



**KIRLOSKAR**  
**INSTITUTE OF MANAGEMENT**  
LEGACY. INNOVATION. EXCELLENCE.

**KIRLOSKAR INSTITUTE OF MANAGEMENT**

# **HUMAN RESOURCE (HR) MANUAL**

**PUNE CAMPUS**



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## I. INTRODUCTION

### THE HERITAGE OF EXCELLENCE

Kirloskar Institute of Management (KIM) was set up in 1991 by the Kirloskar Group in Harihar to put its illustrious leader Mr. Shantanurao Laxmanrao Kirloskar's thoughts to practice.

A pioneer of the Indian industry, Mr S. L. Kirloskar was a visionary who possessed the drive and determination to accomplish his vision.

The emergence and subsequent success of the Kirloskar Group of Companies in the engineering industry in India marked the realization of one of his visions. KIM dedicated itself to the task of Management Development in the Kirloskar Group and other companies by understanding the need to promote managerial and organizational excellence.

In 1998, KIM ventured into training bright, young minds in high-quality management education to meet the managerial leadership needs of the country. This was offered as a two-year fully residential Post Graduate Diploma in Management (PGDM) in Harihar. Encouraged by the success of its alumni in the industry, KIM opened its second campus in Pune in 2010. Both campuses are approved by the All India Council of Technical Education (AICTE), New Delhi.

### Uniqueness of KIM

- KIM has an Industry Coordination Committee (ICC), which consists of members drawn from different companies as well as academics. The ICC guide changes are necessary to make the curriculum industry oriented. Besides inviting practising managers to share experiences with students, the ICC also ensures that regular events like seminars, workshops, and panel discussions are held to keep students abreast of the latest developments and practices in the industry.
- At KIM several initiatives are in place to ensure that well-rounded executives emerge from the PGDM program. StEP or Student Enhancement Plan is a unique practice at the Institute designed to strengthen the fundamentals needed of a manager to flourish in the corporate workplace. This is executed through the Mentor-Protégé groups formed. The professors (mentors) handhold students (protégé) in improving the latter are soft skills as well as technical cum managerial skills. As a result of the Student Enhancement Plan, at the end of the two-year PGDM program, several skillsets of a student are considerably enhanced. These include communication skills, attitude development, critical analysis ability, current affairs knowledge, quantitative & qualitative aptitude, and domain knowledge.



- A Current News and Business Analysis Forum exists which supports students in multiple ways to become aware of happening in the environment. Sessions are scheduled regularly to expose students to analyses of industries, news analysis, quizzes, video clippings, etc. to groom students into industry-ready professionals.

The future of smart manufacturing has arrived with the Industry 4.0 revolution. The whole of the supply chain is now connected and collaborated with regards to innovative technology and real-time data. Keeping in view of the recent developments and to meet the industry needs, Kirloskar Institute of Management Pune has set up SUMAN - (Sustainable Universal Manufacturing Augmented Node) - Center of excellence for Disruptive Innovation and the Industry 4.0 lab.. This Centre was inaugurated at the hands of Smt. Suman Kirloskar and Mr Atul Kirloskar - President of Governing Council KIAMS on 18.10.2019.

The Industry 4.0 lab is set up in association with the C4i4 lab which is one of the four centres set up under the Samarth Udyog Initiative by the Department of Heavy Industries, Government of India. The lab allows students and faculty to work on live industrial projects in areas of disruptive innovation and also holds awareness workshops for industry professionals and faculty members.

SUMAN - (Sustainable Universal Manufacturing Augmented Node) - Center of excellence for disruptive innovation is engaged in promoting Industry 4.0 lab and Incubation centre along with providing training and consulting in areas of technology disruption, Digital transformation and is working on getting International collaborations in areas of disruptive innovation.

## VISION

To provide society a centre of learning that excels in management education and professional development.

## MISSION

- ❖ Offer contemporary, progressive, technology and heritage – driven management education.
- ❖ Facilitate strong networking with professionals and industry.
- ❖ Develop competent professionals to lead businesses.
- ❖ Contribute to the expanding body of knowledge in management.
- ❖ Provide management and training solutions to industry.



## VALUES

- ❖ To undertake only those activities where we have the potential to excel
- ❖ To work with trust and transparency while eschewing indiscretion
- ❖ To inculcate collective decision-making and collective responsibility
- ❖ To institutionalize the processes that lead to academic excellence
- ❖ To teach to think
- ❖ To value the good in ourselves, while appreciating the better in others
- ❖ To nurture self-worth in all our members and use it to drive performance

## PROGRAM OUTCOMES

The graduate of PGDM program shall be able to:

1. Apply knowledge of management theories and practices to solve business problems.
2. Foster analytical and critical thinking abilities for data-based decision making.
3. Develop value-based leadership ability.
4. Understand, analyse and communicate global, economic, legal and ethical aspects of business.
5. Lead themselves and others in the achievement of organizational goals, as well as contribute effectively to a team environment.
6. Use technology driven tools and techniques.
7. Develop global perspectives in management.
8. Cultivate an attitude for lifelong learning.

## 2. GOVERNING COUNCIL

Kirloskar Institute of Management (KIM) is an Educational Society registered under The Karnataka Societies' Registration Act, 1960, on 18th August 1999.

### 2.1. OBJECTIVE:

The Governing Council is a policy making body which gives higher and general directions to the Institute and exercises overall control on the operations of the Institute.

### 2.2. THE ROLE AND RESPONSIBILITY OF THE GOVERNING COUNCIL

The Governing council is responsible for the framing of the policies of the institute covering the following:



- ❖ Drawing the charter of the institute.
- ❖ Reviewing the objectives of the institute from time to time.
- ❖ Reconstitution of the members of the governing council.
- ❖ Approval of the annual budget of the institute.
- ❖ Approval of the annual plans of the institute.
- ❖ Appointing the Director of the institute and final approval of the faculty selected to be appointed.
- ❖ Sanction of revision of pay scales, ex-gratia, incentive schemes, and other than normal yearly increments based on performance appraisal.
- ❖ Approval for awarding the Post Graduate Diploma to successful students of PGDM courses.
- ❖ Monitoring the Financial health of the Institute.
- ❖ Expansion and diversification of the activities of the institute.
- ❖ Prescribe the standards for the various activities of the Institute from time to time
- ❖ The present constitution of the Governing Council is as under:
  - o Mr. Atul C. Kirloskar: Executive Chairman, Kirloskar Oil Engines Ltd.
  - o Mr. Rahul C. Kirloskar: Executive Chairman, Kirloskar Pneumatic Co. Ltd.
  - o Mrs. Alpana Kirloskar: Chairperson & MD, Kiara Lifespaces Pvt. Ltd.
  - o Mrs. Aditi Kirloskar: Vice President, KIM
  - o Wg. Cdr. A. Raghunath: Advisor, Kirloskar Group, Kirloskar Oil Engines Ltd.
  - o Mr. N. Luthra: HR - Advisor, Kirloskar Group
  - o Dr. Nandeesh Hiremath: Director - KIM, Harihar
  - o Dr. T. G. Vijaya: Director, KIM - Pune
  - o Mr. R. R. Deshpande: Former Managing Director & CEO, Kirloskar Oil Engines Ltd.
  - o Mr. R. V. Gumaste: Managing Director, Kirloskar Ferrous Industries Ltd.
  - o Mr. Srinivasan K: Director, Pneumatics Company Ltd.

### **3. HUMAN RESOURCE(HR)**



## **HR – VISION, MISSION, GOALS & OBJECTIVES**

### **HR VISION**

The Human Resources department will be a trusted partner for driving society's vision by enhancing employee engagement and thereby performance.

### **HR MISSION**

- ❖ Valuing, encouraging and motivating workforce
- ❖ Enhance strategic partnership
- ❖ Developing employees for organisation effectiveness
- ❖ Enhance employee engagement
- ❖ Deploy employee services through technology
- ❖ Quality in everything we do

### **Goals & Objectives:**

The department is committed to:

1. Develop and implement people strategies in line with Institute goals.
2. Hire, train, coach, counsel and develop manpower.
3. Crafting people policies and procedures day to day smoothly functioning.
4. Inculcate and nurture learning and innovation culture.
5. Manpower planning, development and engagement.
6. Developing staff and upgrading their understanding of changing needs of the Industries / Corporates.
7. To embrace continuous change for growth.
8. To enhance teamwork, commitment and performance.
9. To reward and recognise good performance.
10. Continuous improvement
11. Social Responsibility for equal employment opportunity, diversity and environment conservation.



## Human Resource Interdepartmental Interface

Common interaction with all functions – Employee life cycle, engagement activities like Manpower planning, Recruitment, Employee Development, Performance Management System, Reward & Recognition, No due clearance and Full & Final settlement of the employee.

Specific Function interface activities:

Finance	Corporate Relations & Placement Cell	Library
Payroll	Corporate Engagement	Books
Employee Insurance		Subscription
Budget		Statutory Acts
Travel expenses		
Employee TDS		
Employee Full and final settlement		
Payments to HR vendors or consultants		

Admission	Governing Council	IT
Employee services like canteen, stationery, printing, photocopy, etc.	Approvals	Employee email id
Safety and Security management	Organisation (Society) changes/ amendments	Computer
Facility management		Telephone/ Intercom
Event management		

## HUMAN RESOURCES OPERATIONS AND PROCEDURES:

### 3.1 MANPOWER PLANNING, RECRUITMENT AND SELECTION

3.1. MANPOWER PLANNING: The manpower i.e., teaching and non-teaching staff required for the year is budgeted in Annual Operating Plan (AOP) as required manpower is hired.

#### 3.1.1. FACULTY MEMBER SELECTION:

##### 3.1.1.1. Policy:

We are equal employment opportunities employer, without any discrimination on the grounds of age, colour, disability, marital status, nationality, race, religion,



sex, sexual orientation. The Company strives to maintain a work environment that is free from any harassment based on above considerations. These equal employment opportunities are subject to applicable regulations, qualifications and merit of the individual.

