

FACULTY HANDBOOK

REVISED AS OF JANUARY 2025

XAVIER INSTITUTE OF MANAGEMENT & ENTREPRENEURSHIP

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FOREWORD



The area of higher education in general and management education in particular will soon witness a paradigm shift as a consequence of the new policy proposals on the anvil. While the regulatory rigor is expected to be refined, the concept of granting autonomy to educational institutions seems to be the way forward in the emerging national scenario.

In the days to come, securing approvals for running an institute or offering courses alone will not suffice. Accreditation, a process of quality certification, by one or more approved national or international agencies, is being set out as a condition precedent for grant of

autonomy; maybe it will become a basic criterion for the continuation or even the very existence of an institution.

Whether in regulatory requirements or accreditation process, the role of the faculty is understandably of prime importance. It is just not limited to teaching but permeates into several other areas like research and publications, industry connect, consultancy, academic administration and so on. Indeed this is what has been the policy of XIME all along. Admittedly, every faculty member need not focus on all of these requirements. If one does well in at least two more areas other than teaching, one will certainly pass the muster of regulatory or accreditation canons. Guided by this imperative, I am sure you will contribute your best efforts to make XIME a place of excellence for management education.

This updated faculty handbook encompasses a couple of new professional development initiatives, besides revised stipulations on faculty qualifications, experience, research/ publications, service conditions etc, in line with regulatory guidelines. It is expected to provide you with clear information on faculty role, career prospects and service conditions and to serve as a guide to plan your professional contribution and growth.

I wish a successful professional career to all the XIME faculty members.

Prof. J. Philip
Chairman, XIME, Bangalore

XIME's Mission, Vision & Values

Vision

To be a premier Management institution that shapes leaders and entrepreneurs with a commitment to sustainability and social equity in a technologically enabled world.

Mission

- M1 To deliver superior education in the disciplines and arts of management through academic excellence anchored in practical learning and research.
- M2 To foster in its students, traits of ethical leadership as well as devotion to socially responsible business and sustainability.
- M3 To endow its students with analytical and advanced technological skills to assure effective and successful performance in the contemporary world.
- M4 To promote among its students entrepreneurial thinking, innovative disposition, and a global mindset.

Values

- Excellence
- Innovation
- Integrity
- Openness to Ideas
- Diversity and Inclusivity
- Societal Concern

XIME Bangalore



XIME's Quality Policy

Viewing quality in a comprehensive sense in terms of both aspirations and execution, XIME has consciously built this into its policies, rules, processes and resource allocation.

Accordingly, quality management at XIME has within its purview its leadership and management, faculty, students, academic programmes and relations with its stakeholders.

The broad imperatives for quality in regard to leadership and management are set out in the Mission and Vision statements.

Policies, rules and processes of quality management relating to faculty and students are contained in the Faculty and Students' Handbooks. While these are supplemented with new initiatives and decisions from time to time, prompt and efficient execution has been accorded the highest priority in the governance of the Institute.

Quality in the academic programmes:

Quality policy in respect of the academic programmes of XIME is firmly pivoted on:

- Input
- Processes and
- Output

with rules and guidance provided in detail.

Input Control:

XIME shall have high quality students inducted into its programme. This will be achieved through:

- Admissions: Aiming at a wide coverage through media advertisements, increasingly online presence and responding to current trends.
- Selection: Is purely merit based and ensured through:
 - Academic record
 - Scores in XAT/CAT/MAT/CMAT/ATMA/GMAT
 - Performance in Group Discussion.
 - Performance in Personal Interview.
 - Work experience, extracurricular activities and other achievements

Process Control:

XIME is proud of its value-based and ethical leadership, which transmits all across the three institutions and among its students. Appropriate rules are framed and implemented. The curriculum is student-centric meant to enhance their knowledge, skills, and attitudes to match the requirement of a global leader. The well designed curriculum is regularly revisited and revised, with inputs from academia, industry, alumni and other stakeholders.

Highlights of the PGDM Programme are:

- Effective teaching methodology
- Courses on important skills such as Interpersonal Skills, Written Communication, and Presentation Skills.
- Personal development in soft skills such as Team Working, Negotiating, Managing change and Managing Time.
- MOOC and Coursera Courses
- Project Component in all applicable Courses
- Special Courses such as Learning Circles and Contemporary Business Environment.
 - Extra-curricular activities and social service
 - Continuous evaluation of students
 - Structured feedback by the students
 - Industry interaction through factory visits, meetings with CEOs and senior managers, and Summer Internship.
 - Foreign Tours and Foreign Campus attachments (currently with France, China and Japan).

Output Control:

High standards set for students: A minimum CGPA of 4.5 is required for promotion from first year to second year and a CGPA of 5 (out of 8) is required at the end of the second year for award of the PGDM Diploma.

XIME students aim to achieve 100% attendance.

XIME aims at 100% in placement within two months of the completion of the programme.

It is the constant endeavour of XIME to exceed in standards in input, processes and output to meet the accreditation norms of leading accrediting bodies..

Faculty Responsibilities

FACULTY CADRE, RECRUITMENT, RESPONSIBILITIES, RESEARCH, DEVELOPMENT AND SERVICE CONDITIONS

1. INTRODUCTION:

XIME believes in the central principle that Faculty in a Professional Educational Institution is the key to its performance and success. Therefore, it makes constant endeavor to attract, develop and retain competent faculty who would contribute to the further development of the Institute and thus facilitate achieving its mission of providing a steady stream of competent, value driven and globally oriented managers.

