

# International Institute of Management Studies

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## Institute's Policy Manual

**Program: PGDM**

**Academic Year**

**2023-24**

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# RESEARCH POLICY

International Institute of Management Studies strives to be one amongst top-class institutes in the region within the shortest possible time. This document provides information on research policy and research promotional activities of IIMS.

## 1. PROLOGUE

International Institute of Management Studies is committed to the pursuit of excellence in research and aims to achieve international recognition through interdisciplinary and collaborative research programmes across all functions of management, IIMS shall ensure that research in all fields that include trans and multidisciplinary types grows exponentially, keeping the ethical norms and research standards intact.

## 2. OBJECTIVES

- To engage faculty members in R & I activities, which leads to innovative teaching methodologies and techniques?
- To establish relationship with various industries, R&I organizations and companies.
- To develop the research knowledge and understanding by conducting various national level and international level workshop, conferences and guest lectures.

## 3. IIMS – RESEARCH PROMOTION SUPPORT SCHEMES

- The institute recognizes the research carried out by its faculty members and Research students for publishing papers, contribution to h-index of the institute through citations, funded projects, and patents.
- To encourage research scholars to publish in reputed journals, an incentives scheme entitled “B.H. Agalgatti award ” has been constituted. Under this scheme, scholars will get an incentive for each of their quality publications (decided by the committee).

#### 4. Research Incentive System:

Sr. No.	Research Publication Category		Research Incentive						Remarks
				Total Amount	Single Author From (IIMS)	First Author (75%)	Second Author (50%)	Third Author (25%)	
1	ABDC	Rating A* & A	Per Paper published	20,000	20,000	15,000	10,000	5000	When all authors are from IIMS (Ist Author 50%, Second Author 30% and Third Author 20% of total amount)
		Rating B	Per Paper published	15,000	15,000	11,250	7,500	3,750	
		Rating C	Per Paper published	10,000	10,000	7,500	5,000	2,500	
2	Scopus	Q1 & Q2	Per Paper published	15,000	15,000	11,250	7,500	3,750	
		Q3, Q4 and Indexing	Per Paper published	10,000	10,000	7,500	5,000	2,500	
3.	UGC care		Per Paper published	3,000	3,000	2,250	1,500	750	

Researchers will be paid the incentive within a year of the research paper publication as per the given policy. Approval of the Director will be mandatory for release of Incentive.

**Research Article Processing Charges (APC) Reimbursement:** 50% of Author's Contribution (maximum up to 20,000). Researchers will be reimbursement within a year of the research paper publication.

#### 5. Funded Project:

- Both PI and Co-PI are eligible for a 30% percentage of the funds received from funding body as decided by the Institute level committee.
- As the institute is a socially responsible organization, preference will be given to the projects having social impact.
- Faculty members shall obtain written approval from the Director IIMS before

submitting his/her paper to open access journals.

- Once the paper is accepted, the faculty shall submit the application with the following documents to the Research Director for the financial support:
  - i. Copy of accepted article
  - ii. Reviewers' comments
- Once the article is published, the copy of the published article and payment receipt should be submitted to the Accounts office.

#### **6. Financial Support For Research Paper Presentation In National/ International Conferences:**

##### **(i) Conferences/ Seminars/Workshops/FDP**

- Faculty members are eligible to get financial assistance that consists of full conference/ Seminars/Workshops registration charges and 50% of travelling expenses only or Rs.10,000/- whichever is less.
- Faculty can apply for the same per annum for attending Conferences within India.
- A faculty member can seek reimbursement only if he/she is a presenter/ Invited speaker/orator, provided no other agency had given financial help for the same.
- A faculty is not eligible for reimbursement, for just chairing a session or attending the conference but can claim reimbursement for attending a workshop or FDP.
- Faculty can apply for one National and one International Conference/Workshop/ Seminar/FDP per annum.

For FDPs/Workshops/Training:

Expenses can be reimbursed if it is conducted by a national Association/national Institute/Industry/University and is supported by recommendations of the Director Research IIMS.

