

# **NAIPUNNYA BUSINESS SCHOOL(NBS) HR POLICY FOR FACULTY**

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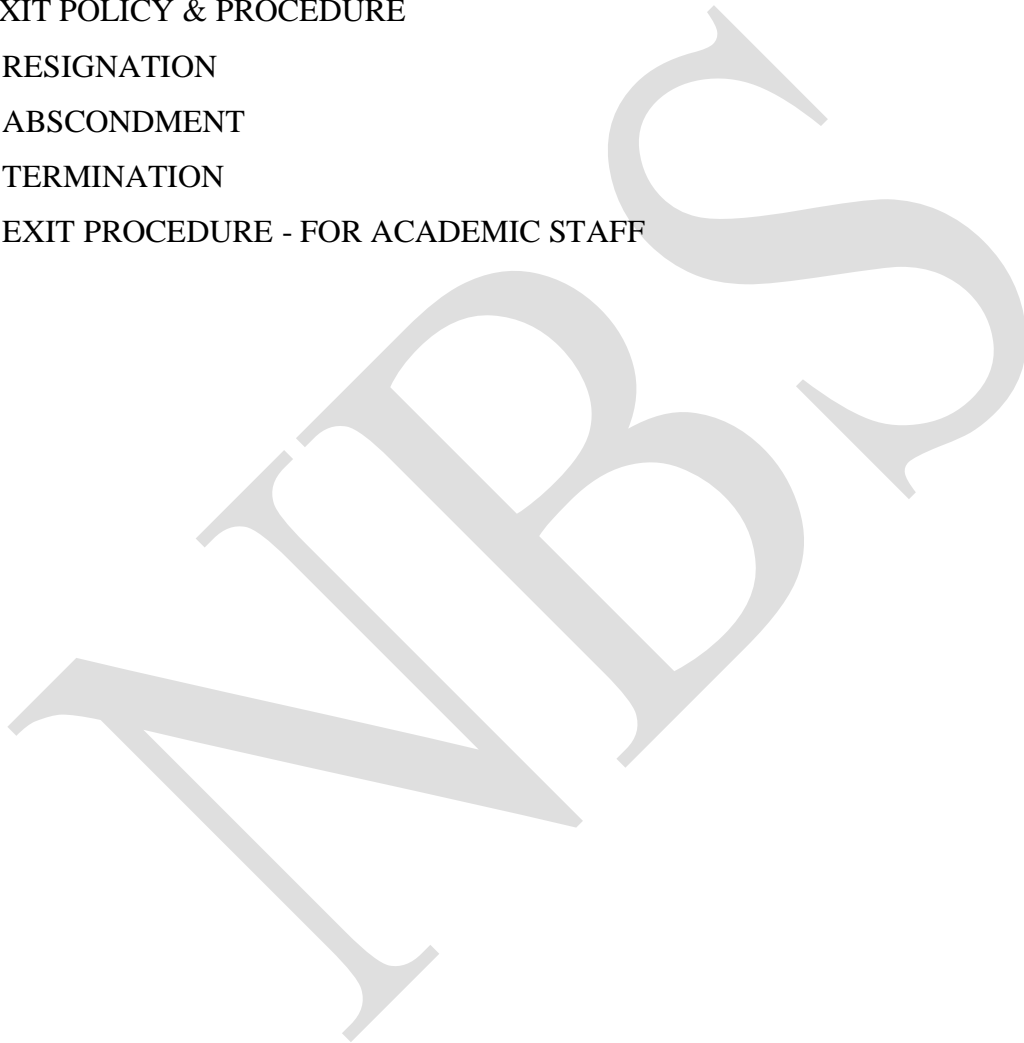
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## **HR Policy for Faculty**

### **1.1 VISION OF NBS:**

- To be a global academy, one of the world's leading institutes that moulds students for best management practices with a social concern.

### **1.2 MISSION OF NBS:**

- To equip students with management skills, so that they may function efficiently and effectively in the modern global business world.
- To produce leaders who have an awareness and involvement in wider societal concerns.
- Students of NBS will **experience** the joy of learning, **explore** new horizons and **excel** in business arena.

### **1.3 CORE VALUES OF NBS:**

- Provide an environment of trust and mutual respect, free expression and a commitment to truth, excellence, and lifelong learning.
- Respect for the rights, differences, and have a cultural immersion in the larger community
- Practice honesty, transparency in all their dealings with members of the community
- To be a person who is prepared to change, accept norms and be part of the community
- Strive continuously for excellence in education and service to the society.
- To have a global outlook by welcoming and encouraging diverse ideas, beliefs, and cultures
- Believes that leaders create leadership skills in others, thus igniting a virtuous cycle of growth
- Develop a symbiotic community of faculty, students, alumni, industry, government bodies, and other universities/colleges/centres of learning

All our students, faculty, staff, and alumni accept are trained to accept these principles. This also enables them to foster values useful for the business and community. We practice these values in our daily interactions.

