

Handbooks, manuals and brochures on human values and professional ethics

1.1 These Rules shall be called the EMPLOYMENT RULES and shall apply to all regular permanent employees (Excluding person employed on contract basis i.e. contract faculty, adjunct faculty and / or part time faculty, contract full time staff and part time staff who are employed for a predetermined term and term so specified in employment letter) of the Institute / HO. The rules should be read along- with the System Manual of the Institute.

1.2 The head notes shall not affect the construction of the Rules and, unless there be anything in the subject or context inconsistent therewith, in these Rules:

"The Institute" means the Coimbatore Institute of Management and Technology.

"HO" means the Head office of Coimbatore Institute of Management and Technology.

Words importing singular number include the plural number and vice versa.

Words importing the masculine gender include the feminine gender.

1.3 The management reserves the right to amend, add, delete, alter or substitute the rules, as it may think fit, from time to time and may consider giving retrospective effect to any such change.

1.4 All other rules of the Institute concerning the terms of employment or conditions of service shall be subject to these rules.

1.5 All employees shall be classified as under:- a)Regular

b) Probationer c) Contractual

a)A "Regular Employee" is a person who has been engaged on a regular basis and who has satisfactorily completed the probationary period of service, if provided in the employment letter.

b)A "Probationer" is a person who is provisionally employed to fill a regular vacancy subject to regularization and satisfactory completion of the probationary period.

c)A "Contractual Employee" is a person who has been employed in a temporary vacancy, or on such work as is not of a regular nature, or who is otherwise expressly employed on temporary basis or for a predetermined term and his term of employment specifically provide so.

3.1 FACULTY

3.1.1 Assessment of Faculty Requirement

The Director of the respective Institute shall assess the requirement of faculty (new/replacement as the case may be) at the time of approval of annual budget in consultation with the Dean Academics and take approval of the plan from the Head office at the time of budget approval.

Any new/ replacement appointment not covered under annual budget plan shall be made with the prior approval of Vice Chairman only.

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3.1.2 Resumes for all faculty positions can be sourced through any of the following means in cost effective manner:

- Newspaper Advertisement
- Resumes in the database
- Online ads on various job sites – Naukri.com and LinkedIn
- Consultants
- Career section of company website
- Employee Referral

The responses from all the above-mentioned sources will be shortlisted on the basis of the minimum qualification required for the faculty position (as attached in the Annexure - "A").

3.1.3 Selection process of the faculty will be a two-tier system

(a) Faculty Selection Seminar: - The shortlisted candidates shall give a presentation on a relevant teaching topic, as approved by the Institute, in the presence of all available faculty members and the Director of the concerned Institute. Each member present in the faculty selection seminar will give their feedback about the presentation on an evaluation sheet as attached in Annexure – "B -1". In certain cases, where additional inputs are necessary on the candidate's calibre, he/she may be required to attend a confirmatory interview where the Director, Dean (Academics) and the Campus Area Chair shall evaluate the required potential.

(b) Personal interview: - The candidates shortlisted from the faculty selection seminar will be called for a personal interview either in the respective campus or Head Office depending upon the situation.

The selection committee will consist of the following members: -

- a. One member of the Board of Governors or their nominee (whenever available).
- b. Director of the Institute
- c. Vice President HR
- d. One expert in the subject area from outside,
- e. Dean/Associate Dean/Assistant Dean (Academics)
- f. Coimbatore Area Chair (in case the Coimbatore area chair is not available during the interviews, campus area chair can be considered)

All the members of the selection committee will submit the interview evaluation sheet of each candidate short listed for the personal interview (Format of evaluation sheet is enclosed as Annexure – "B-2"). The final candidate shall be selected based on the consensus of panel. Members of panel can join through Video Conferencing also.

3.1.4 Negotiation of Salary

The role of the interview committee shall be to shortlist the suitable candidate only. The salary of the shortlisted candidate shall be finalized by the Director of the concerned campus and the HEAD HR.

The final negotiated salary details of the candidates should be sent to the HR in the Head Office in writing before issuing

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any letter. Format of appointment letter is attached as Annexure – "C". While negotiating salary, presumed DA and subsequent CTC at date of joining should be considered.

3.2 STAFF

3.2.1 Assessment of Staff Requirement

The Director of the respective Institute shall assess the requirement of staff (new/replacement as the case may be) at the beginning of the financial year in consultation with the Department Heads and incorporate in annual approved budget.

Any new/ replacement appointment not covered under annual budget plan shall be made with the prior approval of HO only.

3.2.2 Resumes for all staff positions can be sourced through any of the following means in cost effective manner:

- Resumes in the database
- Online ads on various job sites – Naukri.com and LinkedIn
- Consultants
- Career section of company website
- Employee Referral

3.2.3 Selection of Staff Members

3.2.3.1 Up to the Level of Assistant Manager and Below

The process of interview of the candidate up to the level of Assistant Manager and below will take place in the respective campus by the Director, senior official of the respective department and Chairperson of the concerned Department if applicable. In case of Admissions, Placements, HR and Accounts department, IT, the Head of Department from the HO will also be a part of the panel.

3.2.3.2 Deputy Manager and Above

There will be two rounds of interview for all the candidates appearing for the position of Deputy Manager and above.

The first round of interview of the candidate will take place at the respective campus by the Director, senior official of the respective department and Chairperson of the Department if applicable.

On clearing the 1st round of interview at the respective campus, the candidate would be required to meet the Vice Chairman and Head of Human Resources and Head of the department for final round of interview at HO. In case of Admission and Placement department hiring, the presence of Head of Admissions and Placements for the final round of interview will be mandatory. Add IT Accounts HR

Note: Depending upon the situation, the final round of interview can also take place through video conferencing with the respective campus.

3.2.4 Negotiation of Salary

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In case of the recruitment of Assistant Manager and below, the Director of the campus would finalize the salary maximum within +10% of budgeted limit (in case of new recruitment) or within +10% of present salary (in case of replacement). The respective campus will share the details of the candidate along with the salary offered before issuing an LOI (letter of intent) to the candidate to the HR in the HO.

In case of Deputy Manager and above, the salary of the shortlisted candidate will be finalized by the director in consultation with Head of the Department and HR in HO and after the approval of Vice Chairman only.

Format of appointment letter is attached as Annexure- "D".

3.2.5 Reimbursement of Travelling Expenses to Candidate Called for Interview

Only outstation candidate shall be reimbursed to & fro bus / train / air fare tickets for travelling to campus / HO for interview purposes provided same is agreed in advance at the time of calling him for interview. Mode of travel shall be according to the Travelling Rules of the institute. No Local conveyance, boarding & lodging expenses shall be reimbursed unless specifically approved by Director.

However, in the case of faculty, care should be taken to ensure that position/grade applied for is not higher than justified from the qualification & experience.

3. Probation:

i. Except those on tenure/contract/deputation, the teaching employee will be on probation for two years from the date of joining. The employee's service conditions will be governed by the rules and regulations of the college issued from time to time. The

probation for the Admin & Academic support staff will be one year from the date of joining.

ii. In case of non-satisfactory performance, the Management may extend the probation period.

iii. If any candidate is appointed on a purely temporary basis in a vacancy, he has no right to claim a permanent post. However, such candidates may also apply for a regular post in an open competition.

iv. If a person, having been appointed temporarily to a post, is subsequently appointed regularly, he/she shall commence a probation period from the date of appointment on probation.

v. In case of a candidate appointed on a temporary/Adhoc basis, his/her services can be terminated without any notice and without assigning any reason.

4. Increments:

Increments will be sanctioned only on the satisfactory performance of the employee.

An increment of an employee may be withheld if his/her conduct has not been good or his/her work has not been satisfactory. The authority ordering such withholding of the increment shall state the period for which it must be withheld.

5. Promotion Policy:

Promotion to a higher level of service shall be made subject to API Score / Performance in the annual performance and availability of the posts, eligibility/merit and commitment of the staff. Other things being equal, seniority will be the deciding criterion.

6. Retirement:

i. A college employee shall be superannuated when he/she attains 58

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years of teaching, administration, and Academic Support. The Management may consider extending the service of teaching staff beyond 58 years, without a gratuity, pension, and Provident fund benefits.

ii. However, the authority shall have the right to issue an order of retirement of an employee who has not attained the age of fifty-eight (58) for reasons of inefficiency and ill-health.

iii. However, this rule does not apply to those appointed on a contract basis for whom the Management will decide the age of retirement.

7. Gratuity Scheme:

A regular employee who has worked for more than five years in the institution is eligible for gratuity. The staff above 58 yrs of age are not eligible for gratuity. The gratuity is calculated as per the government norms.

8. Employee's Provident Fund:

Employee's contribution towards the PF is 12% of their total salary (Basic Pay + Dearness Pay + Dearness Allowance). Employer's contribution towards the PF will be 12% of the total salary subject to a salary limit of Rs. 15,000/- per month. The EPF deduction will be credited @ 8.33% towards the pension scheme and the balance @ 3.67% towards PF Account.

9. ESI:

Eligibility and conditions for staff Those who are earning a gross salary of less than Rs.21,000/- per month will be covered under the ESI Scheme irrespective of the mode of appointment and their designation

10. Resignation:

Those faculty/staff desirous of leaving the service of CIMAT have to submit their resignation letter by the 15th of February so that they will be relieved off by the 15th of May every year. They usually will not be relieved in the middle of a year.

However, under an extraordinary situation, one can be relieved on resignation by paying three months salary.

However, the appointing authority reserves the right to waive the notice period or the compensation thereof.

11. Separation from Services/Notice Period:

1. The Organization or Employee may opt to terminate this Appointment of the Employee from the services of the organization without assigning any reasons whatsoever subject to the following conditions –

a) A minimum notice period of 3 months (for confirmed employees)/1 month (for employees on probation) is applicable from either side

b) The organization, at its sole discretion, may opt to pay relevant Notice Pay to the employee instead of serving the applicable notice period in the event of the organization's decision to initiate the termination of this appointment.

c) The organization, at its sole discretion, may choose to accept or reject the employee's offer to pay Notice Pay in lieu of serving the notice period as applicable based on the exigencies of the situation.

d) Further to the notice period as outlined hereinabove, no Employee from the Academic wing, entrusted/engaged with teaching responsibility, will under normal circumstances be permitted to be relieved from the services of the organization during the Academic year.

e) The Management reserves its discretion to review and recommend early release of any Employee from the

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Academic Wing (not assigned Teaching responsibility), Academic Support and General Administration on a case-to-case basis during the Academic year as per the Notice period and applicable conditions as mentioned hereinabove.

f) Where an employee requests for being relieved during the Academic year - The Management reserves its discretion to review, and on case-to-case basis, any request from the employee for being relieved during the Academic year and any deviations will be at the sole discretion of the Management.

2. The Organization reserves the right to compulsorily relieve the employee from the services of the organization, without any pay (or in-kind) in lieu of serving any notice period that may be applicable, at any point in time for reasons including, but not limited to, the following –

a) Not abiding by the Policies, Practices, Systems, Rules and Regulations that apply to all Employees of the Organization at any given point in time, including new additions, revisions and changes to Policies and Practices of the Organization by the Management.

b) Willfully or otherwise neglecting duty, responsibilities assigned, refusal to accept lawful instructions from the reporting supervisor or HOD or Principal or the Management including Trustees.

c) Any act(s) that constitute disobedience, insubordination, incivility, intemperance, irregularity in attendance, inconsistency in workplace availability, instigating colleagues and/or students alike to act against the interests of the organization, misconduct and failure to discharge duty

d) Performance not meeting expectations of the organization based on communicated standards.

12(a) Code of Conduct:

i. An employee of the college shall devote his whole time to the college's service and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with the proper discharge of his/her duties. This provision shall not apply to academic work like giving guest lectures, giving talks and any other work undertaken with the prior permission of the Principal/Director

ii. Every employee shall, at all times, maintain absolute integrity and devotion to duty and shall do nothing that will affect the reputation and prestige of the college, particularly in his relationship with the Director/Principal, staff, students and visitors of the college.

iii. No employee shall, without obtaining the sanction of the Director/Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine, farewell and felicitation functions connected with the college.

iv. No college staff member shall engage himself/herself in coaching students privately for any remuneration.

v. No employee shall, without the permission of the Director/Principal, accept any remunerative or honorary work not connected with the college.

vi. No employee shall, without the previous sanction from the Director/Principal, wholly or in part, participate in editing or Management of any newspaper or other periodical publications.

vii. No employee shall, while being on duty, take part in politics, which includes party or standing for election to the State Legislative or the Parliament or take part in any other election as an independent or on any party ticket.

viii. No employee shall take part in any act or movement, such as strike, incitement thereof to similar activity in connection

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with any matter of his service or any other matter, which tends to bring dishonour to the college, nor shall he/she resort to media with his/her grievances.

ix. An employee shall not, without the knowledge and approval of the Director/Principal and the Management, have recourse to any organization/authority, court or the press for the vindication of his grievances.

x. The Governing Body, in exercising the provisions of these rules, shall exercise power after giving the employee concerned an opportunity to explain his/her case.

xi. No employee may absent himself or herself from duty without prior permission. In case of emergency of proceeding on leave without permission, he/she must explain the circumstances beyond his/her control before rejoining duty.

xii. Every employee shall be regular to work during their working hours fixed unless permitted otherwise by his/her Superior.

xiii. No employee shall, after reporting himself/herself for work, be found absent during the period of work assigned to him.

However, the above rules do not apply to employees appointed on deputation, contract basis and for persons appointed temporarily for a specific period.

The following acts of commission/omission shall be treated as misconduct.

Failure to exercise efficient supervision on the subordinate staff. Insubordination or disobedience to any lawful order of the Superior Officer.

Gross negligence in teaching or any other duty assigned. It is causing willful damage to the college property.

Any act involving moral turpitude punishable under the provisions of IPC. Intemperate habits are affecting the efficiency of the teaching work.

Failure on the part of an employee to give complete and correct information regarding his/her previous history and record of service and violating any other specific directions or instructions given by his/her Superior Officer.

12 (b) Disciplinary Proceedings

Punishment of an employee shall be imposed only after:

i. The employee is informed in writing by the Director/Principal about the allegations on which disciplinary action is proposed to be taken and is allowed to make representation that he/she may wish to make in-person orally or in writing.

ii. Such representation, if any, is considered by the authority competent to impose a penalty.

