



## **HR Policy (FACULTY)**

**Revised in June 2023**

**New Delhi Institute of Management  
50 B&C, 60, Tughlakabad Institutional Area, New  
Delhi - 110062**

## **FOREWORD**

This document contains policies, guidelines and service rules for teaching staff at NDIM. All decisions pertaining to service and conduct shall be taken in accordance with guidelines in this handbook. This document has been discussed and approved by the Central Academic and Administrative Council of NDIM under the guidance of NDIM Board of Directors.

A handwritten signature in blue ink, reading "Gauri Mochhel", with a horizontal line underneath the name.

**Director**



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## **NEW DELHI INSTITUTE OF MANAGEMENT**

**Vision: To be a Global learning hub, to nurture courageous global change leaders through holistic, transformative, relevant and innovative learning.**

### **Mission of NDIM:**

- **To establish linkages with Global Academicians and Industry.**
- **To provide personalized attention and a highly interactive teaching & learning process with effective pedagogy.**
- **To nurture effective decision makers and leaders with global outlook and conviction.**
- **To create appropriate environment that promotes acquisition of relevant knowledge, skills and attitude necessary for adapting to fast changing & dynamic global business environments.**
- **To provide necessary ecosystem for encouraging nascent ideas and supporting their spirit of venturing into new initiatives, startups, entrepreneurial endeavours.**
- **To create socially and environmentally sensitive ethical business leaders**

### **NDIM's Vision of Faculty:**

NDIM 's vision is that accomplished teachers are those who are recognized by their depth of knowledge, leadership and inspirational qualities, as mentors of their students, and for their deep sense of involvement in the progress of their institute in its continued development as a center of excellence for imparting management education. They are dedicated to making contemporary knowledge accessible

to all their students and act on the belief that all students can learn irrespective of their social and economic background. They treat the students equitably recognizing the differences that distinguishes one student from another and adjust their practice on observation and knowledge of their students' interests, abilities, skills, knowledge, family circumstances, and peer relationships.

## **About this document**

This document contains guidelines and information for the NDIM faculty to help them in carrying out their day to day activities at the institute. Necessary information is provided to appraise them about the institute rules and regulation in relation to their duties as faculty of NDIM. The document also describes the incentives being considered in recognition of their outstanding services in the successful implementation of PGDM programme as well as their contributions in transforming NDIM as an institute of excellence in management education. Ample provisions have been provided in the document to encourage our faculty to develop themselves academically and professionally while serving at NDIM. An award system has also been introduced which gives due consideration to the outstanding services / contributions made by the faculty. The award system is based on a performance linked point system with due emphasis on their research, teaching and organizing abilities.

### **1. Appointment**

#### **Appointment procedure:**

All appointments at NDIM are done according to AICTE norms-in a multi-stages process: -

- Screening
- Shortlisting Technical Presentation
- Panel Interview with External Expert

### **2. Reporting for duty**

All Teaching Staff are required to submit a joining report along with necessary documents in the Office of the Registrar on the day of the joining.

## **Job Descriptions**

### **1. Professor**

- Effective Class Room instructions and innovation in teaching pedagogy.
- Monitoring and participation in curriculum restructuring and development
- Developing relations with industry and academia for advise of curriculum development
- Developing Course Module and Short term course
- Development of instructional aides and learning resources material

- Guiding Students for their Project work and Summer Internship
- Involvement in Research and Publication work.
- Students' counseling and interaction
- Involvement in Research and Publication work.
- Deliverer talk and lecture at various academic and Industry forum
- Mobilize the resources to be member on the Board of Industry / Academic council
- Guiding Ph.D. Scholars
- Develop National / International – Academic or other collaborations
- Developing Training and MDP Module and conduct training and MDP
- Contribution to Consultancy projects and extension services.
- Additional Responsibilities assigned by HOD / Dean / Director

## **2. Associate Professor**

- Effective class room teaching and innovation in teaching pedagogy together with students' assessment and evaluation ,
- Participation in curriculum development and restructuring
- Assisting in developing relations with industry and academia for advice of Curriculum development.
- Involvement in student's evaluation.
- Development of instructional aids and learning resources material
- Introduction of New Courses and Module.
- Involvement in Research and Publication work.
- Contribution to consultancy projects and extension services.
- Participation in continuing education activities.
- Participation in academic and administrative planning and development work at the departmental levels and assisting at the instructional level.
- Students' counseling and interaction.
- Involvement in students' co-curriculum activities.

## **3. Assistant Professor**

- Class Room instructions.
- Students' assessment.

- Guiding student's projects
- Coordination of Club Activities
- Supervising industrial training of student.
- Assisting in laboratory development.
- Participation in learning resources material development
- Assisting in developing Industry and Academia relations for advice of Curriculum Development
- Assisting in research and consultancy projects.
- Participating in the co – curriculum activities of students.
- Assisting in department administration

#### **4. Adjunct Faculty**

- Deliver engaging lectures, facilitate discussions, and assess student performance in assigned management courses
- Contribute to the creation and enhancement of management curriculum, ensuring alignment with industry trends and academic standards
- Provide mentorship and guidance to students, fostering their academic and professional development in the field of management
- Bridge academia and industry by incorporating real-world examples and maintaining connections with professionals, enhancing the practical relevance of the curriculum.
- Evaluate student work, provide constructive feedback, and contribute to the assessment process to measure learning outcomes effectively.
- Utilize creative and effective teaching methodologies, incorporating technology and interactive techniques to enhance the learning experience
- Engage in scholarly activities, research, and publications in the management field to contribute to the institute's academic reputation
- Hold regular office hours to address student concerns, provide additional assistance, and maintain open communication outside of class
- Stay current with industry trends and teaching methodologies through continuous professional development, workshops, and networking
- Contribute to departmental committees and academic initiatives, actively participating in the decision-making processes of the management institute

#### **5. Visiting Faculty**



- Deliver specialized and impactful lectures on management topics, sharing practical insights and expertise with students.
- Provide current industry perspectives, connecting theory to real-world applications through firsthand experiences.
- Facilitate networking opportunities by leveraging personal and professional connections, offering students valuable industry exposure.
- Conduct workshops to enhance specific skills or address contemporary issues in management, promoting experiential learning.
- Offer insights and recommendations for curriculum development based on industry demands, ensuring relevance and currency.
- Engage in collaborative research projects with the institute, fostering an environment of academic exploration and innovation.
- Provide consultation hours for students, offering guidance on academic pursuits, career paths, and industry-related queries.
- Organize and participate in guest seminars, bringing in industry experts to enrich the learning experience for students.
- Conduct talks on professional development, career strategies, and emerging trends, preparing students for the evolving business landscape.
- Collaborate with the institute to enhance existing programs, contributing a fresh perspective and adapting to evolving industry needs.

## **6. Head of Department**

- Evolve, in consultation with Director / Dean and faculty, the development perspectives of the department and assist the institution in the formulation of the institutional and department operational plans consistent with the institutional missions, departmental priorities, available competencies and resource constraints.
- Formulate schemes for departmental development and participate in the institutional effort to secure grants and other resources for implementing the same.
- Organize and administer the various activities of the departmental and cooperate with the sister department in undertaking inter – departmental activities, consistent with the institutional policies and priorities.
- Actively participate in the planning, organizing and implementing the institutional initiatives in undertaking cooperative projects in collaboration with industry.
- Evolve open and effective communication channels through which information is properly shared by all concerned.
- Act as the leader of the institution with timely intervention and appropriate decision – making on various

issues.