2. CADRE:

2.1. The Faculty will have the following designations:

- i. Assistant Professor
- ii. Senior Assistant Professor
- iii. Associate Professor
- iv. Professor

2.2 The Institute may consider engaging those who meet the prescribed qualifications but do not possess the requisite experience as Faculty / Research Associates or Senior Faculty / Research Associates. While they may assist a senior faculty member in academic work, they might also be provided an opportunity to take classes so that they may be groomed for future faculty positions.

2.3. Industry experts/Administrators/Academicians after retirement may also be considered for engagement on contract basis with consolidated emoluments.

3. QUALIFICATIONS/EXPERIENCE:

The qualifications and the experience and other requirements for the faculty are as follows:

Assistant Professor - Bachelor's degree plus MBA/PGDM /CA/ ICWA/ MCom with Ist Class or equivalent plus 2 years of professional experience after the Master's Degree.

Senior Assistant Professor — Qualification as prescribed for Assistant Professor plus 8 years of teaching experience (4 years as Assistant Professor + 4 years as Assistant Professor (Senior Scale)) and 2 research publications in a UGC/AICTE approved journals.

Associate Professor — Ph.D in the relevant field with Ist class or equivalent at either Bachelor's or Master's level in the relevant branch and 8 years of teaching/research/ industry experience out

of which at least 2 years must be post Ph.D plus 6 research publications in UGC/AICTE approved journals.

Professor — Qualification as in the case of Associate Professor and 10 years of experience in teaching /research/industry of which at least 3 years should be in a post equivalent to Associate Professor and 10 research publications in UGC/AICTE approved journals or 6 research papers in UGC/AICTE approved journals and guided successfully 2 Ph.D students.

Professor of Practice — Those who have proven expertise in their specific profession or role with at least 15 years of service or experience at a senior level, will be eligible for Professor of Practice. They must possess a Master's Degree in a relevant field.

Director — Qualification as in the case of Associate Professor and 15 years of experience in teaching/ research /industry out of which at least 3 years at the post equivalent to that of a Professor and 8 research papers in the UGC/AICTE approved journals and guided successfully 2 Ph.D students.

4. SOURCE OF CANDIDATES:

- 4.1 The recruitment action will be initiated before the commencement of the academic years and may be repeated as and when required.
- 4.2 The Institute will advertise the positions in leading English dailies and online in sites like LinkedIn. Direct applications received at the Institute may also be given consideration. Requirement will also be posted on our Website. With its emerging importance, the digital/ social media will also be leveraged.

5. SELECTION:

- 5.1 Selection will be made purely on the basis of merit and suitability of the candidate.
- 5.2 Selection of Faculty and Faculty/Research Associate will be made by an Interview Panel constituted by the Management in line with the AICTE guidelines.
- 5.3. The Interview Panel may conduct tests, besides personal interviews. It may also require a candidate to give research seminar or lecture in a class setting.
- 5.4 Selection shall be finalized as far as possible on the same day of conclusion of the Interview process. The Interview Panel shall make recommendations to the Institute.

6. APPOINTMENT:

- 6.1. The offer of appointment shall be made by the President/Secretary or any other authorized authority of the Institute based on the recommendations of the Interview Panel.
- 6.2 A brief offer through email may be sent to a candidate wherever an immediate initial consent is required.
- 6.3. The formal offer of appointment shall stipulate the position, salary, terms of employment and sent with the document on "Faculty Responsibilities and Other General Terms of Appointment".

- 6.4 All Faculty appointed at the Institute will be on probation for the first 2 years. Service of the Faculty can go upto 65 years subject to eminently satisfactory performance throughout the career.
- 6.5 It is the practice of the Institute to review faculty performance periodically. Probation can be curtailed, closed, extended or appointment closed with 15 days' notice or salary in lieu of.
- 6.6 After the probation, there is a provision for closure by either party by giving one month's notice or salary in lieu of. But such closure is not normally done during the pendency of a term, as it will upset the academic schedule.
- 6.7 Faculty members can be transferred to any of the units of XIME.
- 6.8 All faculty members shall be governed by the prevailing Service Rules of XIME.

7. PROMOTION:

- 7.1 A Faculty member with a consistent good level of performance and meeting the required qualifications, experience and research publications as specified earlier will be considered for promotion to the next higher level. For this purpose, experience means the service rendered in XIME. Likewise, research publications will be considered while in the employment of XIME only.
- 7.2 A Selection Panel will evaluate the suitability of a faculty for promotion or upgradation and the level of performance will be assessed based on XIME norms on Faculty Workload and Evaluation.
- 7.3 A conscientious professional on any level in the faculty hierarchy could naturally look forward to growing and moving up to higher levels based on his/her performance. Such performance, however, cannot be confined to the four walls of the Institute. The key areas

and levels of contribution have been clarified in some of the other sections as well as in the individual appointment letters.

- 7.4 A faculty member with a high level of performance and has put in at least 3 years of service and meeting the regulatory requirements may be considered for upgradation/ promotion to the next level. In considering a person for upgradation or promotion, the selection panel will consider his or her performance on various parameters outlined in the handbook.

