

A photograph of the Loyola Business Institute of Administration building. The building is a multi-story structure with a white facade and red brick accents. The name "LOYOLA BUSINESS INSTITUTE OF ADMINISTRATION" is prominently displayed in gold lettering on a red brick band across the upper part of the building. The building features arched windows and doorways, supported by several dark purple columns. The foreground is a large, paved plaza with a grid pattern of light and dark tiles. There are trees and a clear blue sky in the background.

LOYOLA  
BUSINESS INSTITUTE OF  
ADMINISTRATION

**LIBA Faculty Handbook on  
Rules & Conditions of Service**

**2018**

*(For private circulation only)*

**LIBA FACULTY  
HANDBOOK ON  
RULES & CONDITIONS OF SERVICE, 2018**

**Office of the Director**

**December 2018**

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## **MISSION**

### **LIBA - Mission**

LIBA is a Jesuit institution committed to working with relentless desire to excel (Magis) with its roots in ethics. LIBA aims to cultivate men and women who are committed to national development by preparing world class leaders who are professionally competent, intellectually sharp, ethically sensitive, reaching out to the weak and the less privileged and caring for the well-being of our planet.

### **Vision**

To be a premier management school focusing on excellence and ethics.

## **CULTURE**

Over many years, LIBA has developed its own culture. Students, alumni, faculty and staff are proud of the "LIBA Culture" that can be characterized by the following traits: informality, flexibility, humanistic approach, smooth interpersonal relationships and family spirit. Development of a whole person, personal growth integrity, ethics and excellence in business are high points of this culture.

Faculty, staff and students are expected to contribute to and further strengthen this culture.

### **Values**

LIBA would remain rooted in the core values of excellence, honesty, inclusiveness, integrity and justice. The management will strive to be an exemplar and trustee of the Jesuit values and aspirations and inculcate them to the faculty, students and all stakeholders. Our faculty would imbibe the ideals the institution stands for and impart them along with a rigorous, high quality domain knowledge to all our students. Our pedagogy would be relevant and reflect the needs of the workplace in its content, methodology and evaluation techniques. LIBA would adopt a learner first policy, treat them without discrimination by being fair and just, train them to quest for the best and make them adept at critical thinking, creative problem solving, team work and effective communication.

## SECTION - I

### SCOPE, DEFINITION AND COMMENCEMENT

#### 1.1 Scope:

The **LIBA Faculty (Conditions of Service) Rules, 2018** cover rules, procedures, schemes, benefits, obligations and duties and code of conduct governing the faculty of the Institute including all terms and conditions arising from or relating to the relationship of LIBA faculty with the management, that is, the Loyola Institute of Business Administration (LIBA).

**These shall come into force on 1 January 2019. These rules will supersede all rules in effect till date. In case of any conflict with the existing rules, the older ones will be null and void.**

#### 1.2 Applicability:

These Rules shall apply to the teaching staff of the Institute appointed as, Assistant Professor, Associate Professor and Professor and to any other employee whom the Board may, from time to time, declare as faculty, irrespective of whether the appointment is prior or after 1.1.2019.

#### 1.3 Definitions:

In these rules, unless the context otherwise requires:

- 1.3.1 "Association" means the Loyola Institute of Business Administration (LIBA).
- 1.3.2 "Board" means the Governing Board of the Institute.
- 1.3.3 "Chairman" means the Chairman of the Board.
- 1.3.4 "Director" means Director of the Institute who is also the Secretary of the Board.
- 1.3.5 "Dean" means the Dean (Academics) and Dean (Administration and Finance), who are respectively Secretary and Treasurer of the Board of the Institute.
- 1.3.6 "Disciplinary Authority" means the Director in case of minor penalties and the Rector in case of major penalties.

- 1.3.7** "Faculty" means the employees who occupy teaching positions in the Institute such as Professor, Associate Professor, Assistant Professor and others such as Visiting Fellow, Visiting Faculty, Adjunct Faculty, Guest Faculty, Consulting Faculty and such other posts as the Board may determine from time to time and declare as faculty.
- 1.3.8** "Institute" means the Loyola Institute of Business Administration (LIBA).
- 1.3.9** "Misconduct" includes transgression or violation of any rule or instruction or order, negligence of duty, offences involving moral turpitude and acts of omission or commission which are prejudicial to the interest of the Institute.
- 1.3.10** "Penalty" means either a minor penalty or a major penalty as described in Clause 3.3 but does not include the following in particular:
- a) Non-promotion after consideration of the case for promotion;
  - b) Discharge from service of a person on probation on his first appointment;
  - c) Termination of services where the appointment is purely on temporary basis or contract basis, in terms of the appointment or contract respectively.

#### **1.4 Power to implement rules:**

The Director may, from time to time, issue such directions or instructions as may be necessary to give effect to and carry out the provisions of these rules and to secure effective control and management.

#### **Note: Gender Related Terms**

Terms used in these rules in the masculine, may, wherever possible in the context, be deemed to include the feminine.

## SECTION - II

### APPOINTMENT, PROBATION, PROMOTION AND SEPARATION OF SERVICE

#### 2.1 Appointing Authority:

Appointments including promotions shall be made by the Director in consultation with the Dean (Academics). The Director's decision is final.

#### 2.2 Faculty:

With effect from the date of coming into force of these rules, the qualifications for different categories of posts shall be:

##### a) Assistant Professor

- i. Ph.D. with first class in MBA (or equivalent in the appropriate branch) from a reputed Institute, with a very good academic record throughout.
- ii. At least three years' industrial /research / teaching experience, excluding, the experience gained while pursuing Ph D.
- iii. A Proven aptitude for quality research.

