) President/Secretary or nominee of UPASI (IIPM Board Nominee)
- g) Accounts Officer (AO)/Assistant Accounts Officer (AAO) – invitee
- h) IIPM Society appointed auditors – invitee
- i) External members from other institutes/industry, if needed

The primary responsibilities of this committee shall include:

- Ensuring appropriate systems and procedures are followed for accounts, finance and administration.
- Long term and short term fund management of the Institute.
- Investment and expenditure of the Institute comply with the requirement of Section 12AA of the Income Tax Act, 1961.
- Ensure and monitor audit functions.
- Review and provide guidelines for financial strategies for major projects.
- Irregularities pointed out by audit are addressed and corrected.
- Suggest for revision of fees for long and short term programs of the institute.
- Examine & scrutinize the annual budget of the Institute and to make recommendations on financial matters to the Board/Society.
- Other transactions or financial issues that institute desires to have reviewed by the Finance and Budget Committee (or) any other related matters as per the direction of IIPM Board/Society.

2.2 Faculty Recruitment-cum-Review Committee – The committee shall comprise of:

- a) Chairman, IIPMB (Committee Chairman)
- b) Director & Member Secretary – IIPMB
- c) Fr. Director IIMB (Committee Co-Chair)
- d) Commodity Boards Nominee (Member)
- e) Planter from Bangalore (IIPM Board Nominee)
- f) Subject Experts from IIMB/IISc
- g) In addition, subject experts from reputed management institutions & universities, viz. ISEC, UAS, Former CBIs Chairmen, etc.

The primary responsibilities of this committee shall include:

- To facilitate the Institute in screening, shortlisting and selection of candidates to various cadre (viz. Professor, Associate Professor & Assistant Professor), to meet the requirement of the Institute, as per AICTE/NBA/IIPM mandatory norms.
- The committee shall administer promotion (or) otherwise of existing faculty of the Institute, based on their work performance.
- The committee shall strive to be inclusive & avoid bias in all decision-making and maintain confidentiality at all levels.
- Any other related matters as per the direction of IIPM Board/Society.

2.3 Construction Committee – The committee shall consist of the following 4 members:

- a) Director – IIPMB
- b) Nominee of IIPMB Board
- c) Accounts Officer (AO)/Assistant Accounts Officer (AAO)
- d) External member from other institutes/industry, if needed

The committee shall be responsible to:

- Approve new construction projects.
- Oversee implementation of projects undertaken.
- Monitor cost and time budgeted and spent on a project.
- The committee shall meet on a need basis or once in 6 months whichever is earlier.

2.4 Personnel Committee – The committee shall have 5 members:

- a) Director – IIPMB.
- b) Co-Chair, Faculty Recruitment Committee or his nominee.
- c) Nominee of IIPMB Board – 2 members.
- d) Faculty from the area of Human Resources.
- e) Subject experts from other institutes/industry, if needed.

The responsibilities of this committee shall include:

- Setting parameters for recruitment, promotion, increment for faculty and staff of IIPM.
- Design and modify from time to time an annual appraisal system.
- Shall ensure deserving employees are compensated based on the appraisal.
- Design and implement compensation for faculty and staff from time to time.

2.5 Purchase Committee - The committee shall consist of :

- a) Director- IIPMB.
- b) Nominated faculty members – 2 members.
- c) Accounts Officer (AO)/Accounts Officer (AAO).

The committee shall be responsible for

- Formulation and review of general purchase policy, procedures, norms, systems etc.
- Advising the implementation of purchase decisions and policies, when required.
- Taking purchase decisions, when required.
- Preparing vendor lists.

2.6 Internal Complaints Committee - The committee shall be responsible for addressing any internal complaints and escalate the same to the Director-IIPMB when the situation arises. The committee shall consist of Administrative Officer, nominated faculty (male), nominated faculty (female), 1 member from the staff.

In addition, complaints with respect to sexual harassment of women employees & students, a committee shall consist of 2 Faculty Representatives, 2 Non-teaching staff, 1 external expert and 2 students' representatives (in case of students issue). A detailed policy on gender sensitization, prevention and redressal of sexual harassment is enclosed in **Annexure-1**.

2.7 Audit Committee - The committee shall be responsible to design the audit scope for both internal and statutory audit. The committee shall review the reports of the auditors and ensure corrective action is taken on the same. The committee shall summarize its findings and place it before the BoGs. The committee shall consist of AO/AAO, 1 nominee from the BoGs, 1 external expert (if required).

3. Power & Functions of Director

The Power and Functions of the Director shall be delegated by the Board of Governors & Society from time to time. The duties of the Director of the Institute are administrative, executive, statutory and developmental and vested with academic financial and general powers. The Director is the Principal Academic and Executive Officer of the Institute S/he shall be responsible for the proper administration of the Institute and for imparting of instructions and maintenance of discipline therein:

- 3.1** The Director shall be the principal academic & executive officer of the Institute.
- 3.2** S/he shall exercise general supervision and control over the affairs of the Institute.
- 3.3** S/he shall be responsible for implementation of all decisions made for the Institute.
- 3.4** Director shall be responsible to ensure the provisions of the Memorandum of Association, Rules and Bye- Laws are observed.
- 3.5** All powers relating to the proper maintenance of discipline of the Institute shall vest with the Director-IIPMB.
- 3.6** Expend moneys as per the approved budget of the Institute and be eminent administrator of the Institute with No Central CapEx and OpEx funds.
- 3.7** Approve special sanction for expenditure not included in the budget and get the same ratified by the BoGs & Society.
- 3.8** Implement, redesign, and revise any existing or new full/part time programs of study, training and research, leading to the award of diplomas and titles to be conferred by IIPM Society.
- 3.9** Enter into Student & Faculty Exchange Program agreements with Indian and Foreign Universities, wherein no expenditure is envisaged for IIPM except granting facilities such as accommodation, course materials and tuition fee waiver to the visiting students, whenever the counterpart institution grants such facilities to IIPM students free of cost.
- 3.10** Enter into corporate partnerships with Indian or Foreign companies for executive education, wherein IIPM agrees to conduct series of training programs spread over a number of years for a corporate client or a group of clients. These activities are expected to generate a surplus for IIPM.

- 3.11** Enter into collaborative arrangements with foreign universities to offer open or customized training programs. These are expected to generate a surplus for IIPM.
- 3.12** Accept endowments for establishing Faculty Chairs from individuals, public/private limited companies in India or abroad, Government or quasi-Government organizations and supranational organizations such as IMF, ILO, ADB, FAO, UNDP, USFDA, UNIFAD, World Bank etc. The interest income from such endowment is expected to cover all the expenditure for the chairs.
- 3.13** Accept recurring grants/sponsorships or enter into collaborative arrangements for establishing Faculty Chairs or Centers from individuals, public/private limited companies in India or abroad, Government or quasi-Government organizations and supranational organizations such as IMF, ILO, ADB, FAO, UNDP, USFDA, UNIFAD, World Bank, etc.
- 3.14** Register as a wholly charitable society with the Income Tax Department.
- 3.15** Claim exemption u/s 10(23C) (iii ab) of the Income Tax Act, 1961.
- 3.16** Register for service tax in respect of the services rendered by IIPM faculty under the head “Management Consultancy/Event Management/Convention Service” under the Central Excise Department.
- 3.17** Register under any other law that may become applicable to IIPM from time to time.
- 3.18** To accept externally funded research projects/assignments or consultancy assignments and to assign the project to one or more faculty. The details of such projects, together with the name of the faculty to be included in the Director’s Report to the Board.
- 3.19** Accord sanction to outsource part of the work to outside professionals/agencies.
- 3.20** To appoint project – tied temporary research associates.
- 3.21** After the completion of one year, project – tied temporary research associates may be remunerated in any of the following modes:
- Monthly basis
 - Milestone basis
 - Lump sum basis
 - Any other manner

- 3.22** For the eligibility of annual increment, the Director may review on an annual basis along with FWC, faculty work performances as per the norms of NBA/AICTE/MHRD-GoI and share merits/demerits with IIPMB Board.
- 3.23** In case of non-performance, withhold annual increment as per NBA/AICTE/MHRD-GoI norms under FR 24.
- 3.24** In case of continuous non-performance with respect to classroom teaching, MDPs coordination, research & publications in ABDC/SCOPUS/WoS, consultancy and other revenue generation activities, institute may apply FR 56(j)/56(i) rules.
- 3.25** Similar assessment as indicated above, to be conceded in case of staff members also.
- 3.26** Nominate/appoint a senior faculty member to sign cheques in his/her absence along with Accounts Officer.

4. Power & Functions / Duties & Responsibilities of other Departmental Heads & Staffs

4.1 Accounts Officer - The AO/AAO shall be responsible:

- To act as custodian of property and assets and to take such action as is considered necessary to safeguard the title to ownership and rights over property and assets of IIPM.
- Open and operate bank accounts including foreign currency accounts along with the Director and as approved by the BoGs & Society.
- Sign cheques along with the Director/Authorized Faculty in the absence of Director, as second signatory.
- Open, along with Director, Letters of Credit, sign declarations, undertakings or certificates warranted by various authorities such as RBI, Income Tax, Customs and Central Excise, Passport and other official agencies.
- Engage the services of specialists such as accountants, advocates, architects, designers or any other professionals and fix their remuneration in respect of projects in consultation with the Director.
- Overall supervision of the work of staff attached to Accounts Unit and guidance thereon.
- Monitoring the payment due from various Commodity Boards and other organizations. Ensuring necessary follow up for timely credit of funds.
- Monitoring the payments due from all academic programs. Checking bills for payment for its correctness. Verifying the Cash Book and Cash Balances daily.
- Scrutinizing the ledgers, receipt and payment statement and certifying its completeness and correctness.
- Monitoring investments and proposing new investments/withdrawal of funds based on requirements with approval of the Director.
- Monitoring and ensuring all statutory dues are paid on time. Ensuring the related statutory reports are filed on a timely basis.
- Preparation of bills pertaining to STEPs/Reach-out/Projects Programs and furnishing to Director for necessary action.

- Monitoring the advances/suspense amounts pending with Faculty and Staff.
- Preparation of Annual Budget and placing before the BoGs after discussion and approval of the Director.
- Preparation of notes to Governing Body and Annual General Body Meeting on the subject pertaining to Accounts.
- Attending statutory litigations on behalf of the Institute when needed.
- Correspondence with the Income Tax and other authorities for renewal of certificates and permissions.
- Monitoring and ensuring timely remittance to LIC of India remittances in respect of
 - Group Gratuity Scheme
 - Group Insurance Scheme in conjunction with superannuation.
 - E.D.L.I
- Liaison with Banks.
- Assisting the Faculty/Director on preparation of financial estimation statement for various projects/programs & International Program based on requirements.
- Submitting MIS reports to the Director by 10th of every month or last working day of that week.
- Monitoring Internal Audit and ensuring qualifications suggested by the auditors are followed up for action.
- Timely preparation of Final Accounts of the Institute in consultation with Auditors.
- Supervision of audit and ensuring the same is completed on time.
- Preparing drafts of various orders/IOM's/Circulars/Memo's etc on administrative decisions.
- Preparing construction/building related bid documents and other associated notes on behalf of the Director-IIPMB, until execution/completion of the project.
- Monitoring day-to-day work performance of staff members and share the observations with Director, in case of any concern.
- Reporting Officer of Staff members.

4.2 **Administrative Officer** - The AO/AAO shall be responsible:

- To be responsible for administration of the academic and overall Campus supervision & management.
- To act as custodian of property and assets and to take such action as is considered necessary to safeguard the title to ownership and rights over property and assets of IIPM.
- To Channel Vendor management. Maintain records and documentation pertaining to the work area.
- Administering all type of functions/events/meetings and VIP visits.
- Ensure security arrangements and safety requirements at the Campus. Maintain discipline amongst the students & resolve any issues related to hostels and other if any.
- To look after the maintenance of the services and ensure optimization. Administer of housekeeping services and their records. Maintain and ensure fleet organization and upkeep.
- Liaison with local bodies & other statutory bodies, administering law or other specific program of the institute.
- Implement administrative policies and procedures. Maintain the leave management system.
- Supervise completion of payroll, review payroll reports.
- Supervise administrative services within the office, Manage the filing, storage & security of documents. Respond to inquiries.
- Manage the repair and maintenance of the campus, hostels, others if any, maintain insurance coverages as per institute norms and requirements, renewal of AMC and updation of required registers.
- To advise on the matters related with overall administration as and when needed.
- Preparing construction/building related bid documents and other associated notes on behalf of the Director-IIPMB, until execution/ completion of the project.
- Coordinating purchase of assets such as furniture/equipment/generator/ computer/machinery and all other consumables. Maintenance of the Fixed Asset Register. Monitoring numbering and identification of Fixed Assets. Monitoring work of security, garden maintenance and housekeeping with

the help of various registers maintained for the purpose. Assisting auditors in the physical verification and compilation of audit observations in connection with fixed assets.

- Monitoring/Supervising admin staffs all work related and ensure the assigned works are done in time bound manner.
- Monitoring day-to-day work performance of staff members and share the observations with Director, in case of any concern.
- Preparing drafts of various orders/IOMs/Circulars/Memos etc. on administrative decisions.
- Not to disclose any information to any outside agency/persons without written approval of his/her immediate superior or the Director.
- Maintaining IIPM employee's service register & its confidentiality.
- Perform other related duties as required or assigned by his/her superiors/Director.
- Reporting Officer of Staff members.

4.3 Director's Secretariat:-

Board and Society Meetings

- Sending agenda items and notes to Board/Society/PCC members.
- Coordination of various arrangements for the Board/Society meetings.
- Preparing initial draft of the agenda and notes for the Board/Society/PCC meetings.
- Preparing initial draft of the minutes of the Board/Society/PCC meetings, special general meetings. Maintenance of Board/Society Meetings files, minutes file, society members register.
- Translation and compilation of society meeting related papers for submission to Registrar of Societies, Bangalore, etc.

Annual Report

- Collecting data in respect of STEPs/Reach-out programs, workshops, projects, PGP-ABPM students/CTS/Placement, etc., for preparing the initial draft copy of Institute's Annual Report.

STEPs/Reach-out Programs

- Providing secretarial assistance for the STEPs and Reach-out Programs.

Internal Coordination

- Coordination and follow up on tasks assigned by Director to staff and faculty, PG unit, placement unit, CC unit, library, accounts and administration.

General Activities

- Providing secretarial assistance in connection with day-to-day office work. General correspondence with respect to IIPM's activities such as STEPs/Reach-out Programs-ROP/Projects, PCPs, IIPM Convocation.
- Forwarding of STEPs reports of faculty to concerned Commodity Boards.
- Secretarial assistance in connection with construction work, advertisement, etc.
- Documentation in connection with submission for awards/recognition.
- Secretarial assistance in preparing presentations for projects, STEPs/Reach-out programs, conference/seminars, Board of Governors meetings, and all IIPM academic programs etc.
- Facilitating selection/recruitment committee of faculty and staff, Coordinating and ensuring smooth conduct of interviews.
- Maintenance of files in Director's office, maintenance of movement and fax registers.
- Preparing minutes of meetings where required. Update Institute's website in the absence of Computer Associate.
- Work allocation can be changed at any time during exigencies by AO/AAO/Director. Such assignments should be taken up without any delay.
- Any delay/ignorance etc., responsibility lies with the individual case worker. This may apply action/penalty as per norms.
- Not to disclose any information to any outside agency/persons without written approval of his/her immediate superior or the Director.
- Liable to transfer anywhere in India to any organization connected to IIPM/IIPM Centre/Associate Agencies.
- Maintenance of all the relevant files and registers neatly and systematically on a daily basis. Maintain a register of files. Maintain the details of all the files/letters received and sent.

- It is desirable that file/letter/paper may not be kept pending for more than 2 working days including matters approved by the Director.
 - Position of disposal should be marked in receipts register and put up to immediate officer on weekly basis every Tuesday.
- To be obedient, maintain absolute integrity and devotion in duty.

4.4 Accounts Unit - The functions of the Accounts Associate shall be:

- Preparation of pay bills, issue of pay certificate and maintenance of pay register all in time bound manner.
- Maintaining cash in hand and cash book, complete all cash transactions on same day and close the cash book.
- Ensuring related entries in Tally software are updated on a daily basis.
- Ensuring AO/AAO's verification on cash book and cash balance on daily basis.
- Pre-auditing of medical bills put up by administration and passing it for payment as per institute norms.
- Fixed Deposits – monitoring the receipts of interest and maturity and related correspondence.
- Checking and ensuring accuracy of the following bills before clearing for payment:
 - Telephone and mobile
 - AMC of computers/UPS/photocopy/taxi hiring
 - Garden maintenance and security services
 - Electricity of campus and hostel buildings
 - Honorarium
 - Others
- Preparation of fee dues statement on weekly basis and share to concerned units for necessary follow-up.
- Preparation of income tax worksheets each quarter for employees.
- Correspondence regarding income tax exemption/80G certificate and furnishing of proper account and annual statement to income tax authorities.
- Coordinating for filing of Income Tax returns/Goods & Services Tax returns and other statutory documents (if any).

- Coordinating filing of periodic returns in respect of Tax Deduction at Source (TDS)/certificate under section-1970/Sec-12(4)/Sec-35 AC/IT plan.
- Filing of EPF and Professional Tax returns in coordinating with AO/AAO.
- Issue of Form No.16 & 16A for Income Tax within the stipulated dates.
- Remittance of annual contribution on the Master Policies of:
 - Group Gratuity Scheme under cash accumulation
 - Group Insurance Scheme in conjunction with Superannuation
- Preparation of expenditure statement on various MDP Programs and Projects/Consultancy/others (if any) and furnishing to the concerned.
- Bank Reconciliation Statement – to be prepared by the 1st week of the following month & share with immediate officer & obtain signature.
- Furnishing of various information required by AO/AAO on behalf of Director. Maintenance of circular/office orders and miscellaneous files connected to Accounts.
- Remittances of statutory dues and rent by 5th of the following month.
- Preparation of receipts (cash/cheques/DDs) and depositing to the same to the Bank. (Bank deposits should be made the same day or the next working day).
- Arranging and coordinating for auditing of Accounts with Internal Auditor and Statutory Auditor.
- Indenting of stationery for Accounts Unit.
- All the typing & filing work connected to the above.
- Assigned to work in all departments as entrusted by AO/AAO/Director.
- Work allocation can be changed at any time during exigencies by AO/AAO/Director. Such assignments should be taken up without any delay.
- Any delay/ignorance etc., responsibility lies with the individual case worker. This may apply action/penalty as per norms.
- Not to disclose any information to any outside agency/persons without written approval of his/her immediate superior or the Director.
- Liable to transfer anywhere in India to any organization connected to IIPM/IIPM Centre/Associate Agencies.
- Maintenance of all the relevant files and registers neatly and systematically on a daily basis. Maintain a register of files. Maintain the details of all the files/letters received and sent.

- It is desirable that file/letter/paper may not be kept pending for more than 2 working days including matters approved by the Director.
- Position of disposal should be marked in receipts register and put up to immediate officer on weekly basis every Tuesday. Custodian of Vouchers.
- To be obedient, maintain absolute integrity and devotion in duty.
- Invigilation of examinations for PGDM program.

4.5 Office Associate (Administration)-1 - The functions of the above role is summarized below:

- Coordinating with AO/AAO for purchase of assets such as furniture/equipment/generator/computer/machinery and all other consumables. Maintenance of the Fixed Asset Register. Monitoring numbering and identification of Fixed Assets. Monitoring work of security, garden maintenance and housekeeping with the help of various registers maintained for the purpose. Assisting auditors in the physical verification and compilation of audit observations in connection with fixed assets.
- Attendance verification of security, garden maintenance and housekeeping on a daily basis. Corresponding and processing bills pertaining to security, garden maintenance and housekeeping. Checking of movement of visitors through registers maintained by security on daily basis.
- Monitoring and taking action on issued recorded in the “Students Compliant Register”. Scrutiny of Caterer bills on its correctness and passing for payment by submitting to Accounts Unit with proper supporting. Processing of medical bills of IIPM employees.
- Maintenance of Keys Register. Maintenance of files connected to circulars/IOMs/office orders/appointment letters.
- Coverage and renewal of AMC/insurance policies on building, cash, personal accidents, vehicles, office equipment & students, etc. within the due dates & maintenance of its registers.
- Correspondence related to legal advisor and payment of retainer fee.
- Correspondence related to leasing of hostel building for students, payment of rent, etc. Oversee IIPM students’ hostel, guest house matters etc.
- Arranging all types of functions/events, meetings and VIP visits.

- Receiving telephone calls & passing of messages related to concerns. Assigned to work in all departments as entrusted by AO/AAO/Director.
- Work allocation can be changed at any time during exigencies by AO/AAO/Director. Such assignments should be taken up without any delay. For any delay/ignorance etc. – responsibility lies with the individual case worker. This may apply action/penalty as per norms.
- Not to disclose any information to any outside agency/persons without written approval of his/her immediate superior or the Director.
- Liable to transfer anywhere in India to any organization connected to IIPM/IIPM Centre/Associate Agencies.
- Maintenance of all the relevant files and registers neatly and systematically on a daily basis. Maintain a register of files. Maintain the details of all the files/letters received and sent.
- It is desirable that file/letter/paper may not be kept pending for more than 2 working days including matters approved by the Director.
- Position of disposal should be marked in receipts register and put up to immediate officer on weekly basis every Tuesday. To be obedient, maintain absolute integrity and devotion in duty.
- Invigilation of examinations for PGDM programs.

4.6 Office Associate (Administration)-2:

- Maintaining petty cash account - meet the expenditure and submission of account to Accounts Unit.
- Monitoring of dispatch work and maintenance of stamp account in coordination with staff assigned to dispatch and maintaining stamp account. Processing of courier bills after proper checking.
- All transactions related to IIPMB vehicles and maintenance of vehicles log books. Preparation of overtime payment of drivers.
- Purchase of stationery/printed material and processing of relevant bills. Maintenance of stock register. Receiving telephone, mobile bill. Processing any correspondence pertaining to telephone and EPABX and monitor the receipt and payment of bills within the due dates.
- Receiving electricity bills and processing. Furnishing monthly bills to canteen contractor and United Bank of India IIPM Campus Branch for recovery of dues.