8. FACULTY RESPONSIBILITIES:

A faculty member at XIME is expected to contribute to a number of interrelated activities in furthering the academic objectives of the Institute, in conformity with his/ her qualifications, experience and position. To specify:

- a. Teaching, comprising preparation of training materials, classroom interaction, student guidance and student evaluation.
- b. MDPs (Management Development Programmes) including design, marketing, mobilizing participants, teaching and followup.
- c. OBPs (Organization Based Programmes): as in (b) above.
- d. Research and Publications.
- e. Consulting.
- f. Contribution to Institution Building.
- g. Handling such academic and administrative responsibilities as may be assigned from time to time, including academic programmes coordination, coordination of foreign students'

programmes, admissions, library, students' activities, placement, Newsletter, the Institute Journal, alumni relations, etc.

- h. Each faculty shall document the academic and related activities carried out by him/ her and share/update the same with the Dean (Academics) or Director. This is normally done twice a year: mid-year and end-year. Such information is necessary in the context of the institute obtaining/renewing the accreditations from national and international bodies.
- i. Each faculty should keep in touch with current developments in the world of business and help build institutional relationships with industries and institutions.

9. TEACHING AND TRAINING:

The primary task of the faculty is effective teaching, which must be supported by at least three areas of contribution for every faculty member. Normal maximum teaching load for a faculty is 12 classes a week in the Academic programmes of the Institute (including repetition of the same course in other class sections). Teaching responsibility includes:

- Teaching in respect of the academic programmes.
- Developing 'course plan' that must be given to the students in the first week of classes. This must be submitted to Dean (Academics)) at least 5 days before the start of the course. The course plan should reflect the latest developments in the subject areas.
- Coordination and administration of the assigned academic programmes
- Teaching in MDPs, OBPs and other programmes and coordinating such programmes as assigned.
- Participating in planning and development of various academic programmes of the Institute.

10. CONSULTANCY:

The Institute expects faculty (particularly senior faculty) to bring in consultancy projects from the point of view of both their own professional development and revenue generation. Consultancy is to be routed through the institution.

50% of the consultancy fee goes to the faculty concerned and 10% to the facilitator.

The maximum number of days that may be devoted to consultancy is 50 in an academic year. The guiding principle is that student instruction of high-quality will remain the primary focus for the faculty.

11. MDP/OBP:

Faculty at the rank of Senior Asst. Professor should organize at least one MDP/ ODP in a year, while Associate Professor and above should organize at least 2 in a year. Other faculty are also encouraged to offer MDPs or arrange ODPs.

12. FACULTY RESEARCH AND DEVELOPMENT:

The policy on Faculty Research and Development is outlined in Annexure - I

13. SEMINARS:

The Institute encourages conducting seminars by the Faculty Members. The following financial support will be available.

- a. National Seminar: Up to Rs.100,000. This is to be monitored, controlled and accounted for by the Principal Coordinator of the Seminar and is to have prior approval by the RC (Research Committee)/ Chairman. It is expected that such programmes will generate additional revenue through delegate fees and industry sponsorship.
- b. International Seminar - Up to Rs.10 lakh. Prior approval by the RC/Chairman is required.

Note: In all these cases, proper accounts of expenditure must be submitted by the Faculty to the Dean (EP) / Dean (Academics), within ten days of completion of the seminar and should be approved by the Director in the case of a national programme and by the Chairman in the case of International Programmes.

14. FACULTY WORKLOAD AND EVALUATION NORMS:

- 14.1 The Faculty Credit Point System and Evaluation Norms are stipulated in Annexure - II.
- 14.2 As per the norms, a faculty is required to earn at least 300 credit points in a year, of which:
 - a. at least 135 points should be from teaching of courses
 - b. at least 90 points from the two other major areas of research/publications and MDP/OBP/Consultancy
 - c. of the above 90, at least 30 must be from research/publications or from MDP/OBP/Consultancy
- 14.3 The Institute follows a system of mid-year and end-year performance reviews. In these reviews a faculty member must substantiate his or her contribution against the performance standards laid down.
- 14.4 The faculty members are required to fill in the Mid-Year Performance Review Report in the prescribed form and submit the same to the Dean (Academics) by 16th December of each year. The period of Mid-Year Review covers June-December of the academic year.
- 14.5 The Final Faculty Performance Report in the prescribed form for the academic year shall be submitted by the faculty members by 15 April to the Dean (Academics).
- 14.6 Both the Mid-Year Performance Report and the Final Performance Report will be reviewed by the Appraisal Team, which consists of the Chairman, a Board Member, Director and Dean (Acad)/another Dean. The Appraisal Team will hold discussions with the faculty concerned and provide appropriate feedback.

15. INSTITUTION BUILDING:

The following activities are expected of the faculty towards institution building: Contribution to Institution building such as enlisting Distinguished Speakers, attracting/ generating academic chairs, funded research, financial support for major seminars or projects, networking with industry, enlisting MDP participants, placement of students, arranging company visits, promoting academic programmes of the institute, getting consultancy projects, etc. In short, their role in this context consists of contribution to building the Institute as a centre of excellence in management education, research, training and consultancy.

16. NETWORKING:

Faculty members are expected to network with industries for Industry Institute Interaction. Each Faculty will therefore identify Bangalore or Hosur based Organizations (a minimum of 3 for senior faculty and 2 for others) where they act as the 'Link Faculty' for the Institute. In this role, the faculty will build a rapport with the organization, by having personal contacts with key executives of the organization and meeting them periodically. The Link Faculty will be responsible for the following:

- Inviting appropriate executives from the organization to address XIME students.
- Follow up and getting nominations from the organization for MDPs run by XIME.
- Introducing other XIME faculty to the organization and facilitating data collection for any faculty who may wish to seek data from the organization for the purpose of research/ case writing.
- Enabling company visits / placements in the organization.
- Being aware of the organization's needs, explore the possibility of XIME faculty taking up OBPs or consultancy assignments for the organization.

