

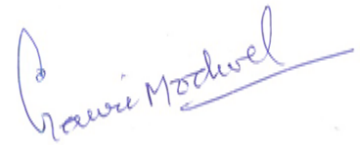
HR Policy (NON TEACHING STAFF)

Revised 2025

**New Delhi Institute of Management
50 B&C, 60, Tughlakabad Institutional Area, New
Delhi - 110062**

FOREWORD

This document contains policies, guidelines and service rules for non-teaching staff at NDIM. All decisions pertaining to service and conduct shall be taken in accordance with guidelines in this handbook. This document has been discussed and approved by the Central Academic and Administrative Council of NDIM under the guidance of NDIM Board of Directors.

A handwritten signature in blue ink, reading "Gauri Mohan", with a horizontal line extending from the end of the signature.

Director



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NEW DELHI INSTITUTE OF MANAGEMENT

For batch 2024-26

Vision: NDIM: To be a Global learning hub, to nurture global change leaders through holistic, transformative, relevant and innovative learning.

Mission of NDIM:

- **To establish linkages with Global Academicians and Industry.**
- **To provide personalized attention and a highly interactive teaching & learning process with effective pedagogy.**
- **To nurture effective decision makers and leaders with global outlook and conviction.**
- **To create appropriate environment that promotes acquisition of relevant knowledge, skills and attitude necessary for adapting to fast changing & dynamic global business environments.**
- **To provide necessary ecosystem for encouraging nascent ideas and supporting their spirit of venturing into new initiatives, startups, entrepreneurial endeavours.**
- **To create socially and environmentally sensitive ethical business leaders**

For batch 2025-27 effective from July 2025

Vision: To be a leading management institution that nurtures dynamic business leaders through holistic, transformative, and innovative learning.

Mission:

- **To build strong industry and global linkages that enhance learning and research experiences.**
- **To offer personalized and interactive teaching and learning processes.**
- **To foster an innovative and entrepreneurial mindset.**
- **To create socially and ethically responsible business leaders.**

About this document

This document contains brief guidelines and information for the NDIM Staff **to assist them in carrying out their day to day activities at the institute.** Necessary information is provided to appraise them about the **institute's** rules and regulation in relation to their duties. The document also outline the incentive being considered in recognition of their outstanding services in the successful implementation of programmes as well as their contributions in transforming NDIM **into an** institute of excellence in management education. Ample provisions have been provided in the document to encourage our faculty to develop themselves academically and professionally while serving at NDIM. An award system has also been introduced which gives due consideration to the outstanding services / contributions.

1. Reporting for duty

All Non -Teaching Staff are required to submit a joining report along with necessary documents in the Office of the Registrar on the day of the joining.

2. APPOINTMENTS and SUPERANNUATION: Non-Teaching Staff

1. All appointments under the Institute or any Institution shall be made by the approval of the Chairman on the recommendation of a Committee constituted by him.
2. All employees, other than those appointed purely on temporary / contract / ad hoc / fixed period / part-time and casual basis, shall, in the first instance, be appointed on probation for a period of one year, which may be extended, upto a maximum of two years.

3. An employee, if confirmed, may continue to hold office till the age of superannuation, subject to good conduct and discipline, to the satisfaction of the CAAC and other competent authorities.

An employee shall stand automatically relieved of his/her job on the date of attaining the age of superannuation without the requirement of issue of any specific order to that effect, the date & age of superannuation having already been notified under the NDIM Rules. Continuation/retention of the employee at NDIM at the same or different compensation/honorarium after the date of superannuation cannot be anything but on contractual basis, in no case can such a continuation be deemed to be extension of service; extension in the age of retirement not being permitted under the AICTE or the Govt. of India or the NDIM Rules.

Non- teaching employees will stand automatically superannuated upon attaining the age of 60 years.

4. Superannuation in all cases will take place from the last date of the month the employee attains the age of superannuation.

Fresh inductions can also be made beyond the age of 60 years on fixed salary as per institutional requirement.

5. Every employee shall be required to produce the following certificates on appointment:-
 - a. Original degree / diploma / certificate along with certificate(s) of experience, if any, with attested photocopies. The original certificates shall be returned after retaining photocopies.
 - b. Last drawn salary slip / bank statement
6. The Designation, Pay and Allowances of an employee shall be fixed at the time of his appointment, depending upon the category of his post: Permanent / Temporary, Teaching / Non-Teaching (Administrative), Regular / Contractual. Pay fixation shall be as per norms / guidelines of NDIM. The selection of Teaching and Non- Teaching Staff shall be in accordance with the provisions / guidelines / norms laid down by the statutory authorities like the University / UGC / AICTE.
7. All remunerations / payments for any category of employees shall be subject to deductions at source as per provisions of Income Tax, Provident Fund etc and all other rules / guidelines in force from time to time.

3. PAY AND ALLOWANCES:

1. The salary of the staff will be disbursed before 10th of the following month.
2. Annual increment shall be allowed keeping in view the employee's performance and shall not be treated as a matter of right.
3. In deserving cases, an allowance or incentive to any member of the staff for extra ordinary work done in addition to their normal duties can be considered.