Disciplinary Punishments and Appeals:

The following penalties may, for sufficient reasons, be imposed upon the employees of the college, viz.;

a. Censure b. Fine

c. With-holding of increments/promotion.

d. Reversion to a lower post or a lower stage in the scale of pay

e. Recovery of the whole or part in case pecuniary loss is caused to the college by negligence or breach of orders.

f. Suspension

g. Compulsory retirement

h. Removal/termination from the college service Authorities who can impose penalties are the Director/Principal.

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i) Where it is proposed to impose on an employee any of the penalties specified, he/she shall be given an opportunity for making representation to the higher authority.

ii) No employee of the college shall be dismissed or removed or compulsorily retired or reduced in rank except after an enquiry at which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges and where it is proposed after such enquiry to impose on him/her any such penalty until he/she has been given a reasonable opportunity of making a representation on the penalty proposed, but only based on the evidence adduced during such enquiry.

iii) The enquiry under sub-rule

(a) Shall be made by a Board of enquiry constituted for the purpose. The Director/Principal of the college shall constitute the board.

iv) Every college employee shall be entitled to one appeal following an order imposing on him/her any of the penalties specified in rule

(b) To the appellate authority.

v) In the case of appeal, the decision of the appellate authority is final.

13. Working Schedule

All Teaching staff have to resume their duties from Monday to Saturday. 2nd and 4th Saturday will be holidays.

All Administration Staff have to resume their duties from Monday to Saturday. 2nd and 4th Saturday will be holidays.

All-Academic Support Staff have to resume their duties from Monday to Saturday. 2nd Saturday will be a holiday.

Timings:

Monday to Saturday

Morning session I & II – 9:00 to 10:40

Interval - 10:40 to 11:00

Morning session III & IV – 11:00 to 12:40

Lunch Break – 12:40 to 01:40

Afternoon session V – 01:40 to 02:30

Permissions for coming late or leaving earlier

1. Total two permission for all Teaching; Academic support and Administration Staffs for coming one hour late or leaving one hour early will be permitted in a month.

2. Extra Permission will be treated as Casual Leave for ½ a day.

3. If no CL is available, then it will be LOP.

Half-a-day leave timings

1 Morning session (if ½ day leave) In punch – 01.00 PM; Out punch – 04.00 PM
In punch – 01.00 PM; Out punch – 04.30 PM

2 Afternoon Session In punch – 09:00 AM; Out punch – 01.00 PM
In punch – 09:00 AM; Out punch – 01.00 PM

14. Performance Appraisal of Employees

Performance assessment is an essential and inescapable managerial activity. It is necessary for all critical decisions relating to people, such as their development, training, career progression, workforce planning etc. The performance Assessment and Development System (PADS) process is done every year. PADS cover all Teaching, Academic Support and Administrative staff of CIMAT

Handbooks, manuals and brochures on human values and professional ethics**15. Leave Rules for Teaching Faculty**

Every faculty member must make alternate arrangements for their Class/Lab/Dept works when they request leave. All such alternate arrangements made should be indicated in the leave application form. The following are the leave rules for the Teaching faculty and supporting staff in CIMAT w.e.f 1.7.2021 as detailed below.

A) Casual Leave (CL)

Teaching Academic support & Admin staff = 12 days per year

- 1) Leave request should be submitted to the HOD/ Principal at least one day earlier than the date for which leave is sought for.
- 2) Under any circumstances, except on medical grounds, oral information regarding leave rules will not be entertained.
- 3) Only a maximum of 3 days can be availed at a stretch.
- 4) Leave should be availed only after it is sanctioned. Availing leave without sanction may lead to loss of pay.
- 5) Staff availing leave must make alternate arrangements for their class, laboratory and other departmental work. It should be indicated in the leave application form
- 6) Request for leave will be considered or rejected depending upon the priority of work at the Dept/College. If the presence of the staff at the college on that day is essential, leave for that day may not be sanctioned.
- 7) Casual Leave can be prefixed and or suffixed with holidays. However, the total number of days of absence should not exceed seven days.

8) Under extraordinary circumstances, those who cannot inform in advance about their requirement of leave should intimate the HOD/Principal at least over the phone about their inability to attend to work. Failing to do this, the absence will be treated as leave on loss of pay.

9) CL up to three days will be sanctioned by the principal; leave beyond three days will be sanctioned by The Director.

10) CL cannot be accumulated. It has to be availed during the year.

B) Permission to come late or leave early

Only two permissions for coming one hour late or leaving one hour early will be permitted in a month. Every extra permission will be treated as CL for ½ a day.

C) Earned Leave (EL)

- 1) Regular teaching faculty on completion of probation is eligible for an EL of 3 days per year, and regular supporting staffs are eligible for an EL of 9 days per year.
- 2) EL can be availed for a minimum period of two days and above.
- 3) EL can be accumulated and availed when needed.
- 4) EL will be sanctioned by the Director/Principal.
- 5) EL can be surrendered who has continuous regular service of 25 years and above
- 6) National / declared / festival / weekly off days can be prefixed and/or suffixed to EL.
- 7) Intervening National / declared / festival / weekly off days will NOT BE counted as part of Earned Leave.
- 8) Half-day of EL cannot be taken.
- 9) Balance EL remaining unutilized as of the 31st of May can be carried forward.

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10) EL can be accumulated and availed when needed.

11) EL will be sanctioned by the Director–for Teaching & Academic support staff and Head of Administration for all Administration Staff.

12) EL can be combined only with medical leave.

D) Medical Leave (ML)

1) Regular teaching faculty, admin and supporting staff on completion of probation are eligible for unearned leave on medical certificate (ML) for seven days a year with pay.

2) This leave can be accumulated.

3) A Medical certificate from an authorized medical practitioner should be produced to avail of this leave.

E) Maternity Leave

All regular women employees (Teaching, Academic support and Admin staff) who have completed probation are eligible for 180 days of maternity leave with pay for the first two deliveries.

F) Vacation

A) For Teaching faculty:

All regular teaching faculties who have completed probation are eligible for 42 days of vacation per year.

B) For supporting staff

All regular supporting staff and administrative staff who have completed probation are eligible for 14 days of vacation per year.

If a teaching faculty or supporting staff is unable to avail vacation due to exigency of work in the Department or college under the directions of the Director/Principal, the period of vacation

forgone will be credited to their earned leave account based on 3:1

C) For Temporary/Probationers (both teaching and Academic support staff)

Staff Category Teaching Academic Support Staff

Probationer Within six months of service No Vacation No Vacation

Between 6 Months to 1 Year 14 days per year will be given as vacation. 7 days in summer will be given as vacation

1 year to 2 years 28 days summer vacation will be given 14 days in summer will be given as vacation

- Vacation period will be counted from the date of completion of probation only.

- No Pre-ponement or postponement of vacation will be permitted

- All staff members should attend duty on the last working day before vacation and report to duty on the next day after completing the vacation. If they do not attend duty on both the days specified above, they will be treated as a loss of pay.

- No Advance earned leave will be permitted, and staff members receiving consolidated pay are not eligible to avail of earned leave.

- When a faculty/staff resigns, leaves of all categories, except casual leave in their account, will lapse.

G) On-Duty Leave

(for attending conference/Seminars/workshops/STTP/Exam Works/DC member works)

1) For regular staff: 6 days per semester

2) For probationary staff: 3 Days per semester

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H) For Undergoing part-time PhD programme for regular and probationary teaching staff

1) 6 days of OD per semester will be permitted only for the first three years.

2) A Bond should be executed immediately after permitting PhD programme.

3) Half the yearly progress report issued by the guide should be submitted within three weeks on completion of every six months through the HOD.

4) A PhD allowance of Rs.10,000 per year will be paid for three years for the teaching faculty registered for a PhD

5) In case the faculty resigns his post, the terms of the bond, in addition to 3 months' notice or equivalent salary, are applicable.

6) These conditions are applicable also for the faculty who join CIMAT after their PhD registration elsewhere if they want to continue their Ph D work.

Permission to register for PhD

Only regular faculty of CIMAT will be permitted to register for a PhD. For leave purposes, the year will be from the 1st of June to the 31st of May in the following year.

16. TA/DA – Norms for teaching faculty Attending National and International Conference

TA/DA and Registration Fees: The following are the norms for presenting papers and attending national and international conferences.

a) Workshop/STTP/FDP/ National Conferences

For attending Workshops/STTP/FDP/Seminar – total Registration fees subject to a maximum of Rs. 3000/- will be allowed. Onward and

Return 3rd AC class train fare will also be permitted. Apart from this, daily food allowance – Rs. 350/-, daily local travel of Rs. 300/- Lodging charges: Metros Rs. 2400/- per day and other cities Rs. 1200/- per day can be considered.

b) International Conferences (Abroad)

i. Each staff is eligible to attend only once in 3 years

ii. Registration fee subject to a maximum of \$ 300 will be allowed for attending the conference and presenting papers.

iii. 50% of the flight charges subject to the approval of the Director/Principal will be allowed.

iv. Daily allowance \$ 40, Daily local travel \$ 30, Lodging charges \$ 70 per day

v. OD will be given only for the duration of the conference and travel days.

Note:

1) Faculty can attend a national conference or international conference subject to approval from Director/Principal

2) Permission for attending conferences is permitted only if a faculty presents a paper.

19. Grievances Redressal Cell:

To redress staff's genuine grievances and ensure a congenial atmosphere for studies and smooth administration, the college shall constitute the grievances redressal cell.

Gender Issue Cell (GIC), an exclusive Women's cell, is available with the principal as ex-officio chairperson per statutes for redressal against harassment at workplaces.

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Accountability & Performance Review and Enhancement

Compensation package, performance and accountability are inter-related and one cannot be compared without the consideration of other. Performance appraisal and accountability shall be an integral part of the compensation and career growth.

It needs to be ensured that the institutes should have the highest standards in its academic and administrative functioning. Each institute will have a comprehensive set of KRA's for the key appointments/committees. It is the bounded duty of the Director to ensure that the KRA's so formulated are achieved.

9.1 Performance Planning: The performance planning of all the faculty members will be done by Dean Academics under supervision of the Director. For non-teaching staff, the Acceptor along with the Appraiser will do the performance planning. In case of staff members for whom Director is not the acceptor, the final copy of Performance Planning form shall be signed by the Director.

Format for the performance planning form is attached in

Annexure E1.

9.2 The Quarterly Performance Review: Transparent and Objective Quarterly Performance Review will be done to periodically assess/identify improvement area and better performance planning. The employees will be having a periodic assessment of their career growth and development and a track of their efforts and directions. This will help the

organization to give a fair chance of correction and feedback to employees for a sustainable development. The quarterly Performance review will be based on Performance Planning Form as attached in the Annexure E1. The Reviews for faculty will be done by the Dean Academics which will be submitted to the Director and for non-teaching staff it will be conducted by the immediate supervisor and then submitted to the HOD/The Director.

Format for the Quarterly Performance Review is attached in Annexure E2.

9.3 The Annual Performance Review:

The annual performance review, and the subsequent rating of an employee is an important factor in the grant of annual increments, performance awards and career advancement opportunities.

The Annual performance appraisal cycle of all employees will be from July 1st to June 30th.

9.3.1 Performance of Faculty- Overview

The performance of the faculty is measured through the following components:

Parameter	Weight
KRA based rating by the appraiser	75%
Behavioural rating	10%
Admissions and Placement @ Campus	15%
TOTAL	100%

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KRA Based Rating:

KRA for faculty members will be primarily in three parts – (a) Teaching Excellence

(b) Institution Building

(c) Research and Self Development

(a) Teaching Excellence Teaching excellence comprises of three main parameters – teaching load, teaching quality, student feedback.

Teaching Load is calculated on the basis of number of hours taught. For teaching load, please refer to grid 1A in the Appendix of the appraisal form.

Teaching Quality- Rating for this is to be done on the parameters of:

Facilitating Student Learning: Is enthusiastic about teaching and learning, provides real-world examples to promote learning, encourages students to actively participate in classroom discussion, maintains appropriate academic rigor and uses instructional time well.

Assessing Student Learning: Uses student feedback and results of assessments to improve curriculum to enhance student learning, provides timely feedback to students and actively participates in area meetings through pan area initiatives.

Curriculum Development: revises and updates course material in cooperation with industry as needed, reviews curriculum to meet area approved course outcomes and works with colleagues to identify common area objectives accordingly.

Comprehensive inputs from the Dean/Associate Dean/Asst. Dean and observations of the IQAC to be obtained.

Student Feedback: Average Student Feedback will be considered for this purpose.

(b) Institution Building- Specific and measurable contribution with visible results will be considered in this factor rather than just being members of various committees. Admission and Placement Chairs and co- chairs can mention their contribution in either section 2A or 2B in the appraisal form.

(c) Research and Self-development- Only research papers should be listed in the section 3A of the appraisal form. Cases, newspaper articles and conferences where papers have been* presented should be listed in the section 3B of the appraisal form.

The Behavioural rating of the faculty members will be based on the following competencies.

- Initiative
- Listening
- Team Work
- Communication
- Interpersonal Skills
- Dependability
- Supervisory/leadership Skills
- Sound Judgment

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Admission and Placement: The rating of section 4 i.e. Admission and Placement will be the same for all the faculty members of the respective campuses and will be decided by the Management Team at the Head Office.

Process for Faculty:

In case of faculty members, the Appraiser/Acceptor will be the Director of the respective campus. All the Directors are required to meet the faculty members in person and discuss their performance. The Directors, besides the comprehensive feedback from the IQAC, are also required to take feedback on the Teaching Quality standards of the faculty members from the Dean/Associate Dean/ Assistant Dean Academics as may be the case. The Dean Research/Dean Academics shall be consulted for the Research and Publication rating.

9.3.2 Overview of Performance of the Non-Teaching Staff:

The performance of the staff members will be reviewed on the basis of two parameters:

Parameter Weight

KRA based rating 50%

Competency based rating 50%

Total 100%

KRA based rating will be reviewed by his/her performance of the assigned tasks/KRAs.

Competency based rating will be based on the parameters such as interpersonal skills, communication skills, Approach to

work, Leadership skills and student responsiveness.

The sum total of KRA based rating and Competency based rating will form the final rating of the employee.

Other aspects covered include information relating to his/her goals for the next year and suggestions to enhance the functional efficiency of the institute and the department.

9.3.2.1 Process for Staff

All the members of staff are required to fill the Annual Appraisal review form and send it to their Appraiser along with quarterly performance reviews. It is mandatory for the Appraiser to sit with the staff member and discuss about his/her performance for the year and provide necessary feedback to the employee for further improvement.