17. FACULTY INVOLVEMENT IN STUDENT DEVELOPMENT AND DISCIPLINE:

High quality in teaching with a meaningful blend of teaching methodologies is expected from the faculty. Lectures should not be more than 2/3 of the total number of sessions.

- Classes scheduled should not be changed without the approval of Dean (Academics).
- Such changes must be kept to the very minimum and permitted only in very special cases.
- All Faculty must adhere strictly to the timings of classes. Students must not be permitted to come late for their classes. Late comers should be asked to go to the library.
- Faculty should keep to the class schedules. Classes should start and end on time. Classes should not be concluded earlier than scheduled.
- A close watch is to be kept on absenteeism. For any absence, students must take the permission of the Batch Coordinator / Dean (Academics).
- Faculty should also ensure that the students are well groomed and observe the dress code at all times.

- Students are not permitted to use mobile phones in the campus from 8:30 AM to 5 PM on any working day nor in the examination hall. They should not be allowed to carry the mobile phone to the class. Faculty should lead by example. Usage of mobile phone by the faculty should be in the faculty offices only.
- Students supporting Club activities and engaging in extra activities: Under special circumstances, if a student has to perform such activities during class hours, the student can be given 'Absence with Permission' (AP). Such permission can be given by Dean (Academics) and that too 48 hours prior to the involvement. Post-facto approval can only be given by the Director.

18. CLASS NOTES:

Any class notes to be reproduced have to be given to the library for photocopying at least one day in advance. Whenever textbooks are given to the students, the extra notes should be limited to 50 pages per student for a course. When textbooks are not given, the number of pages may be within 150 per student per course. Self-regulation on the part of the faculty is expected in this matter. Notes can also be scanned and sent by email to save on paper.

19. QUESTION PAPERS:

The questions should be designed to test the analytical ability of the students. The level of difficulty should befit the standards expected of a good PG programme in management.

Question paper must be submitted to the Office of Controller/Coordinator of Examinations a week before the date of the examination.

20. EXAMINATIONS:

Malpractices of any kind (like copying in an examination / test / quiz, copying other's assignment/ report, plagiarism from books / journals / internet) shall not be tolerated. Such malpractices on the part of students are to be reported immediately by the concerned Faculty to the Dean(Acad) / Director in writing.

The other guidelines in this regard are given below:

- I. Students must enter the hall on time, that not later than 15 minutes from the start of the exam.
- II. All students will be assigned a distinctive Examination ID. Students must write only Examination ID on the answer sheet and not their roll number or name. They are also not expected to write any hints on the answer sheet which will lead to disclosure of their identity to the evaluator.
- III. Students are not allowed to have the following with them while being seated for the examination:
 - Cellphone or any electronic gadget (other than Analog wrist watch or a basic calculator)
 - Any book/ paper
 - Laptop

- IV. Students leaving the examination hall will not be allowed to take unused extra sheets or rough sheets out of the hall. They should all be returned to the invigilators.
- V. Invigilators should ensure that all sheets given on a day should have the same symbol marked on it (A, B, C or D). If a paper with a different symbol is issued to the students, the invigilators should either change it or sign it at the top right corner, making sure that the sheet being signed is blank.
- VI. The invigilators should generally be not seated during the examination, but must be moving around the hall to make sure that no unfair practices happen.
- VII. Students should not be allowed to write on the answer sheet after announcement of 'time-up'.
- VIII. If a student is found disturbing another student or engaging in unfair practices, the invigilator should record this on the answer sheet of the offending student and the student should be asked to leave the hall immediately. The invigilators should give a written report to the Dean (Acad) immediately after the examination.
- IX. Invigilators should arrange the answer sheets according to the roll numbers immediately after the examination, verify with attendance sheet and then submit the arranged answer sheets to the Office of Dean (Academics) .
- X. Invigilators should arrange the answer sheets according to the Examination ID immediately after the examination, verify with attendance sheet and then submit the arranged answer sheets to the Controller/Coordinator of Examinations.
- XI. Faculty should adhere to deadlines on submission of corrected papers of the examinations:

- Mid-term examination papers within 7 days after that exam is over.
- Final examination papers within a limit of 5 days [to the Controller/Coordinator of Examinations]
- Quiz papers and class tests to be evaluated and returned to students in 5 days.

21. STUDENT EVALUATION:

The following policy must be followed in evaluating students:

- I. Performance in each course is evaluated separately. It is based on a continuous and versatile system of periodic quizzes, surprise tests, mid-term written test, home assignments, Project Work, class participation and end-term written examination.
- II. As a general rule, the final end-term examination is not given more than 50% weightage in deciding the grade of a course. What is normally expected as part of the evaluation is:
 - End-term Examination 40% weightage.
 - Mid Term Test 20 weightage.
 - Quizzes, periodic tests and assignments — 10% weightage.
 - Class attendance and participation: 15% weightage.
 - Project work: 15% weightage
 - Faculty must give periodic quizzes and tests to ensure that the students are regular in their preparation and studies. In addition to the mid-term test and final term examination, 4 quizzes/tests and assignments must be given to the students as part of a course. Our evaluation system is and must be continuous and multi-dimensional.