4. Service, Responsibility, Leave and Conduct Rules

A. GENERAL:

The New Delhi Institute of Management is a unit of the Society for Employment and Career Counselling (Registered).

1. These Rules shall be known as "New Delhi Institute of Management - Service, Leave and Conduct Rules".
2. These Rules shall come into force from 1st August, 2002 and have been revised from time to time. These shall apply to all employees in employment on the aforesaid date or **and as well as to those appointed thereafter.**
3. In these Rules, unless the context otherwise requires, -
 - i. 'Society' means the 'Society for Employment and Career Counselling (Regd.)';
 - ii. 'Board' means the Board of Governors of New Delhi Institute of Management (NDIM)
 - iii. 'Institution' means any School, College, Hostel or any Centre or unit set up by the Society;
 - iv. 'Institute' means New Delhi Institute of Management;
 - v. 'Teaching Staff' means the staff engaged in the act of teaching.
 - vi. 'Non-teaching Staff' means the staff engaged in activities other than teaching.
 - vii. 'Administrative Staff' means persons working in administrative capacity;
 - viii. 'Director' means a person who is Head of the teaching staff of NDIM / Institution; he/she may be called either by this designation or by any other designation like Dean etc. as maybe decided by the Board;
 - ix. 'Superannuated Staff' means persons appointed on temporary / contract basis having already attained the age of superannuation; such persons shall not have any substantive right to the post and /or other rights and privileges admissible to regular employees;
 - x. 'Salary' means Basic Pay and allowances.
4. The President of the Society will be ex-officio Chairman of New Delhi Institute of Management and all other units set up by the Society or the Institute.
5. The Chairman reserves the right, to amend, alter or add to any provision of these Rules and the amended rules shall be binding on all employees from the date of such decision by the Chairman.

6. NDIM may adopt its own pay scales, incentive schemes and recruitment and promotion policies keeping in view the individual calibre of the employee and NDIM's expectation of futuristic and Global learning at the campus. These can be at variance with the AICTE pay scales while observing the basic principles laid down by the AICTE. Without prejudice to the provisions of any Acts / Rules of the affiliating Universities, AICTE, Central / State / UT Administration, the Board shall have the right to alter or change at any time the scale of pay and other conditions of service and conduct rules of any post, but the changes so made shall not adversely affect the existing employees.
7. Each Institution set up by Society shall be independent in its working and will form a part of the Society.

5. Responsibility

1. Invigilating:

Security: Prevent cheating or academic dishonesty during exams by patrolling the exam room and monitoring for any irregularities.

Proctoring: Distribute exam materials, **respond to student questions when appropriate, and collect completed exams once students have finished.**

2. Conference Attendance:

Preparation: Review conference schedules, agendas, and any relevant materials in advance to understand the topics and sessions to be covered.

Travel: Arrange travel logistics, including booking flights, accommodations, and transportation to and from the conference venue.

Participation: Attend relevant sessions, workshops, and presentations during the conference to stay updated on industry trends, best practices, and innovations.

Networking: Engage with conference attendees, including peers, experts, and potential partners, to build professional relationships and exchange knowledge.

Note-Taking: Take detailed notes during conference sessions for sharing insights and key takeaways with colleagues upon return.

Reporting: Provide feedback and summaries of conference findings and how they can be applied within the institute.

3. Event Planning and Coordination:

Preparation: Begin by planning and preparing for upcoming events, which may include meetings, seminars, workshops, conferences, alumni gatherings, and social events.

Venue Selection: Research and select appropriate venues for events, negotiate contracts, and ensure that the chosen location meets the requirements of each event.

Budget Management: Develop and manage event budgets, tracking expenses and ensuring cost-effectiveness.

Logistics: Coordinate all logistical aspects, including scheduling, catering, audiovisual equipment, transportation, and accommodation if necessary.

Vendor Coordination: Communicate and coordinate with vendors, suppliers, and service providers to ensure seamless event execution.

4. Marketing and Promotion:

Promotional Materials: Create and distribute event promotional materials, including flyers, posters, email invitations, and social media posts.

Online Registration: Set up and manage online registration systems for participants.

Communication: Maintain regular communication with attendees, providing event details, updates, and reminders.

5. Guest Speaker and Presenter Arrangements:

Invitations: Extend invitations to guest speakers, presenters, and panelists for seminars and conferences.

Coordinate travel and accommodation arrangements for guest speakers, when required.

6. On-Site Event Management:

Registration and Check-In: Oversee the check-in process for attendees, ensuring a smooth start to the event.

Event Coordination: Monitor event proceedings, address any issues that arise, and ensure that the schedule is adhered to.

Feedback: Collect feedback from participants during and after the event to assess its success and gather suggestions for improvement.

7. Post-Event Evaluation:

Evaluation: Conduct post-event evaluations to measure the success of each event and identify areas for improvement.

Reporting: Prepare reports summarizing event outcomes, including attendance numbers, feedback, and budget reconciliation.

Scheduling: Coordinate event dates and times, taking into account the availability of key stakeholders.

Team Collaboration: Collaborate with colleagues and teams, both within and outside the institute, to ensure successful event execution.

