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**INDIAN INSTITUTE OF MANAGEMENT LUCKNOW
NOTIFICATION**

Lucknow, the 17th November, 2021

F.No. IIML/DIR/2021-10:02:26.—In exercise of the powers conferred by section 35 of the Indian Institutes of Management Act, 2017 (33 of 2017) the Board of Governors of the Indian Institute of Management, Lucknow hereby makes the following Regulations namely:-

CHAPTER I

Preliminary

1. **Short title and commencement.**-(1) These regulations may be called the Indian Institute of Management Lucknow Regulation, 2021.
(2) They shall come into force on such date of their publication in the official gazettee.
2. **Definitions.**-(1) In these First Regulations, unless the context otherwise requires –
 - (a) ‘Act’ means the Indian Institutes of Management Act, 2017 (33 of 2017);
 - (b) ‘Area Chairs’ means Chairpersons of the different sentient areas of the Institute;
 - (c) ‘Authorities’, ‘Officers’ and ‘Faculty’ (‘Assistant Professors’, ‘Associate Professors’ and ‘Professors’) mean the authorities, officers and faculty of the Institute respectively;
 - (d) ‘Campus Development and Maintenance Committee’ means the Campus Development and Maintenance Committee of the Institute;
 - (e) ‘Chief Administrative Officer’ means the Chief Administrative Officer of the Institute;
 - (f) ‘Course’ means subjects being taught at the Institute in Academic Programmes;
 - (g) ‘Dean’, ‘Dean (Faculty)’, ‘Dean (Programmes)’ or Dean (Research) mean the Dean, Dean (Faculty), Dean (Programmes) or Dean (Research) of the Institute;
 - (h) ‘Financial Advisor-cum-Chief Accounts Officer’ means the Financial Advisor-cum-Chief Accounts Officer of the Institute.
 - (i) ‘Finance and Audit Committee’ or ‘FAC’ means Finance and Audit Committee constituted by the Board of Governors;
 - (j) ‘Government’ means the Government of India;
 - (k) ‘Grievance Redressal Committee’ means the Grievance Redressal Committee of the Institute;
 - (l) ‘Headquarters’ means Institute’s main offices at the Institute Campus at Lucknow;

- (m) 'Rules' means the Indian Institutes of Management Rules, 2018.
 - (n) 'Programme' means Degree/ Diploma/ Certificate granting academic programmes offered by the Institute;
 - (o) 'Programme Chairperson' means the Chairperson of a Programme of the Institute;
- (2) Words and expressions used herein, but not defined in these regulations, but defined in the Act or the Rules, shall have the same meanings respectively, as assigned to them in the Act or Rules.

CHAPTER II

Board of Governors

3. Board of Governors (BoG) Nomination Committee.-

- (1) The BoG Nomination Committee shall be formed at least two months prior to the arising of vacancy under eminent persons and alumni by the BoG.
- (2) The Committee will undertake search for suitable member (s) as per the Act, who can be nominated to the Board and may recommend minimum of two names to the Board for each vacancy.
- (3) The Chairperson, BoG shall preside over the meetings of the Committee. In his or her absence, the members present in the meeting may choose one among them to preside over the meeting.
- (4) The procedures relating to meeting, preparation and confirmation of the minutes applicable to the meetings of the Board of Governors shall be followed in the case of meetings of the Nomination Committee. Generally, the notice period for a meeting of the BoG Nomination Committee will be one week.
- (5) The minutes of the meetings of the BoG Nomination Committee or resolutions of the Committee shall be placed before the ensuing meeting of the Board for noting or ratification or consideration.
- (6) The Board may nominate a member from the recommended list to the suitable position. The Board may also reject entire list and request the Committee to rework the list afresh.
- (7) All orders and decisions of the BoG Nomination Committee shall be approved by the Chairperson of the Committee.

4. Manner for nomination of faculty members to the Board.-

(1) Eligibility:

- (a) The faculty members to be nominated to the Board shall either be a Dean of the Institute or those have served for at least six years at the level of Associate Professor or above at IIM Lucknow.
- (b) He or she must be at least of thirty-five years of age.
- (c) He or she must have passion for academic excellence, quality research and institution building.
- (d) He or she must have a positive attitude, demonstrate maturity and possess leadership qualities.
- (e) He or she has a residual service of at least two years as on the date of vacancy.

(2) Process of Nomination:

- (a) Nomination of faculty member (s) to the Board under clause (e) of sub section (2) of section 10 of the Act shall be initiated by the Director normally three months prior to the position becoming vacant on completion of the term of appointment.
 - (b) In case the position falls vacant on account of resignation or other unanticipated reasons, the Director shall initiate the process within one month from the date on which vacancy arises.
 - (c) For every vacancy, names of at least two potential nominees meeting the criteria shall be suggested by the Director, along with the justification therefor.
 - (d) The Director may consult the past or present Deans, Area or Programme Chairs of the Institute for arriving at his or her recommendations.
 - (e) The Chairperson of the Board may thereafter nominate such faculty members to the Board, as he or she deems fit, upon satisfying himself or herself of their suitability and credentials.
 - (f) Faculty members on the Board may be nominated for a second consecutive term by following the usual procedure. Third term may be given only after a cooling off period of two years.
 - (g) A faculty member may be removed from Board on the grounds as provided under sub-rule (5) of rule 4 of the Rules.
- (3) All other terms and conditions governing the nominations or co-option under these Regulations shall be in accordance with the Act and/or the Rules made thereunder and in respect of any matter not (adequately) covered, the decision of the Board shall prevail.

5. Quorum and procedure to be followed in the conduct of meetings of the Board.-

- (1) The Board shall ordinarily meet at least once in every three months.
Provided that the Chairperson may, on a written requisition of not less than one-third of the members, call for an extraordinary meeting.
Provided further that the Chairperson may, at a short notice, call for an extraordinary meeting of the Board to consider any urgent matter of importance.
- (2) The Secretary shall send a notice in writing or email of every meeting to the members of the Board normally three weeks in advance, indicating the place, date and time of the meeting.
- (3) The agenda shall be circulated by the Secretary of the Board to the members at least two weeks before the meeting.
- (4) Two-fifth (forty Percent) of the members of the Board in position shall constitute a quorum for any meeting of the Board.
Provided that in the case of quorum not being met, the meeting may be re-scheduled within the next four weeks.
- (5) In case of difference of opinion amongst the members, the majority of members present decision shall prevail.
- (6) Each member of the Board including the Chairperson shall have one vote and if there shall be an equality of votes on any question to be determined by the Board, the Chairperson shall in addition have and exercise a casting vote.
- (7) Every meeting of the Board shall be presided over by the Chairperson, and in his or her absence from any meeting, by a member chosen from amongst themselves by the members present at the meeting.
- (8) In case of an urgency where an immediate decision needs to be taken in the interest of the Institute, the Board may adopt a resolution by circulation among all its members and any resolution so circulated and adopted by a majority of the members who have signified their approval or disapproval of such resolution shall be as effective and binding as if such resolution had been passed at a meeting of the Board.
- (9) Where in the opinion of the Chairperson or the Director, the situation is so urgent that an immediate decision needs to be taken in the interest of the Institute, the Chairperson, in consultation with the Director may issue such orders as may be necessary, recording the grounds for his or her opinion.
Provided that such orders shall be submitted for ratification by the Board in the next meeting.

6. Manner of authentication of orders and decisions of the Board and maintenance of records thereof.-

- (1) All orders and decisions of the Board shall be authenticated by the signature of Secretary to the Board.
- (2) The Secretary shall maintain one authenticated copy of each of such decisions and orders in the office of the Secretary and shall submit one copy each to the office of the Chairperson and the Director for records.