Faculty recruitment and selection is based on a fair blend of academic excellence and practical experience. For more than two faculty positions the requirement is to be advertised in a national daily and posted on the KIM website.

Senior positions can be filled through referrals. As far as possible two or three candidates should be considered before offering for senior positions.

### **3.1.1.2. Qualifications Required**

The Institute will adhere to the norms prescribed by AICTE at [AICTE FACULTY QUALIFICATIONS AND PROMOTION NORMS](#)

### **3.1.1.3 Entry level guidelines**

The Institute will adhere to the norms prescribed by AICTE at [AICTE FACULTY QUALIFICATIONS AND PROMOTION NORMS](#)

### **3.1.1.4. Probationary Period:**

There will be a probation period of one year for staff and six months for faculty.

### **3.1.1.5. Professor and above:**

### **3.1.1.7. Interview:**

The interview panel for selection will consist of the Director, Head HR, Dean Academics, Dean Research, and the Area Chairs. Director can forward the short-listed candidates (Professor and above) to one of the GC members to get it vetted before issuing an appointment letter.

At least a weeks' time should be given to the candidates to appear for the interview. The reimbursement of travel in Second A/C class and out of pocket expenses for local travel is to be provided.

### **3.1.1.8. The interview process will include:**

A faculty seminar on the topic of his area of specialization / research topic of Ph.D. First round of interview will be conducted by the Dean Academics & HR Head. The second round of interviews will be conducted by the Director.



Candidates then meet one of the GC members before final clearance and selection. For any mandatory requirement (AICTE) vacancies decision can be taken by the Director based on the merits of the case and recommendation of Dean Academics at short notice. However, it should be part of the manpower cost in the AOP.

The finally selected candidates' names should be forwarded to be approved by the GC along with the note on the sanctioned vacancies, available vacancies, and the persons recommended as stand by or recommended to positions other than the available vacancy with justification for the same. The note should also reflect the salary details.

During the interview, the terms of employment will be spelt out. A period of one week is allowed for acceptance of the offer, after which the offer may be withdrawn.

Where a person is not selected, the outcome should be made known to the candidate in time. If the application is not rejected outright, then, with the consent of the candidate, it may be preserved in the data bank for future openings.

### **3.1.1.9 Notice period for joining:**

A maximum of 3 months' time will be given to the selected candidate to join the institute. If the institute needs faculty before three months the notice period amount may be paid by KIM. This amount paid to the Faculty will be taxable as per IT Rules. However, this is not applicable in the case of a fresher.

### **3.1.1.9 Documents to be submitted when joining(self attested)**

You will be required to submit the following

- Self-attested documents at the time of your joining duties.
- Relieving certificate of your present employee & all other service certificates
- Certificates of Educational Qualification.
- Residential address proof
- Two passport size photographs.
- Photocopy of PAN & Aadhar card.

Bank account details

### **3.1.2. FACULTY INDUCTION:**



### **Policy:**

All new faculty when recruited, are allowed a settling-in period of 2 weeks. This will enable him/her to adjust to the new environment and understand the culture and operative systems of the organization.

During this period the faculty will spend his/her time in familiarizing himself /herself with the academic and the administrative environment, understand the teaching methodology and techniques employed by other Faculty, prepare teaching notes/materials for his courses consistent with the syllabus, and acquaint himself thoroughly with the student evaluation system.

A new faculty should be encouraged by the existing faculty to visit their classes to enable him/ her to understand the pedagogy and student expectations etc. Existing faculty should also sit in the classes of the new faculty to provide encouragement and assistance in settling.

The Director shall periodically ascertain the performance of all faculty through direct class observation.

### **3.1.3 FACULTY POSITIONS:**

Positions are:

1. Director
2. Dean Academics
3. Professor
4. Associate Professor
5. Assistant Professor

### **3.1 .4. Salaries, Increments and Promotions for Faculty Members.**

Salaries are as per AICTE guidelines.

Promotion and increments for the faculty will be based on performance review.

#### **3.1.4.1. Promotions:**

Faculty promotions up to the position of Assistant Professor will be subject to fulfilment of criteria / eligibility prescribed and at the discretion of the Director. The teaching experience has to be more than 5 years or standard guidelines of AICTE.

For positions up to Associate Professors the promotion is internal, through Performance appraisal review. if the performance appraisal is consistently good consecutively for over three years, subject to fulfilment of other applicable



criteria, if any, the Director may recommend the member of faculty to be promoted and they shall be implemented only after approval by the President of the GC.

For Professors, the following criteria shall apply:

A comprehensive internal review and evaluation of performance.

The teaching experience has to be more than 10 years or 15 years of industrial experience in higher management positions.

A professional seminar and interview with an external panel of academics and industry executives. The panel report will be recommendatory, to be added on to the comprehensive review.

Promotion to be cleared by the President of the Governing Council.

Increments:

Individual increases based on performance review in a structured format.

#### **DECLARATION BY THE FACULTY:**

All permanent faculty members are to give an undertaking half yearly that they are not earning any other income through MDP/Seminar/ Consultancy etc. except in respect of assignments assigned to them by KIM.

All permanent faculties are advised to ensure that they do not work for any other organization on remuneration basis, while in the employment of KIM. However, they are free to take advisory roles in any other institution without remuneration/honorarium, without having an impact on teaching and research. If they are engaged in such activities, they will keep the Director and Head HR informed in writing.

#### **3.1.4. FACULTY WORKLOAD AND PERFORMANCE REVIEW**

Faculty are expected to perform in the following areas:

- Teaching
- Research and publication
- MDP/Consultancy
- Qualifying for Ph.D.
- Administration
- Community welfare

For teaching, minimum 16 credits over minimum 5 courses. For other areas, load to be discussed and allotted. Minimum performance standards should also be agreed.



Minimum performance standard for teaching should be 3 out of 5 and research as agreed. Student feedback Appendix-I and the director's feedback shall be taken into account during performance appraisal. Based on achievements, a decision should be taken to:

- Promote / Give increment / Keep in the same grade and counsel /
- Indicate unsuitability /Counsel and give notice for separation

### **3.1.5 FACULTY DEVELOPMENT**

#### **KIM Faculty Development Program – Guidelines**

As per institute's requirement a faculty member is expected to engage in research leading to two research outputs in an academic year. The output can take the form of a research paper, case, etc., to be published in a refereed journal or presented in an academic conference of repute. It could also take the form of a chapter in a book.

To enable a faculty member to develop oneself, the institute provides a sum of up to Rs. 30,000 per annum. This amount can be utilized by a faculty member, with the approval of the Director, to attend and or present one's research paper, Case in a reputed conference; participate in a workshop to enhance research, teaching or subject knowledge/skills.

“The FDP amount is not an entitlement but a provision. Before a faculty member proceeds to attend a conference, he/she has to present the paper case to the faculty body. It is a knowledge skill development workshop. The concerned faculty member, on return, has to present her/his learning to the faculty body for their collective learning.

The FDP amount can have 'roll on 'facility for two years for confirmed faculty member. Typically, an international conference (in Asia) may require an expenditure of around Rs. 60,000. A faculty member may use the FDP amount for a block of two years to present a paper/case in a reputed conference abroad. Institute will reimburse the expenses of FDP attended.

#### **Skill Enhancement:**

Faculty members are encouraged to interact with industry, consultants, universities and other academic institutions by participation in workshops and seminars. The Institute grants academic leave with pay during the participation period up to 10 days in a year. Additionally, financial support will be given subject to a ceiling to be decided during the annual budget.

All support for faculty development will start after one year of service.



### **3.1.6. ADMINISTRATIVE ROLE & ADDITIONAL RESPONSIBILITY:**

Every faculty member needs to have and execute one administrative role, which is assigned by the director. Faculty is also expected to perform teaching research and publication MDP/Consultancy community welfare will be evaluated during the performance appraisal period.

#### **ANSWER SCRIPT EVALUATION**

As far as possible the faculty evaluating the answer sheet should explain the shortcomings or brilliance in the answers, which will explain the quality of evaluation and allocation of marks. Besides, it will also improve transparency in the evaluation.

Faculty should fix a time when all students are invited to see their answer sheets, if they so desire. All queries to be attended at that time, after which the marks will be final. This time should be fixed within the last date for submitting the grades to the PGDM office.

#### **RESEARCH AND CONFERENCES**

Policy on Research Paper Presentation in Reputed Conferences Abroad  
-When faculty members of KIM engage in academic research resulting in papers that are presented to a peer group internationally, it brings repute to the institute and is expected to enrich learning in class. Therefore, this initiative is intended to encourage faculty members of KIM to work towards higher academic research pursuits. To be eligible for obtaining the benefit of this scheme, the research output should be part of the research agenda of a faculty member in a given academic year.

A faculty member whose services are confirmed by the Institute can apply for this facility. The research output (paper/case) should have been accepted in writing/email for presentation in a prestigious conference abroad. A committee consisting of the Director and two senior faculty members shall suggest to the Working Committee/ Governing Council of KIM whether the conference which has accepted the paper for presentation can be considered prestigious enough to fall under the purview of this scheme and will therefore add value to the faculty.

Generally, a journal is considered to be prestigious when the impact factor of the journal is high. The organizer is a reputed body (Academy of Management, USA/IABE (International Academy of Business and Economics)/ International Journal of Accounting/International Journal of Consumer Studies/International Journal of Entrepreneurship and Innovation International Journal of Human Resource Management International Journal of Management International Marketing Review Journal of



Banking and Finance/Decision/ Viable /IIMB Management Review /Management and Labour Studies Administrative Staff College of India (ASCI) Journal of Management ICFAI Journal of Management Research/International Conference on Management (by Conference Master Resource, Malaysia) / Global Business Review (by SAGE)

The Director approves for travel, boarding and lodging arrangements within the prescribed limits both in terms of value and duration (as per the eligibility criteria, once in two years a maximum sponsorship amount of Rs. 1, 25,000 shall be provided by the Institute to a faculty member when the paper is to be presented in North/ Latin America /Western Europe. If the paper presentation is in Asia/Africa/Oceania, the amount shall not exceed Rs. 1,00,000/-.

