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—Rank 1st PRIVATE LAW COLLEGE IN M.P., C.J. & RAJASTHAN BY—
INDIA TODAY – OUT LOOK – THE WEEK – THE KNOWLEDGE REVIEW

Gendalal Bam Parisar, Opp. IIM Rau, Pithampur Road (M.P.), 453331
Email ID- indoreinstituteoflaw@gmail.com, Website: www.indoreinstituteoflaw.org

Phone no:- 9977091777, 9977019777



Criteria-6

Annual Quality Assurance Report– 2022-23”

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2 -Strategy Development and Deployment

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Submitted to



The National Assessment And Accreditation Council



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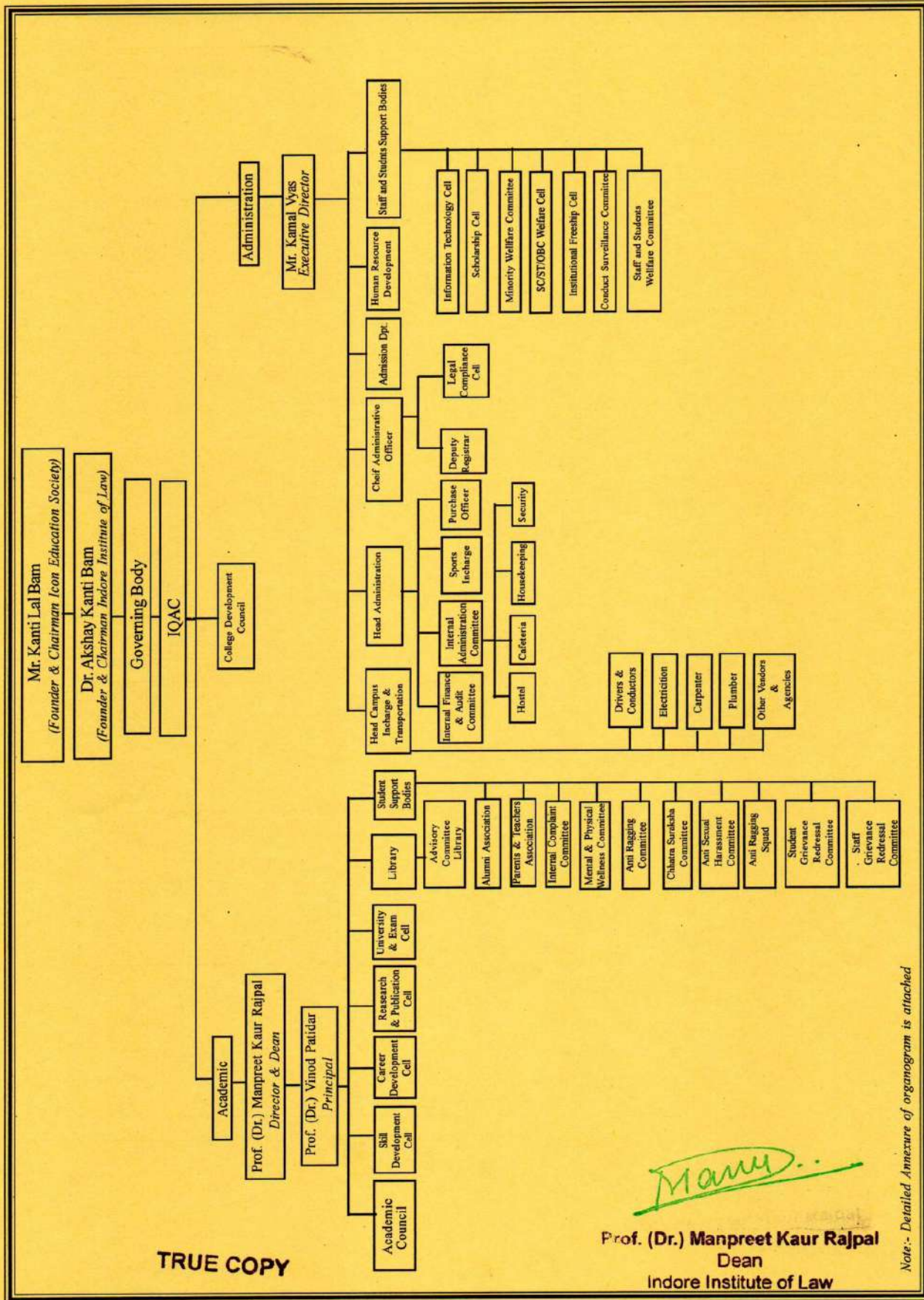
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Manpreet
Prof. (Dr.) Manpreet Kaur Rajpal
Dean