7. Allowances for Board members for attending meetings of the Board.-

- (1) The members of the Board shall be paid remuneration or honorarium of Rs. 5000/- (Five thousand only) for attending the meetings of the Board. This may be changed by the Board from time to time.
- (2) The Institute shall make all necessary arrangements towards travel and accommodation for members of the Board. Alternatively the Institute shall reimburse the expenditure on travel, accommodation and local transport to the members as may be fixed by the Board.

CHAPTER III**Teaching and Non-Teaching Staff****8. Tenure, remuneration and terms and conditions of employees in service before the commencement of the Act.-**

Every person employed by the Institute immediately before the commencement of these regulations shall come over to these regulations automatically from the date these regulations take effect.

Provided that if these regulations are not acceptable to any such employee, his or her employment may be terminated by the Institute in accordance with the terms of the contract with the employee, or, if no provision is made there in this behalf, on payment, to him or her by the Institute, of a compensation equivalent to three months' remuneration in case of permanent employee and one month's remuneration in the case of other employee.

Provided further that a person appointed on contract or on tenure basis shall be governed by such terms and conditions as may be specified by the Board.

9. Number, emoluments, duties and conditions of services of academic, administrative, technical and other staff.-

- (1) The Board shall create Faculty and Non-Faculty (academic support staff, administrative, technical and other posts) posts other than the post of Director of the Institute and make appointments thereto.
- (2) The emoluments and duties of existing posts and conditions of service of the faculty and non-faculty posts are given in the Annexure-1.

10. Qualification, classification, terms of office and method of appointment of the academic, administrative, technical and other staff of the Institute.-

- (1) Categories of posts - all the regular posts in the Institute would be categorized as follows:-
 - (a) **Faculty** - which will include the posts of Professor, Associate Professor, Assistant Professor Grade I and Assistant Professor Grade II.
 - (b) **Non-Faculty** – which will include all posts of academic support staff, administrative, technical, and other staff.
- (2) The qualifications, classifications, terms of office, and method of appointment of the faculty, academic support staff, administrative, technical and other staff of the Institute shall be as prescribed in the relevant recruitment regulations framed by the Board from time to time.

11. Constitution of pension, insurance and provident funds for the benefit of the academic, administrative, technical and other staff.-

- (1) The employees of the Institute, who have joined the Institute before 1.1.2004 shall be covered under either the Contributory Provident Fund Scheme or GPF-cum-Gratuity-cum-Pension Scheme of the Institute. The employees who have joined the Institute on or after 1.1.2004 shall be covered under the Contributory Pension Scheme of the Institute or under the National Pension Scheme. Those employees who join the Institute after 1.1.2004 but were covered under the old pension scheme that was in existence before 1.1.2004 in their previous organization, would continue to be in the old pension scheme subject to acceptance of their request of transfer of service by the institute and thereafter receipt of pension liabilities from their previous organisation.
- (2) The employees of the Institute shall also be covered under a Group Insurance Scheme.

CHAPTER IV

Admissions and Students

12. Regulations for the admission of candidates to the various courses of study.-

- (1) Admission to all the academic programmes would be done through a selection process based on the prescribed minimum educational qualifications, experience, scores in the entrance examinations and performance in the Writing Ability Test/Personal Interview or any other criteria, as decided by the Academic Council from time to time for each programme.
- (2) The information in respect of each programme such as eligibility, policy, selection process, important dates, fees etc., shall be published in the website of the Institute.

13. Regulation for conferment of honorary degrees.-

The Institute may confer honorary degrees on persons from various fields for their exceptional and outstanding contributions in their respective fields. All proposals for the conferment of honorary degrees shall be made by the Academic Council and shall be approved by the Board.

Provided that in case of urgency the Chairperson may approve, on behalf of the Board, such proposal subject to ratification of the proposal by the Board later.

14. Fees for various courses of study and examinations in the Institute.-

The Director in consultation with Deans and respective Programme Chairperson will propose any change in the fees in respect of long duration degree or diploma programmes to the Finance and Audit Committee. Fees shall be as approved by the Board from time to time on the recommendation of the Finance and Audit Committee, and shall be published in the website of the Institute. Fees once notified for a batch shall remain same for that batch.

15. Institution of Fellowships, scholarships, exhibitions, medals and prizes.-

- (1) The Board may Institute such scholarships, fellowships, medals and prizes as it may consider necessary,

on the recommendations of the Academic Council from time to time.

- (2) Presently the following fellowships, scholarships and medals are given by the Institute:-
- Fellowship for Ph.D. students
 - Scholarships for Post Graduate Program students
 - Chairperson's Gold Medal
 - Director's Medal
 - Programme Chairperson's Medal
 - Hari Shankar Singhania Medal for Best All Rounder for Post Graduate Program student

16. Conditions of residence of students of the Institute and levying of fees for residence in the halls and hostels and other charges.-

- The Institute shall be a residential institution and all students, fellows and research scholars shall ordinarily reside in the Hostels inside the Campus. Hostel rooms shall be furnished with necessary furniture or fixtures, etc. However, if required under special circumstances, students may also be provided suitable accommodation outside the Campus. Programme fee is inclusive of hostel charges.
- Every resident in the Hostels shall conform to rules laid down in the respective Programme Manuals.

CHAPTER V

Director

17. Delegation of powers and functions of the Board to the Director.-

The Director shall, in addition to the powers conferred on him or her by the Act and Regulations, exercise such other powers as are delegated to him or her by the Board. All the powers delegated are subject to budget allocation under the relevant budget-head and shall be exercised by following the prescribed procedure and guidelines issued from time to time by the Board or Govt. of India. General financial Rules 2017 of Government of India shall be followed while exercising financial powers.

18. Performance objectives for variable pay of Director.-

- The Board shall evaluate the performance of the Director every year based on criteria that may be laid down by the Board.
- The quantum of variable pay to be paid to the Director shall be decided by the Board based on the performance evaluation.
- Based on the vision of the Institute, the Board will determine performance objectives of the Director. The key performance objectives /parameters identified are Research Management Key Result Areas (KRA); Student Centric KRAs; Efficient and Effective Financial Management; Compliance; KRAs in the area of Ranking, Accreditations and Innovation; and Institution Building.

19. Powers and duties of the Director.-

- In addition to performing the duties specified under sub-section (1) of Section 16 of the Act, the Director shall coordinate and exercise general supervision of overall educational, research, training, extension programmes and other activities under the Institute and also supervise and exercise administrative control on the staff of the Institute. He or she shall be responsible for:
 - realizing the mission of the Institute;
 - creating an environment in the Institute conducive to nurturing of innovation and high class academic and research activities of the Institute;
 - managing the affairs of the Institute as per the decisions of the Board.
- The Director shall exercise the following powers:**
 - to make appointment to all faculty and non-faculty posts sanctioned by the Board.
 - to exercise disciplinary powers for all posts for which he or she is the Appointing Authority.
 - to nominate faculty members to position of Deans under intimation to the Board.
 - to incur expenditure subject to the Budget provisions made for the specific purpose, in accordance with the procedure as may be laid down by the Board from time to time.
 - to write off or donate obsolete equipment or store items, as identified by a Committee constituted for this purpose by the Director, to any educational institution in the vicinity of the Institute, up to such limits as may be decided by the Board from time to time.

- (f) to send members of the staff for training or for a course of instruction inside India subject to such terms and conditions as may be laid down by the Board from time to time.
- (g) to sanction temporary allocation of any building for any purpose other than that for which it was constructed.
- (h) The Director may, during his or her absence from headquarters, authorise one of the Deans or in their absence, the senior-most Professor present to carry out the functions of the Director, except exercising Disciplinary powers.
- (i) The Director may, at his or her discretion, constitute such Committees as he or she may consider appropriate for carrying out smooth functioning of the Institute.
- (j) The Director may, with the approval of the Board delegate any of his or her powers, responsibilities and authorities vested in him or her by the Act and Regulations to one or more members of academic or administrative staff of the Institute.
- (k) The Director may engage manpower (including consultants) on contractual basis for specific purposes.
- (l) General financial Rules 2017 of Government of India shall be followed while exercising financial powers.

