



Service Rules Book

Second Edition-Issued-July 2020



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About the College



Technical Education in India has removed all the barriers and reached the excellence of international standard. Science & Technology is considered an important sector for all round development and growth of country.

The IES Institute of Technology & Management promoted by Infotech Education Society is working towards education excellence to meet the growing needs of highly demanding professionals. The best faculty in the respective fields from IITs, NITs and other leading institutes is engaged to impart quality education. Renowned Educationists, Philanthropists and Engineering and Technical professionals are members of Infotech Education Society. The IES College is managing the institutions in Engineering Technology and is offering job oriented professional courses.

IES Institute of Technology & Management, Bhopal is one of the most reputed engineering colleges in Bhopal District, Madhya Pradesh, India. The college was started in 2009 to provide technical education is popularly known as "IITM".

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Vision & Mission of the Institute

Vision of the Institute

To produce competent professionals with integrity; through quality education and holistic development of students.

Mission of the Institute

M-1: To have the best facilities, environment, and infrastructure.

M-2: Engage qualified faculty committed to developing competent engineers.

M-3: Inculcate human values in students and facilitating holistic development.

M-4: Offer value-added courses, projects and internships through Industry-Institute interactions.

M-5: Develop innovative and entrepreneurial competencies among students for sustainable solutions to the environment and society.

IES INSTITUTE OF TECHNOLOGY & MANAGEMENT

Recruitment Procedure

Based on statutory requirement as per All India Council for Technical Education Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff in Technical Institutions Regulations, 2010 and subsequent amendments/ new Regulations issued by AICTE from time to time, a document is prepared for publication in news papers and or social media with a view to recruit best possible talent available.

PARAGRAPH-I:

For Faculty members:- Faculty members are recruited on the basis of qualification prescribed by AICTE for various cadres as for G.R. No. F-37-3/legal 2010 dt. 22/01/10.

S.N.	Cadres	Qualification & Experience	Remark
1	Principal	As per AICTE Norms in force from time to time.	Qualifications as presented in paragraph I and as applicable for the post of Principal. Post PhD publications and guiding PhD students is highly desirable. Minimum of 10 years teaching and/or research and/or industrial experience of which at least 3 years

			<p>should be at the level of Professor.</p> <p>Or</p> <p>Minimum of 13 years experience in teaching and/ or Research and/or Industry. In case of research experience, good academic record and books/research paper publications/ IPR/patents record shall be required as deemed fit by the expert members in Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor with active participation record in devising/designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc. as deemed fit by the expert members in Selection committee. Flair for Management and Leadership is essential.</p>
2	Professor	do	<p>Qualifications as prescribed in paragraph I and as applicable for the post of Professor. Post PhD publications and guiding PhD</p>

			<p>students is highly desirable.</p> <p>Minimum of 10 years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor.</p> <p style="text-align: center;">Or</p> <p>Minimum of 13 years experience in teaching and/ or Research and/or Industry. In case of research experience , good academic record and books /research paper publications /IPR / patents record shall be required as deemed fit by the expert members in Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/research paper publications/IPR/patents, etc. as deemed fit by the expert members in Selection committee.</p>
3	Associate Professor	do	Qualification as prescribed in paragraph I and as applicable for the

			<p>post of Associate Professor and PhD or equivalent in appropriate discipline. Post Ph.D publications and guiding PhD students is highly desirable</p> <p>Minimum of 5 years experience in teaching and/or research and/or industry of which at least 2 years post PhD is desirable.</p>
4	Assistant Professor	do	BE/BTech and ME/M.T.ech in relevant subject with First Class or equivalent either in BE/B.Tech or ME/M.Tech.

No. of posts to be created are based on sanctioned strength of students & existing vacancy position.

Process:

1. Based on above a draft advertisement is prepared, got approved and the advertisement is published in prominent National/Local news papers/electronic media for providing equal opportunities to all for recruitment and facilitating Institution to select the right talent.
2. Scrutiny & screening of applications received.
3. Preparation of comparative statement in respect of all short listed applicants.
4. Constitution of selection committee as per norms of Institution & information to concerned and eligible job seekers after fixing the schedule of interview, date, time & place.

5. Verification of documents.
6. Process of Interview-Preparation of Merit list.
7. Submission of recommendations for approval.
8. Issue of appointment letters.
9. Receiving of Joining report/ consent letters & then inclusion of name in the attendance register & work assignment by HOD/Principal

Note: In case non-teaching staff also the same process will be adopted, but selection committee will be constituted separately.