- Represent the institution and its interest in committees / professional bodies and various forums.
- Participate in policy formulation and planning at regional and national levels.
- Additional responsibilities assigned by Director / Dean

### **Job Responsibilities of Faculty at NDIM:**

In accordance with the guidelines specified by the All India Council of Technical Education (AICTE), the job Responsibilities of the faculty have been divided into four major categories as follows:

<b>Academic</b>	<b>Research &amp; Consultancy</b>	<b>Administration</b>	<b>Extension</b>
Class Room Instruction	R&D Activities & Research Guidance	Academic & Administrative	Extension Services
Laboratory Instruction	Industry Sponsored Projects	Policy Planning, Monitoring & Evaluation and Promotional Activities both at Departmental and Institutional Level	Interaction with Industry and Society
Curriculum Development with Industry and Academia inputs	Providing Consultancy Work and Field services	Design and Development of new Programmes	Participation in Community Services
Developing Learning Resource Material & Lab Development -Teaching Plan - Assessment Plan -Courses outcomes & Program outcomes Mapping	Promotion of Industry Institution interaction and R&D	Preparing Project Proposals for funding in areas of R&D work, Lab Development, Modernization Expansion, etc.	Providing R&D Support, MDPs and consultancy services to industry and other User Agencies
Students' Assessment & Evaluation including Placement readiness preparation for job roles	Research Project guidance students leading to publications	Administration both at Departmental Institutional Levels Class Mentor Subject Coordinator HODS Dept.-Heads Clubs Any other Committee assignments	Providing non-formal modes of education for the benefits of the community
Participation in Organising	Guiding	Development Administration &	Promotion of

Curricular & Extracurricular activities	students for Internships and Live Projects	Management of institutional facilities	entrepreneurship and job creation
Students' Guidance & Counselling and helping		Monitoring and Evaluation of academic and research	Dissemination of Knowledge their personal, ethical, moral and overall character development activities
Continuing Education Activities		Preparation in Policy Planning at the Regional and National level for development of technical education	Providing technical support in areas of social relevance
Keeping abreast of new Knowledge and skills. Help generate new knowledge and help dissemination of such knowledge through books, publications, seminars, etc.		Helping mobilization of resources for the institution Develop, update and maintain MIS Plan and implement Staff Development Activities	
Self-Development through upgrading qualification, experience, and Professional activities		Maintain records Students, Course, Department, Clubs, Any Other assigned tasks	

In pursuance of these responsibilities the institute has already evolved some practices which need to be studied carefully and adopted for practice by the entire faculty.

### **Responsibility of Faculty**

- a) ***Study of the Course Syllabus and Planning for Teaching:*** After a subject paper is allocated for teaching, the concerned faculty should study the syllabus of the paper carefully and prepare her / him for teaching the assigned subject. They should acquaint themselves with the Pedagogy followed by the institute in teaching of such courses. Faculty is encouraged to use the institute infrastructure in preparing their lecture slides / Notes etc... Timelines for the completion of the syllabus must be followed in consonance with the requirements of the mid semester and end semester examinations.
- b) ***Preparation of a Teaching Plan:*** Every faculty is required to prepare a Teaching Plan based on the prescribed syllabus. The teaching plan is a document which lists the topics to be covered over a number of classes spanning the entire trimester / semester. It serves as a reference framework for the delivery of lectures by both the students as well as the teachers. It should be distributed to all the students right in the beginning of the course. The teaching plan also serves as an instrument for reviewing the status of completion of the course well in time. A copy of the Teaching Plan is

required to be submitted to the Director at least one week before the start of the academic session. All teaching plans will also be maintained in a file in the office of the Registrar.

***Teaching Plan must incorporate the following:***

CO-PO      Mapping

Industry      Sessions

Assessments

- c) ***Student Feedback:*** The institute is following a method of obtaining feedback from the students about the quality of teaching carried out by a faculty. The feedback form is so designed as to test the evaluation of a faculty on some important aspects such as effective delivery of lectures, richness of content in line with the syllabus of the course, sufficient illustrations / case studies / class presentations / conduct of quizzes and tests / assignments, providing the students with lecture notes or other references for them to study on their own, completion of the course syllabus well in time, ability to resolve the doubts of the students, etc.. based on this feedback, the management advises the concerned faculty to overcome certain weaknesses. A good feedback also contributes towards the evaluation of the annual performance of the faculty.
- d) ***Participation in the Institute Activities:*** All NDIM Faculty will be required to take active part in the various institute activities and addition to their academic work. They are advised to familiarize themselves with the Annual Plan of the Activities of the Institute so as to keep themselves available when such activities are organized. Due recognition is given to the faculty who display leadership qualities or taking charge of the responsibilities in the organizing of these activities.
- e) ***Involvement in the Placement Activities:*** From time to time, the institute may also utilize the services of its faculty for the Placement Activities of the institute or using their services for important administration work related to the academics of the institute.
- f) ***Involvement in activities pertaining to Academic Administration:*** On several occasions, faculty is entrusted with the responsibilities of coordinating with the regulatory and **Accreditation** bodies such as the AICTE, AIU, UGC, and other universities, **NBA, AACSB, NAAC, AMDISA, AMBA, EFMD** for preparing proposals, handling correspondence, planning technical presentations before the visiting teams, introducing reforms in the existing systems, planning changes in the syllabi, planning for Time Table, coordinating for the meetings of the Board of Directors, Academic Council, Examination Committee, etc... or any other responsibility assigned by the Chairman. Faculty is expected to share such responsibilities if required by the management of NDIM.
- g) ***Research Work:*** NDIM has placed very high emphasis on the engagement of its faculty in the research work pertaining to their academic backgrounds. It expects that every faculty should publish

quality research papers in some of the reputed referred journals at the National and International levels. The present norms expected from our faculty are that they should be able to publish at least

1) 2 papers in national journals 2) at least 1 paper in an international journal

3) Including one paper with students during a calendar year. Those faculty members who do not have a Ph.D degree are encouraged to register themselves with a University for doing their research work. Those who are already holding doctorate degree should act as mentors and guides in encouraging research activities. Due considerations is given by the institute for the research contributions of its faculty.

h) **Consultancy and MDPs:** NDIM gives due recognition to the efforts of its faculty in undertaking Consultancy Work and MDPs. The present rules provide for a sharing of 40% of the net revenue out of consultancies and trainings sourced by faculty and 15% of the net revenue of Institute sourced consultancies and trainings for being resource person/s as per policy approved by the Board.

i) In addition, the institute gives due consideration to such faculty for evaluating their annual performance.

#### **Guest Lectures and Workshops:**

Invite industry professionals to deliver guest lectures or conduct workshops on specific topics related to their expertise. Advisory Boards:

Establish advisory boards consisting of industry experts who can provide guidance on curriculum development, program improvements, and industry trends. Hold regular meetings with the advisory board to solicit their input and recommendations.

#### **Mentorship Programs:**

Contribute to Institute mentorship programs where industry experts are paired with students or faculty members. These mentors can offer career advice, industry insights, and networking opportunities.

#### **Collaborative Projects:**

Encourage collaboration between industry experts and students on research projects, consulting assignments, or capstone projects. These projects can address real business challenges faced by the

industry.

### **Industry Panels and Seminars:**

Organize panel discussions and seminars featuring industry experts as speakers. These events can cover current industry trends, emerging technologies, and relevant business topics.

### **Internship and Practicum Opportunities:**

Develop partnerships with businesses to provide students with internship or practicum opportunities. Industry experts can serve as mentors and supervisors during these experiences.

### **Curriculum Development:**

Involve industry experts in the development and review of course materials to ensure they are aligned with current industry standards and practices. Seek their input on the relevance of course content and the inclusion of industry-specific case studies. Research on best curriculum offered by best in class academic institutions in India and abroad.

### **Professional Development Workshops:**

Offer professional development workshops led by industry experts to enhance faculty members' knowledge and skills. These workshops can focus on the latest trends, tools, and technologies in the industry.

### **Research Collaborations:**

Facilitate research collaborations between faculty members and industry experts on projects that contribute to both academia and the industry. These collaborations can lead to joint publications and research findings.

### **Networking Events:**

Organize networking events where students, faculty, and industry experts can interact informally. These events provide opportunities for students to build connections and explore career paths.

### **Feedback and Assessment:**

Solicit feedback from industry experts on the performance of students and the relevance of the curriculum. Use this feedback to continuously improve the quality of education.

### **Lifelong Learning Partnerships:**

Establish partnerships with industry associations, organizations, or online learning platforms to offer lifelong learning opportunities for both students and faculty.

