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# ***FACULTY AND STAFF HANDBOOK***

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**ZENITH SCHOOL OF MANAGEMENT**

**ZENITH GROUP OF INSTITUTIONS**

***Campus: NH-5, Pitapalli, Bhubaneswar, Odisha***

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## **Vision**

The Zenith School of Management (ZSOM) College will be a world leader in the integration of

- (a) Teaching and learning
- (b) Advancement of the knowledge base through research and scholarship
- (c) Leadership in service and outreach.

Further, the College will be a world leader in preparing professionals who provide leadership and exemplary educational and related services to improve the lives of individuals in a changing and complex global society.

## **Mission**

The mission of the Zenith School of Management(ZSOM) College is to help prepare outstanding educators, scholars, and researchers, and to advance the profession of education, as broadly defined, through research on the science and art of teaching and learning, the application of clinical processes, the effective uses of technology, and the analysis and development of leadership and educational policy.

## **1. Nature and Purpose of Faculty and Staff Handbook**

This handbook contains information that is applicable to all the employees of Zenith School of Management (ZSOM). It is a summation of the rules, regulations, codes of conduct, classification of grade, benefits and facilities extended to the employees of Zenith School of Management (ZSOM). It also contains the roles and responsibilities of faculty and staff members of the Institute.

The aim of this Handbook is to communicate the required information to all the employees of Zenith School of Management (ZSOM). However this handbook does not apply to every situation an employee may experience during his / her employment in Zenith School of Management (ZSOM).

## **2. Introduction**

Zenith School of Management (ZSOM), Bhubaneswar offers a two – year full – time MBA Programme. This programme has the advantage of using a rich knowledge capital.

Zenith School of Management (ZSOM) has established itself as one of the premier destination for management education with an excellent academic record in Odisha. The Institution was established in the year 2019 by the trust under the guidance and advice of a panel of accomplished academicians, educational entrepreneurs, industry personnel and educationists having global exposure. ZSOM Board of Trustees comprises of high caliber professionals with a drive to settle for nothing less than the best.

The major strength of Zenith School of Management (ZSOM) is its determination to build an accomplished Institute that would move beyond teaching with creative leadership and a culture of teamwork. The Institute has been constantly changing and improving to adapt to the needs of students through accepting innovations and embracing modern technology and techniques. Zenith School of Management (ZSOM) endeavour has been to make “success” a habit with the students – whether it is bridging into the corporate world or pursuing higher studies in management or technical research.

Zenith School of Management (ZSOM) growth has been possible because of its commitment to excellence and yearns for innovativeness and dynamism. The untiring efforts of a highly dedicated team have been a cornerstone of its success and fast growth.

## **3. Value Chain of Zenith School of Management (ZSOM)**

Value Chain of ZSOM the tasks have been divided into Support Activities and Primary Activities. The Primary activities explain the line functions of the institute whereas the support activities explain the staff functions of the Institute.

## **Primary Activities**

The Primary activities embrace the student value chain and the faculty and staff value chain. The Student Value Chain highlights the followings:

- Staffing of students: This involves the complete chain from advertising for admission to the admission of the students.
- Admission: The admission process constitutes a number of activities for entry into ZSOM so as to choose the best among the many.
- Classroom delivery
  - Classroom Teaching: The delivery of lectures and the methodology adopted for its delivery constitutes classroom delivery.
  - Tutorial Classes: Faculty members take up additional classes for doubt clearing and extra guidance to the students.
  - Projects and Assignments: Different projects and assignments are part of the course curriculum to enhance the quality of delivery of the programme.
  - Continuous Examination: Continuous examinations are conducted to assess the students at regular intervals.
  - Internship: The students undergo compulsory live training (internship) in different organizations for a certain period as a part of the programme. o
- Co-curricular and Extra-curricular Activities
  - The school conducts numerous co-curricular and extra-curricular activities like sports, games, academic competitions, functions and lots many to mention.
  - Placement Training: Training programmes are organized throughout the year with an effort to prepare the students for the final campus selection.
  - Self Development Programme: Self Development Programmes are imparted to the students to help them become more productive, and enhance their required skills.
  - Students Exchange Programme: It is generally defined as a programme where the selected students of an institute are chosen to study in the partner institute or a University.
  - Assessment: Continuous assessment is done to measure the test takers' knowledge, skills, aptitude and understanding of the subjects taught.
- Placement: Students "placement is the most vital activity of an Institute. It includes active engagement in disseminating information of job opportunities to the students, calling companies, arranging campus interviews and handling all the related activities.