IES INSTITUTE OF TECHNOLOGY & MANAGEMENT

Service Rules

IES Institute of Technology & Management has a firm belief that the contribution of its intellectual assets i.e. faculty members is the back bone of Organization's progress and prosperity.

The service rules have been designed keeping in view not only the organization objectives but also for ensuring empowerment of its employees in tandem with facility, authority and responsibility.

1. Pay scale will be as per AICTE norms and allowances shall be, as decided by the Society/College management from time to time.
2. Employee will have the freedom to work within Organization rules and regulations.
3. An employee will be on probation for a period of 1 year, which may be extended by the appointment authority if required. The regularization of the probation would depend upon the suitability of work performance during the period of probation. The decision of the appointing authority about the suitability of the confirmation/probation shall be final and binding.
4. Continuous unauthorized absence from the duty will be treated as an act of indiscipline and will lead to the termination of the services from the date of absence.
5. An Employee will not be allowed for teaching in any tuition/coaching class or running educational institute/coaching centre.
6. An employee intending to resign will have to give a notice of minimum 45 days in advance & will have to discharge his duties this period at work place

compulsory failing which he /she will have to deposit salary equivalent to one month.

7. Exemplary behaviour is desirable.
8. Keeping the fast rate of knowledge explosion, faculty is supposed to keep their knowledge up to the Mark.
9. Faculty is given adequate opportunity for professional growth.
10. **Knowledge Up gradation:** IES Institute of Technology & Management strongly believes that learning is a lifelong process. Hence IITM encourages Faculty members to present papers in National / International Conferences / Seminars and get their research papers published in prestigious technical magazines. Facilities extended for accomplishment of this objective are enumerated below

S.No.	Particular	Facility
1	National Seminars/Workshop/FDP	1) 100 % Registration fee. 2) 3rd AC fare for Asst. Professors & by 2 nd AC for Associate Professors & above. 3) Special Leave
2	International Seminars	R & D Committee decides as per the merit of the case
3	Seminars at Bhopal	Special Leave
4	Publication fee for SCI/Scopus/WoS Journals	1) All in house guidance & help for preparation 2) 50 % of amount payable for publication

Note: Over and above this if a paper is also presented in any prestigious event then R & D Cell may consider special award also on case to case basis based on the recommendations of Principal.

12.Membership of Professional Bodies: Faculty is encouraged to get themselves enrolled in professional Bodies. Subsidy to the extent possible is considered by R & D Cell on the recommendations of Principal.

- **Higher Studies:** Application of faculty members desirous of seeking higher studies are considered for Study Leave on case to case basis.
- **Assessment and Increment:** Annual increment is considered after completion of one year from the date of joining and shall be effective from the month of April, August, December- which ever month comes first after completion of one year. Increment is subject to satisfactory performance.

IES INSTITUTE OF TECHNOLOGY & MANAGEMENT

Promotion Policy

Criteria for promotions

Appraisal Process:

The internal assessment is carried out on annual basis for

- a) Evaluation of faculty performance at the end of probation for confirmation,
- b) Assessment of faculty performance for consideration of increments and promotions.

The appraisal forms are filled by every faculty member and submitted to HR & HR checks the formats and seeks comments of HOD's & Principal. The overall comments are then put up to HR Committee.

The following factors are considered for the final recommendation:

- Faculty member's attainment of defined objectives and goals.
- Contributions made at department & college level
- New additions at department & college level
- Self-development through Skill additions & research orientations
- Publication of research work

- Supervision of projects
- Development of subordinates
- Quality of classroom teaching
- Promptness in completing assignments
- Interaction with industry for industry training

The above factors have defined weightages. The evaluation is done based on self appraisal, remarks of HOD and principal in a fair and objective manner.