### **4. PAY AND ALLOWANCES:**

1. The salary will be disbursed before 10th of the following month.
2. Annual increment is evaluated keeping in view the employee's performance and is not a matter of right and due completion and submission of 360° Performa
3. In deserving cases, an allowance or incentive to any member of the faculty for extra ordinary work done in addition to his/her normal duties can be considered.

### **5. SUPERANNUATION:**

An employee, if confirmed, may continue to hold office till the age of superannuation only subject to good conduct & discipline and only subject to the complete satisfaction of the competent authorities.

An employee shall stand automatically relieved of his/her job on the date of attaining the age of superannuation without the requirement of issue of any specific order to that affect, the date & age of superannuation having already been notified under the NDIM Rules. Continuation/retention of the employee at NDIM at the same or different compensation/honorarium after the date of superannuation cannot be anything but on contractual basis, in no case can such a continuation be deemed to be extension of service; extension in the age of retirement not being permitted under the AICTE or the Govt. of India or the NDIM Rules.

Teaching employees would stand automatically superannuated from the date they become/became 65 years. Institute may extend term of faculty or hire beyond the age of superannuation for exceptional

faculty.

Superannuation in all cases will take place from the last date of the month the employee attains the age of superannuation.

## **5. Service, Leave and Conduct Rules**

### **A. GENERAL:**

The New Delhi Institute of Management is a unit of the Society for Employment and Career Counselling (Registered).

1. These Rules shall be known as "New Delhi Institute of Management - Service, Leave and Conduct Rules".
2. These Rules shall come into force from 1st August, 2002 and have been revised from time to time as per revision of Faculty Handbook. These shall apply to all employees in employment on the aforesaid date or who may be appointed thereafter by the Institute.
3. In these Rules, unless the context otherwise requires, -
  - i. 'Society' means the 'Society for Employment and Career Counselling (Regd.)';
  - ii. 'Board' means the Board of Governors of New Delhi Institute of Management (NDIM)
  - iii. 'Institution' means any School, College, Hostel or any Centre or unit set up by the Society;
  - iv. 'Institute' means New Delhi Institute of Management;
  - v. 'Teaching Staff' means the staff engaged in the act of teaching.
  - vi. 'Non-teaching Staff' means the staff engaged in activities other than teaching.
  - vii. 'Administrative Staff' means persons working in administrative capacity;
  - viii. 'Director' means a person who is Head of the teaching staff of NDIM / Institution; he/she may be called either by this designation or by any other designation like Dean etc. as may be decided by the Board;
  - ix. 'Superannuated Staff' means persons appointed on temporary / contract basis having already attained the age of superannuation; such persons shall not have any substantive right to the post and /or other rights and privileges admissible to regular employees;
  - x. 'Salary' means Basic Pay and allowances.
4. The President of the Society will be ex-officio Chairman of New Delhi Institute of Management and all other units set up by the Society or the Institute.
5. The Chairman reserves the right, to amend, alter or add to any provision of these Rules and the



amended rules shall be binding on all employees from the date of such decision by the Chairman.

6. NDIM may adopt its own pay scales, incentive schemes and recruitment and promotion policies keeping in view the individual caliber of the employee and NDIM's expectation of futuristic and Global learning at the campus. These can be at variance with the AICTE pay scales while observing the basic principles laid down by the AICTE. Without prejudice to the provisions of the any Acts / Rules of the affiliating Universities, AICTE, Central / State / UT Administration, the Board shall have the right to alter or change at any time the scale of pay and other conditions of service and conduct rules of any post, but the changes so made shall not adversely affect the existing employees.
7. Each Institution set up by Society shall be independent in its working and will form a part of the Society.

## **B. LEAVE RULES**

### **Details of Leave rules for Faculty:**

<b>S. No.</b>	<b>Type of Leave</b>	<b>Number of Leave</b>	<b>Service Conditions required</b>
1	Casual Leave	12 in a year @ 1 per month	Joining onwards
2	Earned Leave	15 in a year @ 1.25 per month	End of each month after joining
3	Final Examination / Study Leave	15 days	3 years of regular service
4	Maternity Leave	3 months	1 year of regular service "To be given in 3 instalments (every 4 months) after re-joining"
5	On Duty Leave for attending Seminars, Conferences, Research work etc.	As per duration requested	As per request and academic adjustments
6	Compensatory Leaves	working on holidays	As per actual days

7	Bereavement / Hospitalization leave	7 days	Death of immediate family member and /or hospitalization of self.
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- a. The 'leave year' shall be the Calendar year, that is, from the 1st January to 31<sup>st</sup> December. CL and EL Account shall begin afresh with each calendar year except for Compensatory leaves which shall be carried forward.
- b. No leave shall be claimed as a matter of right. It shall be granted according to the exigencies of service by the Competent Authority who may refuse or revoke any leave even during the term of vacation subject to exigencies of work.
- c. No member of the staff shall leave the station at any time without prior permission/intimation of the concerned leave sanctioning authority.
- d. Application for leave must be submitted online /offline well in time and got sanctioned before proceeding on leave with information to all concerned.
- e. In case an employee has to go out of station for more than a week, he shall mention his outstation leave address in the leave application and also hand over charge of his seat in the manner directed by the HOD to another member of the staff nominated by the appropriate authority. In the case of teaching faculty, alternate arrangements shall be ensured and class adjustment shall be arranged by the concerned faculty before proceeding on leave.
- f. Any member of the teaching shall be eligible for appearing in the final examinations of their higher study upto 15 days with pay. He/ she shall have to execute a bond for serving the Institute for at least two years after availing of such leaves. This provision is applicable to the employees having served a minimum of 3 years. If he/she does not fulfil of the condition of the bond, he may be penalised accordingly.
  - i. No kind of leave shall be admissible to casual and part-time employees.
- g. Regular Faculty of NDIM are entitled to 1 casual leave every month.
- h. Faculty may be allowed 15 days other/ earned leave (recommended as one week each, two times in a year to coincide with the summer break or winter break). The other leave shall be credited to the leave account of each employee @1.25 days for every completed month of service.

The other leave shall not be claimed by employees as a matter of right and the leave granted to employees may be revoked or revised depending upon the exigencies of work in the Institute. Claim to leave for employees who are dismissed or resign from service shall cease from the date of dismissal or resignation from service as the case may be.
- i. In addition to leave admissible under other rules, a female employee shall be entitled to Maternity Leave for the first two children only, provided she has completed a minimum of one year of regular service after completion of the probationary period of at least one year. Female employee shall be entitled to total 3 months maternity leave for each of the two children.

**Competent authorities for sanction of leave and the procedure to seek leave shall be as follows w.e.f. 1st February, 2016.** These guidelines should be strictly adhered to:

- 1) Director and in his/her absence, the Dean (Academics)/ Registrar shall be the competent authority to sanction all kinds of leave up to 3 days for the entire faculty. Leave beyond 3 days will be sanctioned by the Chairman on the recommendations of the Director / Dean (Academics)/Registrar.
- 2) Administrative Officer can sanction leave up to 1 day for the support staff (peons, security staff, gardener, and the housekeeping staff). Leave up to 3 days shall be sanctioned by the Registrar in consultation with the Administrative officer. Leave beyond 3 days will be sanctioned by the Chairman in consultation with the Registrar.
- 3) Leave to the Deputy Registrars, Asst. Registrars, and all the Faculty member will be sanctioned by the competent authority
- 4) Faculty: Approval by Director copy to Registrar, Academics and HOD for leaves up to 3 days. Leave beyond 3 days will be sanctioned by the Chairman on the recommendations of the Director.
- 5) Non- Teaching Staff: Approval by Registrar with copy to HOD for leaves up to 3 days. Leave beyond 3 days will be sanctioned by the Chairman on the recommendations of the Registrar.
- 6) Leave for Assistant and Deputy Registrars will be sanctioned by Registrar for leaves up to 3 days. Leave beyond 3 days will be sanctioned by the Chairman on the recommendations of the Registrar
- 7) Leave of the Director, Director CRC and Registrar will be sanctioned by the Chairman.
- 8) Leave of any kind to Senior Librarian, Accounts Officer, Administrative Officer, will be sanctioned by the Chairman in consultation with the Registrar.
- 9) Leave of the entire CRC staff, will be sanctioned by the Director CRC up to 3 days. Leave beyond 3 days will be sanctioned by the Chairman on the recommendations of the Director CRC.
- 10) Sanction of sick leave beyond 5 days may call for production of illness certificate from a doctor from Government or Local Authority or a qualified medical practitioner acceptable to NDIM. On return from sick leave, if not found medically fit, you will not be allowed to resume duty

until you completely recover from your illness and submit a certificate of fitness from the medical practitioner, if called for by the NDIM.