##### b) Associate Professor

- i. Ph.D. from a reputed institute, with first class in M B A or equivalent in the appropriate branch with a very good academic record throughout.
- ii. Post Graduate teaching experience should be in Institutes which are of comparable quality of LIBA, and/or center of excellence in a specific functional discipline.
- iii. Post PhD publications and guiding PhD students is highly desirable.
- iv. Minimum of six years Teaching / Industry/ Research experience, of which at least three years should be at the level of Assistant Professor.

- v. Minimum 5 published articles of which at least 1 in Tier 'C' or one in Tier 'B' Journal with consistently good Teaching Feedback.
- vi. The relevant industry experience will be counted on a 2:1 ratio.

**c) Professor**

- i. Ph.D. from a reputed institute, with first class in MBA or equivalent in the appropriate branch with a very good academic record throughout.
- ii. Minimum of ten years Teaching / Industry/ Research experience, of which at least five years should be at the level of Associate Professor
- iii. Consistently good Teaching Feedback is also expected. Ph.D. supervision, teaching and consultancy services etc., would be taken into consideration.
- iv. Post PhD publications and PhD guide ship is expected.
- v. There should be minimum of 6 published articles, in the preceding five years of which at least 1 in Tier 'C' or 3 in Tier 'B' journals.

**2.2.1** An outstanding engineer/technocrat/management professional working with industry and with an established reputation and who has made significant contribution to knowledge but not having a Doctoral degree or does not fulfill criteria given in Clause 2.2, may also be considered for appointment to the post of Assistant Professor, Associate Professor or Professor as the case may be on contract basis and can be confirmed as permanent faculty on satisfactory performance during the contract period.

**2.2.2** The current scale of pay for various designation may be revised by the Board from time to time.

**2.3 Method of Recruitment**

**2.3.1** The Director with the inputs from the Dean Academics



shall assess the requirement of the Institute about new faculty positions and other academic vacancies in different categories of posts.

Faculty members are usually appointed in the Area considered to be their primary area. However, they may opt for another Area considered secondary, should a need arise.

**2.3.2** After the vacancies are assessed by the Director, he/she will proceed to fill up the same.

- a) The details of procedure to be followed in the matter of filling up of vacancies (Such as advertisement of the vacancies, inviting applications, consulting the Area faculty, manner of conducting interview of the prospects recommended by the Area faculty, through seminars or otherwise, and consultation with the Faculty Review Committee etc. as the case may be), shall be decided by the Director. The Dean (Academics) shall compile a list of eligible candidates to be placed before the Selection Panel.
- b) The Selection Interview Panel shall consist of the Director, the Dean (Academics), the Province Higher Education Coordinator, one faculty from the Area, and an external expert to be nominated by the Director as and when required.
- c) The Selection Panel may recommend to the Director, advance increments in the relevant scale in favor of a candidate selected by them for appointment, who possesses higher qualifications and/or is of exceptional merit.
- d) The minimum requirement of qualifications and/ or experience may be relaxed in respect of exceptionally outstanding candidates.

### **2.3.3 Induction and Mentoring**

The purpose of induction and mentoring is to acquaint the new faculty with their job environment and help

them gain a better understanding of the institute and its culture.

Generally, a senior faculty member takes up the role of a mentor and helps the new faculty settle in their job. The mentor will help the faculty acquaint with:

- ☞ the rules and regulations
- ☞ the procedures for availing leave etc.
- ☞ the various departments / sections
- ☞ the process of Performance management
- ☞ and any other matter needed to be a part of Institute and discharge effectively his role as a faculty

A new faculty is encouraged to attend classes of senior faculty members to get familiarized with the teaching methodologies.

## **2.4 Probation & Confirmation:**

**2.4.1** Persons appointed to any level of the teaching staff shall, on the first appointment in the Institute's service, be required to be on probation for a period of at least one year from the date of joining the service. However new Joiners who have no relevant teaching or industry experience shall be on probation for a period of two years.

**2.4.2** The appointing authority may, at its discretion, reduce or extend the probation period. However, in the absence of any written order of confirmation, there would not be any automatic confirmation, but the faculty would be deemed to be continuing probation.

**2.4.3** During the period of probation or extended period of probation, a faculty shall be liable to be discharged from service without any notice and without showing any reason. On satisfactory completion of the probation period, the Director, after consulting the Faculty Review Committee, will issue a letter of confirmation to the concerned faculty. However, in deciding to discharge a faculty, the Director need not consult the Faculty Review Committee.

## 2.5 Performance Evaluation

Review of faculty performance at LIBA is designed to provide a planning mechanism to recognize excellence in performance, to improve teaching, to enhance professional competencies, and to delineate areas for development.

The first purpose of faculty performance review is to recognize past professional performance and to reward those endeavors appropriately, while providing feedback to faculty.

The second purpose of this review is to provide a basis for professional growth and development. Professional growth plans serve as the framework for the evaluation and recognition of past endeavors and for focusing on future goals and objectives.

The third purpose of faculty performance review is to provide a structure for systematically measuring progress and to substantiate consideration for confirmation and promotion.

To these ends and toward the improvement of the instructional process, all faculty members at LIBA shall participate in an annual performance review which will include the areas of teaching, scholarly activities, consultancy, and service to the Institute, and professions. Consistent with a sense of integrity, honesty and responsibility, all who participate in evaluating a faculty member for the annual performance review will do so objectively, based on documented performance.

To have an evenly balanced focus on various aspects of academic excellence such as Teaching, Training, Research, Consulting, and Administration the Institute follows a TRACTS (Teaching, Research, Administration, Consulting Training, and Service) Model of Performance Management.

The TRACT Model has been detailed in **Appendix – A**.