The following is the description of the Faculty and Staff Value Chain

- Recruitment and Selection of faculty and staff: This involves all the activities starting from advertising for the posts to the final posting of the faculty and staff members.
- Administration of Rules and Regulations: To ensure that the rules and regulations of the institute are followed in letter and spirit.
- Training and Development: It is concerned with organizational activity aimed at improving the performance of faculty and staff members in organizational setting.
- Performance Appraisal: Performance Appraisal is the analysis of an employee's recent successes and failures, personal strengths and weaknesses, and suitability for promotion or further training. It is a part of the guiding and managing an employees' career growth.

### **Support Activities**

- Infrastructure of the Institute: The physical and technological infrastructure required for supporting the academic and non academic needs of the student, faculty and staff members.
- Placement Support Cell: The placement cell caters to the placement needs of the students of ZSOM.
- Institute Facilities: The facilities that are provided to the students, faculty and staff members for making their stay and experience in ZSOM comfortable and convenient.
- Finance, Marketing, HRM: The Finance, Marketing and Administration departments have their specified role in the smooth functioning of the ZSOM.
- Library: A well stocked library is the nerve centre of any institute.
- Academic Support Services: Several academic support systems have been designed for the smooth and efficient working of the employees of ZSOM.

The value chain also describes the key responsibilities of the faculty and staff members of the institute and gives an overall image of the functioning of ZSOM.

## **4. Duties and Responsibilities**

The duties and responsibilities of each employee of ZSOM are defined on the basis of their cadre and designation. Though the job description of each employee will be provided separately, a glimpse of the roles and responsibilities are given below.

### **Faculty Duties and Responsibilities**

Every faculty member has a set of academic and non academic responsibilities. All the classroom responsibilities are compiled under the academic responsibilities while other responsibilities which include self development activities as well, are listed under non

academic responsibilities. The roles and responsibilities of faculty members as per their cadre are as follows

### **Assistant Professor**

The academic roles and responsibilities of faculty members in the grade of Assistant Professor are:

#### **Academic Roles and Responsibilities**

##### **Classroom Responsibilities**

- To develop the course syllabus, prepare the lecture plans and to communicate it to the students.
- To develop the course material and to ensure its timely distribution among the students.
- To teach by employing useful methods and approaches that facilitates students' learning and to complete the Programme syllabus on time.
- To foster class room discipline.  
To provide leadership for continuous development through self-learning and encourage the optimum utility of library.
- Encouragement of students to actively participate in curricular and extracurricular activities that contributes to their learning and development.

##### **Tutorial Responsibilities**

- To co-ordinate with other faculty members in preparation of tutorial assignments and other tutorial work.
- To motivate the students through various activities to utilize the tutorial facility.
- Assisting the students in completing the assignments.
- To identify the learning difficulties of students and help them to overcome the same. o To help the students in solving problems hindering the completion of assignments and ensure the completion of assignments on time by all students.
- To participate in compilation of question banks with solutions.

##### **Students' Project Responsibility**

- To help select a project and to serve as an instructor, guiding the identification, design, and completion of appropriate research work.
- To guide the students to get access to the required resource and to maintain the students progress report.
- To provide the students with timely feedback and extend support in each phase of project completion.

## Examination Responsibility

- To set up the question papers for internal examination.
- The question papers are to be prepared in a format prescribed by the Institute
- Only one question paper is to be prepared for each subject irrespective to the number of teachers involved in teaching the subject. So, the question paper is to be finalized after proper discussion among the faculty members.
- To evaluate of internal examination answers sheets and to submit the marks of the same.
- An answer script has to be prepared in a justified manner by taking some main features of key words into consideration, by virtue of which marks can be awarded impartially to all the students.
- The concerned faculty is to receive the answer sheets from the examination section for evaluation after the immediate completion of the examination.
- The faculty has to show the answer sheets to the students for further clarification and take their signatures at the top of the answer sheet.
- The final marks of each class test have to be displayed on the notice board before submitting them in the examination section.
- The faculty members have to submit the final marks in the prescribed format within the stipulated time as declared by the examination section in the detail programme during each class test.
- The faculty members are also required to attend to the invigilation duties and abide by the guidelines to the invigilators in the examination/student manual.

