

Indian Institute of Forest Management, Bhopal

No.IIFM/PERS/GM-07/2021/*10*

January 18th, 2021

25/1w

All Faculty Members

PFA herewith a copy of the Faculty Service Rules 2020, approved by Board of Governors in its 103rd Meeting held on 18th December 2020. It is to inform you all that the modified Faculty Service Rules 2020 will come into force with immediate effect.

S
25/1/2021
(DIRECTOR)

Encl : As stated

Copy to:

Chief Administrative Officer

Finance Officer

Manager (AA) & OiC Legal Affairs

Assistant Manager (Admn.)

System Administrator – to upload the same in the Institute's website.

FACULTY SERVICE RULES

(Approved in the 103rd BoG Meeting held on 18th December 2020)



Indian Institute of Forest Management

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

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FACULTY SERVICE RULES 2020

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

Introduction:

These Service Rules shall be applicable to all Faculty of the Institute. They may be supplemented, relaxed or amended by Board of Governors from time to time.

For any other matters relevant to the Service conditions of the faculty, not specifically covered in these Service Rules, 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 Rules 2020"
- (b) It shall come into force with effect from such date as the Board of Governors by resolution.

02. Application:

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

03. Definition

In these Service Rules, 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 Rules.
- (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 and who will also be considered as a Faculty.

- (g) "Dean" means one of the Professors among the faculty as appointed by the Chairperson, BoG.
- (h) "Faculty" means the employee who occupies teaching positions in the Institute such as Professor, Associate Professor, and Assistant Professor as faculty.
- (i) "Selection Committee" means the Committee constituted by the Board of Governors or Chairperson, BoG as authorised by the Board of Governors under Article 15 (xiii) and (xiv) of the Memorandum of Association & Rules.
- (j) "Government" means the Government of India.
- (k) "Ministry" means Ministry of Environment, Forest & Climate Change (MoEF&CC)
- (l) "Disciplinary Authority" means the Director in case of minor penalty and Chairperson, BoG in case of major penalties."
- (m) "Appellate Authority" means the Vice-Chairperson of the Board in case of minor penalty and the Chairperson 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 Service Rules.
- (q) "External Assignment" means Faculty, excluding faculty on deputation and on contractual appointments, shall be allowed to take up useful academic work including research /other activities which are relevant and beneficial to the Institute in nationally or internationally reputed institutions/ organization on foreign service basis
- (r) "Performance Management System" means the evaluation system of faculty.

04. Grades of Faculty:

There shall be the following grades of Faculty in the Institute:-

- (a) Professor
- (b) Associate Professor
- (c) Assistant Professor

The pay structures for IIFM Faculty shall be as per MoHRD pay structure and approved by MoEF&CC.

Besides the above the following Faculty shall be appointed on short term basis as and when required :

- (a) Visiting Faculty – Full Time
- (b) Faculty on Contract
- (c) Adjunct Faculty
- (d) Guest Faculty
- (e) Honorary Faculty

The IIFM Faculty Service Rules will govern all categories of faculty except Guest Faculty and Honorary Faculty.

05. Mode of Recruitment:

- (a) By Direct Recruitment
- (b) By Deputation
- (c) By Contract Appointments

06. Method of Recruitment

Recruitment to faculty positions at all levels, except for the posts identified for filling up by transfer on deputation, including short contract, will be through open selection on All India basis and there will be no provision for internal promotion as per MoHRD norms as approved by the MoEF&CC for IIFM. The existing Faculty would have to meet the criteria for open selection and compete with other candidates for any faculty positions that may be advertised for recruitment.

07. Eligibility:

(a) For Direct Recruitment

The following minimum academic qualifications are prescribed below:-

Assistant Professor: Level 12 : Rs.1,01,500-1,67,400

(Pre-revised Rs.PB-3- 15600-39100 + AGP of Rs.8000)

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: Level 13A2 Rs.1,39,600-2,11,800

(Pre-revised PB-4 + AGP of Rs.9500)

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 6 years teaching/research/ forestry/ industrial

experience of which at least 3 years should be at the level of Assistant Professor

Professor: Level 14A Rs.1,59,100-2,20,200
(Pre-revised PB-4 + AGP Rs. 10500)

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 4 years should be at the level of Associate Professor.