**2.5.1** The Director will oversee the annual evaluation process.

**2.5.2** Performance of all faculty is subjected to the annual review. The only person(s) exempted from a full review are those faculty members who have not completed a full academic year at the Institute; however, they should meet with the Director to discuss their progress. Each department/area should develop a procedure for evaluation of visiting/adjunct faculty members and it is required that the review be done annually. Depending on the extent of involvement of the visiting/adjunct faculty members in the area, this may take the same format as full-time faculty, or it may be modified.

### **2.5.3 Grievance Procedure**

It is the objective of LIBA to assure fair and equitable treatment of all faculty members and to provide for resolution of grievances through review and appeal proceedings as set out in these policies and procedures. It is the policy of LIBA that any faculty member who believes that he has not received fair treatment under the terms of this policy has a right to a review of his/her grievance within a reasonable time.

The FRC can hear any faculty member who believes that he has not received equitable treatment.

## **2.6 Eligibility Norms for Promotion to a Higher Post**

The requirements for promotion to a higher post, depending on the Institute's needs, are given in section 2.2

Promotion is not a matter of right and the above are only eligibility criteria for promotion. Promotion will be awarded to those who are found suitable by the Director in consultation with the Dean (Academics), Dean (Administration and Finance) and the Faculty Review Committee.

## **2.7 Separation:**

### **2.7.1 Retirement**

A faculty shall retire on completion of age 60 years.

Post retirement, LCS Management reserves the right to engage Teaching faculty on contractual basis only up to the age of 65 depending upon need. The remuneration and the time for such engagement shall be mutually discussed and finalised on a Consolidated basis and will not cover Social security benefits. As per AICTE guidelines only in extraordinary cases Extension beyond age limit of 65 but not exceeding 70 years may be considered at the discretion of Management.

## **2.7.2 Resignation**

**2.7.2.1** A permanent faculty member may resign voluntarily from the service of the institute by giving three months' notice and on the expiry of the said notice period OR on the close of the academic term (whichever is later) during which s/he has a teaching assignment (which includes the evaluation and submission of Grades to the Dean's Office).

**2.7.2.2** The period of notice may be waived, in part or in full by the Director at his discretion. Unless due notice is served, or notice is waived, the faculty shall be liable to pay to the Institute as compensation a sum equal to his gross salary for the period of notice required of him, which sum may be deducted from money due to him.

**2.7.2.3** A non-confirmed faculty member may resign voluntarily only after completing the courses s/he may be teaching, and the research projects s/he may be involved in. In any case, a minimum of two months' notice must be given. If a faculty member fails to give the required notice, s/he will forego two months of his/her salary in lieu of notice.

### **2.7.3 Termination**

- 2.7.3.1** The Director may, after consulting the Board, terminate the service of permanent faculty at any time by giving three months' notice or salary in lieu thereof without assigning any reason.
- 2.7.3.2** The service of a faculty may also be terminated if he becomes of unsound mind or adjudged insolvent or is convicted of any offence involving moral turpitude, or if a faculty indulges in acts or conduct which may be considered prejudicial to the interests and objectives of the institute. Decision of the Director on any of the stated reasons shall be final, subject to the order of the Board.
- 2.7.3.3** The Director may, after consulting the Board, terminate the service of a faculty who abandons his post. Abandonment means absenting from duty without leave or overstaying leave, for a continuous period of 90 days without any intimation thereof in writing.

## SECTION - III

### CONDUCT, DISCIPLINE, PENALTY AND APPEAL

#### 3.1 General

- 3.1.1** Every teaching staff of the Institute shall at all times maintain absolute integrity and devotion to duty, shall conform to and abide by these 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.
- 3.1.2** 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 any government or agency.
- 3.1.3** Every faculty shall endeavor to attain and maintain a collegial atmosphere and a learning environment that foster academic and research initiative and excellence.
- 3.1.4** No faculty shall give directly or indirectly any official document or information to any person to whom he is not authorized to do so.
- 3.1.5** No faculty shall disclose any information internal to the Institute to persons not connected to the Institute.
- 3.1.6** 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 any Government, Parliament, State Legislature or the Institute; or
  - b) Any judicial inquiry; or
  - c) Any departmental inquiry ordered by the Institute or by the Government.
- 3.1.7** Every faculty shall serve the Institute honestly and faithfully and shall use his utmost endeavor to promote the interest of the Institute and shall show courtesy and attention in all transactions.
- 3.1.8** No faculty shall participate, directly or indirectly, in politics or stand for political elections without a written prior permission of the Director.
- 3.1.9** No faculty shall, without prior written permission of Director, engage or participate in any demonstration which involves incitement to an offence nor shall he resort to or abet any form of strike.
- 3.1.10** No faculty shall, except with the previous sanction of the Director, own wholly or in part, or conduct or participate in the editing or managing of, any newspaper or other periodical publication.
- 3.1.11** No faculty shall, except with the previous sanction of the Director, participate in a radio or television broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical.
- 3.1.12** No faculty shall, except with the previous approval of the Director, engage directly or indirectly in any trade or business.
- 3.1.13** No faculty shall, accept, solicit or seek any outside employment or office, whether honorary or compensatory, without the previous sanction of the Director.



**3.1.14** No faculty shall undertake part-time work for any person, organization or institution or accept fee therefore without the prior sanction of the Director 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 Director 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.

**3.1.15** 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 satisfactory to such authority.

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

Provided further that in the case of temporary indisposition the production of a medical certificate may, at the absolute discretion of the leave sanctioning authority, be dispensed with.