- Supply of shoe, slippers, uniforms to drivers and Group D employees and maintenance of concerned registers.
- Correspondence pertaining to photocopying machine maintenance including meter reading, purchase of toner, obtaining related bills. Checking the related bills before forwarding to Accounts Unit for processing and payment with proper supporting.
- Correspondence related to holidays. Maintenance of attendance, casual leave, restricted holiday, CH registers and court orders or salary attachments (if any).
- Hiring of vehicles for the use of IIPMB, maintenance of related register and processing the bill for payment.
- Purchase of materials required for preparation of coffee or tea for employees and maintenance of concerned register. Maintenance of movement registers of files or letter.
- Processing of tuition fee reimbursement claims of IIPM employees.
- Coordinating with ladies warden in related to ladies hostel activities.
- Work allocation can be changed at any time during exigencies by AO/AAO/Director. Such assignments should be taken up without any delay. For any delay/ignorance etc., responsibility lies with the individual case worker. This may apply action/penalty as per norms.
- Not to disclose any information to any outside agency/persons without written approval of his/her immediate superior or the Director.
- Liable to transfer anywhere in India to any organization connected to IIPM/IIPM Centre/Associate Agencies.
- Maintenance of all the relevant files and registers neatly and systematically on a daily basis. Maintain a register of files. Maintain the details of all the files/letters received and sent.
- It is desirable that file/letter/paper may not be kept pending for more than 2 working days including matters approved by the Director.
- Position of disposal should be marked in receipts register and put up to immediate officer on weekly basis every Tuesday.
- To be obedient, maintain absolute integrity and devotion in duty.
- Invigilation of examinations for PGDM program.

4.7 Program Unit:

- Overall responsibility of academic, administration, program related work.
- Collecting assignments from students on behalf of the faculty. Collecting faculty feedback from students, tabulating and handing over the same to Director's office.
- Liaison with faculty and class representatives to ensure smooth running of programs.
- Monitoring the discipline of the students in the classroom and on campus. Updating the Digital Signage Board daily.
- Taking care of the academic share folder. Monitoring students' attendance. Conducting examinations within IIPM, Announcing results. Issuing certificates/mark sheets/transcripts based on results and in consultation with Chairperson and Director.
- Ensuring administrative process in respect of SC/ST and OBC candidates' scholarships is up to date.
- Follow-up of fee dues from the students and ensure to clear all out-standings in time bound manner.

Admissions Process

- Taking care of PAT examinations. Monitoring the PAT examination process and announcement of results.
- Finalizing the panel members and making necessary arrangements for Group Discussion (GD) and Personal Interview (PI). Communicating information related to GD and PI through post and e-mails to applicants. Attending queries related to such admissions. Short-listing students and collecting score cards from them.
- Regular follow-up with the candidates regarding confirmation of admission. Dispatching offer, admission confirmation letters and follow up.
- Maintenance of records related to admissions. Preparation of merit list, category wise. Registration of students. Issuing provisional certificates. & course completion certificate.

- Work allocation can be changed at any time during exigencies by AO/AAO/Director. Such assignments should be taken up without any delay.
- Any delay/ignorance etc., responsibility lies with the individual case worker. This may apply action/penalty as per norms.
- Not to disclose any information to any outside agency/persons without written approval of his/her immediate superior or the Director.
- Liable to transfer anywhere in India to any organization connected to IIPM/IIPM Centre/Associate Agencies.
- Maintenance of all the relevant files and registers neatly and systematically on a daily basis. Maintain a register of files. Maintain the details of all the files/letters received and sent.
- It is desirable that file/letter/paper may not be kept pending for more than 2 working days including matters approved by the Director.
- Position of disposal should be marked in receipts register and put up to immediate officer on weekly basis every Tuesday.
- To be obedient, maintain absolute integrity and devotion in duty.
- Invigilation of examinations for PGDM program (if required).

4.8 Career Development Service (CDS) Unit:

- Briefing new students about the CTS/Placements process.
- Correspondence with the companies and collecting feedback on performance of students' project assignment.
- Exploring possibilities of Pre-Placement offers from companies.
- Scheduling final CTS presentations, as per the convenience of the internal faculty member.
- Preparing the Placement Brochure in consultation with the Director, Placement and the Program Coordinator. This involves collection of details from the PG Unit, students, communicating the same to the designer, selecting the designs suitable for the placement brochures students' profile, etc.
- Dispatching the Placement Brochure to companies.

- Updating the data base of companies for CTS/placement. In addition, identify new companies for students' placement across the country/abroad. Organizing students' visit to companies for promoting the institute.
- Invitation and regular follow-ups with companies for placement visit.
- Arranging video conferencing, telephonic interviews, where applicable.
- Coordination of campus recruitments. Updating alumni database.
- Arranging relevant training programs for students. Identifying officials from organizations/alumni network for guest lectures.
- Briefing the students regarding the availability of projects and the selection process for the same. Communicating the allotment of students for projects with project titles to the internal guides.
- Taking full efforts to target 100% placement and 100% CTS offers within the stipulated time. Correspondence and coordination with companies regarding confirmation of offer, offer letter, etc.
- Coordinate, to ensure students report to companies within the stipulated time.
- Follow-up of fee dues from the students and ensure to clear all outstandings in time bound manner.
- Work allocation can be changed at any time during exigencies by AO/AAO/Director. Such assignments should be taken up without any delay.
- Any delay/ignorance etc., responsibility lies with the individual case worker. This may apply action/penalty as per norms.
- Not to disclose any information to any outside agency/persons without written approval of his/her immediate superior or the Director.
- Liable to transfer anywhere in India to any organization connected to IIPM/IIPM Centre/Associate Agencies.
- Maintenance of all the relevant files and registers neatly and systematically on a daily basis. Maintain a register of files. Maintain the details of all the files/letters received and sent.
- It is desirable that file/letter/paper may not be kept pending for more than 2 working days including matters approved by the Director.

- Position of disposal should be marked in receipts register and put up to immediate officer on weekly basis every Tuesday.
- To be obedient, maintain absolute integrity and devotion in duty.
- Invigilation of examinations for PGDM program.

4.9 Computer Centre Unit:

- Maintenance of personal computers, desktops and laptops & related accessories. Assistance in assembling and installation of computer systems. Software installation and maintenance.
- Maintenance of Wi-Fi network, printers, UPS, battery, projectors, IP camera etc. Technical support in connection with Office Automation Software-Technical.
- Maintenance of register with concerned signature for issuance/collecting back PC's and related accessories. Maintenance, updating and ensuring functionality of the operating system, antivirus software and any other related software on all IIPM computers.
- Providing sharing and scanning facility & its operations for staff of IIPM. Assistance to students working in the Computer Centre.
- Administrative work related to Computer Centre. Assistance to faculty in connection with downloading of required videos/presentation/files for classroom purposes. Configuration of video conferencing software for both server and client.
- Installation and connectivity of Interactive Board. Firewall maintenance and configuration. Participation in surveys conducted by AACSB and other organizations.
- Support in installing updates/Patches of the HR application software.
- Conducting online tests as a part of admission process.
- Maintenance and upgradation of Institute's website. Any other work assigned by superiors.
- Work allocation can be changed at any time during exigencies by AO/AAO/Director. Such assignments should be taken up without any delay.
- Any delay/ignorance etc., responsibility lies with the individual case worker. This may apply action/penalty as per norms.

- Not to disclose any information to any outside agency/persons without written approval of his/her immediate superior or the Director.
- Liable to transfer anywhere in India to any organization connected to IIPM/IIPM Centre/Associate Agencies.
- Maintenance of all the relevant files and registers neatly and systematically on a daily basis. Maintain a register of files. Maintain the details of all the files/letters received and sent.
- It is desirable that file/letter/paper may not be kept pending for more than 2 working days including matters approved by the Director.
- Position of disposal should be marked in receipts register and put up to immediate officer on weekly basis every Tuesday.
- To be obedient, maintain absolute integrity and devotion in duty.
- Invigilation of examinations such as PGDM program.

4.10 Librarian:

- Facilitating and maintaining a learning environment in the library for IIPM students' community. Reading Room support. Facilitating research and reference services.
- Providing access to On-line Public Access Catalogue (OPAC) services, journals relating to current affairs (both national and international).
- Library technical work, classification, indexing, maintaining bibliographical database.
- Facilitating inter-library loan services with the library of Indian Institute of Management Bangalore (IIMB).
- Displaying new arrivals, newspaper clippings on selected topics. Providing library service/timings to meet the convenience of students/faculty learning environment including weekends.
- To update library infrastructure facilities in a phased manner. Ensure that all borrowed books are returned back in time by both Faculty, Students and guests, if delayed necessary reminders to be given in writing in such cases.
- Responsible for generating alternative revenue from academic libraries, Raising of funds/grants from Government sources for infrastructure developments etc.
- Supervise budgeting, planning, selecting, developing, cataloguing, and classifying library resources. Answering readers' enquiries, liaising with

external organization and suppliers. Developing IT facilities. Promoting the library resources to users.

- To maintain discipline and avoid gossiping, shouting and other associated conflicts. Occurrence of such conflicts to be reported to Director in writing. Any other work as assigned by Superiors.
- Work allocation can be changed at any time during exigencies by AO/AAO/Director. Such assignments should be taken up without any delay.
- Any delay/ignorance etc., responsibility lies with the individual case worker. This may apply action/penalty as per norms.
- Not to disclose any information to any outside agency/persons without written approval of his/her immediate superior or the Director.
- Liable to transfer anywhere in India to any organization connected to IIPM/IIPM Centre/Associate Agencies.
- Maintenance of all the relevant files and registers neatly and systematically on a daily basis. Maintain a register of files. Maintain the details of all the files/letters received and sent.
- It is desirable that file/letter/paper may not be kept pending for more than 2 working days including matters approved by the Director.
- Position of disposal should be marked in receipts register and put up to immediate officer on weekly basis every Tuesday.
- To be obedient, maintain absolute integrity and devotion in duty.
- Invigilation of examinations such as PGDM program.

Diffusion of media information related to institute and/or disciplines to the concern faculty to create a wider awareness from time to time.

4.11 Management Development Program (MDP) Unit:

- Obtain Director's approval for the target participation and financial budget including the fees to be charged in respect of the open, customized and partnership programs and international programs.
- Obtain Director's approval for cancellation of a program and write off of expenditure booked against the program.
- Obtain Director's approval to refund the participants' fees for non-participation on a case to case basis.

- Obtain Director's approval for schedule of charges for boarding and lodging in guest rooms and sanction expenditure for house-keeping/purchases within the approved budget estimates.
- Making necessary flight and stay arrangements for the visiting faculty.
- Obtain Director's approval to fix the overall budget for expenditure to be incurred in respect of open programs in a financial year towards advertisements, printing of brochures and pamphlets.
- Obtain Director's approval for payment of honorarium for guest faculty. Obtain Director's approval for engaging the services of outside agencies or experts for specific needs of the executive programs (e.g. conducted tours, yoga, meditation classes etc.).
- Preparing the time table and ensuring follow-ups of regular in-house MDP/PCP/STEP/ROP etc.

STEPS/Reach-out Programs/Faculty Development Programs & MDPs

- Preparing CBI proposals for Short Term Executive Programs (STEP) and Reach-Out Programs (ROP) in consultation with the concerned program coordinators.
- Organizing and follow up for the training programs. Corresponding with the concerned officials regarding finalization of programs.
- Coordination with the Director's Office, Accounts and Administrative Units and CC unit for necessary arrangements in connection with programs. Purchase of bags, stationary and miscellaneous items in connection with the programs. Printing certificates and photographs.
- Assist program coordinators in preparation of program technical reports, study material, program registration forms and feedback forms of MDP and submit directly to the office of the Director, without sharing to concern faculty/coordinators.
- Analysis of the program feedback forms received from participants.
- Maintaining the files and records of all the study material and technical reports of the programs conducted by the Institute.
- Maintaining and updating the database of the programs conducted by the Institute.
- Coordinating and interacting with the printer for designing and printing MDP brochure, and leaflets for the MDP programs. Any other work assigned by Superiors.

Projects

- Making necessary flight and stay arrangements for project related work as per eligibility and availability of grants with prior approval of competent authority. Assisting the faculty printing reports.

Professional Certificate Programs (PCPs)

- Receiving applications, scrutinizing, issue of letter of offer and other associate work in consultation with Coordinators/Director. Secretarial assistance to faculty in charge of MDPs.

Academic

- Interaction with PG unit regarding scheduling of classes/assignments/presentations/reports. Preparation of study material for various courses. Student- faculty coordination.
- Custodian of confidential documents such as examination question papers, checking and recording marks and preparation of final grades.
- Assisting FPM-ABPM/FPBM chairperson. Any other work assigned by Superiors.
- Follow-up of fee dues from the students and ensure to clear all outstandings in time bound manner.
- Work allocation can be changed at any time during exigencies by AO/AAO/Director. Such assignments should be taken up without any delay.
- Any delay/ignorance etc., responsibility lies with the individual case worker. This may apply action/penalty as per norms.
- Not to disclose any information to any outside agency/persons without written approval of his/her immediate superior or the Director.
- Liable to transfer anywhere in India to any organization connected to IIPM/IIPM Centre/Associate Agencies.
- Maintenance of all the relevant files and registers neatly and systematically on a daily basis. Maintain a register of files. Maintain the details of all the files/letters received and sent.
- It is desirable that file/letter/paper may not be kept pending for more than 2 working days including matters approved by the Director.
- Position of disposal should be marked in receipts register and put up to immediate officer on weekly basis every Tuesday.

- To be obedient, maintain absolute integrity and devotion in duty.
- Invigilation of examinations such as PGDM program.

4.12 Drivers:-

- Reporting to the Office of Administrative unit.
- Work with office of the Director and Administration.
- Safe driving of all passengers. Wear uniforms with good appearance and maintain personal hygiene.
- Support general administration and logistical work.

The responsibilities of the driver are summarized as follows:

Driving.

- Drive for official travel and/or as per direction of authority or representative.
- Maintain high standard of service to both internal and external guests.
- Ensure punctuality and safe transport.
- Observing the road and traffic laws and regulations of the Motor Vehicle Act.
- Ensure that safe driving practices adhered to including local driving codes and internally agreed standards. Alcohol shall not be consumed whilst on duty.
- Avoid attending mobile calls while driving. In case of emergency call, may stop the vehicle with permission of passenger pull the car sideways to attend the calls.

Vehicle Security and Maintenance.

- Ensure vehicle is kept clean, tidy and in good working condition at all times. Make sure availability of fuel in all vehicle at all times.
- Ensure vehicle is regularly checked for oil, water, battery, brakes, tyres, etc., Ensure vehicle repairs are carried out from authorized service centers only.
- Prepare and submit vehicle monitoring report, including records of vehicle operations, maintenance, expenses, and mileage at the end of each month.

- Assist the Administrative Officer to ensure vehicle insurance, registration and other legal documents (if any) is updated according to schedule.
- Prepare budget plan for vehicle. Assist in the purchase of new vehicles when required.

Car logbook maintenance.

- Log official trips, daily mileage, refilling of fuels, oil changes etc.

Administrative Work.

- Provide assistance to the administration when working at the office, including :
 - Photocopying, filing, handling mail, delivering goods and correspondences, carrying parcels, packages, and delivery and collection of official documents as per requirement.
 - Assisting in organizing and maintaining the library system; arranging meetings, training and workshop activities.
 - Maintaining office storage facility/garage (ensuring it is clean, secure, dry and orderly tidy).
- Any other work entrusted by superiors.
- Work allocation can be changed at any time during exigencies by AO/AAO/Director. Such assignments should be taken up without any delay.
- Any delay/ignorance etc., responsibility lies with the individual case worker. This may apply action/penalty as per norms.
- Not to disclose any information to any outside agency/persons without written approval of his/her immediate superior or the Director.
- Liable to transfer anywhere in India to any organization connected to IIPM/IIPM Centre/Associate Agencies.
- Maintenance of all the relevant files and registers neatly and systematically on a daily basis. Maintain a register of files. Maintain the details of all the files/letters received and sent.
- It is desirable that file/letter/paper may not be kept pending for more than 2 working days including matters approved by the Director.
- Position of disposal should be marked in receipts register and put up to immediate officer on weekly basis every Tuesday.
- To be obedient, maintain absolute integrity and devotion in duty.

4.13. MTS (MULTI-TASKING STAFF)

- Physical Maintenance of records of the all section/units.
- General cleanliness and upkeep of the section/units.
- Carrying of files and other papers within the building.
- Photocopying, sending of FAX etc.,
- Other non-clerical work in the section/unit.
- Assisting in routine office work like diary, despatch etc. including on computer.
- Delivering of dak (outside the building).
- Watch & ward duties.
- Opening and closing of rooms, cleaning of rooms, dusting of furniture's etc.
- Cleaning of building, fixtures etc.
- Work related to his ITI qualification, if it exists.
- Driving of vehicles, if in possession of valid driving licence.
- Upkeep of parks, lawns, potted plants etc.
- Support general administration and logistical work.
- Any other work assigned by the superior authority.
- Work allocation can be changed at any time during exigencies by AO/AAO/Director. Such assignments should be taken up without any delay.
- Any delay/ignorance etc., responsibility lies with the individual case worker. This may apply action/penalty as per norms.
- Not to disclose any information to any outside agency/persons without written approval of his/her immediate superior or the Director.
- Liable to transfer anywhere in India to any organization connected to IIPM/IIPM Centre/Associate Agencies.
- Maintenance of all the relevant files and registers neatly and systematically on a daily basis. Maintain a register of files. Maintain the details of all the files/letters received and sent.
- It is desirable that file/letter/paper may not be kept pending for more than 2 working days including matters approved by the Director.
- Position of disposal should be marked in receipts register and put up to immediate officer on weekly basis every Tuesday.
- To be obedient, maintain absolute integrity and devotion in duty.

5. Faculty Recruitment, Appointment, Evaluation & Promotion Terms and Conditions

- 5.1** *Recruitment* - This shall be based on the parameters set out by the Personnel Committee of IIPM.
- 5.2** As per IIPM Board approval, the total sanctioned strength with respect to faculty is 25 as on March 2020, excluding FOUR Commodity Boards chair faculty positions.
- 5.3** Vacancy positions at the Institute shall be advertised in leading newspapers and the website of IIPM or any other mode as suggested by committee.
- 5.4** A Faculty Associate (Senior Faculty Associate/Faculty Associate/Academic Associate) at IIPM with essential academic qualification(s) on a regular term shall be eligible to apply for the regular position.
- 5.5** Applications shall be invited in both soft and hard copy.
- 5.6** The respective academic areas shall shortlist the candidates based on the requirement of IIPM.
- 5.7** Interviews shall be scheduled by the Director.
- 5.8** Interviews shall be conducted by a committee set up by the Personnel Committee. Such a committee should include external experts.
- 5.9** After selection of the candidates, the details shall be sent to the Director.
- 5.10** Appointment letters shall be issued by the Director.
- 5.11** The levels of posts at IIPM shall not be proliferated but as far as Practicable brought together having regard to the prescribed educational qualifications, experience, duties and responsibilities so as to provide distinct channels of career development through career progression.

- 5.12** The extent to which educational qualifications prescribed for direct recruits apply, should also apply to promotions.
- 5.13** Provision shall be made for promotion of persons at lower levels to senior posts provided they fulfil the required qualification and experience.
- 5.14** The method of recruitment shall ensure in house efficiency, morale and motivation.
- 5.15** Recruitment for a post shall be made by:
- Direct recruitment
 - Promotion of an employee
 - Deputation from another similar institute for a fixed tenure, rules will be adhered as per the norms of IIPM/GoI (Parent organizations)
 - Re-employment on contract, a retired employee
 - Appointment on contract

With respect to internal faculty promotion/regularization, IIPM Board in its 40th meeting held on 14.06.2013 had constituted a recruitment committee to assess concerned faculty performance. Accordingly, IIPM Faculty Recruitment Committee met on 13.08.2013 and 30.11.2013. During the meeting, committee opined that IIPM should follow the current policies and norms governing similar national institutions and the Sixth Pay recommendations. In recent years, the policies in national institutions have begun more tightly emphasizing higher quality & productivity of faculty and Institutional competitive position globally, wherein internal faculty require to compete with candidates coming through open advertisements with the requisite qualifications and competence. Therefore, the Committee after detailed discussion and deliberations, had recommended that IIPM should follow a similar policy of open announcements for recruitment and selection of faculty with the requisite qualifications and competence at all levels.

Further, IIPM Board in its 41st meeting held on 27.03.2014 authorized the Faculty Review/Selection Committee to conduct interview for promotion/regularization of IIPM faculty, as per the norms of the Institute and recommendation of 6th Pay Commission.

- 5.16** The most important criteria for appointment, transfer or promotion shall be securing highest standards of competence, efficiency and integrity.
- 5.17** Selection and compensation to employees shall be made without distinction as to race, religion, caste or sex.
- 5.18** Appointment and scale fixation for employees shall be done by the Personnel Committee.
- 5.19** Pay scale and other emoluments of salary component shall be as per IIMB Rules for faculty.
- 5.20** Faculty are expected to participate in the activities of the Area/Group in which they are recruited as well as other academic activities of IIPM. The workload norms shall be decided by the Director and BoGs and revised from time to time. A copy of faculty workload proforma is attached in **Annexure-2(A)**.
- 5.21** The retirement age for faculty is 65 years. However, FRC may review faculty who attain at the age of 60 years on their work performance viz., class sessions, research work, MDPs, ethical behaviour and other associated activities. Faculty performance score shall be shared with the Director/Board for necessary action, including termination of service if essential.
- 5.22** At the time of appointment, every employee shall be examined by an approved medical officer. The appointment shall be subject to clearance given by such medical officer. Required documents to be produced/ submitted to Office of Accounts & Admin unit head.
- 5.23** Employees shall be liable to be posted/transferred to any of the Sections/Departments of the Institute or any other location where the Institute may carry out its operations.

- 5.24 Employees should not divulge either directly or indirectly to any person/s or institution/s, any information which are accessible to during his service period without the explicit permission from the Director of the Institute.
- 5.25 The offer of appointment during non-tenure will not confer any right for continuation/absorption in the services of IIPM.
- 5.26 IIPM shall not provide housing facility to its employees.
- 5.27 Any deviation in rules shall be made only by Personnel Committee getting the same approved by the BoGs & Society.
- 5.28 ***The current designations and pay scale are:***

Sl. No.	Designation	Pay Scale - ₹
1	Director	2,25,000.00 Level 17 (HAG)
2	Professor	1,59,500.00 Level 14 1,44,200.00 Level 14A
3	Associate Professor	1,39,600.00 Level 13A2 1,31,400.00 Level 13A1
4	Assistant Professor Grade-I (Regular)	1,01,500.00 Level 12
	Assistant Professor Grade-II/(On Contract)	68,900.00 Level 11 57,700.00 Level 10
5	Consolidated position for a period of 12 Months	Rs. 55,000/- to Rs. 75,000/- based on qualification, position and experience.