### **Procedure for obtaining leave**

- a) Both, the leave seeking official and the leave sanctioning authority will keep in mind the Leave Guidelines issued from time to time.
- b) Leave must be sought well in advance so that alternate arrangements can be made by the leave sanctioning authority.
- c) It is reiterated that till the time the leave is not formally sanctioned, leave request will continue to remain a request for leave.

The leave seeking person must therefore ensure that the leave is got sanctioned before utilizing the leave. Availing the leave without having communication of its formal sanction by the competent authority will be deemed to be 'absence' from duty and the implications of loss of salary, break in service will automatically come into force.

- d) Even if there be sudden requirement of leave, its sanction has to be obtained by speaking to the leave sanctioning authority rather than informing of leave availment through the SMS or mail or through a third person. In the absence of following this procedure, the leave utilization shall be deemed to be 'absence' from the institute and necessary implications of absence will automatically follow.
- e) It is being re-iterated that mere information- that the person intends to avail leave on a particular day or that he/she has availed the leave because of emergent reasons, will not entitle him/her to the sanction of leave subsequently. Leave has to be formally obtained and its sanction got duly communicated before its actual availing.
- f) Formal approval has to be sought well in advance for every extension or curtailment of leave. Extending leave without due formal advance approval will be a case of absence. This will be applicable in all cases including serious illness of the applicant after the expiry of the originally sanctioned leave.
- g) Leave requests which are received on the same morning or the previous night shall be compiled by the competent authority viz the Director/Dean (Academics) / Director CRC/ Registrar on weekly basis and put up to the Chairman every Saturday. The Chairman will decide whether leave should be at all considered in such cases or the applicant has to be marked absent, keeping in view whether the request at the last minute was justified and whether or not appropriate alternate arrangements had been worked out in advance by the leave seeking person.

- h) As mentioned in the Leave Guidelines, last minute leave request will not be entertained and the person will have to be marked absent even if there be sufficient leave available in the account unless there are compelling reasons justifying that the request could not be made earlier.
- i) Leave request not addressed to the competent leave sanctioning authority will be presumed to have been automatically rejected.
- j) It shall be the responsibility of the leave seeking faculty to personally inform time table incharge and Academics Department, once the leave has been sanctioned by the competent authority.
- k) While normal working hours are 9.30 am to 5.30 pm, working hours of all the teaching and non-teaching members will be automatically extended to be in sync with the starting and closing hours of various activities & functions of the Institute on all such days which are notified from time to time as “essential working days”.

Any kind of leave, relaxation of arrival or departure time, on these days can be sanctioned only by the Chairman and not by any other authority.

Those leaving prior to the closure or joining later than the indicated time on any of these days will automatically earn 1 day absence (not leave). Those staying on leave without sanction or joining late and leaving early will be marked absent for 2 days with resultant implications.

- l) The Academic Department will regularly notify the individuals who are marked ‘Absent’ for any of the above reasons.

#### **Late Coming and Short Leave:**

Faculty are allowed 3 late comings in a month up to 15 minutes from the office opening time. 4<sup>th</sup> late coming onwards shall attract half day leave deduction for every late coming. However, the office exit hours shall be taken into account before calculating the number of late comings to office.

#### **Compensatory Leaves:**

- a. Compensatory leaves if any, shall be carried forward to the next year
- b. 50% of carried forward Compensatory leaves shall have to be availed in the 2<sup>nd</sup> year.

However, no leaves will go beyond the 3<sup>rd</sup> year.

#### **Bereavement / Hospitalisation Leave:**

Maximum of 7 days bereavement leave for death of immediate family member and /or hospitalization of self.

It has also been suggested by the Committee that while Administrative responsibilities are an integral part of the Faculty’s Academic Appraisals under the UGC and AICTE formats; some faculty is being

additionally compensated for additional responsibilities over & above their normal responsibilities. Such faculty should submit fortnightly reports (2<sup>nd</sup> and 4<sup>th</sup> Mondays) about the work done by them on such additional responsibilities.

**Code of Conduct for Faculty:**

- a. Theft, forgery, deception, dishonesty with NDIM or its employees or clients.
- b. Late arrival or early departure for more than three times in a month; persistent absence without notice; temporary absence from work during office hours without approval from your superiors.
- c. Any kind of breach of office discipline and any activity which may bring NDIM into disrepute.
- d. Criminal conviction by Court of law or criminal charges of any nature.
- e. Disobedience of orders of superiors.
- f. Disclosing, divulging or making public any information, or the processes/ accounts/transactions/ dealings / administrative or organizational matters, whether the same may be confided in you or become known to you in the course of your employment or otherwise.
- g. Lack of decent behaviour towards NDIM, its clients, students, visitors, corporate guests etc.
- h. Neglect of your duties as per the perception of your seniors.
- i. If any declaration given or furnished by you to NDIM is false or if you are found to have suppressed any material information.
- j. Any act which according to the Institute can bring it into a controversy, disrepute, disfavor or liability of any kind.
- k. Non-professional behaviour or conduct

1. General Conduct rules

- 1. You will be governed by the Rules & Regulations of NDIM which are subject to various administrative orders issued from time to time.

Post your confirmation, your service can be dispensed with at one month notice or on payment of one month salary in lieu of notice without assigning any reason.

You, however, shall have to give three months written notice co-terminus with completion of the academic session. You are liable to comply or reimburse NDIM equivalent to three months salary if you leave NDIM without complying with this requirement. This can be enforceable through an appropriate court of law.

2. During the period of notice of discontinuance or notice from either side, any leave application by you on whatever grounds including medical grounds will be treated as leave without pay even if you have sufficient leave to your credit.
3. You shall devote whole of your time and attention to the activities of the Institute and shall not engage in or be employed at any time (either directly or indirectly, part time, full time, visiting or adjunct basis) in any other business/ undertaking/activity, and would not enroll for any studies, tests, examinations etc. outside NDIM, without specific written approval of the Chairman.
4. Abandonment of Services

Your absence for a continuous period of 2 days (including absence by you when leave had been requested but not granted) or overstay for a period of 2 days after the expiry of sanctioned leave without due approval, will entail automatic loss of your job without any notice or compensation, and will be deemed as abandonment of service of your own accord without notice.

## **6. CODE OF CONDUCT:**

- a. A person who chooses teaching as a career, assumes the obligation to conduct himself at all times in accordance with the highest standards of the teaching profession aiming at quality and excellence in his/her work and conduct and setting an example which will command respect of his/her pupils, their parents and his/her own colleagues. Teaching, in its true sense, is not mere imparting of instructions but the influence, impression and the impact created by the teacher are equally important. The teacher's duty is not merely to communicate knowledge in specific subjects, but also to help his/her pupils to grow to their fullest potential and unfold their personality. In this responsible task, what matters most is the personal example of the teacher.



b. Similarly, other employees are also expected to maintain high standards of efficiency, morality and integrity.

