



PML SD
Business
School
Chandigarh
(AICTE Approved)

Faculty Service Handbook

PML SD Business School
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24/01/2025
Director

PML SD Business School, Chandigarh

Faculty Service Handbook

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The B-School strongly believes in empowerment and development of faculty to build a strong character and imbibe sense of awakening and skills required in the students to become future leaders. The faculty cadre, qualifications and appointment norms are in line with AICTE rules and regulations.

Faculty Selection Process

The Faculty Selection Process is as per AICTE and B-School norms. The process is given below for reference of various stakeholders.

- The institution identifies faculty requirements based on AICTE norms relating to faculty-student ratio, cadre ratio, specialization, and qualifications. and advertised through newspapers, institutional website, and employment portals inviting applications from eligible candidates.
- Applications received are scrutinized by a Screening Committee to verify eligibility criteria such as educational qualifications, Ph.D., industry/teaching experience, research publications, and AICTE-prescribed norms for Assistant Professor, Associate Professor, Professor, and Director positions. Eligible candidates are shortlisted for further evaluation.
- The shortlisted candidates for various positions are asked to present a Seminar on a research topic of their choice before the committee consisting of Director and Faculty Members to evaluate their teaching competence along with research orientation.
- A Selection Committee is constituted comprising the Chairperson/Management representative, Director, subject experts and other nominees appointed by the Director as per AICTE regulations to ensure transparency and fairness in recruitment.
- Based on the recommendations of the Selection Committee, the Director / Board of Governors/ Society approves the final selection. Appointment letters are issued with details regarding designation, pay scale, service conditions, probation, and compliance with AICTE regulations.

Faculty Cadres, Qualifications, Selection Committee, Appointment

- Assistant Professor
- Associate Professor
- Professor
- Director

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Faculty Cadres, Qualifications, Selection Committee, Appointment

- Assistant Professor
- Associate Professor
- Professor
- Director

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Qualifications and experience

- Assistant Professor

Bachelor's Degree in any discipline and Master's Degree in Business Administration / PGDM / C. A. / ICWA/ M. Com. with First Class or equivalent and two years of professional experience after acquiring the degree of Master's degree.

- Associate Professor

Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch AND At least total 6 research publications in SCI journals / UGC / AICTE approved list of journals. AND Minimum of 8 years of experience in teaching / research / industry out of which at least 2 years shall be Post Ph.D. experience.

- Professor

Ph. D. degree in relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch AND Minimum of 10 years of experience in teaching / research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor AND at least 6 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor / Co supervisor till the date of eligibility of promotion OR at least 10 research publications at the level of Associate Professor in SCI journals / UGC / AICTE approved list of journals till the date of eligibility of promotion..

- Director

Ph. D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch. At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals. Minimum 15 years of experience in teaching / research/ industry, out of which at least 3 years

shall be at the post equivalent to that of Professor.

Composition of Selection Committee

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- Selection Committee Composition for Assistant Professor, Associate Professor and Professor and the Director are as per AICTE regulations.
- All the selection procedures of the selection committee shall be completed immediately after the selection committee meeting itself, wherein, minutes are recorded along with the scoring Proforma, and recommendation made based on merit with the list of selected and waitlisted candidates / Panel of names in order of merit, duly signed by all members of the selection committee.

Terms & Conditions of Appointment

- The offer of appointment shall be made by the Director of the Institute based on the recommendations of the Interview Panel.
- The formal offer of appointment shall stipulate the position, terms of employment. All the faculty appointment at the Institute will be on probation for the 2 years. The Institute will review the faculty performance periodically.
- All Faculty Members shall be governed by the Faculty Service Rules in PML SD Business School made from time to time.
- Either party may terminate the employment by giving a notice of one month/till completion of academic semester (whichever is later) or payment in lieu of notice to the other party during probation period, and 3 months after completion of probation period. Any leaves taken during the notice period, will result in the extension by the number of days of absence. If he/she fails to serve the notice period or not clear any dues, the institution has the right to withhold any payment due to you in full and final settlement.
- During employment with the Institution the employee will devote whole time, attention and devotion and skill to the best of his/her ability. He/she shall not, directly or indirectly, engage or associate with, be connected with, concerned, employed or engaged in any other business or activities or teaching as guest faculty or any other post or work part time.
- Written or oral information pertaining to the Institution's strategy or operation shall remain confidential. He/she shall not divulge any particulars of the institution's operations, administrative and other organizational matters of confidential nature or others except to the extent that such information needs to be divulged to others. At no time, the employee will move/remove any confidential information from the office without permission.
- Without prejudice to any other provisions, your employment with the institution may be terminated at any time on following grounds:

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- Inability to perform up to the expectation, in the opinion of the Institution.
- Conviction in a criminal case or framing of charges in a criminal case.
- Involvement in fraud within or outside Institution.
- The acceptance & agreement to employment with the Institution conflicts with, violates or constitutes a breach of any employment or other agreement to which employee is a party.
- Production of fake documents to secure/continue appointment.
- Sexual harassment charges which are proven after an inquiry as per the guidelines laid by the organisation.
- Found guilty of major misconduct.
- Any other conduct or any act of commission or omission that may affect adversely the interest or reputation of the Institution or is in violation of the any term of this letter or detrimental to the interests or policies of the Institution.