Indore Institute of Law
Director/Dean/Principal/HOD

ORGANOGRAM OF INDORE INSTITUTE OF LAW



TRUE COPY

Prof. (Dr.) Manpreet Kaur Rajpal
Dean
Indore Institute of Law

Manpreet

Note:- Detailed Annexure of organogram is attached

Manpreet

Prof. (Dr.) Manpreet Kaur Rajpal
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Governing Body Hierarchy





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Internal Quality Assurance Cell (IQAC) Hierarchy





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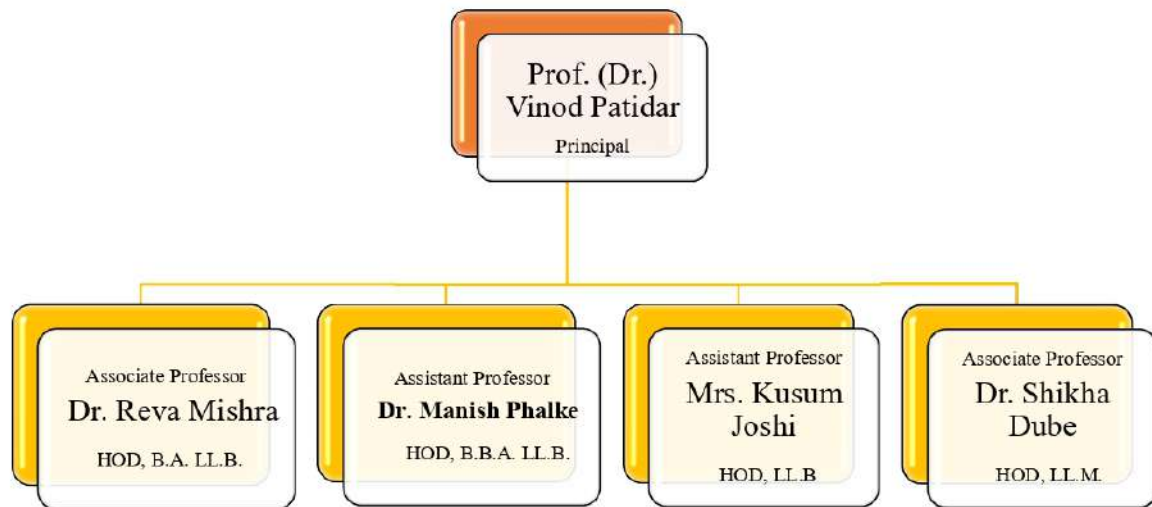
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Academic Council Hierarchy





