

# **FACULTY SERVICE BYE-LAWS**

**(Amended in the 74<sup>th</sup> Meeting of the BoG held on 27.03.2008, 75<sup>th</sup> Meeting held on 20.8.2008, 77<sup>th</sup> Meeting held on 1.5.2009, 83<sup>rd</sup> meeting held on 26.07.2011, 84<sup>th</sup> Meeting held on 18.11.2011, 87<sup>th</sup> meeting held on 27.09.2013 & 92<sup>nd</sup> meeting held on 21.08.2015)**



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# **FACULTY SERVICE BYE-LAWS 2008**

(Framed under Section 15 of Memorandum of Association and Rules of IIFM Society)

## **Introduction :**

These Bye-laws shall be applicable to all Faculty members of the Institute. They may be supplemented, relaxed or amended by BoG from time to time.

For any other matters relevant to the Service conditions of the faculty, not specifically covered in these Bye-laws, the Institute shall be guided by the rules, norms and procedures as prescribed by Government of India from time to time.

## **01. Short Title & Commencement:**

- (a) These service conditions may be called amended "Indian Institute of Forest Management Faculty Service Bye-laws 2008",
- (b) It shall come into force with effect from such date as the Board of Governors, by resolution direct.

## **02. Application:**

These Rules shall apply to all the faculty members of the Institute irrespective of whether the appointment is prior or subsequent to the amended date.

## **03. Definition**

In these Service Bye-Laws, unless there is anything repugnant to the subject or context-

- (a) "Institute" means Indian Institute of Forest Management, Bhopal.
- (b) "Section" means a section of these Service Bye-Laws.
- (c) "Memorandum of Association & Rules" means Memorandum of Association & Rules of the Indian Institute of Forest Management Society",
- (d) "Board" means Board of Governors of the IIFM Society.
- (e) "Chairperson" means Chairperson of the Board of Governors.
  
- (f) "Director" means the Director of the Institute.

- (g) "Faculty" means the employee who occupies teaching positions in the Institute such as Professor, Associate Professor, Assistant Professor, Lecturer and such other posts as the Board may determine from time to time and declare as faculty.
- (h) "Selection Committee" means the Committee constituted by the Board of Governors or Chairperson, BoG as authorised by the Board of Governors under Article 15 (ix) of the Memorandum of Association & Rules.
- (i) "Government" means the Government of India.
- (j) "MoEF" means Ministry of Environment & Forests
- (k) "Dean" means one of the Professors among the faculty members as appointed by the Board.
- (l) "Disciplinary Authority" means the Director in case of minor penalty and Chairperson, BoG in case of major penalties.
- (m) "Appellate Authority" means the Chairperson of the Board in case of minor penalty and the Board in case of major penalty.
- (n) "Misconduct" includes negligence of duty, transgression or violation of any rule or instruction or order, insubordination offences involving moral turpitude and acts of omission or commission which are against the interest of the Institute.
- (o) "Adaptation" be made by following due procedures.
- (p) "Competent Authority" means any authority competent to exercise any power or to discharge any duty or function under these Bye-laws.

**04. Grades of Faculty:**

There shall be the following grades of faculty members in the Institute.

- (a) Professor
- (b) Associate Professor
- (c) Assistant Professor
- (d) Lecturer and
- (e) Such other grades as the Board may create from time to time.

**05. Eligibility:**

The following minimum academic qualifications are prescribed below :-

**Lecturer: Rs.8000-275-13500**

Ph. D with 1<sup>st</sup> Class Master's Degree in appropriate subject area.

**Assistant Professor: Rs.12000-420-18300**

Ph.D., with first class or equivalent (in terms of Grades etc.) at the preceding degree in the appropriate branch, with a very good academic record throughout and at least three years teaching/research/forestry/industrial experience

**Associate Professor: Rs.16400-450-20000**

Ph.D., with first class or equivalent (in terms of grades etc.) at the preceding degree in the appropriate branch, with a very good academic record throughout and a minimum of 8 years teaching/research/forestry/industrial experience of which at least 3 years should be at the level of Assistant Professor.

**Professor: Rs.18400-500-22400**

Ph.D., with first class or equivalent (in terms of Grades etc.) at the preceding degree in the appropriate branch with a very good academic record throughout and a minimum of 10 years teaching/research/forestry/industrial experience of which at least 5 years should be at the level of Assistant Professor/Associate Professor.

An outstanding engineer/technologists/forester/management professional working in Government/non-Govt./corporate sector and with established reputation and who has made significant contribution to knowledge but not having a Ph.D. degree could also be considered for appointment to the post of Associate Professor/Professor but only on contract basis. Such appointments should be made only sparingly and in extremely deserving cases with the approval of the Chairperson, BoG.

No one shall be eligible for appointment as a faculty member –

- (1) Unless he/she is found medically fit both in mind and in body, - a certificate duly signed by the Chief Medical Officer of Government Hospital shall be produced by any person who has been offered an appointment as a faculty member, before he/she is allowed to join;

(2) Unless he/she possesses good character and antecedents, - a certificate about good character from the Head of Institution last attended or served shall ordinarily accompany any application for any post of a faculty member, if he/she is not already in service of the Institute;

**Notes:**

1. On the recommendation of the Selection Committee, the appointing authority may give advance increments in the relevant scale to a candidate who possesses higher qualification and/or exceptional merit.

2. The term 'Contract' would also include deputation as per terms and conditions of deputationists approved by the Government of India from time to time.

3. Pay and allowances, Provident fund, Gratuity, Leave encashment, Advances, Increase in DA, Residential Accommodation, LTC including retirement age will be as per Gol (HRD) Rules from time to time as adopted by BoG and approved by MoEF for Professors, Associate Professors and Asstt. Professors.

The Lecturers will be governed by Pay and allowances, Provident fund, Gratuity, Leave encashment, Advances, Increase in DA, Residential Accommodation, LTC including retirement age will be as per Gol Rules from time to time as adopted by BoG and approved by MoEF.

**06. (a) Method of Recruitment**

Recruitment to faculty positions at all levels will be through open selection on All India basis and there will be no provision for internal promotion except Lecturer(These positions shall be governed by "Indian Institute of Forest Management Scientific & Lecturer (Faculty)Employees Recruitment Rules, 2006") . The existing faculty members would have to meet the criteria for open selection and compete with other candidates for any faculty positions that may be advertised for recruitment.

**(b) Selection Committee**

The Selection committee shall be constituted by the Board of Governors/Chairperson, BoG. The Selection Committee shall consists of the Chairman & one member from the members of the BoG, two subject experts from the panel of experts as approved by the Chairperson, BoG. The Director shall be the Member secretary to the Selection committee.

**07. Procedure for Direct Recruitment:**

Appointment by direct recruitment shall be made according to the following procedure, namely: -

(a) Any permanent vacancy in any post of a faculty member shall be advertised in newspapers and IIFM Website for wide circulation in the country.

(b) The scrutiny of the candidates would be done, based on advertisement criteria, by an internal committee constituted by the Institute and datasheets for all the candidates applied for the post is to be placed before the selection committee. All eligible candidates may be called for interview at such place and at such time as it deems fit. For the purpose of selection, the Selection Committee shall decide about the modality of selection and shall interview each of them as appear before it and shall prepare a list of names, for each vacancy. The Selection Committee shall recommend name(s) in the order of merit.

Provided that in exceptional cases and without relaxing the eligibility criteria, the Selection Committee may consider the names of any outstanding person for the faculty position, even though such person may not have formally applied. For this purpose, the Director may prepare a list of names of such persons in consultation with the experts in the area inside and outside of the Institute.

(c) The Chairperson, Board of Governors shall consider the recommendations of the Selection Committee and make appointment to fill up each vacancy from the respective list of names and the appointment list shall be placed before the Board for ratification.

(d) The inclusion of the name of any person in the screening list/ selection list confers no right on him to claim any post.

#### **08. Procedure for Faculty Members to be taken on deputation**

(i) The Director, IIFM shall identify number of faculty positions (Assistant Professor to Professor levels) to be filled up by the IFS officers on tenure post depending upon the academic requirements of the Institute.

(ii) Action shall be initiated three months in advance for circulation of the vacancies among the State Government/UT Administrations and other agencies for seeking nominations of eligible and willing officers. The position would also be advertised in newspapers/Employment News.

(iii) Nominations for posting at IIFM, Bhopal or any other location shall be sought by giving a minimum of two months time. (a) Bio-data (b) State Vigilance Clearance and (c) Annual Confidential Reports for five years preceding the year of circular shall accompany the nomination.

