



Jagan Institute of Management Studies

SERVICE RULES & HR MANUAL

(Updated as on 1st July 2025)



JAGAN INSTITUTE OF MANAGEMENT STUDIES

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JAGAN NATH GUPTA MEMORIAL EDUCATIONAL SOCIETY
(A Registered Organization)

Jagan Nath Gupta Memorial Educational Society is a registered non-profit organization imparting high quality professional education to create a pool of professionally qualified and skilled managers and entrepreneurs to meet the growing needs of trade and the industry.

The society has performed a stellar role in spreading education in science and management in India by establishing a number of campuses in Delhi and Jaipur. The students after completing their courses successfully take up the role of entrepreneurs or join industry and business as professionals. They are readily accepted by both the public and private sector in India and abroad.

The society has already set up high quality educational institutions which include the following :



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Jagannath Gupta Institute of Engineering & Technology

Plot No. IP-2 & 3, Phase IV, Sitapura Industrial Area, Jaipur- 303905, (Rajasthan)

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E-Mail: jnit@jnit.org

JaganNath Institute of Communication & Design

OCF, Pocket-9, Sector-B, Vasant Kunj, New Delhi.
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Jagan Institute of Management Studies

Plot No. IP 2 & 3, Sitapur Industrial Area, Phase -IV, Jaipur (Rajasthan)

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Jagan Institute of Management Studies

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Email Id: admission.gn@jagannath.org





Jagannath University

Village Rampura, Tehsil Chaksu, Jaipur, (Rajasthan)

Ph: 91-141-3020500, 3020555

website: www.jagannathuniversity.org

E-Mail: admissions@jagannathuniversity.org



Jagannath University

State Highway 22, Bahadurgarh – Jhajjar Road,)

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Ph: 01251-279700, 702, 703, 704

Helpline: 9891179900

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E-Mail: admission@jagannathuniversityncr.ac.in

Jagan Institute of Management Studies



Jagan Institute of Management Studies was set up in 1993, under the aegis of Jagan Nath Gupta Memorial Educational Society.

As an Institute of excellence in the fields of management and information technology, JIMS has always strived to rework the curriculum in consonance with the changing needs of the corporate world. Regular interaction with leaders in business and academics has helped the Institute in achieving the goal of moving ahead of time.

The quality standards it has set its courses and programmes as well as the delivery system it has adopted, have enabled the Institute to attract students from across the country. Our PGDM / PGDM (IB) / PGDM (RM) Programmes are approved by the All India Council for Technical Education and accredited from the National Board of Accreditation (NBA) for excellence in quality education and have also been granted equivalence to an MBA degree from AIU. Our MCA, BBA, BCA programmes are affiliated to Guru Gobind Singh Indraprastha University, Delhi. The MCA program is accredited by the National Board of Accreditation (NBA). The institute has recently started an FPM programme from 2018, which is approved by AICTE. The institute is also accredited by National Assessment and Accreditation Council (NAAC) and has secured 'A++' Grade. The institute has also been awarded the prestigious accreditation certification named South Asian Quality Standards (SAQS) from the Association of Management Development Institutions in South Asia which is a SAARC recognized body.

JIMS continues to remain in the list of ELITE B-SCHOOLS (Top 100) of India for the 10th year in a row in National Institutional Ranking Framework (NIRF) of the Ministry of Education, Govt. of India.

OUR VISION

To be an Institute of academic excellence with total commitment to quality education and research in Management and Information Technology, with a holistic concern for better life, environment and society

OUR MISSION

To serve the society and improve the quality of life by imparting high quality education in management and information technology, providing training and development services, fostering research, giving consultancy services to industry and disseminating knowledge through the publication of books, journals and magazines.

OUR VALUES

- Excellence
- Ethical Practices
- Life Long Learning
- Socially Responsible

QUALITY POLICY

We, at Jagan Institute of Management Studies are committed to provide quality technical education, bearing in mind expressed and implied needs of the students, industry and society.

We aim to provide facilities for students to achieve academic excellence for employability as world class managers and entrepreneurs. Apart from being a teaching institution, we also aim at enhancing our research and development efforts.

The Quality Policy of the organization is widely disseminated through all channels of communication which include bill boards, HR Manual, Website and other printed and digital mediums.

Implementation of the policy is ensured through an all-round participation of all stakeholders, namely, the management, faculty members, staff members and students, parents, alumni and recruiters. Together we work towards quality education, developing analytical skills, promoting leadership qualities, improving communication skills, infusing creativity and making regular efforts to instil confidence in students to accomplish the institutional goals.

The Governing Board, in its meetings, periodically audits the progress of the institution. The academic advisory council and the area advisory committee review the curriculum, teaching pedagogy and placements and research publications of the faculty. Likewise, the infrastructural arrangements are also regularly reviewed and upgraded.

After the NAAC Accreditation an Internal Quality Assurance Cell has been constituted at the institute and the quality assessment tools and parameters have been improved further as per the following details:-

A) Objectives:

- To ensure satisfaction of Stakeholders
- To upgrade standards
- To administer accountability
- To improve employee morale
- To face competition head-on
- To maintain credibility, prestige and status

B) In order to achieve these objectives, the following dimensions are kept in mind:-

- a) Ensuring decent physical infrastructure
- b) Competent faculty
- c) Maintaining a positive attitude & understanding.

- d) Timely and regular curriculum updation
- e) Effective delivery mechanism
- f) Handling grievances

C) Quality Assessment Mechanism

Internal:

- Self Evaluation; Checklist
- Peer Review
- Benchmarking and best practices
- Statistical tools
- Surveys / feedback

External:

- Academic Audit
- Joint Inspection Team
- NAAC
- NBA
- SAQS
- Rating Agencies / Newspapers / Magazines

D) Tools for Quality Assessment

- 1) Process Flow Chart
- 2) Graphs
- 3) Pareto Analysis
- 4) Fish-bone diagram
- 5) Scatter Diagram
- 6) Check Sheets
- 7) Control Charts
- 8) Brainstorming

The institute mechanism for quality assessment is as follows:-

Internal Mechanism for Quality Assessment

S. No.	Particulars	Details	Periodicity
1	Compliance of deficiencies pointed out by Statutory Bodies	AAC, NBA, NAAC, JAC, IPU, DHE, DTTE – 3 years comparative to made	As per the duration of their approval
2	Academic Audit	Internal Audit	After Every Trimester / Semester
3	Infrastructure and Up gradation	Maintenance check of all infrastructure such as classrooms, auditoriums, labs etc. Checking of Water Tanks, Overhead tanks, aqua guards, power backup, fire extinguishers, fire safety, lifts etc. Two demonstrations mandatory for fire safety among students and staff to be organized every year.	May and December Quarterly First fortnight of September First fortnight of February
4	Hostel Visits	Mandatory visits to both the Hostels	Quarterly
5	Canteen	Four visit and reports to be submitted to Director	Quarterly
6	Library	Assess book purchase, E-Resource, other library network	Quarterly

