



**Som-Lalit Institute of Management Studies  
(SLIMS)**

**SLIMS  
SERVICE  
RULES**



## SLIMS SERVICE RULES

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### 1. PREAMBLE

These service Rules shall be called the “SLIMS SERVICE RULE”, and shall be applicable to all the Employees of the SLIMS, Ahmedabad, Gujarat and which shall come into force with effect from 1<sup>st</sup> July 2023, as notified by Governing Body. Employees working before the given date will also be governed by these rules.

The management of the Trust is empowered to amend these rules from time to time

This is the Second Official version of the revised Service Rules. The Service rules will be changed in future based on the various enabling Acts, Government Rules and regulations, Stakeholders Input and other parameters which will evolve over the time frame.

### 2. APPLICABILITY

These Service Rules will be applicable only to Regular Employees who are in scale and will not be applicable to other employees and staff members employed as advisor, consultants, Part Time Staff, Casual Staff under contractual employment unless specifically mentioned in the service rules.

### 3. DEFINITIONS:

For the purpose of the Service Rules the following terms are used in the sense as explained below:

- 3.1 “Authority” means Chairperson/Trustee having powers delegated to one by the Governing Body.
- 3.2 “College” or “Institution” means “SLIMS”
- 3.3 “Employee” means any person appointed by the Authority/Society as a member of its staff.

Such employees shall be classified as i) Regular employee ii) Probationer, iii) Visiting Faculty iv) Adjunct Faculty v) Contractual Faculty vi) Faculty member

- 3.3.1 A “Regular employee” is an employee who has been engaged as a member of the faculty or as a non-teaching member of the staff and who has been declared confirmed by writing, on the basis of satisfactory service rendered by him as a “Probationer” on expiry of probation period or extended provision period by the Authority / Society.

- 3.3.2 A “Probationer” is an employee who is provisionally employed to fill up a permanent vacancy in a post and has not been confirmed in service as regular by the Authority / Society. The period of probation shall be defined in his appointment letter, in a case to case basis based on his profile and will be reckoned from the day he joins the post and if the authorities concerned consider that further probationary period is necessary to judge the merit of the employee, the period of probation may be extended by written communication. No probationer shall be deemed or classified as regular unless the Authority / Society have confirmed him explicitly by a letter. In absence of the written communication from the Authority / Society it is deemed that his probation period had been extended.
- 3.3.3 A “Visiting Faculty” is an employee whose appointment is of casual nature and who has been engaged for a specific period or for a specific job of temporary nature and appointed by the Director with the approval of the Authority / Society for a specified period.
- 3.3.4 An “Adjunct Faculty” is one who is engaged either by an agreement or by a contractual appointment for a fixed period or otherwise whose appointment is of casual nature and whose service will come to an automatic end with the expiry of the specific period for which he was appointed, without any notice or compensation. Such an employee may be paid his remuneration or honorarium or wages either in a consolidated monthly rate or on a per hour basis. No other allowances will be admissible.
- 3.3.5 An ‘Contractual Faculty’ is one who is appointed on a contract basis for a particular purpose, a particular project and for a particular period on specific terms and conditions.
- 3.3.6 “Faculty Member” means the Employee engaged in Direct Academic work such as Teaching, Research and Publication and so on. “Faculty Member” and “Teaching Staff” are used interchangeably and mean the same thing.

#### 4. ACRONYMS

The following Acronyms will be used throughout this document.

Acronyms	Meaning
BOG / GB	Board of Governors / Governing Body
HOD	Head of the Departments
SOP	Standard Operating Procedure
SLI MS	Som Lalit Institute of Management Studies

#### 5. CHANGES OF THIS DOCUMENT

This Service rule is based on various enabling Acts, Government Rules and regulations, Stakeholders’ Input and other parameters. This is subject to modification in any new form and

content, if felt necessary by the Governing Body.

Each version of the Service rule will be approved by the Governing Body before Implementation and will be documented in the Revision List.