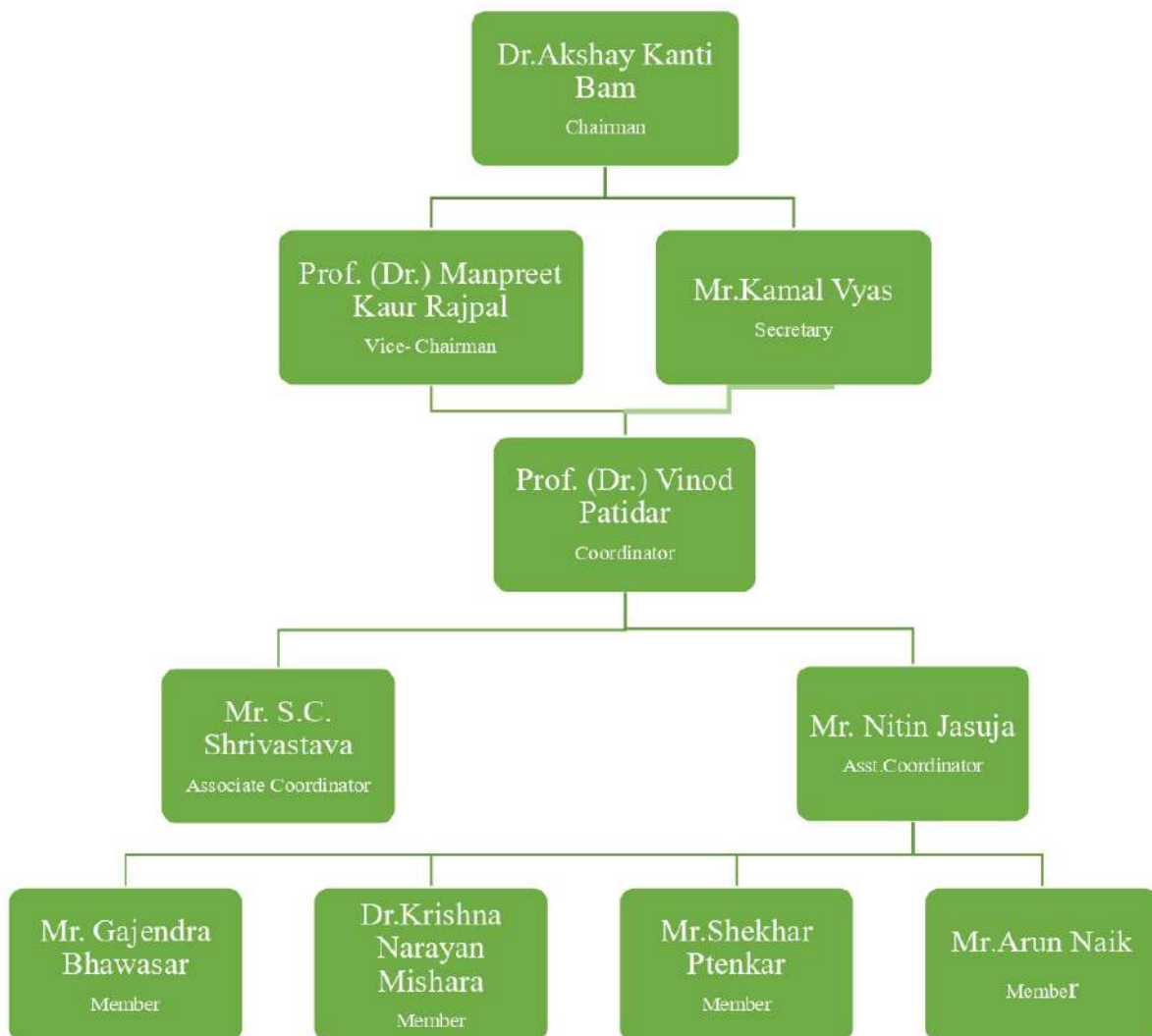
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College Development Council Hierarchy





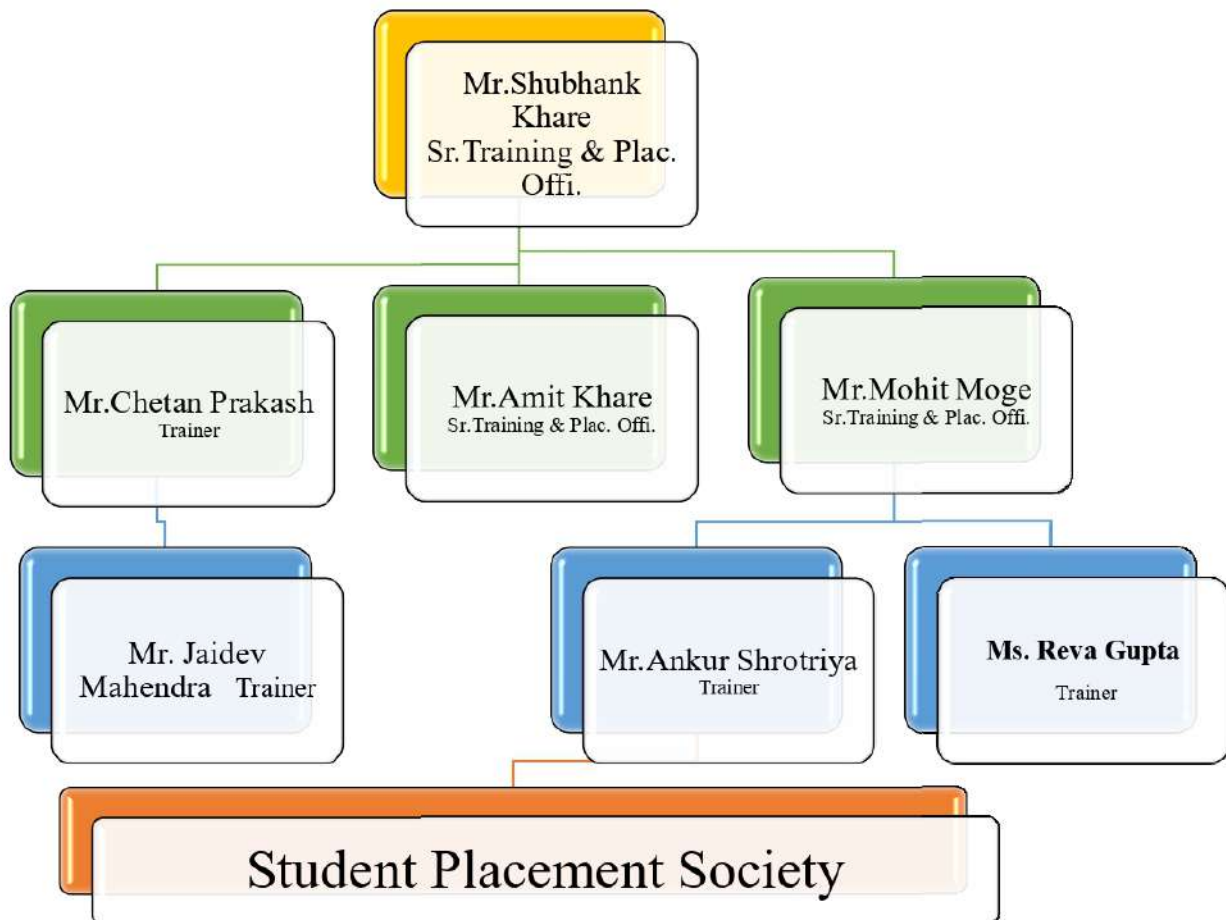
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Career Development Cell Hierarchy