CHAPTER VI

Establishment and maintenance of Buildings

20. Regulations for establishment and maintenance of buildings.-

- (1) The Board may establish, maintain, control and regulate the buildings and other structures and properties of the Institute.
- (2) There shall be a Campus Development and Maintenance Committee constituted by the Board which shall initiate, supervise and manage all the construction and maintenance works of the buildings, roads and other structures of the Institute under the directions of the Board.

CHAPTER VII

Financial Accountability

21. Financial accountability of the Institute.-

- (1) The Board shall administer, direct and control the funds of the Institute and shall have authority to exercise all the powers of the Institute to incur expenditure, subject to the provisions of the Act.
- (2) The Institute shall maintain proper accounts and other relevant records and prepare an annual statement of accounts, including the balance-sheet, in such form as may be prescribed by the Central Government in consultation with the Comptroller and Auditor-General of India.
- (3) The Institute shall produce on demand all books of accounts, concerned vouchers and other documents and papers to the internal auditor appointed by the Board and the auditors appointed by the Comptroller and Auditor-General of India for inspection and scrutiny.
- (4) There shall be a Finance and Audit Committee, constituted by the Board, which shall manage the funds of the Institute under the directions of the Board.

22. Manner of depositing or investing the moneys credited to the Fund of the Institute.-

- (1) The Board shall frame investment policy for the Institute from time to time. The funds of the Institute shall be invested only in such banks or institutions and in such manner as may be prescribed in the Investment policy of the Institute.
- (2) All investments of the funds of the Institute shall be made in the name of the Institute.

23. Manner of application of the Fund of the Institute.-

- (1) The Fund of the Institute shall be applied towards meeting the expenses of the Institute including expenses incurred in the exercise of its powers and discharge of its functions and objectives under the Act.
- (2) No fund shall be withdrawn except on presentation of an instrument signed jointly by the Director and the FA-cum-CAO or such other officer as authorized by the Board.
- (3) FA-cum-CAO or such other officer as may be authorized by the Board shall be responsible for recording and monitoring the proper transactions of receipts and payments on behalf of the Institute.

CHAPTER VIII**Independent Agency to review performance****24. Qualifications, experience and the manner of selection of the independent agency or group of experts for review of performance of the Institute.-**

- (1) Qualification, experience and manner of selection of independent agency or group of experts will be as per following criteria:
- (a) Group of Experts:**
- (i) The Director, in consultation with the Deans and Area Chairs shall prepare and place before the Board a panel of experts drawn from among senior serving or retired Professors of eminence from other premier educational Institutions and senior management practitioners from other reputed private or public organizations, who are having at least 7 years' experience at the level of Professor or equivalent.
- (ii) The Board shall constitute Group of Experts consisting of three or four experts from the panel of experts placed before it.
- (b) Independent agency:**
- (i) The Agency shall be appointed on competitive bid basis
- (ii) The Agencies should have been in existence in the field for more than three years;
- (iii) The Agencies should have handled at least three projects in similar role in premier educational institutions in India;
- (iv) The Agency should engage only qualified professionals of the level of Professors or equivalent level with minimum of 7 years' experience.
- (2) The Group of Experts or Independent Agency, as the case may be, shall be required to evaluate and review the performance of the Institute, including its faculty and submit its report within a period of three months of its constitution or appointment.
- (3) The Board shall consider the report of the evaluation and review by the Group of Experts or Independent Agency and take appropriate action as necessary.
- (4) The report of the review and evaluation along with the action taken report thereon shall be submitted by the Board to the Central Government, in pursuance of sub section (7) Section 11 of the Act.

CHAPTER IX**Academic Council****25. Powers and functions of the Academic Council.-**

- (1) to recommend to the Board, the establishment, modification and closure of programmes;
- (2) to recommend to the Board, the establishment of new campus within or outside India;
- (3) to recommend to the Board, the establishment of new Centres and closure of existing Centres of teaching, research and training;
- (4) to specify academic contents of programmes and courses of study of the Institute and make modifications therein as considered necessary by the Academic Council based on review by itself or through any committee set up by the Academic Council;
- (5) to specify criteria and process for admission to various programmes of study at the Institute;
- (6) to specify the guidelines for conduct of examinations, the grading policy, and the standards for satisfactory completion of academic requirements for various Programmes of the Institute;
- (7) to recommend to the Board, the grant of degrees, diplomas and other academic distinctions or titles;
- (8) to recommend to the Board, award of scholarships, fellowships, stipends, medals, prizes and conferment of honorary degrees and make other awards in accordance with such conditions as may be attached to the awards;
- (9) to suggest the guidelines for the establishment and maintenance of academic and research collaborations between the Institute and other reputed Universities and Business Schools in India and abroad;
- (10) to recommend the formulation and modification of the vision and mission of the Institute as may be required from time to time to the Board;
- (11) to review the activities of the Programmes, Centres, activities and Areas of the Institute at least once a year and to recommend improvements wherever necessary;

- (12) to consider the recommendations of Review Committees set up by the Institute to review any Programmes, Centres or activities of the Institute;
- (13) to review the progress of research at the Institute and make suggestions to the Board regarding the institution and modification of incentives and rewards for high quality research;
- (14) to exercise such other powers and perform such other functions as may be conferred by the Board from time to time.

26. Manner of formation of department of teaching.-

- (1) The Institute shall be organized into such number of Departments or Areas, to be known by such names, as the Board may approve from time to time, on the recommendations of the Academic Council.
- (2) At present there are 12 areas of teaching. These are as follows:-
- (i) Agribusiness Management
 - (ii) Business Environment
 - (iii) Business Sustainability
 - (iv) Communication
 - (v) Decision Sciences
 - (vi) Finance and Accounting
 - (vii) Human Resource Management
 - (viii) Information Technology and Systems
 - (ix) Legal Management
 - (x) Marketing Management
 - (xi) Operations Management
 - (xii) Strategic Management

CHAPTER X

Other Committees and Authorities

27. Constitution and duties and functions of other committees and authorities.-

- (1) **Finance and Audit Committee;** hereafter in this sub-regulation referred to as the 'Committee'.
- (a) Composition of the Committee:
- | | |
|---|-------------|
| (i) A member of the Board | Chairperson |
| (ii) Two other members of the Board | Members |
| (iii) Director | Member |
| (iv) Chairperson, Budget and Internal Audit Committee | Invitee |
| (v) FA-cum-CAO | Invitee |
| (vi) Secretary, BoG | Secretary |

Provided the Chairperson of the Committee shall have the power to invite any number of experts to attend meetings of the Committee. But such invitees shall not be entitled to vote at the meeting.