### **2.1 HUMAN RESOURCE PHILOSOPHY:**

- We believe that Human Resources must be catered to for a lifelong commitment in teaching, research and administration.
- We believe in equitable and fair treatment of people at work
- We believe in performance oriented assessment of competence, commitment and flexibility which are necessary conditions for organizational effectiveness.

- We value and respect each person as an individual and encourage diversity of cultures, thought and behavior circumscribed only by the code of ethics and performance.

## **2.2 HUMAN RESOURCE POLICY:**

- We view the faculty as core to our being, repository of our vision, competence and values.
- We look forward towards young, talented and vibrant individuals suffused with values and commitment.
- We seek those who are passionate about teaching and interested in the overall development of students into good human-beings.
- We expect commitment to continuous learning, research and application of knowledge to improve the quality of human existence.

## **2.3 RECRUITMENT POLICY:**

Our recruitment policy aims at ensuring;

- That we select the best among the available candidates through a fair selection process formally laid down and articulated.
- That our job specifications and compensation package conform to or exceed the norms laid down by appropriate regulatory bodies like UGC, AICTE.
- That in addition to academic credentials, we assign appropriate weightage to the experience in industry and research while making faculty selections.
- That aptitude and passion for teaching are taken as preferred attributes together with other competencies as a teacher.
- The requirement of teaching, non-teaching positions and all internal promotions due shall be placed before the Management Review board once in a year, for its approval.
- The recommendation of duly constituted Selection Committees for all positions shall be submitted to Principal for his approval.

## **2.4 FACULTY DEVELOPMENT POLICY:**

Pursuant to our belief that learning is a continuous and life long process, we undertake training and development of faculty members as a formally mandated requirement. The following norms have accordingly been laid down:

- ❖ Every faculty member will normally be sponsored for two national conferences per year to present a paper on the subject of his/her interest.
- ❖ Every faculty member shall be encouraged to publish at least two papers in a refereed

journal of repute.

- ❖ Faculty members will be encouraged to undertake sponsored Research and Consultancy assignments as a part of their own development and for strengthening interface with the industry.
- ❖ Faculty members will be encouraged to guide research as a part of their academic work.
- ❖ Faculty members will be expected to keep a close watch on contemporary societal problems and work towards their resolution as a part of their social responsibility.

## **2.5 Faculty Cadre & Qualifications for MBA**

**Faculty required 1:20 (Teacher: Student ratio)**

**For every Post Graduate Course, there should be at least one Professor with Ph.D. qualification.**

**Faculty Cadre and Qualifications shall be as per: All India Council for Technical Education, Pay Scales, Service Conditions and Qualifications for the Teachers and other Academic Staff in Technical Institutions (Degree) Regulations, 2010 and subsequent amendments/new Regulations issued by AICTE from time to time.**

**Cadre ratio 1:2:6 (Professor: Associate Professor: Assistant Professor)**

<b>Programme</b>	<b>Cadre</b>	<b>Qualification</b>	<b>Experience</b>
Management (MBA)	Assistant Professor	First Class or equivalent in Master's Degree in Business Administration or equivalent and 2 years relevant Experience is desirable	
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or Equivalent, in appropriate discipline. Post PhD publications and guiding	Minimum of 5 years' experience in teaching / research /industry of which 2 years post PhD experience is desirable.

		PhD students is highly desirable.	
	Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable.	<p>Minimum of 10 years teaching/research /industrial experience of which at least 5 years should be at the level of Associate professor.</p> <p>Or Minimum of 13 years' experience in teaching and / or Research and /or Industry.</p> <p>In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications /IPR/patents, etc., as deemed fit by the expert members of the Selection committee.</p>
MBA	Principal / Director	Qualifications as above that is for the post of Professor, as	Minimum of 10 years' experience in teaching/Research/Industry out of

		<p>applicable Post PhD publications and guiding PhD students is highly desirable.</p>	<p>which at least 3 years shall be at the level of Professor. Or Minimum of 13 years' experience in teaching and/ or Research and/or Industry In case of research experience, good academic record and books/ research paper publications/IPR/patents record shall be required as deemed fit by the expert members of the Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising/ designing, developing, planning, executing, analyzing, quality control, level with active participation record in devising/ designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR /patents, etc. as deemed fit by the expert members of the selection committee. Flair for Management and Leadership is essential.</p>
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**Note:** Sanctioned students' intake shall be considered for all (3) years for calculating Teacher: Student ratio.