## Non Academic Roles and Responsibilities

The nonacademic roles and responsibilities of faculty members of the grade Asst. Professor are:

### Placement Office Responsibility

- To work closely and regularly with students to identify interests, skills, needs, employment barriers and available resources and to respond to all student questions and requests regarding placement support.
- To prepare brochure and invite / follow up prospective companies to participate in placement of ZSOM.
- To organize and conduct industrial visits for placement.
- To register students for the job with prescribed qualifications.



- To ensure, in coordination with staff members, that various facilities required on the date of interview are arranged, and to make sure that the selected students receive the appointment letters.
- To provide in house training(s) to the students for placement preparedness, and strive hard to achieve the maximum possible placements for the students.
- To notify regarding various competitive examinations.
- To participate in industrial consultancy.

### **Club and Cultural Activities Responsibilities**

To organize, participate and encourage participation of students in the following activities:

- Seminars and conferences
- Annual fests and functions
- Sports and games
- Academic extracurricular activities

To work closely with the students and facilitate the proper functioning of different clubs as faculty coordinator.

### **Self-Development**

- To continuously work towards getting relevant higher academic qualification(s).
- To continuously get engaged in personal research, publication of research papers and books.
- To participate in academic conferences, seminars & workshops.
- To attend educational programmes.
- To get involved in the activities of professional organizations.

### **Professor / Associate Professor**

In addition to the above mentioned responsibilities, the Professor / Associate Professor have the following additional roles and responsibilities:

- To participate in the administration, planning and development activities at the department level as well as at the Institute level.
- To inculcate the culture of research and development.
- To participate and guide in research work.
- To bring in projects and consulting assignments to the institute.
- To collaborate with industry and other academic institutions.
- To setup laboratories, develop new curriculum or upgrade the existing one.
- To guide Asst. Professors for the improvement of their teaching and research ability.

The Professors / Assistant Professors are entitled to some degree of flexibility, subject to the overall need of the institute, in the choice of other duties.

## **Principal of Zenith School of Management**

- To be responsible for the entire work and discipline of the department, subject to the overall guidance of the Chairman.
- To ensure that the decisions of the management and / or Chairman are properly implemented at the department level.
- To organize and administer the various activities of the department and co-operate with the other departments in undertaking inter-departmental activities.
- To provide active leadership in organizing effective instruction, curriculum development and expanding the research and consultancy activities of the department by liasoning with the industries or companies.
- To take initiative to control the students of the department through counseling them for the betterment of their academic result and career.
- To contribute to planning, organization and conduct of continuing education programmes, faculty development programmes and seminars.

## **Staff Duties and Responsibilities**

All ZSOM staffs have certain defined roles and duties. The staff members are generally responsible for support functions of the ZSOM. However the duties are specific to each position. The detailed job description with roles and responsibilities will be conveyed to the person concerned at the time of joining.

## **5. Code of Conduct**

The purpose of this code of conduct is to provide a framework within which employees of the institute are expected to conduct themselves with honesty, integrity and respect for fellow employees, students and customers / clients of the ZSOM. This section includes the UGC code of conducts framed for faculty members and also the employee code of conduct framed by ZSOM.

### **Preamble**

#### **Goal of Higher Education in our Country**

The basic purpose of education is to create skill and knowledge and awareness of our glorious national heritage and the achievements of human civilization, possessing a basic scientific outlook and commitment to the ideals of patriotism, democracy, secularism, socialism and peace, and the principles enunciated in the Preamble to our constitution.

Higher education has to produce leaders of society and economy in all areas of manifold activities with a commitment to the aforesaid ideals.

Higher education should strive for academic excellence, and progress of arts and science. Education, research and extension should be conducted in conformity with our national needs and priorities and ensure that our best talents make befitting contributions to international endeavor on societal needs.

### **Teachers and Their Rights**

Teachers should enjoy full civic and political rights of our democratic country. Teachers have a right to adequate emoluments, social position, just conditions of service, professional independence and adequate social insurance.