7	Admissions	<p>Input Quality Assessment, Intake Results, Qualifying Examination, geographical diversity and graduation background, comparison to be made for current year and previous year</p> <p>Process – Role of faculty council, area advisory committee, course wise change, compulsory revision of course after two years involving all stakeholders. Faculty feedback mechanism, overall and CR feedback. Monthly progress report to be submitted.</p> <p>Outcome:</p> <p>a) Result Analysis</p> <p>b) Placement, entrepreneurship, self-employment, further studies</p> <p>c) Feedback from outsiders</p>	<p>Annual</p> <p>Trimester / Semester wise</p> <p>Annual</p>
8	Recruiters	Regular feedback	Annual
9	Alumni	Regular Feedback	Annual
10	Parents Committee	Conducting meetings	Twice a year
11	Research & Development, Consultancy	Mid Term Appraisal	Half Yearly – Dec / Jan and June / July
12	CSR	Activities, Projects, Association with other CSR Initiatives or companies, SSO, SAGY, Unnat Bharat Abhiyan, PMKVY-TI	Annual

13	Internationalization	Student Exchange, Faculty Exchange, Joint Research, Joint hosting of Conferences, Dual Degree and Credit Transfer	Annual
14	Grievance Redressal Mechanism	Internal Complaint Committee, Anti-Ragging Committee	Quarterly
15	Complaints / Suggestion Box	On the ground floor / first floor of all buildings	Monthly
16	Finance	Expenditure as per SKC	Annual

THE GOVERNING BOARD OF THE INSTITUTE

An Institute shall have a governing board whose composition shall be as follows:

- a. The Governing Body shall have at least eleven members including the Chairman and the Member Secretary. The Registered Trust/ Society/ Company shall nominate six members including the Chairman and the Member Secretary, and the remaining five members shall be nominated as indicated below.
- b. Chairman to be nominated by the Government/ Registered Trust/ Society/ Company. The Chairman of the Governing Body shall preferably be a technical person either Entrepreneur or an Industrialist or an Educationist of repute who is interested in the development of Technical Education and has demonstrated an interest in promotion of quality Education.
- c. Two to five Members (Industrialist/ Technologist/ Educationist) to be nominated by the Registered Trust/ Society/ Company.
- d. Nominee of the affiliating University/ Board (Not applicable to PGDM Institutions).
- e. Nominee of the All India Council for Technical Education (Ex-officio) (Applicable to PGDM Institutions Only).
- f. Nominee of the State Government/ UT (Ex-officio).
- g. An Industrialist/ Technologist/ Educationist from the Region nominated by the State Government/UT.
- h. Principal/ Director of the concerned Technical Institution (as nominee of the Trust/ Society/Company) - Member Secretary.
- i. Two Faculty members to be nominated from amongst the Regular Staff, one at the level of Professor and one at the level of Assistant Professor.
- j. The number of members can be increased equally by adding nominees of the registered Society and by adding an equal number of Educationists from the Region keeping in view the interest of the Technical Institution. The total number of members of a Governing Body, however, shall not exceed 21.

Meetings: The Governing Board shall meet at least twice a year.

Functions of the Governing Board:

Subject to the existing provision in the bye-laws of respective institute and rules laid down by the AICTE / state government / Parent University, the Governing Body shall:

- Governing Board is the highest decision making body of the institute.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council

- Approve new programmes of study leading to degrees and / or diplomas
- All recruitments of Teaching Faculty / Principal shall be made by the Governing Body / state government as applicable in accordance with the policies laid down by the UGC / AICTE and State government from time to time.
- To approve annual budget of the institute
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college.

Academic Advisory Council:

Composition of Academic Advisory Council:

- The Principal (Chairman) / Director
- All the heads of departments in the institute
- Four teachers of the institute representing different categories of teaching staff by rotation on the basis of seniority of service in the institute
- Not less than four experts / academicians from outside the institute representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc. to be nominated by the Governing Body
- Three nominees of the university not less than Professors.*
- A faculty member nominated by the Principal / Director

Term: The term of the nominated members shall be three years.

Meetings: The Academic Advisory Council shall meet at least twice a year.

Functions of the Academic Advisory Council

The Academic Council shall have powers to:

- scrutinize and approve the proposals with or without modification of the boards of studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc.
- make regulations regarding the admission of students to different programmes of study in the institute keeping in view the policy of the Government.

- make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- recommend to the Governing Board proposals for institution of new programmes of study.
- recommend to the governing board institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- advise the Governing Board on suggestion(s) pertaining to academic affairs made by it.
- perform such other functions as may be assigned by the Governing Body.

Role of Director

- a. The Director being the Head of the Institute under the Act is the Chief Executive Officer of the Institute.
- b. The Director shall be responsible for the organization of teaching and co-curricular activities of the Institute.
- c. The Director shall sanction leaves of all types, within the rules prescribed, to all teaching and non-teaching staff and officiating arrangements, wherever necessary, will also be made by him / her in accordance with the rules.
- d. The Director will decide the policies regarding Examination (Institute), promotion and admission to the Institute after consultation with the examination committee.

Role of Dean

- a. Responsible for academic planning and audit of the programme
- b. Smooth functioning of the classes
- c. Maintaining quality of education
- d. Curriculum development as per the industry requirements
- e. Arranging and organizing curricular, co-curricular and extra-curricular activities
- f. Formation of different clubs
- g. Preparation of the academic calendar and adherence to the same
- h. Taking feedback of the students and submitting the action taken report on the same
- i. Redressal of student's grievances
- j. Conducting faculty meeting and taking suggestions

Role of Chief Technical Officer

- a. Maintenance and Upgradation of Computer Labs
- b. Maintenance and Upgradation of systems placed with staff members
- c. Ensurance of Smooth Wifi connectivity

Role of Head Librarian

- a. Administrating other library personnel and taking care of the books and other smaller sections in the library.
- b. Making sure that there are enough library personnel in the library during the peak hours, when it is visited by the maximum number of readers.
- c. Helping readers finding their books and other materials and replying to reader's queries.
- d. Completing the documented formalities during the issue of books or any other reading material to the readers.
- e. Issuing library cards to all the students of the library and loaning books and other important articles to them on a regular basis.
- f. Upholding the rules and regulations of the library and making sure that all the operations are executed in compliance with them.
- g. Keeping a count of the total number of books and magazines / journals / newspapers present in the library.

Role of Chief Administrative Officer

- a. Coordinating with respective deans for smooth functioning
- b. Ensuring punctuality and discipline among non-teaching staff
- c. Arranging meeting of governing Board and Academic Advisory Council as per the direction of the Director.
- d. Ensuring timely compliance of statutory regulations and submissions of documents.
- e. Coordinating visits of various expert teams.

Financial Autonomy

In accordance with the resolution unanimously approved by the Governing Board of JIMS, the following office bearers have been authorized financial power to incur expenses on any official activity without the prior approval of the Chairman / Vice Chairman. However, subsequent approval must be obtained.

- | | | |
|---|---|-------------------|
| 1) Director | - | upto Rs. 75,000/- |
| 2) Dean | - | upto Rs. 50,000/- |
| 3) Chief Technical & Administrative Officer | - | upto Rs. 50,000/- |
| 4) Club Incharges | - | upto Rs. 5000/- |

5) Faculty Members:

- a) Can purchase a book upto Rs. 5000/- or \$70
- b) For participation in seminars / conferences / publications etc.:
 - Professor & Dean - Rs. 10000/-
 - Associate Professor - Rs. 5000/-
 - Asst. Professor - Rs. 2000/- and equivalent

STATUTORY COMMITTEES

Grievance Redressal Committee

1. Ombudsman not below the rank of district judge or a ret'd. professor- to be appointed by the University in case of affiliated institution
2. Registry - to be appointed by institute for receiving complaints
3. Five members - to be appointed by the institute
4. Student Representative

Committee for Prevention of Ragging

1. Head of the Institution
2. Representative from Civil Administration
3. Representative from Local Media
4. Representative from NGO
5. Representative from Faculty Members
6. Representative of Parents
7. Representative of Students belonging to the freshers category as well as senior student category
8. Non-Teaching Staff

Function: This committee shall function in accordance with the statutory provisions laid down by the Hon'ble Supreme Court of India w.r.t. its ruling on Anti Ragging.