9. Continuous Improvement:

Research: Stay updated on industry trends and best practices in event planning.

Innovation: Introduce new event formats and creative approaches to enrich the attendee experience and increase engagement.

Planning and Coordination:

Identification: Research and identify suitable companies and organizations for industry visits based on the interests and goals of MBA students.

Liaison: Establish and maintain relationships with industry professionals, organizations, and company representatives to facilitate visits.

Scheduling: Coordinate visit dates and times with both the institute's academic calendar and the availability of industry hosts.

Logistics: Arrange transportation, entry permissions, and any special requirements for the visits.

Budget: Develop and manage budgets for industry visits, ensuring cost-effectiveness.

2. Preparing Students:

Communication: Communicate visit details to students, including date, time, location, dresscode, and any specific guidelines.

Orientation: Conduct pre-visit orientation sessions to educate students about the objectives, expectations, and etiquette of the industry visit.

3. Execution of Visits:

Guidance: Accompany students to industry locations and serve as a liaison between the institute and the host organizations.

Facilitation: Ensure a smooth and informative visit, including introductions, tours, presentations, Q&A sessions, and networking opportunities.

Safety: Monitor the safety and behavior of students during the visit, addressing any concerns that may arise.

4. Post-Visit Activities:

Feedback: Collect feedback from students regarding their industry visit experience, capturing insights and suggestions.

Reporting: Prepare reports summarizing each visit, including key takeaways, student feedback, and lessons learned.

5. Administrative Tasks:

Documentation: Maintain records related to industry visits, including contact information, permissions, and visit schedules.

Budget Tracking: Keep detailed records of expenses related to industry visits. **Communication:** Maintain regular communication with industry partners, expressing gratitude and building relationships for future visits.

6. Evaluation and Assessment:

Effectiveness Review: Evaluate the impact and outcomes of industry visits in achieving defined educational and career development objectives.

Curriculum Alignment: Ensure that each visit is aligned with the academic curriculum and supports the overarching goals of the programmes.

B. LEAVE RULES

S. No.	Type of Leave	Number of Leave	Service Conditions required
1	Casual Leave	12 in a year @ 1 per month	Joining onwards
2	Earned Leave	15 in a year @ 1.25 per month	End of each month after joining
3	Final Examination / Study Leave	15 days	3 years of regular service
4	Maternity Leave	3 months	1 year of regular service
5	Short Leaves	15 in a year (2 hours duration)	Not more than 2 in a month
6	Compensatory Leaves	working on holidays	As per actual days
7	Bereavement leave	7 days	Death of immediate family member
8	Hospitalization/Medical Leave	7 to 10 days admit as per Medical Documents	Hospitalization/any Illness that leaves you Immobile
9	Marriage Leave	7 days	

- a. The 'leave year' shall be the Calendar year, that is, from the 1st July to 30th June . CL and EL Account shall begin afresh with each calendar year except for Compensatory leaves.
- b. No leave shall be claimed as a matter of right. It shall be granted according to the exigencies of service by the Competent Authority who may refuse or revoke any leave even during the term of vacation subject to exigencies of work.
- c. No member of the staff shall leave the station at any time without prior permission/intimation of the concerned leave sanctioning authority.
- d. Application for leave must be submitted online /offline well in time and got sanctioned before proceeding on leave.
- e. In case an employee has to go out of station for more than a week, he shall mention his outstation leave address in the leave application and also hand over charge of his seat in the manner directed by the HOD to another member of the staff nominated by the appropriate authority. In the case of teaching faculty, alternate arrangements shall be ensured and class adjustment shall be arranged by the concerned faculty before proceeding on leave.
- f. Any member of the teaching and non-teaching staff shall be eligible for appearing in the final examinations of their higher study upto 15 days with pay. He/ she shall have to execute a bond for serving the Institute for at least two years after availing of such leaves. This provision is applicable to the employees having served a minimum of 3 years. If he/she does not fulfill of the condition of the bond, he may be penalised accordingly.
- g. No kind of leave shall be admissible to casual and part-time employees.
- h. Regular Staff members of NDIM are entitled to 1 casual leave every month.
- i. Staff members may be allowed 15 days earned leave on completion of one year's continuous / regular service (recommended as one week each two times in a year to coincide with the summer break or winter break). On completion of one year's regular service, the earned leave shall be credited to the leave account of each employee @1.25 days for every completed month of service.
The earned leave shall not be claimed by employees as a matter of right and the leave granted to employees may be revoked or revised depending upon the exigencies of work in the Institute. Claim to leave for employees who are dismissed or resign from service shall cease from the date of dismissal or resignation from service as the case may be.
- j. In addition to leave admissible under other rules, a female employee shall be entitled to Maternity Leave for the first two children only provided she has completed a minimum of one year of regular service after completion of the probationary period of at least one year. Female employee shall be entitled to total 3 months maternity leave for each of the two children.