(iv) The State Governments shall be requested to ensure that officers, who are debarred from central deputation or are not sponsored for consideration for the posts till they complete debarment period and officers, who have not completed Cooling Off period are not nominated for the consideration as per the directives stipulated by the Ministry.

- (v) Nomination received on or before the due date shall be examined by a Committee duly approved by the Chairperson, Board of Governors (BOG) of IIFM with reference to fulfilling the essential and desirable qualifications, ACR grading, suitability for appointment to the posts, Cooling Off, Vigilance Clearance and other relevant factors, etc., and on the basis of interview the Committee shall prepare a panel for each post.
- (vi) The recommendations of the Committee shall be placed before the Chairperson, Board of Governors for obtaining his/her approval and then be sent to the Ministry for according the formal concurrence to make appointment (s) after obtaining the due clearances.
- (vii) The appointment of the selected officers shall be made only after formal approval of the Ministry is received.
- (viii) If an officer does not join within two months from date of issue of offer of appointment, the same would be treated as withdrawn.
- (ix) IIFM may change headquarter of the post with the concurrence of Ministry of Environment & Forests.
- (x) On recommendation of the Director, the Chairperson, BOG may constitute a Screening Committee, as applicable, considering appointment of IFS officers already serving in the Institute and fulfilling the prescribed eligibility criteria to a higher post, on deputation.
- (xi) In cases of extension of the approved tenures in respect of IFS officers, the Institute may recommend such extension, with the concurrence of the respective State Cadre Authorities and duly approved by the BOG, to the Ministry at least 3 months in advance of the date of giving effect such extension/curtailment.
- (xii) No cadre officer should be permitted to continue in IIFM without the prior approval of the Ministry and officers should be asked for repatriation immediately on expiry of the approved tenures without waiting for further directions of the Ministry, even if proposal is submitted to ministry seeking extension of tenure of deputation.
- (xiii) While issuing letter of offer of appointment, terms and conditions of appointment including designation, pay scale & headquarter of the post, tenure of deputation, applicable allowances, LTC, pension contributions, leave entitlement, medical facilities, etc, as per the terms & conditions issued by the MoEF from time to time, shall be clearly spelt out in the letter.
- (xiv) The Eligibilities and Screening Committees for Appointment of IFS officers on deputation to IIFM shall be as follows:



### **Eligibilities:**

- (a) Desirable qualification: An outstanding officer who have earned reputation for the field innovations, extensive field experience and Ph.D. degree. The person who has made significant contributions to knowledge demonstrated by academic publications but not having Ph.D. degree may also be considered.
- (b) Appointment of IFS officers on deputation to IIFM in the scale of **Rs.12000-420-18300** (corresponding to Deputy Conservator of Forests/Assistant Professor)

**Eligibility:** The IFS officers, who have **completed 9 years of service**, shall be eligible for appointment in the scale of Rs.12000-420-18,300 (Corresponding to Deputy Conservator of Forests) at any time during the relevant year subject to vacancies in the faculty positions.

- (c) Appointment of IFS officers on deputation to IIFM in the scale of **Rs.16,400-450-20,000** (corresponding to Conservator of Forests/Associate Professor).

**Eligibility:** The IFS officers, who have **completed 14 years of service**, shall be eligible for appointment or promotion in the scale of Rs.16400-450-20,000 (Corresponding to Conservator of Forests) at any time during the relevant year subject to vacancies in the faculty positions.

- (d) Appointment of IFS officers on deputation to IIFM in the scale of **Rs.18400-500-22,400** (Corresponding to Chief Conservator of Forests/Professor)

**Eligibility:** The IFS officers , who have **completed 18 years of service**, shall be eligible for appointment or promotion in the scale of Rs.18400-450-22,000 (Corresponding to Chief Conservator of Forests) at any time during the relevant year subject to vacancies in the faculty positions.

The Faculty members on deputation shall be governed by Faculty bye-laws and Performance Management Systems of IIFM during the deputation period.

- (e) Performance Management System:  
The IFS Officers on deputation shall be governed by Faculty Bye-laws and Performance Management Systems of IIFM during the deputation period. In addition to the above, the Institute should follow the CR writing procedure of Gol for IFS Officers on deputation.
- (f) Consultancy Rules:  
The Faculty members/IFS Officers on deputation shall be governed by the existing Consultancy Rules of IIFM during the deputation period.
- (g) Pay & Allowances:

Either Cadre pay or IIFM's pay as per the option  
by the Officers on deputation to IIFM plus  
Allowance as per Govt. of India Rules.

given  
Training

- (h) Leave Rules:  
As per IIFM Rules, which shall be beneficial to them.

**09. Date of Joining:**

A person appointed to the post of a faculty member whether by direct recruitment or on contract service shall join within three months of receipt of appointment order, failing which the appointment order is liable to be cancelled. Provided that in exceptional circumstances the Director may extend this period.

**10. Probation:**

Every person appointed to a faculty position by direct recruitment on a regular basis will be on probation for a period of two years. Provided that the period of probation may, for good and sufficient reasons, be extended by the Board of Governors for a period not exceeding one year at a time.

**11. Discharge of Probationer:**

A faculty on probation shall be liable to be discharged by the Board of Governors -

- (a) If his service during the period of probation is not satisfactory or
- (b) If he fails to comply with any provisions of these Bye-laws; or
- (c) With three months notice, or three months pay in lieu thereof at any time during the period of probation, in case the post is abolished.

**12. Confirmation:**

Every faculty member appointed to a permanent post by direct recruitment shall, on satisfactory completion of his period of probation, be confirmed in that post, unless he is considered unfit for confirmation under any of these sections.

**13. Special Pay:**

The Board of Governors may from time to time, grant special pay, incentives or honorarium for any of the post either individually or with reference to a grade of posts as considered appropriate.

**14. Initial Pay:**

- (a) On the first appointment to a post on a time-scale of pay, the initial pay of a faculty shall be fixed at the minimum of the time scale, unless under any other rules governing fixation of pay, it is required to be fixed at any higher stage.
- (b) If the faculty appointed to a post under the Institute had previously served in any other post under the Institute or under the Government or under any other Institution and at the time of appointment to the post in question was drawing a pay higher than the pay admissible to him under clause (a) above in a scale or pay similar to that of the post in question, then his pay will be fixed under FR 22(a) (ii).
- (c) If the scale of pay in the new appointment is higher than the scale of pay which the faculty was drawing before, then the pay of the faculty shall be fixed under FR 22 C.

**15. Increment:**

- (i) The Increment of a faculty in his time-scale shall accrue on the expiry of one year from the date of his joining the post.
- (ii) An increment shall ordinarily be drawn as a matter of course, unless it is withheld as a result of any disciplinary proceeding.
- (iii) No increment shall be sanctioned if the faculty member did not submit the Academic activity plan.

**16. Conduct, Penalty, Appeal and Review**

**(A) Conduct Rules :**

The following acts of omission and commission, which are illustrative but not exhaustive, shall be deemed to constitute misconduct and will entail disciplinary action, namely :-

- (i) Every faculty member of the Institute shall at all times maintain absolute integrity and devotion to duty, shall conform to and abide by these Byelaws and shall observe, comply with and obey all orders and directions which may, from time to time, be given to him in the course of his official duties by any person or persons under whose jurisdiction, superintendence or control he may, for the time being, be placed.
- (ii) No faculty shall, by any express or implied act of omission or commission, do anything which may have the effect of compromising the interest, aims and objects of the Institute or embarrassing the relationship of the Institute with State/Central Govt. or its agency.
- (iii) No faculty shall give directly or indirectly any official document or information to any person to whom he is not authorized to do so.