Anti Ragging Squad

1. Director
2. Director-IT
3. Dean
4. HOD-IP
5. Manager Admin.
6. Library Head
7. HOD (Retail Management)

Function: The squad shall take periodic rounds particularly at the time of admission and ensure that no case of ragging takes place. It shall also ensure that suitable posters / banners in accordance with the direction of Hon'ble Supreme Court of India are put out on key locations in the institute.

Internal Complaint Committee

1. Presiding Officer who shall be a woman employed at a senior level
2. Two members from amongst employees
3. One member from amongst NGO

Function: In order to ensure decency at work place, this committee shall appropriately deal with any complaint received on this matter. The Institute follows Vishakha Guidelines.

OTHER COMMITTEES

Library Committee

1. 3 Faculty members – Professor, Associate Professor, Asst. Professor
2. Head Librarian

Function: The Library committee shall ensure that the budget allocation is spent properly. The book purchase, subscription to journals etc. are done in a manner that library facilities improve.

Examination Committee

1. Director
2. Dean Examination
3. Deans & HODs
4. Head CRMC

Function: It shall deal with the finalization of date sheet, moderation of question papers and answer sheets, unfair means and all such matters related to mid-term and annual exam.

Research Committee

1. Dean Research
2. Convener Research
3. Sr. Faculty Members

Function: To promote research culture among faculty members and students. To record research output on a quarterly basis and review the progress. To suggest new software packages, online journals etc. To facilitate research work.

Hostel Committee

1. Dean/HOD
2. Boys and Girl Warden
3. Admin Incharge
4. Student Representatives

Function: The committee members take care of the concerns of the students residing in the hostel. They also undertake the responsibility of overseeing the hygiene standards maintained in the mess and any infrastructure requirements in the hostel.

Canteen Committee

1. 2 Faculty Members
2. HR & Admin.
3. One Class Representative of each programme

Function: It shall look into the hygiene conditions, price structure and quality of food and beverages served in the canteen.

SECTION 2- RECRUITMENT AND SELECTION POLICY

2.1 Introduction

The success of an Institute depends upon the recruitment of employees who are flexible, adaptable and committed to the success of the Organization. Recruitment and Selection aim to search and hire suitable candidates to fill vacancies in the institute with the view to satisfying human resources needs. The search may be internal like References and external like Newspaper Advertisement. Any position within JIMS that becomes vacant will be filled, on completion of a requisition form by the Head of Department. Restructured or newly created positions will only be activated upon approval from the Management.

2.2 Objectives

The purposes of the Recruitment Department are to:

- a) ensure that recruitment is considered an essential part of the human resource;
- b) ensure and explain best practice for all types of recruitment;
- c) maintain professional standards whether recruits are easy to find or not ;
- d) ensure that equality of opportunity is considered an integral part of good recruitment practices and procedure.

2.3 Employment Interview Panel

The Employment Interview Panel shall be provided with the ground rules of and procedures for interviewing (by the Human Resources Officer) prior to the actual commencement of interviews.

The Panel of **teaching members** shall be made in accordance with AICTE / UGC norms.

The Panel of **non-teaching members** shall consist of the following persons:

- a. The Head of Department
- b. An experienced person of the same subject

Note: Wherever applicable, the Interview Panel shall be in conformity with statutory requirements such as AICTE, UGC & Affiliated University.

2.4 Age

Applicants who have age of eighteen (18) to sixty eight (68) years can only be appointed for **Non-Teaching Staff** and applicants who have age up to sixty five (65) for **Teaching Staff** on approval by the Management. The retirement age of the teaching staff shall also be subject to the provisions in this respect by statutory bodies viz AICTE; UGC etc.

2.5 Appointment

Letter of Appointment: The formal letter of appointment will bear the signature of the authorized person. The letter shall require the signature of the appointee before the appointment is considered effective.

Job Description: On appointment, an employee shall be given a job description. This shall specify the scope and terms of reference for their position. Every member of staff is expected to devote his/her time and attention to work and not engage in activities that may conflict with the interests of the institute. Job Descriptions shall be reviewed yearly.

Probation: Any appointment made in JIMS shall be subject to a probation period as specified in the letter of appointment. One month towards the end of the probation period, employee's immediate Senior shall make an appraisal report. Wherever necessary, the probation period may be extended. An employee who is on probation may have his appointment terminated at any time without notice.

Duration of employment: Unless otherwise stated, employment for all staff members shall be on permanent basis subject to satisfactory completion of the probation period.

2.6 Personal Data

On acceptance of an appointment, the new staff member is required to complete the Employee Personal Data form. New employees must also furnish JIMS with a declaration of family details, PAN no. , contact details with address and Permanent address and provide photocopies of certificates and other testimonials.

Any changes in personal status shall be reported promptly to the Human Resources Officer by completing a fresh Personal Data Form. Staff records and related correspondence shall be treated confidentially at all times.

2.7 Prescribed Qualification and Experience

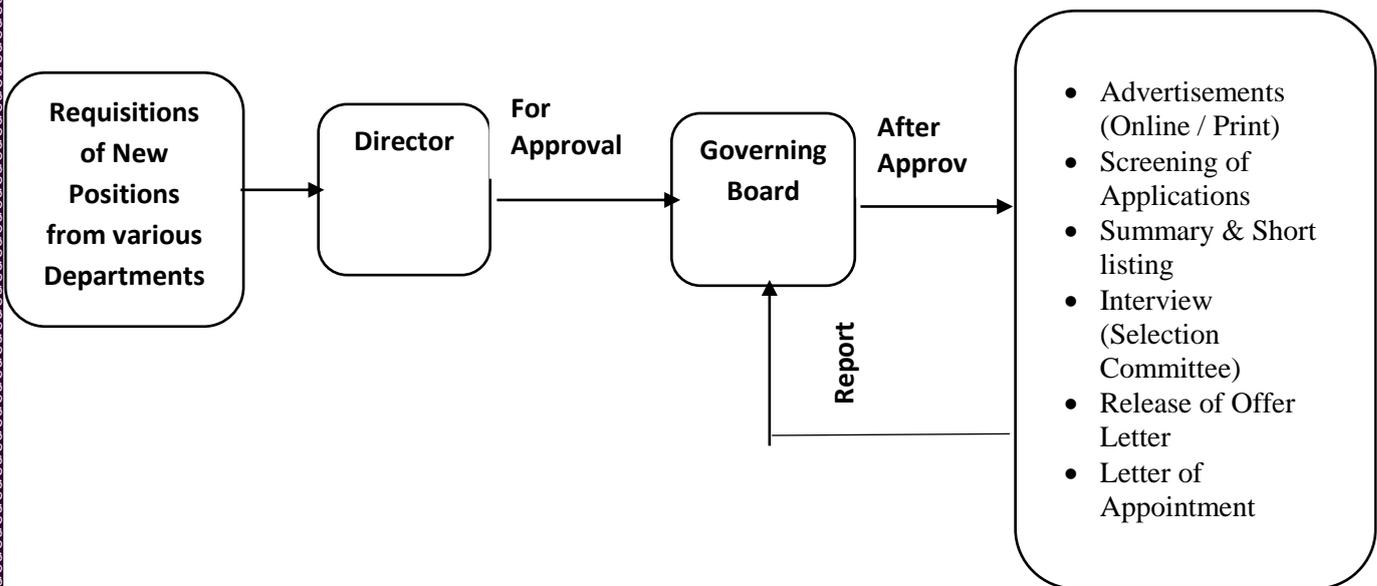
As per AICTE/UGC/Affiliating University.