**2.6 KINDS OF LEAVE:**

The following kinds of leave would be admissible to permanent teachers:

- Casual leave
- Study leave
- On-Duty leave
- Leave not debited to leave account i.e. Leave for academic pursuits, viz. Study leave and Special Academic leave.
- Leave on grounds of health, viz. Maternity leave.

#### **2.6.1 CASUAL LEAVE:**

- Total casual leave granted to an employee shall not exceed 10 days in a calendar year. Casual leave cannot be combined with any other kind of leave. However, it may be combined with holidays including Sundays. For avoidance of doubt, holidays or Sundays falling within the period of casual leave shall not be counted as casual leave. Casual Leave at a maximum of 3 days may be sanctioned at a time.

#### **2.6.2 STUDY LEAVE:**

- Study leave may be granted for the entry level appointees as Assistant Professor after a minimum of three years of continuous service, to pursue a special line of study or research directly related to his/her work in the College or to make a special study of the various aspects of College organization and methods of education.

#### **2.6.3 ON-DUTY LEAVE**

- Faculty may avail leave when deputed for official work.

#### **2.6.4 SPECIAL ACADEMIC LEAVE:**

Special Academic Leave not exceeding 4 working days in a year may be granted to a faculty member for:

- ❖ Attending a Conference/Seminar/Symposiums/any other academic activity on behalf of the College or where invitation has been accepted with prior approval of the competent authority.
- ❖ Delivering lectures in Institutions/Universities when deputed by the college or with the prior approval of the competent authority.
- ❖ The faculty may also avail travel grant, one each within and outside India in a year, for presenting a paper, chairing a session at a seminar or delivering an invited lecture;
- ❖ Provided that the faculty member has successfully completed his/her probation period and



subject to the submission of an undertaking that the faculty member shall serve the College for a period of at least one year.

- ❖ The travel grant shall be restricted to the travel by train in entitled class from the nearest railway station.
- ❖ The Leave Applications duly recommended by Head of Departments /Deans may be forwarded to the leave sanctioning authority for approval before proceeding on leave.
- ❖ The sanction of any type of leave will be subject to the procedure as may be decided from time to time.

### **3.0 ACADEMICS**

#### **3.1 WORKLOAD:**

The workload of the teachers in full employment should not be less than 40 hours a week for 30 Working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 8 Hours daily in the College. The minimum teaching-learning process hours should be as follows:

- Assistant Professor - 24 Hours
- Associate Professor and Professor - 16 Hours
- Professor - 10 Hours
- Professor & HOD - 08 hours

#### **3.2 TEACHING DAYS:**

NBS must have at least 180 working days in a year. All the months will have 6 week days except the second Saturday which is a holiday. Of the remaining period, 12 weeks may be devoted to admission, conferences, project and examination activities, and non-instructional days for co-curricular, sports, annual day, etc and 2 weeks may be attributed to various public holidays.

#### **3.3 CODE OF CONDUCT:**

3.3.1 Every employee shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in his official dealings.

3.3.2 Unless otherwise specifically provided in the appointment order, every employee shall be a whole

time employee of the College and shall not engage himself directly or indirectly in any trade, business or any other work of whatever nature. Provided that an employee may undertake

honorary work of a charitable nature or occasional work of literary, artistic or scientific nature, that does not interfere or adversely affect his official duties. Provided further that he shall discontinue such work forthwith, if directed to do so by the competent authority.

3.3.3 An employee shall be required to be present at the place of work during the scheduled working hours, save in cases where he is allowed the leave of absence by the competent authority for good and sufficient reasons.

3.3.4 An employee shall perform all the duties assigned to him by a competent authority even beyond the scheduled working hours and on Sundays and Holidays, if the exigencies of work so demand.

3.3.5 No employee shall leave the station without prior approval of the competent authority.

3.3.6 Subject to the general laws on the subject, no employee shall;

- (a) be under the influence of liquor or drugs;
- (b) appear in public in a state of intoxication.
- (c) Participate in demonstration, dharna etc.

3.3.6 No employee shall take part or be associated with any political party or organization that subscribes to or assists any movement that tends directly or indirectly to be subversive to the Government established by law.

3.3.7 No employee shall participate in any kind of demonstration or resort to any kind of strike, prejudicial to the interest, integrity or security of the State, Public Order, Decency or which involves Contempt of Court or impinges adversely on the dignity of the College.