An illustrative IIPMB Organogram is presented in Appendix-1 (p.159)

5.29 Qualification for faculty shall be as per IIMs norms:

Sl. No.	Designation	Qualifications
	Professor	<p>Ph.D. or equivalent in appropriate branch with first class in the preceding degree in concerned/relevant discipline and excellent academic record throughout (preferred MBA with Ph.D. for HR, Marketing & Strategy, Agribusiness areas; MBA/M.Com & Ph.D. with Commerce & Business background for Finance & Accounting). Master's degree (M.Tech) in Food Technology/Food Engineering with Ph.D. for Food Processing/Food Technology). Minimum of 10 years teaching/research/industrial experience of which with at least 5 to 6 years should be at the level of Associate Professor in any equivalent and reputed institute in India or overseas. (<i>Experience during Ph.D. will not be counted</i>). Demonstrate commitment to outstanding teaching, executive education, research & consultancy service (highlighting current & past research interests and achievements) and possess a history of significant success in fund generation & resource development. Rigorous standards of professional achievement, ethical behavior and research publications in concerned discipline during the tenure. Research publications in ABDC*/SCOPUS/WoS or its equivalent list of journals is essential. A proforma for scoring IIPMB faculty publications in peer-review & referred journal is attached in Annexure-2</p>

		<p>(B).</p> <p>In addition, candidates who have intensive industry experience (10-12 years) may be considered for a post Ph.D. experience and the candidacy for Professor position, if found suitable.</p>
	Professor of Practice	<p>The purpose is to bring in those who add value to our teaching programs due to their experience and or expertise in the world of practice. In order to be considered for the Professor of Practice contract, the individuals must have substantial experience (minimum 20 years) in industry or Government with demonstrated understanding and impact on practice and has the interest and potential to teach leadership development programs as full-time activity.</p> <p>While a Ph.D. is desirable, it is not essential. However, lack of Ph.D. must be offset by demonstrated domain knowledge, obtained from the 'field'. The candidates must be evaluated for their exceptional contributions either because of their unique expertise (which is not available internally) or because of their potential contribution to the institute through teaching quality and exceptional service.</p> <p>Professor of Practice will be appointed initially for a period of two years and is renewable for a period of up to 5 years based on his performance and approval of the Director. In both the cases the retirement age will be 65 years.</p>

		Depending on the relevant years of experience, the candidate could be called either “Associate Professor or Practice” or “Professor of Practice”. The overall compensation of “Associate Professor of Practice” or “Professor of Practice” will be equivalent to that of regular Associate Professor or Full Professor.
	Associate Professor	Ph.D. or equivalent in appropriate branch with first class in the preceding degree in concerned/relevant discipline (preferred MBA with Ph.D. for HR, Marketing & Strategy, Agribusiness areas; MBA/M.Com & Ph.D. with Commerce & Business background for Finance & Accounting; Master’s degree (M.Tech) in Food Technology/Food Engineering with Ph.D. for Food Processing/Food Technology) and excellent academic record throughout. Minimum 6 years teaching/research/ industrial experience of which at least 3 to 4 years should be at the level of Assistant Professor in any equivalent and reputed institute in India or overseas. (<i>Experience during Ph.D. will not be counted</i>). Demonstrate commitment to outstanding teaching, executive education, research & consultancy service (highlighting current & past research interests and achievements) and possess a history of significant success in fund generation & resource development. Rigorous standards of professional achievement, ethical behavior and research publications in concerned discipline during the tenure. Research publications in ABDC*/SCOPUS/WoS or its equivalent list of

		journals is essential.
	Assistant Professor Grade-I	Ph.D. or equivalent in appropriate branch with first class in the preceding degree in concerned/relevant discipline (preferred MBA with Ph.D. for HR, Marketing & Strategy, Agribusiness areas; MBA/M.Com & Ph.D. with Commerce & Business background for Finance & Accounting; Master's degree (M.Tech) in Food Technology/Food Engineering with Ph.D. for Food Processing/Food Technology) and a very good academic record throughout. Minimum of 3 to 4 years teaching/research/industrial experience (<i>excluding experience gained while pursuing Ph.D.</i>) in reputed national or foreign institutions of comparable standards. Research publications in ABDC*/SCOPUS/WoS list of journals; books/policy papers and experience of guiding Ph.D. scholars.
	Asst. Professors Grade-II	Appointment at this level will be made on contract basis to enable bright young pursuing Ph.Ds. to teach and gain experience. After completion of Ph.D./fresh Ph.D. with less than 3 years experience will be placed at entry academic level 10, after three years of post-Ph.D will be placed at next academic level 11 based on performance.

5.30 Relaxation in terms of faculty qualifications shall be made by the Personnel Committee on case to case basis and approved by the BoGs.

5.31 Faculty Development Policy (FDP): The purpose of FDP shall be to encourage faculty to develop their professional and personal skills and attributes to achieve excellence in their job performance. Faculty members are expected to take initiative as proactive in promoting their own growth by identifying and participating in professional development activities that will meet their needs to enhance the skills, knowledge, effectiveness and efficiency of their performance: A copy of Faculty Development Policy is attached in **Annexure-2(C)**.

* *IIPMB will follow Australian Bureau of Deans Council's ABDC Journal Quality List
https://abdc.edu.au/wp-content/uploads/2020/04/abdc_iql_2019_0612-1.1.slsx*

* *Equivalence of ABDC journals will be as follows:*

- One Paper in A Rated Journals = Two Papers in B Rated Journals = Four Papers in C Rated Journals

- Minimum one Research Paper in ABDC's "A Rated Journals" or two in "B Rated Journals" or "Four in C Rated Journals".

- One case along with teaching note published in Harvard Case Publishing/Richard Ivey/Emerald will be considered equivalent to one paper in "C' Rated Journals.

* *Preference for candidates who have guided FPM/Ph.D.*

* *If a candidate's academic credentials are excellent, however, does not have requisite research publications/experience, he/she may be considered for contractual appointment.*

6. Staff Recruitment, Appointment, Evaluation & Promotion, Terms and Conditions

- 6.1 Recruitment** - This shall be based on the parameters set out by the Personnel Committee of IIPM.
- 6.2** As per record and IIPM Board Approval, total sanctioned strength with respect to staff is 25, as on March 2020.
- 6.3** Vacancy positions at the Institute shall be advertised in leading newspapers and the website of IIPM or any other mode suggested by committee.
- 6.4** A contract employee, employee in a junior position shall be eligible to apply for the position.
- 6.5** Applications shall be invited in both soft and hard copy.
- 6.6** The respective academic areas shall shortlist the candidates based on the requirement of IIPM.
- 6.7** Interviews shall be scheduled by the Director.
- 6.8** Interviews shall be conducted by a committee set up by the Personnel Committee. Such a committee may include external experts (if required).
- 6.9** After selection of the candidates, the details shall be sent to the Director.
- 6.10** Appointment letters shall be issued by the Director or by concern officers authorized by the Director.
- 6.11** The levels of posts at IIPM shall not be proliferated but as far as Practicable brought together having regard to the prescribed educational qualifications, experience, duties and responsibilities so as to provide distinct channels of career development through career progression.
- 6.12** The extent to which educational qualifications prescribed for direct recruits apply, should also apply to promotions.
- 6.13** Provision shall be made for promotion of persons at lower levels to senior posts provided they fulfil the required qualification and experience.

6.14 The method of recruitment shall ensure in house efficiency, morale and motivation.

6.15 Recruitment for a post shall be made by:

- Direct recruitment
- Promotion of an employee
- Deputation from another similar institute for a fixed tenure
- Re-employment on contract, a retired employee
- Appointment on contract

6.16 For administrative/staff positions, the qualifications shall be decided by the Personnel Committee depending on the nature of the work to be performed.

6.17 At the time of appointment, every employee shall be examined by an approved medical officer. The appointment shall be subject to clearance given by such medical officer. Required documents to be produced/submitted to Office of Accounts & Admin unit head.

Existing designation and qualification details is furnished below:

Sl. No.	Designation	Minimum Qualifications
1	Administrative Officer/Asst. Administrative Officer	<p>Degree from recognized University with 55% marks or its equivalent with good academic record from a recognized university/institution.</p> <p>Desirable Qualification:</p> <ul style="list-style-type: none"> * Pass in Subordinate Administration Service (SAS) Examination or its equivalent for Assistant Administrative Officer. * Professional qualification in the area of Management/Law. * Experience in ERP enabled work environment. <p>Job experience in Establishment, Administration, Legal, PR Service matters, Candidates having experience in all aspects of</p>

		<p>administration, legal, finance & accounts, stores & purchases and liaison work with Government related matters and flair for serving in relevant field in Government/Semi Government / Public Sector / Autonomous Organization or Educational Institutions of Higher Learning.</p> <p>Candidate should have strong communication, Computer skills and a good command over Administrative/Legal matters. Willing to work with Faculty, Students and Executives in a challenging and time-pressured environment. Should have minimum 2-5 years experience in relevant fields.</p>
2	<p>Accounts Officer/Asst. Accounts Officer</p>	<p>Degree from recognized University.</p> <p>Desirable Qualification: Post Graduate/ M.Com/MBA Finance/Degree or Diploma in any subject or equivalent from a recognized university.</p> <p>Pass in Subordinate Accounts Service (SAS) Examination or its equivalent for Assistant Accounts Officer.</p> <p>Job experience in budgeting and finalization of accounts. Applicants having experience in Academic, Administration and Government related matters and flair for serving educational institutions will be preferred Candidate should have strong communication, Computer skills with Tally ERP9 and a good command over Statutory/Administrative matters. Willing to work with Faculty, Students and Executives in a challenging and time-pressured environment. Should have minimum 2-5 years experience in relevant field.</p>

3	Asst. Librarian	<p>Master's Degree in Library Science/ Information Science/Documentation Science or an Equivalent Professional Degree with at least First Class or equivalent and a consistently good academic record with knowledge of computerization of library.</p> <p>Qualifying in the National Level Test conducted for the purpose by UGC or other equivalent test as approved by UGC.</p> <p>Should have minimum 2 years' experience in relevant field.</p>
4	PA/PS/PPS to Director	<p>A Degree from recognized University. Proficient in Shorthand and MS office. Integrity, confidentiality and should have strong interpersonal communication and computer skills. Willing to work with Faculty, Students and Executives in a challenging and time-pressured environment.</p> <p>Reporting to the Competent Authority - the principal accountabilities of the successful incumbent will be to provide a professional and comprehensive administrative support service to the management team; and development and maintenance of efficient administrative systems, including electronic and paper filing of all relevant documents.</p> <p>Should have minimum 2-7 years experience in relevant field.</p>
5	Admission Officer	<p>A Degree from recognized University. Post Graduate, Degree or Diploma in any subject or equivalent from a recognized university.</p> <p>Job experience in relevant field is essential. Applicants having experience in Academic, Administration, Accreditations & Students</p>

		<p>Affairs. Should be capable of procuring students admission for various courses offered by Institute and Government related matters and flair for serving educational institutions will be preferred.</p> <p>Candidate should have strong communication, computer skills, time management skill, organized behavior, good leadership quality and a good command over academic matters. Willing to work with Faculty, Students and Executives in a challenging and time-pressured environment.</p> <p>Should have minimum 2-5 years experience in relevant field.</p>
6	Placement Officer/Career Development Officer	<p>Post Graduate Degree in any discipline (10+2+3+2) with minimum 55% marks or its equivalent from a reputed University/ Institution with consistently good academic record. Applicants should have good communication and interpersonal skills and able to communicate with top officials of HR of multinational and Indian organizations in order to ensure 100% placement of the students. Applicants should possess demonstrated ability to provide students with appropriate guidance and support in the realm of Corporate Training, Study Abroad Program (SAP) and Career Development Service. Good working knowledge of computer applications is essential.</p> <p>The Student Career Development Officer/Manager works under the supervision of the Director and Faculty Council, and provides corporate training, career development service & retention to the</p>

		<p>students and trainees of IIPM as well as ensuring a high standard of customer service, including public relations within the country and abroad.</p> <p>Experience in placement and career development activities in Government / Semi Government / Public Sector / Autonomous Organization or Educational Institutions of Higher Learning.</p>
7	Office Associates/ Assistants	<p>A Degree from recognized University.</p> <p>Desired Qualification: Post Graduate, Degree or Diploma in any subject or equivalent from a recognized university.</p> <p>Job experience in relevant field is essential. Applicants having experience in Academic, Administration and Government related matters and flair for serving educational institutions will be preferred.</p> <p>Candidate should have strong communication, computer skills and a good command over administrative matters. Willing to work with Faculty, Students and Executives in a challenging and time-pressured environment</p> <p>Should have minimum 2-5 years experience in relevant field.</p>
8	MTS	<p>Must have passed 10th/12th or equivalent from a recognized Board/University.</p> <p>Job experience in relevant field is essential. Applicants having experience in Academic, Administration and Government related matters and flair for serving educational institutions will be preferred. Candidate should have good communication, basic computer knowledge and a good knowledge over Administrative matters. Willing to work</p>

		with Faculty, Students and Executives in a challenging and time-pressured environment, Should have minimum 2 years experience in relevant field.
9	Drivers	10 th Pass from a recognized Board/University. Job experience in relevant field is essential. Applicants having experience in Academic, Administration and Government related matters and flair for serving educational institutions will be preferred. Candidate should have desired valid license, good communication, with a good attitude and behavior. Willing to work with Faculty, Students and Executives in a challenging and time-pressured environment. Should be capable of maintaining vehicles. Should have minimum 2 years experience in relevant field.

6.18 The current designations and pay scales for staff members are:

Sl. No.	Designation	Pay Scale- ₹
1	Group A	56100.00 Level 10
2	Group B	53,100.00 Level 9
		47,600.00 Level 8
		44,900.00 Level 7
		35,400.00 Level 6
3	Group C	29,200.00 Level 5
		25,500.00 Level 4
		21,700.00 Level 3
4	Multi-Task Staff/Drivers	19,900.00 Level 2
		18,000.00 Level 1
5	Consolidated position for a period of 12 Months	25,000 to 60,000, based on qualification and experience.

- 6.19** Pay scale and other emoluments of salary component shall be on par with 7th CPC with IIPMB allowances for staff members.
- 6.20** The 7th CPC monthly salary component drawn by IIPM employees are Basic + DA + HRA + TA (Transport Allowances), However TA will be eligible to those employees who attends the office & performed their duties for the whole calendar month. IIPM being self-revenue generating institute it is decided that those employees who didn't attend the office beyond 15 days and non-performed traveller (employees) will not be eligible for monthly Transport allowances (TA).
- 6.21** All appointments (academic and non-academic) shall be subject to medical reports indicating the selected candidate is fit for performing his/her duties and shall remain fit for a considerable period of time.
- 6.22** Employees should not divulge either directly or indirectly to any person/s or institution/s, any information which are accessible to during his service period without the explicit permission from the Director of the Institute.
- 6.23** The offer of temporary/non tenure appointment will not confer any right for continuation/absorption in the services of IIPM.
- 6.24 *Annual Performance Appraisal*** – The exercise is an objective annual assessment of work and conduct of an employee. The appraisal shall be an important input for confirmation, promotion, incentives etc. The appraisal shall be conducted each year during the month of April for the previous financial year. The appraisal shall start with the employee's self-appraisal followed by a review by the reporting officer. Appraisal shall cover all employees of IIPM. Personnel Committee shall be responsible for designing suitable forms for the appraisal process. Appraisal's shall be consolidated and decisions taken by the Personnel Committee.
- 6.25** Confirmation after probation shall also be based on an appraisal by reporting officer. Based on the recommendations of the reporting officer, review committee/Director shall intimate the candidate whether he/she is confirmed or probation is extended.

6.26 Promotions – Employees must have a completed minimum of 10 years of regular service at IIPMB or its centers in their current positions to be eligible for Competitive Open Promotion (COP) while in-service, and must possess required higher academic qualifications or certificate of in-service training/skill or results obtained from a competitive exam(s) of GoI/ State/Institute/Authorized Agency relevant to the positions/duties and responsibilities may be considered for promotion.

Promotions shall be considered based on requirement of essential positions at the institute, the decision will be taken by the Committee/Chairman/Board for creating additional post(s). Employees who had already obtained 3 times upgradation/MACPS/promotion during the service ***shall not be eligible*** for additional promotion/MACPS.

Under no circumstances, promotion can be claimed as a matter of right and no appeal/representation of any kind from employees in this regard will be entertained. The decision of the Board is final in all aspects and any issues and such clarifications as may be necessary - the Board shall remove of any difficulty arising in implementation of this clause.

The list of names eligible for promotion shall be created by the Personnel Committee based on the annual performance appraisal. The eligibility list for promotion shall be prepared with reference to the date of completion by the officers of the prescribed qualifying service in the respective grade/post.

Promotion may be kept as a method of recruitment depending upon availability of the field of consideration. Care should be taken to see that the base of promotion is strong, i.e., the internal and open candidates are fully qualified & eligible for the responsibilities of the higher grade/post and the field is also adequate, normally an internal candidate shall be eligible to apply provided s/he meets the qualifications and experience for the position.

a) The candidates to be considered for promotion must comply with prescribed eligibility criteria as on the date of issue of notification. The promotion/upgradation shall be considered based on qualifying service for promotion. The qualifying service for promotion/upgradation from

one grade to another is necessary so that there is no premature promotion/upgradation or undue jump in pay and also to ensure that the officer has sufficient opportunity to demonstrate his competence/potential for holding the higher post. The period of qualifying service varies from post depending upon the scale of pay and the experience, required for manning the higher post. Broadly, the following qualifying service for promotion/upgradation from one grade to another may be followed as a guide:

Field of Promotion/Upgradation

From Grade Pay (in Rs.)	To Grade Pay (in Rs.)	Qualifying Service (In Years)
1800	1900	3 years
1900	2000	3 years
1900	2400	8 years
2000	2400	5 years
2400	2800	5 years
2400	4200	10 years
2800	4200	6 years
4200	4600	5 years
4200	4800	6 years
4200	5400	8 years
4200	6600	10 years
4600	4800	2 years
4600	5400	3 years
4600	6600	7 years
4800	5400	2 years
4800	6600	6 years
5400	6600	5 years
6600	7600	5 years
6600	8700	10 years
7600	8700	5 years
7600	8900	6 years

8700	8900	2 years
8700	10000	3 years
8900	10000	2 years
10000	HAG	3 years
HAG	HAG + Scale	1 year
HAG	Apex Scale	2 years
HAG + Scale	Apex Scale	1 year

- b) Promotion is earned by dint of hard work, good conduct, and result-oriented performance, as reflected in the APAR's. Only performance reported "Good (Grade 5)" carrying grade pay up to Rs.6,600, consistently for preceding five year shall be taken into consideration by the Committee. In case of Group "A" post carrying Grade pay of Rs.7,600/- or above, persons reported "Very Good" (Grade Point 7) shall only be considered. Those with "Average performance", which is not an adverse remark, shall not be considered for promotion by the committee.
- c) The Committee should assess the suitability of the employees for promotion on the basis of their service records and the Annual Performance Appraisal Reports (APAR) for preceding five years, as specified above at clause (b). In case there is any adverse entry in the APAR, or for want of prescribed score in the APAR, the case of promotion shall not be considered unless and until the competent authority expunges such adverse entry. If the competent authority does not expunge the adverse entry or does not increase the score after review of performance as per procedures, the employee concerned may have to wait for the required number of reports carrying the prescribed bench marks as required for the post under these rules.
- d) The eligibility criteria, Vigilance clearance reports (if any), and APAR dossiers, duly completed in all respects along with the seniority list and results of the written test (if conducted by the institute) of the eligible employee to be considered for promotion, with details of the number of vacancies, number of posts reserved for SCs/STs, etc. shall be provided to the committee for consideration as per norms.

The institute test to be designed with external agency shall only be qualifying in nature. The committee shall make its own assessment of the officers/faculty and shall determine the merit of those being assessed for promotion with reference to the benchmark “Good” i.e. minimum score 5 for all officers up to the Grade pay of Rs.6,600/- and “Very Good”, i.e. a minimum score of 7 for all Group A posts up to the Grade pay of Rs. 7,600/- and above, accordingly, grade the officers as ‘fit’ or ‘unfit’ only. Those who are graded as ‘fit’ shall be included in the select panel or order of their inter-se-seniority in the feeder grade, subject to the availability of regular vacancies. Those employees who are graded ‘unfit’ or below average by the committee shall not be included in the selection panel. There shall no supersession in promotion among those who are graded ‘fit’. The grading and score are quoted below:

Sl.No	Grading System and Score in APAR
<i>i</i>	<i>Grade “between 8-10” shall be rated as ‘outstanding’ and shall be given a score of 9 for the purpose of calculating average scores for promotion</i>
<i>ii</i>	<i>Grade “between 6 and short of 8” shall be rated as ‘very good’ and will be given a score of 7 for the purpose of calculating average scores for promotion</i>
<i>iii</i>	<i>Grade “between 4 and short of 6” shall be rated as ‘good’ and shall be given a score of 5 for the purpose of calculating averages scores for promotion</i>
<i>iv</i>	<i>Below 4 shall be given a score of ‘zero’</i>

- e) The meeting of the committee shall ordinarily be convened at least once a year, which shall depend upon the availability of vacancy/promotions.
- f) The administrative authorities shall ordinarily ensure that the information furnished to the committee are accurate and in proper order in all cases and a certificate to this effect duly signed by the officer designated for the purpose shall form a part of the note for the committee.

- g) Penalties of any kind (major or minor) shall constitute a bar to one's eligibility for promotion or confirmation. However, minor penalty of "censure" would not constitute a bar on the eligibility and consideration for the purpose of promotion/confirmation unless otherwise mentioned specifically in the order about such a bar on the eligibility.
- h) The following cases shall be brought to the notice of the committee:-
 - i) Employees under suspension:
 - ii) In respect of whom a charge-sheet has been issued and disciplinary proceedings or negativity in attitude are pending; and
 - iii) In respect of whom prosecution for a criminal charges has been pending.

The committee shall assess their suitability without regard to the disciplinary aspect. The committee findings shall be kept in a sealed cover as per the fact recorded in the proceedings of the committee. The same procedures shall be followed by subsequent committees till the disciplinary/any cases are concluded. On conclusion of the case, the sealed cover will be opened. In case the officer is completely exonerated with honor, the due date of his promotion shall be determined and he will be promoted notionally with reference to the date of promotion of his junior and if necessary by reverting the junior most officiating person. The appointing authority shall decide whether and to what extent the arrears of salary shall be paid. Where arrears are denied, reasons shall be recorded. If not exonerated, the findings of the sealed cover shall not be acted upon.

- i) The cases of officers under cloud after clearance by the committee shall be settled in accordance with the norms of institute.
- j) The decision of the committee is final in all perspective.

Functions of Promotion Committee:

- a) The committee shall consider and make recommendations in all cases of Group A, B & C employees of the institute. The constitution of committee for various categories of posts shall be decided by the competent authority.
- b) While considering the promotional cases, the committee shall consider the following:
 - i) Eligibility criteria and relaxations/concessions applicable to the SC/ST/PwD categories if any.
 - ii) Work and conduct reports of staff, the committee will list out on the merit basis the performance of staff under 3 categories viz., “Good” “Average” & “Below Average”.
 - iii) The Annual Performance Appraisal Reports (APR’s) for the preceding five year as available with the competent authority. While screening the APARs, the committee may also adopt the criteria with regard to the bench mark as mentioned in the statutes.
 - iv) Vigilance clearance report if any.
 - v) Roster points of the cadre(s) as per the reservation policy of the institute.
 - vi) Performance in the interview/skill test/written test, if conducted by the institute.
 - vii) The committee is expected to screen the cases and decide the eligibility based on the aforementioned documents like APARs, Vigilance Clearance Report, Roster rules etc.