**3.1.16** A faculty shall so manage his private affairs as to avoid habitual indebtedness or insolvency.

**3.1.17** A faculty shall not have more than one legally married spouse at the same time.

## **3.2 Misconduct**

**3.2.1** 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:

- a) 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.

- b) Furnishing false information regarding age, qualifications, including percentage of marks and previous employment at the time of joining the Institute or during employment.
- c) Violation of the canons of intellectual honesty, such as misappropriation of writings, research and finding of others.
- d) Taking or giving illegal gratification.
- e) Receiving or giving undue favor or benefit.
- f) Writing offensive language/ tone in official communications.
- g) Commission of any act, which amounts to an offence involving moral turpitude or bigamy or disorderly conduct.
- h) Bringing disrepute to the Institute by talking in public forum.
- i) Fraud, misappropriation and acts amounting to offences of financial nature.
- j) Tampering or fabricating official records.
- k) Unauthorized absence, unauthorized overstay after leave and habitual late attendance.
- l) Undue discrimination.
- m) Unauthorized collection or expenditure of funds on behalf of the Institute.
- n) Employment or engagement, for or without money, in day or night, anywhere without prior sanction of the Director.
- o) Disobedience of any lawful order or instruction of the competent authorities and insubordination to them.
- p) Making any form of official communication including electronic mail, which vitiates the collegial atmosphere of the Institute.

- q) Misuse of the Institute's infrastructure facilities such as IT, library, photocopying, telephone, fax, vehicles, computers etc. or allowing outsiders to use them in one's office given by the Institute.
- r) 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.
- s) Resorting to or abetting any form of strike.
- t) Not honoring commitment made to the external parties as a part of the consulting assignment taken up with the permission of the Director.
- u) Sexual harassment of any employee, student or staff both inside and outside the Institute
- v) Any other conduct, which unbecoming of a member of the teaching staff is.

### **3.3 Penalty**

**3.3.1** Any one or more of the following penalties may be imposed by the disciplinary authority for good and sufficient reasons, on a faculty who commits a breach of any of the 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:

- a) Censure;
- b) Withholding of one or more increments either permanently or for a specified period and non-consideration for promotion either permanently or for a specified period;
- c) Recovery from pay or such other amount as may be due to him, of the whole or part of any pecuniary loss caused to the Institute by his negligence, breach of orders, or misconduct;

- d) Reduction to a lower service or post or to a lower time-scale or to a lower stage in a time-scale;
- e) Compulsory retirement;
- f) Dismissal from service which shall be a disqualification for future employment at the Institute;

**3.3.2** Penalties enumerated in (a) to (c) above are minor penalties and those enumerated in (d) to (f) above are major penalties.

### **3.4 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 act 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 disciplinary authority.

### **3.5 Imposition of major penalties**

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

- a) There must be one or more allegations in writing.
- b) There must be a preliminary inquiry into the facts alleged to have been committed by an officer 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 disciplinary authority, to determine prima facie whether there are sufficient grounds for proceeding further or drop the allegations as unfounded.
- c) If the allegations are not dropped, the disciplinary authority 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.

- d) On receipt of the explanation of the concerned faculty, the disciplinary authority 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 disciplinary authority shall propose a penalty without any inquiry. If the concerned faculty contests the allegations and it is decided to initiate a disciplinary proceeding, the disciplinary authority shall frame specific charges in writing and communicate the same to the concerned faculty in writing, simultaneously calling upon him to submit a written statement of his defense 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 defense.
- e) On receipt of the written statement of defense or if no such statement is received within the time specified, the disciplinary authority may itself enquire into such charges as are not admitted, or if it considers it necessary to do so, appoint a Board of enquiry or an Enquiry officer for the purpose. The disciplinary authority shall nominate a Management's representative to present the case in support of the charges before the enquiry officer. The disciplinary authority shall intimate such appointments to the concerned faculty and shall simultaneously ask him and the management's representative to appear before the enquiry officer on a day at a specified time and place to take further orders from him. The enquiry officer shall also be intimated of such facts.
- f) The enquiry officer shall receive all relevant oral and documentary evidence, first from the side of the management's representative and then from the

side of the concerned faculty. He will conclude the enquiry and submit a report of the enquiry before the disciplinary authority, recording the findings on each charge with reasons therefore.

- g) The disciplinary authority shall consider the report and the record of enquiry and record of findings on each charge.
- h) The disciplinary authority shall, if he decides to impose penalty, propose a penalty and communicate it along with a copy of the enquiry report and a copy of his findings on each charge to the concerned faculty calling upon him to make any representation to him against the proposed penalty, if he so desires.
- i) On receiving and considering such representation or if no such representation is received within the stipulated time, the disciplinary authority shall impose appropriate penalty by order in the disciplinary proceeding and shall communicate in writing thereof to the concerned faculty.
- j) All parties to the disciplinary proceeding shall be given due opportunity to put their respective stands on record.

### **3.6 Suspension:**

**3.6.1** The Director or any other authority to whom he is subordinate may place a faculty under suspension:

- a) where a disciplinary proceeding against him is contemplated or is pending; or
- b) where a case against him in respect of any criminal offence is under investigation or trial.