**Note :** In these Rules “He” includes “She” and “His/Him” includes “Her”.

## **6. DESIGNATION OF EMPLOYEES AT INSTITUTE**

The following posts/ designations have been sanctioned at the time of initial creation of the service rules. The further creation of new posts / designation and / or abolition of existing posts/ designations are done by the Governing Body based on the needs and requirement of the Institution.

### **6.1 Academic - Teaching**

1. The Director of the Institution
2. The Additional Director of the Institution
3. The Head of the Departments of the Institution
4. The Professors of the Institution
5. The Associate Professors of the Institution
6. The Assistant Professors of the Institution

## **7. GENERAL DUTIES & FUNCTIONS OF MEMBERS OF STAFF**

- 7.1** Each of the Employees needs to work for at least 40 Hours per week.
- 7.2** The Institution must observe at least 180\* actual teaching days in a calendar year and the remaining working days shall be devoted to the development of Academic standard, Research & Training, examination, faculty development program, seminar, workshops, publication and other activities of the Institution. *\*The 180 actual teaching days could change as per GTU academic calendar.*
- 7.3** The Functions of Teaching and Non Teaching Staff are different in the Institutions. The work of the Teaching Staff revolves on Teaching, Research, Publication, Application of knowledge such as Consultancy, conducting Seminar, MDPs, CSR, Student and Community development, Projects and so on.
- 7.4** Work Distribution of Teaching Staff is as per AICTE rules and subject to changes as per directed by BOG.
- 7.5** The faculty members have to take Regular Classes / Remedial Classes / Advanced Classes/Regular Exams/Remedial Exams & the same to be included in the academic calendar at the commencement of each semester.
- 7.6** The Counseling of the students will be an essential component of role & responsibilities of faculty members.

## **8. SPECIFIC RESPONSIBILITIES**

### **8.1 THE DIRECTOR OF THE INSTITUTION :**

Subject to the Supervision, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive :

1. Overall management of the Institution, its academic programs and administrative functioning
2. To actively participate in Teaching, Research, Publication, Real world knowledge application\* and Administrative work.
3. To enhance the quality of Teaching, Research, Publication, Real world knowledge application\* work in the institute
4. To work with the placement cell, Research cell as well the other clubs in the institute for betterment of the students
5. Reviewing various reports concerning academics, finance and administration for the approval of the BoG;
6. Preparation of all relevant documents for submission to the BoG on the following matters:
  1. Institution's Vision, Mission, Strategic Plan and Objectives and revisions, if any, from time to time;
  2. New policies on governing and functioning of Institution and amendments to the existing ones, if required, from time to time;
  3. The recommendations of the SLIMS Head of Departments.
  4. The proposals for review of performance of programme of study and new guidelines for admissions;
  5. Extension of tenure of Faculty and Staff;
  6. Collaborations with other institutions, professional bodies and organizations;
  7. Grants, donations, endowments or bequests;
  8. Revision in pay structure and other benefits of faculty and staff, from time to time;
  9. Revision in student tuition and other fee structure, from time to time as determined by FRC (Fee Regulation Committee)
  10. Research activities of the Institution;
  11. Formulations and revisions of faculty and staff service rules and regulations;
  12. Assessing the requirement of faculty and staff in relation to the strength of students and other activities of the Institution.
7. Chairing / convening important bodies of the Institution
8. Ensuring regular monitoring of institutional effectiveness;
9. Assuming other responsibilities as authorized by the BoG, from time to time.

## 8.2 Additional Director:

The Additional Director is responsible for assisting in the development and implementation of departmental plans and goals. The Additional Director manages university affiliation of the institute and represents the institute at the university level. The Additional Director also works closely with the Director to coordinate functioning of the institute, ensure compliance with regulations, manage staffing, monitor objectives, and provide comprehensive reports.