The following Code of Conduct is laid down for observance by the teachers: A

teacher -

- i. Shall, by precept and example, instil in the minds of the pupils entrusted to his/her care, love of motherland and respect for law and order;
- ii. Shall organise and promote all activities of the Society/institution which foster a feeling of universal brotherhood, national integration and promote tolerance for all religions;
- iii. Shall co-operate and secure the co-operation of other persons in all activities which aim at improvement of the moral, mental and physical well-being of pupils;
- iv. Shall be strictly impartial in dealing with all his/her pupils; he should be sympathetic and helpful to all students particularly to the slow learners;
- v. Must remain a learner throughout his/her life, not only to enrich his/her own life, but also of those who are placed directly under his/her supervision; he/she should plan out the work on approved lines and do it methodically eschewing all extraneous considerations;
- vi. Shall have an exemplary moral character, should be temperate and moderate in his/her habits and should scrupulously avoid undesirable habits at all times, more so in the institution;
- vii. Shall take pride in his/her calling and try to promote the dignity and respect of the profession;
- viii. Shall be clean and trim, not casual and informal, while on duty; his/her dress should be neat, sober and dignified and he/she should, on no account, be so dressed as to become an object of excitement, ridicule or pity;
- ix. Shall be punctual in attendance in respect of his/her class-work as well as any other work connected with the duties assigned to him/her;
- x. Shall avoid monetary transactions with fellow employees and with the pupils and their guardians and refrain from exploiting his/her influence as a teacher for personal ends; he/she shall generally conduct his/her personal affairs in such a manner as not to incur a debt beyond his/her means to repay, he/she shall not accept, or permit any member of his/her family or any other person acting on his/her behalf to accept any gift from any pupil, parent or any person with whom he/she may come in contact by virtue of his/her position in the Institution;
- xi. Shall consider the property and funds of the Society/Institution as if placed in sacred trust with him/her and exercise the same prudence and care as he/she would do in respect of his/her own property and / or funds;
- xii. Shall not willfully or otherwise neglect his/her duties or make any default in correcting class

- work or home work done by the students;
- xiii. Shall not propagate through teaching lessons or otherwise communal or sectarian outlook or incite or allow any student or member of the staff to indulge in communal or sectarian activity;
  - xiv. Shall not discriminate against any student on the ground of religion, caste, creed, language, place of origin, social and cultural background, etc.
  - xv. Shall not be guilty of misbehavior or cruelty towards any student, guardian, teacher or other employee or indulge in fighting, rowdiness and similar acts of indiscipline or use abusive language;
  - xvi. Shall not indulge in or encourage any malpractices connected with examinations or other activities of the Institute / institution;
  - xvii. Shall not accept any gainful employment from a source other than the institution by which he/she is employed;
  - xviii. Shall keep the management fully informed in respect of
    - a. Preparation and publishing of any books / keys or assisting directly or indirectly in their preparation and sale.
    - b. Giving talks on the radio or television or participation in a discussion of academic, social or political nature; publishing any statement or document in his known or assumed name or anonymously.
  - xix. Shall not work as a selling agent or canvasser for any material unless he/she is himself/herself its author.
  - xx. Shall not engage in any private trade
  - xxi. Shall not ask for or accept any contribution or otherwise associate himself/herself with the raising of any funds or other collections in cash or kind for any purpose whatsoever without the prior permission of the Board;
  - xxii. Shall not appear in or prepare for any examination without the prior permission of the Institute;
  - xxiii. Shall not cause or incite any other person to destroy or damage the property or records of the Society / Institution, or indulge in any theft, fraud and act of dishonesty in connection with the property of the Society / institution;
  - xxiv. Shall not behave or incite any other person to behave in a disorderly and indiscipline manner in the premises of the institution or place of duty or indulge in any acts of irresponsibility or subversive nature;
  - xxv. Shall not, while being in the institution / place of duty, be absent from the class-room, which may be described as shirking from duty;

- xxvi. Shall not organise or attend meetings during the working hours except when required or permitted to do so by the Head of the Institution;
- xxvii. Shall not divulge confidential / secret matters relating to the Board of Directors of the Society / Institution;
- xxviii. Shall not be guilty of late or irregular attendance;
- xxix. Shall not be absent from duty without sanctioned leave;
- xxx. Shall not indulge in drinking, taking narcotics, smoking, chewing beetle leaves or conduct himself/herself in a manner which is not in keeping with the dignity, decorum of the post he holds and valuable traditions of the Society / Institution;
- xxxi. Shall not himself/herself slow down, strike work, indulge in demonstration, slogan shouting, dharna, sit down or stay in strike or incite others to do the same in order to cause disruption of work in any manner whatsoever;
- xxxii. Shall not indulge in any act of insubordination or disobedience of orders issued by the superiors;
- xxxiii. Shall not indulge in acceptance of any illegal gratification;
- xxxiv. Shall not be guilty of or encourage violence or indulge in a type of conduct which involves moral turpitude or criminal act;
- xxxv. Shall not indulge in or encourage group representations;
- xxxvi. Shall not make false accusations against or assault others either when provoked by them or otherwise;
- xxxvii. Shall not indulge in disrespectful behavior, rumor mongering and character assassination;
- xxxviii. Shall not possess weapons, explosives and other objectionable materials on the premises of the Institute / Institution;
- xxxix. Shall not obstruct other members of the staff from performing lawful duties or indulge in any sort of agitation to coerce or embarrass the Institution.
- xl. Shall not take any teaching or other assignment outside of NDIM without the approval of Competent Authority

If any employee wishes to make any representation to the Chairman/ Board of Directors, he/she may do so only through proper channel.

**7. DISCIPLINARY ACTION:**

1. The observance of the Code of Conduct as described above shall be a condition of service for all employees and any violation / breach of any clause thereof shall call for disciplinary action against the defaulting employee and shall be subject to the penalties hereinafter provided.
2. Disciplinary Authority in case of teaching staff will be the Director / Dean and in the case of non-teaching staff, the Registrar of the Institute. The Chairman will be the Appellate Authority in both these cases. In case of any disciplinary action against the Director / Dean / Registrar, disciplinary authority will be the Chairman of the Institute and in cases where the Chairman is the Disciplinary Authority, the appeal shall lie to the Board of Directors.
8. The Chairman shall have the concurrent powers of taking disciplinary action against all categories of employees including teaching, non-teaching and administrative employees. In cases where the Chairman decides to act as the Disciplinary Authority, similar power will not be exercised by any employee of the institute in respect of the case already decided. In such cases, the appellate authority shall be the Board of Directors.
9. For Teaching Staff, Director/ Dean shall be the Appointing Authority and for all the non- teaching staff, Registrar shall be the Appointing Authority.

**10. Kinds of Penalties that may be imposed:**

**A. Minor Penalties:**

- a. Censure;
- b. Recovery from pay, the whole or any part of any pecuniary loss caused to the institution by the willful act or neglect directly or indirectly attributable to the employee or breach of orders; and
- c. Withholding of one or more than one annual increment without cumulative effect.

**B. Major Penalties:**

- a. Withholding of one or more increments with cumulative effect;
- b. Compulsory Retirement;
- c. Removal; and
- d. Dismissal from service.

**11. Procedure for Imposing Minor Penalties:**

An order imposing a minor penalty shall be passed by the Appointing Authority, or an Authority higher than the Appointing Authority, after informing the employee concerned about the allegations or charges levelled against him and affording him a reasonable opportunity to explain his position.

**12. Procedure for imposing Major Penalties:**

An order imposing a major penalty shall be passed by the Appointing Authority, or an Authority higher than the Appointing Authority, after issuing a charge sheet mentioning the allegations or charges levelled against him/her and after conducting an enquiry through an Inquiry Officer nominated by the Appellate Authority and affording a reasonable opportunity to the employee concerned to present his/her case. Inquiry in all such cases shall be in the form of summary fact finding proceedings where the chargesheeted person shall have the right to explain his/her conduct personally only without any legal or outside counsel.

**Suspension:**

The Appointing Authority or an authority acting on behalf of the Appointing Authority or an Authority higher than the Appointing Authority, may suspend an employee where disciplinary proceedings against him/her are contemplated or pending in the event of any breach of the Code of Conduct. An employee under suspension shall, in relation to the period of suspension, be entitled to a subsistence allowance amounting to half the rate of monthly salary, pending the finalisation of any inquiry / disciplinary action against him, subject to the furnishing of a certificate / solemn declaration by him/her that he/she has not been gainfully employed elsewhere during the period of suspension. The Society / Institute shall have full and unquestionable right to stop / bar the entry of the employee to the Institute during the period of suspension of the employee.