## **7. Guideline for Research Ethics:**

The guidelines for research ethics educates and monitors researchers to ensure high ethical conduct to be maintained in their work.

The following principles are expected

- **Honesty:** Do not fabricate and misrepresent the data. Maintain honesty in report, result, methods, procedures and publications.
- **Integrity:** Commitments to be maintained. Consistency and sincerity in thought and action.
- **Objectivity:** Biasness in experimental design, data interpretation, peer review, grantwriting and other aspects of research should be avoided.
- **Confidentiality:** Should be maintained in communication and data perseverance as per requirements.
- **Respect of Intellectual Property:** Due credit should be given, do not publish unpublished data without permission.

# FACULTY DEVELOPMENT PROGRAM (FDP) POLICY

The Institute believes that Faculty plays a key role in student development and thus the following policy is framed with the objective of fostering the development and excellence amongst the faculty.

## **Introduction**

Institute's future depends on their faculties and who in turn depend on the knowledge, skills, expertise and motivation. Development is a continuous and systematic process. The process of training should necessarily be directed to give every teacher a sense of professionalism, excellence and motivation. Teacher is a professional that teaches all other profession. So, faculty development programme is essential to achieve organization's major and long-term goals. Institute has formulated policy in this regard to promote and nourish the faculties of university for continuous improvement of faculty and university profile.

## **Aim**

To build a platform of innovation and educational leadership to strengthen the faculty profile to compete and to bring a qualitative and quantitative change in the teaching-learning process for the betterment of the students.

## **Objectives**

8. To enhance the quality of Faculty members with faculty development training on contemporary topics.
9. To sensitize teachers about new concepts in teaching and assessment methods.

10. Develop conducive environment for acquisition of knowledge and clinical skills required for performing the role of effective teacher, mentor, trainer, and researcher.
11. To create & provide opportunities to faculty to represent institute at various academic & non-academic platforms through.
12. To develop, implement & strengthen various incentive schemes for faculty development.
13. To motivate teachers for educational research and publications by developing research culture in university.
14. To strengthen personal interaction through effective communication skill.
15. To organize faculty development program at institute level.

### **Practices**

- Faculty Development committee is responsible for the development of Institute faculties and also conduct various Faculty Development programmes for the development of faculties.
- Faculty Development committee shall invite and involve the experts/specialists of faculty development from internal and/or external sources,
- Faculty Development committee also conduct training sessions focusing on enhancing overall professional & personal development of faculty interpersonal communication skills.
- Faculty Development committee motivate the faculties to participate in various seminars, conferences, work shop, fellowships, educational programmes etc conducted in the institute and outside the institute.
- Faculty Development committee promote & encourage the faculties to take up advance educational courses/ fellowships.

# **WELFARE POLICY**

## **(FACULTY & STAFF)**

### **16. Employee Provident Fund (EPF):**

The Institute has EPF scheme for all the teaching and Non-teaching staff joined in the service. Every month the specified amount gets deducted from the employee's salary and deposited with the Institute share to EPF Account.

### **17. Employee Group Medical insurance:**

The institute has an employee Group Medical Insurance Scheme for both the teaching and non-teaching staff.

### **18. Funding and Facilities for Carrying out Research and Development Work Acquiring Knowledge:**

Teachers will get financial assistance for Minor and Major projects, Purchasing Equipment to perform their research and development work in the Institute and other research projects and research competitions. Teachers can use the equipment/instruments/library facilities to obtain higher-level knowledge and for carrying out Research Work.

### **19. Financial assistance to attend conferences/workshops/Seminars inland and abroad:**

Financial assistance is given for the faculty for attending conferences/workshops/seminars and presenting papers as part of the welfare of the teachers for widening their area of knowledge from outside of the campus through travel and participation in the knowledge discourses conducted by the National and International Universities/Institutes/Organisation.



**20. Faculty & Staff Grievances Redressal Cell:** The Institute has constituted an Internal Complaint Committee/Women's grievance redressal cell to address the issues related to women employees/Girl students. The mechanism has been established to register/handle and solve the women's grievances as per the norms of regulatory authority.