## 8.3 THE HEAD OF THE DEPARTMENTS OF THE INSTITUTION :

Subject to the Supervision, direction and general control of the Director, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive:

1. To participate in Teaching, Research, Publication, Real world knowledge application\* and Administrative work.
2. To exercise general supervision over the academic work of the Institute and to give direction regarding methods of instructions, evaluation, research and improvements in academic standards.
3. To look into teaching processes, evaluation, feedback, research and other academic activities.
4. Looks after day to day activities relating to teaching and other workloads of his/her teaching and non-teaching staff.
5. To ensure quality of exam papers, course outlines, assignments etc.
6. Reports to the director regarding all the requirements of his/her department such as Faculty Member, supporting staff, books & journals, maintenance etc.
7. Represents his/her department and will report to the Principal all the requirements/short comings for the development and proper functioning of the Department, during weekly/fortnightly meetings.
8. Looks after the matter related to R & D, Consultancy and Research Publications.
9. To suggest measures for better departmental coordination by allocating duties and responsibilities and overseeing academic workloads in general.
10. Initiatives beyond curricula to meet the needs of the professional world- live projects and internships
11. Suggesting student centric strategies to improve academic performance: strong and weak student strategy.
12. To review the faculty advising and recommend for improvement of the same.
13. Arranges for Guest Lecture/Extension Lectures, Seminars, Workshops, and Conferences etc.
14. Responsible for innovative programmes including collaboration with other institutions, Universities and different industries.

#### **8.4 THE PROFESSORS & ASSOCIATE PROFESSORS OF THE INSTITUTION:**

Subject to the Supervision, direction and general control of the Director, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive :

1. Professors and Associate Professors will actively participate in Teaching, Research, Publication, Real world knowledge application\* and Administrative

work.

2. Professors and Associate Professors will assist HOD in academics and administration and also contribute in Policy planning, Monitoring & Evaluation and promotional activities.
3. As a part of academic affairs the Professors and Associate Professors will impart knowledge to the students by taking regular classes and remedial classes on regular basis, they will also guide the assistant faculty members whenever necessary.
4. As a part of academic affairs the Professors and Associate Professors will implement Faculty development programme, Conduct departmental Workshop and Seminar and also monitor and evaluate academic activities.
5. Professors and Associate Professors are most suitable for Real world knowledge application, they will provide leadership In external revenue generation program such as consultancy, sponsored project, sponsored research, seminar among others.
6. Has to give valuable guidance as a senior member of college committees duly nominated by the Director.
7. Any other responsibility given by the Director.

## **8.5 THE ASSISTANT PROFESSORS OF THE INSTITUTION:**

Subject to the Supervision, direction and general control of the Director, the duties of the post. are prescribed as under which are illustrated and considered but not exhaustive:

1. Assistant Professors will actively participate in Teaching, Research, Publication, Real world knowledge application\* and Administrative work.
2. They will also be closely involved in his examination process as per guidance of HOD/Examination Cell.
3. Assistant Professors will take regular classes, and remedial classes on regular basis, Preparation of lesson plan, teaching materials, publications and full implementation of learning systems.
4. As a part of academic affairs the Assistant Professors will participate in Faculty development programme, workshop, seminar for continuous quality improvement teaching learning process.
5. Assistant professors will be actively involved in Research and Project, Publication work, among others
6. Assistant Professors will actively take part in extracurricular, cultural and social service activities of the college as member of respective college committees and cells.
7. Assistant Professors will upload the all relevant data's like assigned courses, class progress & other details as per requirement.
8. They will devote significant time and energy for the total counseling of the students round the year.
9. Any other responsibility given by the Director/ or HOD.
10. Assistant Professors will involve themselves in research and development. They must try to publish research papers and engage themselves accordingly for

doctoral work (if applicable).

\*Real World Application indicates – Sponsored Research, Paid /unpaid Consultancy, Management/Faculty Development Programs, Trainings to corporate/faculties, Expert Sessions, Jury experts, Phd guideship, among others

## 8.6 Administrative Officer:

The Administration Officer works closely with the director and works like backbone for each department by providing necessary information and maintaining record. The admin officer of the institution is authorized to coordinate and facilitate welfare of students including financing / arrangement of scholarship etc.