Competent authorities for sanction of leave and the procedure to seek leave shall be as follows w.e.f. 1st January, 2025. These guidelines should be strictly adhered to:

- 1) Administrative Officer can sanction leave up to 1 day for the support staff (peons, security staff, gardener, the housekeeping staff). Leave up to 3 days shall be sanctioned by the Registrar in consultation with the Administrative officer. Leave beyond 3 days will be sanctioned by the Chairman in consultation with the Registrar.
- 2) Leave to the Deputy Registrars, Asst. Registrars, Examination and all the non-teaching staff will be sanctioned by the Registrar up to 3 days. Leave beyond 3 days will be sanctioned by the Chairman on the recommendations of the Registrar.

Leave of the Director, Director CRC, Registrar will be sanctioned by the Chairman.
- 3) Leave of any kind to Senior Librarian, Accounts Officer, Administrative Officer, will be sanctioned by the Chairman in consultation with the Registrar.
- 4) Leave of the entire CRC staff, will be sanctioned by the Director CRC up to 3 days. Leave beyond 3 days will be sanctioned by the Chairman on the recommendations of the Director CRC.
- 5) Sanction of sick leave beyond 5 days may call for production of illness certificate from a doctor from Government or Local Authority or a qualified medical practitioner acceptable to NDIM. On return from sick leave, if not found medically fit, you will not be allowed to resume duty until you completely recover from your illness and submit a certificate of fitness from the medical practitioner, if called for by the NDIM.

Procedure for obtaining leave

- a) Both, the leave seeking official and the leave sanctioning authority will keep in mind the Leave Guidelines issued from time to time.
- b) Leave must be sought well in advance so that alternate arrangements can be made by the leave sanctioning authority.
- c) A leave request shall remain a request and will not be considered approved until it is formally sanctioned.

The employee must ensure that leave is formally sanctioned before availing it. Taking leave without prior approval from the competent authority will be considered 'absence' from duty, resulting automatic consequences such as loss of salary and a break in service.

- d) Even in the case of an urgent leave requirement, approval must be obtained directly from the leave sanction authority, rather than informing them through SMS, mail or a third person. In the absence of following this procedure, the leave utilization shall be deemed to be 'absence' from the institute and necessary implications of absence will automatically follow.

It is being re-iterated that mere information- that the person intends to avail leave on a

particular day or that he/she has availed the leave because of emergent reasons, will not entitle him/her to

the sanction of leave subsequently. Leave has to be formally obtained and its sanction got duly communicated before its actual availing.

- a) Formal approval must be obtained in advance for any extension or reduction of leave. Taking leave beyond the originally sanctioned period without prior approval will be considered as absent. This policy applies to all cases, including situations involving serious illness after the expiration of the initially granted leaves.
- b) Leave requests which are received on the same morning or the previous night shall be compiled by the competent authority viz the Director/Dean (Academics) / Director CRC/ Registrar on weekly basis and put up to the Chairman every Saturday.
- c) As mentioned in the Leave Guidelines, last minute leave request will not be entertained and the person will be marked absent even if there be sufficient leave available in the account. unless there are valid reasons that prevented the request from being made earlier.
- d) Leave request not addressed to the competent leave sanctioning authority will be presumed to have been automatically rejected.
- e) While normal working hours are 9.30 am to 5.30/6pm (8am to 8.30 pm in special cases), working hours of all the teaching and non-teaching members will be automatically extended to be in sync with the starting and closing hours of various activities & functions of the Institute on all such days which are notified from time to time as “essential working days”.
Any kind of leave, relaxation of arrival or departure time, on these days can be sanctioned only by the Chairman and not be any other authority.
Those leaving prior to the closure or joining later than the indicated time on any of these days will automatically earn 1-day absence (not leave). Those staying on leave without sanction or joining late and leaving early will be marked Absent for 2 days with resultant implications.
- f) The Personnel Department will regularly notify the individuals who are marked ‘Absent ‘for any of the above reasons.

Late Coming and Short Leave:

Faculty and Staff are allowed 3 late comings in a month up to 15 minutes from the office opening time. 4th late coming onwards shall attract half day leave deduction for every late coming. However, the office exit hours shall be taken into account before calculating the number of late comings to office.

15 short leaves (maximum 2 hours duration) in a year are allowed to faculty and staff in a year with prior approval for any urgent requirements. Maximum 2 short leaves are permissible in a month.

Compensatory Leaves:

- a. Compensatory leaves earned if any, shall be carried forward to the next year
- b. 50% of carried forward Compensatory leaves shall have to be availed in the 2nd year. However, no leaves will go beyond the 3rd year.

Bereavement / Hospitalisation Leave:

A maximum of 7 days of bereavement leave is allowed for death of an immediate family member and /or for personal hospitalization.