**Appeal:**

In matters where the Chairman is the Appellate Authority, an employee will have the option to represent his/her case to the Chairman, for not only consideration but for review also when the appeal made has not yielded the result to his/her satisfaction. Appeal from the orders made by the Chairman on an application for review shall lie to the Board of Directors. Such appeal shall be routed through the Chairman and the decision of the Board of Directors shall be final and binding.

**Jurisdiction to file suits:**

- a) The legal jurisdiction for the suits to be filed by or against the Society / Institute or any unit thereof shall be Delhi.
- b) The General Secretary / Secretary of the Society / Registrar of the Institute shall be the legal person in whose name the Society /Institute may sue or be sued.
- c) In all matters which are not explicitly covered in the NDIM Service Rules and Regulations, the matter will be referred to the Board.

## **RECRUITMENT AND PROMOTION POLICY**

### Recruitment Policy:

Every year in the month of January CAAC will assemble to assess the requirement of teaching for the next academic session. The CAAC will keep in mind the possibility of resignation/retrenchment etc. of the existing employees while arriving at the future requirements. CAAC will also check details of the faculty who have become/may become eligible for promotion/ next grade by end of the ongoing academic session as per the AICTE eligibility criteria.

Keeping in view the recommendations of the various curriculum advisory committees and the need that maybe expressed by the faculty/students for adding futuristic learning courses/modules/subjects, CAAC will also try to determine the areas where new faculty is required to be recruited.

In the event of requirement of new talent, the concerned support channels for short listing appropriate names will be activated so that recruitment processes can be started and the required faculty hired before start of the new academic session.

### **GUIDELINES OF PROMOTION**

Guidelines and Criteria of Promotion are approved by the Board of NDIM as per AICTE Norms.

1. From Assistant Professor to Associate Professor: Minimum eligibility criterion as per norms and guidelines of the AICTE notified from time to time.
2. In addition, the faculty should have service of 6 years at NDIM with very good appraisal.
3. For promotion from Associate Professor to Professor: Minimum eligibility criterion as per norms and guidelines of the AICTE notified from time to time.
4. In addition, the Associate Professor should have service of 5 years at NDIM with very good appraisal.
5. Apart from the above, there may be cases where keeping in view their existing academic & research background, an understanding is given at the time of initial recruitment that they would be considered for promotion after rendering a specific number of years of service at NDIM based on their good record of service, much less than 5 or 6 years. In such cases, it was decided that the

understanding given at the time of initial recruitment shall be honoured subject to very good performance of the faculty.

6. Additionally, the Chairman reserves the right to reduce the above mentioned 6 year and 5 year criterion respectively for highly committed & innovative faculty after seeing their 360° overall performance.

7. It is obvious and is an established principle that promotions can actually be given only from the date of availability of posts/vacancies despite having fulfilled the criteria mentioned above.

### **Employee Referral Scheme**

As you know, NDIM is always looking for committed and dynamic faculty/staff to further augment its existing team. NDIM calls upon each one of you to connect to new talent and also take advantage of NDIM's Employee Referral Scheme.

**Objective:** To offer an incentive to the existing employees in assisting the Institute augment its high quality team. The objective of the Employee Referral Scheme is to reward those employees who introduce a well-qualified and talented employee to the institute to work in full time positions who fulfills the eligibility criteria of vacant positions.

### **Employee Eligibility Conditions:**

All full time employees (both teaching/ non-teaching) of NDIM are eligible to refer quality and talented candidates for Faculty positions / Non-Academic Positions to the Institute.

### **Candidate Eligibility:**

- Candidates must meet the basic qualifications for the positions and be found eligible for recruitment.
- Candidates must follow the prescribed application process for the position.
- Candidates must accept an offer for full-time employment and must still be employed by NDIM in that position for six continuous months in good performance standing.

### **Award Eligibility:**

- The Director/ Registrar must notify the employees any positions recommended for eligibility in the program.



- Awards will not be made for re-hires.
- Employees are required to forward their referrals through email to [chairman@ndimdelhi.org](mailto:chairman@ndimdelhi.org)
- Referral will be considered only if the candidate joins the organization post the selection process (within 1 month of the offer being made)
- If more than one employee refers the same candidate, the first referral received will be awarded.
- The referral award amount will not be payable in the event of either the referred employee or the referring employee leaving the organization before the date of payout of the referral award i.e. 6 months post joining.
- NDIM may change or revise the scheme, including the eligibility criteria and the award amount, or terminate the program, at any time, at its discretion.

The following is the referral award is applicable under this policy:

<b>Position</b>	<b>Amount</b>	<b>Due</b>
Dean/ Faculty/ Academic Coordinator/ Admin Staff/ CRC/Accounts/Library/IT/Graphic Designer	20 days salary of the newly recruited employee	10 days salary after 6 months of joining, another 10 days salary after 12 months of joining

## **Promotion Criteria of Faculty for Associate Professor and Professor**

### **Promotion for Associate Professor:**

1. Ph.D. Degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant Branch.
2. Total minimum Experience 8 years (Teaching/Research/Industry) out of which at least minimum 5 years' experience at the level of Assistant Professor in NDIM or as per the terms of appointment if they are at variance.
3. One to three Research Publications in Indexed Journal (**SCOPUS/Web of Sciences/ ABDC UGC**)/higher score in 360° **Performance Appraisal Performa**.
4. Scores in “**360° Performance Appraisal Performa**” in the range of 75-85% for last three years.

### **Promotion for Professor:**

1. Ph.D. Degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant Branch  
  
Total minimum Experience 15 years (Teaching/Research/Industry) out of which at least 5 years' experience at the level of Associate Professor in NDIM or as per the terms of appointment if they are at variance.
2. Three to four Research Publications in Indexed Journal (**SCOPUS/WEB of Sciences/ABDC/UGC**) Or Research Project/Consultancy and Training/MDP as per approval of Selection Committee for Promotion constituted as per AICTE Norms).
3. Scores in “**360° Performance Appraisal Performa**” in the range of 75-85% for last three years.

## Promotion Policy:

Promotions would be based on rigorous review of their performance over the years and suitability for the job as per NDIM's futuristic expectations, parameters for which would be decided by the CAAC along with the HODs from time to time as per fast changing market expectations.

NDIM will normally give preference to its own employees whenever any need/vacancy arises at the next higher level provided they fulfill the AICTE eligibility criteria and are best suited for the higher responsibilities as per NDIM's vision.

The promotion indicators given by AICTE would be kept in mind while the CAAC sitting with the HODs will have full powers to re-define the parameters and weightages of different parameters keeping in view the vision and mission of the NDIM and the expected PEOs.

Recruitment and Promotion Committees would be constituted as per the guidelines of the AICTE.

## Research Policy and Rules

NDIM has a well-defined policy for promoting research among the faculty. It has laid down norms for sanctioning Registration Fees, Travel and Accommodation Reimbursements for National and International Conferences attended by the faculty. NDIM sponsors the faculty for participation in International Study Tours also.

The institute also encourage the faculties by providing incentives on publications of Research papers, Case studies, books, chapters in edited books, on presentation of paper at national and international conferences, on serving in the Editorial Board of Journal, Reviewing the papers of other institute/University journals, on Invited by other organization at various Forums (Under the Name and Banner of NDIM only) and for proving Consultancy/Training/MDP/FDP /Conference/Summit etc.