III. Grade Distribution:

The Institute's Academic Council has laid down a clear policy on the standards to be followed in this respect. In summary, the guidelines are as follows:

- In a course there should not be more than 25% of 'A' and 'A+' put together.
- There should not be more than 80% of the students receiving 'A+','A','B+' and 'B'; taken together. The rest will naturally be 'C+','C','D+' or even 'F'
- It is understood that one cannot always conform exactly to this pattern, but wide deviations must be avoided.

An explanation of 'A+' performance.

- 'A+' would mean performance of a rare kind and the student has to be outstanding and consistent in his / her high-quality performance in tests and quizzes, class participation, mid and final examinations, standard of English etc. Taken all these together, a student may be adjudged as having performed at an 'A+' level.
- In non-quantitative subjects 'A+' would at best be 3 to 5 % in a class. In electives, it can be slightly different.

22. STANDARD WORKING HOURS:

The normal working hours of the Institute are 9 AM to 5 PM with 40 minutes lunch break. Faculty should be at the campus at least ten minutes before, to start the classes on time. Some flexibility in working hours is required to meet exigencies of work at the institute.

The Institute has a six-day work week - Monday to Saturday with 5th Saturday (if available in a month) off for all. However, faculty members are allowed to take off on alternate Saturdays (either 1st & 3rd or 2nd & 4th Saturdays). Director must decide on one of these two options for each



faculty member in such a way that at least 45-50% of the faculty are available in the Institute on all 1st to 4th Saturdays in a month.

Faculty must be available for any other teaching at the Institute programmes which could be in the morning or evening hours or even in other Units of XIME.

Faculty members are expected to attend all common functions at the Institute beyond the normal working hours, including celebration of 'National Days'.

23. LEAVE AND VACATION:

Faculty members will be eligible for casual leave cum sick leave for 10 days in a calendar year, but only after 3 months of employment. If a faculty member serves for less than the full calendar year proportionate number of days of leave will be permitted

Casual Leave cum sick leave can be prefixed or suffixed to the holidays. This must be indicated in the leave application. Maximum casual leave that can be availed of at a time is limited to 2 days.

Institute will observe 10 closed holidays every calendar year for National Days/Festivals, a list of which will be published at the beginning of year.

Faculty will also be eligible for a Vacation Leave for of 30 calendar days during summer (May, June), including holidays falling in between. Vacation Leave may also be taken during the Christmas break. Thus, vacation can be taken in two tranches, if desired, but not more than these two. Approval must be obtained at least 12 days prior to proceeding on vacation.

If a faculty member has joined the institute in the middle of the Academic year instead of its beginning, only a proportionate vacation will be available to him/her. However, a service of at least 4 months is needed in the academic year (1st June to 31st May) to be eligible to avail vacation leave by a faculty.

Faculty may be asked to forgo the vacation in case of institutional needs, with the approval of the Chairman.

If any faculty member is not granted vacation leave, he or she could utilize the leave during the next summer vacation or Christmas vacation. But there is no provision for leave encashment for Faculty for unused vacation leave. Faculty members are encouraged to take their vacation leave.

Maternity Leave: A period of paid absence from work which a woman faculty is entitled during the months immediately before and after childbirth.

Maternity leave with entitled pay will be admissible to a confirmed / contractual female faculty according to the Maternity Benefit Act, 2017. Maternity leave may be combined with leave of any other kind except casual leave.

Any faculty who is allowed a five-day work-week (Mon-Fri) as part of the employment contract will only have a reduced set of holidays / vacation. In case Friday or Monday happens to be a closed holiday, they are required to be available for work on Saturday of that week.

Except in the case of emergencies at least two days' notice is expected for CLs. All leave has to be with prior permission. Application for leave should be submitted in writing and permission to be obtained as mentioned below:

Applicant**Sanctioning Authority**

Director	The Chairman
Deans	The Chairman (Application to be submitted through the Director.)
Associate Professor, Professor	The Director through the Dean.
Other Faculty	Dean (Academics)

It shall be ensured that leave availed of by a faculty does not affect the class schedule. Except in case of sickness and emergencies, this rule must be strictly followed.

Leave records are maintained by the Administration.

24. TRAVELLING ALLOWANCE:

24.1 Travel entitlements of faculty on official tour shall be regulated as mentioned below:

24.2 Tours for client location on consultancies:

These might normally involve the Senior Faculty, Deans, Director or Chairman. Travel, accommodation, food and incidental expenses are to be met by the client organization in such cases.

24.3 Tours for OBPs:

The client organization should arrange for faculty travel, accommodation and other hospitality and meet all normal incidental charges.

24.4 Tours undertaken for other institutional work:

- I. Travel by Train: As a normal rule, travel is allowed by II AC, III AC or AC Chair Car, depending on the situation. In case the place is not connected by Train or Train ticket is not available, journey by A/C Bus is expected.
- II. Travel by Institute vehicle: Travel by Institute vehicle will be permitted by the Director in appropriate cases.
- III. Air Travel:
 - a. Director, Deans and Professors are eligible for air travel.
 - b. Other senior faculty may be allowed air travel depending on the exigencies with the approval of the Chairman / Secretary.
 - c. Air Ticket will be arranged by the Administration on approval of the tour programme by the competent authority.

24.5 Lodging: Stay will be arranged by the Institute, wherever possible. If not, own arrangements are to be made for which the allowances applicable are indicated in the travel rules.

24.6 Accommodation, boarding expenses and incidentals: Allowances applicable are meant to meet the normal standard expenses of the faculty on tour.