- (b) Role and Responsibilities of the Committee:
- (i) Examine and scrutinize the Annual Budget and Revised Estimates of the Institute and make recommendations to the Board;
 - (ii) Recommend the Annual Accounts and Annual Report to the Board for consideration and approval or adoption;
 - (iii) Review reports of Internal Audit and recommend action to be taken on CAG Report;
 - (iv) Review of Investment policy, ratification of short-term and long-term investment decisions;
 - (v) Examine and recommend fees of various academic programmes to the Board;
 - (vi) Examine and scrutinize proposals of Capital or infrastructure related expenditure proposed by the Campus Development and Maintenance Committee for their financial feasibility and make recommendations to the Board;

- (vii) Recommend appointment of internal auditor for approval of the Board;
- (viii) Recommend expenditure which is not included in the annual budget;
- (ix) Compliance of Accounts or Finance related issues;
- (x) Review, propose, adopt, vary or rescind from time to time provisions of rules, codes, manuals and having financial implications and significant accounting policies with approval of the Board;
- (xi) Make recommendations to the Board on any financial question affecting the Institute.
- (2) **Campus Development and Maintenance Committee (CDMC); hereafter in this sub-regulation referred to as ‘Committee’**
- (a) Constitution of the Committee:
- | | | |
|-------|-------------------------|-------------|
| (i) | A member of the Board | Chairperson |
| (ii) | One member of the Board | Member |
| (iii) | Director | Member |
| (iv) | Dean (Faculty) | Member |
| (v) | Dean (Programmes) | Member |
| (vi) | Executive Engineer | Invitee |
| (vii) | Secretary, BoG | Secretary |
- Provided that the Chairperson of the Committee shall have the power to invite any number of experts to attend the meetings of the Committee. But such invitees shall not be entitled to vote at the meeting.
- (b) Role and Responsibilities of the Committee:
- (i) It shall be responsible under the direction of the Board for construction of all major capital works after securing from the Board the necessary administrative approval and expenditure sanction.
- (ii) It shall have the power to give the necessary administrative approval and expenditure sanction for minor works where the amount involved exceeds the delegated financial powers of the Director and works pertaining to maintenance and repairs, within the grant placed at the disposal of the Institute for the purpose.
- (iii) It shall have the power to settle rates not covered by tender and settle claims and disputes with contractors.
- (iv) The Committee shall perform such other functions in the matter of construction of buildings and development of land for the Institute as the Board may entrust to it from time to time.
- (3) **Grievance Redressal Committee; hereinafter in this sub-regulation referred to as ‘Committee’**
- (a) Constitution of the Committee:
- | | | |
|-------|-----------------------------------|--------------------|
| (i) | A member of the Board | Chairperson |
| (ii) | Three members of the Board | Members |
| (iii) | Secretary, BoG | Secretary |
- (b) **Objectives of the Committee:**
- (i) **to provide an opportunity to consider the personal grievances, which could not be resolved at the Institute level;**
- (ii) **to ensure speedy consideration of grievance at a higher level;**
- (iii) **to impart a degree of objectivity and fair-play in the whole process;**
- (iv) **Make every effort to remove misunderstandings and to develop a congenial atmosphere in the Institute;**
- (c) **Roles and Responsibilities of the Committee:**
- (i) The Committee shall consider representation or appeal against the decision of the Director on the grievances of a regular employee including faculty members, officers and staff in any matter relating to his or her service in the Institute except

disciplinary and vigilance matters.

- (ii) The Committee shall not consider:
 - (a) Any grievance relating to matters which are *sub-judice* or form part of a disciplinary proceeding;
 - (b) Any grievance involving decision of DPC or Selection Committees. However, if there is any ex-facie procedural lapses these could be looked into by the Committee;
 - (c) Any grievance against a decision for which there are statutory rules of appeal.
- (iii) The Committee may call for any record relating to the grievance from the concerned authorities of the Institute.
- (iv) The Committee shall strive to dispose off the grievance expeditiously, but in any case within 4 months of the date of application.

Provided the Board may change or dissolve any Committee or appoint any new Committee or sub-committee as and when required.

28. Quorum and the procedure to be followed in the conduct of business of committees.-

(1) Quorum and procedures for the meetings of the Academic Council:

- (a) The Director shall be the Chairperson of the Academic Council and shall preside over every meeting of the Academic Council, and in his or her absence, one of the Deans nominated by the Director shall preside the meeting.
- (b) Dean (Faculty) shall be the Secretary of the Academic Council.
- (c) Ordinarily, Academic Council shall meet as often as necessary, but not less than four times in a calendar year.
- (d) A written notice of every meeting together with the agenda shall be circulated by the Secretary of the Academic Council via e-mail to the members of the Academic Council at least a week before the meeting. However, the Chairperson may call a special meeting of the Academic Council at short notice to consider urgent special issues on his or her own initiative or on a requisition signed by not less than twenty percent of the members of the Academic Council. The Chairperson of the Academic Council may permit inclusion of any item for which due notice could not be given.
- (e) Two-fifths (forty percent) of the members of the Academic Council in position shall constitute a quorum for any meeting.
- (f) In case of difference of opinion amongst the members, the majority decision shall prevail.
- (g) Each member of the Academic Council including the Chairperson shall have one vote and if there shall be an equality of votes on any question to be determined by the Academic Council, the Chairperson shall in addition have and exercise a casting vote.
- (h) The minutes of the proceedings of a meeting of the Academic Council shall be drawn up by the Secretary of the Academic Council and circulated to all members of the Academic Council present provided that any such minute shall not be circulated if the Academic Council consider such circulation prejudicial to the interests of the Institute.
- (i) The minutes along with amendments, if any, suggested shall be placed for confirmation at the next meeting of the Academic Council. After the minutes are confirmed and signed by the Secretary and the Chairperson of the Academic Council, they shall be kept in the custody of the Secretary and shall be open for inspection of the members of the Academic Council and the Board at all times during office hours.
- (j) The ruling of the Chairperson of the Academic Council with regard to all questions of procedure shall be final.

(2) Quorum and Procedures for the meetings of the Finance and Audit Committee, hereinafter in this sub-regulation referred to as 'Committee'.

- (a) Notice of the meeting shall be sent by the Secretary of the Committee at least 21 days before the meeting. However, meetings can be convened on a short notice in case of urgency.

- (b) The FA-cum-CAO shall finalise the agenda in consultation with the Director. The Agenda shall be sent to the members at least 15 days before the meeting.
- (c) The Chairperson, if present, shall preside over the meeting of the Committee. In the absence of Chairperson, the members present shall elect one from amongst themselves to preside over the meeting.
- (d) The decisions shall be taken based on the majority view. In case of a tie, the matter will be referred to the Board.
- (e) The recommendations of the Committee shall be put up in the next meeting of the Board for information or consideration or approval.
- (f) The Committee shall meet at least twice in a year.
- (g) Three members of the Committee shall form a quorum for a meeting.
- (3) **Quorum and Procedures for the meetings of the Campus Development and Maintenance Committee (CDMC), hereinafter in this sub-regulation referred to as 'Committee'.**
- (a) Notice of the meeting shall be sent by the Secretary of the Committee at least 21 days before the meeting. However, meetings can be convened on a short notice in case of urgency.
- (b) The Secretary of the Committee shall finalise the agenda in consultation with the Director. The Agenda shall be sent to the members at least 15 days before the meeting.
- (c) The Chairperson, if present, shall preside over the meeting of the Committee. In the absence of Chairperson, the members present shall elect one from amongst themselves to preside over the meeting.
- (d) The decisions shall be taken based on the majority view. In case of a tie, the matter will be referred to the Board.
- (e) The recommendations of the Committee shall be put up in the next meeting of the Board for information or consideration or approval.
- (f) The Committee shall meet as often necessary but at least twice in a year.
- (g) Three members shall form a quorum for a meeting of the Committee.
- (4) **Quorum and Procedures for the meetings of the Grievance Redressal Committee, hereinafter in this sub-regulation referred to as 'Committee'.**
- (a) Written and signed representation or appeal will be received by the Secretary of the Committee;
- (b) The Secretary, in consultation with the Chairperson of the Committee shall call for a meeting of the Committee as soon as possible, preferably within a fortnight of receipt of the grievance;
- (c) The Secretary shall obtain relevant records from the concerned authorities, wherever necessary, and place them before the Committee;
- (d) Wherever considered necessary, the Committee shall grant a personal hearing to the aggrieved employee;
- (e) The decisions shall be taken based on the majority view. In case of a tie, the matter will be referred to the Board.
- (f) Three members of the Committee shall constitute the quorum.
- (g) The Chairperson, if present, shall preside over the meeting of the Committee. In the absence of Chairperson, the members present shall elect one from amongst themselves to preside over the meeting.
- (h) The recommendation of the Committee shall be submitted to the Board.
- (5) No act of the Board or Academic Council or any other Committee set up under the Act or the Regulations, shall be invalid merely by reason of –
- (a) any vacancy in, or defect in the constitution thereof, or
- (b) any defect in the nomination or appointment of a person acting as a member thereof, or any irregularity in its procedure not affecting the merits of the case.