All nonteaching staff must submit their daily report of tasks done and assigned to their respective Supervisors

Code of Conduct for Staff:

- a. Theft, forgery, deception, dishonesty with NDIM or its employees or clients.
- b. Late arrival or early departure for more than three times in a month; persistent absence without notice; temporary absence from work during office hours without approval from your superiors.
- c. Any kind of breach of office discipline and any activity which may bring NDIM into disrepute.
- d. Criminal conviction by Court of law or criminal charges of any nature.
- e. Disobedience of orders of superiors.
- f. Disclosing, divulging or making public any information, or the processes/ accounts/transactions/ dealings / administrative or organizational matters, whether the same may be confided in you or become known to you in the course of your employment or otherwise.
- g. Lack of decent behavior towards NDIM, its clients, students, visitors, corporate guests etc.
- h. Neglect of your duties as per the perception of your seniors.
- i. If any declaration given or furnished by you to NDIM is false or if you are found to have suppressed any material information.
- j. Any act which according to the Institute can bring it into a controversy, disrepute, disfavor or liability of any kind.
- k. Non-professional behavior or conduct

1. PROBATION

- 1. You will be governed by the Rules & Regulations of NDIM which are subject to various administrative orders issued from time to time.
- 2. Your services can be dispensed with/without notice or compensation during the period of probation for any misconduct or for abandonment of service.

Post your confirmation, your service can be dispensed with at one month notice or on payment of one month salary in lieu of notice without assigning any reason.

You, however, shall have to give three months written notice co-terminus with completion of the academic session. You are liable to comply or reimburse NDIM equivalent to three months salary if you leave NDIM without complying with this requirement. This can be

enforceable through an appropriate court of law.

3. During the period of notice of discontinuance or notice from either side, any leave application by you on whatever grounds including medical grounds will be treated as leave without pay even if you have sufficient leave to your credit.
4. You shall devote whole of your time and attention to the activities of the Institute and shall not engage in or be employed at any time (either directly or indirectly, part time, full time, visiting or adjunct basis) in any other business/ undertaking/activity, and would not enroll for any studies, tests, examinations etc. outside NDIM, without specific written approval of the Chairman.

5. Abandonment of Services

Your absence for a continuous period of 2 days (including absence by you when leave had been requested but not granted) or overstay for a period of 2 days after the expiry of sanctioned leave without due approval, will entail automatic loss of your job without any notice or compensation, and will be deemed as abandonment of service of your own accord without notice.

6. Other Conduct guidelines:

All employees are expected to maintain high standards of efficiency, morality and integrity.

The following Code of Conduct is laid down for observance by the teachers and staff:

- i. Shall, by precept and example, instil in the minds of the pupils entrusted to his care, love of motherland and respect for law and order;
- ii. Shall organise and promote all activities of the Society/institution which foster a feeling of universal brotherhood, national integration and promote tolerance for all religions;
- iii. Shall co-operate and secure the co-operation of other persons in all activities which aim at improvement of the moral, mental and physical well-being of pupils;
- iv. Must maintain strict impartiality in interactions with all students, offering sympathy and support to everyone, with particular attention to those who may be slower learners.
- v. Must remain a learner throughout his life, not only to enrich his own life, but also of those who are placed directly under his supervision; he should plan out the work on approved lines and do it methodically eschewing all extraneous considerations;
- vi. Must possess exemplary moral character, exhibit temperate and moderate in personal habits, and consistently avoid undesirable behaviors, especially within the institution.
- vii. Shall take pride in his calling and will promote the dignity and respect of the profession;
- viii. Shall be clean and trim, not casual and informal, while on duty; his dress should be neat, sober and dignified and he should, on no account, be so dressed as to become an object of excitement,

ridicule or pity;

- ix. Shall be punctual in attendance in respect of his class-work as well as any other work connected with the duties assigned to him;
- x. Shall avoid monetary transactions with fellow employees and with the pupils and their guardians and refrain from exploiting his influence as a teacher for personal gains; he shall generally conduct his personal affairs in such a manner as not to incur a debt beyond his means to repay, he shall not accept, or permit any member of his family or any other person acting on his behalf to accept any gift from any pupil, parent or any person with whom he may come in contact by virtue of his position in the Institution;
- xi. Shall consider the property and funds of the Society/Institution as if placed in sacred trust with him and exercise the same prudence and care as he would do in respect of his own property and / or funds;
- xii. Shall not wilfully or otherwise neglect his duties or make any default in correcting classwork or home work done by the students;
- xiii. Shall not propagate through teaching lessons or otherwise communal or sectarian outlook or incite or allow any student or member of the staff to indulge in communal or sectarian activity;
- xiv. Shall not discriminate against any student on the ground of religion, caste, creed, language, place of origin, social and cultural background, etc;
- xv. Shall not be guilty of misbehavior or cruelty towards any student, guardian, teacher or other employee or indulge in fighting, rowdiness and similar acts of indiscipline or use abusive language;
- xvi. Shall not indulge in or encourage any malpractices connected with examinations or other activities of the Institute / institution;
- xvii. Shall not accept any gainful employment from a source other than the institution by which he is employed;
- xviii. Shall keep the management fully informed in respect of
 - a. Preparation and publishing of any books / keys or assisting directly or indirectly in their preparation and sale.
 - b. Giving talks on the radio or television or participation in a discussion of academic, social or political nature; publishing any statement or document in his known or assumed name or anonymously.
- xix. Shall not work as a selling agent or canvasser for any material unless he is himself its author.
- xx. Shall not engage in any private trade
- xxi. Shall not ask for or accept any contribution or otherwise associate himself with the

raising of any funds or other collections in cash or kind for any purpose whatsoever without the prior permission of the Board;