These forms after being reviewed by the Appraiser are forwarded to Reviewer (in case applicable) and then to Acceptor for their final review and observations.

9.4 Eligibility

Faculty-The faculty members joining before 31st

December will be eligible for appraisal process.

Staff- Staff members completing six months in the organization will be eligible for the annual increments proportionately. In case of employees not completing six months as on 1st July will not be eligible for increment in that year. He/she will be eligible for increment in the next year July proportionately.

Respective campuses, after obtaining requisite inputs from the Corporate Office, can issue a letter of confirmation as and when it is due for the employee. No increments will be granted in the middle

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of the year. All increments will be with effect from 1st July only.

Not with standing the objectivity with which the performance of each employee is appraised, a suggested norm of rating the entire strength of faculty/non-teaching staff at the institute about: Outstanding 10%; Exceeds Expectations 20%; Meets Expectations and below 70%.

9.5 Increments:

Increments may be withheld in the following cases:

- Appraisal Rating of BE and below
- No publications even in the referred journal (only for faculty)

Performance Review and Enhancement Forms for the Faculty and Staff are attached in the Annexure E3 and E4 respectively.

Format of Increment letter for faculty and staff are attached as Annexure – F1, F2

F3 and F4 respectively.

Career Advancement

Objective:

·To ensure that all positions are manned by employees having the requisite qualifications, exposure and competence.

·To integrate the aspirations for growth and development of employees with the present and future requirements of the organization.

·To ensure equity, fairness and objectivity in matters relating to promotion

·To recognize and reward meritorious performance Career advancement scheme for Faculty members shall follow a two-tiered approach. In the first tier, there shall be qualifying criteria as laid down in the below mentioned table.

· PhD is mandatory for applying for promotion to Associate Professor/Professor level.

·In Table, the 2nd column 'Experience at Coimbatore at Present Level' is taken as experience in the same position at Coimbatore for number of years from the last date of promotion or in case of new joiner then the number of years from the date of joining.

·The minimum average courses taught should be 5 in number of the last two years.

·The Research work mentioned in column no 4 is to be evaluated as mentioned below.

◆ Research paper published in an A category journal- 3 points

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◆ Research paper published in a B category journal- 2 points

◆ Research paper published in a C category journal- 1 point.

◆ Research paper published in any refereed journal-
0.5 point.

◆ Book published in an A category publication- 5 point.

◆ Book published in a B category publication- 3 point.

At least 'x' number of points to be achieved according to the levels mentioned in column No 1 from the last date of promotion or in case of new joiner from the date of joining.

·Faculty may publish paper/book/cases etc. which do not fall in any of the category listed herein. On the recommendation of the Dean Research/Dean Academics (as may the case be), such publication(s) may be referred to 'Research Committee for Publication Rating (RCPR)'. The RCPR shall examine the quality of the publication and based on its assessment shall award points on case-to- case basis. The decision of the RCPR shall be final and no further appeal shall be entertained. The recommendation of the Dean must have written consent of the Director. The RCPR will be presided by the Vice Chairman and may consist members from HR and/or external experts.

·As for joint publications, full points shall be awarded to each author numbering up

to 3 joint author ships. The numbers to be counted is irrespective of internal or external authors. For more than 3 authors for a single publication, points shall be equally divided among all authors irrespective of being internal or external authors.

·In case joint publication involves faculty from two or more Coimbatore campus, an extra incentive of 0.25 point over and above the points earned as per policy shall be awarded.

·The publications to be counted for the award of points in a particular review year, shall be those publications which are either finally published or have received a formal letter of acceptance for publication on or before 30th June. In case the letter of acceptance is received before 30th June while the final publication would happen at a late date, it shall be considered in any one review cycle as decided by the faculty. Any publication post-30th June shall be considered in next review cycle.

In addition to these, the applicants for promotion should not have:

· Scored BE grade in the last two evaluation cycle.

·Any case(s) of academic / behavioural misconduct against them in the last two years.

Based on the prescribed criteria in Table No 1, the HR representative at each campus, under the guidance of the respective Directors, would ask for application for promotion from the faculty members and share the same with HR at Corporate Office. Corporate

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Office will then coordinate for initiating the interview process.

The application process should include an application form (Annexure – “G1”) and updated CV from candidate containing details about their work in terms of education and work experience, courses taught in previous two years, past research work, efforts in institution building (Annexure – “G2”), and a statement of purpose (Annexure

– “G3”).

10.1.2 SELECTION CRITERIA:

The second tier of this process shall have the selection criteria; refer section III (Selection Parameter). This will form the basis of selecting candidates for promotion from amongst the applicants. The selection criterion is based on rating them on various parameters of their roles and an interaction with a select panel. The various components of this stage and their relative weights are as follows:

Teaching – The basic and most important activity of Faculty members will be evaluated on the basis of two important parameters i.e. Academic quality evaluation cum audit and Teaching hrs. An audit on teaching quality and delivery will be done on the basis of course planning and delivery, inviting guest lecturers, industry visits, session plan implementation, assessment of teaching & learning, evaluation of question paper and assessments etc. This audit will be done by a panel of senior Professors at Coimbatore. Relevant questions regarding teaching quality will be asked during interview as well. Teaching quality will carry 25% weight in the overall assessment.

This rating is to be done by the panel selected by the Vice

Chairman for the Academic Audit.

Research – For faculty members it is important to keep learning and contributing to the pool of knowledge by doing research. It enhances the teaching skills as well. Research output will be shared among the panel for study and will be questioned on during the interaction in interview as well. Cases where plagiarism has been detected shall be discouraged. It will carry 15% weight in the overall assessment. This rating is to be done by the Director of the respective campus.

Institution Building – This is perhaps the most important contribution that a faculty member makes besides teaching. This will be measured in terms of the faculty's contribution to MDP, Consulting assignments, Industry/ academia tie ups, support in admissions and placements, participation in committees, initiatives like IDP/Mentoring, branding activities, starting new centers, etc. This will be measured by the self-rating report, interview and the Directors report. This will carry 25% weight in the overall assessment. This rating is to be done by the Director of the respective campus.

Appraisal Rating – The final appraisal rating that reflects the Director encapsulated view of the performance of a faculty member should also contribute in terms of promotion. For this factor, the rating for last two years will be considered. This factor will carry 10% weight in the overall assessment. The rating is to be decided by the HR in the Corporate Office.

Interview – A panel will be constituted that will interview all applicants for

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promotion. The idea is to discover things that a faculty member has achieved or has plans and appetite for. The interview panel will be duly sensitized not to fish for things that a faculty member does not know. A brief exploration of their subject matter knowledge is important as well as exploring/ defending performance on teaching /

research / institution building. The interview will look for the following 3 items:

- a. Institutional commitment and student handling
- b. Domain knowledge
- c. Leadership potential and career goals / plans for the next 3 years.

The interview will carry 25% weight in the overall assessment. This rating is provided by the interview panel.10.1.5 Constitution of the Audit Panel

The audit panel shall be constituted by the CO on yearly basis whose task shall be to evaluate the existing procedures and to recommend improvements.

10.2 Non – Teaching Staff

This policy shall be applicable to all the regular employees on rolls of the organization.

10.2.1 Position Capping – Certain functions in the organization will be capped in terms of growth. In view of the peculiar organization requirements and overall available resources, the positions of the certain appointments have been capped as below.

Salary increase will however take place every year as per the Annual Performance Review process but the grade will remain the same.

10.2.2 For career advancement of rest of the departments in the non-teaching staff till the Grade E1 can be done on the recommendation of the Acceptor with discussion with the Vice Chairman.

10.2.3 For career advancement of non-teaching staff for Grade D and above, the committee consisting of a) Vice Chairman, b) Director of the Institute, c) Head HR, d) Chairperson- in case applicable, e) Head of the department will be formed.

Employees having a rating of EE and above for the last two consecutive years will only be eligible for the process of promotion. The committee will review the employees nominated for promotion on the following parameters:

- Overall experience
- Qualification
- Contribution to institution in his/her particular department
- Overall contribution to the institution
- Career Goals for the next year
- Leadership skills
- Interpersonal skills

Management Development

Programmes (MDP)

11.1 The MDP cell at CIMAT addresses the critical needs of executives across functions, sectors and geographies. The MDP cell at the corporate level is based at the Noida campus.

11.1.1 Activity, Role and Responsibility:

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· In Company MDP

To conduct specific in-company programs based on the calendar schedules of the various organisations, design and develop program contents, spread over delivery sessions, selecting the competent faculty to deliver the modules.

· Customized MDP

To interact with the various organisations in the country and understand their training needs. Based on the Training Needs Identification (TNI) aligned to the organisation's Business Goals of the organisations, create customised training capsules to meet the organisations' business challenges.

· Open MDPs

In these programs, participants from diverse Industries participate, interact and add value from across sectors. The learning is significant and opens up to new and innovative methods of managing organisational challenges.

· Outbound Training Programs

To design and deliver outbound training programs, exposing participants to challenging situations they are likely to encounter.

11.1.2 Rules about MDP are as follows:

i. Faculty/staff members delivering sessions during the MDP organised by the institute will be eligible to receive

honorarium payment as per the policy mentioned in Annexure "J" duration subject to fulfilling the required minimum work allotted in teaching.

ii. Faculty members shall accept the assignment of conducting MDP in any other institution after the Director/Vice Chairman's written approval will be required for undertaking any such assignment. Even when on leave, a faculty member can accept any MDP session on prior approval of the institute's director.

iii. 50% of revenue from external MDPs will be shared with the institute.

iv. All the faculty members shall be required to submit the complete details of any outside MDP, including the institute's name with complete itinerary and photocopy of the cheque received to the director's office. This shall be forwarded to the accounts department for further process.

v. The faculty members shall be treated on duty while participating in half/day long MDP programme outside the institute subject to the condition that he/she meets his/her commitment in the institute and obtains prior permission from the director of the institute for the same.

Eligibility for Director: The Director of each campus is responsible for organising Management Development Programmes on their respective campuses apart from the ones the Central MDP team has been organising.

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The director of the campus are required to take prior written approval of the Vice-Chairman before accepting any outside MDP and shall submit the complete details of payment received to the HR and accounts department of the institute for further processing.

Consultancy and
Other Assignments

Faculty are encouraged to undertake training, consultancy and sponsored research in policy, strategy, and operational aspects of management in their field of interest both individually and together in a group.

The consultancy and research activities scope shall include consulting (oral/written/both) report-based, paid or sponsored research, lecture assignments outside the institute, etc.

12.1 Rules for taking-up consultancy and payment of honorarium are as follows:

i. Prior written permission of the director is required before undertaking any such assignment. No such assignment be undertaken that requires any alteration in the work commitment in the institute. In the case of the director, written permission of the Vice-Chairman is required.

ii. A faculty member, even when on leave, can accept any consultancy assignment only on prior approval of the institute's director.

iii. The faculty members shall be treated on duty while conducting consultancy assignment

iv. One day per week, i.e. 52 days per full year, will be the maximum period available to faculty for undertaking such assignments. Any commitments of time of one-half-day or more will be part of the 52 days limit.

v. After deducting direct expenses, 50% of revenue from a consultancy is shared with the institute.

vi. All the faculty members shall be required to submit the complete details of any outside assignment, including the institute's name with complete itinerary and photocopy of the cheque received to the director's office.

vii. Director will be allowed to take a maximum of 26 days of consultancy assignment with permission of the Vice-Chairman.

viii. While accepting any consultancy assignment, institutes' revenue from consultancy should justify allocating faculty resources.

12.2 Guest Lectures and Panel Discussions

i. Prior written permission of the director is required before undertaking any such assignment. No such assignment be undertaken that requires any alteration in the work commitment in the institute. In the case of the director, written permission of the Vice-Chairman is required.

ii. A faculty member, even when on leave, can accept any such assignment only on prior approval of the institute's director.

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iii. The faculty members shall be treated on duty while such assignment

Director will appoint a Research and Publications Committee for two years.

iv. Honorarium of Rs. 10000 per annum is excluded from any sharing with the institute. Any honorarium in excess shall be shared 50% with the institute.

The committee will be led by Dean Research/Dean Academics/Senior Faculty Member and will have two more members representing different functional areas. The committee, among other duties assigned by the director, will be responsible for the following tasks.

v. All the faculty members shall be required to submit the complete details of any outside assignment, including the institute's name with complete itinerary and photocopy of the cheque received to the director's office. This shall be forwarded to the accounts department for further process.

(i) Prepare a Research Plan for the year and develop & implement the action steps for its accomplishment. Initiate steps for the development of a three-year Research Plan of the Institute.

Research and

(ii) Launch a soft campaign to motivate faculty to undertake research and develop cases.

Publication Policy

(iii) Organise Research and Case Development workshops in consultation with the director.

CIMAT is committed to promoting and supporting research by faculty. We believe that research is the only way to create new and relevant knowledge to improve the effectiveness of managerial practice in India. Research enriches the quality of teaching and training by bridging the gap between theory and practice. The institute would encourage faculty to undertake research in their area of interest and the research priority areas identified by the institute. Development of cases will form part of the scope. Research sponsored by industry or other external funding agencies will be permitted on a case-by-case basis. Format for Research Proposal & Case Development is enclosed as Annexure – "H1" and Annexure - "H2" respectively.

(iv) Appraise and Process all research proposals received and make appropriate recommendations to the director. The chairperson of the committee may co-opt additional functional area/ subject experts,

where required for appraising the proposals falling outside the expertise of the committee members.

(v) Organise Faculty Seminars in the institute at an agreed periodicity. Such seminars will be offered by:

13.1 Research and Publications Committee

a) Institute faculty,

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b) Faculty presenting papers in seminars /

conferences,

c) Research Project Faculty after completion but before submitting the research report or case developed.

d) Visiting faculty from collaborating institutes / Universities, and

e) External experts.

(vi) Review and Coordinate publication of Working Papers based on the completed research projects by faculty and papers presented by sponsored faculty in seminars and conferences.

(vii) Monitor the progress of the research/institute's development projects.

(viii) Make suggestions to Directors on beefing up the research infrastructure in the institute, including the acquisition of additional library resources, software, etc. The committee would also review the existing infrastructure and resources utilisation and suggest appropriate measures.

(ix) Identify and coordinate with external funding agencies for research grants for funding long-term research projects by faculty.

(x) Organise a series of talks, seminars, competitions, contests, etc., to inculcate research orientation among students.