The air travel bookings and related travel arrangements shall be done by the institute via the most economical airline/airfare and through the shortest possible route.

Hotel reservations shall be done by the Institute to obtain budget rates. A per diem of \$100 per day may be provided to the faculty member presenting a paper to meet day boarding expenses. All boarding expenses incurred during the overseas stay shall be clearly backed up by invoices / bills.

On return from the conference paper presentation, the faculty member has to share his/her experience with the rest of the faculty in a formal faculty meeting, duly convened for this purpose by the Director.

A faculty member is entitled to apply to the Institute for this facility once in a three-year period.

All travel expenses must be settled within 15 days of completion of such travel and in the travel reimbursement form of the Institute with the Accounts office.

Faculty has to be active in the area of research. An amount will be budgeted per year for each faculty to support research. This cannot be carried forward to the next year.

#### **MDP/ CONSULTANCY:**

In addition to teaching, the faculty are expected to support the MDP/Consulting programs of the Institute. Two roles are envisaged:

- Organizing / Coordinating the programs:



This is the part of the regular work of the faculty and will be done as assigned.

- Engaging the MDP/Consultancy:

The faculty will be compensated separately for the conduct of these programs as per the policy.

### **COMPENSATION TO FACULTY:**

The faculty members carrying out the assignments would be compensated as per existing practice where the assignments are obtained through KIM or Where the assignments are obtained through the initiative of faculty members and carried out by them in individual capacity, on contribution margin after the receipt of the consultancy fees of the assignment. Fees between faculty and institute, if the faculty carries out the assignment on his/her own time (by taking leave). If it is carried out on institute time i.e., without leave deduction, the share will be 60%: 40%, faculty: Institute.

## **3.3 CODE OF CONDUCT**

### **CODE OF ETHICS FOR FACULTY**

1. Faculty should handle the subjects assigned by the Area Chair.
2. Faculty should complete the syllabus in time. Faculty shall produce good results in the subjects handled by them and are accountable for the same.
3. Tutor - Ward system must be effectively implemented. Faculty shall monitor the respective group of students who are attached to them.
4. Continuous Assessment Tests (CAT) and Model Examinations are to be conducted in a semester. Answer books are to be valued and marks are to be informed to the students, marks for the assignments, CAT Tests, Seminars if attended are to be entered in the LMS module.
5. Faculty should be good counsellors and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
6. Faculty should maintain decorum both inside and outside the classroom and set a good example to the students.
7. Faculty should carry out other academic, co-curricular and organizational activities that may be assigned to them from time to time.



8. Faculty must report in time to duty as per the working hours prescribed and should be available in the campus unless and otherwise, they are assigned duties elsewhere.
9. Faculty should sign the attendance register and bio-metric while reporting for duty. The office Time is 8.30 A. M. to 5.30 P. M.
10. Faculty are expected to be present in the college campus at least 10 minutes before the College beginning time.
11. Faculty should remain in the campus till the end of the College hours.
12. Prior written permission is required from the reporting manager at least a day in advance while availing CL or OD.
13. Ten days of causal leave can be availed in a calendar year.
14. All must report for duty on the reopening day and the last working day of each trimester.
15. Medical Leave will be sanctioned only for medical reasons.
16. Faculty members are encouraged to write textbooks, publish articles in reputed Journals and present papers in Seminars and Conferences.
17. Faculty members are encouraged to take up Research projects.
18. Faculty members should also attend Faculty Development Programmes, Quality Improvement Programmes etc. to update their knowledge.
19. No member of faculty should involve himself or herself in any form of political activity inside or outside the campus.
20. Faculty should attend the College neatly dressed, and wearing shoes. Dress regulations should be followed as the occasion demands. Jeans and T-Shirts are prohibited.
21. Faculty should not participate in any strikes or demonstrations either inside or outside the campus.
22. Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
23. No faculty member shall send circulars / distribute handbills to the Faculty, organize meetings in the campus without permission from the Director.
24. Faculty are barred from using cell phones while taking classes.
25. Faculty must always wear their identity badges while inside the college premises.
26. Area Chair must submit the Department's timetable and individual faculty's time tables to the Director. Any change must also be reported to the Director in writing
27. Faculty are expected to attend Department academic association meetings, seminars, etc. and also college functions like inaugural-day, Foundation day, Sports Day, Independence Day and Republic Day celebrations without fail.



28. Faculty are expected to volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes.
29. A faculty member is assigned to group of students as a Mentor. The Mentor acts as de-facto guardian for the student in providing guidance and mentorship in both academic as well as individual based needs of the student. The Mentor/Class in-Charge will also stay in correspondence with parents and guardians of the respective student.
30. Conduct time-tabled mentor-mentee meetings.
31. Be a part of time-tabled CNBA sessions to guide students to become industry ready.

### **CODE OF ETHICS FOR DIRECTOR**

1. Director should make a conscious effort to be fair to personnel, students, Faculty and staff need to know that they will be treated fairly when you make a decision.
2. Director must apply honesty in his/her job, must never withhold vital information that should be made public.
3. The Director assumes responsibility and accountability for his or her performance and continually strives to demonstrate competence.
4. The Director endeavours to maintain the dignity of the profession by respecting and obeying the law, and by demonstrating personal integrity.
5. Director should maintain professional boundaries, train faculty to be responsible for their actions, understand that you and your faculty are accountable for your actions 24 hours a day, seven days a week.
6. The Director shall not knowingly misappropriate, divert, or use money, personnel, property, or equipment committed to his or her charge for personal gain or advantage.
7. The Director shall not fake records, or direct or force others to do so. The Director shall be of good moral character and be worthy to instruct or supervise the youth of this state.
8. The Director shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.
9. The Director makes concerted efforts to communicate to parents all information that should be revealed in the interest of the student.



## 4. EMPLOYEE & STUDENT RELATED COMMITTEES

### 4.1.I PREVENTION OF SEXUAL HARASSMENT POLICY

#### Prevention of Sexual Harassment Policy

1. Principal Duties of the employer as specified in the chapter 6 of Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressed) Act 2013.
2. Procedure for renewal of the committee
3. Procedure to resign from the core committee
4. In case any core committee member is a victim or guilty what has to be done and who will fill the emergency post
5. Involvement of third party and its responsibilities
6. Frequency of the meeting
7. Where the aggrieved woman is unable to make complaint because of physical and mental incapacity or death.
8. Determination of Compensation (wages, loss of career opportunity, medical expenses, feasibility of payment in lump sum or instalments)
9. Complaint format – Annexure A.

#### **Preamble:**

Kirloskar Institute of Management (KIM) is pledged to preserving a working environment free from sexual harassment. Harassment is against the law and is a form of gender discrimination. The aim of this policy is to prevent harassment of any kind by anyone employed by or associated with KIM.

#### **Purpose:**

The most productive and satisfying work environment is one in which work is accomplished in a spirit of mutual trust and respect. Harassment is a form of discrimination that is offensive, impairs morale, undermines the integrity of employment relationships and causes serious harm to the productivity, efficiency and stability of our organisation.

All employees have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment.

Sexual harassment is expressly prohibited and made punishable under this policy. Further that Sexual Harassment is also illegal under various provisions of the Indian Penal Code and also under “The Sexual Harassment of Women at Workplace (Prevention, prohibition & Redressal) Act, 2013” i.e. Act No.14 of 2013.



KIM strongly encourages any staff member who believes they have been sexually harassed, vilified or victimised to take appropriate action and not to suffer in silence. It is the goal of KIM to promote a workplace that is free of sexual harassment, and any other type of discriminatory harassment. Hence, this Policy.

**Policy:**

KIM will not tolerate sexual or other types of harassment, and will take all steps necessary to prevent its occurrence. While this policy sets forth KIM's goals of promoting a workplace that is free from harassment, the policy is not designed or intended to limit KIM's authority to discipline or take remedial action for workplace conduct which KIM deems unacceptable, regardless of whether that conduct satisfies the definition of Harassment or otherwise.

**Scope:**

This policy applies to:

- ✓ Board members.
- ✓ Director, faculty, staff, including: managers and supervisors; full-time, part-time or visiting faculty, temporary or permanent staff; in-house students, apprentices, contractors, sub-contractors and staff members of contractor or sub-contractor.
- ✓ All aspects of employment, recruitment and selection; conditions and benefits; training and promotion; task allocation; shifts; hours; leave arrangements; workload; equipment and transport are at the discretion of the Director.
- ✓ In all work-related settings and activities, whether inside or outside the workplace, on-site, off-site or after hours work and includes admission trips, teaching trips to either locations and related social events, conferences — wherever and whenever, as a result of their KIM duties.
- ✓ Staff and faculty treatment of other staff and faculty, of students, clients and other members of the public encountered in the course of their KIM duties, and also applies to the conduct of a KIM employee towards a customer, supplier and contractor.

**Applicability and Effective Date:**



- ✓ This Policy extends to all employees of KIM and is deemed to be incorporated in the service conditions of all employees and comes into effect immediately, w.e.f 2-2-2015.