- (iv) No faculty shall disclose any information internal to the Institute to persons not connected to the Institute.
- (v) No faculty shall, except with the prior sanction of the Director, give evidence in connection with any inquiry conducted by any person, committee or authority. However, this restriction shall not apply to the evidence given to the following with prior information given to the Director:
  - a. An enquiry before an authority appointed by State/Central/UT Government, Parliament, State Legislature or the Institute; or
  - b. Any judicial or quasi judiciary inquiry; or
  - c. Any departmental inquiry ordered by the Institute or by the government.
- (vi) Every faculty shall serve the Institute honestly and faithfully and shall use his /her utmost endeavour to promote the interest of the Institute and shall show courtesy and attention in all transactions.
- (vii) No faculty shall participate, directly or indirectly, in politics or stand for political elections.
- (viii) No faculty shall engage or participate in any demonstration which involves incitement to an offence nor shall he/she resort to or abet any form of strike.
- (ix) No faculty shall, except with the previous sanction of the Director of the Institute or a person authorised by him by a written order, own wholly or in part, or conduct or participate in the editing or managing of, any newspaper or other periodical publication other than scholarly publications.
- (x) No faculty shall, except with the previous approval of the Director of the Institute or a person authorised by him by a written order engage directly or indirectly in any trade or business.
- (xi) No faculty shall, accept, solicit or seek any outside employment or office, whether honorary or compensatory, without the previous sanction of the Director of the Institute or a person authorised by him by a written order.
- (xii) No faculty shall undertake part-time work for any person, organization or institution or accept fee therefore without the prior sanction of the Director of the Institute or a person authorised by him by a written order who shall grant sanction only in exceptional cases when he is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Institute may, while granting such sanction, stipulate that any fee received by the faculty for undertaking the work shall be paid, in whole or in part, to the Institute.

- (xiii) A faculty shall not absent himself from his duties without having obtained the permission of the leave sanctioning authority, nor shall he absent himself in case of sickness or accident without submitting a medical certificate from a medical practitioner authorised by the Institute.

Provided that in case of unforeseen emergency a faculty normally be allowed to avail of one day's casual leave without prior sanction, subject to the condition that the leave sanctioning authority is promptly informed of the circumstances in which prior sanction could not be obtained.

- (xiv) A faculty shall so manage his private affairs as to avoid habitual indebtedness or insolvency.
- (xv) Negligence or failure to perform duties such as lectures, invigilation, evaluation, submission of grades and other matters connected with teaching and examinations in the Institute.
- (xvi) Furnishing false information regarding age, qualifications, including percentage of marks and previous employment at the time of joining the Institute or during the course of employment.
- (xvii) Professional dishonesty, including plagiarism.
- (xviii) Taking or giving illegal gratification.
- (xix) Using offensive language/tone in official communications.
- (xx) Commission of any act which amounts to an offence involving moral turpitude or bigamy or disorderly conduct.
- (xxi) Bringing disrespect to the Institute while talking in a public forum or otherwise.
- (xxii) Fraud, misappropriation and acts amounting to offences of financial nature.
- (xxiii) Tampering or fabricating official records.
- (xxiv) Unauthorized overstay of leave and habitual late attendance.
- (xxv) Undue discrimination among students.
- (xxvi) Unauthorized collection or expenditure of funds on behalf of the Institute.
- (xxvii) Unauthorized over stay, occupation or sub-letting of the quarters of the Institute.

- (xxviii) Employment or engagement, for or without money, in day or night, anywhere without prior sanction of the competent authority.
- (xxix) Disobedience of any lawful order or instruction of the superiors authorities and insubordination to them.
- (xxx) Unwelcome sexually determined behaviour.
- (xxxi) Making any form of official communication including electronic mail which vitiates the collegial atmosphere of the Institute.
- (xxxii) Misuse of the Institute's infrastructure facilities.
- (xxxiii) Bringing or attempting to bring any political or outside influence to bear upon any superior authority to further the faculty's interest in respect of matters pertaining to his service in the Institute.
- (xxxiv) Corresponding/communicating to the higher authority bypassing the Director and sending advance copy without giving sufficient time for forwarding it to the higher authority.
- (xxxv) Not honouring commitment made to the external parties as a part of the consulting assignment taken up with the permission of the Institute. Not honouring the commitment in teaching, training, research or such other academic activities by which Institute is brought in disrepute.
- (xxxvi) Forming Union and resorting to or abetting any form of strike,
- (xxxvii) Joint representation in matters of common interest. This is subversive of discipline.
- (xxxviii) Any other conduct which is unbecoming of a member of the teaching staff.

## **( B ) Penalty**

Any one or more of the following penalties may be imposed by the Director/ disciplinary authority for good and sufficient reasons, on a faculty who commits a breach of any of the by-laws , or who displays negligence, inefficiency or indolence, or who knowingly does anything detrimental to the interest of the Institute or conflicting with the instructions or who commits a breach of discipline, or is guilty of any misconduct or any other act prejudicial to good conduct:

- (i) Censure;
- (ii) Withholding of one or more increments either permanently or for a specified period and non-consideration of a case for promotion either permanently or for a specified period;

- (iii) Recovery from pay or such other amount as may be due to him, of the whole or part of any pecuniary loss caused to the Institute by his negligence, breach of orders, or misconduct;
- (iv) Compulsory retirement;
- (v) Dismissal from Institute' service which shall be a disqualification for future employment at the Institute;

Penalties enumerated in (i) to (iii) above are minor penalties and those enumerated in (iv) to (v) above are major penalties.

### **(1) Imposition of minor penalties**

No order imposing a minor penalty shall be passed except after the faculty is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and given an opportunity to make any representation he may wish to make and such representation, if any, is taken into consideration by the Director for imposing minor penalties.

### **(2) Imposition of major penalties/Disciplinary procedures**

No order imposing any major penalty on a faculty shall be passed by the disciplinary authority without following the procedure as under:

- (i) There must be one or more allegations against the faculty member.
- (ii) There must be a preliminary inquiry into the facts alleged to have been committed by a Faculty member of the Institute not below the rank of the concerned faculty or by a member of the Board or any other external person approved by the Director, to determine prima facie whether there are sufficient grounds for proceeding further or drop the allegations as unfounded.
- (iii) If the charges are not dropped, the Director shall call for an explanation from the concerned faculty as to why a disciplinary proceeding shall not be initiated against him on the allegations. The concerned faculty shall be informed of the allegations and the fact that on preliminary inquiry the same, prima facie, appears to be true.
- (iv) On receipt of the explanation of the concerned faculty, the Director shall consider the same and decide whether it is satisfactory and the matter should be dropped, or it is not satisfactory and disciplinary proceeding needs to be initiated. If, however, the concerned faculty admits the allegations, the Director shall recommend to the Chairperson- BoG a penalty without any inquiry. On approval, it would be implemented by the

Director. If the concerned faculty contests the allegations and it is decided to initiate a disciplinary proceeding, the Director shall frame specific charges in writing, simultaneously calling upon him to submit a written statement of his defence and exercise his option as to whether he wants to be heard in person. Copy of all relevant and permissible documents shall be supplied to the concerned faculty on his requisition before he submits his written statement of defence.

- (v) On receipt of the written statement of defence or if no such statement is received within the time specified, the Institute shall appoint a board of enquiry or an enquiry officer for the purpose under intimation to the Chairperson, BOG. The Director may nominate a presenting officer to present the case in support of the charges before the enquiry officer. The Director shall simultaneously ask him and the presenting officer to appear before the enquiry officer on a particular day at a specified time and place to take further orders from him. The enquiry officer shall also be intimated of such facts.
- (vi) The enquiry officer shall receive all relevant oral and documentary evidence, first from the side of the presenting officer and then from the side of the concerned faculty. He will conclude the enquiry and submit a report of the enquiry to the Director, recording the findings on each charge with reasons therefore.
- (vii) The Director shall send the report to the disciplinary authority, Chairperson, BoG for the consideration of the report, the record of enquiry, and the record of its findings on each charges.
- (viii) The Chairperson, BoG shall consider the Enquiry Officer's report and impose penalty as deemed fit. The Director shall communicate the final proceedings imposing the penalty to the delinquent faculty indicating the period of one month within which an appeal shall lie with the BoG.

**(C) Appeal:**

- (i) Every faculty shall have a right of appeal to the Chairperson, BoG against an order imposing any minor penalty and to the Board against an order imposing any major penalty.
- (ii) No appeal shall be entertained unless it is submitted within a period of 30 days from the date on which the appellant receives a copy of the order appealed against.
- (iii) The appellate authority shall pass orders setting aside, reducing, confirming or enhancing the penalty; confirming or revoking the suspension; or remitting the case to the authority which passed the order appealed against with such direction as it may deem proper in the circumstances of the case.



Provided that enhanced penalty shall not be imposed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty.

Provided further that if the proposed enhanced penalty requires an enquiry and such enquiry has not already been held in the case, the appellate authority shall itself hold such enquiry or direct that such enquiry be held and thereafter on consideration of the proceedings of such enquiry and after giving the appellant an opportunity of making any representation which he may wish to make against such penalty, pass such order as it deems fit.