- xxii. Shall not appear in or prepare for any examination without the prior permission of the Institute;
- xxiii. Shall not cause or incite any other person to destroy or damage the property or records of the Society / Institution, or indulge in any theft, fraud and act of dishonesty in connection with the property of the Society / institution;
- xxiv. Shall not behave or incite any other person to behave in a disorderly and indisciplined manner in the premises of the institution or place of duty or indulge in any acts of irresponsibility or subversive nature;
- xxv. Shall not, while being in the institution / place of duty, be absent from the class-room, which may be described as shirking from duty;
- xxvi. Shall not organise or attend meetings during the working hours except when required or permitted to do so by the Head of the Institution;
- xxvii. Shall not divulge confidential / secret matters relating to the Board of Directors of the Society / Institution;
- xxviii. Shall not be guilty of late or irregular attendance;
- xxix. Shall not be absent from duty without sanctioned leave;
- xxx. Shall not indulge in drinking unnecessary narcotics, smoking, chewing betel leaves or conduct himself in a manner which is not in keeping with the dignity, decorum of the post he holds and valuable traditions of the Society / Institution;
- xxxi. Shall not engage in, or incite other to engage in any form of work slowdown, strike, demonstration, slogan shouting, dharna, sit-in, or any other activity intended to disrupt the normal functioning of the institute in any manner whatsoever;
- xxxii. Shall not indulge in any act of insubordination or disobedience of orders issued by the superiors;
- xxxiii. Shall not indulge in acceptance of any illegal gratification;
- xxxiv. Shall not be guilty of or encourage violence or indulge in a type of conduct which involves moral turpitude or criminal act;
- xxxv. Shall not indulge in or encourage group representations;
- xxxvi. Shall not make false accusations against or assault others either when provoked by them or otherwise;
- xxxvii. Shall not indulge in disrespectful behaviour, rumor mongering and character assassination;

- xxxviii. Shall not possess weapons, explosives and other objectionable materials on the premises of the Institute / Institution;
- xxxix. Shall not obstruct other members of the staff from performing lawful duties or indulge in any sort of agitation to coerce or embarrass the Institution.

If any employee wishes to make any representation to the Chairman/ Board of Directors, he may do so only through proper channel.

Non-Teaching Employees: The rules applicable to teaching employees shall apply mutatis mutandis to non-teaching employees also.

7. DISCIPLINARY ACTION:

1. The observance of the Code of Conduct as described above shall be a condition of service for all employees and any violation / breach of any clause thereof shall call for disciplinary action against the defaulting employee and shall be subject to the penalties hereinafter provided.
2. Disciplinary Authority in case of teaching staff will be the Director / Dean and in the case of non-teaching staff, the Registrar of the Institute. The Chairman will be the Appellate Authority in both these cases. In case of any disciplinary action against the Director / Dean / Registrar, disciplinary authority will be the Chairman of the Institute and in cases where the Chairman is the Disciplinary Authority, the appeal shall lie to the Board of Directors.
3. The Chairman shall have the concurrent powers of taking disciplinary action against all categories of employees including teaching, non-teaching and administrative employees. In cases where the Chairman decides to act as the Disciplinary Authority, similar power will not be exercised by any employee of the institute in respect of the case already decided. In such cases, the appellate authority shall be the Board of Directors.
4. For Teaching Staff, Director/ Dean shall be the Appointing Authority and for all the non-teaching staff, Registrar shall be the Appointing Authority.

8. Kinds of Penalties that may be imposed:

A. Minor Penalties:

- a. Censure;
- b. Recovery from pay, the whole or any part of any pecuniary loss caused to the institution by the willful act or neglect directly or indirectly attributable to the employee or breach of orders; and
- c. Withholding of one or more than one annual increment without cumulative effect.

B. Major Penalties:

- a. Withholding of one or more increments with cumulative effect;
- b. Compulsory Retirement;
- c. Removal; and
- d. Dismissal from service.

9. Procedure for Imposing Minor Penalties

An order imposing a minor penalty shall be passed by the Appointing Authority, or an Authority higher than the Appointing Authority, after informing the employee concerned about the allegations or charges levelled against him and affording him a reasonable opportunity to explain his position.

10. Procedure for imposing Major Penalties:

An order imposing a major penalty shall be passed by the Appointing Authority, or an Authority higher than the Appointing Authority, after issuing a charge sheet mentioning the allegations or charges levelled against him and after conducting an enquiry through an Inquiry Officer nominated by the Appellate Authority and affording a reasonable opportunity to the employee concerned to present his/her case.

Such inquiries shall be conducted as summary fact-finding proceedings where the chargesheeted person shall have the right to explain his/her conduct personally without any legal or outside counsel.

Suspension:

The Appointing Authority or an authority acting on behalf of the Appointing Authority or an Authority higher than the Appointing Authority, may suspend an employee where disciplinary proceedings against him are contemplated or pending in the event of any breach of the Code of Conduct. An employee under suspension shall, in relation to the period of suspension, be entitled to a subsistence allowance amounting to half the rate of monthly salary, pending the finalisation of any inquiry / disciplinary action against him, subject to the furnishing of a certificate / solemn declaration by him that he has not been gainfully employed elsewhere during the period of suspension. The Society / Institute **reserves the absolute right to deny the employee entry** to the Institute during the period of suspension of the employee.