#### **What amounts to Sexual Harassment?**

- ✓ Sexual Harassment is a type of harassment and includes unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature.
- ✓ Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to
- ✓ The repeated making of unsolicited, inappropriate gestures or comments.
- ✓ The display of offensive sexually graphic materials not necessary for our work; eve teasing, innuendos and taunts, physical confinement against one's will, behaviour which is likely to intrude upon one's privacy.
- ✓ Harassment on the basis of race, sex, age, disability, etc
- ✓ Submission to harassing conduct is made (either explicitly or implicitly), a term or condition of an individual's employment.
- ✓ Submission to or rejection of such conduct is used as the basis for an employment decision affecting an individual.
- ✓ The conduct interferes with an employee's work or creates an intimidating, hostile or offensive work environment.

However, Sexual Harassment does not refer to occasional compliments of a socially acceptable nature and normal conversation that all parties affected find acceptable. It does not refer to office relationships that are freely entered into without intimidation or coercion. Sexual Harassment only refers to behaviour that is not welcome and is personally offensive.

#### **Further that:**

- o Sexually suggestive comments or jokes,
- o Displaying offensive screen savers, photos, calendars or objects
- o Repeated requests to go out,
- o Requests for sex
- o Sexually explicit emails, text messages or posts on social networking sites, whether done repeatedly or even once, would qualify to be called as Sexual Harassment.

#### **Prohibition of Sexual Harassment:**



KIM's policy against sexual harassment prohibits sexual advances, requests for sexual favours and other verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of such conduct is an explicit or implicit term or condition of employment,
2. The employee's submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, humiliating or offensive working environment.

While it is not possible to list all those circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- o Unwelcome sexual advances, whether they involve physical touching or not;  
Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comments about an individual's body, sexual activity, deficiencies, or prowess;
- o Displaying sexually suggestive objects, pictures, or cartoons, including by downloading such materials from the internet, unwelcome leering, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments;
- o Inquiries into one's sexual experiences; and
- o Discussion of one's sexual activities.

**Internal Compliant Committee:**

KIM has constituted a committee to consider and redress complaints of Sexual Harassment. The Chairman and Members of the Committee are as follows:

**Committee Members:**



Sr.no.	Name of Person with Designation	Contact Details	
		Mobile Nos	Email Id
1	Dr.Smita Kumbhar-Chairperson	7218580940	<a href="mailto:smita.kumbhar@kiams.ac.in">smita.kumbhar@kiams.ac.in</a>
2	Mrs.Rajlaxmi Bhosale-Member	9960409800	<a href="mailto:rajlaxmi.bhosale@kiams.ac.in">rajlaxmi.bhosale@kiams.ac.in</a>
3	Dr.Ashok Patil-Member	9036263503	<a href="mailto:ashok.patil@kiams.ac.in">ashok.patil@kiams.ac.in</a>
4	Dr. Ambuj Gupta- Member	9545521230	<a href="mailto:ambuj.gupta@kiams.ac.in">ambuj.gupta@kiams.ac.in</a>
5	Ms.Nandita Annigeri-Member	9923566192	<a href="mailto:nandita.annigeri@kiams.ac.in">nandita.annigeri@kiams.ac.in</a>
6	Mr.Aditya Deshmukh	9589455412	<a href="mailto:aditya.deshmukh@kiams.ac.in">aditya.deshmukh@kiams.ac.in</a>
7	Dr. (Mrs.) Sushama Keskar - External Person	9960669411	<a href="mailto:sushama_keskar@yahoo.com">sushama_keskar@yahoo.com</a>
8	Ms.Smita Aguiar - Member	9049092679	<a href="mailto:smita.aguiar@kiams.ac.in">smita.aguiar@kiams.ac.in</a>
9	Mr. Ritwik Roshan Mishra Batch-2023-25 Student Member	9156887616	<a href="mailto:b26ritwikr@kiams.ac.in">b26ritwikr@kiams.ac.in</a>
10	Ms.Abhishree Kahate Batch-2022-24 Student Member	9739858128	<a href="mailto:B25abhishreekahate@kiams.ac.in">B25abhishreekahate@kiams.ac.in</a>

Provided that the quorum of at least 3 members is required to be present for the proceedings to take place, and that the quorum shall include the Chairperson and at least two members, one of whom shall be a lady.

Further that the committee shall have a permanent email id, for employees to register their grievances, complaints or concerns online via email. The employee may email the complaint to the Prevention of Sexual Harassment Committee on [ashc@kim.edu.in](mailto:ashc@kim.edu.in).

Provided that no person accused of an act of Sexual Harassment under this policy shall be part of the decision-making process referred to and under this code and policy.

#### **Complaint Procedure:**

Any employee, who believes he or she is being harassed, or any employee, who becomes aware of harassment, should promptly and immediately and not later than 3 months from the date of alleged harassment, notify his or her supervisor.

Although reports of sexual harassment may be made verbally, employees are strongly encouraged to make any such reports in writing. Written reports of harassment assist the investigation process.

If the employee believes that the superior is the harasser, the respective higher official should be notified. If an employee is uncomfortable discussing harassment with his or her higher official, the employee should contact Head Admin / Director/ Member of the Governing Council.

#### **Duties of the Committee:**



The Committee will maintain a register to endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.

The Committee will hold a meeting with the Complainant within five days of the receipt of the complaint, but no later than a week in any case.

At the first meeting, the Committee members shall hear the Complainant and record her/his allegations. The Complainant can also submit any corroborative material with a documentary proof, oral or written material, etc., to substantiate his / her complaint. If the Complainant does not wish to depose personally due to embarrassment of narration of event, a lady employee for lady employees involved and a male employee for male employees involved, shall meet and record the statement.

Thereafter, the person against whom complaint is made may be called for a deposition before the Committee and an opportunity will be given to him/her to give an explanation, where after, an “Enquiry” shall be conducted and concluded.

In the event, the complaint does not fall under the purview of Sexual Harassment or the complaint does not mean an offence of Sexual Harassment, the same would be dropped after recording the reasons thereof.

In case the complaint is found to be false, the Complainant shall, if deemed fit, be liable for appropriate disciplinary action by the Management.

**Enquiry Procedure:**

Immediately on the complaint being made the Committee shall proceed with the Enquiry and communicate the same to the Complainant and person against whom complaint is made.

The Committee shall prepare and hand over the Statement of Allegation to the person against whom complaint is made and give him / her an opportunity to submit a written explanation if she / he so desires within 7 days of receipt of the same.

The Complainant shall be provided with a copy of the written explanation submitted by the person against whom complaint is made. If the Complainant or the person against whom complaint is made



desires any witness to be called, they shall communicate in writing to the Committee the names of witness whom they propose to call.

If the Complainant desires to tender any documents by way of evidence to the Committee, she / he shall supply original copies of such documents.

Similarly, if the person against whom complaint is made desires to tender any documents in evidence before the Committee, he / she shall supply original copies of such documents. Both shall affix his / her signature on the respective documents to certify these to be original copies.

The Committee shall call upon all witnesses mentioned by both the parties. The Committee shall provide every reasonable opportunity to the Complainant and to the person against whom complaint is made, for putting forward and defending their respective case.

The Committee shall complete the "Enquiry" within reasonable period but not beyond three months and communicate its findings and its recommendations for action to the Director. The report of the committee shall be treated as an enquiry report on the basis of which the erring employee can be awarded appropriate punishment straightaway.

The Director of KIM will direct appropriate action in accordance with the recommendation proposed by the Committee. If the Director determines that a violation of this policy has occurred, he/she will take such disciplinary action as he/she deems appropriate, including but not limited to counselling, warnings, transfers, suspensions, and employment termination. Moreover, the Director will take the disciplinary action he/she deems appropriate if he/she determines that conduct which does not meet the definitions in this policy nevertheless is unprofessional, inappropriate or otherwise warrants discipline.

In case if the person against whom complaint is made is Director, then the matter will be put in front of Governing Council. In case the Committee finds the degree of offence coverable under the Indian Penal Code, then this fact shall be mentioned in its report and appropriate action shall be initiated, for making a Police Complaint, in accordance with the provisions of the Criminal Procedure Code.

**Rights and Powers of the Prevention of Sexual Harassment Committee: -**

The Committee shall have the power to summon witnesses and call for documents or any information from any employee.



If the Committee has reason to believe that an employee is capable of furnishing relevant documents or information, it may direct such person to produce such documents or information by serving a notice in writing on that person, summoning the person, or calling for such documents or information at such place and within such time as may be specified in the written notice.

Where any relevant document or information is recorded or stored by means of a mechanical, electronic or other device, the Committee shall have the power to direct that the same be produced, or that a clear reproduction in writing of the same be produced. Upon production of documents / information called for by it, the Committee shall have the power to make copies of such documents / information or extracts there from; or retain such documents / information for such period as may be deemed necessary for purposes of the proceedings before it. The Committee shall have the power to issue interim directions with regard to any person participating in the proceedings before it. The Committee shall have the power to recommend the action to be taken against any person found guilty of sexually harassing the complainant; retaliating against / victimising the complainant or any other person before it; and making false charges of sexual harassment against the accused person.

Committee shall have powers to take evidence on oath from parties involved in matters/charges presented before it for adjudication. Committee shall have powers to order interim relief including powers to suspend the accused till conclusion of proceedings or till such time it deems fit.

Committee shall have powers to form an investigation team and also have powers to dissolve the investigation team so created for investigation into an accusation of sexual harassment.

**Facilitators: -**

The Committee shall appoint a minimum of 3 facilitators. Any employee, who is at senior level, can be a facilitator to the Prevention of Sexual Harassment Committee.

**Role of Facilitators: -**

- ✓ Shall ensure implementation of this code and policy across various work locations of KIM.
- ✓ Shall regularly review the effectiveness of this code and policy across various locations of KIM.