- (iv) All appeals should be disposed of as expeditiously as possible and in any event not later than 6 months from the date of receipt of the appeal by the appellate authority. But no appellate order shall be rendered illegal or void on the sole ground of delay in disposal of the appeal provided the order specifies good and sufficient reasons for such delay which may or may not include reasons attributable to the appellant exclusively.

**(D) Review:**

A review petition against the order passed by the Appellate authority, if preferred within one month of such order, shall lie with the President of Society, whose decision shall be final. No review shall be entertained in respect of minor penalty.

In the absence, if there is any matter which is not specifically provided for, the provisions of CCS (CCA) Rules-1965/its amendments will apply.

**17. Suspension:**

Institute interest should be guiding factor in deciding to place a Faculty under suspension, and the disciplinary authority, should have discretion to decide this taking all factors into account. However, the following circumstances are indicated in which a Disciplinary Authority may consider it appropriate to place a Faculty under suspension.

**(A) The Director may place a faculty under suspension:**

- (1) a.** Where a disciplinary proceeding against him is contemplated and his continuance in the post will prejudice the investigation/enquiry,

and or

- b. Where the continuance in office of the Faculty is likely to seriously subvert discipline in the Institute,  
and or

- c. Where the continuance in office of the Faculty will be against the

wider public interest such as there is public scandal and it is necessary to place the Faculty under suspension to demonstrate the policy of the Institute to deal strictly with Faculty involved in such scandals, particularly corruption,

Certain types of misdemeanor where suspension may be desirable are indicated below :-

- i) any offence or conduct involving moral turpitude,
- ii) corruption, embezzlement or misappropriation of Institute's money, possession of disproportionate assets, misuse of official powers for personal gain;
- iii) serious negligence and dereliction of duty resulting in considerable loss to Institute;
- iii) desertion of duty;
- v) refusal or deliberate failure to carry out written orders of Director.

**(2)** A faculty detained in police or judicial custody for a period exceeding 48 hours shall be deemed to have been suspended with effect from the date of detention, by an order of the Director, and shall remain under suspension until further orders.

(3) A faculty shall remain under suspension until the order of suspension is removed.

**(B) Pay during suspension:**

A faculty under suspension shall be entitled to such pay and allowance as specified below:

- (i) A faculty under suspension shall be entitled to subsistence allowance at the rate of 50% of the salary, provided that where the enquiry is prolonged beyond 180 days for reasons directly attributable to the faculty, the subsistence allowance shall, for the period exceeding 180 days, be reduced to 25% of such salary,

- (ii) When the suspension of the faculty is held unjustified or the faculty under suspension is reinstated, the disciplinary, appellate or reviewing authority, as the case may be, may grant him for the period of absence from duty :—
  - a. If he/she is acquitted of charge, the full pay and allowances which he would have been entitled to if he had not been suspended less the subsistence allowance;
  - b. If otherwise, such proportion of pay and allowance as the disciplinary, appellate or reviewing authority may prescribe.
- (iii) No order passed under Bye-law 17 (B)(ii) above shall have the effect of compelling any faculty to refund the subsistence allowance payable under Bye-law 17(B)(i) above.
- (iv) In case of acquittal of charges, the period of absence from duty will be treated as a period spent on duty. In other cases it shall not be so treated, but the disciplinary, appellate or reviewing authority may, at its discretion, grant leave for the period to the extent admissible to the faculty under these Bye-laws. Any period of absence which has not been treated as period on leave in such case, shall not count as service for any purpose under these Bye-laws, but will not constitute break in service.

In the absence, if there is any matter which is not specifically provided for, the provisions of CCS (CCA) Rules-1965/its amendments will apply.

## **18. Termination of Service:**

The services of any faculty are liable to be terminated under the following circumstances: -

- (i) If he/she is on probation - then, according to the provisions of the Section 11 above.
- (ii) If he/she has been appointed temporarily for a specified period - then, without any further notice, on the expiry of such specified period;
- (iii) If he/she has been appointed temporarily without specification of any period - then, with one month's notice, or on payment of one month's pay in lieu of notice;
- (iv) If he/she has been declared to be physically or mentally unfit for performing his normal duties by a Medical Board constituted by the Institute which should include at least one specialist in the branch to which the disability relates, - then, on six month's notice or on

payment of six month's pay in lieu of notice; provided that such notice shall take effect only after all the admissible leave due to him has been granted;

- (v) If he/she has been on contract service, then, subject to the terms and conditions of the contract, at any time on three month's notice, or on payment of three month's pay in lieu of notice;
- (vi) The Faculty Members whose Performance Assessment through PMS is consistently poor during last three years can be terminated. Teaching feed back for continuous three years may be considered by the FDEC as one of the component of evaluation.

In the absence, if there is any matter which is not specifically provided for, the provisions of CCS (CCA) Rules-1965/its amendments will apply.

#### **19. Retirement:**

- a) \*Except as otherwise provided in this rule, every Faculty Member shall retire from service on the afternoon of the last day of the month in which she/he attains superannuation or at the last day of trimester provided that she/he has been assigned teaching assignment during the said trimester.
- b) Notwithstanding anything contained in this clause, the Chairperson, BOG shall, if it is of the opinion that it is in the Institute's interest to do so, have the absolute right to retire any Faculty Member by giving him /her notice of not less than three months in writing or three month's pay and allowances in lieu of such notice, if he had entered the service before attaining the age of 35 years, after he has attained the age of 50 years; and in any other case after he has attained the age of fifty-five years.

The case of faculty members covered by clause (b) above should be reviewed three months before they attain the age of 50 or 55 years of age, as the case may be, by Faculty Development and Evaluation Committee(FDEC), to which all such cases shall be referred for recommendations as to whether the Faculty Member concerned should be retired from service in the public/Institute's interest or whether he should be retained in service. The base for assessing the eligibility shall be Faculty Performance Management System.

- (*\* Amended*)
- c) Any Faculty Member may be, by giving notice of not less than three months in writing to the appropriate authority retire from service after he has attained the age of fifty years, if he had entered the service before attaining the age of 35 years and in all other cases after he has attained the age of fifty years: provided that -

- i) It shall be open to the appropriate authority to withhold permission to a faculty Member under suspension who seeks to retire under this scheme.
- ii) A Faculty Member, who has elected to retire under this Bye-laws and has given the necessary intimation to that effect to the appointing authority, shall be precluded from withdrawing his election subsequently except with the specific approval of such authority:

Provided that the request for withdrawal shall be within the intended date of his retirement.

**Note:** **The three month's notice referred to above, may be given before the Faculty Member attains the age specified in clause (b) and (c), provided that the retirement takes place after he has attained the relevant age.**

#### **20. Re-employment:**

A Faculty Member to whom the above clause (19 (a)) applies, may be re-employed on such terms and conditions as may be fixed by the Board of Governors, if such re-employment is in the Institute's interest and the grounds therefore are recorded in writing. The guidelines for Reemployment are as follows:

- i) The Institute should feel the need for expertise in the concerned faculty area,
- ii) The faculty member should be appointed on re-employment for two years only,
- iii) There should be a formal request/application from the faculty member for such re-employment,
- iv) The faculty member whose performances are very good during the preceding five years of his retirement (above six credit points academic performances every year),
- v) The faculty member who has been greatly involved in research and during last three years has published in different peer reviewed referred journals and has written books/ monographs/reports etc.,
- vi) Should possess sound interpersonal relationship with fellow faculty colleagues,
- vii) No pending Departmental Enquiry against him/her,

- viii) Should possess good health,
- ix) The Personnel Selection Committee of the Board with one outside expert in the concerned area (from the panel of experts approved by the Chairperson, BoG) shall examine the cases of individual faculty members those who are eligible under these criteria and recommend whether he/she should be taken on re-employment basis or not.
- x) The recommendation of the Personnel Selection Committee shall be approved by the Chairperson, BoG. and accordingly order may be issued by the Director.
- xi) The pay shall be fixed as per GoI rules on re-employment.

Provided further that the appropriate authority shall have the right to terminate the re-employment of service before the expiry of such re-employment by giving a notice in writing of not less than one month, or, pay and allowances in lieu of such notice.

## **21. Resignation:**

- (i) Faculty who has been confirmed to the post may resign from the service of the Institute at any time by giving three month's notice in writing or paying an amount equal to three month's pay in lieu of notice or the pay for the period of shortfall,
- (ii) A Faculty appointed temporarily without specification of period may resign by giving one month's notice,
- (iii) No resignation shall be effective, unless it is accepted by the Chairperson, BoG, and the same will be put up to BoG for Ratification.
- (iv) The Chairperson, BoG, may in special circumstances permit a faculty to resign at shorter notice without the payment of the amount payable for the shorter notice,
- (v) A faculty resigning from the service of the Institute without prescribed notice shall not be entitled to draw any pay due but not yet drawn, except where the Chairperson, BoG directs otherwise in any special circumstances,

## **22. Grievances, Redressal Mechanism:**

The Institute shall constitute a Grievance Redressal Committee consisting of two Senior Faculty members and one member BoG as Chairperson to redress the grievances of the faculty members.