13.2 Seed Grant

As a part of the institute's commitment to promoting research by faculty, seed money grants are limited to Rs. 25,000 (Rupees Twenty-five thousand only) will be provided to the approved research project belonging to any one of the three categories, i.e., Exploratory, Pilot /Small Research, or Case and Course Development. The number of seed grants per campus will depend on the institute's budget allocated at the start of the year and the seed grant, Rs. Five thousand per student can be claimed as a stipend if the student is also involved in the research project. A maximum of two students can be hired for a project.

13.2.1 The maximum duration for completing seed-funded research projects, including case development, will be one year from the approval date.

13.2.2 Up to two seed money project grants will be allowed to a faculty as an individual researcher. He / She could be a joint researcher in one more project.

13.2.3 Quarterly report on progress on the research/case project must be submitted to the chairperson of the Research and Publication Committee.

13.2.4 One soft and one hard copy of the completed Research Report/ Case Developed and the Teaching Note must be submitted to the Chairperson (Research and Publication Committee). The chairperson will get the research report /case developed evaluated by a committee constituted for the purpose. The case developed may also be sent to an external case clearinghouse for its advice. The feedback of the committee/case clearinghouse will be given to the concerned faculty/faculty team for carrying out necessary

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modifications, if any, within the period prescribed for the purpose.

13.3 Proposals for Seed Grant

Proposals for seed grants may be submitted to Chairperson, Research and Publication Committee during the academic year. A copy of the same shall be sent to the VP HR in the Head Office. Faculty members are requested to submit their research /case development proposals and the budget in the prescribed format mentioned in Annexure-"H-1" and Annexure -"H-2". The proposal can be submitted either individually or as a faculty team.

13.4 Eligibility:

All faculty (including contractual faculty) are eligible to apply for a seed grant. No such proposal will be accepted from faculty who are already working on two projects funded by the institute or have defaulted in completing research in the agreed time frame.

13.5 Academic Publications

Academic publishing forms an integral part of the basket of activities a faculty member is expected to perform at

CIMAT. Besides creating a body of knowledge and enhancing teaching quality, publishing adds value to the faculty's visibility, weightage to their promotion candidature, and credibility to b-school reputation. As a vital tool to increasing intellectual capital, publishing has come to acquire a place of significant importance with the B-school rating & ranking agencies and the accreditation bodies.

Faculty publications here include academic papers, technical papers, working papers, monographs, case studies, reports and books spanning theoretical research, applied or practice-related works, and pedagogical / research tools in management. The focus of publications could be functional or discipline-based, inter-disciplinary or integrative.

Categorising journals into categories A, B and C will be updated and circulated from time to time.

All referred journals not falling in the above categories shall be treated as "other refereed journals". The List of Publishers for book publications shall be accepted per category provided herein. (List of Publishers shared with the campuses).

13.5.1 Procedure for publishing a paper

-The faculty member will send the paper for publication in the journal categorised as A, B, C and referred journals.

-After the acceptance of the paper, the concerned faculty member will be required to submit a copy of the paper, Plagiarism report if any (Annexure -"H-3") and undertaking to the Chairperson Research Committee. The committee shall conduct an independent evaluation of the paper and disseminate the paper accordingly.

Note: All projects/publications arising out of this scheme shall be the intellectual property right of the institute.

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13.5.2 Promoting Academic Integrity

CIMAT strongly condemns the growing menace of plagiarism. While it would very much wish and do everything possible to encourage its faculty to practice the value of academic integrity and set the highest standards of academic integrity, it will not hesitate to impose sanctions against the wrong-doers to curb plagiarism in its institutions.

The Research and Publication committee will be required to carry out the following to promote Academic Publications:

- Create greater awareness of the ethics and values of the academics as well as the implications and consequences of plagiarism.

- Organise FDPs on 'How to write/publish in reputed

Journals and counsel faculty in making proper citations, referencing, paraphrasing, etc. In addition, periodically reinforce the principles of academic integrity in faculty council meetings.

- Identify and install anti-plagiarism software (many of which are available as 'open ware').

- Encourage faculty to put all conference papers and books to be sent for publication to the rigour of anti-plagiarism testing and attach a declaration to that effect along with the paper before submitting to the Chairperson, Research

& Publications Committee.

- Likewise, to ensure that all papers received for inclusion in the conferences and seminars organised in the institute and also the papers received for consideration of publication in the Institute's Journal are put through the same rigour.

- On receipt of any complaint relating to suspicion of plagiarism, initiate an investigation and keep the director informed on the developments. The concerned faculty must be allowed to present their case to the committee on the director's advice. Upon completing the investigation, the committee will submit all the documents relating to the said paper and its recommendations to the director.

- Submit a quarterly report on the initiatives taken and tasks performed. Director is required to forward a copy of the report to CO.

13.5.3 Levels of Plagiarism and Sanctions:

Level One pertains to the uncredited verbatim copying of a full paper, or the verbatim copying of a significant portion (>

50%), or verbatim copying within more than one paper by the same author(s).

Level Two pertains to the uncredited verbatim copying of a large portion (between 20-50%) or verbatim copying within more than one paper by the same author(s).

Level Three pertains to the uncredited verbatim copying of individual elements (paragraph(s), sentence(s), illustration(s), etc.), resulting in a significant portion (10-

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20%) within a paper.

Level Four pertains to uncredited improper paraphrasing of pages or paragraphs.

Level Five pertains to the credited verbatim copying a significant portion of a paper without clear delineation (e.g., quotes or indents).

Potentially complicating the effort to identify plagiarism, the above primary factors can be combined with other factors, creating a range of possible plagiarism scenarios. Here is a complete list of possible scenarios:

i. Uncredited Verbatim Copying of a Full Paper, or

Uncredited Verbatim Copying of a Major Portion (more than 50%) within a Single Paper--An instance is where a large section of the original paper is copied without quotation marks, a credit notice, reference, and bibliography. This case also includes instances where different portions of a paper are copied without attribution from several papers by other authors. The sum of plagiarised material is more than 50%, or Uncredited Verbatim Copying within More than a Single Paper by the Same Author(s). This includes instances where more than one paper by the offending author(s) has been found to contain plagiarised content, and all the percentages of plagiarised material in each of the discovered papers sum to greater than 50%.

ii. Uncredited Verbatim Copying of a Large Portion (greater than 20% and up to 50%) within a Paper. --An instance is where a section of the original paper is copied from another paper without quotation marks, a credit notice,

reference, and bibliography. This case also includes instances where different portions of a paper are copied without attribution from some papers by other authors, and the sum of copying results in a large portion of plagiarised material (up to 50%) in the paper, or Uncredited Verbatim Copying within More than One Paper by the Same Author(s)--This includes instances where the sum of plagiarised material from the different papers would constitute the equivalent of a large portion (greater than 20% and up to 50%) of the discovered paper with the fewest words.

iii. Uncredited Verbatim Copying of Individual Elements (Paragraph(s), Sentence(s), Illustration(s), etc.) Resulting in a Significant Portion (10-20%) within a Paper--An instance could be where portions of the original paper are used in another paper without quotation marks, a credit notice, reference, and bibliography.

iv. Uncredited Improper Paraphrasing of Pages or Paragraphs. Proper paraphrasing occurs when only a few words and phrases have been changed or when the original sentence order has been rearranged; no credit notice or reference appears with the text.

v. Credited Verbatim Copying of a Major Portion of a Paper without Clear Delineation. Instances could include sections of an original paper copied from another paper; credit notice is used, but the absence of quotation marks or offset text does not reference or identify the specific, copied material.

After examining each complaint on a case-by-case basis and depending upon the nature and extent of academic misconduct, and giving due consideration to consistency, repeat commitment of offence, etc. One or more

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of the following sanctions may be imposed:

◆ As for the levels of plagiarism explained above, Level

1 and 2 are inexpedient. Level 3, 4, and 5 prescribes up to 20% in cases such as technical

reporting, illustration etc. Faculty members are advised not to exceed 20% in technical reporting, title reporting, illustration etc. The policy is also against self-plagiarism.

◆ In case of plagiarism at levels 3, 4 and 5 for the first time, a one-time written warning will be given, and the faculty may be suitably counselled.

◆ In case of plagiarism at levels 1 and 2, the annual increment will be withheld, and if faculty is on probation as a new joiner, the probation period will be extended for a suitable period. This sanction will be imposed on the concerned faculty irrespective of whether it was a first time or a repeat offence.

◆ In addition to the above, any other punitive measure may be imposed

◆ In cases where the act of plagiarism relates to the lifting of a substantially large part of the paper from another source (s); or a combination of the abuses of misconduct as listed above found to be severe in the judgement of the Committee, disciplinary proceedings may be initiated against the faculty for imposing appropriate penalty including leading to termination of services by the director, in consultation with CO.

◆ In addition to the above sanctions, all 'such' papers shall be withdrawn from the faculty publications list and Institute website. A copy of the tainted paper(s) and the sanction imposed will be filed in the personal file of the concerned faculty.

Faculty Development

Scheme

14.1 Rules & Procedures for Attending National/International

Seminars /Conferences

Award of grants and nominations to participate in various national and international conferences and seminars held in India and abroad is a common feature of the CIMAT. The institute shall endeavour to facilitate the same as possible and strengthen the organisation of management seminars and conferences in the country and at the institute in a cost-effective manner, subject to the faculty's availability of funds and institutional commitment. Director may also nominate faculty member(s) to participate in regional / national / international conference.

Keeping the above in mind, the following rules have been formulated to facilitate faculty members of the institute to present their papers:

• Participation in a Regional / National Conference every year.

• Participation in an International Conference once in three years.

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For the above purpose, the definition of the year will be taken as the financial year (1st April of the year to 31st March of the following year).

14.1.1 Eligibility

·For Participation in National Conference (format of the application form attached – Annexure – "I")

All Regular/Contract/Adjunct faculty of the institute are eligible. Each faculty can attend a maximum of 1 conference per year.

·For Participation in International Conference (format of the application form attached – Annexure - "I")

·All regular/contract faculty of the institute who have completed one 1year of service at the institute (to be counted from the date of joining for the first visit).

·For any subsequent visit, the faculty will be eligible only after completion of 3 Years. The completion of 3 years will be calculated from the return date from the first visit.

·After attending any international conference, the faculty member must stay in CIMAT for at least one year. If the faculty member leaves the institute before a year, he/she will have to refund the money incurred by the institute for the international conference participation.

·Approval of attending the conference is subject to budget availability and other conditions.

14.1.2 Sanctioning Authority:

Director – National Conference

Vice-Chairman– International Conferences

Note: All the applications and approvals for the conferences shall be sent to the VP HR in the Head Office as and when applied for.

14.1.3 Entitlements

· For National Conferences

◆ Registration Fee

◆ Travel expenses include train/flight eligibility according to the travelling policy.

◆ DA as per the authorised rates for the period of stay for the conference.

· For International Conferences

◆ Registration Fee

◆ Travel: The air journey shall be performed by

Economy class, by the direct route.

◆ The DA will be paid for the period/duration of the conference attended and additional days(s) as necessary to reach for attending

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conference/ departing after the conference is over.

14.1.4 Conference/Seminar Paper

•The faculty must produce evidence of acceptance of papers for approval of the visit. They must submit a copy of the same before leaving for the conference.

•The paper must be released as a working paper within two weeks of return from the conference.

14.1.5 Procedure

•Faculty should submit the Academic Declaration as enclosed as Annexure -"H-3".

•Interested faculty members are required to submit their application for participation in the Regional / National seminar/ conference at least 12 weeks in advance of the date of the seminar/conference in the case of Regional / National Conference and 16 weeks in advance the case of International conference. All applications must be submitted along with a copy of the detailed brochure/announcement of the conference and a copy of the acceptance of their abstract of their paper. All applications will be submitted to the Chairperson, Research and Publications Committee.

•The Research and Publication Committee will process the applications and recommend the director. Decisions by Director and Vice Chairman will be final and binding.

•Applicant faculty will be required to give a faculty seminar on the paper to be presented by them in the seminar/conference prior to their departure for participation. Approval for participation in the seminar/conference will be given only after satisfactory incorporation of suggestions made in the faculty seminar. No grant for participation in the seminar/conference will be given

without presenting the paper in the faculty seminar or not carrying out the suggestions made.

•Approved faculty must submit evidence of paper acceptance and a copy of their final paper before leaving for the conference.

•On return from the seminar/conference, the concerned faculty will submit to the Chairperson, Research and Publication committee a copy of the paper presented and develop the same into a Working Paper within two weeks of return from the seminar/Conference.

14.2 Incentive for Publishing Research Papers

There shall be an incentive for publication as referred hereunder:

Publication in 'A' Category Journal: Rs. 100,000

Publication in 'B' Category Journal: Rs. 50,000

The incentive amount shall be divided equally among the authors for a joint publication.

14.3 Annual PAN CIMAT Initiatives:

14.3.1 FD Pand Leadership Meet

The Pan-CIMAT Annual Faculty Development is a unique initiative designed to collectively revisit the entire gamut of exercises that CIMAT (CIMAT) undertakes towards student engagement, curriculum development, and quality outcome. CIMAT values faculty resources and strives to develop them to ensure the personal growth of faculty and effective engagement with students. In the CIMAT system, faculty

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plays a central role and is the main driving force.

The uncampus initiative is about developing a standard curriculum, course outline, and synergising classroom delivery. The exercise is undertaken at the Pan-CIMAT area level.

Pan-CIMAT FDP as part of campus drive enables different area faculty to join together and deliberate upon processes and future courses of action.

Attendance of the faculty is mandatory, and in case any faculty fails to attend the pan CIMAT FDP, he/she will be marked on Earned Leave for that period.

Process: A pool of highly accomplished experts are invited to deliver sessions on various contemporary aspects. Our faculty learns from deliberation and interaction with the experts. Experienced industry professionals are involved in session deliberations to supplement our most essential stakeholder views.

Leadership Meet: which may be held along with Pan FDP/independently shall have a conclave of the vital appointment holders, i.e. Chairman/Vice Chairman, Directors, VPs, Deans and other nominated appointments. The strategic issues affecting the long-term perspective shall be comprehensively discussed during this meeting.

14.3.2 Area Meetings

Management education in India is undergoing a sea change. The strong imperatives of globalisation, innovations and technological changes put high

demand on quality education. With a strong urge to move up the ladder and serve the community better, CIMAT Institute could foresee these imperatives reasonably in time. With the sole focus on quality management education, the institute organises a pan CIMAT Area Chair Meetings every year tentatively in June.