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

- 3.6.3** Where a penalty imposed upon a faculty under suspension is set aside under these rules on appeal or review and the case is remitted for further enquiry or action, the order of his suspension shall be deemed to have continued in force on and from the date of the original order imposing penalty and shall remain in force until further orders.
- 3.6.4** Where a penalty imposed upon a faculty is set aside by a court of law or is rendered void by a superior court of law and the Director decides to hold a further enquiry against him on the same allegations, the faculty shall be deemed to have been placed under suspension by the Director from the date of the original order imposing penalty and shall continue to remain under suspension until further orders.
- 3.6.5** An order of suspension made or deemed to have been made under this rule may at any time be revoked by the authority which made or deemed to have made the order or by any authority to which that authority is subordinate.
- 3.6.6** A faculty under suspension shall be entitled to subsistence allowance at the rate of 50% of the salary, provided that where the enquiry is prolonged beyond 180 days for reasons directly attributable to the faculty, the subsistence allowance shall, for the period exceeding 180 days, be reduced to 25% of such salary.
- 3.6.7** When the suspension of the faculty is held unjustified or the faculty under suspension is reinstated, the disciplinary, appellate or reviewing authority may grant him for the period of absence from duty -
- a) if he is honorably acquitted, 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.

**3.6.8** In case of honorable acquittal, 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 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 rules, but will not constitute break in service.

**3.6.9** No order passed under sub-rule (3.6.7) above shall have the effect of compelling any faculty to refund the subsistence allowance payable under sub-rule (3.6.6) above.

### **3.7 Right of Appeal:**

**3.7.1** Every faculty shall have a right of appeal to the Chairman against an order imposing any minor penalty and to the Board against an order imposing any major penalty on him. An appeal against an order of suspension shall lie with the authority to which the authority, which made or is deemed to have made the order of suspension is immediately subordinate.

**3.7.2** 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. Provided that the appellate authority may entertain the appeal after the expiry of the said period if it is satisfied on the showing of the appellant that he had sufficient cause for not submitting the appeal in time.

**3.7.3** The appeal shall contain all material statements and arguments on which the appellant relies and shall not contain any disrespectful or improper language. It may challenge the findings of guilt or the severity of the penalty or both.

**3.7.4** The authority which made the order appealed against shall, without any avoidable delay, transmit the appeal to the appellate authority together with its comments



thereon and the relevant records. The appellate authority may direct such transmission too.

- 3.7.5** 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.

- 3.7.6** 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 contains good and sufficient reasons of such delay which may or may not include reasons attributable to the appellant exclusively.

### **3.8 Review:**

- 3.8.1** Notwithstanding anything contained in these rules, the Board may, on its own motion or otherwise, after calling for the records of the case, review any order at any time and
- a) confirm, modify or set aside the order;
  - b) impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order;

- c) remit the case to the authority which made the order or to any other authority directing such other action or enquiry as it considers proper in the circumstances of the case; or
- d) pass such other orders as it deems fit provided that an enhanced penalty shall not be imposed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty.

**3.8.2** The authority to which an appeal lies against an order imposing penalty may, on its own motion or otherwise, call for the records of the case in a disciplinary proceeding, review any order passed in such a case and pass such orders as it deems fit, as if the faculty had preferred an appeal against such order.

Provided that an order imposing or enhancing a penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such penalty or enhanced penalty.

Provided further that no action under this sub-rule shall be initiated more than 6 months after the date of the order to be reviewed.

**3.8.3** A faculty whose appeal has been rejected by the Chairman or in whose case the Chairman has enhanced the penalty either on appeal or on review, may write to the Board of Governors in respect of that matter within 3 months from the date of receipt of a copy of the order giving rise to the appeal.

## **SECTION - IV**

### **PAY AND OTHER BENEFITS**

#### **4.1 Scale of Pay:**

The Board shall specify the emoluments to be paid to the faculty from time to time. This would be in accordance with AICTE norms

#### **4.2 Performance Review & Increment:**

**4.2.1** Performance Review shall fall due on the first day of the month following that in which the faculty completes twelve months service from the date of his joining the service on first appointment or from the date on which his last annual increment accrued or from the date of joining a post on promotion. The period spent on extraordinary leave shall not count for increments.

**4.2.2** Increments shall ordinarily be drawn as a matter of course unless the faculty has reached the maximum of the scale or it has been withheld as a disciplinary measure.

**4.2.3** Save as otherwise provided in these rules, any period spent on deputation, but excluding any period spent on extraordinary leave, shall count for increments in the pay scale in which the faculty has been confirmed.

## SECTION - V

### LEAVE RULES

#### 5.1 Leave

**5.1.1** Leave of any kind cannot be claimed as a matter of right but will be granted according to the exigencies of circumstances. When the exigencies of the Institute's services so require, the discretion to refuse, postpone, curtail or revoke leave of any description or to recall to duty any faculty on leave shall rest with the sanctioning authority.

**5.1.2** A faculty member on probation is entitled to 15 days leave with pay.

#### 5.2 Annual Leave:

**5.2.1** Every confirmed faculty member is entitled to **30 days** of paid leave per year (usually taken during summer vacation).

#### 5.3 Casual Leave (CL):

The word 'Casual' is used to qualify an act or event, which is done or occurs by chance without any pre-planning or anticipation in the normal course. Casual leave can be taken in emergencies without any prior sanction. However, applications for CL must be made at the first opportunity.

**5.3.1** **Casual** leave up to a maximum of ten days in a year will be admissible to all faculty. A maximum of **two days** may be availed at a time and should not be combined with other types of leave (e.g. EL, ML, OP etc.).

**5.3.2** **Casual** leave not availed during a calendar year will lapse at the end of the year.

**5.3.3 Sundays/holidays** preceding or succeeding the leave will not be counted as casual leave. However, when combined with Sundays/holidays it should not exceed 4 days at a stretch.

#### **5.4 Medical Leave (ML):**

Leave that faculty can use during periods of illness to address their health needs without losing pay.

**5.4.1 Medical** leave with full pay will be admissible to a confirmed/ contractual faculty at the rate of **20 days per year** which can be accumulated up to **60 days**.