General/ Board Parameters:

1. All staff members shall be appointed as per the eligibility rules and procedure laid down by the relevant regulatory authorities and statutory bodies.
2. In addition the Institute can frame its own set of criteria for recruitment as per the requirement.

3. The staff salaries and other benefits shall be in conformity with the rules laid down by statutory authorities.
4. The principal of equal pay for equal-work shall be adopted in all cases. In case an anomaly arises, the employee(s) with lower pay shall be upgraded to bring them at par.
5. Pay revision and promotion shall normally be done at the beginning of the academic session (July -June) and shall be applicable w.e.f July.

RECRUITMENT PROCESS



Damage to Institute’s Policy

If there is any damage in the institute's property including damage to laptops, mobile phones, or other belongings, the staff member will be required to cover the associated costs of damage. The final decision on cost will be made by the competent authority.

Pay Scales, Increments and Promotion

Pay Scales

The salary structure for both teaching and non-teaching staff is governed by the 7th Pay Commission.

Increment Policy

Increments will be done on Annual basis. Due to any unavoidable circumstances, if any staff member avails a leave of more than two months then their annual increment will be based on the choice of the employee:

- 1) on pro-rata basis, based on number of months served in the appraisal cycle

or

- 2) their annual increment will be deferred by the duration of leave taken.

Promotion Policy

A. Teaching Staff:

1. All promotions from Asst. Professor to Associate Professor to Professor to Dean etc. shall be in conformity with the procedure and qualifications laid down by the statutory bodies.
2. Pay revision shall be done as per AICTE / UGC Norms.

B. For Non-Teaching Staff:

The performance appraisal of non-teaching staff shall be done on the basis of the inputs / confidential report of their immediate superior; and the report of the Head of the Institution.

Pay revision shall be done as per the then prevailing scales of pay.

C. Superannuation

As per AICTE / UGC norms.

Employee Provident Fund

EPF is mandatory for all staff member whose basic salary is upto Rs. 15000/- as per regulation of Employee Provident Fund Organization.

Leave Rules

A. Leave Rules for Teaching Staff

The teaching staff is entitled to the following leaves:

1. **Earned Leave** - 13 per annum
2. **Casual Leave** - 12 per annum
3. **Summer Vacation** – The teaching staff is entitled to **15 days of summer vacation**, beginning from Sunday and ending on Sunday in a single block during the months of May / June and November / December. Summer vacation can be availed in two installments of equal periodicity beginning with Sunday.
4. **Academic leave** – All those faculty members who are pursuing higher studies, such as Ph. D, M. Phil, and M. Tech etc. are entitled to **one academic leave per month** from July to April. The staff member must avail academic leave only on those days when he/she does not have any classes or assignment in the institute. Academic Leave is granted for a period of 5.5 years. If the faculty member is unable to complete their Ph.D. within this timeframe, the benefit of Academic Leave will be revoked, amounting to the equivalent of one month's salary.
5. **Study Leave** – The faculty members are allowed to go on long leave for this purpose without pay, which is **one word leave with lien**. Any faculty member who avails this, is allowed to re-join at the same level and seniority without facing a fresh interview or selection process.
6. **Maternity Leave** – All those faculty members who have completed at least 3 years services in JIMS are entitled to avail maternity leave of two months

B. Leave Rules for Non – Teaching Staff

1. **Earned Leave** - 15 per annum
2. **Casual Leave** - 15 per annum

C. Leave Accumulation

1. All staff members who complete at least one year of service are entitled to carry forward facility of casual leave and earned leave.
2. An employees can avail such carry forward leaves in their subsequent years of service.
3. The accumulation of earned and casual leave shall be done on the basis of a **five year block**. It means that in this five year period, an employee shall either avail his/her entire accumulated leave (casual and earned) or get the earned leaves encashed as per the leave encashment policy mentioned below.

D. Leave Encashment

1. All employees can get their earned leave encashed after completing one year of service in the Institute.
2. C.L will be converted into E.L. and get encashed after 5 years.
3. Compensatory Leave and Absence on account of “Official Duty”

Compensatory leave and leave of absence on account of official duty shall be granted on the basis of the merit of the case and specific situation by the competent authority. In the normal course of duty, employees are not entitled to any compensatory leave.

Other Leaves:

Short Leave:

Staff members may avail four hours of short leave—two hours in the evening on a single day and one hour in the morning on two separate days.

Leave during Pandemic:

An employee can take 7 days leave during the pandemic such as Covid 19 if he / she fall sick.

Leave on Death of Immediate Family Member:

An employee is entitled for 7 days leave in the case of loss of his / her close family member such as Mother / Father / Brother / Sister etc.

Holidays:

Gazetted Holidays

All employees are entitled to gazetted holidays and other holidays as declared by the management from time to time. A list of gazetted holidays during a calendar year shall be available before the start of the calendar year.

Restricted Holidays

In addition to gazetted holidays, all employees are entitled to three restricted holidays out of a list of restricted holidays. All employees must take prior permission in availing RH.

General:

- a. Kindly note that all kinds of leaves are at the sole discretion of the Head of the Institution.
- b. All the benefits are only for the full-time staff members who have completed one year or any other duration as specified by the management.
- c. If a person joins on or before September 30th, they will be eligible for all leave benefits applicable from a July joining date.
- d. All leaves, except casual leaves must be sanctioned before being availed.

Casual Leave can be availed in “half-day” units. 2-half-day leave amounts to one-day casual leave. Half-day means either forenoon (i.e. till lunch) or afternoon.

Employee Welfare Policies

Rules for participation in seminars, conferences, workshops, FDPs etc.

The institute has a well laid out policy for the same. **(Annexure II)**

Mid Term Appraisal

All faculty members are required to submit the 6 months report twice a year i.e in July and January. This report covers various publications, FDPs, MDPs conducted as well attended by the faculty, their status of further studies and text books/Reference books read during the 6 months of submitting the report.

(Annexure VI)

Incentive Scheme for Teaching Staff:

The institute has a well laid out incentive policy for teaching staff for promoting research and other activities.**(Annexure III)**

Best Teacher Award:

The award is given on the basis of the research output, feedback, participation in activities organized by the institute. **(Annexure V)**

Incentive Policy for Non-Teaching Staff

The incentives to non-teaching staff are also given on the basis of their performance.

(Annexure IV)

Group Insurance

The institute has a group insurance scheme for its employees with an insured sum of Rs. 3 lacs each, which is periodically renewed.

Medical

The institute has a tie up with a local hospital for any medical emergencies. The Doctor is available on the campus on two days i.e Tuesdays and Fridays every week. First-aid facility is also available on the campus.