24.7 The rates applicable to various levels and categories of cities are shown below-

APPLICABLE ALLOWANCES

Sl. No.	Daily Allowance for	Directors/Functional Directors/Equivalent positions and above		Dean/ Professors/ Associate Professors		Sr. Asst. Professors/Asst. Professors	
		2019	2022	2019	2022	2019	2022
		Existing	Revised	Existing	Revised	Existing	Revised
1.	<u>Accommodation</u> Accommodation arranged by self without production of Bill	2500	4000	1000	2000	700	1250
2.	<u>Accommodation</u> Accommodation arranged by self in a Hotel	5000	7500	3500	5000	2000	3000
3.	<u>Accommodation</u> Accommodation arranged by self in Hotel in Mumbai, Calcutta and Delhi	7500	10000	5000	7500	3000	5000
4.	<u>Food and incidentals</u> When accommodation is arranged by the institute/self	1500	2000	700	1250	500	750
5.	<u>Food and incidentals</u> Mumbai, Delhi and Calcutta	2000	2500	1000	1500	600	1000
6.	<u>Food and incidentals</u> During Train Travel (Actuals subject to a ceiling of)	400	600	400	600	400	600
7.	<u>Local conveyance:</u> Taxi at Destinations Wherever Airport Buses are available, the same may be used.	Institution's Car or Taxi	Institution's Car or Taxi	Taxi			

- 24.8 Advance: Advance can be availed of towards meeting travel expenses; The tour bills must be submitted within one week of travel. Otherwise, the advance availed will be recovered from the salary of the faculty concerned.
- 24.9 The tour and tour bills should be approved by the Director/Chairman. Such bills should be submitted first to the Secretary / Exec. Secretary / Dean (Admin). They must certify that claims are as per policy.
- 24.10 Use of own vehicle for official work:
- In case own car or own two wheelers are used for official work, the reimbursement will be at the following rates:
- Rs. 12/- per km for smaller / mid-range cars
 - Rs. 14/- per km for larger cars such as Honda City, Toyota Innova, Lancer etc.
 - Rs. 4/- per km for motorbike / scooter.

25. RETIREMENT:

The age of superannuation of all regular faculty members and Director of the Institutions shall be 65 years. An extension of 5 years (till the attainment of 70 years of age) may be given to those faculty members who are physically fit and contributing services of a high order. This can be granted for 1 to 3 years to start with and can be extended up to 70 years of age based on the quality of performance. Under exceptional circumstances, Chairman / President may grant a further extension of 2 years up to the age of 72.26. RETIREMENT BENEFITS:

- 26.1 Provident Fund contributions are made at the rate specified in the PF Act and in line with appointment letter.
- 26.2 Gratuity will be paid to the eligible persons after rendering the qualified service. However, persons who have joined the Institute after superannuation/ retirement from their previous employer will not be eligible for gratuity at the time of retirement /separation from the Institute.

27. CONCLUSION:

Rules are made and enforced for the smooth and effective functioning of the Institution. They are meant to provide the boundaries within which the Institute as a community shall operate. The overall objectives can be summarized as: institutional excellence, superior student performance, high level of faculty contribution, growth and satisfaction.

A business operates in a competitive environment. Business schools also operate in a competitive environment (including competition from foreign business schools). Faculty is the key to the institution's professional strength and competitiveness.

XIME: POLICY ON FACULTY RESEARCH & DEVELOPMENT

1. General

The current policy of XIME on Faculty Research & Development has been reviewed and updated considering the recent guidelines in the NEP. The new policy reiterates the Institute's commitment to the continuous development of faculty and envisages strong support to research. The Institute believes that these interventions will be of immense help in its pursuit of shaping future (business) leaders. The policy also endeavours to incorporate certain other elements specified in the NEP.

2. Induction Programme

- 2.1 The Institute recognizes the paramount need to prepare the new faculty recruits to take up teaching and other tasks assigned to them. Towards fulfilling this need a Faculty Induction Programme of 3 days duration will be offered. Besides conveying the Institute's origin and growth, its culture and ethos, the new Faculty will be given an overview of the PGDM Programme, the importance of communication skills, knowledge dissemination, instructional planning and delivery, technology enabled learning and methods of student evaluation, significance of Research & Publications and the relevance of conducting MDPs and OBPs and undertaking Consultancy.
- 2.2 In the case of newly inducted Faculty without relevant experience, a Mentor who is a senior faculty, will be nominated. The mentor will guide the new faculty to pick up the right practices and enable them to perform their duties smoothly. The mentoring process will continue for three months and a report shall be submitted by the Mentor thereafter.

3. Professional Development – Society Membership - Conferences

- 3.1 After one year of service, a faculty member may acquire membership of any relevant Professional Society and the Annual Subscription will be reimbursed by the Institute.
- 3.2 After one year of service, the Institute will consider permitting a faculty member to attend a National Conference/Workshop on the basis of reimbursement of the expenditure.
- 3.3 The reimbursement for items 3.1 & 3.2 will be within an overall limit of Rs.75000/- per year.
- 3.4 After 3 years of service, Faculty could be considered for International Conference/ Training as detailed out in Section 6.2

4. Industrial Training – Sabbatical

- 4.1 It is noted that AICTE is in the process of devising a mechanism for facilitating the faculty members to undergo industrial training. The Institute will accordingly depute the faculty members as and when the mechanism is put in place.
- 4.2 A faculty member who has completed 6 years of service after confirmation of the probationary period at the Institute will be allowed sabbatical leave of 6 months for working in any industry that will enable professional development in the area of his/ her specialization. The faculty shall upon return to the Institute work for at least a period of three years and shall execute a bond as prescribed in this behalf.