Note: Index of the First Regulations is attached at Annexure-2.

Annexure-I

INDIAN INSTITUTE OF MANAGEMENT LUCKNOW
TERMS AND CONDITIONS OF SERVICE

1. Extent of Application:

These Regulations will be applicable to all permanent employees of the Institute. They may be supplemented or amended by the Board from time to time.

Provided that every person employed by the Institute immediately before the commencement of these regulations shall come over to these regulations automatically from the date these regulations take effect.

Provided further that if these regulations are not acceptable to any such employee, his or her employment may be terminated by the Institute in accordance with the terms of the contract with the employee, or, if no provision is made there in this behalf, on payment, to him/her by the Institute, of a compensation equivalent to three months' remuneration in case of permanent employee and one month's remuneration in the case of other employee.

Provided further that a person appointed on contract or on tenure basis shall be governed by such terms and conditions as may be specified by the Board.

Provided further that the cadre, the pay scales, allowances and term of employment of permanent employees of the Institute shall be such as may be determined by the Central Government in accordance with clause (i) of sub section (2) of section 11 of IIM Act, 2017.

2. Classification of Posts:

The posts in the Institute shall be classified as given below –

Sl. No.	Description of Posts	Classification of Post
1.	A post carrying the pay in Pay Matrix at the level from 10 to 17	Group A
2.	A post carrying the pay in Pay Matrix at the level from 6 to 9	Group B
3.	A post carrying the pay in Pay Matrix at the level from 1 to 5	Group C

Provided that the above classification shall be treated as modified automatically as and when the Government of India modifies the classification in respect of its employees.

3. Designations, pay scales and duties of various posts:

The designations, pay scales and duties of the existing posts in the Institute are given in the Appendix-1.

4. Appointing Authority:

Director shall be the Appointing Authority for all the Faculty and Non-faculty posts in the Institute.

Provided that the Board may, by a general or a special order and subject to such conditions as may be specified in such order, delegate to any other authority the power to make such appointments.

5. Appellate Authority:

The Board shall be the Appellate Authority for all posts for which the Director is the Appointing Authority.

6. Terms and conditions of Service:

(a) No person shall be eligible for initial appointment to any post, unless –

(i) he has attained the age of eighteen years; and

(ii) he is citizen of India or belongs to such category of persons as may be eligible for appointment under the Central Government.

(b) Every new entrant to the Institute's service is required to be certified as being in sound health and physically and mentally fit for service in India by a medical authority nominated by the Director.

Provided that the Board may, for sufficient reasons, relax the medical examination in any case or class of cases, subject to such conditions, if any, as may be laid down by the Board.

(c) The appointing authority shall satisfy itself that the character and antecedents of a candidate selected for first appointment in the Institute are such as do not render him unsuitable for appointment.

Provided that the Board may for sufficient reasons relax these conditions in any case or class of cases, subject to such conditions, if any, as may be laid down by the Board.

- (d) No person –
- (i) who has entered into or contracted a marriage with a person having a spouse living, or
 - (ii) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to any post:

Provided that the Board may, if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this regulation.

- (e) Appointments to various categories of posts shall be subject to such reservations and other concessions including relaxation of age limit, for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen, PWD, EWS or any other category of persons as may be specified by the Central Government from time to time in this regard.

Provided there shall be no age limit for Departmental candidates.

- (f) The appointment to the posts shall be subject to such other conditions as may be specified in the respective recruitment regulations.

7. **Conduct, Discipline and Appeal:**

The Central Civil Services (Conduct Rules), 1964 and the Central Civil Services (Classification, Control and Appeal) Rules, 1965 for the time being in force, shall apply to the employees in the service of the Institute, subject to the modification that:

- (a) Reference to the “President” and “Government Servant” in the CCS(CCA) Rules shall be construed as reference to the “Chairperson/Board of Governors” and “employees” in the service of the Institute” respectively; and
- (b) Reference to “Government” and “Government Servant” in the CCS (Conduct) Rules, shall be construed as reference to the “Institute” and “employees” in the service of the Institute, respectively.

Note: For the avoidance of doubt it is clarified that the Chairperson of the Institute shall not be considered an employee of the Institute for the purpose of these Rules.

8. **Superannuation:**

- (a) Subject to the provisions of sub-para (b) every employee shall retire from service on the afternoon of the last day of the month in which he/she attains the age of superannuation as indicated below:
 - (i) Faculty staff, viz. Professor, Associate Professor, Assistant Professor Grade I and Assistant Professor Grade II 65 years
 - (ii) Non-faculty staff, viz. Academic Support, Administrative, Technical, and other Staff 60 years.

Provided that an employee whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of superannuation.

- (b) Subject to provisions of sub-para (a), where the Board considers that in the interest of students and for the purposes of teaching and guiding the research scholars any member of the faculty staff should be re-employed, it may re-employ such a member till the end of the semester or the academic session as may be considered appropriate in the circumstances of each case.

Provided that where it becomes necessary to re-employ any such member beyond the end of the semester or academic session as the case may be, the Board may re-employ any such member for a period up to three years in the first instance and up to two years thereafter and in no case exceeding the end of the Academic session in which he attains the age of 70 years.

Provided further that in no circumstances such member shall be re-employed for any purposes other than those of teaching and guiding the research scholars.

Provided further that the above age of superannuation shall be treated as modified automatically as and when the Government of India modifies the same.

9. **Resignation from service:**

A permanent employee of the Institute may resign from his service by giving three months’ notice to the Appointing Authority provided that the appointing authority may for sufficient reasons either reduce this period or call upon the employee concerned to continue till the end of the academic session in which the notice is received. For an employee during the period of probation, or for a temporary employee, the period of notice shall be one month.

The resignation shall not become effective unless it is accepted by the Competent Authority and the employees concerned is relieved of his post in the IIM Lucknow.

10. Voluntary Retirement:

An employee may retire from the service of the Institute by giving notice of not less than three months in writing to the Appointing Authority after he/she has attained the age of –

- (a) 50 years - if he is in Group A or Group B post and had entered the service of the Institute before attaining the age of thirty-five years,
- (b) 55 years - in all other cases.

Provided that it shall be open to the Appointing Authority to withhold permission to voluntarily retire in the following circumstances:

- (i) if the employee is under suspension; or
- (ii) if a charge sheet has been issued and the disciplinary proceedings are pending; or
- (iii) if judicial proceedings on charges which may amount to grave misconduct, are pending.

Explanation: For the purpose of this clause, judicial proceedings shall be deemed to be pending, if a complaint or report of a police officer, of which the Magistrate takes cognizance, has been made or filed in a criminal proceedings.

- (c) on completion of 20 years' qualifying service by giving notice of not less than three months in writing to the appointing authority, which shall require acceptance by the appointing authority.

Provided that where the appointing authority does not refuse to grant the permission for retirement before the expiry of the period specified in the said notice, the retirement shall become effective from the date of expiry of the said period.

Provided further that the employee shall be precluded from withdrawing the notice except with the specific approval of such authority unless the request for withdrawal shall be made before the intended date of his or her retirement.