Gratuity

The institute has implemented a gratuity scheme in accordance with applicable regulations. Employees who have completed a minimum of five years of continuous service with the institute shall be eligible for gratuity benefits upon end of employment, whether by resignation, retirement, or other approved separation.

Other Policies

The employees are allowed **loans** at moderate interest, **fee concession** are given to the employees for any education pursued with the institute or the ward of the employee. **Condolence money** is given to the bereaved family on the death of an employee. **Excursion trips and festive celebrations** like Holi, Diwali are organized for staff members on regular basis facilitating the growth of co-operative & amiable environment.

ANNEXURES

Format of Letter of Appointment(Annexure I)

This has reference to your application and subsequent interview with the undersigned we are pleased to appoint you as _____.

1. You shall be on probation in the first instance for a period of 1 year from the date of acceptance of this letter and the said period of probation may further be extended at the discretion of Management.
2. You shall be paid as per the _____ Grade during the probation period unless amended; in addition to this the other service benefits like EL/CL are also given as per rules. At any time during your service with us, the Institute reserves the right to break up your basic wages and allowances, into such wages and allowances as decided by the Management without reducing the emoluments.
3. During the period of probation as prescribed in Clause (1) above, your service are subject to terminate at any time by giving one month notice or payment of one month salary in lieu thereof. The notice may be delivered by hand or registered post and the notice period shall commence from the date of delivery in the former case and the date of dispatch in the later case. Similarly, you will be required to give one-month notice or salary in lieu before leaving the service.
4. You will, in writing intimate to the Director the address to which communication to you shall be sent by post. The notice and other communication sent to you at such address shall be deemed to have been duly sent by us and received by you. Your address shall be as last intimated by you to the Institute and last acknowledged by the Institute. All communication sent to the address intimated by you by ordinary mail or registered post shall be deemed to have been delivered to you within three days of posting and those sent by telegram within 24 hours of their being sent.
5. You shall ordinarily be required to work at local office of the Institute, but are liable to be transferred to any other unit of the Institute or our associate and/or subsidiary Institute situated anywhere in the Union of India, as required by the exigencies of the business at the discretion of the Institute. You will work in the department/section wherever the need arises.
6. The working hours of the Institute are from 9 A.M. to 6 P.M. from Monday to Saturday.
7. You shall not at any times disclose, divulge or make public any of the processes/accounts/transactions and dealings of the Institute, whether the same may be confided in you or become known to you in the course of your employment or otherwise.
8. During your employment with us you shall be subject to such rules and regulations, as are made by us from time to time at our discretion whether they are individually notified to you or not.
9. During your employment, you shall devote the whole of your time and attention to the business of the Institute as directed by us, and you shall not be interested in or employed at any time (either directly or indirectly) in any other business/ undertaking whatsoever, so long as you are in our employment.

10. The information given by you about your date of birth entered in our records cannot be altered at your option at a future date. Your confirmation in our employment will also be subject to your producing satisfactory proof of your age.
11. If you remain absent from work without any intimation and permission for a continuous period of 10 days or more, you shall be deemed to have terminated your employment with us, with effect from the day you complete 10 days of such absence.
12. The Institute shall have the right and power to suspend you, without pay, if and when a serious misconduct is alleged against you. The order of such suspension shall take place immediately upon its communication to you.
13. You will not be entitled to any payment other than what is mentioned above and any benefits same as applicable under any law in force.
14. You will retire on the attaining age 65 years.
15. Your probation will start from 12-02-2024 or such other date as may be mutually agreed in writing.
16. You are requested to bring the following documents on the date of your joining indicated below:
 - a) Two-passport size photographs.
 - b) Original certificates in support of your educational/technical qualification date of birth & experience.
 - c) Such other paper as required under Personnel policy of the Institute.
17. You will be governed by rules and regulations made applicable from time to time by the Institute.

If you accept the above terms and conditions, you are requested to signify your acceptance by returning to us immediately the enclosed copy of this letter, duly signed by you.

Yours faithfully

For Jagan Institute of Management Studies

Authorized Signatory

I have understood the above said term and Conditions and I accept the same.

PARTICIPATION IN SEMINARS, CONFERENCES, WORKSHOPS, FDPs (Annexure II)

In order to encourage participation in research and capacity building, the Institute offers various facilities to faculty members for participating in seminar/ conferences/ workshops etc.

1. For attending seminars/ conferences/ workshops/ FDPs:

- 1.1. It is mandatory for all faculty members to attend **atleast** one such event per year preferably one in each semester/ trimester with the approval of research committee and the Director.
- 1.2. The faculty members must submit a detailed report of the deliberations, discussions and learning outcome of the event.
- 1.3. The faculty members must take prior approval of the Director in all cases and should ensure that their classes are not disturbed.

2. For Travel Entitlement and Reimbursement:

a. For local (NCR region)

- Transport facility will be provided by the Institute in case the participant wishes to come to the Institute first and then go for the event.
- In case, the participant wishes to go from home to the venue, he/ she will have to make conveyance arrangement for himself/ herself. The TA shall be reimbursed as per entitlement and submission of valid receipt.

b. Outside Delhi:

- Full reimbursement for **attending Conference** as per the following entitlement:

Designation	Entitlement
Assistant Professors	A.C.-3-tier fare
Professors / Associate Professors	A.C.-2-tier fare
Dean / Director	Air Fare

**Higher fare may be granted at the discretion of the Director*

3. For Boarding and Lodging:

- In case the participation fee includes boarding and lodging, no allowance will be made on this account.
- In all other cases, actual reimbursement shall be made (on submission of proper vouchers) subject to the following upper limit:

Category	Max permissible limit
Research Associates	2 Star (up to Rs 2500)
Assistant Professor/ Associate Professors	3 Star (up to Rs 3,500)
Director/ Dean/ Professors	4/5 star (up to Rs 4,500)

**Higher Accommodation charges may be granted at the discretion of the Director*

4. Rules for participation in International Seminars held abroad:

International conference paper presentations will be encouraged as compared to National conference and would be sanctioned on case-to-case basis on the recommendations of the research committee and the Director's approval.

WORK LOAD AND INCENTIVE POLICY FOR TEACHING STAFF

(Annexure III)

For PGDM Vertical

GENERAL GUIDELINES

Business Schools across the country are trying to improve the quality of education by promoting research among faculty members. The incentive and workload policy is designed as per the outcome based accreditation process laid down by various renowned accreditation agencies like AACSB, AMBA and NBA.

The policy gives a scope to a faculty member to identify their strengths and accordingly plan their yearly workload among three areas namely Academics, Research and Institutional building activities.

All faculty members are required to prepare a yearly plan based on the point system described in this policy and submit the work plan in the director's office. There will be a half yearly review of the faculty to assess plan vs achievements/work in progress. The yearly review will take place in the month of June and the final settlement of all the claims will take place thereafter.

There are certain guidelines for faculty members which are as follows:

1. Faculty members need to submit a yearly workload plan in director's office which will be reviewed half yearly and at the end of the academic year.
2. The academic year will be from 1st July to 30th June. All incentives can be claimed only at the end of the academic year.
3. Faculty Members must be in service on the date of making a claim for incentive. They must discharge their assigned duties and functions satisfactorily.
4. One Incentive point will have the monetary value of Rs.500 for academic year 2024-25.
5. Policy will be reviewed every year and the modified policy for every academic year will be made available to faculty in the beginning of the academic year itself.
6. A claim does not guarantee payment. Incentives are at the discretion of the management. The management reserves the right to alter/delete, revise or modify any part of the incentive scheme.
7. Claim will be processed after verification by the committee constituted by the management.