The faculty across all four campuses are grouped according to their area of specialisation. The Area Chair is responsible for carrying out the exercise of revision of curriculum, course review and pedagogy according to current demands and requirements of the industry. Industry experts are invited for these Pan CIMAT Area Chair meetings for their valuable inputs on the recent

trends and expectations from the MBA students.

The Area Chairs and the other faculty members are responsible for designing appropriate reading material in a Course Pack for each of the courses offered in the area. Further, identification of relevant cases, articles, audio/video resources, research papers, simulation games, e-resources etc., for different courses is also discussed.

Attendance of the faculty is mandatory, and in case any faculty fails to attend the pan CIMAT Area Meeting, he/she will be marked on Earned Leave for that period.

14.3.3 Faculty Exchange Program:

CIMAT has started a faculty exchange program as one of the uncampus initiatives to enhance academic excellence and improve the student experience. This initiative enables the faculty across all four campuses to visit

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each other's campus and share their diverse knowledge and experience. We leverage this initiative to create an environment that nurtures educators, enables them to focus on research and promotes out-of-the-box delivery systems. The benefits to the institute from this program

are manifold and include (1) more comprehensive experience for our faculty members teaching in new and different environments; (2) broader exposure for our students from visiting faculty members; (3) expanding reputation of the institute in the quality of its students and faculty, and (4) increased opportunities for faculty to meet and work with colleagues in different Institutes.

14.3.4 Impartus Programmes:

CIMAT has started a unique Impartus Program which involves a comprehensive video-based learning platform for the students.

According to this initiative, all the lectures delivered by the faculty across all four campuses shall be recorded and shared over a common platform for all the students of CIMAT. This will enable knowledge sharing among the campuses and allow students to access diverse amounts of information. This initiative will provide learning to the students outside the classroom.

All faculty members whose lectures are being recorded must edit and upload their lectures to make them usable for students in the stipulated amount of time.

General

Rules

a.False Or Untrue Statement: Any false or untrue statement in the application will render the services of the employee concerned liable to immediate termination without notice or compensation whenever it comes to the notice of the Institute and Institute's contribution to his provident fund and other benefits shall be forfeited either in whole or in part at the discretion of the management, apart from the liability for other penalties under these rules.

b. Appointment: Every employee shall be given a letter of appointment in such form as may be prescribed by the institute from time to time; such letter of appointment being conclusive evidence of the nature and terms of appointment. (Attached are the appointment letter format for faculty and staff).

c. Joining Report: Every employee shall, after appointment, submit a joining report in writing, report himself to the office or the department instructed and took up his duties forthwith.

15.1 Personal File and Service Book:

Personal file of an employee shall contain the following documents:

- Personal Details-Name, employee id, Image Link, Email, Contact No, Alternate Contact No, Date of Birth, Age, Gender, Address

- Whether they belong to SC/ST- Religion, Caste

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- Declaration of marriage- Marital Status, Date of Marriage
 - Family Details-Father's Name, Spouse Name, Spouse
DOB, No of Children, Name of the children and DOB
 - Pan Card Copy
 - Aadhar Card Copy
 - Salary Account Details- Bank, Branch Name, Account
NO, IFCS Code
 - PF Details- PF Account No, UAN No, Nomination of PF and
Death/Retirement Gratuity
 - Blood Group
 - Medical examination of the first appointment
 - Verification of character and antecedents
 - Oath of allegiance/affirmation to the constitution
- Service Book of an employee shall contain the following documents:
- Professional Details- Name, Exact Designation, Area of Specialisation, Date of Joining, No. of Years of Service with CIMAT, Employment (Regular /Contractual), Date of Confirmation (Employment), Total Experience - Teaching experience (for faculty), Industry experience
 - Educational/Professional/Technical qualifications at the time of appointment and those acquired subsequently-UG Degree, Highest Degree, Other Qualification, Research Work Undertaken during present year (for faculty)
 - Copy of Appointment Letter
 - Collateral evidence of the previous organisation and change of name if any- Previous Organisation
 - Changes in nature of appointment by way of promotion/
reversion/ deputation/ transfer- Date of Last Promotion
 - Changes in postings/office/scale of pay
 - Increment, stoppage of increment
- An MIS containing the personal and professional (service details) shall be maintained in all campuses, monthly updation shall be forwarded to the corporate office.
- 15.2 General Rules: All employees appointed by the institute shall be bound by the rules and regulations of the institute in force from time to time.
- Professional Details- Name, Exact Designation, Area of Specialisation, Date of Joining, No. of Years of Service with

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15.2.1 Probation: Faculty members shall be employed on probation for one academic year, which may be extended, if necessary. The confirmation of a probationer will be within the absolute discretion of the management. Performance feedback of probationer will be given by appraiser and the Director to Head office. The confirmation will be communicated in writing. Unless endorsed explicitly in the employment letter, a Faculty on probation is not eligible to avail of Earned Leaves. Earned leaves for that year will be credited to his leave balance on completing the probation period and can be availed after that. Due to the grade structure system, any increment awarded during the probation period shall not be treated as an appreciation of services or confirmation.

15.2.2 Accrual of Privileges: A Faculty, on confirmation as regular at the end of his original probation period, shall be entitled to the privileges of regular employees from the date of his appointment. If the management extends the original probation period for any reason whatsoever, the privileges shall accrue only from regularisation and not from the date of appointment.

15.2.3 Other Rules Binding: The employee will be bound by all other rules and regulations of the institute in force from time to time regarding matters not provided herein.

15.2.4 Transfer: All employees are liable to be transferred or sent on deputation either from one department to another or from one office or place to another, or an allied or sister concern, at the discretion of the management. When required by the institute, every employee shall be bound to assist in any other business, corporation, or concern.

15.2.5 Degradation: An employee is liable to be degraded or otherwise dealt with on the report of the department head for a reason(s) of indiscipline, inefficiency, irregularity or unsatisfactory work.

15.2.6 Service of Notices: All notices or letters dispatched, delivered, or offered for delivery at the address given in the application form of the employee or at his residence, shall be considered to be duly served on him. The employee should immediately notify the institute of any change of address.

15.2.7 Photo: the institute requires that an employee furnish his passport size photograph for record purposes at the time of appointment.

15.2.8 Medical Unfitness: Any employee found to be medically unfit by the Medical Officer of the Institute, or found to suffer from a contagious type of disease, may be discharged by the institute.

15.2.9 Bar against Other Occupation: No employee shall, during his services with the institute, except with the written permission, enter the services or employment of any other person or firm or himself carry on any other business or engage himself in any other activity.

15.2.10 Conflict of Interest: Employees must give a written declaration of the existing engagement/business relationship, direct or indirect, of any family

member/blood relation with the institute or any of its associated or group companies/society/organisation. The relationship may be from being an owner, director, employee or company, supplier,

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customer, buyer, agent, contractor, or service provider to the institute or its group companies/organisations. In case of a new engagement/business relationship after joining, the employee must take prior declaration and subsequent permission of corporate HR. Failure to inform of such a relationship will be treated as a breach of trust and may lead to termination of services. The employee may not claim ignorance of such a relationship.

15.2.10 Institute Secrets at No employee shall at any time, even after he ceases to be in the institute's employment, publish, divulge or disclose any secrets of the institute or information about its affairs that may come to his knowledge or possession.

15.2.11 Faithful Discharge of Duties: Every employee shall devote his whole time and energy in the faithful discharge of his duties towards the institute and shall properly observe all Rules and Regulations in force from time to time and also comply with such instructions as he may receive from time to time from the institute or its officers.

15.2.12 Courtesy in Dealings: Every employee is expected to be courteous in dealing with the public and discharge his duties and conduct even outside should not bring any discredit to the institute.

15.2.13 Liability to Render True Account: Every employee shall at all times honestly and faithfully account for and pay over or deliver to the institute as directed, all money, stores, goods or other property of the institute, or of any concern for which he may be acting for the time being under instructions of the institute, that may from time to time be entrusted to or come into his hands or be under his charge, and keep or cause to be kept all

correct entries in books of the institute or any other appropriate books according to the instructions of the institute. Violation of the rules shall bring disciplinary action to the employees.

15.2.14 Liability for Damage Caused to Institute's Property: An employee, who wilfully or negligently causes any damage to machinery or any other property of the institute, is liable to be charged for the damage and loss to the extent of the expenses incurred in repairing the damage or recouping the loss, and may further be dealt with according to Law and these Service Rules.

15.2.15 Dress Code: All institute employees must wear formal business attire during regular working days. An employee whose attire is not consistent may be cautioned to pay closer attention to their choice of clothes. A written warning will be issued and placed on file if an employee is warned regarding unacceptable attire three (3) times. Employees can wear a casual dress every working Saturday. Casual Dress for men shall

include collar T-shirts without quotes, jeans, shirts, shoes (no sandals and floater). For Women- T-shirts without quotes, jeans, shirts, Kurtis, and any dress below knees.

15.2.16 Complaints Employees (including both male and female) can approach the Corporate Office in case of any complaints about organisation failures/transgressions/ any kind of harassment. As a norm, any kind of anonymous complaint will not be entertained.

However, if an individual approaches, it shall be the bounden duty of the concerned officials to ensure confidentiality of the aggrieved person's identity.

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15.2.17 Campus Residential Duties There is a requirement for specific essential staff to be permanently available on the campus. The director of the campus shall formulate essential administrative rules/guidelines to ensure the discipline of all personnel and accountability of the resources.

Code of
Conduct

The provisions related to the conduct rules contained in this Schedule shall apply to all the institute employees.

16.1 Definitions

(a) In this Schedule, unless the context otherwise requires "Competent Authority", means

i. "The Board of Governors" in the case of the
Director.

ii. The Director" in the case of all other employees. iii. Any other in case defined

(b) "Members of the family" about an employee includes- the wife, child or step-child of such employee residing with and dependent on him and about an employee who is a woman, the husband residing with her and dependent on her, and any other person related, whether by blood or by marriage to the employee or such employee's wife or husband and wholly dependent on such Institute employee, but does not include a wife or

husband legally separated from the employee or child or step-child who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of by law.

(c) "Service" means service under the institute.

16.2 General

iv. Every employee shall at all times maintain absolute integrity and devotion to duty and also be

strictly honest and impartial in his official dealings.

v. An employee should be courteous in his dealings with other faculty members, staff, students, other stakeholders, and public members.

vi. Unless otherwise explicitly stated in terms of appointment, every employee is a whole-time employee of the institute and may be called upon to perform such duties, as may be assigned to him by the competent authority, beyond scheduled working hours and on closed holidays and Sundays. These duties shall include attendance at meetings of committees to which the institute may appoint him/her.

vii. An employee shall be required to observe the scheduled work hours, during which he/she must be present at the place of his duty.

viii. Except for valid reasons and unforeseen contingencies, no employee shall be absent from duty without prior permission.

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ix) No employee shall leave the station except with the prior permission of proper authority, even during leave or vacation.

x) Whenever leaving the station, an employee shall inform the Head of the Department/Chair to which he/she belongs and properly approved by the director, the address where he/she would be available during the period of his/her absence from station.

16.3 Acts of Misconduct

Any of the following acts of an employee shall be construed as an act of misconduct:

- a) Negligence in the discharge of duties.
- b) Wilful insubordination or disobedience to an order of higher authority as per provisions of the institute or breach of discipline.
- c) Academic/administrative non-compliance. d) Academic irregularity and indiscipline.
- e) Theft, fraud or dishonesty in connection with the institute's property.
- f) Giving false information regarding one's name, father's name, age, qualifications, previous service, etc., at the time of employment or subsequently.
- g) Habitual late attendance or wilful absence from duty without leave or sufficient causes and reasons.

h) Taking or giving bribes or any illegal gratifications or indulging in corrupt practices.

i) Sexual harassment.

j) Indecent behaviour or any other act subversive of discipline.

k) Assaulting or intimidating any employee of the Institute.

l) Sabotage or wilful damage to or causing loss of goods or properties of the institute. Acts of the strike, gherao, meeting against the provision of law.

m) Spreading false information to disrupt the everyday work of the institute.

n) Unauthorised use of land and building of the Institute.

o) Conviction in a court of law for an offence involving moral turpitude.

p) Breach of rules and regulations, orders and circulars of the institute or any higher authorities.

q) Abetment or attempt to commit any of the acts of misconduct.

r) Any other ground which may be considered by the Governing Body to be detrimental to the interest of the institute.

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16.4 Other Unbecoming Conduct Attracting Disciplinary

Action:

a) Failure to inform the superior about one's conviction.

b) Acts prejudicial to the reputation of the interest of the employer.

c) Acts inconsistent/incompatible with peaceful discharge of duties.

d) Abusing or disturbing the peace in the place of work. e) Habitual negligence of duties.

f) Acts of infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud in connection with the employer's business or property.

g) Habitual late attendance.

h) Habitual absence without permission and overstaying leave.

i) Association with a political organisation, movement, activity.

j) Drinking and consuming intoxicants during duty hours.

k) Communicating official documents or information to anyone he is not authorised to communicate.

16.5 Penalties

The following penalties or any of these may be imposed on any employee for misconduct, for good and sufficient reasons and after complying with procedure laid down BY THE INSTITUTE:

a) Censure.

b) Compulsory administrative leave without salary for a specified period.

c) Withholding increment/s promotion, including increment stoppage at an efficiency bar.

d) Reduction of position to a lower stage in the time scale of pay for specified period with further direction as to whether or not the employee will earn increment of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increment of his pay.

e) Recovery from pay of the whole or part of any pecuniary loss caused to the institute due to negligence or breach of order by the employee concerned.

f) Compulsory retirement. g) Removal from service

h) Dismissal from service.

(Corporate Office shall be informed of all the disciplinary cases in progress.)

16.6 Disciplinary Authorities

The institute's director shall be the disciplinary authority regarding all employees, subject to the provisions made. However, in the case of the director, the Vice-Chairman will be the disciplinary authority.

16.7 Suspension

a) The disciplinary authority, after approval, may place an employee under suspension.

I. Where the disciplinary proceedings against him/her are contemplated for and are pending or

II. Where a court case against him/her regarding any criminal offence is under investigation, enquiry or trial.

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b) An employee shall be deemed to have been placed under suspension by order of the disciplinary authority:

I. With effect from the date of detention, if he/she is detained in police custody on a criminal charge for 48 hours.

II. With effect from the date of his conviction, if, upon such conviction, he/she is sentenced to a term of imprisonment exceeding 48 hours.