**21. Computer/Laptop to teacher :**

The teachers of the Institute are provided computers/laptops for the use of academic work

**22. Jobs on Compassionate Grounds to Family Members of the Staff:**

The Institute provides a job to one of the family members as per rule on compassionate grounds on the demise of the staff during the service.

**23. Gymnasium:** The institute has Gym facility for the faculty and staff.

**24. Library facilities for the non-teaching staff:**

The Institute provided Library facilities to its non-teaching staff too for widening their knowledge by availing membership in Libraries

**25. Higher learning facilities like PhD registration for non-teaching staff:** The Institute has provided Higher learning facilities like PhD registration for non-teaching staff too so that they also be benefitted the facility.

**26. Parking area for the staff:**

Separate two-wheeler and four-wheeler parking is provided within institute premises

**27. Felicitations and appreciation:**

The Students and Staff of the Institute is felicitated and appreciated whenever they get special award and honour from the different Institutions/Organisation/Universities etc.

28. **Transport facility:** The Institute has a transport facility faculty and staff members of the institute for daily commuting to and from the institute. Employees can avail the transport facility for official work.

29. **Festival Advance:** Festival advance when requested are given to faculty and staff members

30. **Other Benefits**

- Periodical Awareness programmes are conducted for Non-Teaching Staff
- Free Wi-Fi and email addresses using the institutional domain name
- Free lunch and Dinner for faculty and staff members
- Banking and ATM facility
- Day-care facility for the children of staff
- Celebration of festivals and National days
- Promotions to Teaching Staff as per performance appraisal policy

**PROCEDURE OF APPLYING FOR THE SCHEME AND APPROVAL**

The procedures are well discussed and defined to avail the welfare scheme for teaching and non-teaching staff. Employees shall follow the procedure and apply through proper channels to avail the welfare schemes. The higher authority shall provide the decision based upon the eligibility criteria and norms of management. Any dispute or disagreement will be addressed by a higher authority as per the norms and employees shall bind to the same.

# Leave Policy

## **Preamble:**

Leave: - It is an authorised absenteeism of the person from the place of work with prior sanction of respective HOD/Director.

Holiday:- It is an authorised absenteeism of the person from the place of work without prior approval of competent authority, unless specifically called through an office order.

## **Guidelines by AICTE/ UGC**

- As per the norms of approving /affiliating bodies (like AICTE / UGC), minimum 240 working and 180 teaching days are required. In view of this, leave rules are being framed as given below
- No leave shall be claimed as a matter of right by an employee. The Director / Management reserves the right to grant or refuse or revoke leaves depending upon the exigencies of services/ in the interest of the Institutions. The leave application should be submitted to the concerned HOD for the recommendation and then to the Director for approval.
- The academic year starts from 1<sup>st</sup> July of a calendar year to the 30<sup>th</sup> June of next calendar year.
- No kind of leave shall be admissible to casual and part time employees, if any. Adhoc/ purely temporary employees shall be entitled for consideration only for casual leave.
- No member of staff will leave Head Quarter at any time whether on leave or otherwise without the prior permission of the Director/ Management. The application for leaving headquarter must be submitted and got sanctioned before proceeding on leave.

Leave account shall be maintained for each employee by the Director Office (H.R Office).

Leave status can be ascertained by the employee from the HR Office.

## **Kinds of Leaves Admissible to Faculty & Technical Staff:**

**The following kinds of leaves shall be admissible:**

**Casual Leave:**

- **Ten (10) days** Casual Leave with full pay shall be admissible to an employee in an academic year
- Casual Leave is intended to meet urgent, personal requirement / circumstances.
- Casual leave will not ordinarily be combined with other leaves. It may be combined with holidays and Sundays.
- Application for leave be ordinarily made at least one or two days in advance except for some emergency situation to the satisfaction of Director / Management.
- Casual leaves will lapse after expiry of Academic year.