Note: In case APAR(s) for any particular period has not been written/endorsed by the designated authority despite the fact that the employee concerned produces the proof of submission of self-appraisal report(s) duly filled-in for that particular period(s) for the concerned section, the committee shall ignore the report(s) of that particular period(s) and shall take into account the report(s) of the immediately preceding period(s). It is mandatory on the part of the designated officer to make entry in the relevant register to be maintained for this purpose and issue proper receipt to the employee concerned as a proof of submission of the appraisal reports. There shall be proper entry in the relevant register with regard to each movement of the APAR till the completion of its process.

Mode of Promotion:

a) In addition to the conditions for promotion for the posts, as specified at Para (d) below, the institute may decide the method and procedure to be followed for promotion in respect of any category of posts. For this purpose, the institute, at its discretion, may opt the fitness-cum-seniority or hold written test or other trade/professional-cum-mandatory tests and fix qualifying marks for any post to assess the competence in an objective manner. In such cases, association of at least one external expert shall be mandatory. The employee may be evaluated on criteria as under:

I) Functional Skills

i) Quality of Work

ii) Work Habits

ii) Job Knowledge

II) Interpersonal Skills

i) Interpersonal relations/ethical behavior/attitude

III) Leadership Skills

i) Leadership & team building

The Employee Evaluation Template is attached as ***Annexure-3(A)***.

b) Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his eligibility. After completion of formalities such as APARs, Vigilance Clearance Reports/other form report (if any), the promotion committee may be constituted to evaluate and assess the eligibility of the employees. The employees shall be considered for promotion based on the recommendations of the committee duly approved by the Competent Authority of the institute.

c) All promotion of the non-teaching staff belonging to Group 'A', 'B' & Group 'C' shall take effect from the date of joining.

- d) Qualifying in Typing Test/Skill Test with knowledge of computers shall be the compulsory requirement for promotions to the post of Clerical, Assistant and Associates, library assistants and other positions as identified from time to time. Further, qualifying in Typing Test/Skill Test with knowledge of computers shall be the compulsory requirement for all stenographers and Personal Assistants of the institute/executives who shall be considered for promotion as Personal Assistant/Private/Executive Secretary as per the eligibility criteria. The institute may impose any condition to be complied with a future date failing with the competent authority order for stoppage of increment or withdrawal of offer.

Panel: The panel drawn for promotion/recruitments shall normally be valid for a period of one year from the date of meeting of the committee/date of approval of recommendations, respectively.

The panels shall be as under:

For Group “A” Officers

- i) Appointing Authority - Director or his nominee, viz. Dean (Academics & Research) - Members
- ii) Dean (Academics & Research) - Member
- iii) One internal expert to be nominated by Competent Authority - Member
- iv) One external expert to be nominated by Competent Authority – Member
- v) Director/Registrar – Member Secretary
- vi) One expert representing SC/ST/OC/Minority/Women/Differently-abled categories, if any of the candidates representing these categories, to be nominated by Chairperson

For Group “B” Officers

- i) Director (or) his nominee, viz. Dean (Academics & Research) – Members
- ii) One Professor to be nominated by appointing authority-Member
- iii) Expert to be nominated by appointing authority – Member

- iv) Registrar – Member Secretary
- v) One expert representing SC/ST/OC/Minority/Women/Differently-abled categories, if any of the candidates representing these categories, to be nominated by appointing authority

For Group “C” Officers

- i) Director (or) his nominee viz. Dean
- ii) One Associate Professors/Asst. Professor nominated by appointing authority - Member
- iii) Finance Officer/Administrative Officer - Member
- iv) Expert to be nominated by appointing authority - Member
- v) One expert representing SC/ST/OC/Minority/Women/Differently-abled categories, if any of the candidates representing these categories, to be nominated by appointing authority

Classification of Post: The cadre posts in the institute shall be divided according to their pay level in the pay matrix revised into the following three groups as specified under:

- Group A: Post carrying the Pay Matrix of Level 10 and above
- Group B: Post carrying the Pay Matrix of Level 6 – 9
- Group C: Post carrying the Pay Matrix up to Level 5

6.27 Modified Assured Career Progression Scheme (MACPS): The MACP in respect of non-teaching staff of the institute shall be allowed as per the provision of the act, rules of the institute and orders/guidelines of GoI (as amended from time to time) duly adopted by the institute.

An employee is given MACP only if he/she didn't get any, under Regular Promotion. IIPM shall consider employees' MACP/upgradation according to the principle of merit on the basis of work performance and suitability to the new position based of past performance record of an individual, and conduct as evident in Annual Confidential report comments. The detailed contents of MACPs are enclosed in **Annexure-3(B)**

Staff who attain at the age of 55 years, shall be assessed on their work performance and other associated activities, including ethical behaviour. Staff performance score shall be shared with the Director/Board for necessary action, including termination of service if require.

Any dispute in implementation of the afore-mentioned Promotions/MACPs, shall be referred to the institute, and the decision of the institute shall be final.

6.28 Increment: As all the regular employees are drawing equal pay to 7th CPC the increment rule shall be followed as per 7th CPC norms.

7. Contract Appointment Rules

- 7.1** IIPM shall also appoint employees on a contractual basis when needed. Such employees shall be paid a lump sum salary.
- 7.2** Contract appointment rules shall apply to both academic and non-academic staff of IIPM.
- 7.3** The Director of IIPM shall be the appointing authority for all contract appointments, for a minimum period of 12 months or more.
- 7.4** The selected candidate shall be bound by all the rules and regulations of IIPM during his/her tenure of appointment at IIPM.
- 7.5** The terms and conditions including tenure of appointment shall be mentioned in the contract.
- 7.6** The candidates so selected shall work full-time at IIPM and shall not be permitted to work elsewhere during the contract tenure unless the employment is part-time and the contract specifically permits so.
- 7.7** Normally such contracts shall not exceed 3 years at a time.
- 7.8** Employees appointed on contract and drawing consolidated pay will be eligible for an increment of 5% to 10% on successful completion of one year, subject to assessment, final decision will be taken by the Director.
- 7.9** The services of a contract employee can be terminated if
- a) 3 years or the contract period is over (or) additional one year may be considered if employee seeks for improvement.
 - b) Medical reports indicate the employee is unfit for performing his/her duties and shall remain unfit for a considerable period of time. The decision of the Personnel Committee shall be final on the matter.
 - c) Without any notice if the employee is found guilty of any insubordination, intemperance or any other misconduct or breach or non-performance of any rules of IIPM or is found unsuitable for the position.
 - d) With a notice of 30 days in writing by either party without assigning any reasons thereof or 1 month's salary in lieu of notice period.

7.10 If the contract employee is required to travel on IIPM duty, IIPM shall bear all costs of travel as per the travel rules applicable to an equivalent employee on pay scale.

7.11 Leave entitlements for such employees shall be as be as under. Faculty/Staff members joined on consolidated salary are eligible for CL and Restricted Holidays as per IIPM norms i.e. 8 days CL & 2 RHs in a calendar year.

They are not entitled for any regular leave, however, employees those who continue after one year service without break, they may be considered for 12 CL and 2 Restricted Holidays in a calendar year.

In addition to the CL & RH, the faculty/staff members on consolidated salary will be allowed compensatory leave in lieu of the duty performed by them on holidays. The compensatory leave to be utilized within 15 days else will be lapsed.

Those Faculty/Staff members on consolidated salary who have worked for brief periods continue beyond three years without break from the date of initial appointment, will be entitled to earn Annual Leave at the rate of 2½ days per month of completed service, the total annual leave entitlement in year 30 days. No accumulation will be admissible. No encashment is admissible on termination/resignation of service.

Medical Leave without pay, maximum 30 days on production of valid medical certificates. If medical leave (without pay) extends beyond 30 days at a time, such period of absence shall be counted as discontinuation of services and new incumbent may be inducted in his/her place through the process of selection committee.

On special case, Faculty/Staff members are entitled to avail Maternity Leave for a period of 90 days as per norms, only on prior approval of competent authority.

7.12 Leave Travel Concession (LTC) as applicable to permanent employees shall not be available to contract employees.

7.13 Other statutory and mandatory deductions shall be as per IIPMB norms.

8. Leave Rules

- 8.1** The following types of leaves shall be available to the employees of IIPM:
- Casual Leave – 8 days CL and 2 RHs per year
 - Earned Leave - 30 days per year, shall accumulate up to 300 days
 - Maternity Leave – 90 days with pay, an additional leave with pay up to one month if the women employee shows proof of illness.
 - Paternity Leave – 15 days after birth of first child only.
 - Half pay Leave – as per norms 20 days of each completed year.
 - Compensatory Leave (for staff members who work for 8 hours on general holidays)
 - Vacation to faculty members on annual basis as per IIPM norms – for eligible Professors & Associate Professors 28 days (w.p.t. avail preceding General Holidays) and for eligible Asst. Professors & below rank faculties 10 days (w.p.t. avail preceding General Holidays), subject to prior approval of competent authority.
- 8.2** Commutation of leave shall be as applicable to employees as per the (Central Civil Service) Rules.
- 8.3** Leave without pay shall be as applicable to employees as per the (Central Civil Service) Rules.
- 8.4** Director shall have the discretion based on the recommendations of the Personnel Committee to deviate the Rules on a case to case basis.
- 8.5** Compensatory leaves may be granted to staff who work on holidays (full day) with the approval of the AO/AAO and competent authority to discharge urgent official work.
- 8.6** Administration need to maintain a record of hours worked on holidays and compensatory availed in lieu of work attended. Compensatory leave shall be utilized within 15 days from the date of work attended.
- 8.7** Only regular faculty, those who perform required allocation of work shall be eligible for vacation.

- 8.8** The vacation period and days of vacation shall be decided by the competent authority depending on the academic schedules.
- 8.9** No separate application shall be made for the purpose. A circular shall be sent from the office of the Director to all concern faculty and administration. Accordingly the faculty member shall plan their vacation based on their assignments.
- 8.10** Leave request in the prescribed form for CL & EL enclosed as **Annexure-4(A) & 4(B)** with prior approval of the competent authority shall be submitted to administration during the vacation. After completion of vacation faculty shall submit duty report to the administration duly approved by competent authority in the prescribed form enclosed as **Annexure-4(C)**.
- 8.11** *Study Leave*: Faculty members those who wish to go for higher studies in India/abroad may be granted study leave. The study leave shall be applied well in advance along with relevant documents and certified by employee. The leave should be approved by the competent authority to grant leave. This is applicable to those employees who have completed 5 years of service in the organization. Part time Ph.D. may not be accountable as full service. An employee can avail 12 months study leave during his entire service.
- IIPM being a self-revenue generating institute, the above leave would be granted without pay.
- 8.12** Director's approval in such cases shall be ratified by the BoGs.

9. Children's Education Allowance Scheme

- 9.1** The entitlement of the Children's Education Allowance shall be to permanent employees of IIPM only.
- 9.2** Tuition Fee allowance of IIPM shall be restricted and fixed to Rs.20,000/- (as approved by the Board) per child for maximum of two children of employee with NO further enhancement as per DA recommendation to centrally funded organizations.
- 9.3** The reimbursement shall be for Tuition Fees for dependent children who are studying from nursery to higher education up to 12th standard in an approved University or Board of Education.
- 9.4** The reimbursement shall not be for short term/long term courses.
- 9.5** The reimbursement shall be given on production of original receipts only with prescribed form enclosed as **Annexure-5**. The payment of reimbursement will be released yearly once during Feb-March of every year.
- 9.6** The Director shall have the discretion to deviate from such rules with justification and approval of the BoGs & Society.

10. Over Time Allowances / Uniform / Stitching / Shoe & Chappell Allowances

10.1 Will be paid only for IIPM regular Drivers.

10.2 Over Time Allowances will be paid @ Rs.16.50 per hour basis.

10.3 Uniform/Stitching/Shoe & Chappell Allowances – Rs. 5000/- will be paid per annum. Subject to which the drivers are supposed to wear shoes during duty hours. If failed to wear the shoes the allowances shall be recovered back/withdrawn.

11. Leave Travel Concession (LTC)

11.1 Central Civil Service Rules for employees in respect of travel shall apply to the employees of IIPM.

11.2 Application shall be submitted at least 21 days in advance of proposed date of travel for approval in prescribe form enclosed as **Annexure-6(A)**. For Settlement of LTC bill prescribed form enclosed as **Annexure-6(B)**.

11.3 In case of travel by Air (only eligible employees), it is suggested that the booking be made at least 40 days in advance so as to avail discounted rates.

11.4 As a self-financing organization, IIPM will not be providing earned leave encashment along with the LTC.

11.5 Director shall have the discretion based on the recommendations of the Personnel Committee to deviate rules.

11.6 Director's approval in such cases shall be ratified by the BoGs.

12. Working Hours / Holidays / Working on Holidays / After Office Hours

The Institute shall follow a 5-day week with Saturdays and Sundays being holidays. If classroom sessions are scheduled during Saturday, concerned staff/faculty are expected to attend the office. IIPM library will function 6 day a week with Sundays being holiday. However, library staff member who worked on Saturday for 8 hours can avail weekly off on a succeeding working day.

12.1 The working hours of the Institute on 5 days of the week shall be from 9:15 am to 5:45 pm. However, IIPM library will work from 9:15 am until 5:45 pm and 11:00 am until 7:00 pm in two shifts. If required, institute may declare any one Saturday for essential work to staff with no-compensation leave.

12.2 Strict punctuality is expected, and all staff members should record their attendance using the Bio-Metric machine installed at Administration block in addition to signing the attendance register at Administration.

12.3 Permission shall not be normally granted to attend office late and/or leave office early on account of personal work. Late attendance up to 30 minutes on not more than two occasion (to be informed to immediate officers), in a month will be granted by recording in the attendance register. These shall be permitted on account of late running of buses, religious functions in the family etc. However, the immediate officer shall be informed. Permission shall be obtained from immediate officer and Director to leave office early on emergency grounds.

12.4 Permission shall be granted to members of the staff, to attend office late or to absent themselves during the office hours on emergency grounds. However, the immediate officer shall be informed. Permission shall be conditional such that the time so spent should be made up by working extra hours, (to meet 40 hrs a week), either by working late hours or coming early on working days or working on holidays on the same or any other day of the month.

12.5 The Institute shall observe such holidays as may be determined by the Director in consultation with the BoGs.

12.6 Holidays and restricted holidays shall be as observed by the Central Government offices in the State of Karnataka.

12.7 If any employees are planning to work beyond office hours (exceptional cases only) or on General Holidays/Saturday, should seek permission & obtain prior approval from Competent Authority/Department Head. Without prior permission/approval, employees will not be allowed to work nor will security open their cabins. Prescribed form enclosed as ***Annexure-7(A) for faculty & Annexure-7(B) for staff*** to be filled for obtaining permission/approval. The same to be submitted to Administrative unit for necessary process by **4:00 PM** of the day. If any faculty are scheduled with classes on Saturdays, PGP unit shall share the details on prior day to Admin unit & Department head for necessary process.

13. Medical Scheme

13.1 Each employee shall mandatorily purchase a health insurance policy from Recognized Insurance Company, IIPM shall reimburse a sum of Rs.12,500/- towards the premium on an annual basis on submission of premium paid receipt for entire family. However, it is advised to pay equal premium by the employee to get a minimum sum assured of Rs.5.00 lakh or above both for self & family. Reimbursement shall be claimed by filling prescribed form enclosed as **Annexure-8**

14. TA/DA Rules & Group Personal Accident Policy for IIPM Faculty

14.1 The Employees of the Institute shall be entitled to travelling allowance, daily allowance etc., for different classes of journey or as approved by the management from time to time.

14.2 Such travel should be for official purposes only.

14.3 Rules shall apply to:

- Mode of travel
- Boarding and lodging
- Local conveyance

14.4 Professor, Associate Professor and Assistant Professor shall be eligible to travel by Air. Boarding and lodging shall be on actual costs as per rank & stipulated norms.

14.5 Senior Faculty Associate shall travel by AC II Tier Train. Academic Associates shall travel by AC III Tier, AC Chair Car or First Class.

14.6 If travel is made towards North East region of India, the rules as applicable to Indian Institute of Management, Bangalore shall be followed.

14.7 Director shall have the discretion based on the recommendations of the Personnel Committee to deviate from the Government of India rules on a case to case basis.

14.8 Director's approval in such cases shall be ratified by the BoGs & Society.

14.9 Faculty members who undertake travel as part of their Reach-out Programs, Research & Consultancy, Institute Promotional Programs etc., faculty members shall be covered under Group Personal Accident Policy from United India Insurance Co Ltd., The details of Sum Insured for faculty members based on work experience, shall be as under:

1. Faculty with more than 10 years regular service at IIPM: Rs. 10.00 Lakhs
2. Faculty with less than 10 years of regular service at IIPM:
(Including probationary period): Rs. 5.00 Lakhs
3. Faculty on Contract Pay: Rs. 2.00 Lakhs

However, faculty who are on regular service with regular scale with less than 10 years experience at IIPM (including probationary period) shall be eligible for Rs. 5.00 lakhs sum assured. Faculty initially appointed on contract pay, subsequently regularized with probationary period shall be eligible for Rs. 5.00 lakhs sum assured on completion of 10 years of regular service.

14.10 The Daily allowances for tour will be as under:

a) **Daily Allowances on Tour**

Sl.No	Designation/ Pay level in Pay Matrix	<u>For METRO Cities Hotel Accommodat ion per day</u>	<u>For METRO Cities Food Bill/DA per day not exceeding</u>	<u>Other Than METRO Cities Hotel Accommodat ion per day</u>	<u>Other Than METRO Cities Food Bill/DA per day not exceeding</u>	Charges for travel within the city
1	Professors GP-10000- 12000 Pay level in Pay Matrix 14 & above	7500.00	1200.00	6000.00	1000.00	AC Taxi charges as per actuals with official engagemen ts for travel within the city.
2	Associate/Ass t Professors GP-7600 - 8700 Pay level in Pay Matrix 12 & 13	4500.000	1000.00	3000.00	800.00	Taxi Charges up to 50 km per day for travel within the city.
3	Faculty other than Sl.No: 1 & 2 GP-5400- 7000 Pay level in Pay Matrix 9 to 11	2250.00	900.00	2000.00	700.00	Taxi Charges up to Rs.338/- per day for travel within the city

4	Staff officials GP-4200 – 4800 Pay level in Pay Matrix 6 to 8	750.00	800.00	750.00	500.00	Taxi Charges up to Rs.225/- per day for travel within the city
5	Staff Members GP-1800 – 2800 Pay level in Pay Matrix 5 and below	450.00	500.00	450.00	350.00	Taxi Charges up to Rs.113/- per day for travel within the city

- b) **Reimbursement of Hotel charges:** For levels 8 and below, the amount of claim (up to the ceiling) may be paid with production of vouchers or against self-certified claim only. The self-certified claim should clearly indicate the period of stay, name of dwelling, etc. Additionally, for stay in Class 'X' cities, the ceiling for all employees up to Level 8 would be Rs. 1,000 per day, but it will only be in the form of reimbursement upon production of relevant vouchers. The ceiling for reimbursement of hotel charges **will further not rise** by 25 percent whenever DA increases by 50 percent.
- c) **Reimbursement of travelling charges:** Similar to Reimbursement of staying accommodation charges, for levels 8 and below, the claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of travel, vehicle number, etc. The ceiling for levels 11 and below **will further not rise** by 25 percent whenever DA increases by 50 percent.
- d) **Reimbursement of Food charges:** There will be no separate reimbursement of food bills. Instead, the lump sum amount payable will be as per Table (a) above and, depending on the length of absence from headquarters, would be regulated as per Table (e) below. Since the concept of reimbursement has been done away with, no vouchers will be required. This methodology is in line with that followed by Indian Railways at present (with suitable enhancement of rates). i.e. Lump sum amount payable. The lump sum amount **will not** increase by 25 percent whenever DA increase by 50 percent.

e) *Timing restrictions*

Length of absence	Amount Payable
If absence from headquarters is <6 hours	30% of Lump Sum amount
If absence from headquarters is between 6-12 hours	70% of Lump Sum amount
If absence from headquarters is >12 hours	100% of Lump Sum amount

Absence from Head Quarter will be reckoned from midnight to midnight and will be calculated on a per day.

Claim in respect of Hotel Accommodation will be reimbursed on production of original bills on actuals subject to prescribed limits mentioned thereof.

Considering the journey to remote areas, claim towards food expenditure will be admitted as per the above slabs without insisting for bills.

Taxi charges will be reimbursed on production of original bills on actuals subject to prescribed limits mentioned thereof.

Important note: Travel Advance can be claimed by submitting requisition in prescribed format along with tour schedule as per norms of IIPM.

Travel Claim along with bills & tour report shall be submitted in the prescribed format to Accounts Unit after completion of tour schedule as per the norms of IIPM.

The IIPM Director, drawing apex scale shall be eligible to claim TA/DA at actuals. However, accommodation may be claimed contained by the ceiling of Rs.7500/- or submit actual bills, accordingly DA with the ceiling of Rs.1200/- or submit actual bills.