Appeal:

In matters where the Chairman is the Appellate Authority, an employee will have the option to represent his/her case to the Chairman, for not only consideration but for review also when the appeal made has

not yielded the result to his/her satisfaction. Appeal from the orders made by the Chairman on an application for review shall lie to the Board of Directors. Such appeal shall be routed through the Chairman and the decision of the Board of Directors shall be final and binding.

Jurisdiction to file suits:

- a) The legal jurisdiction for the suits to be filed by or against the Society / Institute or any unit thereof shall be Delhi.
- b) The General Secretary / Secretary of the Society / Registrar of the Institute shall be the legal person in whose name the Society / Institute may sue or be sued.
- c) In all matters which are not explicitly covered in the NDIM Service Rules and Regulations, the matter will be referred to the Board.

Staff Appraisal and Promotions

Annual Appraisal form is to be duly submitted to the HOD for forwarding to the competent authority for necessary actions.

Increments, Promotions and Additional Responsibilities are based on Exceptional Performance rating in the Appraisal ratings.

Rules and Regulations governing employees at NDIM may be modified and notified from time to time.

Welfare Measures

1. Infrastructure and Facilities:

Ensure well-maintained classrooms, libraries, computer labs, and other facilities.
Provide modern amenities such as Wi-Fi, recreational areas, and comfortable seating.

2. Accommodation and Hostel Facilities

Offer secure and comfortable hostel accommodation on subsidised rates for outstation faculty and staff.
Provide a conducive living environment with proper sanitation facilities and safety measures.

3. Health and Wellness:

Arrange for regular health check-ups and medical facilities on campus.
Promote wellness programs, fitness centers, and recreational activities.

4. Staff Tea:

Providing tea, coffee during working hours can contribute to a positive work environment and enhance employee satisfaction.

5. Maternity Benefits:

Providing maternity, along with other benefits related to family planning, demonstrates a commitment to work-life balance.

6. Diversity and Inclusion:

Foster a diverse and inclusive campus culture that celebrates different backgrounds and perspectives.
Implement policies and programs to prevent discrimination and promote equality.

7. Community Engagement:

Encourage to participate in community service and social responsibility initiatives.

Foster a sense of social responsibility and ethical behavior.

8. Recognition and Rewards:

Recognizing and rewarding staff for their achievements and milestones, whether through awards, bonuses, or other forms of acknowledgment, can boost morale.

9. Group Insurance and Medical Insurance:

Insurance coverage that provides protection to a group of individuals, employees of institute under a single insurance policy. This collective approach allows for cost-sharing and often includes benefits such as health, life, or disability insurance. Medical Insurance is provided to all employees who complete one year of service and to their family.

10. Feedback Mechanism:

Establish a system for staff and faculty to provide feedback on various aspects of the institute.

Use feedback to continuously improve the quality of education and services.

Fee Rebate Support for the Faculty and Staff Ward / Sibling of NDIM Faculty / Staff for NDIM PGDM Admission

1. Ward(s) / Sibling(s) of Faculty and Staff of NDIM who have been in continuous employment for a period of 5 years till the date of Admission of the ward / sibling to full time PGDM program are eligible for a Rs 75,000 rebate in fee in the 2nd year of PGDM. This benefit requires continued employment and good performance of the Faculty / Staff and good conduct of the ward/ sibling.

This assistance mandates the Faculty / Staff to continue with full time service at NDIM for a minimum period of 3 years after the completion of their Ward's / Sibling's PGDM and are expected to work with 100% Dedication and Commitment.

In case the Faculty / Staff decide to leave before completion of this 3 year period or are dismissed/asked to resign from service due to poor performance/ misconduct, this amount of Rs 75,000 would have to be returned in full prior to full and final settlement of dues, securities, or any other payments to be made under law, and relieving letter will be issued only thereafter.

2. Ward(s) / Sibling(s) of Faculty / Staff of NDIM who have been in continuous employment for a period of 10 years till the date of Admission of the ward / sibling to PGDM are eligible for Rs 100,000 rebate in fee in the 2nd year of PGDM. This benefit is subject to compliance of all the above mentioned conditions and continued satisfactory service with NDIM for a minimum period of 5 years after completion of their Ward's / Sibling's PGDM.

3. This order is effective from 1st January 2022, and the wards/ siblings studying with NDIM as on 1.1.2022 will also be eligible to avail of the benefits under this scheme.

Employee Referral Scheme

As you know, NDIM is always looking for committed and dynamic faculty/staff to further augment its existing team. NDIM calls upon each one of you to connect to new talent and also take advantage of NDIM's Employee Referral Scheme.

Objective: To offer an incentive to the existing employees in assisting the Institute augment its high quality team. The objective of the Employee Referral Scheme is to reward those employees who introduce a well-qualified and talented employee to the institute to work in full time positions who fulfills the eligibility criteria of vacant positions.

Employee Eligibility Conditions:

All full time employees (both teaching/ non-teaching) of NDIM are eligible to refer quality and talented candidates for Faculty positions / Non-Academic Positions to the Institute.