Up to a maximum of 40% of the posts of Professors at any given point of time will be eligible for HAG Level 15 – Rs.1,82,200 (Pre-revised scale of Rs.67000-79000) after 6 years of regular service in AGP of Rs.10500/- p.m. (Pre-revised scale) subject to performance evaluation based on research publications, Ph.D. supervision, teaching and consultancy services etc.

(b) For Deputation:

Desirable qualification: Preference will be given to candidates who have Ph.D Degree.

At Assistant Professor level - Appointment of Indian Forest Service officers/Specialised Group A Service Officers on deputation to IIFM in the scale of Level 12.

Indian Forest Service officers/Specialised Group A Service Officer, who have completed 9 years of service, shall be eligible for appointment in Level 12 of VII CPC Pay Matrix at any time during the relevant year subject to vacancies in the faculty positions.

At Associate Professor level - Indian Forest Service officers/Specialised Group A Service Officer on deputation to IIFM in Level 13-A2 of VII CPC Pay Matrix.

Indian Forest Service officers/Specialised Group A Service Officer, who have completed 14 years of service, shall be eligible for appointment or promotion in Level 13-A2 of VII CPC Pay Matrix at any time during the relevant year subject to vacancies in the faculty positions.

At Professor level - Appointment of Indian Forest Service officers/Specialised Group A Service Officer on deputation to IIFM in the in Level 14A of VII CPC Pay Matrix.

Indian Forest Service officers/Specialised Group A Service Officers, who have completed 18 years of service, shall be eligible for appointment or

promotion in in Level 14 of VII CPC Pay Matrix at any time during the relevant year subject to vacancies in the faculty positions.

The Faculty on deputation shall be governed by Faculty Service Rules and Performance Management Systems of IIFM during the deputation period.

Faculty sourced from Corporate Sector and other Institutions NGOs etc., at the levels of Assistant Professor to Professor in the equivalent pay band for appointment as regular faculty.

Eligibility:

The Director may decide the eligibility criteria for the Faculty from NGOs/Corporate Sector/Other Institutes.

(c) For Visiting Faculty – Full Time, Faculty on Contract, Adjunct Faculty, Guest Faculty and Honorary Faculty

In addition to the Regular Faculty and Faculty on Deputation, Visiting Faculty, Faculty on Contract, Adjunct Faculty, Guest Faculty and Honorary Faculty are to be engaged/appointed to meet the academic requirements of the Institute. The following norms/criteria have been specified for engagement/appointment of such faculty:-

Appointing Authority:

The appointing authority of Adjunct and Contractual faculty shall be the Chairperson, BoG. The Director may appoint Visiting and Guest faculty who need to be given appointment at short notice and do not constitute a long term responsibility of the Institute. The following guidelines are to be followed on these appointments:

Norms of Appointment

(i) Visiting Faculty

Academic personnel from universities, institutes, R&D labs, industry or Government in India or abroad, including those on sabbatical leave from other Institutions or retired, may be inducted for brief period (Maximum 2 years) with or without remuneration. Such faculty members are expected to work full time taking academic responsibilities at par with regular faculty members. They may be appointed by Director on recommendation of the Dean and a faculty member in the area who will serve as a host. Visiting faculty may be provided with mutually agreed honorarium and facilities.

(ii) Faculty on Contract

When regular faculty positions cannot be filled, the Board at its discretion, may fill up sanctioned faculty positions "on contract". The mode of selection will be same as those for regular faculty.

(iii) Adjunct Faculty:

- (a) Reputed scientists, engineers, advocate, civil servants, bankers and other professionals both serving and retired (from active service) can be inducted as Adjunct faculty to add valuable expertise and practical knowledge pool of existing faculty.
- (b) Adjunct faculty will supervise student projects at all levels, carry out sponsored research and consultancy and teach courses, all these activities either independently or in collaboration with a regular faculty. They may also be members of departmental committees, if their professional experience becomes useful. While teaching courses, they may take responsibility of a full semester-long course or only a part thereof in collaboration with a regular faculty.
- (c) Adjunct faculty will be appointed by the Chairperson, BoG on recommendation of the Selection Committee constituted for the purpose. Duration of appointment shall be between 1 and 5 years.
- (d) The Adjunct faculty shall receive no salary, fee or any other compensation for their services except the consolidated monthly amount fixed. All direct expenses such as travel, accommodation, preparation of lecture material etc. shall be reimbursed at actuals.