3.3.8 No employee shall, except with the permission of the competent authority or in the bonafide discharge of his duties, participate in a Radio or TV broadcast or contribute an article or write a letter to any newspaper or periodical. Provided that no such permission shall be required, if such broadcast or such contribution is purely of literary, artistic or scientific character.

3.3.9 No employee shall, in any broadcast or communication to the press or in public utterances, make any statement which may amount to adverse or unfair criticism of the decision, policy or action of a superior functionaries of the College.

3.3.10 No employee shall communicate without authorization; any information or documents save in cases where such communication is in the discharge of duty assigned to him.

3.3.11 No employee shall, except with the permission of the competent authority, participate in the registration, promotion or management of any bank or company.

3.3.12 No employee shall lend or borrow money to or from any person having or likely to have official dealing with him.

3.3.13 An employee is expected to manage his personal affairs in a manner that it does not lead to insolvency or habitual indebtedness.

3.3.14 No employee shall contract a bigamous marriage in contravention of the law on the subject.

3.3.15 No employee shall misuse or carelessly use the facilities provided by the College to facilitate the discharge of his official duties.

3.3.16 No employee shall ask or permit his spouse to ask any of his subordinate to purchase anything either on advance payment or otherwise.

3.3.17 Acts of commission enumerated below will be in violation of code of conduct and will constitute serious misconduct:

- Theft, fraud, deliberate falsification of records
- Fighting with/ assault on another person
- Physical violence or bullying
- Deliberate damage to College property
- Serious act of insubordination.
- Unauthorized entry to computer records
- Deliberately accessing internet sites containing pornographic, offensive or obscene material
- Serious breach of health and safety rules
- Remaining absent from duty for 10 days without the information to HoD/officer concerned/ superior officer in line.
- Bribery or corruption including taking and giving inducements.
- Manipulation of College documents /records.
- Deliberate failure to comply with statutory or regulatory requirements or the College rules, policies or procedures.
- A criminal activity or offence (Whether committed during or outside normal working hours).
- Inappropriate relationship with student even consensual.
- Violent or abusive or indecent behavior.

### **3.4 THE CODE OF ETHICS:**

The effectiveness of a College in delivering quality education and achieving the targets set by it will substantially depend on the ethical standard that the faculty and employees displays in day to day discharge of their duties. It is in this belief that a code of conduct has been drawn that will provide general framework of ideals and expectations expected of them. The code of ethics is intended to be a self-imposed discipline within which the faculty members and others may exercise academic independence.

#### **3.4.1 CONTENT COMPETENCE**

A faculty member should maintain a high level of subject knowledge and must ensure that the content are current, accurate, and appropriate with reference to the requirement of the course of study.

#### **3.4.2 PEDAGOGICAL COMPETENCE**

A pedagogically competent faculty member;

- Precisely communicates objectives of the course to students;
- Is aware of alternative instructional methods and strategies; and
- Selects method of instruction that is effective in achieving the objectives.

#### **3.4.3 STUDENT COMPETENCE**

A faculty member must understand that his/her responsibility is the intellectual development of students in his area of expertise and to avoid all covert or overt actions and approaches detrimental to student's development.

#### **3.4.4 DUAL RELATIONSHIP WITH STUDENTS**

A faculty member must not enter into any dual relationships with the students as it may not only impair his/her objectivity but may also lead to actual or perceived favoritism.

#### **3.4.5 CONFIDENTIALITY**

Matters communicated in confidence must not be revealed without the consent of the student. However, an exception to this code may be resorted to only in legitimate academic interest or if there is a reasonable certainty that releasing such information is in overall interest of the College or its students.

#### **3.4.6 RESPECT OF COLLEAGUES**

All members of College community are required to uphold the dignity of their colleagues and should perform their duties in coordination and cooperation of their colleagues.

### **3.4.7 IMPARTIAL ASSESSMENT OF STUDENTS**

Assessment of student performance has a very significant impact on their careers and lives and hence due care must be taken to ensure that the assessment is valid, fair and congruent with the course objectives.

### **3.4.8 RESPECT OF THE INSTITUTION**

All the employees of the College must respect the values, the goals and the policies laid down by the College.

### **3.4.9 SCHOLASTIC INTEGRITY**

The controversial issues must always be examined objectively, rather than confining to or emphasizing on one's own perception and beliefs and the opinion of the students must be given due weightage in deciding their issues.

### **3.4.10 SOCIAL RESPONSIBILITY**

The College employees must be aware that the ultimate purpose of education is the overall development of the civil society.