Candidate Eligibility:

- Candidates must meet the basic qualifications for the positions and be found eligible for recruitment.
- Candidates must follow the prescribed application process for the position.
- Candidates must accept an offer for full-time employment and must still be employed by NDIM in that position for six continuous months in good performance standing.

Award Eligibility:

- The Director/ Registrar must notify the employees any positions recommended for eligibility in the program.
- Awards will not be made for re-hires.
- Employees are required to forward their referrals through email to chairman@ndimdelhi.org
- Referral will be considered only if the candidate joins the organization post the selection process (within 1 month of the offer being made)
- If more than one employee refers the same candidate, the first referral received will be awarded.
- The referral award amount will not be payable in the event of either the referred employee or the referring employee leaving the organization before the date of payout of the referral award i.e. 6 months post joining.
- NDIM may change or revise the scheme, including the eligibility criteria and the award amount, or terminate the program, at any time, at its discretion.

The following is the referral award is applicable under this policy:

Position	Amount	Due
Dean/ Faculty/ Academic Coordinator/ Admin Staff/ CRC/Accounts/Library/IT/Graphic Designer	20 days salary of the newly recruited employee	10 days salary after 6 months of joining, another 10 days salary after 12 months of joining

Important Committees

Central Academic & Administrative Council

Committee	Structure	Roles and Responsibilities	Frequency of Meetings
Central Academic & Administrative Council	Chairman & Convenor: Director Members: • Registrar, • HOD-All Programs • 1 BOD Member representing Industry nominated by the Board Chairman • Director- CRC • Director General	Responsible for Academic & Administrative implementation of Institute policies.	Twice a year

Faculty/Staff Grievance Redressal Committee

Committee	Structure	Roles and Responsibilities	Frequency of Meetings
Grievance Redressal Committee	Chairman and Convenor: Director Members: • Nominee of the Board • One External Member • One Senior Faculty Member	Redressing grievances and ordering corrective action, as required.	As required.

The “**Grievance Redressal Committee**” (GRC), as per AICTE regulations, 2021, F.No.1-103/AICTE/PGRC/Regulation/2021, dated 25.03.2021 has been constituted for the Academic Year, 2024-25, with following members:

1. Prof. Gauri Modwel (Director), (Chairperson)
2. Justice Shri B. P. Singh, former Judge Supreme Court of India (Member)
3. Shri I.K. Rasgotra, former Secretary Personnel & Public Grievances, Govt. of India (Member)
4. Prof. Teena Singh, Professor and Registrar, NDIM (Member)
5. Dr. Vinod Kumar, HOD Dept. of Marketing (Member)
6. Ms. Parveen Kaur, Deputy Registrar (Member)

All grievance are to be notified in writing to the Chairperson.

IQAC – Internal Quality Assurance Cell

Committee	Structure	Roles and Responsibilities	Frequency of Meetings
IQAC – Internal Quality Assurance Cell	Chairman: Director Members: As per AICTE guidelines	Responsible for maintenance of Quality Standards for Institutional Processes	Twice a Year

The IQAC is the nodal cell entrusted with the responsibility of ensuring total quality management by ushering in innovations leading to achieving excellence and adoption of intervention strategies for monitoring their successful implementation. Ever in quest for excellence, the IQAC functions to assure institutional accountability with probity to all the stakeholders, funding agencies in particular and society as a whole. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of institutions. The Cell conducts numerous programmes to attain the laid down objectives for enhancing the quality of Education as well as students support services.

Internal Complaints Committee

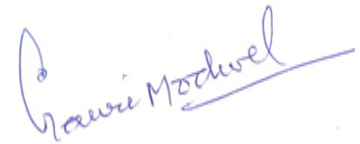
Committee	Structure	Roles and Responsibilities	Frequency of Meetings
Internal Complaints Committee	Chairman: Senior Faculty Member (nominated by Director) Members: At least 1 lady member from teaching (Associate	Ensuring enforcement of appropriate gender sensitive human rights.	Once in a Semester and as per requirement of the case received.

	Professor) and non teaching staff each from the Institution (nominated by Director) • At least 1 male member from the Institute (nominated by Director) • 1 External Member from NGO or lawyer dealing with POSH cases • Student members to be nominated by Registrar • The constitution of the Committee is as per the guidelines notified in Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013		
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The committee of "**Internal Complaint Committee**" as per Regulations, 2016 vide No.F. AICTE/2016/01 dated 10th June, 2016, has been re-constituted for the Academic Year, 2024-25, at the New Delhi Institute of Management with the following members:

1. Dr. Rinku Dixit (Professor) (Chairperson of the Committee)
2. Dr. Kamal Kundra (Professor)
3. Dr. Parul Malik (Professor)
4. Ms. Mamta Pandey (Assistant Registrar)
5. Ms. Raj Changrani (Assistant Registrar)

6. Ms. Mohna Lal (Advocate, Supreme Court)
7. Female student, Senior batch
8. Female student, Junior batch
9. Male student, Junior batch

A handwritten signature in blue ink, reading "Gauri Mohivel", with a long horizontal flourish extending to the right.

Director