III. Where the penalty of dismissal or removal from service imposed upon an employee, under suspension, is set aside on appeal or review under these rules or under any order of the Court of Law, and the case is remitted for further enquiry or action with any other direction his/her suspension shall be deemed to have continued and in force from the date of the original order of the dismissal and shall remain in force until further orders of the disciplinary authority,

IV. During the suspension period, the employee concerned shall be entitled to a subsistence allowance equal to one-third of his/her basic pay only. If his suspension is followed by punishment, he/she shall not be entitled to any further emoluments other than what he/she had already been paid from his suspension unless the Governing Body directs otherwise.

V. An order of suspension under these rules shall not be deemed or construed as punishment for any purpose whatsoever.

16.8 Procedure of Imposing Penalties

No order of imposing of the penalties shall be made except after an enquiry is held. The Disciplinary Authority shall draw or cause to be drawn up –

a) The substance of the imputation of misconduct/misbehaviour/non-compliance/ insubordination/ irregularity/indiscipline into definite articles or articles of charge.

b) A statement of the imputation of misconduct/misbehaviour/ non-compliance/ insubordination/ irregularity/ indiscipline in support of each article of charge which shall contain a statement of relevant facts including any admission or confession made by the employee;

c)The Disciplinary Authority may, for enquiry, appoint a Fact-Finding Committee to advise the director about the action to be taken.

d)The Disciplinary Authority may, for enquiry, appoint an Enquiry Authority to advise the director about the action to be taken.

16.9 Appellate Authorities

Governing Body shall be the final appellate authority concerning any decision taken by the disciplinary authority. The decision of Governing Body will be final.

Anti Sexual

Harassment Policy

17.1 Preamble

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The CIMAT embodies the concept of equality and prohibits all kinds of discrimination on the grounds of religion, race, caste, sex or place of birth or any of them. Institute values the right of all employees to be treated with dignity, and sexual harassment in any form violates this tenet. These rules and regulations have been framed to prevent sexual harassment within the institute/office premises or outside, involving its employees/students/vendors/customers / any other persons who deal with the institute. These rules will also be applicable in case of harassment between the student and the employee. In case of complaints between 2 students, a policy locally framed at campus shall apply.

17.2 Definitions

·Aggrieved woman - 'Aggrieved Woman' about a workplace means a woman of any age, whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent.

·Employee – 'Employee' for this policy means a person employed in the institute for any work on a regular, temporary, ad-hoc or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working voluntarily or otherwise, whether the terms of employment are express or implied and includes a coworker, a contract worker, probationer, trainee, apprentice or called by any other such name.

·Sexual Harassment – 'Sexual Harassment' shall mean and include any one or more of the following unwelcome acts or

behaviour (whether directly or by implication), namely:-

- ◆ Physical contact and advances or
- ◆ A demand or request for sexual favours or
- ◆ Making sexually coloured remarks or
- ◆ Showing pornography or
- ◆ Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

The following circumstances, among others, if it occurs or is present in relation or connected with any Act or behaviour of sexual harassment, may amount to sexual harassment:-

- Implied or explicit promise of preferential treatment in her employment, or
- Implied or explicit threat of detrimental treatment in her employment, or
- Implied or explicit threat about her present or future employment status, or
- Interference with her work or creating an intimidating or offensive or hostile work environment for her, or
- Humiliating treatment likely to affect her health or safety

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· Employer means director in the case of management

Institute(s) & Vice Chairman for corporate office

·Any term that has not been defined explicitly in this policy shall be defined in The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (WSHA, 2013).

17.3 Prevention of Sexual Harassment

No woman shall be subject to sexual harassment in the

Institute.

17.4 Internal Complaints Committee (ICC)

The Internal Complaints Committee, known as ICC, consisting of four members from the institute's employees, shall be constituted, out of which at least one-half of total Members of the committee, including Presiding Officer, shall be women.

The Presiding Officer and every Member of ICC shall hold office for a period for which he or she is appointed, and such period in any circumstances shall not exceed three years from the date of his / her nomination.

All members of the ICC shall have one vote each, and all issues at ICC shall be decided by majority vote only. The presiding officer shall have an extra vote if members are equally divided. All members of ICC shall work on an honorary basis.

17.5 Complaint

·Any aggrieved woman may make, in writing, a complaint of sexual harassment at the institute to the ICC within three months from the date of the incident and in case of a series of incidence within three months from the date of the last incident. Provided that such a complaint cannot be made in writing, the Presiding Officer or any other Member of the ICC shall render all reasonable assistance to the woman for making the complaint in writing.

·The ICC, for reasons to be recorded in writing, can extend the time limit not exceeding three months if it is satisfied that the circumstances prevented the woman from filing a complaint within said period.

·Where the aggrieved woman cannot make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or close relative can make a complaint to the ICC.

·The ICC will maintain a register to endorse the complaint received and keep the contents confidential, except to use the same for discreet investigation.

17.6 Conciliation Proceedings

·The ICC may, before initiating an inquiry and at the written request of the aggrieved woman, take steps to settle the matter between her and the respondent through conciliation, provided that no monetary settlement shall be made as a basis of conciliation.

·Where a settlement has been arrived at, the ICC shall record the settlement so arrived and forward the same to the

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director of the concerned institutions to take action as specified in the recommendation.

·The ICC shall provide the copies of the settlement as arrived at to the aggrieved woman and the respondent.

·Where a settlement is arrived at as above, the ICC shall conduct no further inquiry.

17.7 Inquiry into the complaint

·In case no conciliation is desired, or the terms of conciliation are violated, the ICC, where the respondent is an employee, shall proceed to inquire into the complaint by applicable service rules.

·Where the aggrieved woman informs the ICC that any term or condition of the settlement arrived at earlier has not been complied with by the respondent, the ICC shall inquire into the complaint.

·Where both the parties are employees, parties shall, during the inquiry, be given an opportunity of being heard, and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the ICC.

· to inquire, the ICC shall have the same powers vested in a Civil Court under the Code of Civil Procedure, 1908.

·The inquiry shall be completed within ninety days.

17.8 Action during Pendency of Inquiry

·During the pendency of an inquiry, on a written request made by the aggrieved woman, the ICC may recommend to the employer to:-

· Transfer the aggrieved woman or the respondent to any other department; or

· Grant leave to the aggrieved woman up to three months; or

· Grant such other relief to the aggrieved woman as

ICC may consider desirable.

·On the recommendation of the ICC, employer, wherever he feels that recommendation is appropriate, shall proceed to implement the same and send a report about such implementation to the ICC. However, wherever, in his opinion, recommendations are not appropriate, he shall discuss and finalise recommendation in consultation of ICC and after that proceed to implement the same.

17.9 Inquiry Report

·On the completion of an inquiry under this act, the ICC shall provide a report of its findings to the employer within ten (10) days from the date of completion of the inquiry, and such report shall also be made available to the concerned parties.

·Where the ICC concludes that the allegation against the respondent has not been proved, it shall recommend to the employer that no action is required to be taken in the matter.

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·Where the ICC concludes that allegation against the respondent has been proved, it shall recommend to the employer:-

·To take action for sexual harassment as misconduct by the provisions of the Service Rules applicable to the respondent.·To deduct, notwithstanding anything in the Service Rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or her heirs.

· The employer shall act upon the recommendation of

ICC within 60 days of its receipt

·However, where the employer cannot make such deduction from the respondent's salary due to his being absent from duty or cessation of employment, it may direct the respondent to pay such sum to the aggrieved woman directly.

·In case the respondent fails to pay the sum referred to in clause (4) above, the ICC may forward the order to recover the sum as an arrear of land revenue to the concerned District officer.

17.10 Punishment for False or Malicious Complaint and False

Evidence

·Where the ICC concludes that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false, or the aggrieved woman or any other person making the complaint has

produced any forged or any misleading document, it may recommend to the employer to take action against the woman or the person who has made the complaint by the provisions of service rules. However, the inability to substantiate a complaint or provide adequate proof does not attract action against the complainant under this section.

·Where the ICC concludes that during the inquiry, any witness has given false evidence or

produced any forged or misleading document, it may be recommended to the employer of the witness to take action by the provisions of the Service Rules applicable to said witness or where no such rules exist, in such manner as may be prescribed by the Govt. in this regard.

17.11 Employee Support

·An employee filing a bonafide harassment complaint shall be protected from reprisals or retaliation due to filing the complaint. Investigators will make every effort to balance the parties' desires for privacy and the need to conduct a fair and effective investigation.

·The employer shall take all necessary steps to ensure that the contents of the complaint made, the identity and address of the aggrieved woman, respondent and witness, any information related to conciliation and inquiry proceedings, recommendations of the committee and, as the case may be, the action was taken on them, shall not be published, communicated and made known to the public, press and media in any manner.

·Sexual harassment shall be treated as misconduct under Service Rules

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17.12 Others

·Any person aggrieved from the recommendation of ICC or publication or making available contents of a complaint or any inquiry proceedings may prefer an appeal to the court.

·The ICC members at each campus shall send a detailed report (as mentioned in Annexure – "K").

THE GRIEVANCE REDRESSAL COMMITTEE

1. PREAMBLE

CIMAT is committed to providing a safe, fair and harmonious learning and work environment. Grievance Redressal Cell was set up at CIMAT by the University Grants Commission regulations 2012 (The Gazette of India, March 23-29, 2013) in July 2014 and reconstituted in July 2021 to probe into stakeholders grievances.

Grievance Redressal Cell facilitates resolving grievances fairly and impartially involving the respective College/Dept./Office (dealing with the substantive function connected with the Grievance), maintaining necessary confidentiality, as the case may be. Any stakeholder with a genuine grievance may approach Grievance Redressal Cell to submit his/her Grievance in writing or send through email on "grievanceredressal@cimat.edu.in".

2. OBJECTIVES

- ✓ To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the stakeholders;
- ✓ To uphold the dignity of the institution by promoting cordial Student -Student relationship, Student-teacher relationship, teacher-teacher relationship;
- ✓ To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the campus;
- ✓ To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality;
- ✓ To ensure that the views of each grievant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized;
- ✓ To advise stakeholders to respect the right and dignity of one another and not to behave in a vindictive manner towards any of them for any reason.

3. DEFINITIONS

Grievance: A grievance is a formal complaint raised by any stakeholder towards any discomfort within the workplace. There are many reasons why a grievance can be raised and many ways to

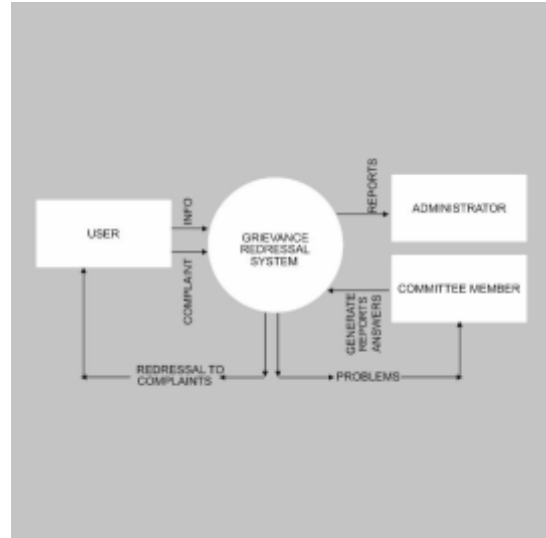
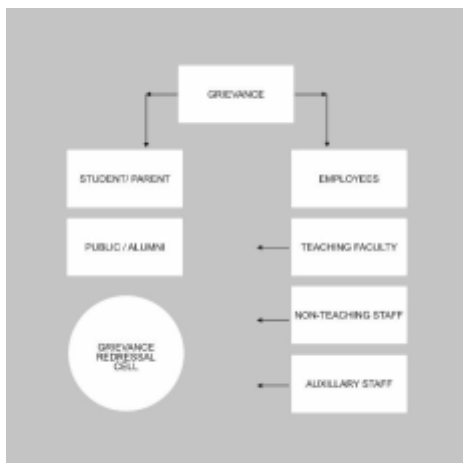
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go about dealing with such a scenario. It includes any dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with an institution that a student or parent or staff member thinks, believes, or even feels is unfair, unjust or inequitable.

Grievant: Grievant means stakeholder, i.e., a student, parent, staff member, alumni, public or group of students or parents or staff members submitting the Grievance.

Days: Days means working days exclusive of Sundays, holidays or vacation days outlined in the academic calendar. In counting days, the first day shall be the first full working day following the receipt of the Grievance.

4. GRIEVANCE REDRESSAL MECHANISM CONCERNING THOSE INVOLVED



5. GRIEVANCES REDRESSAL COMMITTEE

A high-power committee handles the function of remedying grievances. It is guided by the principles of natural justice while redressing grievances. The committee will consider only formal grievances, received via email at grievanceredressal@cimat.edu.in or in person, and put its best efforts to arrive at the right decision/amicable solution expeditiously.

The Grievance Redressal Committee consists of the following members:

Chairperson:

Dr. V.Latha M.B.A., Ph.D
 Principal, CIMAT
 Ph. (Off) +91 422 2970705
 Email: principal@cimat.edu.in

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Dr. Y Babu Vinothkumar. BE,MBA,Ph.D

Head – Operations, CIMAT

Mobile +91 83000 18181

Email: babuvinoth@ciat.edu.in

Mr.Sidhaarth G, B.Sc, MBA

Faculty, CIMAT

Mobile +91 6380487202

Email: sidhaarth@ciat.edu.in

Student Representatives:

Mr Vishnu Ram, Joint Secretary.

Ms Vidhithya Bharathi, General Secretary.

(Department level Student Grievance Cell constituted)

5.1. FUNCTIONS OF THE COMMITTEE

- ✓ To provide proper advocacy to stakeholders to express their grievances freely and frankly without any fear of being victimized;
- ✓ To ensure that there is no reprisal of any kind against any applicant, witness, or any other participant in the grievance redressal process because of such participation in the grievance process.
- ✓ To analyze the merits of grievances and conduct formal hearings and investigation as the case may be
- ✓ To protect the privacy and confidentiality of all parties during the investigation, consistent with

and subject to the policy guidelines;

- ✓ To obtain the facts through relevant sources fairly and objectively, to work out a resolution of the issues involved with the parties named in the grievance application;
- ✓ To ensure speedy disposal of every grievance application - within a maximum period of one month of the receipt of application;

5.2 PROCEDURE FOR FILING THE FORMAL COMPLAINT/GRIEVANCE

1. Any stakeholder may complain.
2. Complaints should be made to Grievance Redressal Committee.
3. Complaint may be oral, by email (at grievanceredressal@ciat.edu.in) or in writing. If the complaint is oral, it will be converted into a written form by the GRC member who received the complaint and authenticated it under his / her signature as soon as possible.
4. Upon receipt of the complaint by any member of GRC, the member should forward it to grievanceredressal@ciat.edu.in

5.3 PROCEDURE FOR FILING A COMPLAINT/GRIEVANCE WITHOUT REVEALING THE IDENTITY

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If the complainant would not like to reveal his/her name for any grievance, they can drop the Grievance (s) in the dropbox placed outside the Library or through the mail.