(iv) Guest Faculty

Academic personnel from universities, institutes, R&D labs, industry or Government in India or abroad, including those on sabbatical leave from other Institutions or retired, may be inducted for brief period for teaching only few sessions in a particular course or training programme. They may be engaged by Director on recommendation of the Dean and a faculty member in the area who will serve as a host. Payment will be made as per the approved norms of the Institute.

(v) Honorary Faculty

The Institute may honour distinguished academicians including own retired faculty member by conferring them the status of "Honorary Faculty". This status will be same as adjunct faculty expect that :-

- (a) Honorary faculty will be drawn from distinguished persons retired from active service, including the Institute's own retired faculty, who commit to be engaged in substantial scholastic activity using facilities of the Institute and contribute academic services to the Institute without compensation.
- (b) Duration of appointment shall be "for 5 years" or "for life".
- (c) Directors of the Institute appointed in accordance with the provisions of the Institute will automatically be "Honorary faculty for life" on completion of their tenure of service, irrespective of their level of engagement in Institute activity in future. However, the engagement in the Institute's academic activities will be subject to the approval of the current Director of the Institute.

08. 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) A Committee constituted by the Director will scrutinize the applications based on the advertised criteria and the list the shortlisted/eligible candidates to be called for interview and or further selection process will be submitted to the Director for approval.
- (c) All eligible/shortlisted candidates may be called for interview and a presentation at such place and at such time as it deems fit. For the purpose of selection, % of weightage be given for each selection criteria which will be decided by the Selection Committee. The Selection Committee shall conduct interview and recommend name(s) in the order of merit. In case of candidates located abroad, interview can be held via teleconferencing (skype etc.) as per the discretion of the Selection Committee.

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.

- (d) 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.

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

09. Procedure for Faculty 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 Indian Forest Service Officers and Specialist Group A Service Officers from other service like IAS, ISS, IRS, IAAS, IES etc., and from reputed Institutions and organizations, including NGOs, in relevant fields on tenure post depending upon the academic requirements of the Institute.
- (ii) Such requirement of deputation post in respect of services other than Indian Forest Service will be assessed by the Director and will be duly advertised with the approval of Board of Governors.
- (iii) 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.
- (iv) 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) APAR for five years preceding the year of circular shall accompany the nomination.
- (v) 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.
- (vi) 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, APAR 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.
- (vii) 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/Cadre Controlling Authority for according the formal concurrence to make appointment (s) after obtaining the due clearances.

- (viii) The appointment of the selected officers shall be made only after formal approval of the Ministry/Cadre Controlling Authority is received.
- (ix) If an officer does not join within three months from date of issue of offer of appointment, the same would be treated as withdrawn unless extension for joining time is granted.
- (x) On recommendation of the Director, the Chairperson, BoG may constitute a Screening Committee, as applicable, considering appointment of Indian Forest Service/Other 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 Indian Forest Service/Other 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/Cadre Controlling Authority and officers should be asked for repatriation immediately on expiry of the approved tenures without waiting for further directions of the Ministry/Cadre Controlling Authority, even if proposal is submitted for 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&CC/DoPT from time to time, shall be clearly spelt out in the letter.
- (xiv) The Eligibility and Screening Committees for Appointment of Indian Forest Service/Other officers and Specialised Group A Service Officers in relevant field on deputation to IIFM shall be as follows:

Notes

No one shall be eligible for appointment as a faculty –

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. The Institute will conduct appropriate background check, if deemed fit, from the past employer.
3. On the recommendation of the Selection Committee, the appointing authority may give advance increments in the relevant scale to a directly recruited candidate who possesses higher qualification and/or exceptional merit.
4. Pay and allowances, Provident fund, Gratuity, leave encashment, Advances, Increase in DA, Residential Accommodation, LTC including retirement age will be as per GoI (HRD) Rules from time to time as adopted by BoG and approved by MoEF&CC for Professors, Associate Professors and Assistant Professors.