11. Premature retirement:

The appointing authority has the absolute right to retire an employee in the interest of the Institute by giving him/her a notice of not less than three months in writing or three months' pay and allowances in lieu of such notice after he or she has –

- a) attained the age of 50 years - if he is in Group A or Group B post and had entered the service of the Institute before attaining the age of 35 years,
- b) attained the age of 55 years - in all other cases.

12. Pay and Allowances:

- (a) Pay and allowances applicable to the employees shall be as determined by the Government of India from time to time.

13 Residential accommodation

- (a) The employee of the Institute may be allotted an unfurnished house within the campus of the Institute for residential use only, if available, subject to such conditions as may be laid down in the House Allotment Policy of the Institute.
- (b) The Director may allot furnished or unfurnished accommodation without levying any license fee or levying such fee at concessional rates to any category of staff, if it considers it necessary to do so in the interest of the Institute.

14. Travelling Allowance, Leave Travel Concession, Children's Educational Allowance and Hostel Subsidy, etc:

Travelling Allowance, Leave Travel Concession, Telephone Reimbursement, Transport Allowance, Children's Educational Allowance or Hostel subsidy, Advances, etc. shall be as per determined by Central Government of India.

In addition, the employees may be given some other incentives from the Internally Generated Revenues of the Institute as approved by the Board from time to time.

15. Medical facilities:

Employees of the Institute and members of their families shall be entitled to such medical aid as per the policy approved by the Board from time to time.

16. Group Insurance Scheme:

The employees of the Institute would be covered under the Group Insurance Scheme of the Institute.

17. Leave, Vacation:

Employees of the Institute shall be entitled to such leave as per the Rules of the Government of India or as prescribed by the Board from time to time.

18. Retirement Benefits:

(a) The employees who have joined the Institute on or before 31.12.2003 shall be covered under the General Provident Fund Scheme and Old Pension scheme of the Government of India. In addition they will be entitled for Death-cum-Retirement Gratuity, Encashment of Leave and TA for settlement after retirement. Those employees who join the Institute, on or after 1.1.2004 who, in their previous organisations, were covered under the old pension scheme that was in existence before 1.1.2004, would continue to be in the old pension scheme, subject to acceptance of their request of transfer of service by the Institute and thereafter receipt of pension liabilities from their previous organisation.

(b) The employees who have joined the Institute on or after 1.1.2004 shall be covered under the Contributory Pension Scheme/National Pension scheme of the Government of India. In addition they will be entitled for Death-cum-Retirement Gratuity, Encashment of Leave and TA for settlement after retirement.

19. Transfer:

The employees of the Institute are liable to be transferred between its Headquarters at Lucknow and Noida Campus or any other Centre that may be established in future based on the requirement of the Institute.

20. Oath of Allegiance to the Constitution of India:

All new entrants to Institute service are required to take an oath of allegiance to the Constitution of India in the prescribed form. Conscientious objectors to oath taking may make a solemn affirmation in the prescribed form.

21. Declaration to be made by the employee:

(a) Every employee shall be required at the time of appointment to make a declaration about his or her marital status.

(b) Every employee to whom these regulations apply shall make the following declaration duly witnessed.

“I, hereby declare that I have read and understood IIM Lucknow (Terms and Conditions of Service) Regulations, 2021 and I hereby subscribe and agree to be bound by the said Regulations”.

22. An employee of the Institute shall devote his or her whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or any other work which may interfere with the proper discharge of his or her duties, but the prohibition herein contained shall not apply to academic work and consultative practice undertaken with the prior permission of the Director, which may be given subject to such conditions as regards acceptance of remuneration as may be laid down by the Board.

23. For any other matter relevant to the service conditions of the employees, not specifically covered in these regulations, the Institute shall be guided by the regulations, norms and procedures as prescribed by the Government of India from time to time.

24. Saving:

Nothing contained in these regulations shall invalidate anything done or any action taken by the Institute or any of its officers in accordance with the rules or procedures followed before the commencement of these regulations, if such thing or action was done or, as the case may be, taken validly under the then existing rules or procedures.

25. Interpretation:

If any question relating to the interpretation of these regulations arises, it shall be decided by the Board.

Prof. ARCHANA SHUKLA, Director

[ADVT.-III/4/Exty./444/2021-22]

Appendix-I

DESIGNATIONS, PAY SCALES AND DUTIES OF VARIOUS REGULAR POSITIONS IN THE
INSTITUTE

S.No.	Designation And Pay Level	Duties
A.	FACULTY	
1.	<p>Professor Academic Pay Level 15 (1,82,200-2,24,100)</p> <p>Academic Pay Level 14 A (1,59,100 - 2,20,200)</p> <p>Associate Professor Academic Pay Level 13A2 (1,39,600 - 2,11,300)</p> <p>Assistant Professor Gr.I Academic Pay Level 13A1 (1,31,400-2,04,700)</p> <p>Academic Pay Level 12 (1,01,500 – 1,67,400)</p> <p>Assistant Professor Gr.II Academic Pay Level 11 (68,900 – 1,17,200)</p> <p>Academic Pay Level 10 (57,700 – 98,200)</p>	<p>Members of the faculty staff have to provide academic leadership, foster and enhance the learning environment through teaching, research, professional activities, and services that support the institute's mission. Every faculty member, irrespective of rank, shall be responsible for competent and effective performance of his or her duties and meeting the work norms expectations and expectations and maintain academic discipline.</p> <p>Primary duties of faculty include effective classroom teaching, providing academic advice and counselling of students, participation in departmental committee work, and service such as assisting in recruitment of students and other assigned duties. They are expected to seek continuous improvement in academic standards and provide leadership in development of curriculum, design of courses and innovations in teaching methods.</p>
B.	ADMINISTRATION	
2.	<p>Chief Administrative Officer Pay Level 13 (1,23,100-2,15,900)</p> <p>Pay Level 12 (78,800-2,09,200)</p>	<p>Being Head of Administration, the CAO will be responsible for the discharge of all administrative activities of the Institute including personnel, general administration, legal, estate management, stores and purchase, contract services, facilities, community welfare etc. in the most efficient manner. The CAO will report to and be responsible to the Director of the Institute and perform such responsibilities that facilitates planning, directing and controlling administrative activities in accordance with the rules and policies of IIM Lucknow.</p>
3.	<p>FA-cum-CAO Pay Level 12 (78,800-2,09,200)</p>	<p>Being Head of Finance and Accounts, he or she is responsible for the disposal of the work of Finance and Accounts under his or her charge. He or She should ordinarily be able to dispose of the majority of the cases coming up to him or her. Some of the specific jobs are preparation of budget, watch and review the progress of expenditure against sanctioned budget, provide financial information to the Board.</p>
4.	<p>Sr. Administrative Officer/ Programme Manager Pay Level 11 (67,700-2,08,700)</p> <p>Administrative Officer/ Finance</p>	<p>He or She holds the charge of an administrative unit with different sections and is responsible for the disposal of Institute's business dealt within the Unit under his or her charge. He or She has to ensure timely disposal of cases pertaining to the Unit and maintain discipline. Signing and issuing of official communications of orders and</p>