15. Local Conveyance

- 15.1** The actual to and fro expenses from the airport/railway station/bus terminus to the place of stay by the eligible mode of travel will be reimbursed based on bills. If the travel is undertaken by a city taxi (blue/yellow cab/black and yellow taxi), auto or bus, then a declaration/self-certification by the claimant would be sufficient provided per km rate does not exceed Rs.15/-.
- 15.2** The local conveyance inside the city/town per day would be in addition to (i) above and reimbursed against bill subject to maximum Rs.1500/- or at actuals, whichever is less. If the travel undertaken by a city taxi (blue/yellow cab/black and yellow taxi), auto or bus, then a declaration/self-certification by the claimant would be sufficient provided per km rate does not exceed Rs.15/-. The per day limit for local conveyance is of Rs.1500/-, or at actuals whichever is less, however, if it exceeds the limit, special permission of Director is required.
- 15.3** All claims related to Local conveyance to be submitted to Accounts Unit in the prescribed form enclosed as **Annexure-9(A) or (B)** along with required supporting documents within 5 working days.
- 15.4** Where the project/consultancy has specific budgets for TA/DA, the class of travel and allowances can be higher than those mentioned above, provided that the same is within the budget and approved by the Director/Competent Authority.
- 15.5** Study Abroad Program: The expenses related to SAP co-coordinators shall be considered as given below:
- a) 50% of the Air fare shall be reimbursed to the co-coordinators, on submission of boarding pass (Co-coordinators may have to book their air tickets (least cost) at lowest price).
 - b) 3 days applicable DA shall be paid to the co-coordinator per SAP visit.
 - c) Travel cum health insurance shall be borne by the institute.
 - d) Accommodation shall be shared along with students, as per availability.
- 25% of the cost incurred for SAP Secretary/co-coordinators shall be debited to SAP expenses. These conditions shall be followed in near future as per norms of the institute

16. Travel Advance and Settlement Rules

- 16.1** The travel advance shall be reasonable and sufficient to cover the costs of travel, stay and food during the travel, not exceeding 90% of the estimated expenditure viz., daily allowances, road/rail/air fare, for journeys both ways.
- 16.2** Faculty/Staff members who are travelling on office work would send appropriate Travel Request Form in the prescribed format enclosed as **Annexure-10(A)** at least 3 days before commencement of the journey for approval. The tour request form should clearly mention in detail, viz., name of person/s, advance breakups, duly signed by employee or employees (if travelling in group) and head of account to which the expenditure to be debited. Existing format used for travel advance shall continue.
- 16.3** Travel advance/expenditure claim shall be settled within 5 working days of completion of journey/re-joining duty if gone on leave immediately on completion of tour, along with detailed tour report (given in the specified column of TA claim form). The concern employee would send the TA form with appropriate supporting documents to Accounts Unit in the prescribed format enclosed as **Annexure-10(B)**. This would be vetted by Accounts Unit as per the existing norms and certify the expenses. The final settlement of travel would be approved by the Director based on the certification.
- 16.4** Professor, Associate Professor, Assistant Professor, Senior Faculty Associate shall be eligible to travel locally in a place by taxi like OLA/UBER or aggregated by cheapest mode of services. Academic Associate shall be eligible to commute locally by auto. Bills where available shall be submitted with travel settlements. In case bills are not available, self-declaration shall be given by the employee.
- 16.5** Fresh advance shall not be given without settlement of previous advance.
- 16.6** When advances are not settled within 30 days, Accounts Officer/Assistant Accounts Officer shall inform the Director and deduct the amount from the employee's salary.

16.7 Director shall have the discretion to permit Accounts Unit to entertain a travel claim presented beyond the prescribed time limit (as laid down in the Accounting Procedures Manual). This shall be possible if the Director is satisfied that the employee had sufficient cause for not submitting the claim on time.

17. **Honorarium**

17.1 Research: No honorarium will be paid for Research Work. honorarium sponsored by Agency and allocation of honorarium/overhead will be transferred to Institute account.

17.2 MDPs/EDPs: Those faculty members who generate Rs.50,000/- and above surplus per programs, shall be eligible to claim Rs.1,000/- as honorarium per session per day (maximum for 5 days & 2 sessions per day).

17.3 Projects: If projects are proposed with Institutional fee, faculty shall claim honorarium as per norms.

18. Consultancy Guidelines and Rules

18.1 Consultancy shall be encouraged as an integral part of education, training and research at IIPM with the objective of

- Make available the expertise of faculty specialization to practitioners.
- Deepen faculty knowledge.
- Develop relevant teaching and research agenda

18.2 Consultancy that adversely affects the faculty involvement in the Institute's education, training and research activities shall be rejected. Conversion of project or training assignments by faculty/agency into consultancy shall not be permitted.

18.3 *Sending Proposals* –

- All consultancy assignments shall be accepted through the Institute.
- Requests shall be forwarded to the Director along with all correspondence with the client.
- The consultancy approval form shall be filled and sent for prior approval. The current form being used shall continue.
- Consultancy agreements with the client shall be specific in terms of:
 - Scope of work
 - Time frame
 - Professional fees
 - Terms of payment

18.4 *Budget*- The proposal shall be made taking into consideration the following:

- Professional fees = Faculty time (days) x Rate per day
- Cost of engaging Project Assistant and/Investigators
- Cost of engaging External Expert/Advisor
- Travel costs (TA, DA etc.)
- Data collection costs (survey, design, questionnaire, etc.)
- Use of computer and other Institute facilities
- Others-local conveyance, stationery, printing, binding, consumables, telephone, fax etc.
- Institute overheads @ 10% of all above costs

18.5 Any support staff or experts appointed for the specific project shall be on contract and on a consolidated salary only.

18.6 Such appointments shall not exceed 4 months at a time and issued by the Project Coordinator with an approval from the Director.

18.7 Terms of appointment of external experts/advisors shall be communicated in writing by the Director.

18.8 Rates to be charged for faculty time, support staff time and Institute facility shall be discussed with the Director on a case to case basis.

18.9 An advance of 50% of the total project fee shall be payable by the client before commencement of the assignment.

18.10 *Sharing of Professional Fees* – Faculty shall be compelled to share professional fees with the Institute on the following basis:

Faculty professional fees	x
Expenses as given above	y
Sub-total	x + y
Overhead	$0.10 * (x + y)$
Total budget	$1.1 * (x + y)$
Institute's share	$0.10 * (x + y) + 0.40 * x$
Faculty share	$0.60 * x$
Expenses	y

18.11 Faculty shall ensure that Institute's share is at least 40% of the total budget.

18.12 Any saving in budget shall accrue to the Institute or the client. This shall be clarified at the time of finalization of proposal.

18.13 Professional fees payable to the faculty shall be made on satisfactory completion of the project as per client's requirement. A formal report shall be given to the Director for this aspect. Client shall pay 100% of the fees.

- 18.14** All remittance in connection with the project shall be paid to the Institute only. If any faculty receives payment directly, he/she shall transfer the same to the Institute without any delay.
- 18.15** Faculty shall be eligible to spend 40 days per calendar year on projects.
- 18.16** Accounts Unit shall be responsible to send a quarterly report on income and expenditure on a project to the Faculty/Coordinator and Director.
- 18.17** Faculty shall be responsible for follow up on all payments related to the project and on completion intimate the Director of the formal closure.
- 18.18** Faculty shall be expected to uphold the dignity and image of the Institute when dealing with the client.
- 18.19** Faculty shall not solicit consultancy projects during on campus training and reach-out programs.

19. Disciplinary Rules

19.1 *Conduct Rules-*

- The provision of the Central Civil Service (Conduct) Rules 1964 applicable to the civil employees of the Government of India as amended from time to time shall, mutatis mutandis, be applicable to the employees of IIPM also.
- Subject to such directions as may be issued by the Executive Council from time to time the authorities competent to receive the reports or to grant permission, under different rules of the Conduct Rules, shall be:

For employees belonging to Group A	Director
For Others	Administrative Officer or any other officer authorized by the Director

19.2 *Suspension, Penalties and Disciplinary Procedure* – The provisions in the Central Civil Services (Classification, Control and Appeal) Rules 1965 of the Government of India as amended from time to time, relating to “Suspension”, Penalties, and Procedure for imposing Penalties” as well as various orders and instructions issued thereunder by the Government of India shall apply, mutatis mutandis to the employees of IIPM.

19.3 *Withholding of Increment FR 24* – An increment shall ordinarily be drawn as a matter of course unless it is withheld. An increment shall be withheld from an employee by competent authority under rule 6, if his conduct has not been good or his work has not been satisfactory. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld, and whether the postponement shall have the effect of postponing future increments.

19.4 *Disciplinary Authorities* - Any of the penalties specified under clause 14.2 Central Civil Services (Classification, Control and Appeal) Rules 1965 of the Government of India may be imposed on any employee of the Institute by the council or by the appointing authority or by any other authority empowered in this behalf by the Management, provided that none of the major penalties shall be imposed on an employee by any authority subordinate to the appointing authority.

19.5 Appeals -

- a) An appeal shall lie from any original order made by the Director to the Council, and from an order made by an authority lower in rank than the Director, to the Director.
- b) No appeal shall be entertained unless it is submitted within a period of one month from the date of which the order appealed against is communicated to the person concerned, provided that the appellate authority may entertain the appeal after the expiry of the said period if it is satisfied that the appellant had sufficient cause for not submitting the appeal on time.
- c) Every person submitting an appeal shall do so separately and in his/her own name.
- d) The appeal shall be addressed to the appellate authority, shall contain all material statements and arguments on which the appellant relies. It shall not contain any disrespectful or improper language and shall be complete in itself.
- e) Every appeal shall be submitted to the Director who shall, unless he/she is himself the appellate authority; transmit it to the appellate authority.
- f) The appellate authority shall consider every appeal and pass such orders as it deems proper in the circumstances of the case, provided that no order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he/she may wish to make against such enhanced penalty.

19.6 Review - The Executive Council may, on its own motion or otherwise, review any order made under these bye-laws and pass such orders as deemed necessary in the circumstances of the case, provided that no order imposing an enhanced penalty shall be passed unless the person concerned has been given an opportunity of making any representation which he/she may wish to make against such enhanced penalty, provided further that no action under this rule shall be initiated after expiry of six months from the date of the order to be reviewed.

20. Resignation and Retirement

20.1 A regular Faculty may resign from his/her position by giving three months' notice or in alternative he/she shall pay three months' salary in lieu thereof. The vacation enjoyed by such a faculty during the notice period will not be counted as part of the notice period.

20.2 For those Faculty engaged on contractual period or serving on probationary period and worked for 12 months and above, may resign from his/her position by giving 60 days notice period or in alternative 45 to 60 days salary/remuneration in lieu thereof.

20.3 A regular Staff may resign from his/her position by giving three months' notice or in alternative he/she shall pay three months' salary in lieu thereof. The leave enjoyed by such a Staff during the notice period will not be counted as part of the notice period.

20.4 For those Staff engaged on contractual period or serving on probationary period and worked for 12 months and above, may resign from his/her position by giving 45 to 60 days notice period or in alternative 45 to 60 days salary/remuneration in lieu thereof.

20.5 A Faculty member shall retire on superannuation when he/she attain the age of 65 (no further extension shall be considered). Provided that the authority shall have the right to issue the orders of retirement of an employee who has attained the age of 60 years for reason of inefficiency, ill-health and the like.

20.6 A Staff member of the institution shall retire on superannuation when he/she attain the age of 60 (no further extension shall be considered). Provided that the authority shall have the right to issue the orders of retirement of an employee who has attained the age of 55 or 58 years for reason of inefficiency, ill-health and the like.

20.7 Premature/Compulsory Retirement FR 56(J)/(I): The appointing/ appropriate authority has absolute right to retire any employee. A committee shall be constituted for review and recommendations on to whether the officer concerned is to be retained or retired from service. The criteria to be followed by the committee in making the recommendation shall be as follow:

- a) Employees who have entered service before attaining the age of 35 years shall retire after attaining the age of 50 years, in any other case after he attained the age of 55 years.
- b) Employees whose ethical behaviors, integrity is doubtful, will be directed for early retirement or rule FR 56 (J) / (I) applied.
- b) Employees who are found to be ineffective will also be retired. The basic consideration in identifying such employee should be fitness/ competence of the employee to continue in the post which he/she is holding.

20.8 On Medical Grounds:

- a) The Competent Authority/Authorized officers may ask an employee at any time to appear before a Govt. Surgeon doctor for the purpose. If in the opinion of the doctor, the employee is found incapacitated rendering him physically or mentally unfit for work which he/she has been doing, and in the opinion of the doctor the chances of his becoming fit again for the same work are considered remote, he/she may be discharged by the competent authority on grounds of ill health.
- b) Failure to submit himself/herself for medical examination as required by the Competent Authority will render the employee liable to be deemed as medically unfit and consequently discharged from service.

21. Employees' Direct Deposit Linked Insurance Scheme, Gratuity & Superannuation Scheme

- 21.1** IIPM shall have an arrangement for Employees' Direct Deposit Linked Insurance Scheme (EDLI), Gratuity and Superannuation Scheme with the Life Insurance Corporation of India (LIC).
- 21.2** The scheme shall be available for permanent employees of IIPM and those employees who are on regular scale with probationary period.
- 21.3** The EDLI scheme shall assure the life of each member under a "One Year Renewable Group Term Assurance Plan" for a sum assured.
- 21.4** The scheme shall be renewed by IIPM annually. The premium amount shall be determined by LIC as per the policy.
- 21.5** Employer contributes to a maximum of 15% of the salary to Superannuation Funds on behalf of employees and paid to LIC annually.
- 21.6** Employees shall have the option to be covered under the Gratuity scheme.
- 21.7** Gratuity and Superannuation funds with LIC earn interest as per applicable rates that are revised from time to time.
- 21.8** Gratuity is paid only to employees who complete 5 or more years at IIPM.
- 21.9** Superannuation Scheme: Once the retirement age is attained, the employee has option to withdraw 1/3rd of the accumulated superannuation fund and the remaining 2/3rd be converted into pension.
- 21.10** The balance amount in the pension account shall be paid on a regular interval to the employee.
- 21.11** The employee shall have the option to choose the interval as monthly, quarterly or annually.

21.12 Terminal Benefits applicable to IIPM permanent employees are as under:

- (a) Employees Provident Fund (EPF)
- (b) Employees Pension Scheme (EPS)
- (c) Gratuity from LIC of India
- (d) Leave Encashment (accumulated EL Max 300 days)*
- (e) Superannuation scheme from LIC of India

**BN : Contingent on approval of IIPM Board, as discussed during the 48th Board/Society Meeting held on 07.03.2020.*

22. Service Books and Character Rolls

- 22.1** The Institute shall maintain a Service Book and Character Roll (ethical behavior) of each employee in such form and setting out such particulars as may be prescribed by the Director in consultation with the BoGs & Society.
- 22.2** The entries in the Service Book of an employee shall be made by Office Associate under the supervision of Administrative Officer or by such other authority as may be designated by the Director in this behalf.
- 22.3** The entries in the Character Roll of an employee shall be made according to the procedure laid down by the Appointing Authority.
- 22.4** Each entries made in the Service Book shall be attested by Director.
- 22.5** The entries made in the Service Book shall be verified and signed by the concerned employees at the end of each financial year.

23. Removal of Doubts

23.1 Where a doubt arises as to whether any authority of the Institute is superior to any other authority or as to the interpretation or application of any of the provisions of these bye-laws, the decision of the Director in consultation with the BoGs & Society thereon shall be final.

24. Confidential Reports

24.1 The Institute shall maintain Annual Confidential Reports of the faculty and staff members of the Institute. The reports shall be:

- For all regular faculty, officers and staff members of the Institute.
- A copy of faculty work performance & assessment sheet is enclosed as **Annexure-11(A)**.
- A copy of Staff work performance & assessment sheet is enclosed as **Annexure-11(B)**.
- For the financial year ending with the month of March every year.
- By the immediate Controlling Officer, as reporting person and counter signed by the Reviewing Officer.

24.2 It shall contain full particulars of the official reported upon and an objective assessment of work and qualities, apart from commenting on general qualities such as integrity, intelligence, industry, conduct attitude to superiors and subordinates, relations with fellow-employees, work aptitude etc., together with summing up in general terms of his/her good and bad qualities.

24.3 The formats for compiling the Annual Confidential Reports shall be as prescribed by the Institute and amended from time to time for the persons of the equivalent cadres. However, such additions, which may be relevant to the performance of the persons vis-à-vis with the work assigned to him in the Institute may be added.

25. Purchase Procedure

- 25.1** The important considerations for issuing purchase or service contracts shall be:
- Quality
 - Reliability
 - Timeliness
 - Cost
- 25.2** Cheapest price may not always result in the best quality or service. Hence keeping the quality and reliability of the supplier in mind, the lowest rate should be awarded the contract.
- 25.3** Purchases shall be made within the specified approved budget.
- 25.4** The purchase procedure shall apply to all purchases made at IIPM except construction, library and other small sundry items.
- 25.5** List of proprietary items shall be prepared and approved by the Purchase Committee.
- 25.6** For non-standard items, specifications shall be made as per the Users/technical experts.
- 25.7** For general items like stationery, cleaning material, computer consumables etc., Purchase Committee shall decide the quality.
- 25.8** Purchase of capital items shall be approved by the Purchase Committee and Director. After approval of Director.
- 25.9** Purchase Committee shall advice Admin unit to prepare a vendor list. Such lists shall be reviewed and revised on an annual basis and shall be approved by Director.
- 25.10** Minimum 3 quotations shall be required for selection of a vendor.

- 25.11** The sealed quotations shall be opened by the Purchase Committee, tabulated and finalized by concern unit.
- 25.12** Under normal circumstances the vendor with the lowest quote shall be awarded the contract.
- 25.13** On approval from competent authority admin shall make PO/WO for capital items & general items, the PO/WO will be signed by head of department.
- 25.14** *Maintenance and service contracts* for various equipment, garden catering etc. shall be finalized with the manufacturers/owners or their authorized representatives only.
- 25.15** Contracts shall be granted for a maximum tenure of 12 months after which the same shall be eligible for renewal. Register shall be maintained at Admin unit.
- 25.16** Contracts shall be renewed based on feedback of users.
- 25.17** *Capital items* shall be purchased only if the same has been budgeted. On in need circumstances competent authority may approve for purchase of capital items.
- 25.18** If the items are not budgeted, Director's approval shall be sought for the same.
- 25.19** The user department shall give details of the specifications of the item to be purchased to the Purchase Committee.
- 25.20** A payback analysis shall be made for the item/items to be purchased.
- 25.21** At least 3 quotations shall be obtained from vendors.
- 25.22** Based on the information collected, Purchase Committee shall select the vendor.

25.23 Purchases of Goods/Works (Constructions) received from Government as Grants the rules to be followed are as per GOI-General Financial Rules (GFR).

25.24 *Works Contract*

- Regarding works contract, a committee shall be formed for the specific purpose. The committee shall assess the past performance of the works contractors and based on reliability, quality of material, reasonable rate etc. contract shall be awarded to the most suitable contractor without any comparison for competitive quote.

25.25 *Hiring of Buildings*

- In case of the existing hostel facility in the campus become insufficient to accommodate students, the Administration unit and warden concerned has to shortlist facilities in and around the campus for facilitating additional accommodation.
- After following all the formalities the most suitable facility with adequate security for students shall be hired. The agreement shall contain provision for the need to provide required furniture for the students.
- Considering the hardship faced during previous occasions, payment of brokerage for locating suitable accommodation shall be admitted (if required).

26. Asset Disposal Procedure

- 26.1** A capital item shall be declared obsolete, surplus or unserviceable if the same is of no use to IIPM.
- 26.2** The decision to consider an item obsolete, surplus or unserviceable shall be taken by a committee formed for the purpose.
- 26.3** The committee shall be formed by the Director. It shall include at least one technical expert and AO/AAO.
- 26.4** The original cost, depreciation charged and written down value of the asset to be disposed shall be provided by the Accounts unit.
- 26.5** In case an item becomes unserviceable due to fraud or negligence on part of an employee, such an employee shall be held responsible for the same.
- 26.6** Computers and software shall be declared obsolete when,
- It is over 5 years old and not in a working condition
 - Software shall be considered obsolete when technical support on the same is no longer available.
- 26.7** When an item's cost of repair is considered too high compared to its current cost, a request for replacement giving such justifications shall be sent to the Purchase Committee.
- 26.8** In case an item has been damaged due to fire or any other reason it may be prudent to replace the item instead of repairing the same. In such cases a request for replacement giving such justifications shall be sent to the Purchase Committee.
- 26.9** Capital items discarded shall be kept in a separate location till the same is disposed of.
- 26.10** The committee shall call for sealed quotations from at least 3 Vendors for the items to be disposed.
- 26.11** The highest bidder shall be offered the item.

27. Other Substances

For smooth functioning of Administrative work, IIPM implemented few forms for various requirements which are listed below, the prescribed forms are available at administration which are to be duly filled in by concern and submit for approvals on need basis.

- 27.1** Vehicle Indent Form - ***Annexure-12(A)***
- 27.2** Indent for stationeries - ***Annexure-12(B)***
- 27.3** Indent for Cartridge/CD-R/RW/DVD-R/RW - ***Annexure-12(C)***
- 27.4** Request form for Laptop/Projector/other accessories - ***Annexure-12(D)***
- 27.5** Computer centre service report - ***Annexure-12(E)***
- 27.6** Seeking permission for operating Air conditioners at Class Rooms-
Annexure 12(F)
- 27.7** Material Inward-Outward Pass – ***Annexure 12(G)***
- 27.8** Visitors Pass – ***Annexure 12(H)***
- 27.9** Guest Lecture/Industry Resource Person/Campus Drive Proforma –
Annexure 12(I)
- 27.10** Others (if any)

28. Academic Rules

The Academic Rules is in book form separately maintained by the institute and is circulated to all students during their admission and uploaded in academic share folder.

INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organization of the Ministry of Commerce & Industry, GoI)

INTERNAL COMPLAINT COMMITTEE

(Gender Sensitization, Prevention and Redressal of Sexual Harassment)

Indian Institute of Plantation Management (IIPM)-Bengaluru has set up an Internal Complaint Committee as per the stipulations of All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees in Technical Institutions). However, Committee has not been set up only to deal with complaints of sexual harassment but also to focus on creating awareness, counselling, and educating about gender issues.

What is Sexual Harassment?

Sexual harassment includes unwelcome sexual advances, requests to engage in sexual conduct, and other physical and expressive behavior of a sexual nature where:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
- 2) Submission to or rejection of such conduct by an individual is used, or threatened or suggested to be used, as the basis for academic or employment decisions affecting the individual; or
- 3) Such conduct creates a hostile, intimidating or demeaning environment that is sufficiently severe, pervasive and objectively offensive to substantially interfere with an individual's academic or professional performance. Determination as to whether the alleged conduct constitutes sexual harassment should take into consideration the totality of the circumstances, including the context in which the alleged incidents occurred. Under this policy, sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestion that a person could get a higher grade or a raise in salary by submitting to sexual advances, including, but are not limited to, unwelcome sexual advances; repeated and unwelcome sexually-oriented bullying, teasing, joking, or flirting; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, touching, pinching, or brushing against another's body; or displaying objects or pictures, including electronic images, which are sexual in nature and which create a hostile or offensive work, education, or living environment.

Objectives of the Policy: Following are the objectives of the Policy:

- 1) To fulfill the directive of the Supreme Court enjoining all employers to develop and implement a policy against sexual harassment at the work place.
- 2) To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender based violence at the Institute.
- 3) To ensure implementation of policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- 4) To uphold commitment of the Institute to provide an environment free of gender-based discrimination.
- 5) To create a secure physical and social environment, that will deter acts of sexual harassment.
- 6) To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.
- 7) To deal with cases of sexual harassment, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment
- 8) To recommend appropriate punitive action against the guilty party to the Head of the Institute.

Jurisdiction: The rules and regulations outlined in this policy shall be applicable to all complaints of sexual harassment made:

- 1) By a member of the Institute against any other member of the Institute irrespective of whether the harassment is alleged to have taken place within or outside the campus.
- 2) By a resident against a member of the Institute or made by a member against a resident irrespective of whether sexual harassment is alleged to have taken place within or outside the campus.
- 3) By an outsider against a member of the Institute or by a member of the Institute against an outsider if the sexual harassment is alleged to have taken place within the campus.
- 4) By a member of the Institute against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases the Committee shall recommend that the Institute/college authorities initiate action by making a complaint with the appropriate authority. Further the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

Composition of Committee:

- 1) Two Faculty representatives by nomination
- 2) Two Non-teaching Staff representatives of the Institute/College
- 3) Two student representatives (as applicable) by nomination
- 4) One person from outside with known contribution to women's issues, nominated
- 5) Chairperson (woman) to be nominated from amongst the faculty members
- 6) Member Secretary to be selected from amongst the members other than the student category

At least 50% of the members in each of these categories should be women. The Head of the Institution shall constitute the Committee and all nominations shall be made by him/her. The Member Secretary shall be from any category except the student category. The term of each member (other than students) shall be three academic years. The term of student members shall be one academic year.