10. Selection Committee for Direct Recruitment & Deputation:

The Selection Committee, for Direct Recruitment and transfer on deputation, including short contract, shall be constituted by the Board of Governors/ Chairperson, BoG. The Selection Committee shall consist 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.

11. Dean:

One of the Professors among the faculty shall be appointed as Dear by the Chairperson, BoG. The responsibility of the Dean would be to assist the Director in Academic and Administrative matters. The criteria for appointment of Dean, powers, duties and responsibilities etc., will be decided and approved by Board of Governors. There would be no financial incentive to the position of Dean.

12. Performance Management System:

- a) Performance of all Faculty, other than faculty appointed on deputation basis, will be evaluated through Performance Management System, as amended from time to time.
- b) Annual Performance Appraisal Reports (APAR) writing procedure of GoI will be followed in case of Faculty appointed on deputation basis and in addition, their academic performance will also be evaluated as per Performance Management System, as amended from time to time and as applicable for other Faculty during their deputation period.

13. Consultancy Rules:

- (a) Excluding Visiting Faculty, Adjunct Faculty and Guest Faculty all other faculty will be allowed to take up consulting activities at the Institute as per IIFM Consultancy Rules, as amended from time to time.
- (b) Further the Assistant Professor appointed as regular faculty will be allowed to take consulting assignments only after completion of their probation and officers & other experts on deputation as Assistant Professor shall be allowed to take consultancies after at least one year of their tenure in IIFM.

14. Pay & Allowances:

- a) Pay and Other Allowances for Regular Faculty will be as approved by the Ministry from time to time.
- b) Faculty appointed on deputation basis can opt for either Cadre pay or IIFM's pay as per the option given by the Officers on deputation to IIFM plus Training Allowance as per Govt. of India Rules
- c) Faculty appointed on contract basis as Visiting Faculty (Full Time) will be allowed either regular pay scales as approved for the regular Faculty or consolidated fixed monthly remuneration as per mutual consent whereas Visiting Faculty (part time) shall be paid a consolidated amount of remuneration.
- d) Adjunct Faculty will be paid consolidated fixed monthly amount and other benefits as per approved guidelines for hiring Adjunct Faculty

15. Date of Joining:

A person appointed to the post of a faculty member whether by direct recruitment or on contract or deputation 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.

16. 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. Probation period cannot be considered as deemed to be extended unless a written communication is issued by the Institute.

17. 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 Service Rules; 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.

18. 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.

19. Sponsorships:

The Board of Governors may from time to time, grant sponsorships for attending Conferences/Seminars/workshops/MDPs/FDPs etc. for any individual or group of faculty depending upon their performance as evaluated and recommended by the FDEC/BoG.

20. 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(I)a.

21. Increment:

The Increment of a faculty in the applicable pay scale shall accrue as per the provisions pf FR SR Part-I (General Rules) and as per the applicable pay rules, as amended from time to time.

An increment shall ordinarily be drawn as a matter of course, unless it is withheld as a result of any disciplinary proceeding.

No increment shall be sanctioned if the faculty member did not submit the Academic activity plan.

22. 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: -

Every faculty member of the Institute shall at all times maintain absolute integrity and devotion to duty, shall conform to and abide by these Service Rules 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.

- (i) 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.
- (ii) No faculty shall give directly or indirectly any official document or information to any person to whom he is not authorized to do so.
- (iii) No faculty shall disclose any information internal to the Institute to persons not connected to the Institute.
- (iv) 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.
- (v) 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.
- (vi) No faculty shall participate, directly or indirectly, in politics or stand for political elections.

- (vii) 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.
- (viii) 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.
- (ix) 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.
- (x) 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.
- (xi) 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.
- (xii) 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.
- (xiii) A faculty shall so manage his private affairs as to avoid habitual indebtedness or insolvency.
- (xiv) 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.
- (xv) 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.