The functions of the admin department at SLIMS include:

1. Maintain files and records so they remain updated and easily accessible.
  - a. Sort and distribute incoming email and inform respective departments (envelopes, packages, etc.)
  - b. Answer the phone to take messages or redirect calls to appropriate colleagues
  - c. Utilize office appliances such as photocopiers, printers etc. and computers for word processing, spreadsheet creation etc.
  - d. Undertake basic bookkeeping tasks and issue invoices, cheques etc.
  - e. Take minutes of meetings and dictations.
  - f. Assist in office management and organization procedures.
  - g. Monitor stocks of office supplies (paper clips, stationery etc.) and report when there are shortages
  - h. Assist in making travel arrangements and booking venues for conferences and events
  - i. Perform other office duties as assigned
2. Maintain the academic calendar and office
3. Provide support in recruitment of the new staff
4. Admin staff coordinates between the teaching departments and facilitate management of all activities including teaching/non-teaching activities. viz., teaching arrangements, examinations arrangements, leave records, extra-curricular activities and cleaning/maintenance.
5. Examination cell is responsible for smooth conduct of examination, timely submission of internal marks, appointing invigilators, internal exam management, exam registration etc.
6. Admin department handles admission, scholarship, record maintenance and admission related necessary submissions to the university.
7. Daily accounts are managed by the purchase office for the bills sanctioned by the finance committee- stationery expenses, payment to experts and visiting



faculty, processing the bills approved by higher authorities for various activities conducted at the campus.

## **8.6. THE LIBRARIAN OF THE INSTITUTION :**

Subject to the Supervision, direction and general control of the Director, the duties of the post are prescribed as under which are illustrated and considered but not exhaustive :

Librarian will be responsible for smooth & effective operation of the college library

1. Librarian will Manage the planning and administrative of library and information services including
  - i. Establish and implement library and information policies and procedures
  - ii. The person will be responsible for procurement planning in consultation with respective HODs and the Director/.
  - iii. Develop and manage convenient, accessible library and information services
  - iv. Order materials and maintain records for payment of invoices
  - v. Analyze and evaluate library and information services, technology and media service requirements
  - vi. Prepare reports related to library and information services, technology and media services, resources and activities
  - vii. Smooth & effective operation of the library
  - viii. Procurement planning in consultation with Director/ and HOD
  - ix. Software Implementation/up gradation.
2. Librarian will provide effective access to library collections and resources, maintain the organization of library materials, Provide library services in response to the information needs of library users and perform other related duties.
3. Any other responsibility given by the Director.

## **9. Employment Condition/Rules**

For Recruitment and Selection, AICTE/GTU guidelines are followed

## **10. Code of Conduct**

Please refer to the code of conduct document on the website

## **11. Leave/Holiday Rule**



The expression 'leave' means leave of absence that is to say the permission obtained by an employee from his employer, relieving him from the duty of attending the work with or without pay. Leave of absence cannot be granted as a matter of right.

- Leave should always be applied for and got sanctioned before it is taken
- If a faculty member is unable to attend the work in case of illness, emergency or any other valid reasons, he/she must inform his/her Superior.

## **KINDS OF LEAVE AVAILABLE:**

1. Vacation Leave
2. Casual Leave
3. Half-day
4. Medical Leave
5. Maternity Leave
6. Paternity Leave
7. Duty Leave

No leave is admissible to faculty on the scheduled day of the class, faculty council meeting, FDP, and other important events at the Institute except with a loss of pay.

Basis of calculation of leave

Calculation of all types of leave shall be with reference to the English Calendar only.

### **1. VACATION LEAVE:**

All faculty shall be allowed to avail a minimum of 9 days up to a maximum of 15 days reciprocal vacation leave. This means that the faculty will get an equivalent number of leaves, s/he has applied for, during the vacation period by the institute.

These leaves shall be availed from 10th May to 20th June (Subject to change as per the GTU academic calendar)

- **CASUAL LEAVE (CL)** The number of Leave Entitlement: faculty shall be entitled to 12 casual leave for a period of 12 months.