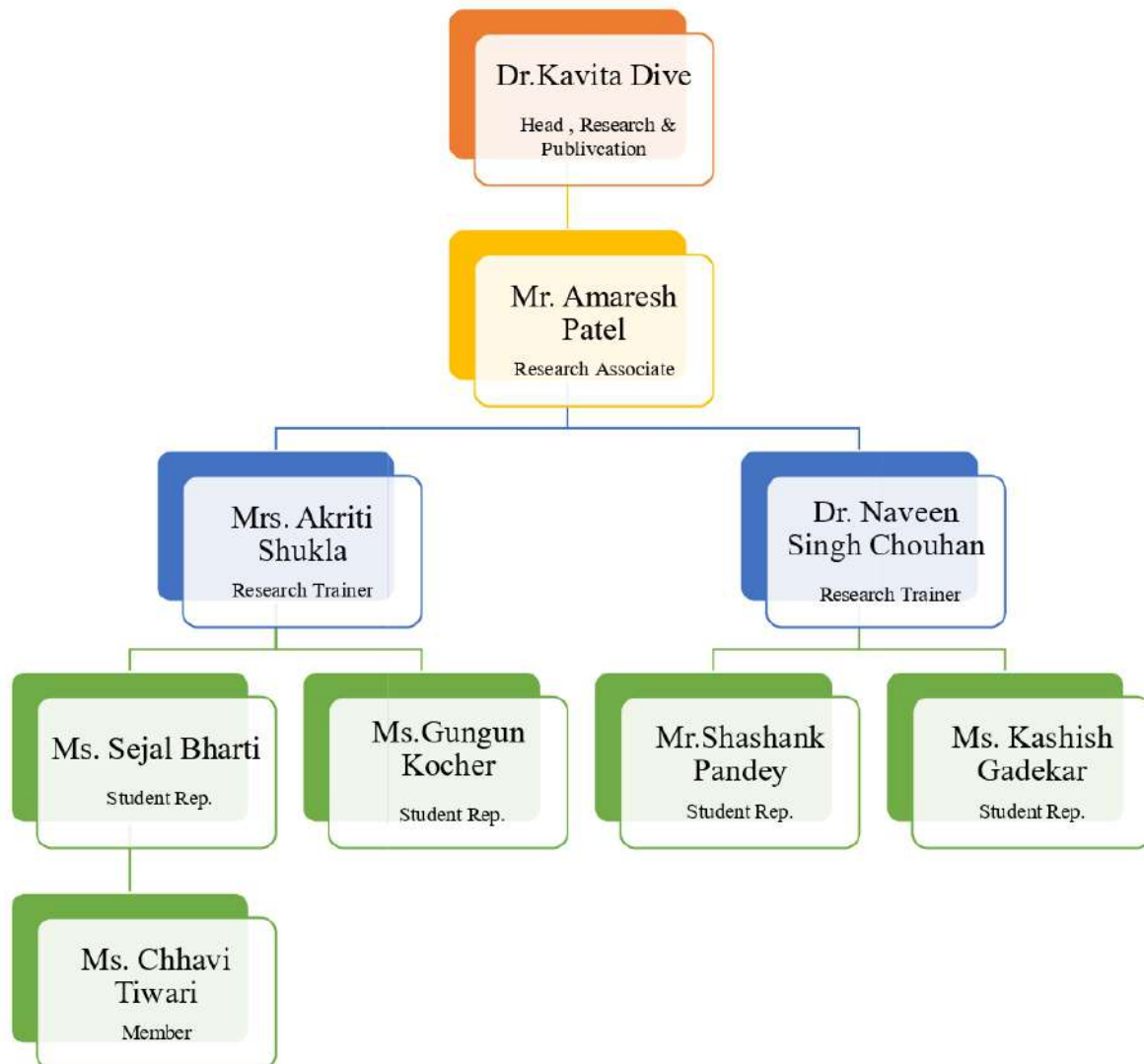
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Research & Publication Cell Hierarchy