- (xvi) The faculty should maintain professional trustworthy and shall not indulge in plagiarism abiding by applicable rules and regulations of the Institute/Govt adopted from time to time. The faculty will be equally responsible for the output produced by the research students and staff working under him/her.
- (xvii) Taking or giving illegal gratification.
- (xviii) Using offensive language/tone in official communications.
- (xix) Commission of any act which amounts to an offence involving moral turpitude or bigamy or disorderly conduct.
- (xx) Bringing disrespect to the Institute while talking in a public forum or otherwise.
- (xxi) Fraud, misappropriation and acts amounting to offences of financial nature.
- (xxii) Tampering or fabricating official records.
- (xxiii) Unauthorized overstay of leave and habitual late attendance.
- (xxiv) Undue discrimination among students.
- (xxv) Unauthorized collection or expenditure of funds on behalf of the Institute.
- (xxvi) Unauthorized over stay, occupation or sub-letting of the quarters of the Institute.
- (xxvii) Employment or engagement, for or without money, in day or night, anywhere without prior sanction of the competent authority.
- (xxviii) Disobedience of any lawful order or instruction of the superiors authorities and insubordination to them.
- (xxix) Engage in work place & sexual harassment.
- (xxx) Making any form of official communication including electronic mail which vitiates the collegial atmosphere of the Institute.
- (xxxi) Misuse of the Institute's infrastructure facilities.
- (xxxii) 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.
- (xxxiii) All official communications should be routed through proper channel.
- (xxxiv) 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.

- (xxxv) Forming Union and resorting to or abetting any form of strike,
- (xxxvii) Any other conduct which is unbecoming of a member of the teaching staff.
- (xxxviii) Conflict of interest: Employment of near relatives of the employees in organisation. No employee shall use his/her position or influence directly or indirectly to secure employment for any member of his /her family either in the organisation and also in international/national or in a private undertaking having business dealings with the institute.
- (xxxix) Interaction with Media & Social Media- The faculty in their personal capacity have the freedom to express their views in the public domain. It is important to always be careful when sharing their views. Speaking to the media and refrain from any act that might inadvertently misrepresent or disclose confidential information or brings bad repute to the institute. Personal opinion should be clearly and carefully identified as such while responding to or interaction with the media. It must be clearly stated that these are employees own personal views and that they do not reflect those of IIFM. Employees of the Institute may interact with journalist regarding their research issues relating to their teaching, subject experts or contributions which are of purely literary, artistic, scientific or technological characters.

(B) 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.

- (1) The Director may place a faculty under suspension:
 - (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 misdemeanour 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;
- iv) 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 and a Challan under a Criminal Case is issued 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.

(C) Penalty

Any one or more of the penalties for good and sufficient reasons, on a faculty who commits a breach of any of the, Service Rules 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:

(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: :-

- (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

(D) 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.

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

(E) 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 the Society, whose decision shall be final. No review shall be entertained in respect of minor penalty

(F) Payment of Subsistence Allowance 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 here 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.
- (i) No order passed under Service Rules 22(F)(ii) above shall have the effect of compelling any faculty to refund the subsistence allowance payable under Service Rules 22(F)(i) above.
- (ii) 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 Service Rules. 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 Service Rules, but will not constitute break in service.

23. Termination of Services

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 17 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 months' 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 months' notice, or on payment of three month's pay in lieu of notice;

The Faculty whose Performance Assessment through PMS is consistently poor during last three years can be terminated. Teaching feedback for continuous three years may be considered by the FDEC as one of the component of evaluation.

24. 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 he attains superannuation or at the last day of trimester whichever is later.
- (b) Notwithstanding anything contained in this clause, the Chairperson, BoG shall, subsequent to disciplinary proceedings has the 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 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.

(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 Service Rules 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.

The three months' 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.

25. Re-employment of Retired Faculty:

A Faculty Member to whom the above clause 24 (a) applies and whose performances are very good during the preceding five years of his retirement (minimum required as per PMS) and having notable contribution 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 Re-employment 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 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.

26. Resignation:

- (i) Faculty who has been confirmed to the post may resign from the service of the Institute at any time by giving three months' 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.

27. Grievances Redressal Mechanism

The Board of Governors shall constitute a Faculty Grievance Redressal Committee consisting of two Members of the BoG, Director, IIFM and Faculty member nominated to the Board as Member Secretary to consider the grievances of the Faculty and to recommend suitable measures as per the mandate of the Committee.

28. Leave Rules:

The faculty may be sanctioned leave as shown below. This will be subject to the condition that leave cannot 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 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 will normally be entitled to vacation of 60 days from the 2nd week Saturday of April to the 2nd 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 ceiling on accumulation of EL shall be as amended from time to time.