5.4 PROCESS FOR ADDRESSING THE GRIEVANCE

1. Upon receipt of the complaint, the Chairperson of the Committee will respond to the complainant acknowledging the receipt of Grievance immediately.

2. At this stage, based on the nature of the complaint and severity of its possible impact, the Chairperson may take one of the two options to proceed on addressing the concerns while keeping the Chairperson, GRC copied in all communication:

a. Option 1, which can be exercised on matters that could be more routine operation:

- i. The Chairperson of the Committee may address the issue directly with the help of the concerned department.
- ii. In this case, the complainant must be promptly apprised of the actions taken or the work-in-progress.
- iii. Once the matter has been resolved, the Chairperson will send a final update to the complainant.

b. Option 2, which can be exercised in matters of grave concern, in consultation with the Chairperson:

- i. The Chairperson may also call for a meeting of the GRC. The quorum for the meeting is 5 (Five).
- ii. The Committee, as required, may also call for a deposition by the complainant and the person/representatives from the department against which the complaint has been made.
- iii. Final decision of the GRC has to be communicated to the student within 15 days of the receipt of the complaint.
- iv. The Chairperson of the Committee will communicate the decisions to the concerned parties/departments via email, and a copy of the case and decision will be sent to the management.

3. The Chairperson will maintain an updated record of all complaints, actions taken and closure status.

4. If the complaint has been made against a member of the GRC or a member of the Appeal Committee for GRC, the concerned member will be barred from participating in any proceedings until the case has been closed.

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1. Aggrieved parties who are not satisfied with the decision of the committee may appeal to the Appeal Committee for GRC for reconsideration and review within 15 working days.

2. The decision of the Appeal Committee in such matters shall be final, and there shall be no further appeal in the matter.

Note:

1. The committee will recommend appropriate action against the complainant(s) if the complaint is baseless or trivial.
2. Board of Management (BOM) may revise the procedure from time to time.

6. APPLICABILITY:

All students, parents, staff members, alumni, public and other stakeholders of the institution.

7. TYPES OF GRIEVANCES**Academic related issues**

Admissions, Examinations, Assessments, Evaluation, Library facilities, Issuance of certificates, Add-on courses, Research related issues, Teaching and non-teaching staff related issues etc.

Extension & Extra- Alumni registration, Award of non-academic credits, Curricular Physical Education, etc.

Amenities & Maintenance

Infrastructure, Hostel facilities –Allocation of rooms, Standard of the meal, Wi-Fi internet connectivity, Utility stores, Computer facilities, Drinking water, Sanitation & hygiene, Maintenance, Medical facilities, etc.

Placements & Internships

On-campus or off-campus interviews, soft skills training, Internships, etc.

General administration

Collection of free-online fee payment gateway, ID cards, Scholarships, HR-related issues, Transportation, etc.

Other related issues

Raging, Sexual Harassment, Safety & Security, Discipline, Mis-behaviours, Emergency services, etc.

8. STANDARD OPERATING PROCEDURE (SOP)

Any student or parents or staff member or alumni, or public wants to initiate a grievance may, in the first instance, bring the issue to the notice of the Head of the respective department/office, who will address the issue and try to resolve it within seven working days of the receipt of the Grievance.

If there is no response within the stipulated time from the respective department/office or the grievant is dissatisfied with response/resolution to his/her Grievance, then the grievant is free

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to represent his/her Grievance the Grievance Redressal Cell.

If the Grievance is against the respective Head of department/office, the grievant may directly submit his/her Grievance in writing via email at grievanceredressal@cimat.edu.in submit in person at the Grievance Redressal Cell to the Officer-In-Charge of Grievance Redressal Cell.

8.1 FORMAL REGISTRATION:

Any grievant with a genuine grievance will submit his/her Grievance along with necessary documents, if any, through any of the following modes:

- ✓ Sending via email "grievanceredressal@cimat.edu.in"
- ✓ Submitting a signed hard copy of the grievance complaint in person to the Officer-In-Charge of Grievance Redressal Cell

8.2 ACKNOWLEDGEMENT:

The Grievance Redressal Cell shall acknowledge the receipt of each grievance complainant immediately. In the case of email at "grievanceredressal@cimat.edu.in", the sender will receive an instant auto-reply acknowledging the receipt of his/her email.

8.3 FORWARDING:

Upon receipt of Grievance, the Grievance Redressal Cell shall categorize, analyze the merits of the Grievance, and forward the Grievance to the respective department/office/individual (dealing with the substantive function linked with the Grievance), requesting them to enquire into the Grievance and redress within such period as may be specified, not exceeding seven days from the receipt of grievance complaint.

8.4 FOLLOW UP & MONITORING:

Grievance Redressal Cell shall coordinate, monitor and ensure redressal within the stipulated time. Depending upon the seriousness of Grievance, the Grievance Redressal Cell will follow them up regularly till their final disposal by way of reminders.

8.5 SCRUTINY:

Grievance Redressal Committee will make a thorough review of the redressal process. If the committee feels satisfied with the resolution provided by the respective department/office/individual, it will be intimate the same to the grievant via email. Once the grievant indicates acceptance of the resolution at this level, then the matter is deemed closed.

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8.6 CALL FOR HEARING:

If the Grievance Redressal Committee is not satisfied with the resolution provided by the respective department/office/individual or upon the grievant is written request, the committee shall fix a date for hearing and intimate the same to the respective department/office/individual as well as the grievant via email. If, after the hearing, the committee feels that additional information, testimony is necessary to make a decision, it may request that the parties submit such additional information. In this event, the hearing will remain open until receipt of the requested documents(s).

8.7 INVESTIGATION:

If a resolution is not achieved through hearing, then it will take necessary steps to conduct an investigation (fair and impartial investigation) of the facts giving rise to the Grievance as it determines necessary to conclude on the merits of the Grievance application. Grievance Redressal Committee will have the right to interview witnesses if it determines necessary and helpful to the investigation, including those recommended by a party to the Grievance.

8.8 FINAL DECISION:

After the hearing or investigation, the Grievance Redressal Committee shall use its best efforts to resolve the issues involved with the parties named in the grievance application – pass an order indicating the reasons for such order, as may be deemed fit.

8.9 COMMUNICATING THE DECISION:

Upon completion of proceedings, the Grievance Redressal Committee shall communicate the final decision to both parties via email, which shall be binding on both parties.

8.10 CLOSURE OF COMPLAINT:

The complaint shall be considered as disposed of and closed when:

- ✓ the grievant has indicated acceptance of the resolution;
- ✓ the grievant has not responded within four weeks from the date of receipt of the information on resolution

The proceeding concerning each Grievance will be recorded systematically. The information relating to the proceedings shall be treated as confidential and can be viewed only by the members of the Grievance Redressal Committee for investigation.

8.11 FEEDBACK:

Grievance Redressal Cell will collect formal feedback from relevant

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stakeholders (students, parents, staff, etc.) from time to time, especially from the parties involved, on account for reviewing and improving the grievance handling and redressal process.

9. GENERAL GUIDELINES

The Grievance must always be in the form of a detailed written complaint submitted via email at grievanceredressal@cimat.edu.in or in person to the Officer-In-Charge of Grievance Redressal Cell, within 15 days from the date of occurrence of the event giving rise to the Grievance. However, the institution may extend this time frame where a delay is due to circumstances beyond the control of the aggrieved person, such as illness, etc.

Formal grievance complaint shall include:

- ✓ a clear and concise statement of the event/issues, and a summary of steps taken, if any, by the grievant to resolve the problem or issues before the filing
- ✓ a reasonably detailed description of the relevant facts, including the name/s of person/s, copies of relevant documents or other evidence relevant to the Grievance
- ✓ full name, the contact information of the person escalating/initiating the grievance complaint

9.1 GROUP GRIEVANCE:

If it is a group grievance, a list of all persons who are parties to the Grievance is to be attached. The list must include each person's name, ID, Phone number/Email ID, etc. The list must also designate one individual as a spokesperson for the group.

9.2 TIMEFRAME:

The Grievance Redressal Committee shall endeavour to ensure redressal/disposal of every Grievance within one month of the receipt of application/grievance complaint.

9.3 PROHIBITION AGAINST RETALIATION:

CIMAT will strictly prohibit retaliation against any grievant, witness, or any other participant in the grievance redressal process because of such participation. Any concerns about the retaliation related to this process should be disclosed by the party to the Grievance Redressal Committee via grievanceredressal@cimat.edu.in

9.4 NO PROXY WILL BE ALLOWED:

The aggrieved student or parent or staff member shall have to apply individually and represent his/her case before the Grievance Redressal Committee – in other words, no proxy will be allowed to represent his/her case

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9.5 CONFIDENTIALITY:

CIMAT shall maintain the confidentiality of information shared throughout the grievance process. All information collected will be treated as confidential and disclosed to third parties without the parties involved. However, disclosures may be required for fact-finding or efforts to resolve the Grievance. Parties involved in the grievance process will also have to maintain the confidentiality of the information discussed during the fact-finding process and the identity of the grievant.

9.6 DOCUMENTATION:

The information relating to the proceedings of grievances shall be treated as confidential and can be viewed only by the members of the Grievance Redressal Committee for investigation. In order to monitor the redressal process from time to time, the Grievance Redressal Cell shall maintain a grievance register under the supervision of Officer-in-Charge of Grievance Redressal Cell, which shall contain the following heads. The register will be treated as confidential and may not be accessed by anyone other than the members of the Grievance Redressal Committee.

9.7 ALTERNATIVE AVENUES FOR REDRESSAL OF GRIEVANCES:

Although all students, parents and staff members may avail themselves of this procedure towards resolving their grievances, they can also try to resolve issues informally – if they believe that an informal resolution is possible, their department/Office level.

9.8 APPEALS:

If the grievant is dissatisfied with the decision/ resolution of the Grievance Redressal Committee, then he/she can appeal the decision to the Ombudsman within seven days of the receipt of the committee's decision. The Ombudsman shall provide a final decision as speedily as possible but not later than a month of receipt of the Grievance.

9.9 EXCLUSIONS:

The following complaints/grievances shall not be construed by the Grievance Redressal Cell for consideration and disposal:

- ✓ Decisions of the Academic Council/Academic Committees constituted by CIMAT.
- ✓ Complaints involving policy matters in which the grievant has not been affected directly/indirectly

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- ✓ Decisions about the Award of Fellowships, fee concessions, medals, etc.
- ✓ Decisions concerning disciplinary matters and misconduct.
- ✓ Decisions concerning the recruitment and selection
- ✓ Decisions by a competent authority on assessment and examination result/ revaluation or remarking of answer sheets.
- ✓ Anonymous and frivolous complaints will not be entertained/processed.

10. SECURITY

A website has to be hosted on a reliable server and also a secure server. The website's security has to be ensured at multi-levels, starting from the coding of the website, using authentic plugins, file accessing permissions at the server level, file accessing permissions at CMS level, and secure passwords maintaining the passwords securely, etc. All these processes are done systematically at Brainak Solutions and the server level. All the procedures required and suggested by many security forums are followed during development. The hosting security will be discussed separately as part of the hosting scope. Brainak Solutions is not responsible for any liabilities if the website is down for a period due to unforeseen reasons, we will use all our resources to keep the site up and run.

Research Policy

The College has envisioned a detailed and vibrant research strategy that will promote strong research culture and integrate with academics at the levels of students, research scholars and faculty.

Features of the Policy

Seed money is provided for various research activities like applying for funding projects and sanctioned projects to the faculty members pursuing /completed M.Phil/Ph.D programme.

Developing the research attitude among the UG & PG students by introducing individual projects and internships in the curriculum.

Encouraging the research scholars to pursue their research on socially relevant issues in thrust areas to publish articles in peer-reviewed indexed journals.

Faculties are incentivised to present their research work at seminars/conferences and publish their findings in journals.

Financial support to conduct Seminars/Conferences/Workshops/Training

Programmes/Sensitisation Programmes by the departments to promote research culture on the campus.

The staff members are encouraged to submit proposals for funding agencies of both government and non-government sectors like UGC, ICSSR, CSIR, DST, MOEF, DBT, CSIR, TNSCST, etc.,

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Staff and scholars will be encouraged to publish their work in SCI and SCIE level publications. Incentives will be provided for publication and travel funding to present their papers at national and international conferences.

Seminars / Conferences/ Workshops will be conducted by inviting eminent scientists and experts from abroad and within the country.

Periodic research meetings for scholars will be conducted to discuss the recent development in the respective discipline to update knowledge.

Intellectual Property Rights (IPR) cell has been constituted to promote research innovations and intellectual assets.

Research Ethics Policy

The Ethics policy was formed to assist the scholar and research supervisor resolve any issues related to research. The committee comprises five members and the Principal serving as Chairman, and the other four members being appointed by the Chairman. Researchers must preserve their subject's privacy, autonomy, diversity, values, and dignity. The researchers must exhibit extreme caution when publishing information while protecting the privacy and confidentiality of the information source.

Features of the Policy

Research Ethics policy regulates the matter of Ethical Research Practices and Plagiarism prevention.

Promote high-quality research in the pursuit of knowledge and truth.

Enhancing a high standard of academic, moral integrity and intellectual honesty for the researcher's actions and omissions.

Researchers are motivated to be more transparent & honest about their decisions and provide justifications.

Researchers are guided to have an unbiased and truthful approach to understanding and communicating the truth.

Research Consultancy Policy

A Research Consultancy exists where an academic staff member provides research skills or expertise in return for remuneration from an external funder. A Research Consultancy may be the outcome of a tender or an individual negotiation. The members undertaking consultancies are permitted to engage in research provided these consultancies do not interfere with the discharge of their duties as a teacher. Consultancies shall be undertaken only with the approval of the designated Principal / Secretary through the Chairman of the Research Committee.

Features of the Policy

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Revenues acquired from the consultancy project will be shared equally between the College and the faculty concerned.