### **3.4.11 IPR (Intellectual Property Rights)**

There shall be no Intellectual Property Rights with the teachers for the material used to teach the course within the College.

### **3.4.12 POWER TO INTERPRET THE RULES:**

The decision of the Principal on all matters concerning to interpretation of these rules shall be final.

## **4.0 PERFORMANCE APPRAISAL AND REWARD SCHEME FOR FACULTY**

### **GUIDELINES:**

1. Objective: The Objective of the scheme is to promote excellence in all-round performance of faculty through self-appraisal and recognition and rewards.
2. Process: Carry out annual appraisal of performance of every faculty member and reward them on the basis of their overall performance.
3. Applicability: The scheme will be applicable to full-time faculty members, including those on contract or on a consolidated monthly salary.
4. Exclusion: The scheme will not be applicable to visiting faculty, guest faculty, research associates, teaching assistants etc. and persons serving in purely administrative positions.
5. Promotion, extension and continuation of service of faculty members will also be linked

to this performance appraisal.

6. Normal Cycle Period: The cycle period for performance appraisal and reward will be normally an academic year (July to June).
7. Administration of Scheme: Appraisal part will be administered by Dean Academic Affairs, whereas the rewards and other actions will be implemented by Establishment Office on the approval of Principal.
8. Performance appraisal format is available in the respective departments and faculty members are to get the same and fill it up before proceeding for the interview.

**4.1 Student Feedback:** Feedback of the students will normally be taken towards the end of each semester or trimester, as the case may be. In case such a feedback is not available for a certain semester/trimester, a normative score of 40 will be assumed.

#### **4.2 EXIT POLICY & PROCEDURE**

Employees are our most important asset. The college seeks to promote effective employees and employer relations by encouraging openness and trust. While it is essential that employees have a good image of the college during the course of their employment with us, it is also equally important that they maintain that image even when exiting from the college. An effective exit procedure not only ensures that the matters arising out of an employee's resignation are dealt with efficiently, but also gives them an opportunity to provide a feedback to the employer that may help in enhancing employment practices, help in identifying strengths and the weaknesses, improve the work environment and motivate the workforce. This document outlines the ways in which a working relationship can be terminated, either by the employer or the employee.

1. The employer may end the relationship due to the conduct or capacity of the employee or the employer's operational requirements;
2. The employee may end the relationship by way of resignation.
3. The employment relationship may come to an end on expiry of the contract or on attainment of the age of superannuation.

##### **4.2.1 RESIGNATION:**

Resignation is the most common means of ceasing employment with the college and is normally accomplished by the employee giving notice in writing of intention to resign. Different notice requirements apply to different types of position and are detailed in the contract agreement /

conditions of service.

#### **4.2.2 ABSCONDMENT**

An employee who absents himself/herself from duty without permission for a period exceeding 10 days will be deemed to have absconded with effect from the date immediately succeeding his/her last day of attendance at his/her place of duty.

#### **4.2.3 TERMINATION**

a) *Faculty member may be terminated from a term contract may be terminated before its expiry date by the college:*

- 1) During the probation period specified in the letter of appointment.
- 2) On the grounds of unsatisfactory performance or gross misconduct
- 3) Where the work is no longer required to be undertaken.
- 4) Termination on completion of fixed term contract:

The contract of an employee appointed on fixed-term contract will terminate automatically at the end of the contract period. The extension of the contract shall be as per the decision of the college specific to the contracted employee.

b) *Termination due to Inefficiency/ Retrenchment:*

The termination of services of an employee may be resorted to on account of incapacity or inefficiency. However, the following must be taken into account before initiating the process of termination:

- (i) The college must be able to demonstrate that the employee has consistently failed to perform up to the required standards, notwithstanding all possible remedial measures, including opportunities provided for improvement.
- (ii) The college must be certain that the employee is incapable of improving or unwilling to improve his/her performance.

c) *Termination on account of Disciplinary Action:*

Employees are required to uphold the highest standard of professional and personal behavior in college. An employee who is guilty of misconduct/gross misconduct rendering him or her unsuitable for employment in the college is in effect, in breach of her or his contract and may therefore be terminated.

#### **4.3.3 EXIT PROCEDURE, IN CASE OF RESIGNATION – FOR ACADEMIC STAFF**

On receipt of a resignation, The Principal shall forward the same with their recommendations normally within a period of 3 to 4 days to the HR department. The HR department shall issue a notification to all the concerned departments. Any leave applied thereafter/already sanctioned shall be treated as LWP (leave without Pay).

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NBS