### **The Code of Professional Ethics**

#### **Teachers and their Responsibilities**

Whoever adopts teaching as a profession assumes the obligation to conduct himself in accordance with the ideals of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he / she should seek to inculcate among students must be his / her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

Teachers should

- Adhere to responsible pattern of conduct and demeanor expected of them by the community;
- Manage their private affairs in a manner consistent with dignity of the profession.
- Seek to make professional growth continuous through study and research.
- Express free and frank opinion by participation at professional meetings, seminars, conferences, etc., towards the contribution of knowledge.
- Maintain active membership of professional organizations strive to improve education and profession through them.
- Perform their duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- Cooperate and assist in carrying out functions relating to the educational responsibilities of the college such as: assisting in appraising applications for admission, advising and counseling student as well as assisting in the conduct of college examinations, including supervision, invigilation and evaluation.
- Participate in extension, co-curricular and extra-curricular activities including community service.

## **Teachers and their Students**

Teachers should

- Respect the right and dignity of the student in expressing his / her opinion.
- Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics.
- Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- Inculcate among students scientific outlook and respect for physical labour and ideas of democracy, patriotism and peace.
- Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- Pay attention to only the attainment of the student in the assessment of merit.
- Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward.
- Aid students to develop an understanding of our national heritage and national goals.
- Refrain from inciting students against other students, colleagues or administration.

## **Teachers and Colleagues**

Teachers should

- Treat other members of the profession in the same manner as they themselves wish to be treated.
- Speak respectfully of other teachers and render assistance for professional betterment.
- Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

## **Teachers and Authorities**

Teachers should

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and / or professional organizations for change of any such rule detrimental to the professional interest.
- Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities.
- Cooperate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.

- Cooperate through their organizations in the formulation of policies of the other institutions and accept offices.
- Cooperate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- Should adhere to the conditions of contract.
- Give and expect due notice before a change of position is made.
- Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

### **Teachers and Non Teaching Staffs**

- Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution.
- Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

### **Teachers and Guardians**

Teachers should

- Try to see through teacher's bodies and organizations that institutions maintain contact with the guardians of their students, and reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

### **Teacher and Society**

Teachers should

- Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- Work to improve education in the community and strengthen the community's moral and intellectual life.
- Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices.

- Refrain from taking part in or subscribing to or assisting in any way activities which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

### **Work Load of Teachers**

The work-load of various activities should be not less than 40 hours a week for a teacher who is in full time employment. (Any good teacher, particularly one who is involved in creative activity and who has a spirit of challenge towards giving his best to the students, would certainly spend much more than 40 hours a week in academic pursuits.).

The breakup of work load shown below is for the sake of example. It is not a rigid breakup. But, every teacher could be given duties according to some such general pattern and no one should have a significantly reduced load.

#### **Asst. Professor in PG Colleges / Universities**

#### **Asst. Professor in non Laboratory / Field Work Projects**

<b>Activity</b>	<b>Avg No of Hours per Week</b>
<b>Teaching</b>	10
<b>Exams</b>	1
<b>Tutorials</b>	4
<b>Preparation for Teaching</b>	10
<b>Research</b>	10
<b>Own Study</b>	5
<b>Total</b>	40

### **Senior Teachers like Readers and Professors**

Senior teachers like Readers and Professors, in addition to their own research work guide and supervise a fairly large number of students. They have also to attend consultative meetings of various organizations, sometimes related to teaching and sometimes to research. Therefore, it is felt that their direct teaching responsibilities may be slightly curtailed allowing them a greater portion of time for guiding and supervising research work. However to the 10 hours of research per week on the average, it should be possible to add not more than 4 hours, bring the total of research to 14 hours per week.

This again implies that the number of students to be supervised should be limited to perhaps 4 to 6, and that senior teachers should be able to assign specific time to each scholar whose work they are supervising.

It is also felt that with 14 hours for research and 5 or 6 hours for reading and study and perhaps another 5 hours for extra-curricular or administrative work, senior teachers should be able to put in about 8 hours of teaching and laboratory work including testing and about 8 hours for preparation of teaching work. Teachers not having such extensive research responsibilities should put in more teaching work. Ordinarily a teacher may not have more than two postgraduate theory courses to teach with some laboratory or tutorial responsibility.

It is further observed that:

Young people are given enough time to help in their professional growth and achievement of academic excellence particularly in the initial years of their service.