Following is the guidelines on Faculty Incentives

<b>Guidelines for Faculty Incentives on Research, Publications and Other Contributions</b>		
<b>Sno.</b>	<b>Activity</b>	<b>Incentive</b>
<b>A.1</b>	<b>Publications</b>	
i	Research Paper/Case Published in ABDC indexed Journal category A *	100000
ii	Research Paper/Case Published in ABDC indexed Journal category B*	60000

iii	Research Paper/Case Published in ABDC indexed Journal category C*	30000
iv	Research Paper/Case Published in Scopus/Web of Sciences/Emerald Indexed Journal (International)*	25000
v	Research Paper/Case Published in Scopus /Web of sciences Emerald Indexed Journal (National)*	15000
vi	Research Paper/Case Published in UGC care International Indexed Journal/EBSCO*	6000
vii	Research Paper/Case Published in UGC care national Indexed Journal/EBSCO*	5000
viii	Research paper published the research International Journal having ISSN Number with Impact Factor*	2000
ix	Research paper published the research Journal having ISSN Number*	1500
x	Paper published in News Letter/ Magazine	1000
xi	Blog (Should Secure 150 Likes)** with due acknowledgement of NDIM	2500
<b>A.2</b>	<b>Conference paper published in proceeding of International Conference</b>	
1	"A" category Publisher *	2000
2	"B" Category publisher *	1500

3	Not A & B category Publisher *	1000
<b>A.3</b>	<b>Books (Text/Reference) Published (on Any of the courses or specialisation at NDIM)</b>	
1	A grade Publisher (McGraw Hill Publication, Oxford University Press Publication, CENGAGE Publication, Pearson Publication, Penguin Publication, PHI Publication, SAGE) ***	50000
2	Published by B grade Publisher (Excel Group, Vikas Publication, Himalaya Publishing House, S Chand Publication) ***	30000
3	Published by c grade Publisher (Others) ***	15000
4	Any general book (Not based on curriculum ) ***	8000
5	Edited Book based on research papers Published by A	10000

	grade Publisher (Not copy edited) ***	
6	Edited Book based on research papers Published by B grade Publisher (Not copy edited) ***	6000
7	Edited Book based on research papers Published by C grade Publisher (Not copy edited) ***	4000
<b>A.4</b>	<b>Book Chapters Published</b>	
1	A grade Publisher (OXFORD/McGraw Hill/Pearson/Wiley /Taylor Francis etc. *	5000
2	Published by B grade Publisher *	3000
3	Published by c grade Publisher *	2000
<b>A.5</b>	<b>Paper Presentation</b>	
1	Research Paper presented in International conference organized by reputed International University and B- schools *****	3500
2	Research Paper presented in International conference organized by Indian reputed University and B-schools *****	2500
3	Research Paper presented in National conference organized by reputed University and B-schools of India *****	2000
<b>B.</b>	<b>Guidelines for Other Parameters:</b>	
<b>B.1</b>	<b>Faculty on Editorial Board of Journal:</b>	
i	Co-Editor/Managing Editor for International Journal (Indexed) #	5000
ii	Co Editor/Managing Editor for International Journal with ISSN/ISBN N0 (Non- indexed )Journal #	2500
iii	On Editorial Board as Associate Editor for International journal (Indexed)#	2000
v	On Editorial Board as Associate Editor for International Journal ISSN/ISBN N0 (Non-indexed Journal #	1500
v	Co-Editor/Managing Editor for National Journal (Indexed) #	2000
vi	Co Editor/Managing Editor for National Journal with ISSN/ISBN N0 (Not Indexed) #	1500
<b>B.2</b>	<b>Research Paper Reviewer</b>	

i	Research Paper reviewed by faculty as reviewer to be published in International Research Journal indexed - ABDC Indexed A #	4500
ii	Research Paper reviewed by faculty as reviewer to be published in International Research Journal indexed - ABDC Indexed B #	3500
iii	Research Paper reviewed by faculty as reviewer to be published in International Research Journal indexed - ABDC Indexed C #	2500
iv	Research Paper reviewed by faculty as reviewer to be published in Research Journal indexed - Scopus/Web of sciences/Emerald #	1500
<b>B.3</b>	<b>Faculty Invited by other organization at various Forums (Under the Name and Banner of NDIM only)</b>	
i	Guest lecture /T.V. or Radio Talk/Examiner Ph.D. Scholar #	1500
ii	Chairing session at National/ International Platform #	2500
ii	Ph.D. Awarded under your guidance as Ph.D. Guide #	2500
<b>B.4</b>	<b>Established Connection with Industry/Academia</b>	
i	SIP/WIP/Live Project/Guest Lecture- National (Converted lead only) %	1000
ii	SIP/WIP/Live Project/Guest Lecture- International (Converted lead only) %	2000
iii	Established Connection with Industry at large scale and presence of Industry professional in large number at Institute event (More than 50) %	5000
<b>B.5</b>	<b>Beyond the Club Activities</b>	
i	workshop/training/certificate course organized with National Resource Person ##	1500
ii	workshop/training/certificate course organized with International Resource Person ##	2000
<b>B.6</b>	<b>Consultancy/Training/MDP/FDP /Conference/Summit</b>	
	a. MDP / Consultancy / Training organized ##	Total 15% of revenue sharing with faculty incase more than 1 faculty then it will be

		divided between the faculty
	b. Conference/Summit Organized ##	5000
	c. Supporting member in organizing Conference/ Webinar organised and established new connection of Industry expert ##	2500
	d. FDP Organised ##	5000
	e. Single session by faculty ##	1200
	f. Half Day Session by Faculty in FDP##	2500
	g. Full Day Session by Faculty in FDP ##	4000
	h. Consultancy ##	As per terms of Appointment mentioned in the appointment letter
<b>B.7</b>	<b>Contribution to the Society</b>	
i	Contribution to the society in any form ###	Depending upon the nature of service Rendered
<b>B.8</b>	<b>Qualification Enhancement /Career Progression/ Commendation /Appreciation</b>	
i	Certificate course of at least 6 months duration (Pre approved by the College for value addition to curriculum/pedagogy) \$	2000
ii	2 week FDP in new age areas (Pre-approved by the College for value addition to curriculum/pedagogy) (Requirement for a detailed Presentation to the Faculty) \$	1500
iii	Launching and taking classes of new age certificate courses/ course modules \$	5000
iv	Any appreciation letter/recognition in print media for giving away Award for the achievement with NDIM affiliation	1000
<b>B.9</b>	<b>Guidance to Students for their Achievements Conference Paper Writing /Case writing / Article or Research Paper writing</b>	
i	Per achievement of student mentee for Audio/Video Case Study (If selected in Top 20 ) %%	2000

ii	Per achievement of student mentee for writing Case Study as per SIP(If Published ) % %	5000
iii	Per achievement of student mentee for writing Research Paper as per SIP (If published ) % %	5000

iv	Student receiving outstanding written appreciation from SIP company based on faculty mentor's guidance % %	500
<b>B.10</b>	<b>Sponsored Research Project by Funding Agency</b>	
I	As per grant received in reference period of Award \$\$	Quantum as per grant received
ii	Short research Project /Research Paper jointly with Industry/Academia \$\$	5000

### **PhD Award Incentive**

When a faculty member is awarded a Ph.D., the institute acknowledges their significant achievement by providing an incentive of Rs 25,000. This incentive serves as a token of appreciation for the faculty's dedication to academic excellence and their contributions to the institute's research and educational endeavors. It reflects the institute's commitment to fostering a culture of continuous learning and development among its faculty members. By recognizing the faculty's pursuit of advanced knowledge and their commitment to scholarly research, the institute aims to encourage a thriving academic community that values intellectual growth and scholarly contributions. The incentive not only recognizes the faculty member's individual success but also serves as a source of inspiration for other educators, promoting a culture of academic excellence and research-driven innovation within the institute.



## Welfare Measures

### **1. Infrastructure and Facilities:**

Ensure well-maintained classrooms, libraries, computer labs, and other facilities.

Provide modern amenities such as Wi-Fi, recreational areas, and comfortable seating.

### **2. Accommodation and Hostel Facilities**

Offer secure and comfortable hostel accommodation on subsidies rates for outstation faculty and staff.

Provide a conducive living environment with proper sanitation facilities and safety measures.