- ✓ Shall conduct periodic review and survey among select employees of KIM to find out the extent of the problem and prevailing attitudes to all aspects of sexual harassment.
- ✓ Shall educate, train employees of KIM on this policy and about their rights and responsibilities.
- ✓ Shall assist victim in the entire procedure of inquiry and act as first point of contact (as and when applicable). Help understand the classification and nature of the concern and support and provide remedies available, and its outcome under this code and policy; Help the victim solve the concern raised by him/her within the means available in this code and policy.
- ✓ Shall help the committee in investigations (including fact collections) of complains of sexual harassment and act as first point of contact.
- ✓ Shall make reports on acts and measure taken and pursued, in furtherance of essence of this code and policy, to 'Prevention of Sexual Harassment' committee.
- ✓ Shall act as a counsellor, mediator and as receiver of the formal request for inquiry, which may be the first step towards approaching the inquiry mechanism under this code and policy.
- ✓ Safeguard employees involved as victim or witness from victimization.
- ✓ Maintain total and complete confidentiality at all times with regards to all proceedings, acts taken or prescribed to be taken under this code and policy.

**Retaliation: -**

Retaliation against an employee who has complained about sexual harassment or against an individual who has cooperated with an investigation of such harassment is strictly prohibited and will not be tolerated by KIM.

**Employee Obligations:**

All employees have a social, moral and legal obligation to prevent sexual harassment in the work place, and all employees shall fully cooperate with KIM to investigate into the complaints of Sexual Harassment.

The provisions of this Policy to be in addition and not in derogation:



The employees who are victims of sexual harassment may, in addition to the above, seek legal remedies as may be provided under the various laws for the time being in force, and as such the provisions of this policy shall be in addition and not in derogation to any other rights as provided under the various laws for the time being in force.

Annexure-A

Kirloskar Institute of Management (KIM)

Committee on Sexual Harassment

*In line with our legal obligations under*

*The Sexual harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013*

Allegation form

Name of the petitioner: <i>(Including position &amp; dept.)</i>	
Name of the respondent <i>(Including position &amp; dept.)</i>	
Date complaint filed:	

Details of incidents.

(Please include as much information as possible including the names of the alleged perpetrators, dates, what happened and why you feel this is harassment. This will enable the Committee to undertake as detailed and accurate an Investigation as possible.)



Please continue on another page if necessary

Received by:	
Date:	

#### 4.1.2 ANTI RAGGING / ANTI SQUAD COMMITTEE

Ragging is totally prohibited in KIM campus and anyone found guilty of ragging and abetting ragging whether actively or passively or being a part of conspiracy to promote ragging is liable to be punished in accordance as per AICTE notified regulation for prevention and prohibition of ragging in AICTE approved technical Institutes vide order no. 37-3/legal/AICTE/2009 dated 01.07.2009 as well as under the provision of any penal law for the time being in force. KIM ensures that congenial and welcoming environment is given to new students. To achieve this objective following committee has been formed by the Institute as per AICTE Regulations 2009.

##### **Anti-Ragging Committee Members:**

1. Dr. Ashok Patil – Chairperson
2. Dr. Azhar Shaikh - Member
3. Dr. Smita Kumbhar
4. Mr. Aditya Deshmukh
5. Mrs. Rajlaxmi Bhosale
6. Mr. Shwetak Singh Batch-2022-24
7. Mr. Praveen pandey Batch-2023-25
8. Mr. Samadhan Phadtare
9. Mr. Sumit Bhawe



#### 10. Prasanna Dusane

##### Anti-Ragging Squad Committee

1. Dr. Azhar Shaikh
2. Mr. Kishor Patil – Member
3. Ms. Smita D'Aguiar – Member
4. Mr. Umesh Rakshe – Member
5. Mr. Sudhir Gurav – Member
6. Mr. Nikhil Pardeshi–Member

#### 4.1.3 GRIEVANCE REDRESSAL COMMITTEE

As per AICTE regulation Notification of Establishment of mechanism for grievance redressal Regulation, 2019, F No. 1-101/PGRC/AICTE/Regulations 2019 dated 07.II.2019) and AICTE Redressal of grievance of faculty /staff members regulations ,2021 vide F. no 1-103/AICTE/PGRC/Regulations 2021 dated 25.03.2021 KIM has formed the Grievances Committee (GRC) for academic year 2023-24..

##### 1. Students Grievance Redressal Committee (SGRC):

1. Dr. Ashok Patil – Chairperson
2. Dr. Smita Kumbhar – Member
3. Dr. Gour Saha – Member
4. Dr. Roshan Raju - Member
5. Mr. Aditya Deshmukh– Member
6. Mr. Nikhil Pardeshi–Member
7. Ms. Smita Aguir
8. Mr. Vaibhav Kolhe
9. Ms. komal Moolchandani

##### 2. Grievance Redressal Committee (GRC):

1. Dr. Ashok Patil – Chairperson
2. Dy. Director - Member An official nominated from AICTE
3. Dr. Ambuj Gupta - Member
4. Dr. Gour Saha – Member



## 5. GENERAL ADMINISTRATION

### 5.1. Timing and Discipline amongst Faculty

The office timing are from 8.30 am to 5:30 pm. All faculty will put in 9 hours per working day (including 1 hour break for lunch) within the institute premises.

The faculty must observe a uniform policy as far as class discipline is concerned in following matters:

- All faculty and students must be in the class by the notified time. Classes should also end as per indicated timing, as a consideration to other faculty and the students.
- A student who enters late may, at the discretion of the faculty:
  - Be allowed to sit in the class but without attendance.
  - Not be permitted to attend the class.

### 5.2. KIM Leave Rules

Title: -

These rules will be called as “KIM leave rules 2014” SCOPE AND APPLICATION:

These rules will apply to all confirmed fulltime, regular employees of Kirloskar Institute of Management (KIM). The Provisions of leave rules-2014 as specifically provided also apply to newly joined faculty/ staff on pro rata basis.

DEFINITIONS: -

1. Employees - Means people working on KIM payrolls.
2. Faculty - Means the teaching employees appointed in regular pay scale.
3. Staff - Means the non-teaching employees of various departments, like HR, Library, Administration, Admissions, Placements, Accounts, Campus maintenance appointed on regular pay scale.
4. Pay - The monthly amount drawn by an employee as basic pay in the grade. DA, HRA etc. as applicable to the post held by him / her.
5. Institute - means Pune campus.
6. Competent Authority - Means GC members or any authority to whom the power is delegated
7. Sanctioning Authority - Means the authority to whom the power is delegated to grant leave / leave encashment
8. Leave Year - Means from 1<sup>st</sup> April to 31<sup>st</sup> March of the succeeding year.

COMMENCEMENT –



These rules shall come in to force with effect from 01-10-2014.

### **5.2.1 General Rules: -**

1. The Employees in the institute are entitled for leave in accordance with the provision of leave rules.
2. Except on the days declared as holiday employees must either be on duty or on leave. Absence without leave amounts to misconduct and also involves a break in service.
3. The employee who is absent for duty without sanctioned leave for more than 8 days shall lose his/her lien and be deemed to have left the service of the institute on his/her own accord with effect from the date he/she was due to return to work. The employee will however be entitled to represent his/her case to the management explaining the reasons of absence it will be up to the management to accept the explanations or not and if explanation is accepted the employee/s may be reinstated with or without break in service
4. Leave cannot be claimed as a matter of right, but has to be sought and granted by the sanctioning authority.
5. Grant / refusal / cancellation of leave to an employee shall depend on the exigencies of work of the institute and shall be at the sole discretion of the leave sanctioning authority.

Applications for leave shall be addressed to the Director by the faculty. Other members of the staff will address their leave application to their respective Reporting Manager. Leave may be sanctioned by the Director or by the Head HR to whom the power has been delegated by the Director. Normally the Head HR will keep record of the leave accounts of the employees (Faculty and Staff).

6. The Director can avail of Casual Leave under his / her own authority.

Procedure for sanction of various types of leaves, other than casual leave.

### **5.2.2 LEAVE APPLICATION: -**

The application of leave must be made to sanctioning / competent authority in advance, in the prescribed form, if the leave is available in his/her credit.

2. Sanctioning of leave and notification thereof - the sanctioning/competent authority may either approve or reject



the leave applied for or curtail if it is hampering interest of institute's work

### **5.2.3 EXTENSION / CURTAILMENT OF LEAVE: -**

The fresh application for the extended leave must be submitted to the competent authority, if leave is curtailed a note about leave curtailment is to be submitted and the said note to be counter signed by the competent authority.

### **5.2.4 LEAVE RECORDS: -**

The format for maintaining leave record is as per leave card

### **5.2.5 TYPES OF LEAVE: -**

#### **5.2.5.1 Casual Leave (CL)**

- ✓ Every employee is entitled to 10 Days Casual Leave
- ✓ CL can be availed of for a maximum 3 Days at a time
- ✓ CL can be either prefixed or suffixed with Weekly off or Paid Holiday
- ✓ Paid Holiday / Weekly off falling in between Casual leave period shall be treated as Casual Leave
- ✓ 1/2 Day CL can be availed of.
- ✓ CL cannot be availed of along with any other Leave
- ✓ Employees joining in the middle of the year i.e., after April, are entitled for Leave on pro rata basis
- ✓ CL is for the year (i.e., from 1 April to 31<sup>st</sup> March) only and it cannot be accumulated and any balance leave will lapse
- ✓ Casual Leave should be sanctioned in advance

#### **5.2.5.2 EARNED LEAVE (EL)**

- ✓ Every Employee is entitled for 30 Days EL per annum on Pro-rata basis which can be availed in the next academic year.
- ✓ Earned Leave is applicable only on confirmation, earned leave will be not accruing during the probation period.
- ✓ EL can be availed in maximum 4 instalments a year.
- ✓ Half Full day CL or SL cannot be availed along with EL.
- ✓ In case EL is starting immediately after the weekly off Day / Paid holidays. An employee cannot avail Half Day or Full Day CL or SL on the previous day of such weekly off Day /Paid Holiday.