In case of new appointee, resignation/superannuation, dismissal/death, etc. of any faculty & non-teaching staff, eligibility of CL shall be calculated on a proportionate basis.

- CL shall be credited in the leave record of each employee at the beginning of the year / at the joining, as the case may be, on the assumption that the employee shall work during the full / remaining year. However, availing of CL shall be restricted up to his entitlement, calculated on a proportionate basis on the date of availing.
- Holidays falling in between CL shall not be counted as CL. Holidays can be suffixed or prefixed with CL.
- CL cannot be combined with any other leave.
- Un-availed CL will automatically lapse.
- Maximum 3 days' casual leave can be availed at a stretch.

## 2. HALF DAY

- Half-Day leave may be taken after prior sanction from the Head of the department.
- Two half-day leaves will be counted as one casual leave.

## 3. MEDICAL LEAVE (ML)

- Faculty shall be entitled to 9 Medical leave for a period of 12 months.
- In case of new appointee, resignation/superannuation, dismissal/death, etc. of any faculty eligibility of ML shall be calculated on a proportionate basis.
- Half days' medical leave for the absence of a maximum of 2 hours shall be permitted to an employee for showing himself/ herself to the medical practitioner.
- ML shall be credited in the leave record of each employee at the beginning of the year / at the joining, as the case may be, on the assumption that the employee shall work during the full/remaining year. However, availing of ML shall be restricted up to his entitlement, calculated on a proportionate basis on the date of availing.
- Un-availed ML shall be carried forward subject to a maximum of 120 days and all ML accumulated in excess, therefore, shall lapse. All accumulated ML shall also lapse on retirement/resignation/dismissal etc.



- Medical leave can only be availed for self-medical examination/treatment. Medical Leave is non-cashable.
- An employee will have to submit a medical certificate from a registered medical practitioner if he takes continuous medical leave for more than 3 days. In the case of pregnant women, a medical practitioner's certificate can be dispensed with till the period of pregnancy. Holidays including Saturday & Sundays falling within the period of ML shall be counted as ML. Holidays can be suffixed or prefixed with ML.
- Medical leave can be granted only when the leave sanctioning authority is satisfied that there is a reasonable prospect of the employee returning to duty on its expiry. So, it cannot be granted as leave preparatory to retirement/resignation, etc.
- To prevent misuse, in case of doubt or for further investigation the employee may be sent to a medical practitioner appointed by the institute for inspection and recommendation of the health of the said employee.

#### **4. MATERNITY LEAVE:**

Maternity leave is admissible to female employees during Pregnancy, Miscarriage, and abortion.

a) For pregnancy: 90 days

b) For miscarriage and abortion: 25 days, subject to a maximum of 45 days in the entire service

#### **Conditions:**

- a) In case of maternity leave for pregnancy, an employee should have less than two surviving children.
- b) Maternity Leave will be granted to only those women employees who have completed 1 year in the institute and HO at the time of applying for the maternity leave.
- c) In the case of maternity leave for miscarriage and abortion, a medical certificate should be produced.
- d) It will not be debited to any other leave account.
- e) In case, an employee does not join after availing maternity leave or resign within 6 months after availing leave, maternity leave benefit granted earlier shall be disallowed and management will have a right to deduct pay as the case may be.



f) It can be combined with any other kind of leave as per below order:

## **5. PATERNITY LEAVE:**

Paternity leave is admissible to all male employees (including HO) with less than two surviving children during the confinement of his wife for up to 10 days either before or after the date of delivery of the child in a set of 5 days.

The leaves can be availed in a set of 5 days. If the leave is not availed within the period, it shall be treated as lapsed. Paternity Leave will be granted to only those male employees who have completed a minimum of six months of the period in the institute and HO at the time of applying for the paternity leave. It will not be debited to any other leave account.



## → **NECESSITY OF APPLICATION:**

An employee desirous to avail leave of absence shall therefore put in his/her application in the prescribed form in advance to the Admin department. Leave should be applied for in advance before an employee goes on leave. For a period not exceeding 3 days, the application should be put in at least 5 days before the date on which leave is to commence and a longer period than that application should be submitted at least 3 weeks in advance.