**5.4.2 Such** leave, 5 days or beyond [component-wise or in continuity] will be granted only on production of medical certificate of fitness from a medical practitioner recognized by the Institute before he can rejoin duty. For example, one must produce fitness certificate after 2 continuous blocks of ML which adds up to 5 days or more.

#### **5.5 Maternity Leave:**

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

**5.5.1 Maternity** leave with full pay will be admissible to a confirmed/ contractual female faculty according to the Maternity Benefit Act, 2017 which allows 26 weeks of paid leave.

**5.5.2 Maternity** leave may be combined with leave of any other kind except casual leave.

#### **5.6 Official Programmed (OP):**

A type of paid leave where a faculty member goes to conduct different types of Programmes, such as Consulting, In-Company, Teaching in Other Institutes or for attending Conferences, Board Meetings etc.

**5.6.1** **There** are 5 categories of OP Leave. They are as follows:

Consulting

In-Company

Conferences

Teaching in Other Institutes

Others

**5.6.2** **Every** confirmed faculty member is entitled to **40 days** of OP leave per year.

OP leave not availed during a calendar year will lapse at the end of the year.

For teaching in other Institutes prior sanction must be taken from the Director. The application for such teaching must be routed through the Dean (Academic's) office.

## **5.7 Official Institute Work (OI):**

A type of paid leave, where the Institute sends the faculty members exclusively for Institute related activities. For example, a conference which has been initiated by the faculty by getting a paper accepted or being invited by the conference organizers will be categorized as Official Programmed (OP) leave whereas when a faculty has been requested by the Institute for representing the Institute at a conference will be covered under leave given as Official Institute Work (OI).

**5.7.1** **There** are 2 categories of OI work.

a) Admissions

b) Institute initiated Activities

There are no fixed days for the OI work.

## **5.8 Special Leave**

**5.8.1** **A** faculty may be granted Special Leave and nominal financial support to pursue doctoral work.

- 5.8.2 Special** Leave to a maximum of **100 days** during the entire period of doctoral work may be granted at the discretion of the Director.
- 5.8.3 Availing** of such leave should not affect regular teaching, academic administration and other institutional work.
- 5.8.4** A faculty availing such leave shall furnish a bond, on a form prescribed by the Institute, (pro forma is available in the Director's office) to serve the Institute for a minimum period of two years after the award of the doctoral degree. However, if a faculty desires to leave during this period he must pay back the Institute an amount equivalent to the leave granted apart from the financial support given for this purpose. The period of bond can be reduced in exceptional cases, at the discretion of the sanctioning authority.

## **5.9 Sabbatical Leave**

- 5.9.1 Sabbatical** Leave is intended to provide an opportunity for intensive research and professional development for faculty members.

In pursuance of this objective a faculty member may utilize sabbatical leave for the following purposes:

- a) Pursuing creative and innovative research in a recognized institution of higher learning or organization of repute;
- b) To complete publications, viz., research monographs articles in professional journals, book writing, etc.
- c) For high level interaction with counterparts in Institutions of higher learning/research organizations, industry or government for gaining research experience;
- d) Any other purpose (but related to professional development) as approved by the Director.

### **5.9.2 Duration**

Sabbatical Leave may be granted for a maximum period of **one year only**.

### **5.9.3 Eligibility**

Such leave will be given to faculty members who have completed a minimum of six years continuous service as Faculty in the Institute.

### **5.9.4 General Conditions**

- a) The grant of Sabbatical Leave shall be subject to the Institute's work requirements.
- b) Sabbatical Leave is neither an entitlement nor automatic. Institute will consider various other aspects (such as faculty strength in the area, teaching requirements etc.) before approval of the Sabbatical Leave.
- c) The period of Sabbatical Leave shall count as on duty.
- d) The Grantee Faculty shall be entitled to full pay and allowance as admissible under the rules.
- e) The faculty needs to submit an application to the Director for sabbatical.

## **5.10 Extraordinary Leave (Leave without Pay)**

**5.10.1** A faculty member who does not have sufficient leaves to his/ her credit may be granted extraordinary leave. All extraordinary leave will be leave without pay. The following norms will be followed for granting of extraordinary leave:

- a) A minimum of six years of continuous service as a regular faculty member at the Institute is essential.
- b) Maximum period of extraordinary leave will be one year at a time.



- c) Extraordinary leave cannot be granted on more than two occasions during the entire service of a faculty member.
- d) Two spells of extraordinary leave, if intervened by any other kind of leave, will be treated as one continuous spell of EOL for applying the maximum limit.
- e) Ordinarily, at any given time not more than one faculty member from an Area will be permitted to avail EOL.
- f) Dean Academics and Dean Administration will be consulted before the Director sanctions the leave.
- g) The above norms may be relaxed in special cases and circumstances at the discretion of the Director.
- h) The purpose stated in the application for EOL cannot be changed without the written permission of the Institute during the period of EOL.
- i) Extraordinary leave for any purpose will not count for increment / service.
- j) Application for EOL must be made six months in advance.
- k) A Faculty availing EOL shall furnish a bond, on a form prescribed by the Institute, to serve the Institute for a minimum period of two years after the expiry of the EOL. The period of bond can, however, be reduced in exceptional cases, at the discretion of the Board of Governors.

### **5.10.2 Key purposes of EOL**

- a) Significant health problem of self or of a family member.
- b) To gain industrial experience.
- c) To take up academic administration.
- d) Academic Pursuit.
- e) Any other purpose at the discretion of the Director.

## **5.11 Application for Leave**

**5.11.1** An application for leave (other than sabbatical and EOL) should be submitted to the Dean Academics (recommending authority), who, after putting his/her recommendation, will forward the same to the sanctioning authority for final decision. In case of EL, the application should be made at least two weeks prior to the date of commencement of leave. Prior sanction from the Director must be obtained for all types of leave except Casual leave & Medical Leave.