- ✓ If an employee is appointed in the middle of the year ONE EL should be credited in his / her account for every 12 days in service after the date of confirmation.
- ✓ EL can be availed of for minimum of 3 Days at a time.
- ✓ EL can be accumulated up to 60 days and anything beyond 60 days can either be encashed or lapses as per the rules in force.

#### **5.2.5.3 ACADEMIC LEAVE:**

- ✓ Academic leave is applicable from the date of joining, 10 days of academic leave will be granted to the faculty (Teaching Staff) every year.
- ✓ This leave may be used to attend seminars conferences paper presentation etc.
- ✓ Academic leave may also be availed of, for further study, by teaching faculty, like Ph.D. etc.
- ✓ This leave is not debited against the leave account and it counts as service for promotion.
- ✓ Such leave will be granted by Director only.

The Director is empowered to examine the purposes for which absence can be treated as ON DUTY and purposes for which Academic leave can be granted.

The additional purposes for which the Academic Leave can be granted are specified below.

- ✓ To attend committee meetings, invited lectures without remuneration which are not treated as on duty.
- ✓ To conduct Ph.D. Viva or an Examination
- ✓ To present a paper in a conference or just to attend a conference

#### **5.2.5.4 MATERNITY LEAVE: -**

- ✓ All women employees are eligible for maternity benefits as Maternity Benefit (Amendment) Act, 2017.

#### **5.2.5.5 SICK LEAVE**

- ✓ Every employee is entitled to 75 Days per annum SL



- ✓ Employees absent on ground of sickness for 3 days or more should submit a medical certificate issued by a registered medical Practitioner.
- ✓ While resuming duty, the employee should submit a fitness certificate issued by the registered medical Practitioner if the sick leave is more than 3 or more days.
- ✓ Sick leave can be accumulated up to 45 days. During the sick leave period, any paid holiday or weekly off day intervening will be treated as a sick leave.

#### **5.2.5.6 LEAVE ENCASHMENT: -**

- ✓ Encashment of EL will be allowed only to the confirmed regular employee of the institute.
- ✓ Encashment of EL will be only on the leave accumulated over and above 60 days (Maximum of 15 Days)
- ✓ All encashment in excess of 60 days EL shall be encashed and be paid along with the salary of April of the succeeding year
- ✓ Encashment benefits will not be reckoned as salary for the purpose of exgratia etc.
- ✓ The full portion of the EL encashed will be deducted from the leave account.
- ✓ The sanctioning authority should indicate the period and the number of days of EL allowed for encashment.
- ✓ No encashment of leave during the period of under suspension will be permissible.
- ✓ Except EL no other leave is entitlement for encashment

#### **5.2.5.7 COMPUTING THE RATE OF EARNED LEAVE ENCASHMENT:**

For computing, the encashment of leave, only the basic pay and dearness allowance will be considered, all other allowances are excluded.

#### **Earned Leave encashment on termination of service/ retirement.**

If the employee is terminated other than on disciplinary ground, or the employee retires on superannuation may be allowed to encash the EL at his credit.

If the employee dies on the job, cash equivalent of leave salary in respect to EL due to his/her credit at the time of death will be payable to the family of deceased.



## 5.3 Travelling Rules

### 5.3.1 Objective

Travel and stay outside Pune on official visits should be comfortable and commensurate with the business school environment. There is need to avoid luxury. Official travelling should not become a vehicle to generate private income.

To reduce the areas of voucher verifications in support of routine but minimum expenses.

### 5.3.2 Process:

These Travelling Rules are applicable to all employees of KIM of all levels and category. With coming into force these rules, all existing rules covering the subject matter stand superseded.

In these rules, Headquarters means Pune. Destination means any place where the employee is instructed to go on Institute's work or on an official visit. Fare means Plane/ Railway/Bus/Taxi fare and shall also include conveyance charges between:

Residence to Airport / Railway Station/Bus or Taxi stand or vice versa.

A. For all official duty the logistics support will be provided by Institute, like pick up & drop from employees' residence to Bus stand / Railway station.

Airport/Railway Station/Bus or Taxi Stand to Camp place [e.g., Hotel etc.] or vice versa.

Sanctioning Authority means and includes Principal Director / Director and Head Admin.

An employee advised to go out of Headquarters on Institute's work should fill the prescribed Tour/Advance Form, duly approved by the Sanctioning Authority and submit it to the Accounts Department, sufficiently in advance, preferably on the previous day.

The advance to be sanctioned shall be appropriately a sum of:

Amount permissible for the total number of tour days according to table of allowances, fare etc., as given in these rules (10% of the amount).

Amount for purchase, if any, to be made on Institute's account.

If an employee is suddenly required to go out on tour and has no time to take any advance from the Accounts Dept. he should, on his return, submit the account of his expenses etc. payable to him, duly sanctioned by the sanctioning authority, to the Accounts Dept.



If an employee is required to stay for a period longer than the period authorized in the tour advance form, then immediately on the date of his return, he should inform the extended period of his tour, in the prescribed form to the Accounts Dept. after getting it approved from the sanctioning authority.

When the Railway/Air ticket is purchased by the institute, the cost of the ticket should be shown in the column for fare, provided in the form, for travelling expenses account. Similarly, the amount, if any, taken by an employee on tour from any other source for his expenses should be shown appropriately in the tour expense report form.

### **5.3.3 MODE OF TRAVEL**

The mode of travel allowed is as under:

Supervisory staff	2 <sup>nd</sup> class Railway or Bus [Including luxury Bus]
Managers/Research/Associates/Faculty	II class AC/ Luxury bus/Economy Class Air
Principal Director/Director/ Head Admin	Economy class Air/I Class RLY/II class AC/Luxury bus/Car

In case employees travel together in a car provided by the Institute, no separate expenses for travel by the car, train, bus or air will be allowed. If the car has been hired by one employee travelling in the same car, others cannot claim travel fare. If two or more employees are travelling to the same destination, and if any one of them hires a car or the car is provided by the Institute for travelling, all such employees are expected to travel together. Institute's driver, driving such car will not be allowed any travel fare. He will be eligible to claim only the halting allowance.

While submitting the tour expense account, employees should either attach authenticated supporting voucher evidencing the class of travel undertaken or at least quote the ticket number. In case neither is attached or mentioned, the employee concerned shall be treated as having travelled by ordinary and lowest class ticket. In case of journey by plane the used ticket should be attached to the tour expense statement report.

As far as possible, every employee going on tour must travel by the shortest route. If he travels by a longer route, he will be entitled to those allowances and railway fare which he would have been entitled, had he travelled by the shortest route. Normally, reservation once made should not be cancelled. If, however, the employee is compelled to cancel the reservation on account of circumstances beyond his control, he should explain such circumstances to the Accounts dept. in writing.



If the reservation is to be cancelled, the employee shall minimize the loss to the Institute by claiming refund from concerned Authorities as early as possible.

Travel by car: Normally the employees are not expected to take out their own cars for travel outside their headquarters. If due to exigencies of the situation the employee is constrained to travel in his own car, the Institute will reimburse him at Rs. 8/-per kilometre of travel including for local travel at the destination. In case a driver is hired for the purpose, a lump-sum of Rs. 150/- per day will be reimbursed upon production of supporting voucher. Travel by car should have the prior sanction and authorization by the Principal Director/ Director or the Head Admin as the case may be.

In case the employee uses his own personal car for travel as is referred to herein above, or in case the Institute provides a car for travel and also transportation and lodging at the destination, a fixed allowance as mentioned in the Appendix will be allowed and no other expense claims will be allowed.

The daily allowances payable to an employee going on tour and the limits of expense that will be allowed for boarding lodging and local travel shall be according to the rates given in the Annexure. For the purpose of these rules the cities are classified in four categories as under.

A class: Mumbai, Delhi, Kolkata and Chennai

B class: Ahmedabad, Bengaluru, Hyderabad, Pune and any other metropolitan city

C class: All other State Capital cities not included in A or B class cities.

D class: All other notified municipal cities

For the purpose of calculating travelling allowance, a day shall begin from the time the employee leaves the headquarters and end at midnight hours. Therefore, the next day for allowance starts at 01 hours. Full day allowance is permissible only if the employee stays at the destination overnight. If he/she is required to halt for a short time at a place for want of connecting train or plane or bus, he/she is not eligible for such allowance. He/she will be regarded as on transit and as such is entitled to claim the applicable transit allowance. Once the employee reaches the destination, he/she ceases to be a transit passenger and can claim the regular allowance applicable to the destination city. If the travel time both to and fro is completed in the same day (from 01 hrs. to 24 hrs.) and it does not involve stay at the destination, 50% of the applicable allowance can be claimed and no other allowance will be allowed (including transit allowance)

Only the scheduled Bus /Railway/Plane timings will be normally taken into consideration while calculating the allowances.

If an employee visits two or more places on a single day, and allowances to those



places vary, then, the employee can claim an allowance for the city which has a higher allowance.

Stay at 5 star or luxury Hotels are not permitted without prior written sanction from the sanctioning authority.

Travelling allowance has two components:

Lodging and Boarding, local conveyance and other out of pocket/miscellaneous expenses.

Lodging component will be allowed at actual, subject to the prescribed limits, only upon production of receipts.

Normally, employees are expected to spend within the allowance during the tour. However, in case the actual expense exceeds the limits specified, sanctioning authority should thoroughly scrutinize such claims and on recording reasons for excess, may sanction the excess amount on merit.

In case the journey time itself from the time of departure from headquarters till reaching the destination is more than 24 hours, for every completed 24 hours, the employee so travelling will be allowed an allowance during transit as mentioned in the annexure, to defray the expenses during travelling such as food, refreshments, reading material, hamali etc. For short distance journey time of less than 7 hours, 50% of the transit allowance will be allowed.