Meetings:

- 1) The Committee shall meet at least twice a year.
- 2) The meetings shall be chaired by the Chairperson and the Member-Secretary and be responsible to call the meeting and take the minutes and circulate them.
- 3) Notice of the meeting shall be circulated at least a week in advance.
- 4) The quorum for the meetings will be presence of 30% members.
- 5) In emergency situations, the meetings may be called at a shorter notice and held with fewer members, after an explanation for doing so. In the absence of the Convener, the members present shall appoint a female member to act as the Chairperson for the said meeting.
- 6) In the absence of the Member-Secretary, another member may be appointed by the members present to take the minutes.
- 7) The Committee shall submit its annual report to the Director on 30th April every year.

Powers and Duties:

A) Preventive:

- 1) To create and ensure a safe environment that is free of sexual harassment.
- 2) To create an atmosphere promoting equality and gender justice.
- 3) To publicize the policy widely, especially through prospectuses, notice boards etc.
- 4) To publicize the names and phone numbers of members of the committees.
- 5) To plan and carry out programs for gender sensitization.

B) Remedial:

- 1) The mechanism for registering complaints should be safe, accessible and sensitive.
- 2) To take cognizance of complaints about sexual harassment, conduct enquiries, provide assistance and redressal to the victims, recommend penalties and take action against the harasser, if necessary.
- 3) To recommend to the concerned authorities follow-up action and monitor the same.
- 4) To advise the disciplinary authority concerned to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
- 5) To seek medical, police and legal intervention with the consent of the complainant.
- 6) To make arrangements for appropriate psychological, emotional and physical support (in the form of counseling, security and other assistance) to the victim if/so he so desires.

Procedure for Inquiry:

- 1) If the Complainant and the Respondent do not wish to go for conciliation or if the conciliation reached is not complied with or IIPM does not take action, Committee shall, upon a written request from the Complainant to do so, conduct an inquiry into the complaint.
- 2) Committee shall make an inquiry into the complaint in accordance with the principles of natural justice and shall notify in writing, the time and dates of its meetings to the Complainant and the Respondent.
- 3) During inquiry, Committee may call upon any person/witness to appear before Committee if it is of the opinion that it shall be in the interest of justice. It also has powers to summon any documents pertaining to the Complaint. Any refusal by

any employee/student to attend any hearing before Committee when summoned or to provide to Committee, any documents and/or information within his/her power or possession shall constitute as misconduct, rendering such employee/student for adverse action by IIPM.

- 4) All parties shall be intimated within reasonable time in advance in writing of the date, time and venue of the inquiry proceedings.
- 5) All minutes of the inquiry shall be recorded in writing and shall be endorsed by persons present.
- 6) The Committee shall have the right to summon, as many times as required, the Respondent, Complainant and/or any witnesses for the purpose of supplementary testimony and/or clarifications
- 7) The Committee shall have the right to terminate the inquiry proceedings or to give an ex-parte decision on the complaint, if the Complainant or Respondent fails, without sufficient cause, to present themselves, for 3 (three) consecutive hearings convened by the Chairperson. Provided that such termination or ex-parte order may not be passed without giving a notice in writing, 15 (fifteen) days in advance, to the party concerned.
- 8) During the course of inquiry, the Complainant and the Respondent shall be given a fair opportunity of being heard.
- 9) Before preparing the inquiry report, a copy of the findings shall be given to the parties in case they wish to make representations against such findings.
- 10) In conducting the inquiry, at any point of time, the complaint shall be heard by a minimum of 3 (three) members of Committee including the Presiding Officer and shall be completed within a period of 90 (ninety) days from the date of receipt of complaint.
- 11) The Complainant and Respondent shall not be allowed to bring in any legal practitioner to represent them at any stage of the proceedings before Committee.
- 12) Everyone who is a part of the Committee proceedings shall be required to keep all details related to the complaint confidential and may need to sign a confidentiality agreement/letter/arrangement.

Recommendation of Committee against Respondent in case Respondent is employee (academic and/or non-teaching) and Guilt is proven: Where the Committee arrives at the conclusion that the allegation against Respondent (employee-academic or non-teaching) is proved and such employee is found guilty of sexual harassment, Committee may give any of the following recommendations:

- 1) A written apology from the employee
- 2) A letter of warning may be given to the employee
- 3) Reprimand or censure the employee
- 4) Removal from an administrative position
- 5) Disbarment from holding an administrative position
- 6) Compulsory retirement
- 7) Withholding the promotion
- 8) Withholding of pay rise or increments
- 9) Immediate transfer or suspension without pay
- 10) Suspension from service for a limited period
- 11) Termination from service
- 12) Undergoing a counselling session
- 13) Carrying out community service
- 14) Deduction from the salary or wages of the employee, such sum as Committee may consider appropriate to be paid to the Complainant or to his/her legal heirs as compensation. In case IIPM is unable to make deductions from the salary of the employee due to his/her being absent from duty or cessation of employment, it may direct them to pay such sum to the Complainant. In case they fail to pay the sum, Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

Recommendation of Committee against Respondent in case Respondent is student and Guilt is proven: Where the Committee arrives at the conclusion that the allegation against the Respondent (student) is proved and such student is found guilty of sexual harassment, Committee may give any of the following recommendations:

- 1) Warning or reprimand
- 2) Transfer to another hostel accommodation
- 3) Withdrawal of hostel accommodation for a period up to one term
- 4) Repeating a slot/term/courses/program
- 5) Suspension from a slot/term/courses/program
- 6) Withdrawal of the right to an official character certificate or reference letter from IIPM
- 7) Rustication from IIPM for a period up to one year
- 8) Debar from IIPM event or function
- 9) Removal from an administrative position
- 10) Disbarment from holding an administrative position
- 11) Debar from participating in convocation procession
- 12) Expulsion from IIPM, and/or a bar on appearing for the entrance examination/interview to any program of study offered by IIPM
- 13) Withholding of a degree awarded by IIPM

Actions by IIPM: Management of IIPM shall act upon the recommendation given by Committee within 60 (sixty) days of receipt of the recommendation. Action taken and penalty awarded to the Respondent (in case the Respondent is an employee (academic and/or non-teaching staff) may be recorded in his/her Annual Performance Report/ Confidential Record (whatever applicable). Further, the action taken and penalty awarded to the Respondent (in case of a student) may be recorded in his/her Personal File. In addition to the penalties specified above, the person may be advised to undergo counselling and gender sensitization, and to give a written apology to the Complainant.

Actions by IIPM against Third Party: In case of a complaint being filed against a Third Party, in spite of the fact that no employment related action may be possible by IIPM against such Third Party, however, IIPM may take all or any of the following measures, whether or not inquiry is done/possible by Committee:

- 1) Warning, reprimand, or censure of such Third Party.
- 2) A letter communicating his/her misconduct to his/her place of education, employment or residence.
- 3) Declaration of the campus as out of bounds for him/her, and/or a bar on appearing for the entrance examination/interview to any program of study offered by IIPM.
- 4) In case of service provider, declaration that services shall not be taken from him/her
- 5) Any other action as may be necessary.

Actions for filing false complaints:

- 1) This Policy has been evolved to ensure that employees/students have a forum to approach in the event of instances of sexual harassment. However, if on inquiry it is revealed that the complaint was made with a malicious intent and with the motive of maligning the concerned individual; tarnishing his/her image and to settle personal/professional scores, strict action will be taken against the Complainant.
- 2) In case Committee arrives at a conclusion that the allegation against the Respondent is malicious or the Complainant has made the complaint knowing it to be false or has produced any forged or misleading document, it may recommend to IIPM to take suitable action against the Complainant, in accordance with the provisions of the applicable service rules and/or may include any of the actions mentioned above. Therefore, for filing a false complaint, Committee may make the same recommendation against the Complainant as it would have recommended against the Respondent if the complaint would have been proved to be a genuine one. IIPM shall then act upon the recommendation given by Committee within 60 (sixty) days of receipt of the recommendation.
- 3) A mere inability to substantiate a complaint or provide adequate proof need not attract action against the Complainant. The malicious intent on the part of the Complainant will have to be established through the inquiry process before an action against such Complainant is recommended.

Responsibilities of IIPM:

- 1) IIPM shall provide legal, medical and counselling assistance to those complainants who have to take recourse to the law.
- 2) In case the management of IIPM receives a complaint, it shall forward such complaint to the Committee for proper redressal of such complaint.
- 3) IIPM shall maintain full confidentiality with respect to the complaints
- 4) IIPM shall extend all necessary assistance for ensuring full, effective and speedy implementation of this Policy.
- 5) IIPM shall strive to create a safe workplace and provide support to Committee for its effective and unbiased functioning.

Where Sexual Harassment amounts to Criminal Offence:

- 1) Sexual Harassment amounts to a specific offence under the Indian Penal Code, 1860 or under any other law, it shall be the duty of Committee to immediately inform the Complainant of his/her right to initiate action in accordance with law with the appropriate authority, and to give advice and guidance regarding the same.
- 2) The provisions of this Policy shall not restrict the powers of IIPM or Complainant to proceed against the Respondent for any other misconduct, or pursue criminal or civil remedies, whether or not connected with the misconduct within the purview of this Policy.
- 3) The proceedings under this Policy shall not, in any way, be affected by any other proceedings against the Respondent preferred by the Complainant under any other provision of civil or criminal law, except to the extent specifically ordered by a court of law. Any such action or proceedings initiated shall be in addition to proceedings initiated and/or any action taken under this Policy.

Amendment to the Policy: On the basis of experience of working of the policy, the committee will have the power to make recommendations to the Director about changes in the policy. The Director after adequate consultation shall make recommendations to Board of Governors about changes in the policy, as and when required in keeping with the preamble and objectives of the policy.



INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organization of the Ministry of Commerce & Industry, GoI)

FACULTY WORK PERFORMANCE AND ASSESSMENT (FWPA) SHEET

Faculty Name: _____

Date of Joining: _____

Academic Year	Faculty Assignment Work Performance										Administrative Role (10-15%)	Other Areas (to be specified to meet individual expertise, if any)
	Completed Class Room Teaching - Indicate Total No. of hours for the academic year(s) (120-240 hours)		Completed MDPs, PCPs, Workshops & Conferences (Co-ordination) (25-30 days) Indicate No. of Days				Completed Independent Research Study (2 with institutional fee) and Consultancy Project (with 33% faculty share)					
	New Course Teaching	Repeated Course Teaching	with mandatory institutional fee of Rs. 2,000 per day per participant	with Concessional/ No fee	Program Rating	No. of Independent Projects/ Research	No. of Projects/ Research Allocated by the Institute (PI / Co-PI)	No. of Publications (R/N/S/M)				
	A	A1	B	B1	B2	C	C1	C2			D	E
Total												

Date: _____

Self Appraisal	Annual Assessment & Approval by Competent Authority
<input type="checkbox"/> Recommended	<input type="checkbox"/> Not Recommended
<input type="checkbox"/> Withhold Increment	
Remarks, If Any	
_____ (Signature of Faculty)	

C2: R-Refereed Journals (ABDC Journals with Citation of Scopus & Web of Science); N-National; S-State; M-Magazine



INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organization of the Ministry of Commerce & Industry, GoI)

PROFORMA OF FACULTY RESEARCH PUBLICATIONS IN PEER-REVIEW & REFEREED JOURNAL

(Please mention details of 6 best publications and attach a separate sheet if necessary)

(To be filled by Faculty)

Sl. No	Article(s) Title	Co-authors (If any)	Journal(s) Name	Journal ISSN No: Date/ Vol/ Page No.	ABDC Journal Category	Whether Indexed in Scopus / Web of Science (WoS)	Impact Factor based Clarivate Analytics	No. of Citations {Scopus /WoS / Google Scholar}	Score assigned by the Screening Committee

Note:

- (a) Two authors: 70% of total value of publication for each author. More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.
- (b) Impact factor to be determined as per Clarivate Analytics of Thomson Reuter's database only.
- (c) Paid Journals and Beall's list of predatory journals are not eligible

IIPMB Research Publications (Peer-Review/Refereed Journal) Scoring Methodology by Screening Committee
(Internal Use Only)

Journal Indexed either in Scopus or Web of Science (WoS) Database	Journal Listed only in ABDC	Journal Listed in ABDC and Indexed either in Scopus/WoS Database
10 Points	20 Points	30 Points

Research score for research papers of IIPMB faculty would be augmented as follows:

- a) Paper with impact factor between less than 1: 10 Points
- b) Paper with impact factor between 1 to 2: 20 Points
- c) Paper with impact factor between 2 to 5: 30 Points
- d) Paper with impact factor between 5 to 10: 40 Points
- e) Paper with impact factor >10: 50 Points
- f) All other journals may get ZERO Points

Note:

- (a) Two authors: 70% of total value of publication for each author. More than two authors: 70% of total value of publication for the First/Principal/Corresponding author and 30% of total value of publication for each of the joint authors.
- (b) Impact factor to be determined as per Clarivate Analytics of Thomson Reuter’s database list only.
- (c) Paid Journals and Beall’s list of predatory journals are not eligible
- (d) Suggested publication area can be “core management” associated with food, plantation & associated agri-business sectors.
- (e) Total citation/H-Index may be given some weightage during faculty assessment interview.

For Screening Committee Verification Source Website:

Scopus Data base: <https://www.scopus.com/sources?zone=TopNavBar&origin=NO%20ORIGIN%20DEFINED>

ABDC Data base: <https://abdc.edu.au/research/abdc-journal-list/>

Web of Science (WoS) Database: <https://mjl.clarivate.com/search-results>

Impact Factor Database: <https://clarivate.com/webofsciencergroup/blog/announcing-the-2019-journal-citation-reports/>

INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organization of the Ministry of Commerce & Industry, GoI)

FACULTY DEVELOPMENT POLICY

The purpose of Faculty Development Policy is to support the mission of the Institute through planning and implementing workshops, seminars, international participation & educational opportunities for the faculty. Emphasis is placed on encouraging faculty to develop their professional and personal skills and attributes to achieve excellence in their job performance.

Faculty members are expected to take initiative as proactive in promoting their own growth by identifying and participating in professional development activities that will meet their needs to enhance the skills, knowledge, effectiveness and efficiency of their performance:

- 1) ***Career Planning:*** The institute encourages to provide long term opportunity to work with the Institute and there is a clear career path for all the job titles.
- 2) ***Support Higher Studies:*** The institute has a policy to support faculty members to pursue higher studies (including PhD/Post-Doctoral) program in the relevant fields of study and as per the requirement of the Institute.
- 3) ***Personal & Professional Development:*** The institute has a policy to encourage Personal and Professional Development of faculty members through Research & Development, Publications, Paper presentation & participation in conferences & seminars, workshops, Refresher courses, MOOC courses, etc., which allow them to learn from multiple dimensions. An opportunity is given to visit abroad for international and professional linkage.

In addition, faculty members who self-sponsor to attend Conferences, FDPs and MOOC courses relevant to their areas of interest/discipline, they are given duty leave and fee & transportation charges.

In order to encourage faculty members to publish articles in reputed journals listed under ABDC indexed in WoS/SCOPUS, payment of “Cash Award” at par with IIMB norms shall be given.

- 4) **Sponsored Research:** In addition to IIPM assigned projects (Ministry & Commodity Boards of India), faculty members are encouraged to obtain research projects from other funding agencies. An institutional grant for research is provided to those faculty who need seed grants for conducting research/case analysis.
- 5) **Consultancy Assignments:** Faculty members are encouraged to pursue consultancy and the earnings are shared on percentage basis (refer to Consultancy Policy of the Institute).
- 6) **Faculty Development Fund:** The institute shall maintain a fund with fixed amount every year. Financial assistance/encouragement to faculty shall be provided for the following:
 - a) Presenting research papers in national & international seminars
 - b) Publishing research papers in national & international journals
 - c) Authoring academic books
 - d) Visiting institutions of excellence at the national & international level
 - e) Attending Faculty Development Programs, national & international conferences/seminars, short term training programs, MOOC courses, etc.
- 7) **Honorarium for Co-ordination of MDPs & Projects:** As part of Faculty Development Process, faculty members shall be paid honorarium for both coordinating MDPs/EDPs/PCPs and each sessions’ handled in their respective discipline. In addition, if a faculty obtains projects with Institutional fee, he/she shall be eligible to claim honorarium as per IIPMB norms indicated in Administrative Rule book under Rule (16).
- 8) **Review of FDP Policy:** The policy shall be reviewed when found necessary. The review shall be made by the Faculty Working Committee and the same shall be submitted to IIPM Board of Governors for approval.

INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU				IIPM	
Employee Evaluation Template					
Designation:		Division:			
Salary Grade/Band:		Immediate Officer:		AAO	
Name of Employee:		Joining Date:		2018 to 2020	
Department:		Review Period:		2018 to 2020	
Evaluation Purpose:		For Promotion / P MACP / Motivation Incentives			
Total Overall Score : (Out of 100 points)		Max. Marks		SUB-TOTAL	
I FUNCTIONAL SKILLS		CRITERIA		SCORE	
A Quality of Work (Out of 15 Marks)		CRITERIA		SCORE	
1 Accuracy, neatness and timeliness of work (out of 5)		1 Responds and contributes to team efforts (out of 5)		D 1+D2+D3	
2 Adherence to duties and procedures in Job Description and Work Instructions (out of 5)		2 Responds positively to suggestions and instructions and criticism (out of 5)		+D4+D5	
3 Synchronization with organizations/functional goals (out of 5)		3 Keeps supervisor informed of all details (out of 5)			
B Work Habits (Out of 20 Marks)		4 Communication Skills (out of 5)			
1 Punctuality to workplace (out of 5)		5 Seeks feedback to improve (out of 5)			
2 Attendance (out of 5)					
3 Does the employee stay busy, look for things to do, takes initiatives at workplace (out of 5)					
4 Submits reports on time and meets deadlines (out of 5)					
C Job Knowledge (Out of 15 Marks)		CRITERIA		SCORE	
1 Skill and ability to perform job satisfactorily (out of 5)		1 Aspirant to climb up the ladder, accepts challenges, new responsibilities and roles. (out of 10)		E 1+E2+E3	
2 Shown interest in learning and improving (out of 5)		2 Innovative thinking - contribution to organizations and functions and personal growth. (out of 10)			
3 Problem solving ability (out of 5)		3 Work motivation. (out of 5)			
TOTAL of A + B + C		TOTAL of D + E		YES / NO	
Scoring System		OVERALL PROGRESS			
Attribute		Score			
Outstanding		5			
Exceeds Requirements		4			
Meets Requirements		3			
Need Improvement		2			
Unsatisfactory		1			
IV RECOMMENDATIONS		FINAL COMMENTS			
		Employee performance and learning is unsatisfactory and is failing to improve at a satisfactory rate			
		Employee performance and learning is acceptable and is improving at a satisfactory rate			
		Employee has successfully demonstrated outstanding overall performance			
Evaluator's Name:		Signature of the Director			
Signature:		Date:			

INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organization of the Ministry of Commerce & Industry, GoI)

MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACPS)

1. There shall be three financial upgradations under the MACPS, counted from the direct entry grade on completion of 10, 20 and 30 years' service respectively. Financial upgradation under the Scheme will be admissible whenever a person has spent 10 years continuously in the same grade-pay. Accordingly, all staff members shall be eligible for a maximum of either 3 MACPS (or) upgradation (or) promotion, during their entire service period as per norms. Under any circumstances, the above subject cannot be claimed as a matter of rights.
2. The MACPS envisages merely placement in the immediate next higher grade pay in the hierarchy of the recommended revised pay bands and grade pay as given in Section 1, Part-A of the first schedule of the CCS (Revised Pay) Rules, 2008. Thus, the grade pay at the time of financial upgradation under the MACPS can, in certain cases where regular promotion is not between two successive grades, be different than what is available at the time of regular promotion. In such cases, the higher grade pay attached to the next promotion post in the hierarchy of the concerned cadre/organization will be given only at the time of regular promotion.
3. The financial upgradations under the MACPS would be admissible up-to the highest grade pay of ₹ 12000/ in the PB-4.
4. Benefit of pay fixation available at the time of regular promotion shall also be allowed at the time of financial upgradation under the Scheme. Therefore, the pay shall be raised by 3% of the total pay in the pay band and the grade pay drawn before such upgradation. There shall, however, be no further fixation of pay at the time of regular promotion if it is in the same grade pay as granted under MACPS. However, at the time of actual promotion if it happens to be in a post carrying higher grade pay than what is available under MACPS, no pay fixation would be available and only difference of grade

pay would be made available. To illustrate, in case a employee joins as a direct recruit in the grade pay of ₹ 1900 in PB-I and he gets no promotion till completion of 10 years of service, he will be granted financial upgradation under MACPS in the next higher grade pay of ₹ 2000 and his pay will be fixed by granting him one increment plus the difference of grade pay (i.e. ₹ 100). After availing financial upgradation under MACPS, if the employee gets his regular promotion in the hierarchy of his cadre, which is to the grade of ₹ 2400, on regular promotion, he will only be granted the difference of grade pay between ₹ 2000 and ₹ 2400. No additional increment will be granted at this stage.

5. Promotions earned/upgradation granted under the ACP Scheme in the past to those grades which now carry the same grade pay due to merger of pay scales/upgradations of posts recommended by the Sixth Pay Commission shall be ignored for the purpose of granting upgradations under Modified ACPS.
6. In the case of all the employees granted financial upgradations under ACPS till 01.01.2006, their revised pay will be fixed with reference to the pay scale granted to them under the ACPS.
 - 6.1 In the case of ACP upgradations granted between 01.01.2006 and 31.08.2008, the employee has the option under the CCS (RP) Rules, 2008 to have his pay fixed in the revised pay structure either (a) w.e.f. 01.01.2006 with reference to his pre-revised scale as on 01.01.2006; or (b) w.e.f. the date of his financial upgradation under ACP with reference to the pre-revised scale granted under ACP. In case of option (b), he shall be entitled to draw his arrears of pay only from the date of his option i.e. the date of financial upgradation under ACP.
 - 6.2 In cases where financial upgradation had been granted to employee in the next higher scale in the hierarchy of their cadre as per the provisions of the ACP Scheme of August, 1999, but whereas as a result of the implementation of Sixth CPC's recommendations, the next higher post in the hierarchy of the cadre has been upgraded by granting a higher grade pay, the pay of such employees in the revised pay structure will be fixed with reference to the higher grade pay granted to the post. To illustrate, in the case of Jr. Engineer in CPWD, who was granted 1st ACP in his hierarchy to the grade of Asst. Engineer in the pre-revised scale of ₹ 6500-10500

corresponding to the revised grade pay of ₹ 4200 in the pay band PB-2, he will now be granted grade pay of ₹ 4600 in the pay band PB-2 consequent upon upgradation of the post of Asst. Engineer. In CPWD by granting them the grade pay of ₹ 4600 in PB-2 as a result of Sixth CPC's recommendation. However, from the date of implementation of the MACPS, all the financial upgradations under the Scheme should be done strictly in accordance with the hierarchy of grade pays in pay bands as notified vide CCS (Revised Pay) Rules, 2008.