### **23. Leave Rules:**

The faculty may be sanctioned leave as shown below. This will be subject to the condition that leave can not be claimed as a matter of right and when the exigencies of the Institute so require, discretion to refuse or revoke leave of any description is reserved to the sanctioning authority. Ordinarily leave will not be granted to the faculty members in the middle of the academic term.

#### **(a) Casual Leave & Restricted Holidays**

As per rules of the Government of India.

#### **(b) Earned Leave & Vacation Leave:**

- (i) Faculty members will normally be entitled to vacation of 60 days from the 2<sup>nd</sup> week Saturday of April to the 2<sup>nd</sup> week Sunday of June instead of earned leave. If a member of the faculty required to stay back in the Institute during the vacation, s/he will be eligible for getting Earned leave in the ratio of 2:1 (Vacation leave to EL).
- (ii) The existing ceiling on accumulation of EL is as per Gol.
- (iii) The ceiling for availing of the benefit of encashment of unutilized earned leave shall be as per Gol in respect of the following categories:
  - a. Retirement of attaining the age of superannuation,
  - b. Voluntary / Premature retirement,
  - c. Where the services of a faculty are terminated by notice or by payment of pay and allowances in lieu of notice or otherwise in accordance with the terms and conditions of his/her appointment.
  - d. In the case of death of a faculty while in service, to the family of the deceased,
  - e. On absorption of a faculty in the Central Government / Central Public Sector Undertaking/ autonomous body wholly or substantially owned or controlled by the Central / State Government, the encashment of EL would be as per Gol rules.

(iv) A faculty who resigns or quits service shall be entitled to encash equivalent in respect of earned leave at credit on the date of cessation of service would be as per GoI Rules.

(v) The benefit of encashment of 10 days earned leave at the time of availing Leave Travel Concession (LTC) is subjected to the following conditions :

- a. The total leaves so en-cashed during the entire career does not exceed 60 days in the aggregate,
- b. Earned leave of at least an equivalent duration is also availed of simultaneously by the employee,
- c. A balance of at least 30 days of earned leave is still available to the credit of the faculty after taking into account the period of encashment as well as leave, and
- d. The period of leave en-cashed shall be deducted from the quantum of leave that can be normally en-cashed by the faculty / his family at the time of superannuation or voluntary / premature retirement or termination or death or resignation or cessation of service, as the case may be.

**(c) Maternity, Paternity Leave & Child Care Leave**

As per rules of the Government of India.

**(d) Half Pay Leave**

As per rules of the Government of India.

**(e) Commuted Leave**

As per rules of the Government of India.

**(f) Leave without pay(Foreign Service)**

The following norms for leave-on-duty-without-pay for taking up academic assignment by the faculty member to a reputed institution will apply:



- (i) Faculty members may avail leave-on-duty-without-pay for legitimate academic works/activities supported by offer letter from the reputed institution,
- (ii) The leave will be approved by the Chairman, BoG, if s/he is satisfied that there will not be any major dislocation in the Institute's activities and that the Institute is also likely to benefit from the academic assignment being offered to the Faculty.
- (iii) Such leave can be granted upto a period of one year to the faculty who has completed three years of continuous service at the Institute. Those who have completed continuous service for a period of six years may be granted leave upto two years. The Institute has the discretion to relax the period of service or of leave by a few months in deserving cases. Continuous two years LoD without pay should be allowed very sparingly. However, if any faculty member get selected as Director of a national level academic Institution, such LoD without pay may be extended to a maximum period of five years.
- (iv) A faculty member who has availed leave without pay has to be on continuous pay service of the Institute for three years to become eligible for one year leave without pay and six years continuous service to become eligible for two years leave without pay again. Continuous two years leave should be allowed very sparingly.
- (v) Provident Fund contributions of the Institute & GIS contributions during the period of leave has to be paid by the faculty member to IIFM.
- (vi) A faculty member may be allowed to avail leave-on-duty without pay twice in his/her career at IIFM.
- (vii) The faculty availing Leave on Duty(LoD) should submit the details of work performed every year and a Performance Report from the organization be submitted at the time of joining back from LoD.

**(g) Sabbatical Leave:**

- (i) Sabbatical leave shall be granted exclusively for academic work at

any relevant reputed institution in India and abroad. It will be solely for the objective of increasing the proficiency and usefulness of faculty to the Institute.

- (ii) A faculty is eligible for one year sabbatical leave including vacation after the completion of six years of regular service to be utilized for completing research projects, follow-up publications in referred national / international journals and writing books.
- (iii) Faculty must have at least three years service after completion of sabbatical leave.
- (iv) Faculty may apply for sabbatical leave on the basis of letter of Invitation/acceptance from a host Institution or for any other legitimate academic pursuit.
- (v) On completion of sabbatical leave faculty will submit a detailed report of work done including the publications made during that period and objectives accomplished.
- (vi) Sabbatical leave may be taken maximum twice in the entire service period.
- (vii) Sabbatical leave can not be combined with any other leave.
- (viii) During the period of sabbatical leave faculty will be paid full salary and allowances as would have been otherwise admissible to him/her. However, perks and other privileges shall be dependent upon the place of work of the faculty during sabbatical leave.
- (ix) Faculty concerned will give an undertaking before proceeding on leave that he/she will utilize it for the bonafide purpose for which it is sanctioned and will not accept any commercial employment during the period of leave. He/she may however allowed to accept a fellowship or a research scholarship or adhoc/contractual teaching and research assignment with honorarium or any other form of assistance other than a regular employment.
- (x) If after rejoining duty he/she resigns within three years the salary paid to him/her during the period of sabbatical leave will have to be refunded.
- (xi) For all purposes the period of sabbatical leave will be treated as the period spend on duty.
- (xii) Grant of sabbatical leave is not a matter of right and the Institute will have to consider various aspects before approval of the grant of sabbatical leave.

- (xiii) Not more than one faculty member per faculty area may be permitted to avail sabbatical leave. Director's decision will be final in this regard.

Other than the leave permitted to faculty members from (a) to (h) above, Faculty members are not eligible for any other type of leave.

- Note :
1. Faculty members having consistently good performance as per Performance Management System of IIFM during last three academic years will be given the priority to go on sabbatical leave or Leave on duty without pay as a motivator to acknowledge their performance.
  2. Notwithstanding all the above clauses, at any point of time not more than 10% of the faculty members would be either on sabbatical or on leave on duty without pay.
  3. Faculty member desires to avail any kind of leave must apply well in advance and without getting the sanction order nobody shall proceed on leave.
  4. During the leave or otherwise, faculty member desires to go out of station, must take station leaving permission.
  5. Faculty after availing of earned leave / medical leave/ sabbatical leave etc. is required to submit the joining report.

#### **24. Other Perks & Privileges**

A Faculty member may be reimbursed with the facility of procuring professional magazines, periodicals, papers, etc. subject to his/her entitlement.

- (i) Full funding from IIFM once in three years, to attend one International Conference as a paper presenter where a paper has been accepted for full paper presentation.
  
  
  
  
  
  
  
  
  
  
- (ii) However, faculty members may attend one more International Conference per year with funding from outside sources during the academic year. Director may approve such cases considering the teaching and other academic commitments at IIFM.

(iii) Full funding from IIFM once in a year to attend one National Conference as a paper presenter or to chair a session.

(iv) However, faculty members may attend not more than three National Conference per year with funding from outside sources. Director may approve such cases considering the teaching and other academic commitments at IIFM.

(v) Reimbursement of telephone and mobile bills as per the entitlement .

(vi) Conveyance reimbursement as per Gol Rules.

## **25. Relaxation of Bye-laws**

The BoG in special circumstances, on case by case basis, may relax any of the provision/s of these Bye-laws in case of any hardship/anomaly.

## **26. Interpretation**

If any doubt arises as to the interpretation of these Bye-laws, it will be referred to the Board of Governors whose decision shall be final.

## **27. Validity of Past Decisions:**

Decisions taken prior to the commencement of these Bye-laws in respect of any matter previously dealt shall not be re-opened.