The institute expects every faculty to acquire following points as minimum work load for the year 2025-26

Professor/Associate Professor/Assistant Professor & Others	
Teaching (Minimum 5 Course and maximum 7 per year* are allowed for a faculty)	Minimum 175 Points Director office can assign more courses if required
Research & Publications and Conferences	Minimum 75 Points
Institutional Building Activities	Minimum 50 Points
Total expected minimum points	300 Points

* There are incentives after the accomplishment of 300 points

*For Deans minimum 4 courses and maximum 6 courses per year.

A faculty can plan their workload based on the following areas:

A. Teaching

- Faculty’s teaching component encompasses both classroom and out of the classroom delivery. Minimum faculty’s teaching load will be 175 points Evaluation of a course depends on its planning, delivery, assessments, outcome attainments.

Class Strength	3 Credit Course			Maximum points
	Delivery of 20 Session (20 Points)	Assessment (10 points)	Feedback (Max 5 points)	
For a class above 20-60	20 points	10 points	Below 3- 0 Points 3.1-3.5- 2 Points 3.51-4.0- 3 Points 4.1-4.5- 4 Points	35
For a Class 20 and below	20 points	5 points	4.51 and Above- 5 points	30

* For other than 3 credits credit course all parameters would have a pro rata weightage

- **Comprehensive/Summer Internship/ SDL / Final Project viva** - Half Day 2 point
- **New Course development** - 15 Points
This will include designing a course, its delivery and successful completion after a minimum number of students opt for the course. Points can only be claimed after successful completion of the course.
- **Resource Person in Faculty Development Programme organised for external faculty members** - 3 points per 90 minutes of instruction
- **Resource Person in MDP**- 2 points per 90 minutes of instruction(This will be considered for workload calculation and not for incentive calculations as it is already monetized)

B. Research & Publication and Conferences

To promote research and publication the institute provides financial assistance for every faculty for conducting research and professional development (in research and teaching), called the Faculty Development Fund (FDF). The faculty members can utilize this financial assistance for subscribing to any research software, research journal processing fee, attending conference, professional development courses(like Moocs from any platforms), FDP etc. Drawing of the funds would require prior approval of the Director. This will be paid in the form of reimbursement. Forms are available with Director Office.

Publication processing fees

		Non Paid	Paid(FDF)
ABDC Journals A* Category /FT 50	:	150 Points	75 Points
ABDC Journals A Category	:	100 Points	65 Points
ABDC Journals B Category	:	100 Points	50 Points
ABDC Journals C Category	:	75 Points	40 Points
Scopus/Web of Science	:	50 Points	25 Points
UGC care /Refereed	:	25 Points	15 Points
Student Publications	:		10 Points

Conferences:

Presenting paper in reputed International University/ : 25 Points

Management and Case Association

Presenting paper in conference of reputed Institutions : 15 Points

(Top 25 NIRF ranked institutions)

Presenting paper in conference of reputed Institution : 10 Points

(Top 26-100 NIRF ranking institutions)

Case Studies

Publishing House(ABDC, Scopus Listed Journals, : 50 Points
Ivey, Sage , Emerald, Asian Journal of Mgt cases etc)

- If a case publishing house is listed in C and higher category of ABDC , points as per above table of publications would be claimed)

For class teaching case development : 10 Points

(Points can be claimed post the case is tested in a class,
Case should be focus on analysis and decision making only
And the required data should be given as annexures or in the
Body of the case)

Book Publication(No Revised edition)

Sole Author : 50 points

Co-Author(2 Authors) : 25 points

Co-Author(more than 2 Authors) : 20 points

Chapter in a Book : 10 Points

Editor of a reputed Journal*

ABDC Journals A Category : 30 Points

ABDC Journals B Category : 25 Points

ABDC Journals C Category : 20 Points

Scopus/Web of Science : 15 Points

UGC care/Refereed	: 10 Points
Paper reviewer(Reputed Journal)	: 5 Points
Management Magazine editorship	: 15 points/issue
Newsletter editorship(Maximum 3 in AY)	: 5 points/issue
Patent	
Publication	: 10 Points
Grant	: 15 Points
Commercialization	: 100 points

Note :

- It is mandatory to mention institute name in all research work in order to claim incentives.
- In case of multiple authors in research work, points will be calculated by dividing the points with number of authors.
- In case of multidisciplinary/collaborative research work with inhouse faculty or outsiders, research points may not be divided. The decision is taken by the Director after recommendation from research committee.
- Maximum 3 authors will be considered for point allocation for any research work.
- Listing of journals will be considered based on the date of submission of the research paper and the submit email from journal can be used as a documentary proof.
- * If there is more than one editor, then points will be divided as per the number of editors.

C. Contribution to Institutional Building

▪ This includes various administrative responsibilities, organizing workshops, active involvement and participation in various events organised by the Institute or any admission or placement related support provided for institutional building.

1. Dean/Club Incharges

Deans(Programmes)	: 40 Points
MDP Head	: 40 Points
FPM	: 30 Points
Examination	: 40 Points

4. Articles:

Published in reputed national newspaper/magazines : 10 Points

Blogs for institute website(Institute assigned) : 5 points

5. Mentoring

A faculty needs to develop a holistic approach to the process of teaching-learning that includes mentoring of students during the 2 year course duration. Faculty mentors the students during their summer internships and final projects. A maximum of 30 points for guiding 40 students (1st and 2nd year both) and 15 points for guiding 20 students(1st and 2nd year both) can be claimed in an academic year.

6. Other Institutional Building or Promotional activities Will be assigned by the Director, Maximum 10 points

Workload and Incentive Policy for Teaching Staff University Affiliated Vertical

GENERAL GUIDELINES

The policy gives a scope to a faculty member to identify their strengths and accordingly plan their efforts among three areas namely Academics, Research and Institutional building activities.

There are certain guidelines for faculty members which are as follows:

1. The academic year will be from 1st July to 30th June. All incentives can be claimed only at the end of the academic year.
2. Faculty Members must be in service on the date of making a claim for incentive. They must discharge their assigned duties and functions satisfactorily.
3. One Incentive point will have the monetary value of Rs.500 for academic year 2024-25.
4. Policy will be reviewed every year and the modified policy for every academic year will be made available in the beginning of the academic year.
5. A claim does not guarantee payment. Incentives are at the discretion of the management. The management reserves the right to alter/delete, revise or modify any part of the incentive scheme
6. Claim will be processed after verification of all documents submitted by the faculty.

The institute expects every faculty to acquire following points claim of incentive for the year 2025-26

Professor/Associate Professor/Assistant Professor & Others	
Innovative Teaching Pedagogy & Feedback	Minimum 40 Points
Research & Publications and Conferences	Minimum 75 Points
Institutional Building Activities	Minimum 50 Points
Total expected minimum points	165 Points

* Incentives can be claimed over and above the accomplishment of 165 points.