Following is the eligibility criteria for promotion:

S No	Level -From to	Min Qualifications	Min years of service	Research Paper	Ph.D. Guided	360Degree Feedback
1	Assistant Professor to Associate Professor	Ph.D in relevant discipline	Minimum of 3 years of experience as Assistant Professor	2 research publications in SCI journals / UGC / AICTE approved list of journals.		5 to < 8
		Ph.D in relevant discipline	Minimum of 3 years of experience as Assistant	1 research publications in SCI journals / UGC / AICTE		08 to 10

			Professor	approved list of journals.		
2	Associate Professor to Professor	Ph.D in relevant discipline	Minimum of 15years of experience in teaching / research / industry out of which at least 3 years shall be as Associate Professor.	6 research publications in SCI journals / UGC / AICTE approved list of journals	01	08 to 10
		Ph.D in relevant discipline	Minimum of 15years of experience in teaching / research / industry out of which at least 3 years shall	6 research publications in SCI journals / UGC / AICTE approved list of journals	02	5 to < 8

			be as Associate Professor.			
		Ph.D in relevant discipline	Minimum of 16years of experience in teaching / research / industry out of which at least 3 years shall be as Associate Professor.	4 research publications in SCI journals / UGC / AICTE approved list of journals	02	08 to 10

IES INSTITUTE OF TECHNOLOGY & MANAGEMENT

Leave Entitlement

Leave entitlement is as below for Faculty & staff.

S.No.	Type of Leave	Entitlement	Remark
1	Casual leave	12 CL / year 12 CL / year	Faculty Other Staffs
2	Short leave	06 / year	Faculty/ Staffs
3	Medical leave	05 / year	Faculty/ Staffs
4	Semester Break leave	05 / semester break	For faculty after completion of one year
5	Study Leave	After Completion of Minimum 02 years	Case to case basis
6	Maternity Leave	90 days	Only for female
7	Paternity Leave	15 days	Only for Male
8	Marriage leave Tragedy in blood relation	07 days 13 days	Faculty/ Staffs

An employee should apply for the leave in advance and get it sanctioned from the authority. In Case of any emergency faculty can inform the authorized person through message/call.

Authority for sanction of Leave: (CL/EL/SL/ML):

S.N.	Levels	Sanctioning Authority
1	Principal	Secretary, Infotech Education Society
2	HODs	Principal
3	Faculty/Lab I/C	HOD

IES INSTITUTE OF TECHNOLOGY & MANAGEMENT

Responsibilities of Employees

Responsibilities of the Principal:

The Principal shall be the head of the Institution and shall be responsible for:

- i. Planning of the establishment of various departments and the various administrative units of the college.
- ii. Coordination of various activities connected with admissions, teaching, conduct of examinations, and collection of fees, publishing course files, and manuals.
- iii. Identification and recruitment of suitable persons to man the various departments and administrative units.
- iv. Development of various laboratories, Computer centre, library and all other facilities required.
- v. Maintaining cordial relationship with the university authorities, Directorate of technical education, AICTE and such other policy making bodies.
- vi.
 - a. Preparation of the minutes of meetings
 - b. Preparation of the budget for approval of management
 - c. Regularly apprising the management about the various activities.
- vii. Planning of functions of Sports, Cultural & Technical events. Steering organization of seminars, symposia, short-term training programme and Faculty developments Programmes.

Responsibilities of Heads of Departments(HOD's):

- i. Administration of the department in respect of regularity, punctuality, distribution of teaching work and laboratory work among the staff and ensure completion of syllabus in time as per academic calendar.
- ii. Maintain the relevant topic-wise files and ensure “place for everything and everything in its place”.
- iii. The HOD should be well informed about the activities and programs of other professional colleges and institutions. HOD should maintain good professional contacts with the faculty of IITs, NITs and other reputed Universities and colleges in the country.
- iv. Preparation of class-wise timetables.
- v. Ensure compilation of student’s attendance and sessional marks and maintain the relevant files and records for future reference.
- vi. Coordinate the work in connection with the preparation of course files, laboratory manuals and such other documents and updation from time to time. Development of various laboratories and arrangements for regular maintenance, updation of the laboratories by procuring the equipment required to perform experiments listed in the syllabus.
- vii. Maintain laboratory-wise stock registers one for capital equipments and the other for components & spares.
- viii. Procure spares and components and stock them and maintain inventory laboratory-wise.
- ix. Coordinate the activities of technical associates, IE(I), ISTE, CSI, IEEE and such other professional associations.
- x. Organize special lectures by experts, technical staff, seminars & conferences and refresher courses.
- xi. Encourage the faculty and staff to improve their academic qualifications without effecting normal curriculum.

- xii. Encourage students to develop communication skills, report writing, debating and group discussions etc.
- xiii. Maintaining cordial relations with local industries and also develop contacts in general with industry and R & D organizations in the country.
- xiv. Extend all possible help to students of the department for training/project work/professional employment.
- xv. Enhance the computing skills of the students of the department and organize refresher courses to make up deficiencies.