**Note : Wherever any clause is silent, the provisions contained in above Clauses, the provision of Central Civil Services (CCS) Conduct Rules 1964 and CCS (CCA) Rules, Govt. of India Rules mutatis mutandis shall be applicable to the faculty members.**

##

# **PERFORMANCE MANAGEMENT SYSTEM**

**(Amended in the 74<sup>th</sup> Meeting of the BoG dated 27.03.2008,  
and 84<sup>th</sup> Meeting held on 18.11.2011)**



**Indian Institute of Forest Management**

**Nehru Nagar, P B No.357, Bhopal 462 003**

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# Performance Management System for the Faculty members of the Indian Institute of Forest Management, Bhopal

## **1.0 Preamble:**

Institutions of higher learning continue to move on the path of excellence due to clear vision, the quality and efforts of their major constituents like, the Board, faculty members, students, officers and staff. The quality and image of any Institution ultimately is determined by the quality of its faculty, their actions and achievements. Faculties are self motivated and self governed persons with demonstrated scholarly aptitude and Institutes' of higher learning such as IIFM provides faculty autonomy in performing academic work of their choice within a framework. So, it is necessary to periodically review the faculty performance to ensure the following:

- i) It is in tune with the institutional and national requirements,
- ii) It is continuously benchmarked against the best in the class and sets new standards and exceeds it
- iii) It identifies gaps and helps competence building measures, and
- iv) It positively identifies high performers and under performers and helps providing appropriate signals for initiating corrective measures.

With the above in mind the following Performance Management System for Faculty (PMSF) at the Institute is being introduced with immediate effect.

The Performance Management System (PMS) at IIFM Bhopal should focus on the quality of work by faculty in different activities they undertake. Faculty at IIFM are expected to :

- a) teach in the Academic Programmes (PFM/FPM or similar type)
- b) offer and teach in Management Development Programmes (MDPs)
- c) teach and guide students in the Doctoral programme
- d) do research and publish in scholarly journals
- e) organize national/international workshops /seminar / conferences
- f) undertake consultancy assignments
- g) undertake institution building activities.

It is in relation to each of these activities that a faculty member's contribution is to be measured and a suitable mechanism to be evolved.

## **2.0 Work Norms (Expected Minimum Work Output)**

Six courses equivalent minimum performance is expected from an IIFM faculty in an academic year. It is expected that a faculty members require devoting 300 hours to teach a course which include teaching, preparations, assignments/quizzes/projects/question papers setting and evaluation etc. Hence they would be required to devote 1800 working hours in any academic year.

Therefore, minimum credit point to be earned by IIFM faculty in an academic year is as per the norm of "Expected minimum work output" as delineated in the faculty work norms.

To facilitate monitoring, the academic calendar will be from July 1 of an academic year to June 30 of the next year.

## **3.0 Quality Assurance**

For emphasizing quality in all endeavors, the following broad criteria will be used for different activities:

- i) Academic Programmes
  - a) Innovation in pedagogy
  - b) Development of new courses/new material
  - c) Students' feedback
- ii) MDP
  - a) Innovation in pedagogy
  - b) Level (middle management, senior management, top management) for which the programme is conducted
  - c) Participants' feedback
  - d) New Programmes floated according to clientele needs
- iii) Research publications
  - a) National/International; referred Journals
  - b) Registered Cases with teaching note
  - c) Books/Book Chapters in reputed Publishing house
- iv) Doctoral programme
  - a) Chairman of the Committee
  - b) Member of the committee
  - c) Member of the defense committee



- v) Workshops /seminar /conferences
  - a) Coordinator of the programme
  - b) Member of the programme
  - c) Chairing a session etc.
- vi) Institution building activities
  - a) Chairmanship
  - b) Membership
  - c) Board Membership/ outside Board Membership

#### **4.0 Faculty Performance Review**

The process of appraisal will consider, in addition to quantitative evaluation on the basis of faculty work norms, evaluation on qualitative performance which is reflected through the positive contribution of an individual faculty in overall development of the institute and the subject area of specialization, feedback of the academic activities like teaching in academic programme, MDP and reviews of research reports etc. Hence, the feedback for teaching, training and research shall be an integral part of the faculty performance appraisal.

The cycle for the performance appraisal system would be as follows:

- i) Maximum work load
- ii) MDP Load + Quality
- iii) Academic programmes' Load + Quality
- iv) Research and publications (Quantity + Quality)
- v) Doctoral programme
- vi) Workshops /seminar / conferences
- vii) Institution building activities

For collecting regular feedback, a questionnaire as currently in practice will be administered to the participants of MDP and to students of academic programmes by the respective task Chairpersons. This information will be shared by the concerned chairpersons with the Director. Consolidated feedback with mean, standard deviation, and range for the individual concerned and average for the terms will be shared with the individual faculty members. No individual faculty will take written feed back on the same/different proforma from Trainees/Students.

Every year in the month of February- March, Faculty members shall receive the soft copy of the Performa for the academic plan and work performed from the Director's office (Annexure A & B) and shall submit the same in the first week of June & July respectively.

However, the Compulsory course allocation meeting in the respective Faculty area should also take place by first week of April every year. The area should also discuss the elective courses to be floated by individual faculty member and the research and training agenda of the Area. The Area Coordinator shall communicate the same to the PFM/Director's office.

Director's office shall compile these data along with the feedback for teaching, training and research. This will follow with a meeting of the individual faculty members with the Director to complete the process of appraisal. The Appraisal Report of the Faculty members on deputation will be the basis for writing their confidential report.

Periodically, BoG constituted "Faculty Development and Evaluation Committee (FDEC)" will undertake a comprehensive evaluation of the faculty members. The period could be from 1-3 years and shall also include past performances data. In addition to the students / MDP participants feedback received on teaching/ training performance, comprehensive evaluation would involve obtaining assessment of research outputs from internal/external experts. The committee will recommend for appropriate action for the high performing and poor performing faculty members. Recommendation for the reward may be input to the selection committee at the time of selection of the faculty through open competition to higher position or academic incentives and for the punishment, it may be from stopping increments to termination to compulsory retirement.

### **5.0 Motivators for the faculty members**

The following are the suggested motivators:

- i) Longer duration placements in institutions of excellence through faculty exchange programme (Institute should initiate signing MOUs with different institutions of excellence and exchange faculty members)
- ii) Flexible norms for attending national and international seminars/conferences (faculty members may be permitted to attend generally two national conferences every year and once in three years one international conference.
- iii) Norms for Flexible Faculty Development Provisions for procurement of books, journals, memberships for professional society, software and hardware etc., would be as per the norms prevalent in the leading management schools.
- iv) Best researcher, teacher, and trainer (MDPs) award. Modalities of such award would be worked out in consultation with the faculty members.

These above measures will promote a “performance centric academic culture at IIFM Bhopal “ and shall provide academic freedom to the faculty members to plan their teaching, research and training agendas as per their specialization .

The Performance Management System needs to be reviewed periodically to make it simpler, effective and relevant to the context.

## **FACULTY WORK NORMS**

Faculty members being the knowledge worker of any academic Institution require performing many academic and other academic related administrative activities. Measurement of these activities, mostly intangible in nature, requires different approach. The most suitable approach for such type of situation is to develop work norms rather than job quantifications. These norms act as guidelines to the faculty members to select basket of academic activities by themselves keeping in mind the Institutional requirements.

### **BROAD GOALS FOR FACULTY WORK NORMS:**

1. Optimum utilization of faculty resources
2. Creating the right blend of academic activities based on ability and challenges in the field.
3. Balancing the work between activities which are non-remunerative and those for which faculty receives additional compensation.
4. Using it as a mechanism for faculty development.
5. Using it as faculty performance measurement by incorporating the qualitative performance of the faculty member

### **ISSUES OF CONCERN**

There are some issues of concern that exist in the campus. They may be classified as:

1. Perceived imbalance in workload across areas and individuals
2. Perception of market value of certain areas/courses
3. Unequal opportunity to participate in additional compensative activities.

### **ACTIVITY LIST**

Faculty members require performing different academic activities. The lists of activities are:

1. Academic Programmes teaching (PFM, FPM or similar type of courses)
2. Open/sponsored /in-company MDP
3. Ph.D. guidance
4. Academic Administrative Service (task/area chairmanships, committee memberships, admission test/interviews etc.)
5. Professional service (University examiner ship, journal refereeing, conference/seminar organizing, membership of board/ other external committees etc.).
6. Funded Projects (Research, infrastructure development)
7. Publications (and presentations at National/International conferences)
8. Consulting

## CRITERIA USED

Any work norm must satisfy the following basic criteria:-

- a. Objectivity
- b. Transparency
- c. General acceptability

## THE APPROACH

An output based approach is most appropriate since input efforts can vary across individuals and /or, at different points in time, depending on the nature of exercise at hand. Secondly, it was felt that only a set of broad guidelines would be adequate, as no great purpose would be achieved by going into umpteen categorizations and/or creating numerical equivalencies, merely for the heck of it.