## → **GRANT OF LEAVE**

The competent authority shall grant the leave applied for on applications received and the employee shall be entitled to proceed on leave only on such sanction of his / her leave application. The employee must not presume that his / her leave has been sanctioned if no reply is received to the application of leave. However, it is the duty of the competent person to dispose-off the leave application before the employee is to commence his leave.

## → **EXTENSION OF LEAVE**

As a principle, leave shall be taken in advance and the same is applicable in case of extension of leave. This extension should be applied sufficiently in advance so that leave could be sanctioned before the completion of the earlier leave. If any belated application is received, it is upon the competent authority to sanction leave or not. A written reply intimating grant or refusal of extension of leave shall be sent to the employee at his last known address if available.

## → **OVER STAY**

Over-stay is also a kind of absence. If an employee remains absent without sanctioned leave for more than 10 consecutive days without explaining reasons for absence, his/her employment shall be deemed to have ended, and his/her name shall be struck off the rolls of the institute /HO.

## → **ADDRESS DURING LEAVE**



Every employee must record on his/her application for leave the correct address at which he/she could be communicated with.

## → **RECALL FROM LEAVE**

Leave once granted can also be canceled. If the exigencies of the business of the employer require, the employer reserve the right to cancel the leave & recall the employee before the expiry of his leave. The balance of un-availed leave, in this case, shall be credited to the employees' account and the employee shall be reimbursed to and fro traveling expenses applicable as per his/her eligibility.

## → **LEAVE DURING DISCIPLINARY PROCEEDINGS**

No leave shall be granted to an employee against whom disciplinary proceedings are on.

## → **WEEKLY OFF:**

An employee in regular/contract employment is allowed a day of rest every week which is generally a Sunday. But in the case of some departments which are required to work on weekends also during the peak time, can modify the weekly off on any of the weekdays instead of Sunday. The weekly off cannot be combined with any other leave. Also the weekly off once fixed, shall not be changed until the completion of work during the peak time.

## **6. DUTY LEAVE**

All faculty shall be allowed to avail maximum 5 days for attending/participating in FDP/Conference / Seminars/Workshops, etc.

## → **WORK TIMINGS AND WORKING DAYS**

4.1 Faculty: Working hours for the faculty shall be minimum of 6.00 daily hours including a 20 minute break. The Director of an institute shall fix the work timing of each faculty considering his/her teaching timetable.



All Sundays will be generally observed as weekly off. However, all faculty members would be expected to be present beyond the stipulated hours on working days and/or during the weekends, whenever the situation so warrants.

## → HOLIDAYS

Holidays are off days granted by the employer to the employee. Holiday means total closure of work. The Institute will observe holidays as per GTU in a calendar year.

### **7. Contributory Provident Fund**

Employees of the institute will receive benefits of a scheme of Contributory Provident Fund as per Law. For those employees who are earning above the statutory limits, the institutes will make individual FDR in banks as decided from time to time.

Final payment of employee's subscription and Institute's contribution thereon:

In order to be entitled to the contribution from the Institute, a subscriber must be a member of CPF scheme for a minimum duration of 5 years and must be a confirmed employee.

The Institute will deduct all sums due to the Institute by the subscriber to CPF before making final payment to him.

A subscriber account shall be closed on the day after the date of his death or from the day on which he ceases to be in the service of the Institute. No interest shall be credited after the date on which the account is closed.

### **8. Performance Appraisal**

The employees of Som Lalit Insitute of Management Studies are evaluated on annual basis.





## **Appraisal Process:**

The teaching faculties fill up the self appraisal form as given by AICTE by March of every year

On the basis of the self-appraisal form and personal interview, the Performance appraisal Committee evaluates the faculty.

The appraisals are effective from July of every year.

## **Members of the Committee**

The Chairperson of the BOG

Director of the college

Promotion to a higher designation (Associate professor and Professor) will be based on the fulfillment of the criteria as mentioned in AICTE and the vacancies in the institute.