5. MOOCs Online Modules:

Every faculty member appointed/promoted shall have to mandatorily undergo 8 online modules of MOOCs in SWAYAM (as may be prescribed) within 1st year of service/promotion. For successful completion of probationary period of a newly appointed faculty, completion of these 8 modules, among others is a prerequisite. The faculty concerned shall submit a report upon completion of the modules and within the period stipulated above.

6. Participation in Refereed Conferences:

- 6.1 A faculty member who has worked for a minimum of 2 years at XIME and below 62 years is eligible to be sponsored with financial support (conference fees and travel/ stay as per Institute's norms) for one refereed national conference of his/her interest/ or on the initiative of the Institute every year, provided he or she has a paper accepted by the conference after the due process of refereeing. Evidence of the refereeing process will have to be shown, which may be the anonymous review / comments received from the conference organizers and/or the pre-revised and revised versions of the paper.
- 6.2. A faculty member who has worked for a minimum of 3 years at XIME and is below 62 years is eligible to apply for financial support to go for a refereed international conference, provided he or she has a paper accepted by the conference after the due process of refereeing. Evidence of the refereeing process will have to be shown, which may be the anonymous review / comments received from the conference organizers and/or the pre-revised and revised versions of the paper.
- 6.3 The authority for granting approval is the Faculty Research & Development Committee separately constituted (FRDC). In the case of Foreign programmes, it would be the Chairman.
- 6.4 Attending Seminars/Conferences:

If a faculty is nominated to attend seminars or training programmes conducted by external agencies, registration for the programme will be done by the administration. The faculty will coordinate with the administration for the purpose.

After participation in the programme, a report on the programme attended should be submitted to the Dean (Academics)/ Director, for perusal, as well as that of the Chairman. This must be submitted within 5 days of attending the programme.

Normally a person may be nominated for only two such programmes in a year – including one where presentation of a paper is involved. The decision in this regard will be that of the management.

Subject to laid down policy and class schedules, faculty nominations to training programmes and conferences in the same city (Bangalore, Chennai or Kochi) may be done by the Director based on identified needs. Maximum fee payable is Rs.10000 per faculty and the duration shall not to exceed 3 days normally.

Participation in all other programmes will need the approval of the Chairman.

7. Seed-money for Research:

- 7.1. All faculty members, either individually or in group(s) are strongly encouraged to undertake research projects in their areas of specialization. The Institute will provide Seed Money for conducting research studies or developing case-studies. Necessary proposal with the budget shall be submitted to the appropriate authority.
- 7.2. The proposal shall have time lines according to which the study/project shall be completed. Publication of a paper based on the above research in 'A*', 'A', 'B' or 'C' graded journal as per ABDC ranking or in Scopus Indexed journals or UGC / AICTE approved journals shall be ensured and upon fulfilment of this condition only a faculty will be eligible to receive seed money funding for further projects.
- 7.3 The approval for the proposals shall be given by the following authorities:
- Proposal upto Rs.10,000/- by the Dean (Research) limited to three a year among the faculty.
 - Proposals above Rs.10,000/- but up to Rs.50,000/- - by the Director in consultation with the Dean (Research) for Bangalore and Kochi) or with Dean (Academics Chennai as the case may be. Limited to three cases a year.
 - Proposals above Rs.50,000/- but up to Rs.1,00,000/- - by the respective Chairman duly processed through the Director and limited to three a year.
 - Proposals above Rs.1,00,000/- - by the Chairman on the recommendation of the Faculty Research & Development Committee (FRDC) limited to three a year.



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8. Research/Publications and MDP/OBP/FDP:

8.1 Faculty development includes intellectual capital output in the form of academic and professional publications by faculty members. Likewise organizing management development programmes, either at the Institute or at the industry concerned enables close institution-industry interaction and thereby provides immense opportunities for mutual learning by the faculty and the practitioners. Similar is the case with Faculty Development Programmes. So much so, the Institute will reward these activities.

9. Faculty Development Programmes:

In appreciation of the importance of regular knowledge updating through suitably designed courses needed at all levels of the teaching career the Institute conducts In-house Faculty Development Programmes. While internal Faculty members take advantage of the same, the Institute will consider nominating them to FDPs conducted under the auspices of UGC/AICTE/IIM, etc. The Programme fee, travel and stay expenses (as per rules) will be met by the Institute. A faculty member may be considered for nomination after one year of service at the Institute for such external nomination.

10. Consultancy:

10.1 Faculty are encouraged to undertake consultancy work with corporate organizations, social enterprises and/or NGOs. It may also be generated through the synergies of guiding students' Summer Internship Projects (SIP) in the corporate sector or the Winter Internship Project, namely, SUPA (Socially Useful Productive Activity) with the NGOs/SMEs. For the latter, it may be desirable to link up with the CSR initiatives of the corporate sector and utilize the funds therefrom.

10.2 Consultancy is to be routed through the Institution. The Consultancy Revenue will be divided as under:

Faculty - 50%

Facilitator - 10%

Institution - 40%

The maximum number of days that may be devoted to consultancy is 50 days in an academic year.

11. Balance between Teaching, Research, Consultancy and Academic Administration:

Since teaching is the main activity of the Institute, there is a minimum teaching-load prescribed for faculty, which is available in the faculty evaluation scheme. As per the faculty evaluation scheme, faculty members can choose from among the other different activities as per their interest and competencies (subject to the minimum prescribed for teaching, research and MDP) as well as the requirements of the Institute.