7. With regard to fixation of his pay on grant of promotion/financial upgradation under MACP Scheme, an employee has an option under FR22 (1) (a) (1) to get his pay fixed in the higher post/grade pay either from the date of his promotion/upgradation or from the date of his next increment viz. 1st July of the year. The pay and the date of increment would be fixed in accordance with clarification no.2 of Department of Expenditure's O.M. N0.1/1/2008-1C dated 13.09.2008.

8. Promotions earned in the post carrying same grade pay in the promotional hierarchy as per Recruitment Rules shall be counted for the purpose of MACPS.

8.1 Consequent upon the implementation of Sixth CPC's recommendations, grade pay of Rs. 5400 is now in two pay bands viz., PB-2 and PB-3. The grade pay of Rs. 5400 in PB-2 and Rs. 5400 in PB-3 shall be treated as separate grade pays for the purpose of grant of upgradation under MACP Scheme.

9. 'Regular service' for the purposes of the MACPS shall commence from the date of joining of a post in direct entry grade on a regular basis either on direct recruitment basis or on absorption/re-employment basis. Service rendered on adhoc/contract basis before regular appointment on pre-appointment training shall not be taken into reckoning. However, past continuous regular service in another Government Department in a post carrying same grade pay prior to regular appointment in a new Department, without a break, shall also be counted towards qualifying regular service for the purposes of MACPS only (and not for the regular promotions). However, benefits under the MACPS in such cases shall not be considered till the satisfactory completion of the probation period in the new post.

10. 'Past service' rendered by any Government employee in a State Government/statutory body/Autonomous body/Public Sector organization, before appointment in the Government shall not be counted towards Regular Service.
11. 'Regular service' shall include all periods spent on deputation/Foreign Service, and all other kind of leave, duly sanctioned by the competent authority.
12. The MACPS shall also be applicable to work charged employees, if their service conditions are comparable with the staff of regular establishment
13. Existing time-bound promotion scheme, including in-situ promotion scheme, Staff Car Driver Scheme or any other kind of promotion scheme existing for a particular category of employees in a Ministry/Department or its offices, may continue to be operational for the concerned category of employees if it is decided by the concerned administrative authorities to retain such Schemes, after necessary consultations or they may switch-over to the MACPS. However, these Schemes shall not run concurrently with the MACPS.
14. The MACPS is directly applicable only to Central Government Civilian employees. It will not get automatically extended to employees of Central Autonomous/Statutory Bodies under the administrative control of a Ministry/Department. Keeping in view the financial implications involved at IIPM, a conscious decision in this regard shall have to be taken by the respective Governing Body/Board of Directors of IIPMB and prior concurrence of IIPMB Board shall be obtained.
15. If a financial upgradation under the MACPS is deferred and not allowed after 10 years in a grade pay, due to the reason of the employees being unfit or due to departmental proceedings, etc., this would have consequential effect on the subsequent financial upgradation which would also get deferred to the extent of delay in grant of first financial upgradation.
16. On grant of financial upgradation under the Scheme, there shall be no change in the designation, classification or higher status.

17. The financial upgradation would be on non-functional basis subject to fitness, in the hierarchy of grade pay within the PB-1. Thereafter for upgradation under the MACPS the benchmark of 'good' would be applicable till the grade pay of Rs. 6600/- in PB-3. The benchmark will be 'Very Good' for financial upgradation to the grade pay of Rs. 7600 and above.
18. In the matter of disciplinary/penalty proceedings, grant of benefit under the MACPS shall be subject to rules governing normal promotion. Such cases shall, therefore, be regulated under the provisions of the CCS (CCA) Rules, 1965 and instructions issued thereunder.
19. The MACPS contemplates merely placement on personal basis in the immediate higher Grade pay/grant of financial benefits only and shall not amount to actual/functional promotion of the employees concerned. Therefore, no reservation orders/roster shall apply to the MACPS, which shall extend its benefits uniformly to all eligible SC/ST employees also. However, the rules of reservation in promotion shall be ensured at the time of regular promotion. For this reason, it shall not be mandatory to associate members of SC/ST in the Screening Committee meant to consider cases for grant of financial upgradation under the Scheme.
20. Financial upgradation under the MACPS shall be purely personal to the employee and shall have no relevance to his seniority position. As such, there shall be no additional financial upgradation for the senior employees on the ground that the junior employee in the grade has got higher pay/grade pay under the MACPS.
21. Pay drawn in the pay band and the grade pay allowed under the MACPS shall be taken as the basis for determining the terminal benefits in respect of the retiring employee.
22. If Group "A" employee, who was not covered under the ACP Scheme has now become entitled to say third financial upgradation directly, having completed 30 year's regular service, his pay shall be fixed successively in next three immediate higher grade pays in the hierarchy of revised pay-bands and grade pays allowing the benefit of 3% pay fixation at every stage. Pay of persons becoming eligible for second financial upgradation may also be fixed accordingly.

23. In case an employee is declared surplus in his/her organization and appointed in the same pay-scale or lower scale of pay in the new organization, the regular service rendered by him/her in the previous organization shall be counted towards the regular service in his/her new organization for the purpose of giving financial upgradation under the MACPS.
24. In case of an employee after getting promotion/ACP seeks unilateral transfer on a lower post or lower scale, he will be entitled only for second and third financial upgradations on completion of 20/30 years of regular service under the MACPS, as the case may be, from the date of his initial appointment to the post in the new organization.
25. If a regular promotion has been offered but was refused by the employee before becoming entitled to a financial upgradation, no financial upgradation shall be allowed as such an employee has not been stagnated due to lack of opportunities. If, however, financial upgradation has been allowed due to stagnation and the employees subsequently refuse the promotion, it shall not be a ground to withdraw the financial upgradation. He shall, however, not be eligible to be considered for further financial upgradation till he agrees to be considered for promotion again and the second the next financial upgradation shall also be deferred to the extent of period of debarment due to the refusal.
26. Cases of persons holding higher posts purely on adhoc basis shall also be considered by the Screening Committee along with others. They may be allowed the benefit of financial upgradation on reversion to the lower post or if it is beneficial vis-à-vis the pay drawn on adhoc basis.
27. Employees on deputation need not revert to the parent Department for availing the benefit of financial upgradation under the MACPS. They may exercise a fresh option to draw the pay in the pay band and the grade pay of the post held by them or the pay plus grade pay admissible to them under the MACPS, whichever is beneficial.



INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organization of the Ministry of Commerce & Industry, GoI)

LEAVE APPLICATION FOR CL / RH / CH

Name and Designation of the Official :

No. of Days CL/RH/CH required and the Date :

On which the leave is proposed to be availed of

Reason of Leave :

Particulars of intervening adjoining and :

Closed Holidays, if any

Whether applicant proposes to leave Headquarter, :

During CL / RH / CH, if so, the leave **address**

at which he/she can be contacted if necessary

In my absence Sri. / Smt. will take care of my work takes care

Place : Bengaluru

(Signature of the responsible person/s

Date:

in absence of the applicant)

.....

.....

Signature of Faculty/Officer-in-charge

(Signature of the applicant)

FOR OFFICE USE

No. of Days CL/RH/CH already availed :

No. of Days CL/RH/CH still at credit :

.....

(SANCTIONING AUTHORITY)

Entered in CL/RH/CH register Folio No:

.....

Signature / Date



INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organization of the Ministry of Commerce & Industry, GoI)

LEAVE APPLICATION

1. Name of the Applicant : Sri/Smt.....
 2. Designation of the Official :
 3. Permanent / Temporary :
 4. Scale and Present Pay : Rs.....
 5. Period and nature of the leave now applied for and the date from which it is required :
 6. Reason for Leave :
 7. Date of return from last leave (period and nature to be specified) :
 8. My address during leave :
- In my absence Sri. / Smt. _____ will take care of my work

Place: Bengaluru

.....
(Signature of the responsible person/s takes care in absence of the applicant)

Date:

.....
(Signature of the applicant)

.....
Signature of Faculty/Officer-in-charge

-
9. Particulars of leave due on the ... Earned Leave..... Days. date of proceeding on leave
Half pay leave..... Days.
-

OFFICE NOTES

10. For approval ofdays.....leave
(a) Grant to leave from.....to.....may be granted.
Entered in Service/Leave register

Signature / Date

DIRECTOR

Annexure-4(C)

To:
The Director
Indian Institute of Plantation Management.
Bengaluru

Sir,

Sub: Duty report- reg.

Ref: Leave Application dated: ___/___/___.

On expiry of the leave applied by me vide application dated: ___/___/___, I have rejoined duty today on the Forenoon of ___/___/___.

Yours faithfully

(Signature, Name & Designation)

Place:

Date:

FORM - 2

REIMBURSEMENT OF CHILDREN EDUCATION ALLOWANCE

Ref: OM No. 12011/03/2008 (Allowance) Dated 02/09/2009}

1. Certified that the children/child mentioned below in respect of whom re-imbursement of Children Education Allowance claimed is wholly dependent upon me:-

Name of the Child & Date of Birth	School in which studying	Class in which studying & A/Y	Total Education allowance paid (Rs.)	Total Amount of reimbursement claimed (Rs.)
(1)	(2)	(3)	(4)	(5)
1)				Rs.
2)				Rs.
DOB - (1)				Rs.
(2)				
# Tuition fees - for the Whole Year - / I/II/III/IV- Term				Rs.
Purchase of books (One Set/per child /per A/Y)				Rs.
Purchase of Note books (One Set/per child /per A/Y)				Rs.
Purchase of Uniforms (Two Sets/per child /per A/Y)				Rs.
Purchase of school shoes (One Set/per child /per A/Y)				Rs.
			Total	Rs.

2. Certified that the Education Allowance indicated against the Child/Children has actually been paid by me (Receipts enclosed)

(Note:-Copy of School fee card & Bank challans/Paid up Receipts/purchase receipts in original are to be enclosed)

3. Certified that:-

- i) My spouse is not a Central Government servant
- ii) My spouse is a Central Govt. servant and that she/he has not claimed/will not claim children's educational allowance in respect of our child/children.

4. Certified that during the period covered by the claim the child attended the school regularly and did not absent himself/herself from the school without proper leave for a period exceeding one month.
5. In the event of any change in the particulars given above which affect my eligibility for children's educational allowance, I undertake to intimate the same promptly and also to refund excess payments, if any made.

Note : # Tuition Fee Means Tuition fee, Admission fee, lab fee, special fee charged for agriculture, electronics, music or any other subject, Fee charged for practical work under the program of work experience, fee paid for the use of any aid or appliance by the child, library fee, games/sports fee and fee for extracurricular activities.

Encl :

Place & Date :

(Signature of the Employee)

Name :

INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organization of the Ministry of Commerce & Industry, GoI)

**APPLICATION FOR GRANT OF ALL INDIA/HOME TOWN LEAVE TRAVEL CONCESSION AND
ADVANCE (TO BE SUBMITTED IN DUPLICATE)**

1. Name and Designation of the official and section in which working.	
2. Basic Pay.	
3. Place to which the LTD is proposed to be availed with date.	
4. Name, relationship of dependents who are accompanying and availing the LTC and their age.	
5. Block Years.	
6. Kind of journey proposed, whether by Rail/Public conveyance (Govt. Transportation.	
7. Actual fare for forward and return Journeys by shortest route on through ticket basis.	
8. Amount of Advance Required.	
9. When did you avail the last LTC and which block years.	
10. Whether LTC to 'Home Town' was availed previously during the 4 th Block Years mentioned in Col.No.5? If so when?	
11. Place of 'Home Town' declared as entered in the Service Register	

I hereby certify that the members of my family mentioned in Col.No.4 are wholly dependent upon me and residing with me.

PLACE:

DATE:

SIGNATURE OF THE APPLICANT**OFFICE NOTE**

Amount of advance eligible Rs..... (90% of the actual fare estimated in Column No.7 sanctioned an advance of Rs..... (Rupees.....) towards LTC for the block years 20...../20.....

PLACE:

DATE:

DIRECTOR



INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU
(An Autonomous Organization of the Ministry of Commerce & Industry, Gov)

LEAVE TRAVEL CONCESSION BILL OF _____

Date	Journey From To	Purpose	Kind of Journey	Details of the Claim	Total

(PTO)

CERTIFICATES TO BE FURNISHED BY THE GOVERNMENT SERVANT

- a. I have not submitted any other claim so far Leave Travel Concession in respect of myself or my family members In respect of the block of the years 20_____ and 20_____.
- b. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my wife with_____ children. This claim is in the respect of the journey performed by my wife/myself with _____ children none of whom travelled with the party on the earlier occasion.
- c. I have not already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me/my wife with _____ children/_____ children in respect of the block of two years 20_____ and 20_____. This claim is in respect of the journey performed by my wife/myself with _____ children /children _____ none of whom availed of the concession relating to that block.
- d. I have already drawn T.A. for the Leave Travel Concession in respect of a journey performed by me in the year 20_____. This claim is against the concession admissible once every year in a prescribed block for visiting home town as all the members of my family are living away from my place of work.
- e. The journey has been performed by me/my wife with _____ children to the declared Home Town, viz _____
- f. That my husband/wife is not employed in Government service and the concession has not been availed by him/her separately for himself/herself or for any of the family members for the concerned block of two years.
- g. Certified that my wife is not employed in Government service and the concession has not been availed by him/her Separately for himself/herself or for any of the family members for the concerned block of two years.
- h. Certified that my wife/husband for whom LTC is claimed by me is not employed in any Public Sector Undertaking/Corporation/Autonomous Body financed wholly or partly by the Central Government or a Local Body, which provides LTC facilities to its employees and their families – Rule 16, GID (3).

Dated :

Signature

(Name & Designation)



INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organization of the Ministry of Commerce & Industry, GoI)

APPLICATION FOR SEEKING PERMISSION TO WORK (Please tick appropriate column)

General Holidays; Saturdays; Beyond working hours on week days (exceptional case only)

Name & Designation :

Date :

Duration of Work :

Purpose : IIPM Work

(Please tick (√) in relevant box)

MDP

Research

Placement

Admission

Others (Specify)

* Proposed Date to Use Compensatory Leave

Date: - / /

***Within 15 days from worked date**

.....
Signature of Applicant

Place:

Date:

Administration >

Director>

Security Authorization SLIP

Name of Staff : Mr. /Ms.

Date:

Time Duration:

Ref. #Authorized Seal, IIPM



INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organization of the Ministry of Commerce & Industry, GoI)

APPLICATION FOR SEEKING PERMISSION TO WORK (Please tick appropriate column)

General Holidays; Saturdays; Beyond working hours on week days (exceptional case only)

Name & Designation :

Date :

Duration of Work :

Purpose : IIPM Work

(Please tick (√) in relevant box)

MDP

Research

Placement

Admission

Others (Specify)

.....
Signature of Applicant

Place:

Date:

Administration >

Director>

Security Authorization SLIP

Name of Staff : Mr. /Ms.

Date:

Time Duration:

Ref. #Authorized Seal, IIPM



INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organization of the Ministry of Commerce & Industry, GoI)

APPLICATION FOR CLAIMING REIMBURSEMENT OF MEDICAL HEALTH INSURANCE

Premium for employees and their families

Name of Employee :

Designation :

Office in which spouse employed :

Details of Policy Claimed : (Premium Receipt & Policy to be enclosed with policy holders name & family details).

Sl.No	Name of Policy Holders	Relationship	Sum Assured	Premium Amount	Premium Period
1					
2					
3					
4					
5					
6					

List of enclosure :

DECLARATION

I hereby declare that the statements made by me in this application are true and the premium amount paid by me is genuine for self / family members. I also certify that I or my spouse has not made any other medical claim or reimbursement from any other sources/GoI.

Place:

Date:

Signature of the Institute's employee

For Office Use

May be sanctioned ***Rs. _____ .00** (Rupees _____ Only) towards reimbursement of Health Insurance Premium as per norms of institute for **FY _____ - _____**.

Verified by

Office Associate/Assistant (Admin)

Asst. Accounts Officer

*Maximum of Rs. 12,500/- or at actuals premium paid whichever is less.



INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organization of the Ministry of Commerce & Industry, GoI)

VOUCHER FOR REIMBURSEMENT OF CONVEYANCE CHARGES

1. Name of the Claimant:
2. Designation:
3. Purpose :

Date	Particulars of Travel		Dep. Time	Arr. Time	Mode of Conveyance	Distance	Amount (in Rs.)
	From	To					

Certify That :

1. The above journeys have actually been performed by me for official purpose, the amount indicated above has actually incurred by the undersigned.
2. No vehicle was provided for the above said journey.
3. The journey undertaken in a hired conveyance.
4. No claim for the above said journeys have been made earlier.

Signature of Claimant

Name:

Details of Journey are verified.

Signature of person allocating the duty>

Name :

Financial sanction for reimbursement of Rs..... (Rupees only) may kindly be accorded.

Assist. Accounts Officer

Director>



INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organization of the Ministry of Commerce & Industry, GoI)

Voucher No:

Place: Bengaluru

Date:

Received from the Director, IIPM, Bengaluru a sum of Rs. _____

(Rupees _____ only)

On account of _____

Signature of Payee or
Left Hand Thumb Impression
Address & Mobile Number



INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organization of the Ministry of Commerce & Industry, GoI)

TRAVEL REQUEST FORM

To:
The Director
IIPM, Bangalore

Sanction is required to perform journey as below:

A. Journey Details	
Name of employee/employees	
Place of Visit	
Purpose in detail	
Mode of Travel (Strike whichever not applicable)	Bus / Train / Air / Institute approved Taxi
Date of Departure & Arrival	
B. Travel Advance Details	
Advance from Project/MDP/IIPM General Fund Rs _____ (90% of the estimated expenditure viz., Accommodation, DA, Conveyance, Others)	<u>Break-up of Appx Cost for Tour:</u> 1. Taxi Cost Rs. _____ 2. Accommodation Rs. _____ 3. DA Rs. _____ 4. Local Conveyance Rs. _____ 5. Others if any (Specify) Rs. _____ Total Rs. _____
Remarks (if any) :	
Source of Fund (Please (✓) Tick)	<input type="checkbox"/> MDP Prog A/c _____ <input type="checkbox"/> Project A/c _____ <input type="checkbox"/> IIPM General A/c _____ <input type="checkbox"/> Others _____ <p style="text-align: center;">(Specify in Detail)</p>

Date: _____ Name of employee/employees: _____

Designation: _____

Signature of employee/employees: _____

INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organization of the Ministry of Commerce & Industry, GoI)

Centre Jorhat

Tour Programme

To:
The Director
IIPM, Bangalore

Name	
Place of Visit	
Purpose	
Mode of Travel	
Date	
Advance from IIPM Rs. _____ Remarks (if any) :	<p><u>Break-up for Advance:</u></p> <p>1. Accommodation Rs. _____</p> <p>2. DA Rs. _____</p> <p>3. Local Travel Rs. _____</p> <p>4. Others if any Rs. _____</p> <p>Total Rs. _____</p>
Source of Fund (Please (√) Tick)	<p><input type="checkbox"/> CBIs A/c _____</p> <p><input type="checkbox"/> Project A/c _____</p> <p><input type="checkbox"/> IIPM General A/c _____</p> <p><input type="checkbox"/> Others(specify) _____</p>

Date:

Name: _____

Designation: _____

Signature: _____



INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organization of the Ministry of Commerce & Industry, GoI)

TRAVEL ADVANCE SETTLEMENT / EXPENDITURE STATEMENT

Date :

The following expenses were incurred during my Field visit to

.....in connection with (Purpose).....

From (date)..... To (date.....as per the approval dated.....