	and Accounts Officer Pay Level 10 (56,100-1,77,500)	decisions of higher authorities to the employees.
5.	Superintendent / Superintendent (Finance and Accounts) Pay Level 6 (35,400-1,12,400)	Being in-charge of a Section or Division he or she has to ensure efficient and expeditious disposal of work of the Section or Division. They will distribute work among the staff, manage speedy disposal of the work as per rules and regulations of the Institute, maintain order and discipline in the section; provide information to higher authorities, keep track of all judicial or quasi-judicial matters where the issues being dealt with by the section are involved, arrange periodical weeding out, indexing and digitization, and any other work that may be assigned by higher authorities.
6.	Assistant Pay Level 5 (29,200-92,300) Upper Division Clerk Pay Level 4 (25,500-81,100)	Ordinarily the Assistants have to identify and examine the issues involved in the case marked to him or her and put up a note or proposal to his or her superior Officer mentioning the facts, rule position, precedents, if any, pointing out any factual errors, etc.; opening, maintenance and custody of files, preparation or scrutiny of bills, statements, and any other official task assigned.
7.	Lower Division Clerk Pay Level 2 (19,900-63,200)	Normally, the duties of a Lower Division Clerk involve: (i) Registration of dak; (ii) maintenance of Section Diary and File Movement Register; (iii) typing, comparing, photocopying, faxing, e-mailing etc.; (iv) performing the task of a dealing hand; and (v) any other official task assigned.
8.	Private Secretary Pay Level 10 (56,100-1,77,500) Personal Assistant/ Sr. Stenographer Pay Level 6 (35,400-1,12,400) Steno Typist Pay Level 5 (29,200-92,300)	She or He will keep the officer free from routine nature of work. She or He will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him or her. Some of the more specific functions include: (i) Taking dictation and its transcription, issue of correspondences as may be directed by the officer; (ii) managing of appointments or engagements; (iii) attending telephone calls, receiving visitors; (iv) Maintaining the papers required to be retained by the Officer; (v) monitoring movement of files; (vi) Destroying the stenographic records after they have been typed and issued; (vii) assisting the officer in such a manner as he may direct.
9.	Hindi Translator Pay Level 5 (29,200-92,300)	Translation work from English to Hindi and vice-versa of the various letters, orders, training material, annual reports; preparation and maintenance of roster pertaining to the Hindi training of the employees of the Institute; collecting data and preparing various reports pertaining to Hindi cell; maintaining files; assist the superior authority in dealing with correspondences and implementation of the policies and programmes of the 'Official Language Implementation Committee', Official Languages Act and Rules and in other activities and arranging of 'Hindi Karyashala' organized at regular intervals and for smooth conduct of Hindi Day or Hindi Fortnight or Hindi Week etc.; Typing in Hindi/English and to attend other duties as may be assigned.
10.	Estate Officer Pay Level 10 (56,100-1,77,500)	The main duties of the Estate Officer include:- (i) Maintenance of the buildings including residential staff quarters, arranging periodical repairs and painting, maintenance of cleanliness of the campus; (ii) ensuring clean and green environment with necessary horticulture works; (iii) maintenance of all electrical, electronic and mechanical equipment pertaining to the Office and maintaining the inventory of the same; (iv) maintenance of all office furniture; (v) maintenance of office vehicles and procurement of fuel as per requirement; (vi) providing necessary physical arrangements during training programmes, seminars and workshops of the Institute; (vii) ensuring

		regular supply of water and electricity; (viii) ensuring conservation and optimum use of water and electricity by implementing rain harvesting systems, drip irrigation system, installing solar energy power systems and hot water systems, etc. in the Institute; ix) Liaison works with local statutory bodies like Municipal Corporation, State Electricity Board, BSNL, etc. x) To supervise implementation of annual maintenance contracts pertaining to the cleaning services, Horticulture, Catering services, Air conditioners, etc.
11.	Public Relations-cum-Media Relations Officer Pay Level 10 (56,100-1,77,500)	He or She will be responsible for managing the Public relations and media relations of the Institute. He or She will (i) prepare and release, after taking approval of the competent authority, press releases, newsletters, institutional advertisements and publicity materials to the press, radio and television; (ii) act as the contact person or spokesperson of the Institute for the media and respond to the request for information by the media; (iii) arrange and manage press conferences, exhibitions, special programmes etc.; (iv) arrange to promote the activities of the Institute through publication of brochures, booklets, audio visual presentations; (v) gather intelligence about the impact and public opinion enabling the organisation to plan programmes responsive to its public and problem situations; (vi) assist the Officers and organisational representatives to prepare them for dealing with the media, and for making presentations and other public appearances; (vii) arrange to maintain the Institute's website updated.
12.	Assistant (Security and Fire) Pay Level 5 (29,200-92,300)	He will ensure the safety and security of the men and materials of the Institute. His or Her main duties included (i) to check, arrange and supervise security arrangements (day and night) in the Institute campus, (ii) to ensure proper checks against un-authorized movement of men and materials in and out of the campus; (iii) to prevent grazing, illegal cutting of grass and wood in the campus, theft, fire, etc. (iv) to arrange vigilant watch for incidents of fire in the campus and arrange for extinguishing it promptly; (v) to supervise and manage security guards placed under his or her control; (vi) to liaise with the local Police when required; (vii) any other work assigned by the superior authority.
C.	COMPUTER CENTRE	
13.	Manager (CS) Pay Level 11 (67,700-2,08,700)	Manager CS, will be responsible for the proper maintenance and optimum use of the computer facilities of the Institute. He or She shall ensure (i) smooth running of Computer Systems within the limits of requirements, specification, cost and timelines; (ii) supervise the implementation and maintenance of the Institute's Computing needs i.e. Hardware and Software; (iii) plan, organize, control and evaluate IT operations; (iv) manage IT staff by communicating job expectations and appraising their performance; (v) design, develop, implement and coordinate systems, policies and procedures; (vi) ensure security of network access, data and backup systems; (vii) managing existing Enterprise Resource Planning operations and maintenance; (viii) any other activity related to the Computer Centre or assigned by the Superiors.
14.	Systems Analyst Pay Level 11 (67,700-2,08,700) Systems Analyst / Programme Analyst Pay Level 10 (56,100-1,77,500)	They will be required to perform different kinds of jobs related to the Computer Centre as per requirement. Some of the duties are enumerated below: (i) implementing, maintaining and upgrading existing IT systems (Server, Network etc.) as required; (ii) troubleshoot technical issues; (iii) collaborating with IT teams to ensure solutions are viable and

	Assistant Systems Analyst / Sr. Research Assistant (Systems) Pay Level 6 (35,400-1,12,400) Programme Assistant Pay Level 4 (25,500-81,100)	consistent; (iv) conducting regular reviews of the systems and generating reports of efficiencies and improvement areas; (v) creating system guidelines, policies and manuals for the users and Organizing various Software Training sessions; (vi) monitoring outsourced services like Facility Management Services, Enterprise Resource Planning, Network etc.; (vii) generating requirement for the Hardware or Software as required; (viii) any other work assigned by the superiors.
D.	LIBRARY	
15.	Librarian Pay Level 12 (78,800-2,09,200)	He or she is responsible for the maintenance of the library and its management as per policies of the Institute.
16.	Deputy Librarian Pay Level 11 (67,700-2,08,700) Assistant Librarian Pay Level 10 (56,100-1,77,500)	He or She is responsible for supervision and management of library and maintaining the records of the books and their issuance and to assist his or her superior officer in the discharge of his or her official duties. They may also be assigned any other work by the superior authority as may be required for smooth functioning of the Library.
17	Sr. Library and Information Assistant Pay Level 6 (35,400-1,12,400) Jr. Library Assistant Pay Level 4 (25,500-81,100)	They will carry out the work assigned by their superior officer which may include analysis of requirements and processing procurement of all library books, their accounting, proper documentation, manage the work of library in respect of Scientific, Technical and other Departmental Books and Publications including useful foreign journals, arrangement for annual verifications or recovery of library books, any other work as may be required for smooth functioning of the Library as assigned by the superior authority.
18.	Library Attendant Pay Level 2 (19,900-63,200)	He of She will ensure (i) proper cleanliness by dusting of books, shelves, tables and chairs, etc. by proper dusting; (ii) proper display of books and other periodicals, prepare the signage according to classification scheme followed by the library; (iii) manning the Check Point or Property Counter; (iv) arrangement of chairs, tables in respective units, sections and in the reading halls; (v) assisting users in searching of books, periodicals (both loose and bound volumes), and documents in other media and finding /tracing of misplaced books and periodicals (both loose and bound volumes) etc.; (vi) opening of the packets, pasting, book label, book pocket, book tag, bar code/ magnetic strips on books, periodicals etc., due date slip and writing on the spine tags, if any; (vii) providing Library services for users with special needs and general readers too; (viii) photocopying; (ix) Shifting of books and periodicals, etc.; (x) any other job assigned by superior authority.
E.	DISPENSARY	
19.	Resident Medical Officer Pay Level 10 (56,100-1,77,500)	He or She will be in-charge of the Dispensary and is responsible for all the health care activities and for proper functioning of the Dispensary. He or She will provide comprehensive medical treatment including preventive and curative to the Staff and students of the Institute. He or She should also undertake domiciliary visit as and when needed in emergencies within the campus; ensure cleanliness of the Dispensary, arrange for proper disposal of medical wastes, ensure proper maintenance and working of medical equipment and apparatus available at the Dispensary, distribute duties of the staff, monitor stocks and use of medicines and other disposables, etc.