## **5.12 Leave Address**

**5.12.1** A faculty proceeding on leave shall intimate the Dean/Director's Office his/her address during leave and shall keep the Dean/Director's Office informed of any change in the leave address.

## **5.13 General**

**5.13.1** A faculty on leave need not normally return to duty before expiry of the period of leave granted to him, unless he / she is requested to do so by the Director. In such cases the faculty so requested should rejoin duty without delay.

**5.13.2** Unless the authority competent to grant leave extends the leave, an employee who remains absent after the expiry of leave will be treated absent from duty without permission. Such un- authorized absence renders him / her liable to disciplinary action.

## SECTION - VI

### CONSULTANCY

#### 6.1 Source of consultancy

All consultancy requests, even those obtained by an individual faculty member through his own efforts, are to be channeled through the Director and will be in the name of the Institute. **No consultancy can be taken up by an individual in his/her name.**

**6.1.1 Nature of consultancy:** The nature of consultancy should be in keeping with LIBA's objective and one's own area of specialization and should have a definite spillover effect on one's teaching, publication possibilities and faculty seminars.

**6.2 Acceptance of consultancy:** In keeping with the scarce resources, both institutional and personal, no consultancy should interfere with the following:

- a) **class schedule;**
- b) **consultation time available for students;**
- c) **class preparation; and**
- d) **giving and returning of assignments, grades and other responsibilities, both academic and administrative.**

**Note:** As a norm, no faculty member may accept any consultancy, in-company training programmed, etc. during the term in which s/he is teaching a course. **Any exception from this norm requires specific clearance from the Dean and the approval of the Director.**

**6.3 Once a consultancy is accepted, it is the responsibility of the consultant(s) to meet the deadlines and standards required by the client and the Institute.**

#### 6.4 Allocation of consultancy

**6.4.1 For** the Consultancy opportunities coming to the Institute, the Director in consultation with the Dean (Academics) will allocate the consultancy projects among different areas and different faculty members

within the area, based on the nature and scope of the consultancy as well as the needs of the client.

- 6.4.2** If a specific request is made for a person for consultancy, that person may be allowed by the Director to undertake the consultancy after satisfying the Institute's internal requirements. However, individual consultants should try to involve other relevant faculty members also in the consultancy. When the decision to undertake consultancy has been taken, the Director may seek advice from the area concerned regarding the persons to be involved in the consultancy.

## **6.5 Consultancy Remuneration**

- 6.5.1** Net Income to be shared @ 60%: 40% between the Faculty and the Institute, respectively. Before the fee sharing, all the expenses are to be adjusted.

- 6.5.2** When two or more members are involved in a consultancy, the mode of sharing will be decided at the time of initiation and/or as the consultancy proceeds. This will be done by the members themselves. The distribution of the faculty share will normally be in proportion to each one's degree of involvement in the consultancy at all its stages. In special cases of consultancy work or in-company Programmes, the division of the remuneration between the Institute and the consultants may be different, as will be decided by mutual consultation before taking up the work.

## **6.6 Ceiling**

In a year, a faculty member **should not exceed 40 days of consultancy / In Company training** assignments. However, under special circumstances, the ceiling may be extended with the specific approval of the Director.

## **6.7 Billing procedure**

At the end of the consultancy / in-company Programmes/ lecture, the faculty concerned will provide the details to the accounts office so that a bill may be sent in the name of the Institute to the company concerned. The Institute will dispense the amount due after receiving the payment.

## **SECTION - VII**

### **MISCELLANEOUS**

#### **7.1 Working Hours:**

**7.1.1** The official working hours are as follows:

- a) Monday to Friday : 8:30 - 12:30 and 1:30 - 5:00
- b) Saturday : 8:30 - 12:30

**7.1.2** Faculty may follow flexible working hours. However, when required the Institute expects the faculty to be in office during the above working hours. In exigencies of requirements (e.g. designated Institute ceremonies etc.) the faculty may be called upon to attend office at any other time.

**7.1.3** Working hours for classes on working days and holidays for courses Part time/Full time in the Institute will be notified separately.

#### **7.2 Verification of Reference**

The Appointing Authority, at its discretion, shall verify the references, background and suitability of a person selected as a faculty in such manner as he may deem fit.

#### **7.3 Certificate of Health**

No person shall be appointed to any post in the Institute unless certified to be of sound constitution and medically fit by the Institute Medical Officer and the expenses towards the examination shall be borne by the Institute.

#### **7.4 Record of Age**

**7.4.1** Every faculty shall declare his age on his first appointment by producing the birth certificate or the school leaving certificate, or any other document given by any legal authority.

**7.4.2** No faculty shall thereafter be allowed to alter or question the age declared by him at the time of his employment or the age determined and accepted by the Institute.

## **7.5 Address for Communication**

Every faculty shall intimate his full residential address (both Permanent and Correspondence) to the Director and any change in the address previously furnished. All communications sent to the last address so intimated shall be deemed to have been properly sent to him.

## **7.6 Sexual Harassment at the Workplace**

The Institute is committed in dealing with and doing away with any instance of Sexual Harassment. For this a **Complaints Committee for Sexual Harassment at the Workplace** has been formed.

**7.6.1 Complaints Committee for Sexual Harassment** means a Committee constituted by the management to look after the allegation of sexual harassment at the workplace. The said Committee has been constituted according to the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

**7.6.2** "Sexual Harassment" means and includes such unwelcome sexually determined behavior (whether directly or by implication) as

- a) Physical contact and advances,
- b) A demand or request for sexual favor,
- c) Sexually colored remarks,
- d) Showing pornography,
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

## **7.7 Formation, power & function of the Complaints Committee**

**7.7.1** The Complaints Committee shall be formed by the **Director** by taking four or more members from

amongst the staff or from outside and one NGO or other body familiar with the issue of Sexual Harassment.