Sl. No.	Particulars	Bill Nos	Amount in (Rs.)	Head of Account
1	Travel expenses - Flight/Bus/Train (enclose Boarding Pass / Tickets) From..... To and back			
2	Accommodation Charges (if any)			
3	DA Rs. /- per day X ___ days from dt. / /20 to / /20			
4	Local Travel (Taxi/Auto) both headquarters & outside station (details with date, amount, places of visit & supporting vouchers/documents)			
5	Others (to be specified within the ambit of travel)			
Total Amount				

Advance Drawn From IIPM _____

Expenditure _____

Balance Amount to be Received/Refunded _____

Signature : _____

Name : _____

Designation : _____

Brief Tour Report :

INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organization of the Ministry of Commerce & Industry, GoI)

WORK COMPLETION REPORT

(JUNE _____ TO MAY _____)

1. COURSES - TAUGHT**A) PGDM-ABPM**

Trimester	Subject / Paper	No. of Hours/Sessions	
		Section I	Section II
Trimester - I			
Trimester - II			
Trimester - III			
Trimester - IV			
Trimester - V			
Trimester - VI			
	Total No. of Hours/Sessions		

B) PGDM-FPBM

Trimester	Subject / Paper	No. of Hours/ Sessions
Trimester - I		
Trimester - II		
Trimester - III		
Trimester - IV		
Trimester - V		
Trimester - VI		
	Total No. of Hours/Sessions	

C) MBA

Trimester	Subject / Paper	No. of Hours/ Sessions
Semester - I		
Semester - II		
Semester-III		
Semester-IV		
	Total No. of Hours/Sessions	

**D) PROFESSIONAL CERTIFICATE PROGRAM ON TEA TASTING & MARKETING
(PCP-TTM)**

Sl. No.	Session Topic / Theme	No. of Hours/ Sessions
	Total No. of Hours/Sessions	

E) PROFESSIONAL CERTIFICATE PROGRAM FOR AGRIPRENEURS (ACABC)

Sl. No.	Session Topic / Theme	No. of Hours/ Sessions
	Total No. of Hours/Sessions	

F) DESIGN & LAUNCH OF SIMILAR PROFESSIONAL CERTIFICATE PROGRAMS WITHIN CONCERNED DISCIPLINE FOR SOUTH & NORTH REGIONS

Sl. No.	Title of PCP	No. of Days
	Total No. of Days	

2. INDEPENDENT CO-ORDINATION OF STEPs/FDPs/EDPs IN CONCERNED DISCIPLINE OR ASSOCIATED DISCIPLINE FOR SOUTH & NORTH REGIONS

Sl.No.	Particulars	Dates & Duration
	Total No. of Days	

3. INDEPENDENT CO-ORDINATION OF REACH-OUT PROGRAMS IN CONCERNED DISCIPLINE OR ASSOCIATED DISCIPLINE FOR SOUTH & NORTH REGIONS

Sl.No.	Particulars	Dates & Duration
	Total No. of Days	

4. HANDLING OF SESSIONS AT OTHER FACULTY CO-ORDINATED STEPS/REACH-OUT PROGRAMS

Sl.No.	Session Title	Dates & No. of Sessions
	Total No. of Days	

5. INDEPENDENT RESEARCH PROJECTS DEVELOPED/COMPLETED BY INDIVIDUAL FACULTY WITHIN CONCERNED DISCIPLINE

Sl.No.	Particulars	Duration of Projects
	Total No. of Days	

6. RESEARCH PROJECTS ASSIGNED BY THE INSTITUTE / INVOLVED WITH TEAM / COMMODITY BOARDS OF INDIA

Sl.No.	Particulars	Duration of Projects
	Total No. of Days	

7. ADMINISTRATION & CO-ORDINATION

Sl.No.	Particulars	Time Spent
	Total No. of Days	

8. ANY OTHER ACTIVITIES

List other activities such as research & publications (IIPM based), students project guidance, co-ordination of students field visit, etc. if any, indicating nature of activity

Sl.No.	Particulars	Time Spent
	Total No. of Days	

**FACULTY TIME UTILIZATION REPORT:
TIME SUMMARY OF WORK COMPLETION REPORT**

Sl. No.	Activity	Time Spent (No. of Faculty Days)
1	COURSES TAUGHT:	
	A) PGDM-ABPM	
	B) PGDM-FPBM	
	C) MBA	
	D) PCP-TTM	
	E) PCP-AGRIPRENEURSHIP (ACABC)	
	F) DESIGN & LAUNCH OF SIMILAR PCPs WITHIN CONCERNED DISCIPLINE	
2	INDEPENDENT CO-ORDINATION OF STEPs/FDPs/EDPs IN CONCERNED DISCIPLINE OR ASSOCIATED DISCIPLINE FOR SOUTH & NORTH REGIONS	
3	INDEPENDENT CO-ORDINATION OF REACH-OUT PROGRAMS IN CONCERNED DISCIPLINE OR ASSOCIATED DISCIPLINE FOR SOUTH & NORTH REGIONS	
4	HANDLING OF SESSIONS AT OTHER FACULTY CO-ORDINATED STEPs/REACH-OUT PROGRAMS	
5	INDEPENDENT RESEARCH PROJECTS DEVELOPED/COMPLETED BY INDIVIDUAL FACULTY WITHIN DISCIPLINE	
6	RESEARCH PROJECTS ASSIGNED BY THE INSTITUTE / INVOLVED WITH TEAM / COMMODITY BOARDS OF INDIA	
7	ADMINISTRATION & CO-ORDINATION	
8	ANY OTHER ACTIVITIES	
	TOTAL NO. OF DAYS	

(Name with Signature)

WORK-PLAN FOR THE YEAR JUNE ___ TO MAY _____

Indicate below the work plan in terms of courses and other activities.

1) COURSES

A) PGDM-ABPM

Trimester	Subject / Paper	No. of Hours/Sessions	
		Section-I	Section-II
Trimester - I			
Trimester - II			
Trimester - III			
Trimester - IV			
Trimester - V			
Trimester - VI			
	Total No. of Hours/Sessions		

B) PGDM-FPBM

Trimester	Subject / Paper	No. of Hours/ Sessions
Trimester - I		
Trimester - II		
Trimester - III		
Trimester - IV		
Trimester - V		
Trimester - VI		
	Total No. of Hours/Sessions	

C) MBA

Trimester	Subject / Paper	No. of Hours/ Sessions
Semester - I		
Semester - II		
Semester - III		
Semester - IV		
	Total No. of Hours/Sessions	

D) PGDM-AGRICULTURAL EXPORT & BUSINESS MANAGEMENT

Trimester	Subject / Paper	No. of Hours/ Sessions
Trimester - I		
Trimester - II		
Trimester - III		
Trimester - IV		
Trimester - V		
Trimester - VI		
	Total No. of Hours/Sessions	

E) PROFESSIONAL CERTIFICATE PROGRAM ON TEA TASTING AND MARKETING (PCP-TTM)

Sl. No.	Session Topic / Theme	No. of Hours/ Sessions
	Total No. of Hours/Sessions	

F) PROFESSIONAL CERTIFICATE PROGRAM ON AGRIPRENEURS (ACABC)

Sl. No.	Session Topic / Theme	No. of Hours/ Sessions
	Total No. of Hours/Sessions	

G) DESIGN & LAUNCH OF SIMILAR PROFESSIONAL CERTIFICATE PROGRAMS WITHIN CONCERNED DISCIPLINE FOR SOUTH & NORTH REGIONS

Sl. No.	Title of PCP	Proposed Month
	Total No. of Days	

2. INDEPENDENT CO-ORDINATION OF STEPs/FDPs/EDPs IN CONCERNED DISCIPLINE OR ASSOCIATED DISCIPLINE FOR SOUTH & NORTH REGIONS

Sl.No.	Title	Agency	Dates & Duration
	Total No. of Days		

3. INDEPENDENT CO-ORDINATION OF REACH-OUT PROGRAMS IN CONCERNED DISCIPLINE OR ASSOCIATED DISCIPLINE FOR SOUTH & NORTH REGIONS

Sl.No.	Title	Agency	Dates & Duration
	Total No. of Days		

4. HANDLING OF SESSIONS AT OTHER FACULTY CO-ORDINATED STEPs/REACH-OUT PROGRAMS

Sl.No.	Title	No. of Sessions
	Total No. of Days	

5. INDEPENDENT RESEARCH PROJECTS BY INDIVIDUAL FACULTY WITHIN CONCERNED DISCIPLINE

Sl.No.	Title of the Project & Agency	Duration of the Project
	Total No. of Days	

6. RESEARCH PROJECTS ASSIGNED BY THE INSTITUTE / INVOLVED WITH TEAM / COMMODITY BOARDS OF INDIA

Sl.No.	Particulars	Duration of Projects
	Total No. of Days	

7. ADMINISTRATION & CO-ORDINATION

Sl.No.	Particulars	Time to be Spent
	Total No. of Days	

8. ANY OTHER ACTIVITIES

List other activities such as research & publications (IIPM based), students project guidance, co-ordination of students field visit, etc. if any, indicating nature of activity

Sl.No.	Particulars	Time to be Spent
	Total No. of Days	

(Name with Signature)



INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organization of the Ministry of Commerce & Industry, GoI)

ANNUAL PERFORMANCE APPRAISAL REPORT

General Guidelines

- 1) With a view to have an assessment of work performance by the employees of the Institute, work performance appraisal system is introduced from 2002-03 and onwards.
- 2) The performance of employees is assessed annually through their work performance report.
- 3) The self-appraisal of description of duties etc. by the concerned employees should be properly presented.
- 4) Assessment by the Reporting officer(s) / Reporting person(s) through Administrative officer should relate to the appraisee's performance during the period of report only.
- 5) The assessment by Reporting Officer(s) / Reporting person(s) through Administrative officer should focus both on strengths and weaknesses.
- 6) In justified cases, there should not be hesitation on the part of assessing officer(s) / person(s) to record adverse remarks, if any. Such entries should however be based on proper facts and not on mere suspicion or hearsay. Adverse entries should also be brought to the attention of concerned employee by the reporting officer(s) / person(s).

INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU
ANNUAL PERFORMANCE APPRAISAL REPORT

For the year / period _____

Part-I

Personal Data

1	Name	
2	Designation	
3	Date of Birth	
4	Educational Qualification	
5	Date of continuous appointment to the present grade:	
6	Whether Permanent/Temporary	
7	Office in which served during the Year/Period under report and the period of service in each	
8	Period of absence from duty on leave etc., during the year	

Part-II
STAFF SELF APPRAISAL

1) Brief Description of Duties:

2) Specify work done by you during the year/period bringing out any special achievements.

3) Please indicate items in which there have been significantly higher achievements and your contribution thereto.

4) Self initiative undertaken to improve personal effectiveness:

5) Did you face any hurdle (from colleague/faculty/reporting officer) to perform your duties. If yes, please indicate in brief.

Signature

Place: Bengaluru

Date:

Part - III

REMARKS OF THE REPORTING OFFICER

Numerical grading is to be awarded by reporting & reviewing authority which should be on a scale of 1 – 10, where 1 refers to the lowest grade and 10 to the highest, N/A = Not Applicable:

(A) Assessment of work output (weightage to this Section would be 40%)

Sl. No.		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Accomplishment of planned work/work allotted as per subjects allotted			
2	Quality of Work			
3	Analytical ability			
4	Accomplishment of exceptional work/unforeseen tasks performed			
	Overall Grading on Work Output [(1+2+3+4)/4]			

(B) Assessment of personal attributes (weightage to this Section would be 30%)

Sl. No.		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Attitude towards Work			
2	Sense of Responsibility			
3	Maintenance of Discipline			
4	Communication Skills			
5	Leadership qualities			
6	Capacity to work in team spirit			
7	Capacity to adhere to time-schedule			
8	Inter-personal relations			
	Overall Grading on Personal Attributes [(1+2+3+4+5+6+7+8)/8]			

(C) Assessment of functional competency (weightage to this Section would be 30%)

Sl. No.		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
1	Knowledge of Rules/Regulations/Procedures in the area of function and ability to apply them correctly			
2	Strategic Planning ability			
3	Decision making ability			
4	Coordination ability			
5	Ability to motivate and develop subordinates			
	Overall Grading on Work Output [(1+2+3+4+5)/5]			

PART-IV
GENERAL

1. Reporting officer overall qualitative comment of the officer including area of strengths & lesser strength, extraordinary achievements, significant failure and attitude towards weaker sections:

2. Overall numerical grading on the basis of weightage given in Section-A, B and C in Part-III of the Report.

Signature of the Reporting Officer(s)
Designation:

Place: Bengaluru

Date:

PART-V

1. REMARKS OF THE REVIEWING OFFICER

Length of service under the Reviewing Officer

--

2. Do you agree with the assessment made by the reporting officer with respect to the work output and the various attributes in Part-III & Part-IV? Do you agree with the assessment of reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref: Part-III (A) (iv) and Part-IV (5)).

(In case your do not agree with any of the numerical assessments of attributes please record your assessment on the column provided for you in that section and initial your entries)

Yes	No
-----	----

3. In case of disagreement, please specify the reasons, is there anything you wish to modify or add:
4. Pen Picture by reviewing officer. Please comment (in about 100words) on the overall qualities of the officer including area of strengths and lesser strength and his /her attitude towards weaker sections.
5. Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-III of the Report.

Signature of Reviewing Officer(s)

Designation

Place: Bengaluru

Date:

Guideline regarding filling up of APAR with numerical grading.

1. The columns in the PAR should be filled in with due care and attention and after devoting adequate time.
2. It is expected that any grading of 1 or 2 (against work output or attributes of overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
3. APARs graded between 8 and 10 will be rated as “Outstanding” and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
4. APARs graded between 6 and short of 8 will be rated as “Very Good” and will be given a score of 7.
5. APARs graded between 4 and 6 short of 6 will be rated as “Good” and will be given a score of 5.
6. APARs graded below 4 will be given a score of “Zero”.



INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organization of the Ministry of Commerce & Industry, GoI)

INDENT FOR STAFF CAR (HONDA CITY/FORD FIGO)

1.	Name of the Faculty Member/Staff' and Designation	
2.	Date and Time of Vehicle required	
3.	Purpose	
4.	Utility/Retention time of the vehicle	

"on emergent and exceptional cases.

Approval of the Director

Signature

For Office Use	
Closing Kms.	
Opening kms.	
N o. of Kms. Traveled & Returned time to the institute	

DIRECTOR

Assistant Administrative Officer

INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organization of the Ministry of Commerce & Industry, GoI)

STATIONERY INDENT:

Please arrange to supply the following items for the month of

Sl. No.	Particulars	Quantity	Estimation of Cost	Last Supplied
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Please debit the expenditure to:

- 1) PGDM-ABPM Account _____
- 2) IIPM General Account _____
- 3) CTS/Placement Account _____
- 4) STEP Program _____
- 5) Project Account _____
- 6) Technical Lab Account _____
- 7) Others (Specify) _____

(Signature of the Indenter)

Date:

(Signature of Section Head/I/C)

DIRECTOR

Date:

INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organization of the Ministry of Commerce & Industry, GoI)

INDENT FOR CARTRIDGE/CD-R/RW/DVD-R/RW

Date: _____

SL. No	Printer Cartridge Number	Qty	Head of Account*	Last Supplied Date & Qty
1				
2				
3				
4				
5				

SL. No	Others	Qty	Head of Account*	List Supplied Date & Qty
1				
2				
3				
4				
5				

* Head of Account:

1. PGD —ABPM A/C.
2. Project A/C
3. PAT Account
4. Technical Lab A/C
5. CTS/Placement A/C
6. IIPM General A/C
7. STEP A/C (Specify Date)
8. Reach out A/C (Specify Date and Place)
9. Others (Specify)

[Signature of the Faculty / Section head]

Director > _____

Received above items

Signature :



INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU
(An Autonomous Organization of the Ministry of Commerce & Industry, GoI)

REQUEST FORM
(Laptop & Projector)

Date / /

Provide me the following items for use in

Date : From / / 20 To / / 20

Items:

1.
2.
3.
4.
5.

Name :

Designation :

Signature :

Director>

Received the above Items

Signature of receiver _____

**INDIAN INSTITUTE OF PLANTATION MANAGEMENT
COMPUTER CENTRE**

Sl.No:

Service Report

Complaint by : _____
System ID : _____

Problem Reported Date : _____
First Responded Date : _____
Problem Completed Date : _____

Nature of Complaint:

Signature

Problem Observed:

Signature

Action Taken:

Signature

Purchases if any to rectify the problem:

Signature

Remarks:

Signature

Computer Associate

IIPM 

INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organization of the Ministry of Commerce & Industry, GoI)

APPLICATION FOR SEEKING PERMISSION TO USE AIR CONDITION IN CLASS ROOMS

Name of Faculty :

Date :

Class : PGDM-ABPM FP&BM MBA OTHERS

(Please tick (√) in relevant box) :

(Specify)

Room Nos :

(Please specify nos. in relevant box)

Duration of Usage :

Purpose : Seminar

(Please tick (√) in relevant box) Guest Lecture

Regular Class

Others (Specify)

.....

Signature of Applicant

Place:

Date:

Approved by Director>

Forwarded to Admin

Administration>

Authorization SLIP (Operator to fill required details and return to admin)

Name of Faculty: Dr. /Mr. /Ms.:

Class:

PGDM-ABPM PGDM-FP&BM MBA

Room No.

--	--	--	--	--	--	--	--	--	--

Date: / /

AC Switched On Time:

AC Switched Off Time: Total Duration Used:

Administration>

Name & Signature of Operator



INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organization of the Ministry of Commerce & Industry, GoI)

MATERIAL INWARD / OUTWARD PASS

Mr./Ms./

Date:

Permitted to take / received the following items / articles Out / In From:

To:

Sl.No	Item Description	Unit / Quantity	Remarks
1			
2			
3			

Note: This gate pass is used only for internal purpose

Prepared By

Pass IN / OUT

Ledger Folio No:

Authorized Signatory

Received By

Security In-Charge




INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organization of the Ministry of Commerce & Industry, GoI)

VISITORS PASS

No:

Date	
Name of the Visitor (In Block Letters)	
Visitors Mobile Number	
Address	
Person to Meet	
Purpose of Visit	
IN Time	
Signature of the Visitor	
Signature of Faculty/Staff whom visited	
OUT Time	
Security Signature	

IIPM  <u>INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU</u> (An Autonomous Organization of the Ministry of Commerce & Industry, GoI)	
Proforma for Guest Lecture / Industry Resource Person/ Campus Drive	
Course: (✓) relevant course	PGDM – ABPM () / FPBM () / AEBM () / GM () / MBA ()
Batch :	
Trimester :	
Subject:	
Recommended by Faculty:	
Resource Person Details: (Name/Organization Details/Designation)	
Topics:	
Date and Time:	
Honorarium Payable: (in Rs.) / Memento :	
Remarks:	
Bank Details of Guests / Resource Person	
Prepared by	Endorsed by
Approved by the Director	

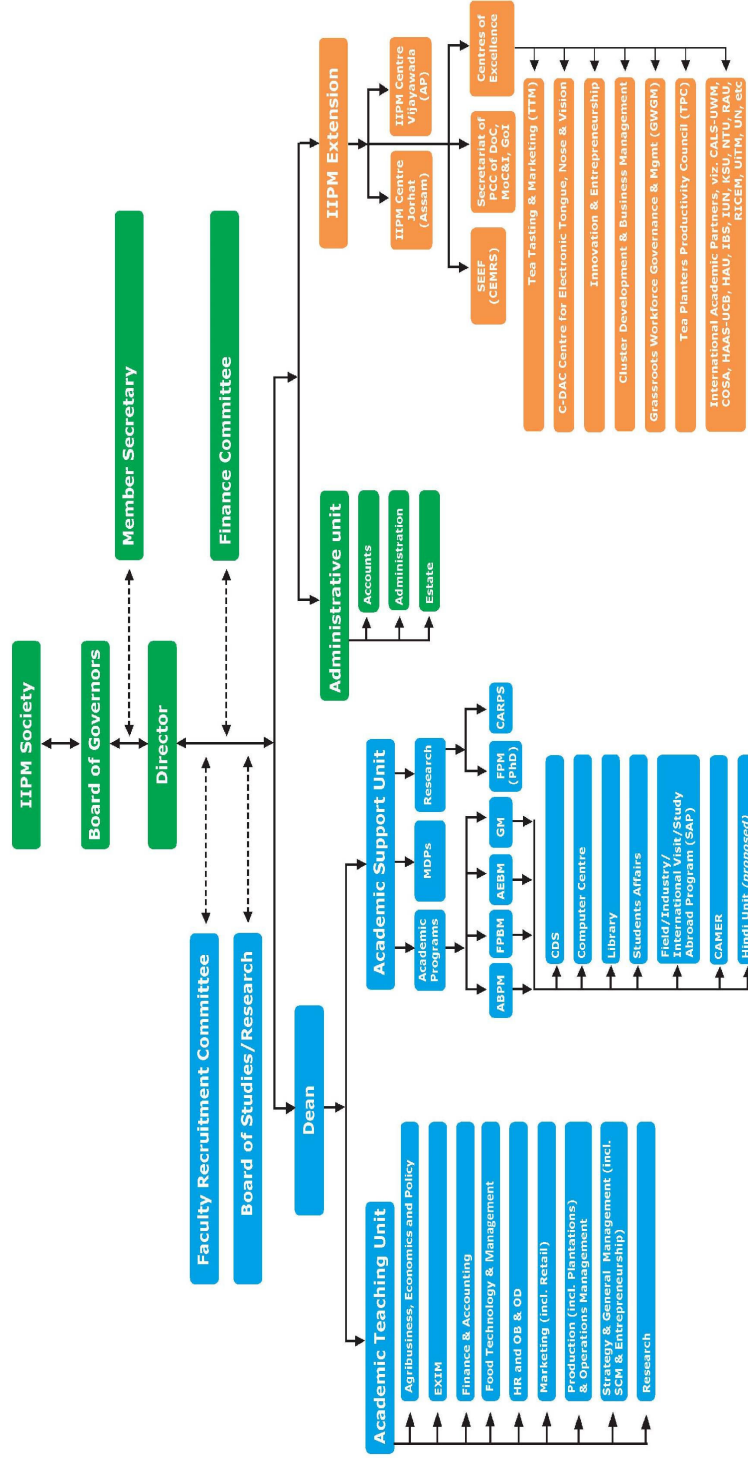


IIPM

भारतीय बागान प्रबन्ध संस्थान बेंगलुरु

INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU
(An Autonomous Organization of the Ministry of Commerce & Industry, Government of India)

IIPM Organogram



Appendix-1

- MDPs : Management Development Programs
- ABPM : Agribusiness & Plantation Management
- FPBM : Food Processing & Business Management
- AEBM : Agricultural Export & Business Management
- GM : General Management
- CDS : Career Development Service
- CC : Career Development Service
- CAMER : Centre for Advanced Management Education & Research
- SEEF : Spices Exporters Entrepreneurship Facility
- CENRS : Centre for Export Management Research & Studies
- PCC : Plantation Co-ordination Committee
- CALS-UWIM : CALS-University of Wisconsin, Madison, WI-USA
- COSA : Committee on Sustainability Assessment, USA
- HAU : HAUAS School of Business, Northampton, UK
- IBS : International Business School-Americas (IBS-Americas), USA
- IUN : Indiana University North-West, Gary-IL, USA
- KSU : Kansas State University, Manhattan, Kansas
- NTU : Nottingham Trent University, Nottingham, UK
- RAU : Royal Agricultural University, Cirencester, UK
- RICEM : Rwanda Institute of Co-operatives, Entrepreneurship and Micro-Finance (RICEM), Rwanda
- UTM : University Teknologi, MARA (UTM), Malaysia
- UN : University of Nottingham, UK

Amendments

Extract from the Approved Minutes of 49th Board/16th AGM held on 15.09.2021

20) IIPM Service Rules and Procedural Manuals : Members noted that as per the approval of IIPM Board in its 48th meeting held on 07.03.2020, Institute has compiled Administrative Rules Handbook along with Accounting Procedure Manual, Executives Reference Guide and Academic Rules book, as mandatory procedural documents of the Institute.

However, with respect to clauses #6.18 and #6.26 of IIPMB Administrative Rules related to Pay Scale (Level 10) and proposed promotional norms of staff members, it was advised that the subject may be examined by a Special Committee after restructuring of Commodity Boards and availability of funds at the Institute. Subsequently, the subject may be placed to the Board for necessary advice.

Members also noted that the subject on IIPM Service Rules has been discussed in detail during the 47th Board Meeting held on 27.06.2018 and as advised by the Board, Institute updated the rules after referring to few management institutions. A copy of draft rules as well as abstract note prepared after 7th CPC implementation had also been shared with the members during 47th & 48th Board meeting held on 27.06.2018 & 07.03.2020 respectively for necessary review. Based on the discussion, IIPM Board had suggested that the Institute should not strictly follow Government of India norms and few reputed private institutional norms may be adopted. It was also noted that the Institute is adhering only Basic Pay, DA & HRA and all other benefits are modified to suit IIPM norms and availability of funds with the Institute.

Amendments

Amendments

Amendments

Amendments

Amendments

Amendments

Amendments

Amendments

Amendments

Amendments

Amendments

Amendments

Amendments

Amendments



IIPM 

भारतीय बागान प्रबन्ध संस्थान बेंगलुरु
INDIAN INSTITUTE OF PLANTATION MANAGEMENT BENGALURU

(An Autonomous Organization of the Ministry of Commerce & Industry - Govt. of India)

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