Teachers guiding research students have adequate time to look after them.

'Pleasant' as well as 'unpleasant' work is shared by all teachers. In case a certain teacher likes to have an extra load at a particular time in the year, and comparatively less teaching work at some other time during the total academic year, this should be accommodated, if it does not cause any serious difficulty in the teaching programme of the department. Where teaching is organized in semesters and terms such adjustment could be made in the corresponding period, provided the teacher has given adequate notice to the institution. The underlying principle being that the maximum work-load should be the same in all departments and for all teachers. In postgraduate centers where considerable research activity is envisaged it is obvious that the direct teaching of the staff will be reduced and the staff will accordingly devote the remaining time for active research.

Teachers should spend a certain amount of time every day in the department / college whether or not they have direct teaching duties on certain days. If facilities are provided, preparation for teaching can mostly be done in the department college. This is so as to ensure that a teacher is available for his students if they need his help, and that a teacher is also available when he is needed for consultation or discussion on various matters that come up in institutions.

### **Faculty Code of Conduct**

ZSOM has framed certain code of conduct of its faculty members which are listed below:

- A faculty of ZSOM shall route his applications for appointment in any external organization through the Principal which will be approved by the Chairman office.
- Whenever leaving the station (even during vacation) a faculty should inform the Principal and should submit his / her contact address where he / she would be available during the period of his / her absence from the Head Quarter.
- Every faculty of ZSOM shall be devoted to his / her duties and responsibilities. He / she should maintain highest values of academic, financial and professional integrity, discipline and impartiality.

No faculty should indulge in academic corruption, plagiarism, allow students to cheat in the examinations and encourage groupism among the students.

- Faculty should conduct classes regularly and punctually.
- A faculty has to necessarily attend to the invigilation duty assigned to him / her, unless a written permission for exemption from the duty has been taken from the competent authority. There should be no laxity in invigilation. While doing the invigilation duty they have to follow the instructions to the invigilators.
- While conducting classes, faculty has to take the attendance of the students in a fair way.
- No manipulation and proxy in the attendance report are allowed.
- They have to maintain the attendance register along with the signature regularly and keep them in such a way that at any time during their absence also the attendance of the students can be collected for verification.
- Faculty members have to maintain the lecture plan and have to prepare the detailed course outline for their courses and three assignments for a subject (each from one unit). The faculty members of the school will be governed by the guidelines provided by the Principal.
- They have to distribute these to the students well in advance and submit a copy to the batch coordinator/head of the department for record.
- Faculty members have to visit the hostels during the study hour when and where assigned to maintain the discipline in the hostel.
- Faculty should not teach in other institutions without taking prior permission from the competent authority that is Principal.
- Faculty members are not allowed to conduct Private Tuitions for ZSOM students.
- Inside the institution there must be a healthy student and teacher relationship.
- A faculty member is not expected to get excited or behave rudely or slap or use any un-parliamentary language while dealing with any student any where inside the campus.
- He/She is expected to conduct himself/herself in a manner that is appropriate for a faculty.
- The faculty members must motivate students to maintain discipline inside the class room as well as inside the campus, to behave gently to their seniors / authorities, to understand the course curriculum as well as rules and regulations of ZSOM, to get well acquainted with the teaching-learning process etc.
- If a faculty deals with projects than he/she should route the projects through the institution.



- The above points are by no means exhaustive, but only indicative.
- Any violation of code of conduct or dereliction of duty by the faculty members will be viewed seriously and may invite disciplinary action(s).

### **Staff Code of Conduct**

- The code of conducts for the non-teaching staffs as mentioned by ZSOM is as follows:
- The institution staff members have to maintain highest standards of professional excellence in their work and general up keep of the premises they are posted in.  
The staff members have to uphold the highest value of professional integrity. Indulging in corruption, encouraging groupism among students, violating confidentiality and diverting students to other colleges during the admission are some of the practices that will be considered as a violation of the code of conduct of ZSOM.
- The above points are by no means exhaustive, but only indicative. Any violation of code of conduct or dereliction of duty by the staff members will be viewed seriously and may invite disciplinary action(s).