Faculty Responsibilities

A faculty member is expected to contribute activities in furthering the academic objectives of the Institute, in conformity with his/her qualifications, experience and position. Some of the activities include:

- Teaching, comprising preparation of training materials, classroom interaction, student guidance and student evaluation.
- Research and Publications.
- Management Development Programme (MDP).
- Consulting.
- Handling such academic administration responsibilities as may be assigned from time to time, including academic programmes coordination, examinations, admissions, accreditations, library, students' activities, placement, newsletter, alumni relations, etc.
- Each faculty shall document the academic and related activities carried out by him/her and share/update the same to the Administrative Officer from time to time.

Teaching Engagement

The engagement of the teaching of the faculty will be as per AICTE norms. The engagement should not be less than 40 hours per week including teaching contact hours and other activities. The work of tutorial / project / research / administration will be distributed among the faculty members as per the need and availability of staff. The laboratory engagement will also be counted

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towards teaching hours. The minimum teaching contact hours per week for various positions shall be as given below.

Assistant Professor	:	16
Associate Professor	:	14
Professor	:	14
Director	:	06

Relaxation of 2 hours per week in teaching contact hours shall be granted to faculty members handling additional responsibilities like HOD / Dean.

Leave Rules

The leave rules applicable to teaching and non-teaching staff are available in the HR Policy document.

Faculty Feedback System

The faculty appraisal is being conducted as per AICTE regulations. The AICTE 360 degree Faculty Feedback System is available at Annexure in this document.

Age of Superannuation

The age of superannuation of all faculty members and Principals / Directors of institutions is 65 years as per AICTE regulations. An extension of 5 years (till the attainment of 70 years of age) may be given to those faculty members who are physically fit, have written technical books, published papers and had average 360o feedback of more than 8 out of 10 indicating them being active during last 3 preceding years of service.

Annexure

PML SD Business School, Chandigarh AICTE 360^o Feedback System

Calculation of Credit Points

Name	
Present Position	
Academic Year	
Date of Joining	
Signature	

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Note: The activities mentioned below criterion are indicative. Principal / Director / HoD may add or remove some of the activities at department and institute level as per the requirements of the institute.

The 360 Degree Score shall be determined on the basis of following parameters.

- A. Teaching Process (Maximum Point 25)
- B. Students' Feedback (Maximum Point 25)
- C. Departmental Activities (Maximum Point 20)
- D. Institute Activity (Maximum Point 10)
- E. ACR (Maximum Point 10)
- F. Publications and or Academic Excellence (Maximum Point 10)

A. Teaching - Process (Maximum Points 25)

The calculation shall be presented in a table as presented below. The table will have the details of courses taught in the academic year in consideration, like Semester, course Code / Name, No. of scheduled classes, actually held classes.

The total shall be reduced on 25 point scale.

S. No.	Academic Year	Semester	Course Code/ Name	No. of Scheduled Classes	No. of actually held classes	Points earned	Enclosure No.
			Total		(<u> </u> %)		

B. Students' Feedback (Maximum Points 25)

The Admin Office will submit average score for each course taught during academic year under consideration on a scale of 25. The average of total of all such score shall be used.

S. No.	Academic Year	Semester	Course Code/ Name	Average Student feedback on the scale of 25	Enclosure No.

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			Total		

C. Departmental Activities (Maximum Points 20)

This section summarizes all the responsibilities assigned by Director / Head of the Department to a teacher during academic year under consideration through a proper office order. This may include responsibilities like Lab I/C, Time Table I/C, NBA - AICTE work, sponsored projects, departmental newsletter etc. The candidate will earn **3 points per semester for each activity up to a maximum of 20.**

S. No.	Academic Year	Semester	Activity	Credit Point	Criteria	Enclosure No.
			Total			

D. Institute Activity (Maximum Points 10)

This section summarizes all the responsibilities assigned by the Director / Head of the institute to the candidate during academic year under consideration through a proper office order. This may include responsibilities like Head of Department, Coordinator, Warden, Training and Placement officer, Estate Officer etc. **The candidate will earn 5 points per semester for each activity up to a maximum of 10.**

S. No.	Academic Year	Semester	Activity	Credit Point	Criteria	Enclosure No.

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			Total			

E. ACR (Maximum points 10)

ACR maintained at institute level shall have 10 points based on grading.

Extraordinary	Excellent	Very Good	Good	Satisfactory
10	9	8	7	5

S.No.	Year	Activity	Credit Point	Criteria	Enclosure No.
Average					

F. Contribution to Publications and or any Academic Excellence (Maximum Points 10) – Please enclose supporting documents
Academic Excellence

Publications

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Summarize your contribution to [F] in not more than 500 words

Summary

Summary	Academic Year
A. Teaching Process (Max Points 25)	
B. Students' feedback (Max Points 25)	
C. Departmental Activities (Max Points 20)	
D. Institute Activities (Max Points 10)	
E. ACR (Max Points 10)	
F. Contribution to Publications and or any Academic Excellence (Max Points 10)	
Total (Max Points 100)	
Total on 10 Point scale	

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