12. Structure and Budget:

12.1 The Faculty Research & Development Committee for each campus is constituted.

12.2 A budget allocation of Rs.60 lakhs per year is made and is equally split between Faculty Development and Research Support. Sub allocation for each campus will be made on 2:1:1 ratio for Bangalore, Kochi and Chennai respectively.

Note: 1: (A)) For MDP and OBP, the Faculty are paid by sessions which range from Rs.1250/- to Rs.2500/-, depending on the nature of the Programme. For Entrepreneurship development programmes, NGO programmes and faculty development programmes, it will usually be Rs.1250/- per session. But if in an MDP, the surplus is less than Rs.20,000 per day, there will be no honorarium to the faculty since they will be doing this work during the working hours and as part of their job responsibility. In such cases the incentive payable to the Programme Coordinator will be limited to 10% of the surplus.

(B) The faculty is entitled to an incentive for the MDPs or OBPs and Seminars that they may initiate and organize for the Institute. Such programmes including the fee structure are to be approved by the Director concerned on the recommendation of Dean (EP) and within the guidelines issued by the Board.

Note: 2: In addition, incentive for overall performance as prescribed in Faculty Evaluation System will be applicable.

Note: 3 : Annual outputs will be the basis for incentives Incentive admissible to a faculty member for cases / publications should be determined and disbursed annually at the end of each academic year.

To be eligible for incentives, a faculty member should have carried a full load of Academic and related work during the year just ended. For all the three XIME Units, it will be a 300 Credit Points.

Credit Points System for Faculty

Area	Particular	Points Allocation	Validating Authority
Teaching 100 % if Faculty has teaching effectiveness > 2.5, 80% between 2 and 2.5. In case of same course or multiple sections, only 50% of points will be considered for Second case onward	3 credit courses	30	Dean (Academic)
	2 credit courses	20	
	1.5 credit course	15	
	1 credit course	10	
New Initiatives in Teaching	Published in Website	10 per Innovation in pedagogy	Committee headed by Director
MDP/ OBP/ FDP/EDP	Any Duration	1.5/ Rs 10,000 (to be split equally between Organizers)	Dean(External programs)
Consulting	Any Duration	0.5/ Rs 10,000 (to be split equally between Facilitator and Consulting Faculty)	Dean (External programs)/Director
Research / Publication Journal Publication (In case of multiple authors divide the points based on below formula: 60:40 in case of 2 authors; 50:25:25 in case of 3 authors) In case of Scopus Publication, Rs. 20,000/- will be paid as incentive immediately on submission of the proof of submission. However, this amount will be adjusted at the end of the academic year while the final incentive is calculated.	A*	180	Dean(Research)
	A	150	
	B	90	
	C	40	
	Scopus	40	
	Web of Science	30	
	UGC CARE List/Google Scholar	12 (Max 30 Points can be earned)	
	Other Unrated Peer Reviewed Journals	5 – 7 (Max 20 Points can be earned)	Director
	International Faculty Collaboration	10 per collaboration	
	International Teaching Assignment	20 per assignment	
	Newspaper article (economic daily only)	5/Column or Article (with max of 20)	

Area	Particular	Points Allocation	Validating Authority
Conference	International Journal hosted-presentation (only those conferenced hosted by a reputed Journal/International Body)	15 - 20	Director
	National-Presentation (only IIM's or equivalent)	10	
Book	International Publisher	50	Director
	Local Publisher	30	
Edited Book	International	40	Director
	Local	15	
Book Chapter	International	20	Director
	Local	10	
Case	International like HBR, Ivey	30	Dean (Research)
	Local/XIME Case Repository (only peer reviewed)	10	
PhD	Research Guides	10/scholar in a year with publication (at the minimum UGC Care Journal); 6/scholar in a year without publication; 20/scholar in the year of submission.	Committee headed by Director with Dean(Research) as member
Editor	JME	60 (to be split)	Committee headed by Director with Dean(Research) as member
	JME Reviewer	2 per paper	Dean (Research)
	Newsletter	30 (to be split)	Director
Sponsored Research	> 50,000	1 per Rs 10,000 (for Organizer/Facilitator upon full utilization)	Dean (Research)
IPR	Patent Grant/Publishing	60 per patent	Director
Facilitating Grant	For XIME	1 per Rs 10,000	Director

Area	Particular	Points Allocation	Validating Authority
Academic Administration/ Institute Development	Dean (Academics)	90	Director
	Other Deans	60	
	MDP Coordinator	30	
	Research Coordinator	30	
	Admissions Coordinator	50	
	Library Coordinator	15	
	Controller of Exams	30	
	Member - Admissions	20	
	Placement &SIP Coordinator	30+20	Dean(Placement)
	Member Placement	20	
	SUPA coordinator	30	Director
	Batch Coordinator- Batch size > 90	45	Dean(Academic)
	Batch Coordinator- Batch size < 90	25	
	Club in Charge	0-15	Director
	Accreditation Coordinator	45	
	Event Coordination (XIMERA, Maria Philip Best Speaker, Internl. or local conference etc.)	0 - 15 per event	
	Entrepreneurship Activity Head	45	

Notes:

- Minimum points required in Teaching - 135
- Minimum points required from research, publication, MDP, OBP & consulting - 90
- Minimum points required for incentives - 300 {fulfilling (a and b)}
- Incentive amount is Rs. 1000 for every point in excess of minimum eligibility at c)
- Incentive for consultancy - 50% (Consultant); 10% (Facilitator); 40% (Institute)



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