## **6. HR Policies and Practices**

Zenith School of Management has predefined HR policies and practices and expects its employees to abide by the below mentioned policies:

### **Appointment**

Nothing is more important to an institution than the quality of its employees, and this realization has been the guiding philosophy while designing the procedures, guidelines and terms and conditions of service for employees of ZSOM. Zenith School of Management (ZSOM) follows a progressive and nondiscriminatory recruitment policy for various openings for faculty and staff positions.

### **Guidelines for a Newly Recruited Faculty and Staff**

After the appointment of a faculty in the institute, he / she has to submit the following documents in the Admin Section of the Institute.

- Joining report to the Principal.
- Completed faculty profile.
- Two color passport size photographs
- Xerox copies of all academic certificates.
- Relieving order from the institute / university where he / she served earlier.
- Experience certificates (if any).
- Savings Bank Account No.

## **Terms and Conditions of Service**

- The newly appointed faculty member will have to serve one year of probation period (12 months).
- The confirmation in the service will be dependent on successful completion of the probation period.
- The faculty can resign unilaterally by giving a 1 month “notice or by paying 1 month” salary as equivalent of the notice period on either side.
- The management can terminate the service of the faculty member by giving a notice period of 1 month with or without assigning any reasons thereof.
- Each employment order specifies conditions of contract. The conditions given in the employment contract apply to the specific individual. The faculty and staff hand book is an additional document and will be applicable for all such areas of work which are not specifically mentioned in the employment order.

## **Leave of Absences**

Zenith School of Management Leave rules will be provided to the concerned individual at the time of joining.

## **Review and Evaluation: Performance Appraisal**

### **Purpose of Appraisal**

- The purpose of performance appraisal of employees is:
- To review the performance of the employees over a given period of time.
- To judge the gap between the actual and the desired performance.
- To help the management in exercising organizational control.
- To diagnose the training and development needs of the future.
- Provide information to assist in the HR decisions like promotions, transfers etc.
- Provide clarity of the expectations and responsibilities of the functions to be performed by the employees.
- To judge the effectiveness of the other human resource functions of the organization such as recruitment, selection, training and development.
- To reduce the grievances of the employees.
- To help strengthen the relationship and communication between student - employee and management - employees.

## **Performance Appraisal**

The performance appraisal of faculty and staff members is done from time to time. Increment in salary and other benefits will depend on the performance of the faculty and staff member concerned. Increment may have a fixed part and a performance linked part (bonus) depending on the performance. As and when there is a change in the employee performance appraisal system, the same will be notified to the teaching and non teaching staffs.

## **7. Zenith School of Management Policies**

### **Academic Freedom**

Zenith School of Management is committed to academic freedom for the faculty members. Academic freedom is the right of faculty to examine, to question, to teach, to learn, to investigate, to speculate, to comment, and to criticise with deference to prescribed principles. The institution acts in accordance with this commitment in both policy and procedure. All members of the institution community are free to share their ideas with fellow members. The institution encourages good judgment and appropriate restraint in the expression of one's ideas and the demonstration of respect for the opinions of others.

### **Policy of Equal Opportunities**

It is the objective of the institution to provide equal opportunity for employment. Accordingly, the institution recruits, hires, trains, and promotes individuals without regard to race, color, religion, sex, age, national origin, disability, veteran status, or any other category protected by central, state, or local law.

It is the institution policy to solicit applications when appropriate for available positions by posting open positions in a location accessible to employees and applicants for employment. Equal employment opportunity is the right of all persons to work and to advance on the basis of merit, ability, and performance. The principle of equal employment opportunity is applied to all employment decisions. All employment decisions are, and will continue to be, based solely upon an individual's qualifications for the position to be filled.

Promotion decisions are made in accordance with these principles by imposing only valid requirements for promotional opportunities.

All other benefits such as compensation, benefits, employee training, and other privileges of employment are administered on the principles of equal opportunity.

ZSOM is committed to the principles of tolerance and respect, fair treatment, equal access and consideration, and recognition for contributions. All management staffs are accountable and share the responsibility for adherence to the policy. Management performance of the objectives of this policy will be evaluated equally with the performance of all other institution goals.

Violations of this policy should be immediately reported to the Director or the Competent Authority of the campus at which the faculty most recently taught or is teaching, staff most recently served or currently serving. Complaints will be promptly and impartially investigated. Retaliation against complainants or individuals who participate in an investigation will not be tolerated.