A. Innovative Teaching and feedback

Feedback (For Batch Size of 60 Students)

Below 3- 0 Points

3.1-3.5- 2 Points

3.51-4.0- 3 Points

4.1-4.5- 4 Points

4.51 and Above- 5 points

Feedback (For Batch Size of 30 and below Students)

Points will be divided to half as per the feedback break up given above

- **Viva** - Half Day 2 point
- **Innovative Teaching**
Innovative teaching pedagogy adopted for an ongoing course. Number of sessions in which Innovative teaching pedagogy was used. - 2 for each session

- **New Cases developed/Outside Classroom activities/ Visits-** 2 for each new activity
- **Resource Person in Faculty Development Programme organised for external faculty members** - 3 points per 90 minutes of instruction
- **Resource Person in MDP-** 2 points per 90 minutes of instruction(This will be considered for workload calculation and not for incentive calculations as it is already monetized)

B. Research & Publication and Conferences

Publications:	Article Processing Charges(APC)	
	If No APC	APC
ABDC Journals A* Category/FT 50	: 150 Points	75 Points
ABDC Journals A Category/SCI	: 100 Points	65 Points
ABDC Journals B Category	: 100 Points	50 Points
ABDC Journals C Category	: 75 Points	40 Points
Scopus/Web of Science	: 50 Points	25 Points
Student Publication	: 10 Points	

Conferences:

Presenting paper in reputed International University/ Management and Case Association	: 25 Points
Presenting paper in conference of reputed Institutions (Top 25 NIRF ranked institutions/ universities)	: 15 Points
Presenting paper in conference of reputed Institution (Top 26-100 NIRF ranking institutions/universities)	: 10 Points

Case Studies

Publishing House(ABDC, Scopus Listed Journals, Ivey, Sage , Emerald, Asian Journal of Mgt cases etc) : 50 Points

- If a case publishing house is listed in C and higher category of ABDC , points as per above table of publications would be claimed)

For class teaching case development : 10 Points

(Points can be claimed post the case is tested in a class,

Case should be focus on analysis and decision making only And the required data should be given as annexures or in the Body of the case)

Book Publication(No Revised edition)

Sole Author : 50 points

Co-Author(2 Authors) : 25 points

Co-Author(more than 2 Authors) : 20 points

Chapter in a Book : 10 Points

Editor of a Conference volume/Book : 10 Points

Editor of a reputed Journal*

ABDC Journals A Category : 30 Points

ABDC Journals B Category : 25 Points

ABDC Journals C Category : 20 Points

Scopus/Web of Science : 15 Points

UGC/Refereed : 10 Points

Paper reviewer(Reputed Journal) : 5 Points

Management Magazine editorship : 15 points/issue

Newsletter editorship(Maximum 3 in AY) : 5 points/issue

Patent

Publication : 10 Points

Grant	: 15 Points
Commercialization	: 100 points

Research Project completed for reputed External agencies such as FICCI, PHD House etc.

1-3 Months	15 Points
3-6 Months	25 Points
6Months-1 year	50 Points

Note :

- It is mandatory to mention institute name in all research work in order to claim incentives.
- In case of multiple authors in research work, points will be calculated by dividing the points with number of authors.
- In case of multidisciplinary/collaborative research work with inhouse faculty or outsiders, research points may not be divided. The decision is taken by the Director after recommendation from research committee.
- Maximum 4 authors will be considered for point allocation for any research work.
- Listing of journals will be considered based on the date of submission of the research paper and the submit email from journal can be used as a documentary proof.
- * If there are more than one editor for a journal, then points will be divided as per the number of the editors.

C. Contribution to Institutional Building

- This includes various administrative responsibilities, organizing workshops, active involvement and participation in various events organised by the Institute or any admission or placement related support provided for institutional building.

Dean/Club Incharges

HOD/Dean	:	40 Points
Examination	:	40 Points
Students Club	:	10 Points

Research Guide : 10 Points per research scholar (For 3 years only)

1. Organizing or coordinating National Seminar/ Workshop / FDP/Cultural events/Sports events

For 2-3 Days Event

Participation Fees

No of Participants	Paid	Non Paid
100+	40 Points	20 Points
50-100	30 Points	15 Points
Min 20-50	20 Points	10 Points

For one Day Event

Participation Fees

No of Participants	Paid	Non Paid
100+	25 Points	15 Points
50-100	15 Points	10 Points
Min 20-50	10 Points	5 Points

Points to be given to the entire team

International Seminar/conference Coordination-

No of research Paper received from other than India

More than 20	40 Points
Between 10-20	20 points
Less than 10	10 points

Points to be given to the entire team

2. Admission Duty/Placement related work/University Duty : 2 points for
half day

3. Articles:

Published in reputed national newspaper/magazines : 10 Points

Blogs for institute website(Institute assigned) : 5 points

4. Mentoring : 10 points

5. Other Institutional Building or Promotional activities

Will be assigned by the Director/Principal : 10 points

Annexure-IV

Performance Appraisal Policy

PGDM Vertical

Performance Review

- Every faculty member is mandated to meet the minimum workload requirements as decided from time to time.
- The Area chairs need to ensure that the new joining faculty without any teaching experience are given a settling period of six months.
- Faculty will not be eligible for any incentives for teaching, research, and other contributions/ involvement if they do not meet the mandated minimum workload.
- Faculty members are required to submit mid-term self-appraisal which is an important input for annual increment and incentive.
- The review of the Performance of the faculty will be based on the work plan submitted to the Director Office before the beginning of the academic year. The annual performance review is a key determinant in the grant of annual increment, teaching awards and other career advancement opportunities.
- The director will interact with each faculty at the end of the academic year about their performance, feedback from Dean Office and Dean Research will also be assimilated about the performance of the faculty.

Performance Assessment

At the end of each academic year, performance of a faculty will be evaluated according to the criteria given below:

Area of Work*	Weightage	Criteria	1	2	3	4
Teaching (PGDM, PGDM IB, PGDM RM)	50%	No of Hours	Below 150	150-180	180-210	210-240
Research (through Publication, case studies Conferences and Projects)	25%	Points Earned	Below 75	75-125	125-150	Above 150
Contribution to Institutional Building (This will include active involvement and participation in various MDPs , trainings, events organised by the Institute from time to time, Dean/Club Incharge, Based on points earned from administrative activities)	25%	Points Earned	Below 75	75-125	125-150	Above 150

Out of maximum possible score of 100, the rating will be assigned as follows

- Less than 50 - Poor
- 50-65 - Satisfactory
- 65-80 - Good
- 80 and above - Excellent

Annual Increments

Faculty shall become eligible for annual Increment only to the extent, as approved by the Director, after performance appraisal of the faculty during the previous year. Key yardsticks for performance appraisal shall be communicated well in advance. The institute will be under no obligation to grant annual

increment and same shall be solely at its discretion and performance of faculty only.

Any faculty rated poor and below, or not meeting any other criterion for increment laid out from time to time, will not be eligible for the increment. Annual increment shall be allowed effective from 1st July of each year. Only those faculty shall be eligible for increment, who have completed minimum 1 year as on 30th June.