(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:

- Retirement of attaining the age of superannuation,
- Voluntary / Premature retirement,
- 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 Gol Rules.

(v) The benefit of encashment of earned leave at the time of availing Leave Travel Concession (LTC) shall be as per Gol rules as amended from time to time.

(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 on External Assignments (LoEA):

Faculty, excluding faculty on deputation and on contractual appointments, shall be allowed to take up useful academic work including research assignments which are relevant and beneficial to the Institute in nationally or internationally reputed institutions/organization on foreign service basis on the following terms and conditions. :-

- (i) Faculty Member will be allowed to go on external assignments by the Director if she/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
- (ii) Such permission can be granted up to a period of one year to the faculty who has completed three years of continuous service after confirmation at the Institute. Those who have completed continuous service for a period of six years after confirmation may be granted leave up to two years. The Director will have the discretion to relax

the period of service or of leave by a few months in deserving cases. Continuous two years LoEA without pay should be allowed very sparingly. However, if any faculty member gets selected as Director of a national level academic Institution, such LoEA without pay may be extended to a maximum period of five years.

- (iii) A faculty member who has been permitted External Assignment has to be on continuous service of the Institute for three years to become eligible for further foreign service for one year and six years' continuous service to become eligible for two years. Continuous two years of external assignment should be allowed very sparingly.
- (iv) Provident Fund/NPS contributions of the Institute & GIS, Leave Salary contributions during the period of leave has to be paid by the faculty member to IIFM.
- (v) The faculty going on External Assignment should submit a report giving the details of work performed every year through the concerned Institute/organization along with Performance Assessment Report for the period of foreign service and which should explicitly show that their relevance to the organization.
- (vi) The Faculty on External Assignment shall be allowed to draw notional increments during the period of such External Assignment as per the provisions of FR 26 as amended from time to time and orders thereunder.

(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 left 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 can be taken maximum twice in the entire service period.
- (vii) Sabbatical leave cannot 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 spent 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.
- (xiv) The maximum amount of Sabbatical leave admissible is twenty-four months in all during the entire service. This can be availed in more than one spell subject to the overall limit of twenty-four months.

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

Note: 1. Faculty 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 External assignment 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 would be either on sabbatical or on External assignment
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/external assignment etc. is required to submit the joining report.

29. Faculty Development

Faculty Development programme for regular capacity building through national and international exposure will be supported through funds earmarked for this purpose under IIFM Corpus Fund rules. The guiding principles of Faculty Development assistance will be as follows:-

- a) A Faculty member may be reimbursed for procuring professional magazines, periodicals, papers, etc. subject to his/her entitlement.
- b) Full funding from IIFM once in three years, to attend one International Conference/workshops/seminars as a paper presenter where a paper has been accepted for full paper presentation.
- c) While applying for full funding under Faculty Development Fund(FDF), the concerned faculty should submit an undertaking and execute an agreement that after availing the last instalment of fund under FDF and after rejoining the Institute, he/she will have to serve the Institute at least for 2 years.
- d) The faculty members may undertake one more but in total not more than four International visits for Conferences/workshops/ seminars/training /invited talks/chairing sessions/panels/ training programmes per year with funding from outside sources during the academic/semester year excluding summer vacations. Director may approve such cases considering the teaching and other academic commitments at IIFM.
- e) Full funding from IIFM once in a year to attend one National Conference as a paper presenter or to chair a session.
- f) Faculty Development Allowance of Rs.25,000/- on reimbursement basis for each faculty for every financial year for procurement of Books/Cloud

storage/Computer Consumables/Stationery/Purchasing software subscriptions /Cloud capacity/ software/ journals/Membership of Professional Bodies.

The allowance may be accumulated for three years for procuring the listed items but will lapse after three years.

30. Other Perks & Privileges

- i) Reimbursement of telephone, mobile and Newspaper bills as per the entitlement.
- ii) Conveyance reimbursement as per Gol Rules.

31. Relaxation of Service Rules

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

32. Interpretation

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

33. Validity of Past Decisions:

Decisions taken prior to the commencement of these Service Rules 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.

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