### **Policy on Sexual & Discriminatory Harassment**

It is the policy of institution that the employment and educational environment at the campus are free from all forms of improper or unlawful discrimination and harassment, including sexual harassment or sexually offensive conduct. A Conduct that would violate this policy includes, but is not limited to:

- Unwelcome or unwanted sexual advances.
- Requests for sexual favors.
- Any suggestion, whether overt or subtle, that a grade or other academic achievement is dependent upon the granting of sexual favors or submission to sexual requests.
- Unwelcome physical contact, including patting, pinching, hugging, kissing, fondling etc.
- Offensive conduct, verbal or written, including sexually explicit jokes, comments, innuendoes, or any other tasteless action that would offend a reasonably sensitive person.
- The displaying of sexually offensive pictures, posters, illustrations or objects.
- Slurs, jokes, or ridicule based on race, ethnic or national origin, religion, gender, age or disability.

In addition to sexual harassment or discrimination, it is illegal and against the policies of the institution for any employee to harass another employee, faculty member, or student based on ethnicity, race, national origin, religion, gender, age, disability, and/or veteran status. Such harassment and/or discrimination may include derogatory remarks, epithets, offensive jokes, the display of offensive printed or visual material, or offensive physical actions that unreasonably interfere with an individual's work or classroom performance or create an abusive work or classroom environment.

Conduct deemed to be in violation of this policy is prohibited and will not be tolerated by the institution. For any such violation appropriate disciplinary action will be taken against the person found guilty of such conduct. Retaliation, in any form, against the person raising such a concern will not be tolerated by institution.

## **Faculty Grievance Redressal System**

ZSOM has a fair grievance redressal system to address the grievances / complaints of faculty and staff members.

## **Faculty Involvement in Community Activities**

The institution will encourage faculty members to conduct research, teaching, publications, or community activities in the local area as part of the institution community services.

## **Policy for Use of Institution Facilities**

Department that schedule events in the existing facilities should be certain that the program is consistent with the purposes of the institution. Non- ZSOM groups wishing to use institution facilities must receive written authorization from the Office of the Chairman or other appropriate institution official.

## **Recruitment Policy**

The steps for faculty recruitment are briefly mentioned below: (i) Vacancies are advertised in leading national newspapers (ii) UGC/AICTE qualification norms are being followed while scrutinizing the faculty profile (iii) Selection committee chaired by Director/Chairman selects the suitable candidates (iv) A demo class followed by panel interview is conducted (v) Selected candidates are appointed with a probation period of one year.

## **Faculty Self-Appraisal and Evaluation**

Once recruited, faculty are continually appraised to ensure both their development, and to match their performance to changing institution standards and norms. For example, faculty are required to submit a self-appraisal report for each academic year to a committee chaired by Director/Chairman. An appraisal system is developed and score is calculated. The Principal share the appraisal report with the faculty. It is based on such reports that faculty are counselled and trained for continuous development.

## **Incentive Scheme**

In order to encourage faculty involvement in research, consultancy and field projects, an incentive scheme is developed for the faculty. It is intended that faculty will use their spare time to do research leading to publications and patents. It is envisaged that this will also help in improving the quality of their teaching.

## **Policies for Organizing National /International Conferences**

Faculty can organise national/international level conference. Faculty may use the infrastructural facility freely (seminar hall, projector etc.). Transport facility is provided to all keynote speakers to attend the conference. All such policies are a part of faculty handbook and are disseminated to all the faculty at regular intervals.

## **Policy for Internal Promotion**

Institution follows a process of Internal Promotion based on qualification and experience. Salary revision also happens after upgrading qualification through a personnel interview.

## **Consulting and Training Policy**

The broad objective of the Consulting and Training policy is to provide guidelines for undertaking relevant consulting and capacity building activities. More specifically consultancy and training will be undertaken for professionally undermanaged institutions to plough back the applied knowledge into the class room. Similarly, knowledge generated and acquired by faculty and students will be transferred to client organisations.

ZSOM will strive to work intensively with few organisations and few themes deeply. Further, ZSOM will undertake consultancies involving large scale research and implementation projects with external funding.

You can visit the website <http://www.zist.ac.in/Zenith%20School%20of%20Management/index.html> to have a detail information with regard to all these policies.