20.	Pharmacist Pay Level 2 (19,900-63,200)	The Pharmacist will be personally responsible for the correct dispensing as per prescriptions issued by the Medical Officer and for the safe custody of the stores received by him. He will be responsible to keep the dispensing room clean all the time, bottles are properly corked and well dusted. He will write the name of the medicine with details of the doses on the bottle or container or envelope and explain to the patient. He will periodically carry out inspection and refilling of the First Aid Box. He will maintain proper account of the items issued to him, dispensed by him and the balance in stock with him.
21.	Senior Nursing Assistant Pay Level 2 (19,900-63,200)	Receive of patients, administer injection or tablets or liquid medicines requiring care in giving, assist the doctor in proper examination of patients, maintain emergency trays and other trays, sterilizer, instruments in working conditions, carry out nursing procedures for patients wherever required, ensure that used needles and other medical wastes are sterilized and properly disposed off timely, any other duty as may be assigned by the Medical Officer or superior authority.
F.	ENGINEERING	
22.	Executive Engineer Pay Level 11 (67,700-2,08,700)	The duties of Executive Engineer are comprehensive and include planning, investigation, construction and maintenance of all engineering works of the Institute. He or She will (i) ensure preparation of proper estimates, obtaining sanctions of the appropriate authority; (ii) ensure timely completion and quality of works by regular testing and monitoring of progress of work and avoid cost overrun; (iii) ensure timely procurement of materials required in the engineering section and their proper usage; (iv) ensure timely payment to contractors after following all rules, procedures and formalities prescribed in the rules of the organisation or Central Public Works Department manual as the case may be; (v) ensure proper deductions of taxes, duties, water or electricity charges, etc. from the bills of the contractor; (vi) ensure proper preparation and maintenance of MBs and other records; (vii) any other work assigned by the superior authority.
23.	Assistant Engineer (Civil/Electrical) Pay Level 10 (56,100-1,77,500) Junior Engineer (Civil/Electrical) Pay Level 6 (35,400-1,12,400)	The Assistant Engineer is responsible for proper execution of works which are entrusted to his/ or her charge and also for the correctness and validity of the financial transactions connected therewith. The duties of A.E. would include: (i) carry out survey and investigation of projects or schemes as per directions of his or her superior officers and prepare drawings; (ii) preparation of estimates, tender documents, agreements, comparative statements, drawings or sketches or layouts; (iii) monitor progress of work and ensure proper quality control in all items of work, including supplies and collection of material at work site; (iv) taking measurements and preparing bills in time; (v) verification of bills received from Elect. Supply Co., Water Authorities, Municipal Corporation etc.; (vi) ensuring proper working of electrical meters, motor pumps and other equipment under their charge; (vii) in case of emergency situation like breaches, breakdown of utility services, stay at work site and act promptly to restrict spread of the damages and restore normalcy and report the situation to his or her superior officer immediately; (viii) during the execution of work and operation of plant and machinery, ensure safety requirement and take suitable precaution to avoid accidents ; (ix) ensure compliance of the rules, procedure and statutory provisions relating to the works; (x) any other work assigned by the superior authority.
24.	Senior Electrician Gr. 1	The Electrician would carry out the functions and duties given by his or her superior authorities. Duties of electrician involves wiring for

	Pay Level 6 (35,400-1,12,400)	households and buildings, trouble-shooting and repair of electrical faults in existing wiring and other activities such as troubleshooting, replacing, repairing and maintaining common electrical equipment such as ceiling fans, tube light fittings, electric iron, geyser, motors, inverters, stabilizers water pumps etc.
25.	Senior Plumber Gr. 1 Pay Level 6 (35,400-1,12,400)	The Plumber would carry out the duties assigned by the superior authority. He shall (i) lay out, assemble, install and maintain sanitary fittings and fixtures, sewage and drainage systems, heating and sanitary systems, gas and water pipe lines etc.; (ii) lay out pipes, gas or watermains, position of fixtures and fittings, et; (iii) repair and maintain sewerage and pipe lines by replacing washers on leaky faucets, mending burst pipes, opening clogged drains, etc.; (iv) do lead burning, dressing and bossing of lead pipe and sheet lead, inlaying of wooden tanks, construction of septic tanks etc.
26.	AC Operator-cum-Mechanic Grade-1 Pay Level 6 (35,400-1,12,400)	He will be responsible for (i) operating and maintaining AC and refrigeration plant; (ii) ensuring efficient working of the Air Conditioner and refrigeration plant; (iii) assist in the installation, maintenance, and repair of Air Conditioner.
27.	Senior Machine Operator Grade-I Pay Level 6 (35,400-1,12,400)	He will be responsible for (i) operating and maintaining machinery; (ii) ensuring efficient working of the Machinery; (iii) assist in the installation, maintenance, and repair of machinery; (iv) perform periodic checks on machinery and solve problems as detected.
28.	Helper (Electrical/Plumbing) Pay Level 1 (18,000-56,900)	To provide assistance to the engineering and other staff in various jobs such as, civil, electrical, mechanical, plumbing, etc.
29.	Mali Gr. 1 Pay Level 1 (18,000-56,900)	To carry out horticultural works including planting of ornamental and other plants, maintaining gardens by watering and fertilizing the plants, weeding, etc.
30.	Senior Driver Gr.1) Pay Level 6 (35,400-1,12,400)	Driving and maintenance of Institute's vehicles including washing and cleaning, undertaking minor repairs, etc.
G.	OTHER STAFF	
31.	Sr. Steward-cum-Cook Grade-1 (Upgraded) Pay Level 6 (35,400-1,12,400)	1. To prepare food in canteen for the employees of the department. 2. Any other work assigned by the superior authority.
32.	Office Attendant Grade-1 Pay Level 2 (19,900-63,200) Office Attendant Pay Level 1 (18,000-56,900)	Multi-Tasking Staff (MTS) The following are the duties of the MTS (i) Physical Maintenance of records of the Section. (ii) General cleanliness and upkeep of the Sectional Unit. (iii) Carrying of files and other papers within the building. (iv) Photocopying, sending of FAX etc. (v) Other non-clerical work in the Sectional Unit. (vi) Assisting in routine office work like diary, dispatch etc., typing including on computer, delivering of dak.

NOTE: The duties specified above are the broad nature of work that the employees are expected to carry-out. However, in addition to those specified above, the Competent Authority may assign any other work/duties in relevant field based on the requirement of the Institute.

Annexure-2

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