In case the tour is to be at actual, it must have the approval of the sanctioning authority in the prescribed form, prior to the commencement of the tour and all expenses above Rs. 100/- should be normally supported by appropriate vouchers. In case where vouchers are not available as in the case of petty shop purchases like mineral water, newspaper, magazine, boot polish, hamali, short local travels in auto rickshaw/taxi, etc., a statement by the employee detailing the items of expense should be submitted along with the tour report/accounts settlement form.

#### **5.3.4 General**

Official Postage telegram telephone, e-mail, fax and such other communication expenses, if any, relating to the institute's work incurred while on tour, will be paid, provided original vouchers or a certified date wise statement of the expenses as may be applicable, is submitted along with the expense sheet.

If any employee, while on tour gets any amount towards boarding and lodging or conveyance charges, the employee shall account for the same in the account rendered by him to the institute.

If an employee while on tour makes any purchases on behalf of the Institute, the purchased articles must be given to the department concerned and relevant



vouchers duly acknowledged by the departmental head receiving the article or a copy of store memo should be submitted to the accounts department along with the account of travelling expenses.

If an employee is promoted to a higher category with retrospective effect, he is not entitled to claim difference between the allowance already paid and the allowance payable by virtue of promotion. The travel expenses shall be calculated only as per allowance applicable to his category when he proceeds on tour and no cognizance in the change in the allowance due to promotion shall be taken into account.

Reimbursement of medical expenses while on tour will not be allowed as a matter of right. But deserving cases may be paid on merits by obtaining sanction of the sanctioning authority.

If during travel, an employee is required to entertain a guest in connection with institute's business, he shall be paid aggregate amount of all vouchers provided, the bills are submitted to the institute and the name of the guest is furnished, dully approved by the sanctioning authority.

Every employee on his return to headquarters **MUST** submit within 5 days an account of his expenses in the prescribed form duly approved by the sanctioning authority, to the accounts department. The amount of unsettled advances will be recovered from the salary. No further advance will be paid till the earlier advance is settled.

No person, while on tour, should accept, on behalf of the institute, any amount from any person, firm or company unless otherwise authorized in writing by the sanctioning authority.

In case where, accounts department observes certain unusual or unreasonable claims in the travelling expense sheet, the same should be brought to the notice of the employee concerned for rectification. If not so rectified, the same should be brought to the notice of the Sanctioning Authority.

While rendering the travel expense account, the employee must indicate in the form itself at the appropriate place, the allocation of the expense incurred into classified activities which he has attended during the tour. He can even bifurcate and apportion the expenses according to the allocation of his / her time devoted for each activity, during the tour.

<b>Kirloskar Institute of Management</b>				
Annexure to Travel Rules				
Employee Grade	METROS & LARGE CITIES	OTHER CITIES	Allowance during Transit Fixed	Fixed allowance when lodging, boarding and local transport



	Hotel/Lodging Bill up to	Boarding & other out of	Hotel/Lodging Bill up to	Boarding & other out of			are arranged by the Institute	
		Pocket expenses		Pocket expenses	More than 6 and up to 12 hours	More than 12 and up to 24 hours	Metro Cities	Other Cities
<b>I. STAFF</b>								
Supported by invoices	2250	1050	1700	900	300	450	375	300
Under own arrangement (no invoices)	750		570					
<b>2. RESEARCH ASSOCIATE</b>								
Supported by invoices	2700	1500	2000	1150	300	550	450	375
Under own arrangement (no invoices)	900		710					
<b>3. FACULTY</b>								
Supported by invoices	3750	1700	2850	1350	300	600	525	450
Under own arrangement (no invoices)	1280		1150					
<b>4. PRO. Sr. PRO, HEAD ADMIN</b>								
Supported by invoices	4500	1800	3600	1600	300	675	600	550
Under own arrangement (no invoices)	1800		1350					
<b>5. DIRECTOR</b>								
Supported by invoices	Actuals		Actuals		300	750	Actuals	Actuals
Under own arrangement (no invoices)	2100	2100	1700	1750				
<b>Travel by own car:</b> reimbursement @ Rs. 7.5 per kilometre. Prior permission of Director needed to travel by own car								
<b>Boarding:</b> For claiming full boarding allowance, the employee should have stayed at the destination for more than 12 hours. Otherwise, s/he can claim 50% of the amount.								
<b>Local Conveyance</b> at actuals.								
<b>METROS &amp; LARGE CITIES:</b> Bombay, Delhi, Kolkata, Chennai, Pune, Bangalore, Hyderabad, Ahmedabad & Vijayawada								



### **5.3.5 Annexure to Travel Policy:**

Further to Travel Rule approved and adopted with effect from 01 Aug 2016.

Apart from existing 'A' Class cities like Mumbai, Delhi, Kolkata, Chennai, Pune, Bangalore, Hyderabad, Ahmedabad and Vijayawada, the following cities have been grouped from 'B' Class to 'A' Class cities: - Jaipur, Indore, Bhopal, Lucknow, Kanpur, Patna, Dehradun and a few others (listed below). All other cities remain as 'B' Class cities like Bellary, Hospet, Hubli, Raichur, Dharwar etc.

#### **Existing "A" Class Cities are as under:**

1. Bombay
2. Delhi
3. Kolkata
4. Chennai
5. Pune
6. Bangalore
7. Hyderabad
8. Ahmedabad
9. Vijayawada

#### **Addition to "A" Class Cities are as under:**

10. Jaipur
11. Indore
12. Bhopal
13. Lucknow
14. Kanpur
15. Patna
16. Dehradun
17. Guwahati
18. Raipur
19. Bhubaneswar
20. Mangalore
21. Chandigarh
22. Varanasi
23. Ajmer
24. Jabalpur
25. Cochin
26. Trivandrum
27. Goa
28. Ranchi
29. Jamshedpur



Approved by

These travelling Rules shall not apply in following cases: -

- ✓ When an employee is transferred from one place to another.
- ✓ Tours for medical treatment.
- ✓ Tours for foreign countries excluding inland journey.
- ✓ Tours in connection with sports activities
- ✓ Tours in connection with training course arranged by the institute.
- ✓ Tours in respect of which special rules may be prescribed.
- ✓ Visiting Faculty or Guests.

In case of any doubt or difficulty, the matter should be referred to the Head Admin for decision.

The Institute reserves the right to amend, alter, modify or cancel any or all of the above rules without prior notice.

#### **5.4. Gratuity Policy:**

Employee will get the benefit of gratuity in accordance with the provisions of Payment of Gratuity Act 1972. However, there will be no upper ceiling for payment of Gratuity.

#### **5.5 Mediclaim, Health insurance & Accidental insurance:**

- For all the KIM employees the family Mediclaim
- Employee + Spouse + a Child + a Parent
- Employee + Spouse + 2 Children
- Employee + Spouse + 2 Parents
- The employees may choose any one pattern mentioned above.
- Employee also has an Accident Insurance cover. Staff: 8 Lakhs
- Faculty: 10 Lakhs

## **6. NON-TEACHING STAFF**

### **6.1. Qualifications and Desired Experience**

Objectives - To ensure that the appropriate staff is placed in the appropriate job at the right time to provide support for academics, executive training, research and consultancy.

Structure -Director, Head HR, one nominated faculty, are responsible for selecting appropriate personnel to achieve the objectives.

Minimum time of one month is to be given for interview of non-teaching staff. The candidates /aspirants should be called through advertisements in local dailies or through referrals



### 6.1.1. Warden -

There is a need to have both male and a female warden for the campus of Pune

**Qualification - Graduates**

**Communication Skills** - Spoken English plus a local language

(English / Marathi / Hindi). Minimum Computer Skills is desirable.

**Age** — 30 to 40 years

**Experience** — Relevant experience as a Warden is desirable.

Husband & Wife team would be desirable.

He / She is responsible for maintaining the girls' and boys' hostels including the corridors, staircases and toilets in a clean and hygienic manner.

They are also responsible for the maintenance of hostels in terms of barracks and electrical fittings through the Civil Engineer.

They are responsible for the discipline and conduct of all boys and girls who are residing in the hostel.

They are responsible for ensuring that the medical attention for students is provided at the earliest.

They are to provide security, watch and ward services.

### 6.1.2. Accountant –

**Qualification - B. Com**

**Communication Skills** — Spoken English plus a local language (English / Marathi / Hindi). Computer Skills is necessary.

**Age** - 30 to 40 years

**Experience** - 3 to 5 years of relevant experience

He is responsible for book keeping, keeping of accounts of all receipts and expenses, prepare trial balance sheet and cash flow statements on a monthly basis. He is also to prepare annual financial reports including balance sheet, income and expenditure statement or any other periodical reports. The financial statements need to be audited both by the internal and external auditors. He is to operate bank accounts after obtaining authorisation of the Director, Pune). Monthly financial reports are to be submitted in the first week of the month.

### 6.1.3. Civil Engineer –

**Qualification** - BE – Civil



**Communication Skills** – Spoken English plus a local language (English / Marathi / Hindi).

Computer Skills is necessary.

**Age** – 30 to 40 years

**Experience** – 5 to 10 years of relevant experience.

Responsible for planning and execution of civil and electrical construction work through contractors or under direct supervision. Bill verification and passing, maintenance of buildings, furniture, electrical systems, communication systems and garden maintenance, water supply and hot water supply system. Purchase of furniture, Liaoning with local civil & electric supply authorities. Responsible for economical use of energy including captive power. He is responsible for the upkeep and maintenance of all sports facilities, the gym and the swimming pool. He is also responsible for preparation of budget for capital expenditure and maintenance expenditure.

#### **6.1.4. Librarian –**

**Qualification** – Bachelor of Library Science

**Communication Skills** — Spoken English plus a local language (English / Marathi / Hindi). Computer Skills is necessary.