### **3. Health and Wellness:**

Arrange for regular health check-ups and medical facilities on campus.

Promote wellness programs, fitness centers, and recreational activities.

### **4. Staff Tea:**

Providing tea, coffee during working hours can contribute to a positive work environment and enhance employee satisfaction.

### **5. Maternity Benefits:**

Providing maternity, along with other benefits related to family planning, demonstrates a commitment to work-life balance.

### **6. Diversity and Inclusion:**

Foster a diverse and inclusive campus culture that celebrates different backgrounds and perspectives.

Implement policies and programs to prevent discrimination and promote equality.

### **7. Community Engagement:**

Encourage to participate in community service and social responsibility initiatives.

Foster a sense of social responsibility and ethical behavior.

### **8. Recognition and Rewards:**

Recognizing and rewarding staff for their achievements and milestones, whether through awards, bonuses, or other forms of acknowledgment, can boost morale.

### **9. Group Insurance**

Insurance coverage that provides protection to a group of individuals, employees of institute under a single insurance policy. This collective approach allows for cost-sharing and often includes benefits such as health, life, or disability insurance.

### **10. Feedback Mechanism:**

Establish a system for staff and faculty to provide feedback on various aspects of the institute.

Use feedback to continuously improve the quality of education and services.

**Fee Rebate Support for the Faculty and Staff Ward / Sibling of NDIM Faculty / Staff for NDIM PGDM Admission**

1. Ward(s) / Sibling(s) of Faculty and Staff of NDIM who have been in continuous employment for a period of 5 years till the date of Admission of the ward / sibling to full time PGDM program are eligible for a Rs 75,000 rebate in fee in the 2nd year of PGDM. This benefit requires continued employment and good performance of the Faculty / Staff and good conduct of the ward/ sibling.

This assistance mandates the Faculty / Staff to continue with full time service at NDIM for a minimum period of 3 years after the completion of their Ward's / Sibling's PGDM and are expected to work with 100% Dedication and Commitment.

In case the Faculty / Staff decide to leave before completion of this 3 year period or are dismissed/ asked to resign from service due to poor performance/ misconduct, this amount of Rs 75,000 would have to be returned in full prior to full and final settlement of dues, securities, or any other payments to be made under law, and relieving letter will be issued only thereafter.

2. Ward(s) / Sibling(s) of Faculty / Staff of NDIM who have been in continuous employment for a period of 10years till the date of Admission of the ward / sibling to PGDM are eligible for Rs 100,000 rebate in fee in the 2nd year of PGDM. This benefit is subject to compliance of all the above mentioned conditions and continued satisfactory service with NDIM for a minimum period of 5 years after completion of their Ward's / Sibling's PGDM.

3. This order is effective from 1st January 2022, and the wards/ siblings studying with NDIM as in 1.1.2022 will also be eligible to avail of the benefits under this scheme.

## Important Committees

### Central Academic & Administrative Council

Committee	Structure	Roles and Responsibilities	Frequency of Meetings
Central Academic & Administrative Council	Chairman & Convenor: Director Members: <ul style="list-style-type: none"><li>● Registrar,</li><li>● HOD-All Programs</li><li>● 1 BOD Member representing Industry nominated by the Board Chairman</li><li>● Director- CRC</li><li>● Director General</li></ul>	Responsible for Academic & Administrative implementation of Institute policies.	Twice a year

## Board of Studies

Committee	Structure	Roles and Responsibilities	Frequency of Meetings
Board of Studies	Chairman & Convenor: Director Members: <ul style="list-style-type: none"> <li>● Specialisation Head/ representative</li> <li>● Two external Academicians as Subject area experts</li> <li>● One Industry Expert</li> <li>● One Alumnus</li> <li>● Registrar</li> </ul>	a. designing and updating curricula for approval by CAAC  b. suggest methodologies for innovative teaching and evaluation techniques; c. suggest panel of names to the CAAC for appointment of examiners; and d. coordinate research, teaching, extension and other academic activities in the department/college.	Twice a Year

## Faculty/Staff Grievance Redressal Committee

Committee	Structure	Roles and Responsibilities	Frequency of Meetings
Grievance Redressal Committee	Chairman and Convenor: Director Members: <ul style="list-style-type: none"> <li>● Nominee of the Board</li> <li>● One External Member</li> <li>● One Senior Faculty Member</li> </ul>	Redressing grievances and ordering corrective action, as required.	As required.

The “**Grievance Redressal Committee**” (GRC), as per AICTE regulations, 2021, F.No.1-103/AICTE/PGRC/Regulation/2021, dated 25.03.2021 has been constituted for the Academic Year, 2023-24, with following members:

1. Prof. Gauri Modwel (Director), (Chairperson)
2. Justice B. P. Singh, former Judge Supreme Court of India (Member)
3. Shri I.K. Rasgotra, former Secretary Personnel & Public Grievances, Govt. of India (Member)
4. Prof. Teena Singh, Professor and Registrar, NDIM (Member)
5. Prof. Silky Vigg Kushwah, HOD Dept. of Finance ( Member)
6. Mr. Pradeep Jha, Deputy Registrar (Member)

All grievances to be notified in writing to the Chairperson.

#### **IQAC – Internal Quality Assurance Cell**

<b>Committee</b>	<b>Structure</b>	<b>Roles and Responsibilities</b>	<b>Frequency of Meetings</b>
IQAC – Internal Quality Assurance Cell	Chairman: Director Members: As per AICTE guidelines	Responsible for maintenance of Quality Standards for Institutional Processes	Twice a Year

The IQAC is the nodal cell entrusted with the responsibility of ensuring total quality management by ushering in innovations leading to achieving excellence and adoption of intervention strategies for monitoring their successful implementation. Ever in quest for excellence, the IQAC functions to assure institutional accountability with probity to all the stakeholders, funding agencies in particular and society as a whole. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of institutions. The Cell conducts numerous programmes to attain the laid down objectives for enhancing the quality of Education as well as students support services.

## IQAC Members

1. Dr. Gauri Modwel, Chairperson
2. Prof. Bhumika, Member
3. Dr. Teena Singh, Registrar and HOD PGDM Member
4. Dr. Rinku Dixit, Member
5. Dr. Shailee Choudhary, Member
6. Dr. Chand Tandon, HOD PGDM(F) Member
7. Dr. Gajendra Sharma, HOD PGDM(M) Member
8. Dr. Sushma Muralie, Member
9. Dr. Anand Jaiswal, Member
10. Dr. Urmila Patil, Professor, D.Y.Patil University

## Internal Complaints Committee

Committee	Structure	Roles and Responsibilities	Frequency of Meetings
Internal Complaints Committee	<p>Chairman: Senior Faculty Member (nominated by Director)</p> <p>Members:</p> <ul style="list-style-type: none"><li>• At least 1 lady member from teaching (Associate Professor) and non teaching staff each from the Institution (nominated by Director)</li><li>• At least 1 male member from the Institute (nominated by Director)</li><li>• 1 External Member from NGO or lawyer dealing with POSH cases</li><li>• Student</li></ul>	Ensuring enforcement of appropriate gender sensitive human rights.	Once in a Semester and as per requirement of the case received.

members to be nominated by Registrar		
● The constitution of the Committee is as per the guidelines notified in Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013		

The committee of "**Internal Complaint Committee**" as per Regulations, 2016 vide No.F. AICTE/2016/01 dated 10<sup>th</sup> June, 2016, has been re-constituted for the Academic Year, 2023-24, at the New Delhi Institute of Management with the following members:

1. Dr. Rinku Dixit (Professor) (Chairperson of the Committee)
2. Prof. Kamal Kundra (Associate Professor)
3. Prof. Ravindra Chawla (Asst. Professor)
4. Dr. Parul Malik (Associate Professor)
5. Ms. Mamta Pandey (Assistant Registrar)
6. Ms. Raj Changrani (Assistant Registrar)
7. Ms. Mohna Lal (Advocate, Supreme Court)
8. Female student, Senior batch
9. Female student, Junior batch
10. Male student, Junior batch



**Director**