**Medical/sick Leave:**

- An employee shall be eligible for Medical Leave under special circumstances, such as injury in the body or serious disease forcing him/her on bed rest. For short illness Medical Leave will not be permissible. However the Competent Authority will examine seriousness of incidence and his/her decision will be final.
- **Twelve (12) days** Medical Leave with full pay shall be admissible to an employee in an academic year on the basis of medical certificate of the District Hospital or famous private hospital.
- The employee will be required to submit his/her fitness certificate at the time he/she resumes his/her duty.
- Sundays, holidays and off days falling in between the leave shall be counted as a part of the Medical Leave.

**Maternity Leave:**

- Maternity Leave facility will be admissible to only those female employees who have completed one year of service in the Institute.
- A female employee shall be eligible for 6 months Maternity Leave with full pay in case of delivery

- A female employee who has been on Maternity Leave shall produce a satisfactory medical certificate of her fitness when she resumes her duty from the concerned hospital or a registered medical practitioner.
- A female employee will also have to sign a bond certificate to serve the Institute for at least two years after availing such leave.

### **Annual Leave/ Vacation Leave**

- A faculty and technical staff will be entitled for a total of 24 days' vacation during summer (14days) and winter (10days) in the academic year.
- A minimum of one year service will be needed in the Institute to avail summer & Winter Vacations. One year will be counted from July to June for entitlement of Summer & Winter vacations.
- Employee who have not completed one year of service will be entitled for summer/winter vacations on prorata basis (1 leave for every completed month of service). In this case if employee joined before 15 of any month than only she/he will entitled for summer/winter leave for that month.
- Sundays, holidays and off days falling in between leave shall be counted as a part of the vacation leave.
- Availing Vacation is not a right of a faculty member /teaching supporting staff. Head of the Department can recommend detention of any faculty member / teaching supporting staff. The Competent Authority may cancel part or whole of the Vacation, already sanctioned in the interest of college.
- All faculty members/ teaching supporting staffs in any department will not be allowed to avail Vacation during the same period. Head of Department will recommend period of Vacation to faculty members/ teaching supporting staffs in batches such that during Vacation adequate faculty members/ teaching supporting staffs will always be available for Institute / Department work, such as, Time-Table preparation, Lab Development work, ISO/NBA preparation etc.

**OD/ DL:**

**OD** – Official Duty: An employee who has gone for official work, assigned by the Director / Management in the interest of Institute will be treated as on official duty.

**DL- Duty Leave may be granted to the Teaching Faculty for:**

- Attending one conference / seminar / workshop in an academic year.
- Delivering lectures at other Colleges or Universities on invitation..

Duty Leaves will be granted subject to the condition that the academic programme of the college is not adversely affected by the absence of the concerned person. The forwarding authority shall ensure alternative arrangement made before forwarding the application for such leave.

**Study Leave:**

- A request of faculty member may be considered for study leave for Pursuing part time Ph.D. programme. The said leave will be 15days.
- A faculty member shall have to sign a bond on a Rs 100 non-judicial stamp paper to serve the College for a least three years to avail Study Leave for regular/part-time Ph.D. programme
- A faculty member will be required to send application for admission to higher study through duly recommended by the Head of Department and forwarded by the Director to the University/College where he/she wants to be applicant. On receiving acceptance, he/she will be required to submit application for Study Leave along with relevant documents of admission/sponsorship undertaking on the bond-paper.

**Short Leave:**

Short Leave of 2 hr. Per month may be allowed.

**Leave Without Pay:**

- If the leave applied for is not due or it has been availed without sanction and /or rejected by the Competent Authority shall be treated as Leave without Pay.
- If the Competent Authority finds that the employee has absented intensely to avoid duty assigned to him or he/she is in the habit of abstaining himself without due sanction of leave, then, such act shall invite disciplinary action as deemed fit. Irrespective of above said leave, following Restricted Holidays are also available in our institute.
  1. National Holidays – 15<sup>th</sup> August , 26<sup>th</sup> January, 2<sup>nd</sup> October – 3days
  2. Optional Holiday – 11 days