## BASIC UNIT

For the purpose of developing such a broad guidelines **“PFM/FPM or related course” is taken as the basic unit.**

- a) **One PFM or related Course having 30 contact hours = 1 Credit Unit.**  
**(Credit units for different courses would be proportional to the contact hours.)**
- b) **One FPM/Ph.D/M.Phil Course having 30 contact hours =1.5 Credit Unit\***

Ideally, the maximum number of students in any course should be 60. However, marginal increase in the number may become necessary at times, depending on enrollment position. To accommodate such cases it has been decided that maximum number of students in any course would be decided mutually between the instructor and the PFM/FPM Chairperson, keeping in view class-room effectiveness, available sitting capacity in individual class-rooms, scheduling constraints etc.

## To Summarize:

- i) **One PFM or related course having a minimum of 15 students or  
A new course is floated first time with minimum 5 students = One Credit Unit (CU)**
- ii) **One PFM or related course having students between  
5 and 15 students = 0.8 Credit Unit(CU)**

**Any course (elective) run with less than 5 students would not earn any Credit**

## **EQUIVALENCES**

Work equivalence of other activities based on the expected time faculty members require to devote.

### **Academic activities other than class room courses**

1. CIS guiding work = 0.10 Unit
2. Dissertation guiding work = 0.30 Unit  
(No work Unit shall be considered if the project is assigned from the on going research projects)

### **Ph.D. Teaching/guidance activity**

1. Guiding a (Internal) Ph.D. student =1.00 Unit a year,  
(To be counted each year for the period of two consecutive years.) *(Not more than two credits in a year)*

(No Credit Unit for guiding Ph.D students of other Universities)\*

<b><u>MDP Activities</u></b>	<b><u>Sponsored</u></b>	<b><u>Fee Based</u></b>
1. Four-weeks of MDP Coordination	= 1.00 Unit	1.5 Unit
2. Three weeks of MDP	= .75 Unit	1.25 Unit
3. Two-weeks of MDP Coordination	= 0.50 Unit	1.00 Unit
4. Shorter duration ( between 3 and 5 days)MDP Coordination	= { 0.25 Unit { 0.30 Unit { 0.35 Unit	0.5 Unit 0.6 Unit 0.7 Unit

**One unit of work would be granted for every thirty hours of MDP teaching.** Credit on pro-rata basis would be available for actual number of sessions taken. For field visits, 50% of number of hours would be considered as number of contact hour sessions.

### **Research/Publication**

1. One refereed publication in International journal = 2.00 Unit  
(An international journal is one, which has international editorial board, international authors, international readership, and international subscription. The credit will be granted on final acceptance of the paper).
2. One refereed publication in National Journal/One Publication in Refereed international proceedings. = 1.00 Unit  
(The credit will be granted on final acceptance of the paper)

3. One registered case/refereed national proceedings = 0.50 Unit  
(A list of journals/proceedings to be classified as referred international/national, reputed publishing houses to be worked out by a faculty committee from time to time and shall be circulated to all the faculty members); (For joint authorship – 60% and 40% weightage for 1<sup>st</sup> and 2<sup>nd</sup> authors and 50%, 30% and 20% weightage shall be provided to first, second and third author respectively),
4. Course material development in the form of a booklet/  
Tech. No = 0.20 Unit  
(Copy of which must be made available to The PFM Office)
5. A paper presented in Seminar or Conference,  
not published in the Proceedings. = 0.15 Unit
6. One paper in non-refereed journals = 0.25 Unit  
(Not news paper articles)
7. One book (published by reputed publishing houses) = 2.00 Unit  
Otherwise it would be 75% of the credit unit
8. One book/conference proceedings (edited) = 1.00 Unit  
(Published by reputed publishing houses)  
Otherwise, it would be 75% of the credit unit
9. One conference proceedings (Published by IIFM)/  
IIFM Annual report = 0.5 Unit
10. Editing of Institute Journal/any other International  
Journal (Per Issue) = 1.00 Unit
11. Editing IIFM News Letter (Per Issue) = 0.10 Unit
12. Coordinating a national conference at IIFM = 0.5 Unit
13. Coordinating an international conference at IIFM = 1.0 Unit
14. Writing a book review = 0.10 Unit
15. Writing one book chapter = 0.25 Unit
16. Co-ordinating a workshop = 0.25 Unit
17. News paper/ News letter articles = 0.10 Unit  
(in the area of specialization)

18. Chairing sessions in International Conference/  
Delivering Keynote address – for each session\* = 1.0 Unit
19. Faculty member who have been awarded  
Fellowship/recognition of renowned Academia\* = 1.0 Unit
20. Funded Research Project  
(Output is defined as a written research report(s)  
and Publication(s)) based on the research project.

**National Projects**

- Rs. 50.0 Lakh and above per year. = 2.5 Unit  
 Rs. 25.0-<50.0 Lakh per year = 2.0 Unit  
 Rs. 10.0-<25.0 Lakh per year = 1.5 Unit  
 Rs. 5.0 -<10.0 Lakh per year = 1.0 Unit  
 Rs. below 5.0 lakh per year = 0.5 Unit

(For International research project(s), credits would be more than 20% than that of National research project(s). Information related to Research /Publications/project reports be made available to the Chairperson Research Advisory Committee)

NOTE: For all joint work the credit is to be shared in proportion. If a course is taught jointly with equal number of sessions by two persons each one will get a credit of 0.50 Unit. Likewise if it is taught by more than two persons the credit will be proportionately shared by all the participating members. For all activities this approach will be followed. No credit points would be assigned for the academic activities which have monetary compensation. In case of delay in completion of the research projects, the faculty should get the approval of Director with proper justification for extension of research project for claiming Credit Units.\*

**Task Chairmanship (Academic Administration)**

Since task chairmanships are demanding, following norms regarding workload are to be followed for different position holders, as indicated below.

1. Chairperson PFM/FPM or related programs,  
Chairperson SI & Placement. = 1.5 Unit
2. Chairperson Students Affairs, Chairperson  
Research Advisory Committee, Chairperson  
Consultancy, Chairperson CAC, Chairperson  
Fieldwork, Chairperson MDP, Chairperson  
Admission, Coordinator RCNAEB = 1.0 Unit
3. Dean, Hostel Warden\* = 1.0 Unit



4. Chairperson for other academic Committees  
constituted by the Director = 0.25 Unit  
(As far as possible, the task headship are to be assigned to the senior faculty members and whose academic contribution are well established and junior faculty members or faculty members whose academic contribution are not well established should be encouraged to devote time for academic activities rather than on academic administrative activities.)

### **Other Activities**

1. General

Institutional Development = 0.50 Unit

(Applicable for all individual faculty members for participating in various Institutional development activities, Field work, SI & Dissertation evaluation and attending (internal/external) meetings etc.)

2. Specific

Test Construction & Interviews (FPM) = 0.15 Unit

GD & Interviews (PFM etc.) = 0.15 Unit

Members of different committees (For each committee) = 0.15 Unit

3. No credit unit shall be assigned for purely administrative committees.

### **Consultancy Activities**

This activity is supposed to be over and above the normal workload of the faculty member. This is in addition to the salary of the faculty members, fetches consulting fees on per day basis to the faculty members, which are much higher than their daily salary. Therefore, no credit is assigned to consulting work.

### **Recognition for the Faculty\***

To motivate the faculty in guiding M.Phil/FPM/Ph.D students in projects, if the student's research work is accepted for award of Gold medal instituted for the purpose, the faculty who has guided the student/s may also be properly recognized/rewarded.

### **GENERAL OBSERVATIONS**

The above norms are meant to facilitate individual faculty members to plan and regulate their own activities and also assess their performance in quantitative terms. The intent of these norms is not to control anyone but to help guide activities of individuals as well as those of the institute in a manner so that work goes on smoothly through a balanced and coordinated participation of every member. The Units have been assigned on the basis of expected time required to be devoted for the performance of the academic activities and also to avoid double accounting for the same/similar academic activities. It is expected that every care must be taken in operationalising the guidelines contained in this document so as to achieve the synergy.