Responsibilities of Teaching Staff:

Academic Responsibilities:

- i. Classroom Instruction & Laboratory Instruction of high quality in line with the syllabus prescribed by University and relevant advanced topics beyond syllabus.
- ii. To develop curriculum, learning resource materials and laboratories.
- iii. To actively participate in co-curricular and extra-curricular activities of the college and those organized by other institutions.
- iv. Guidance and counselling to promote personal, ethical, moral and overall character of students.
- v. To keep abreast of new knowledge and skills and dissemination of such knowledge through publication of papers, books and seminars etc.
- vi. Self development through up-gradation of qualification and participation in professional activities.

Administration:

- i. To participate actively in academic and administrative management of the institution and also in policy making.
- ii. Planning, monitoring, evaluation and promotional activities at department and institutional level.
- iii. To prepare project proposals for funding in vital areas of R & D.
- iv. Laboratory development and modernization.
- v. To monitor and evaluate academic and research activities.
- vi. To participate in policy planning at the Regional/National level for development of technical education.
- vii. To help mobilization of resources for the institution.
- viii. To plan and implement staff developmental activities.
- ix. To maintain accountancy and to conduct performance appraisal.
- x. To provide non-formal modes of education for benefit of community.
- xi. Any other relevant work assigned by the head of the Institution.

Research & Consultancy:

- i. To actively involve in Research and Development activities, Research guidance and industries sponsored research.
- ii. To provide consultancy and testing services by providing extension services and participating in community services.
- iii. To promote the spirit of entrepreneurship with an aim of creation of jobs.

Ethical Standards for Teachers :

- i. Shall live and lead by example in every sphere of conduct particularly to inculcate a noble culture in students.
- ii. Respect parents, teachers and elders.
- iii. Express the love of brotherhood to fellow students.
- iv. Accept and extend due respect to every religion.
- v. Respect and love the nation.
- vi. Have a sense of belongingness to the institution.
- vii. Total dedication to the teaching profession.
- viii. An urge to excel in professional expertise.

A Teacher- Do's & Don't

- i. Shall wear respectable attire, befitting the society's expectations and shall keep up immaculate personal hygiene at all times.
- ii. Shall always listen to students with concern, whether it be in respect of doubts or it be relating to any personal help.
- iii. Shall always motivate the students, giving them a feeling of comfort and encouraging them.
- iv. Shall attend to parents as a true representative of the institution, clarify their doubts with concern and help understanding the system in a better manner. Assist them in solving the problem and guiding them properly on how and who to approach for further help.
- v. Shall always give the parents authentic and correct information.
- vi. Shall always accept the entire fellow teachers, honor their sentiments and respect their value system.

- vii. Shall always endeavour to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.
- viii. Shall never chew, smoke or consume alcoholic drinks.
- ix. Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation of ill feeling of any sort.

IES INSTITUTE OF TECHNOLOGY & MANAGEMENT

Governance (Delegation of financial powers)

IES has a firm belief in participative style of management and this is achieved by decentralizing & delegating its functions with empowerment at various levels in all spheres.

Delegation of Powers:

The empowerment up to the last level in the organization not only helps in effective & efficient functioning of the organization, but also generates self-confidence and sense of responsibilities in the individual.

Academics & Administration:

S.N.	Levels	Authority
1	Principal	Ensure implementation of MOM of Governing Body meetings & execute day to day academic activities.
2	HOD/Dean	To follow Principal's Instructions & ensure progress on advisory board meeting objectives.
3	Faculty	Compliance of all work delegated by HOD/Principal in respect of day to day activities, daily lab performance etc.

Expenditure (Yearly) & Recurring:

S.N.	Levels	Authority
1	Secretary, Infotech Education Society	Full but not exceeding budget limit as approved by Executive Committee. It is the responsibility of Principal to take sanction of Secretary for the

		expenses.
2	Principal	3,00,000/- & will be recouped after expenditures of 3,00,000/- .
3	HOD's	Rs. 25,000/-, imprest to be recouped
4	Coordinators/ Committee Heads	Rs. 25,000/-, imprest to be recouped

Infrastructure development & maintenance (Recurring):

S.N.	Levels	Authority
1	Secretary, Infotech Education Society	Full but not exceeding budget limit as approved by Finance Committee.