**Age** – 30 to 40 years

**Experience** – 5 to 7 years of relevant experience

Prepares annual requirements and budget for library related activities including furniture, stocking shelves, plans procurement, and keeps library materials systematically for easy access and control. Liaoning with book publishers and organises book exhibitions for procurement. Takes annual stock and preserves old volumes. He / She is responsible for issuing library materials and their return. Prepares and issues list of new publications obtained by the library, provides abstracting service when called upon, responsible for binding of journals, periodicals, and library data management records. Is responsible for the security of the books and material in the library. Give timely information regarding misuse of library facilities by any person to Dean (Academics) / Head Admin and prevent unauthorised use. Handles Telephone Operations whilst on duty. Delegate a second level person in the security to take charge of telephone duties in his/her absence, He is to provide statistical



analysis based on number of students visiting the library and the utilisation of books and journals or any other data as requested.

#### **6.1.5. Office in-charge (PGDM coordinator) – Director’s Office -**

**Qualification** - Graduate with proficiency in computers is desirable

**Communication Skills** — Excellent Spoken English plus a local language (English / Marathi / Hindi). Computer Skills is necessary.

**Age** - 28 to 35 years

**Experience** - 3 to 5 years of relevant experience

In addition to his/ her duties as Secretary to the Director, he / she carries out all instructions given to him/her by the Director and in his absence by the Head Admin. Maintains records of the files. Administers PGP office under guidance from Associate Dean. Any such other duties of general nature as are entrusted to, by the Director.

#### **6.1.6. Systems Administrator –**

**Qualification** - Bachelor of Computer Application/ B.Sc. — Computers

**Communication Skills** - Spoken English plus a local language (English / Marathi / Hindi). Computer Skills is necessary.

**Age**-28 to 35 years

**Experience** - 3 to 5 years of relevant experience

Responsible for the maintenance and up- keep/updating of Computers, web sites, software’s, printers, internet and intranet services, E-mail services. Associates and assists in PGDM coordination; solves day-to-day computer related problems in PGDM administration and computer lab, liaises with suppliers for upkeep, and occasionally teaches in computer applications area. He is responsible for upkeep of Wi-Fi equipment, Video Conferencing equipment and recommend technology updates for the B-school.

#### **6.1.7. Office in-charge —Administrative Support Services**

**Qualification** - Graduate desirable

**Communication Skills** — Spoken English plus a local language (English / Marathi / Hindi),  
Computer Skills is necessary.



**Age** - 28 to 35 years

**Experience** - 3 to 5 years of relevant experience

Responsible for academic support services like reprography, binding and maintenance of equipments like reprographic machines, projectors; scanners, procuring required stationary and other items which are used in offices after obtaining necessary sanction; and supervising printing services; Responsible for maintenance of the institute's vehicles, and their repair. He is responsible for mass mailing, photography and album collections. He is to liaise with personnel of the State Department to obtain permission and clearances and to attend court cases.

#### **6.1.8 Placements coordinator**

**Qualification** - Graduate desirable

**Communication Skills** — Spoken English plus a local language (English / Marathi / Hindi).

Computer Skills is necessary.

**Age** -28 to 35 years

**Experience** - 3 to 5 years of relevant experience

Assists the MDP coordinator and Faculty in establishing contacts, preparing letters, data entry and record keeping, generating reports as required. Also assists Placement team in Placement and summer internship related activities, maintaining relevant data and records, generating required reports and doing other related jobs under instructions.

#### **6.1.9 Communication/Telephone Operator**

**Qualification** - Graduate desirable

**Communication Skills** — Spoken English plus a local language (Kannada, Marathi / Hindi). Computer Skills is necessary.

**Age** - 24 to 30 years

**Experience** - 2 to 3 years of relevant experience.

The Telephone Operator receives incoming calls and connects them to the concerned individual/department & makes outgoing calls upon request; maintains call register. Responsible for smooth and faultless functioning of internal and external communication systems. Ensures that at all times during the institute working hours,



prompt and efficient connectivity is provided with the outside world. Immediate response and politeness shall be the essential trait of this function. The image projected by the Telephone Operator is very important, the greetings and courtesy would project the kind of B-school we are.

#### **6.1.10. Office in-charge — Co-curricular**

**Qualification** - B. Com

**Communication Skills** — Spoken English plus a local language (English / Marathi / Hindi).  
Computer Skills are necessary.

**Age** - 28 to 35 years

**Experience** - 3 to 5 years of relevant experience

Assists the Dean (Academics) in all areas of academics and in its coordination. Also assists the Accountant and takes over the duties of the Accountant in his absence. All reports and statements that need to be generated with respect to academics are to be done. Position is responsible for ensuring smooth conduct of Co-curricular activities to enhance students' academic knowledge.

#### **6.1.11. Office In-charge — Extra Curricular**

**Qualification** - Graduate desirable

**Communication Skills** — Spoken English plus a local language (English /Marathi / Hindi).  
Computer Skills is necessary.

**Age** - 28 to 35 years

**Experience** - 3 to 5 years of relevant experience.

He / She is responsible for conduct of all extracurricular activities and as backup for the library and any other duties as envisaged by the Head Admin.

## **7. Attendance:**

7.1. The normal working hours are from 8:30 a.m. to 5:30 p.m. with one-hour lunch break from 12.30 p.m. to 1.30 p.m. however depending on the Institute requirement and for exigencies of an individual a flexi timing of 2 hours on each side is permitted. In case of 5 days a week decision, an extension by one hour on week days shall be mandated.



7.2. It is compulsory for all employees at all levels to mark the attendance in the attendance register. If attendance is not marked before 8.30 am and 2 p.m. the person concerned will be marked as absent. If in a given month, there are three or more days in which an employee records his attendance at or after 8:30 a.m. and at 2 p.m. as the case may be, it establishes habitual breach of attendance rules, in which case, even the three days will be treated as absent and will be dealt with accordingly. No employee is allowed to leave his work place before the stipulated hours without the permission of his superior in writing. In case an employee is found to have left his work place before the stipulated hours, he/she will be marked absent for the day and will be dealt with accordingly.

## **8. CODE OF ETHICS FOR NON-TEACHING STAFF**

1. Loyalty to the institute by being punctual and reliable in all duties.
2. Office time is 8.30 A. M. to 5.30 P.M.
3. Integrity by being honest in words and actions.
4. The staff is expected to have
  - a. Proper interactions with students
  - b. Maintain professional boundaries with students and others.
5. Dignity by treating students with care and kindness.
6. Being supportive and cooperate with others.
7. Responsibility by meeting the required standards for every assigned task.
8. Have mutual respect, trust and confidentiality
9. Justice by being committed to the wellbeing of individuals, the wider community and the common good of all people.
10. He / she must respect and maintain the hierarchy in the Administration.
11. He /she should adhere strictly to the official resumption/ closing time and must dress decently and appropriately.
12. Must not use unauthorized persons to perform official duties.

## **9. Additional Information on Employment of Non teaching staff.**



### **9.1. Increments, Promotions and Transfers:**

The positions available in the staff grade (Non-teaching staff) being limited, scope for time scale promotions is very limited. However, if any existing jobholder takes up additional significant job responsibility, he may be repositioned in the new job with increased responsibility with commensurate remuneration. Any increment or revision in the pay will be primarily based on performance appraisal in the prescribed form, which will be assessed each year. However, the Director / Head Admin may re-designate employees, who are performing well.

### **9.2. Transfers:**

Scope for transfer of a job from one location to another does not exist at present. However, an employee is required under the contract of employment, to serve the institute at any of its place/s or branch office.

### **9.3. Retirement benefits:**

Gratuity at the rate of 15 days' salary for every completed year of service will be paid as per provisions of the Payment of Gratuity Act to every eligible employee without any higher ceiling. For this purpose, salary means last drawn Basic Pay and Dearness Allowance. Unless an employee completes 5 years of continuous service, he/she will not be eligible to get the gratuity. A separate fund for administration of the gratuity liability has been instituted by the Institute.

### **9.4. Retirement/ Resignation /Superannuation /Termination**

- The retirement age for all the non-teaching staff members is 60 years.
- The retirement age for teaching faculty is as per AICTE norms.
- The employee may resign for future growth by giving 90 days' notice in advance as specified in the appointment letter.
- Superannuation is at the discretion of the management.
- Termination can be an option only in case of severe disobedience, financial misappropriation, involving in sexual harassment, indiscipline, repeated poor performance despite counselling or any other reason deemed to be appropriate by the management. The concerned faculty will be given a notice for a period of one month.
- Further, management can decide whether the one month can be utilized or to relieve concerned faculty by paying him one month's basic salary.



This document is subject to change from time to time and does not ???the directives of the head of the institute / management.

**Appendix-I**

**KIRLOSKAR INSTITUTE OF MANAGEMENT**

**FEEDBACK SHEET**

Date:  
Course Title:  
Faculty Name:  
Term:

*Dear Students, we request you to provide us with open feedback to make the teaching process more effective We shall really appreciate your time in filling up this form. The rating scale is:*

*5- Outstanding, 4- Exceed Expectations, 3- Meet Expectations,*

*2- Needs Improvement, 1- Poor*

*(Please write your remarks in case the rating is 3 or below)*

	DIMENSION	RATING	REMARK
1	The faculty had a full-scale plan of teaching at the beginning of the course and an online was provided as a way forward for the semester.		
2	The faculty conducted sessions or ..... not many cancellation or delays.		
3	The faculty displayed a good hold on the subject being covered and expertise in the field is noticeable.		
4	The faculty demonstrated command in teaching skills and makes sure that a topic is well understood by all.		
5	The faculty used multiple & relevant methods of teaching to ensure better comprehension of topics covered.		
6	The faculty was able to handle questions in a judicious manner and has been able to drive rich discussions in the class.		
7	The faculty was consistently linking theory with practical nuances of the corporate / business world.		
8	The faculty conducted relevant evaluations in an efficient manner to help reinforce conceptual understanding.		
9	The faculty was approachable and has assisted as		
10	The faculty ensured that the course adds value.		



Additional feedback, if any

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