As the faculty take sometime to adjust and preparing for teaching in the first year of the joining his/her the Institute, for confirmation of service of such faculty, the average of minimum 6 Credit Unit during the probation period shall be considered instead of 6 Credit Unit in each Academic Year.\*

### **EXPECTED MINIMUM WORK OUTPUT**

The minimum credit point to be earned by IIFM faculty in an academic year is fixed at 6.00 credit points. Out of this total of 6 credit points in a year, **ideally 2 credit points should come from course work like PFM/FPM or other course teaching.** However, this will depend on the requirements of the groups and therefore certain amount of swapping may be an inevitable necessity.

Depending on the need of the Institute any faculty member may have to teach extra courses in PFM/FPM/Ph.D or other courses.

**Note:** If any academic activities for which credit equivalence has not been worked out shall be finalized by a duly constituted faculty committee and would be circulated by the Director's office as and when such need arises.

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\*As approved by the BoG in its 84<sup>th</sup> meeting held on 18.11.2011 and applicable from the Academic Year 2011-12.

**Annexure- A**

**Indian Institute of Forest Management Bhopal**

*ACADEMIC ACTIVITY PLAN*

*FOR THE ACADEMIC YEAR (1.7.200-- - 30.6.200--)*

(To be submitted by the first week of April)

(Proposed)

**NAME OF FACULTY :** \_\_\_\_\_

**TEACHING**

Sl. No.	Name of the Course	Term	No. of Contact hour	No. of students

TOTAL NO. OF COURSE CREDITS: \_\_\_\_\_

**RESEARCH**

Sl. No.	Name of Research Projects	Internal/External funding	Duration	Project cost

TOTAL NO. OF EQUIVALENT CREDITS : \_\_\_\_\_

**PUBLICATIONS (including Case development, Course material development and Book writing)**

Sl. No.	Publications details

TOTAL NO. OF EQUIVALENT CREDITS: \_\_\_\_\_

**MDPs**

Sl. No.	Name of the Training Programme	In-company / Open	Course Coordinator and or Teaching Faculty	Duration		No. of Participants	No. of sessions
				From	To		

TOTAL NO. OF EQUIVALENT CREDITS : \_\_\_\_\_

**SUPERVISORY SUPPORT for—Ph.D. Theses**

Sl. No	Name of the Student	Date of Registration	Co-Supervisor	Current Status	Date of Submission

TOTAL NO. OF EQUIVALENT CREDITS: \_\_\_\_

**CIS/DISSERTATION (Other than course project work)**

Sl. No	Name of the Student	Term	Date of start	Date of Submission

TOTAL NO. OF EQUIVALENT CREDITS: \_\_\_\_\_

**ACADEMIC ADMINISTRATIVE RESPONSIBILITY**

Sl. No	Name of the task	Chairperson/ member	Nature

TOTAL NO. OF EQUIVALENT CREDITS: \_\_\_\_\_

**ANY OTHER ACTIVITIES**

Sl. No.	Activity details

TOTAL NO. OF EQUIVALENT CREDITS: \_\_\_\_\_

**CONSULTANCY**

Sr. No.	Project Title	Cost	Position	Sponsor	Date of Commencement	Duration (Years)	Status (Completed/ ongoing)

**TOTAL NO. OF CREDITS PLANNED DURING THE ACADEMIC YEAR( 200-- 200--)**

Sl. No.	Responsibility	Credits
01	Teaching	
02	Research	
03	Publications	
04	Training	
05	Supervisory Support (Ph.D. Theses)	
06	CIS/Dissertation	
07	Consultancy	
08	Administrative Responsibility	
09	Any other activities	

**Indian Institute of Forest Management Bhopal**

**ACADEMIC ACTIVITY PERFORMED**  
**FOR THE ACADEMIC YEAR (1.7.200-- - 30.6.200--)**

(To be submitted by the first week of July)  
(Completed)

**NAME OF FACULTY :** \_\_\_\_\_

**TEACHING**

Sl. No.	Name of the Course	Term	No. of Contact hour	No. of students

TOTAL NO. OF COURSE CREDITS RECEIVED DURING THE YEAR: \_\_\_\_\_

**RESEARCH**

Sl. No.	Name of Research Projects	Internal/External funding	Duration	Project cost

TOTAL NO. OF EQUIVALENT CREDITS RECEIVED DURING THE YEAR: \_\_\_\_\_

**PUBLICATIONS (including Case development, Course material development and Book writing)**

Sl. No.	Publications details

TOTAL NO. OF EQUIVALENT CREDITS RECEIVED DURING THE YEAR: \_\_\_\_\_

**MDPs**

Sl. No.	Name of the Training Programme	In-company / Open	Course Coordinator and or Teaching Faculty	Duration		No. of Participants	No. of sessions
				From	To		

TOTAL NO. OF EQUIVALENT CREDITS RECEIVED DURING THE YEAR: \_\_\_\_\_

**SUPERVISORY SUPPORT for—Ph.D. Theses**

Sl. No.	Name of the Student	Date of Registration	Co-Super-visor	Current Status	Date of Submission

TOTAL NO. OF EQUIVALENT CREDITS RECEIVED DURING THE YEAR: \_\_\_\_\_

**CIS/DISSERTATION (Other than course project work)**

Sl. No.	Name of the Student	Term	Date of start	Date of Submission

TOTAL NO. OF EQUIVALENT CREDITS RECEIVED DURING THE YEAR: \_\_\_\_\_

**ADMINISTRATIVE RESPONSIBILITY**

Sl.No.	Name of the task	Chairperson/member	Nature

TOTAL NO. OF EQUIVALENT CREDITS RECEIVED DURING THE YEAR: \_\_\_\_\_

**ANY OTHER ACTIVITIES**

Sl. No.	Activity details

TOTAL NO. OF EQUIVALENT CREDITS RECEIVED DURING THE YEAR: \_\_\_\_\_

**CONSULTANCY**

Sr. No.	Project Title	Cost	Position	Sponsor	Date of Commencement	Duration (Years)	Status (Completed/ongoing)

TOTAL NO. OF EQUIVALENT CREDITS RECEIVED DURING THE YEAR: \_\_\_\_\_

**TOTAL NO. OF CREDITS RECEIVED DURING THE ACADEMIC YEAR ( 20-- to 20--)**

Sl. No.	Responsibility	Credits Planned	Minimum Requirement	Excess Credits Expected	Deficiency, if any
01	Teaching				
02	Research				
03	Publications				
04	Training				
05	Supervisory Support (Ph.D. Theses)				
06	CIS/DISSERTATION				
07	Consultancy				
08	Administrative Responsibility				
09	Any other activities				

**INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL**

POST GRADUATE DIPLOMA IN FORESTRY MANAGEMENT/FELLOW PROGRAMME IN MANAGEMENT

**FEEDBACK QUESTIONNAIRE**

BATCH : \_\_\_\_\_ TERM : \_\_\_\_\_ FACULTY: \_\_\_\_\_

COURSE: \_\_\_\_\_ NO. OF SESSIONS: \_\_\_\_\_.

PERFORMANCE MEASURE	1	2	3	4	5
<b>LECTURES</b>					
A1. Lecture clarity					
A2. Orderly sequence					
A3. Adequacy of examples					
<b>TEXT BOOKS/POLYCOPY, ETC.</b>					
B1. Text Book suitability					
B2. Polycopy suitability					
B3. Audio/visual presentation quality, if any.					
<b>CASES, IF ANY</b>					
C1. Case relevance					
C2. Case effectiveness					
<b>PROJECTS/ASSIGNMENT, IF ANY.</b>					
D1. Relevance					
D2. Effectiveness					
<b>THE INSTRUCTOR</b>					
E1. Preparation					
E2. Enthusiasm					
E3. Concern for students					
E4. Enforcing discipline					
E5. Adherence to schedule					
<b>EVALUATION</b>					
F1. Relevance to coverage					

F2. Timeliness of feedback					
F3. Fairness in evaluation					
THE COURSE AS A WHOLE					
G1. Achieving objectives					
G2. Interest evoked					
G3. Overall rating					
ABOUT THE RESPONDENT					
H1. Your Commitment level					
<b>SUGGESTIONS/COMMENTS</b>					
Specific suggestions/comments for improvement if any					
Any other comments, if any.					

Note : 1 - Poor, 2 - Fair, 3 – Average, 4 – Good and 5 – Excellent.

Signature of the students with name and Regn.No.

**(Optional)**