**7.7.2** The term of the members of the committee shall be for three years. In case of death, resignation or removal of a member of the Committee, the same shall be filled up within 45 days of such contingency by the management.

**7.7.3** The Committee shall meet at least once in three months.

**7.7.4** The Committee shall have the power to enquire into all complaints referred to it either by individual staff or the management of LIBA regarding the allegation of sexual harassment in the workplace and recommend suitable action including initiation of criminal case or departmental proceeding.

**7.7.5** All Complaints regarding sexual harassment in the workplace shall be addressed to the Chairperson of the Committee mentioning facts of the case, list of witnesses and documents if any to be relied upon. The Secretary will receive all complaints on behalf of the Committee. In case of non-availability of the Secretary, the complaints will be handed over to any member of the Committee.

**7.7.6** All such complaints shall be placed before the Chairperson who will pass order to convene a meeting of the Committee as soon as possible but not later than 15 days to enquire on the complaints. If the complaint is against any staff of LIBA the same shall be forwarded to him along with all enclosures to submit his views within a reasonable time not later than the proposed date of meeting.

## **7.8 Proceedings of the Committee**

**7.8.1** The proceedings of the Committee shall be in camera and the parties shall have no right to be represented by anybody.

**7.8.2** The Committee shall in each case make such enquiry as may deem to be appropriate.

- 7.8.3** In conducting such enquiry the Committee shall be guided by the rules of equity and natural justice and shall not be bound by any formal rules relating to procedure and evidence.
- 7.8.4** Before formulating its recommendation, the Committee shall give a summary of the charges against the staff enclosing the report of materials on which the charges are based and shall, if he is not absconding or untraceable, give him an opportunity within the time to be specified by the Committee to offer his explanation orally or in writing which if given shall be recorded.
- 7.8.5** Three members shall form the quorum of the Committee and they will be competent to dispose of any complaint. After completing the enquiry, the Committee shall record its finding, stating the allegation of sexual harassment in the workplace, it will recommend to the management of LIBA for departmental action or for criminal proceedings where allegation amount to a specific offence under the Indian Penal Code or any other laws. In case of conflict in views amongst the Committee members, the recommendation shall be based on the majority view. The Committee may also recommend for departmental action if the allegation is found to be false and frivolous.

## **7.9 Interpretation**

If any question arises relating to the interpretation of these rules or any term, it shall be referred to the Director who shall, subject to the approval of the Board, give his decision and such decision shall be final.

## **7.10 Relaxation**

The Board may, in the interest of the Institute, for reasons to be specified in its resolution, relax any of the provisions of these rules in individual cases.

## **7.11 Amendments:**

The Board may, in the interest of the Institute, make additions, alterations, omissions and amendments to these Rules.



## APPENDIX - A

### The TRACTS Model

In this model basically, each faculty is broadly involved in

- a) Teaching (Knowledge dissemination)
- b) Research / Scholarship (Knowledge creation)
- c) Administration (Contributing to the Institute in any other form not included in the above three)
- d) Consultancy & Training and
- e) Services - social responsibility

Each faculty shall discuss their individual plan of work and finalize with the Director for the coming year during month of May / June. Periodic milestones in the work plan to be created for better monitoring (guidelines given below). It will be the faculty's responsibility to complete and finalize their work plan with the Director.

### Workload

The overall minimum workload would be equivalent to teaching 6 courses (18 credits) in a year.

This would be distributed along the TRACTS components.

All activities that are beyond 3 courses (9 credits) of teaching will continue to be rewarded.

Core strength of LIBA is **Teaching**. Teaching is divided among:

- a) Institute core programs (full time PGDM, part time PGDM and Diploma courses)
- b) Institute ancillary programs (Exec. PGDM and certificate programs)
- c) 30 hours of teaching is considered as 3 credits equivalent in this report

**Research and publications** need to be brought to the center stage

- ☛ In a year a faculty is expected to publish at least one article in Scopus indexed journal and/or ABDC listed journal.

- ☞ In a block of 3 years 3 publications
- ☞ Faculty who are above 60 years of age may, if they desire, opt out of the research requirement and may teach a course in lieu of this (subject to the upper limits)
- ☞ Peer reviewed publication of Case could be considered in lieu of 1 journal article
- ☞ Publication of a book in a block of 3 years may also be considered in lieu of an article
- ☞ Presentation in prestigious, peer reviewed conferences can be considered equivalent to one research publication
- ☞ Every faculty is expected to share the burden of running the institute by way of taking part in the administrative processes.
- ☞ Activities such as helping in the Admission Test, Interviews are compulsory for all faculty members
- ☞ Research related administrative work treated as part of administration
- ☞ Special purpose committees will be considered for credit/monetary incentives on a case to case basis by the Director

### **Consultancy & Training**

- ☞ Conduct at least 20 sessions of training (including MDPs) or 3 days of consulting or 5 days 'on-site' to write case-study, etc.,
- ☞ For 'on-site' TA DA for one visit to be borne by Institute as per norms
- ☞ Maximum 40 days for consulting and training - in company work at LIBA campus to be included

### **IN BRIEF**

18 credits from teaching courses in TEACHING is compulsory.

One publication per year in RESEARCH is compulsory (3 in 3 years).

Administration by attending the committee meetings, and research administration work.





*P. Christy*

Fr. P. Maria Joseph Christie, S.J

Director

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