Accessing the college resources such as technical and administration staff equipment and telecommunications are subjected for the approval by the Principal Ability to refer to their college position and title in connection with the work.

In the case of more than one member taking up the consultancy project, then 50% amount shall be shared equally or as agreed by them.

In case of any private consultancy offered by a faculty in her/his capability and the member accesses any of these benefits in the course of the undertaking, the work will be regarded as a Research or Non-research Consultancy and subject to the conditions of this policy.

The consultation should benefit the College in revenue, improved reputation and the expansion of the staff members' skills.

Projects must ensure no inconsistencies between policies such as employment, the Code of Conduct, etc.

Consultancy shall not interfere with the College's functions, aims, or interests or harm the College's reputation.

All project budgets must include minimum salary and on-cost charges established by College Management.

Policy on Innovations, Incubations and Entrepreneur Development

Coimbatore Institute of Management and Technology strives to promote & encourage innovation, incubation, and entrepreneurship among faculty and students. As a result, innovative, commercially viable, and socially relevant products/materials will be developed by leading to patents and copyrights.

Features of the Policy

Coimbatore Institute of Management and Technology signed MoU with Coimbatore Institute Engineering Technology regarding the incubation and innovation centre of CIET.

Innovation centre organises various programmes such as ideation sessions, collecting ideas from academic research, funding research, consultancy projects, and inventions/incubations.

Potential Student Innovators may be discovered and allowed to select an incubated product to develop on a big scale through a separate start-up.

The College's Entrepreneurial Cell will plan to provide training to the Incubates. The training must be designed to prepare students to be successful entrepreneurs. Student start-up enterprises will be supported on campus by providing financial support, and each innovation will result in the filing of patents.

The College will assist in submitting patents and completing the necessary groundwork to obtain the inventions registered and licensed.

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Additionally, the College will encourage faculty and scholars to apply for and receive copyright for their articles, books, and monographs.

Faculty and student achievers will be recognised and given suitable monetary & non-monetary rewards.

Intellectual Property Rights (IPR) Policy

The Intellectual Property Rights (IPR) policy provides guidance, support and resources to all faculty and students to facilitate the protection and deployment of their inventions. It also promotes awareness about the need of protecting and commercialise inventions to implement the IPR policy. The feedback received on the policy's features helps update the policy regularly.

Features of the Policy

Promote, encourage and assist scientific investigation and research.

Approval of the economic benefits restricting the commercialisation of Intellectual Property is distributed legally and equitably for recognising the contribution of the Inventors, the Institute, and any other relevant stakeholders.

Organising awareness activities/programs along with the government and industrial authorities.

Faculty members will be encouraged to participate in relevant diploma/certificate courses on Intellectual Property Rights

offered by NPTEL, SWAYAM, Coursera, and other organisations.

Whenever the faculty has demonstrated the filing applications under IPR law, such as patents, trademarks, or copyright, the College will provide the required assistance.

Faculty and students awarded incubation projects that lead to entrepreneur development enterprises or commercially viable goods must take proper steps to obtain patents for their concepts and ideas, which Copyrights Law protects.

Faculty and students who acquire patents for their goods or successful prototypes will receive suitably monetary and non-monetary incentives from the College.

Mentoring Policy

Coimbatore Institute of Management and Technology offers a "Mentoring System" through which a group of students are allocated for each faculty at the commencement of their academic programme. The primary goal of this mentoring system is to provide a reliable, comprehensive support system for the students to thrive in both academic & non-academic sectors. The students adapt to the dynamic learning environment and lead their way to have highly successful careers.

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Features of the Policy

Motivating the students to achieve learning goals and improving their academic performance.

Creating interest in academics and other institutional activities amongst students.

Encouraging students to appear for preparatory courses such as bridge courses, skill courses, etc.

Students get access to faculties during their academic, professional and intellectual development stages.

Mentors must meet their group of students weekly once. They will give their best effort to motivate the students and advise them about the importance of classroom teaching.

Mentors will counsel academically backward students and play a significant role in helping agitated students cope with academic, extra-academic and personal problems.

Mentors maintains the details of the students, including attendance, marks scored by the student in various assessment tests, number of assignments submitted, number of seminars attended and so on.

Mentors provide extra classes for slow learners to integrate them into the regular stream of students.

Bridge courses are offered to first-year students in all disciplines to familiarise them with modern technology.

Scholarship Policy

Coimbatore Institute of Management and Technology is motivating the students by offering various Scholarships who are excellent in Academics and Sports. Special Scholarships are also provided for PG Students, Wards of college staff, Economically downtrodden and Socially backward students. The College also guides the students to receive Endowment Scholarship, Non-Government Scholarship, and Scholarship by CIMAT Alumni and Government Scholarship for SC/ST.

Merit Scholarship is given to the students based on the percentage of marks secured in the Higher Secondary Examination.

UG Scholarship

The Students who have studied their UG Degree Programme in our trust are given a special scholarship of Rs.5000 for every semester when they pursue their PG programme in our College.

Management Scholarship

Kovai Kalaimagal Educational Trust provides scholarships to the students who are Economically Backward, Socially Downtrodden, Wards of the College Employee for every semester to encourage them to pursue their higher education.

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Government Scholarship

The College also guides the students to avail scholarships for backward classes from the government, and for this reason, the Application form/ Renewal form is available to the students on the College Website.

Non –Government Scholarship

Kovai Kalaimagal Trust and NGOs jointly provide scholarships to socially/Economically backward students. The College provides a 50% Scholarship, and the NGOs will give the remaining 50% to those students.

Alumni Scholarship

Scholarships by Alumni are given to the students based on their family income and academic performance.

Policy for Physically Challenged

Coimbatore Institute of Management and Technology are committed to Physically Challenged Person Policy. The right to education is available to all citizens, including the Physically Challenged. The Constitution provides the State with free and compulsory education for all children. No child can be denied admission into any educational institution maintained by the State or receiving aid out of State funds on the ground of religion, race,

caste or language. Hence our institution follows a well-defined Physically Challenged Policy which ensures their admission to various courses by providing good infrastructural facilities and also ensures their emotional well-being.

Features of the Policy

Provide counselling to differently-abled students on the courses they could study in higher education.

Ensuring admission of differently-abled students through the open quota and the reservation meant for them.

Implementing fee concessions, examination procedures, reservation, etc., about differently-abled persons.

Assisting with screen reader software in website, braille software, scribes for examination, etc.

The College provides facilities with accessible restrooms, ramps and wheelchairs.

Conduct awareness programmes for faculties about the approaches in teaching, evaluation procedures, etc., which they should address in the case of differently-abled students.

Understanding the attitude of differently-abled students and assisting them in getting appropriate employment after their studies.

Celebrating World Physically Challenged Day in the institution and in the neighbourhood to create awareness

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about the capabilities of differently-abled persons.

E-Governance Policy

A sound higher education system is essential for the overall development of a country. The integration of IT in higher education reduces complexity and improves overall governance. Information and Communication Technology (ICT) contributes to the planning, implementing, and monitoring of programs, initiatives and activities. It benefits increased efficiency, transparency, greater accountability for administrative activities, better service access, and reduced administrative costs. Conceptually, governance must include all stakeholders such as management, government levels, faculty, non-teaching staff, parents, students, alumni and other government agencies like parent university, UGC, etc. An integrated solution is provided in the education sector in the form of processing and maintaining large volumes of information such as registration, admission, student information, classes, timetable, transport, attendance, library, salary, expenses, examinations, performance, grades, hostels, security, reports, management, transport, staff details and fees among various departments of the institution.

Features of the Policy

Digitizing campus with electronic administration system and ensuring efficiency in all areas of institutional management.

The CIMAT Web Portal is administered and maintained.

Increasing the efficiency of our academic, administrative, financial, and human resource management functions.

Encouraging transparency and accountability in all aspects of institutional activities by utilising an effective Management Information System (MIS) in all operations.

Retrieving the information to access it easily wherever and whenever needed.

Implementation of e-Governance in the institution in the following areas: Planning and Development, Administration Process, Admission Process, Student Supportive Activities, Teaching-Learning Process, Evaluation and Assessment, and Financial Management.

Encompassing the usage of ICT and e-Government to improve the institution's administration operations and departmental internal workings.

The College has determined to conduct all admissions over the online platform, including all Undergraduate and Postgraduate courses.

The online admission procedure includes enquiries, application downloads, programme information, eligibility requirements, fee payment, and student registration.

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The management, faculty members, students and administrative staff get connected more efficiently, leading to enhance efficiency in delivering service by way of more rapid distribution of information.

The e-Governance system encompasses invoice accounting, report generating, payroll, fund administration, data upkeep, and financial mobilisation.

A module in MIS satisfies the library software requirement. The OPAC(Online Public Access Catalogue) system will be transformed into a web-based service to maximise the library's resources.

Utilising the College Management System (CMS) to conduct online exams.

Faculties can utilise the CMS to submit exam papers, internal marks, and other information.

A dedicated alumni page has been created on the website for alumni registration, comments, and the uploading of alumni association activities to promote alumni communication.

Infrastructure maintenance policy

The College has established systems and procedures for the maintenance and upkeep of various facilities that impact educational outcomes and the well-being of students and teachers. Sufficient fund is allocated to maintain the physical, academic and support facilities. The College Administrative Officer regularly monitors and supervises the overall infrastructure and ensures its upkeep,

repair, and maintenance within the College. The Civil Engineer is in charge of maintenance of building and carpentry work. The Estate Officer is in charge of maintaining the garden, water, sewage, and solid waste.

Features of the Policy

A systematic procedure is followed in the College to purchase, maintain, repair, and repurchase for infrastructure facilities.

The College is equipped with 257 computers placed in four laboratories, offices, libraries and departments.

Computer/Internet facilities are under the maintenance of the System administrator, and service from authorised service providers is outsourced for significant repair and replacement.

Students use web portals to undertake courses like SWAYAM, Edex, Coursera, ePathsala, NPTEL, etc., regarding Non-Credit Courses.

The students are also using the laboratory for doing their project work.

Library is taken care of by the Librarian and Assistant Librarian. The Library Advisory Committee meets regularly to finalise the purchase of books for the year, subscribe to hardcopy & online journals, maintain the library, and upgrade online facilities.

Accession Register for books, Stock Register for journals, Register for CDs/DVDs and back volumes are maintained.

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The Director of Physical Education and Assistant Director of Physical education are the responsible authorities to maintain the sports materials and Gymnasium.

The College has spacious grounds regularly maintained for playing games like football, cricket, volleyball, basketball, Badminton, Kabbadi and track events.

Furniture in classrooms are repaired or replaced before the commencement of every semester.

The electrical system maintenance team takes care of lights, fans and the ICT tools available in the classrooms.

The classrooms' damaged blackboards, walls, and floors are replaced immediately.

The College has spacious, airy and well-ventilated classrooms to accommodate all the students.

The canteen committee periodically inspects the canteen's ambience, quality of the food, and physical facilities' hygiene.

The maintenance of hostels is carried out by the sweepers, gardeners and cleaners monitored daily by the residential warden.

The Form-C license under the Food Safety and Standards Act 2006 ensures the inmates' hygiene food production and service standards.

College offers Transport facilities to the students and staff from various destinations in and around Coimbatore City.

Energy Usage Policy

Coimbatore Institute of Management and Technology is devoted to energy efficiency, conservation, and reduction of our environmental impact policy, especially in developing environmental awareness, increasing utility costs, tightened budgets, and new construction on campus. The policy emphasises energy water conservation and recognises new ways to reduce our environmental impact. Staff and students must make every effort to reduce the energy used for lighting in all college facilities.

Features of the Policy

Managing efficient utilisation of energy resources.

Training the students, teaching and non-teaching staff in energy conservation.

Installing LED bulbs in the entire campus to save energy.

Preventive measures are taken to improve our energy consumption continuously.

Conducting regular internal energy auditing to identify energy conservation opportunities.

Turn lights off in unoccupied spaces.

Maximising the use of natural light and turning off all non-essential lighting whenever possible.

Turning off exterior building architectural lighting between 11:00 pm and 6:00 am.

Criterion VII: - Institutional Values and Best Practices
Key Indicator – 7.1 Institutional Values and Social Responsibilities

Handbooks, manuals and brochures on human values and professional ethics

Personal safety shall not be compromised from lighting energy reduction decisions. Utilisation of solar energy for reducing the usage of non-renewable resources.

Environment Policy

The Environment Policy governs the institution's environment, and it will assist in incorporating efficiency and environmental awareness into our daily activities, allowing us to recognise our responsibilities and commitment to the protection and utilisation of natural resources. The ECO Club is an official platform dedicated to environmental awareness, green initiatives, and conducting green literacy programmes in order to save energy & safeguards the environment. This policy shall be conveyed to students and employees through internal communication channels and made available to all stakeholders on the institutional website.

Features of the Policy

Reducing local air pollution emissions using environment-friendly vehicles, including bicycles, public transportation, and pedestrian-friendly roads.
Managing systematic waste management mechanisms.
Developed a rainwater harvesting unit.
Undertaken tree plantation drive.

Strengthening our staff and students' environmental knowledge and skills to improve our environmental performance. Providing opportunities for employees and students to participate in environmental projects that benefit the environment.

Improved the process of waste disposal systems to avoid pollution in the environment such as Solid waste, Liquid waste and E-waste.

Water conservation facilities are managed through rainwater harvesting pit, surface water-conserving facility and recycling.

Green Campus Policy

The main objective of the Green Campus Policy is to assist faculty, students, and stakeholders to understand, promote and maintain the concept of a green campus. It also provides the opportunity to refine the environmental culture, develop new paradigms, innovate sustainable solutions and identify the financial requirement of human beings.

Features of the Policy

Creating awareness among the faculty and students to maintain a clean environment.
Understanding the importance of the environment to avoid pollution.
Sensitising the minimal use of vehicles in order to save the non-renewable source of energy

Handbooks, manuals and brochures on human values and professional ethics

Gradually reducing and eliminating the usage of single-use plastics and plastic-made pens/bags.

Reducing the use of disposable items in all functions and meetings.

Promoting the utilisation of E-copies and E-documents.

Printing on both sides of the paper.


Planting trees on essential days of celebration.

Miyawaki technique is followed for tree plantation in our campus to build dense native forests.

Rain harvesting pit and recycling process is maintained to facilitate water conservation.

Creating awareness for water conservation to reduce unnecessary water usage.

Traditional usage of herbs and medicinal plants from the herbal garden planted on the campus.


15/11/2023
Principal

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