Performance Appraisal Policy

University Affiliated Vertical

Performance Review

- Every faculty member is mandated to meet the minimum workload requirements as decided from time to time.
- Faculty will not be eligible for any incentives for teaching, research, and other contributions/ involvement if they do not meet the mandated minimum workload.
- Faculty members are required to submit mid-term self-appraisal which is an important input for annual increment and incentive.
- The review of the Performance of the faculty will be based on the work plan submitted to the Director Office before the beginning of the academic year. The annual performance review is a key determinant in the grant of annual increment, teaching awards and other career advancement opportunities.
- The director will interact with each faculty at the end of the academic year about their performance, feedback from Dean Office and Dean Research will also be assimilated about the performance of the faculty.

Performance Assessment

At the end of each academic year, performance of a faculty will be evaluated according to the criteria given below:

Area of Work*	Weightage	Criteria	1	2	3	4
Teaching	50%	No of Hours	Below 30	30-40	40-50	Above 50
Research (through Publication, case studies Conferences and Projects)	25%	Points Earned	Below 40	40-65	65-90	Above 90
Contribution to Institutional Building (This will include active involvement and participation in various MDPs , trainings, events organised by the Institute from time to time, Dean/Club Incharge, Based on points earned from administrative activities)	25%	Points Earned	Below 40	40-65	65-90	Above 90

Out of maximum possible score of 100, the rating will be assigned as follows

- Less than 50 - Poor
- 50-65 - Satisfactory
- 65-80 - Good
- 80 and above - Excellent

Annual Increments

Faculty shall become eligible for annual Increment only to the extent, as approved by the Director, after performance appraisal of the faculty during the previous year. Key yardsticks for performance appraisal shall be communicated well in advance. The institute will be under no obligation to grant annual

increment and same shall be solely at its discretion and performance of faculty only.

Any faculty rated poor and below, or not meeting any other criterion for increment laid out from time to time, will not be eligible for the increment. Annual increment shall be allowed effective from 1st July of each year. Only those faculty shall be eligible for increment, who have completed minimum 1 year as on 30th June.

(Annexure V)**Incentive Scheme for Non-Teaching Staff**

The scheme covers all non-teaching full time staff of JIMS in various verticals such as Front Office, Director and Deans Offices, Admission office, CRMC, Library, Computer Lab, Admin Staff, Coordinators, Examination, Accounts etc.

- 1) In order to be eligible for an incentive, an employee must have been in the institute's service for at least one year.
- 2) As in case of teaching, all incentives are to be calculated on the basis of the academic year i.e. 1st July to 30th June.
- 3) The filled proforma needs to be submitted by 15th July of every year duly signed by the reporting Officer.
- 4) The final decision shall be taken by the Director.
- 5) The ACR of Non teaching heads will be filled by the Director.

6) Parameters

S. No.	Particulars	Point Awarded
1	Completion of Work on time	
2	Knowledge of Work	
3	Initiative taken	
4	Personal Growth during the year	
5	Capacity to work with others	
6	Proficiency in IT	
7	Drafting efficiency	
8	Punctuality and Regularity	
9	Discipline	
10	Honesty & Dedication	
	Total Points Awarded	
	Average Points	

Rating to be done on 5 point scale whereas 5= Extraordinary, 4= Excellent, 3=Good, 2=Average, 1=Below Average

Additional Remarks, if any: _____

Annual Incentives

S. No.	Average Score	One Time Annual Incentive (Percentage of Gross monthly salary)
1	2.5-3.0	10%
2	3.1-3.5	25%
3	3.6-4.0	40%
4	4.1-4.5	60%
5	4.6-5.0	85%

Note : In any case, the amount of aforesaid incentive shall not exceed Rs. 50, 0000

(Annexure VI)**Best Teacher Award****General:**

1. Best Teacher (s) Award shall be given on Teacher's Day (5th September). The performance shall be calculated on the basis of past academic year i.e. July to June.
2. Faculty Members must be in service to be eligible for award.
3. A duly constituted Jury shall make final decision. [Director; Dean; Dean (IB); Dean(RM), Dean (IP Affiliated Programmes)]
4. Awards are at the discretion of the management. The management reserves the right to alter/delete, revise or modify any part of the award scheme.
5. The faculty members shall be given cash prizes as per the following

Overall: 1st Prize
Rs. 21,000/-



The first prize winner shall be given a certificate of Best Teacher for the year.

Criteria:

Particulars	Marks
Combined Student feedback of an Academic Year	15
Research Output (Publications in refereed journals - National / International/Conference Proceedings; Books Authored/Chapter in Book; Resource Person in Conference/Seminar	35
Conferences Attended	5
Consultancy Received; MDPs / FDPs Conducted	15
Additional Academic Achievements (Higher Studies / Awards / Prizes received from others)	10
Contribution to Co-Curricular / Extra Curricular Activities of the institute	20

Marks Parameters

Particulars	Marks
Student Feedback:	
4.50 & above	15
4.25 to 4.50	10
4.00 to 4.25	8
3.75 to 4.00	5
Below 3.75	0
Research Output:	
Publication in Refereed Journals (Non Paid)	15
Publication in Int. Journal (Non Paid)	10
Publication in Int. Journal (Paid)	8
Publication in National Refereed Journals (Non Paid)	10
Other national journals	5
Books Authored (Single)	20
Books Authored (Co-Author)	10
Chapter in Book	5 per chapter
Resource Person Conference / Seminar (Int.)	20
Resource Person Conference / Seminar (National)	15
Paper Published in Conference Proceedings (Int.)	10
Paper Presented in Conferences (Int.)	10
Paper Published in Conference Proceedings (National)	7
Paper Presented in Conferences (National)	7
*Research Work / Publication co-authored with Ph.D supervisor shall be regarded as single author. In all other cases, co-authorship shall get half marks.	
Participation in Academic Events (Conferences, Seminars, FDPs, Workshop etc.)	
International	15
National	10
Consultancy Received; MDPs / FDPs Conducted	On the discretion of Jury
Additional Academic Achievements (Higher Studies / Awards / Prizes received from others)	On the discretion of Jury
Contribution to Co-Curricular / Extra Curricular Activities of the institute	
a) In House during working hours	5
b) Outside Campus during working hours	10
c) Outside Campus after working hours	15

MID Term Self-Appraisal Form

Duration: July to December & January to June

A. Teaching

Trimester / Semester	Details
	Course Title Section
	Course Title Section
	Course Title Section

Comprehensive / Summer Internship / SDL / Final Project Viva details:

New Course Development, if any:

Resource Person in FDP organized for external faculty members:

Resource Person in MDP

B. Research & Publications and Conferences

Particulars	Details	Indexing of the journal / conference details / Magazine Details
Research Paper Publications Details	Published Accepted Submitted	
Conferences Details	Presented Accepted Submitted	
Case Studies	Presented Accepted Submitted	
Book Publication		
Editor of a reputed journal		
Paper Reviewer		
Management Magazine Editorship		
Newsletter Editorship		
Patent	Published Granted Commercialized	

C. Institutional Building

Particulars	Details
Dean / Club Incharges	Role Assigned: Any new initiatives taken w.r.t. the role assigned:
Organizing or coordinating national seminar / workshop / FDP	No. of days: Planned / Completed Target Audience No. of audience Outcome planned / achieved
International Seminar / Conference Coordination	No. of days: Planned / Completed Target Audience No. of audience Outcome planned / achieved No. of research papers received (India / outside India)
Admission (GDPI duty) / Placement related work	Type of work assigned Date Details
Articles	Published Accepted Submitted Blogs for institute website
Mentoring	Programme No. of students assigned No. of meeting done Outcome
Other institutional building or promotional activities	