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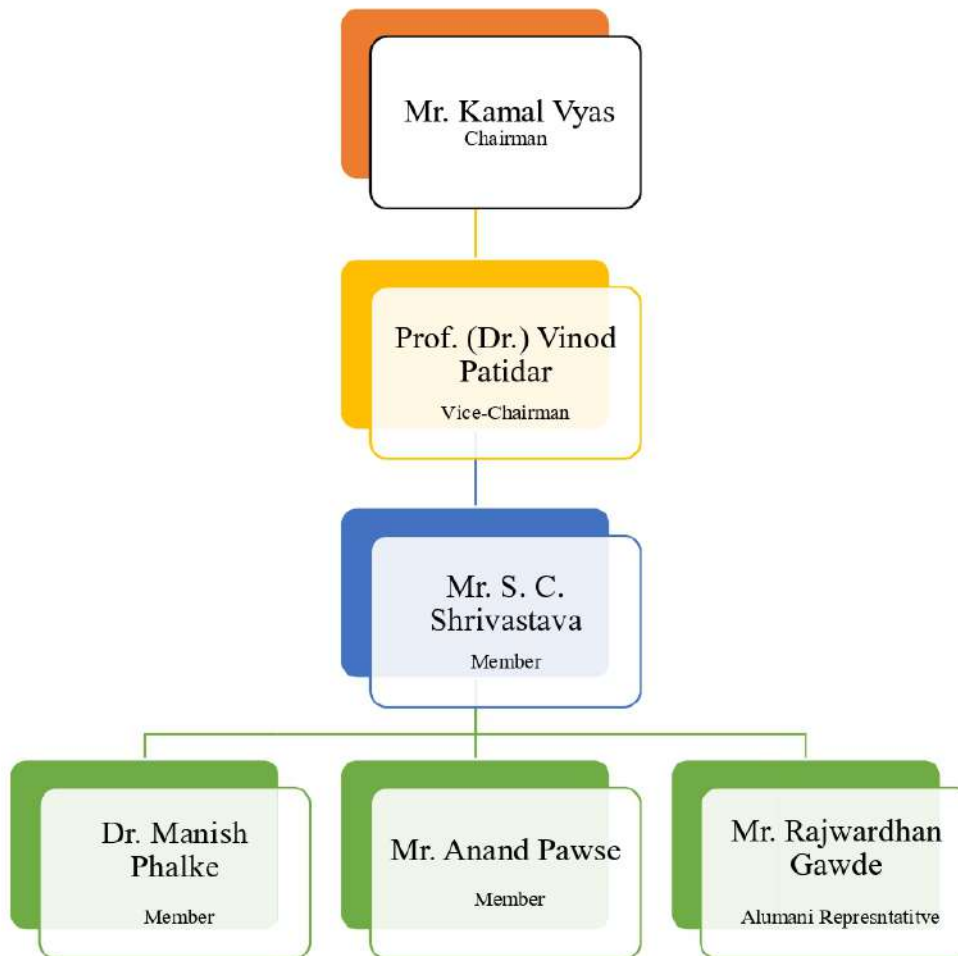
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Minority Welfare Cell Hierarchy





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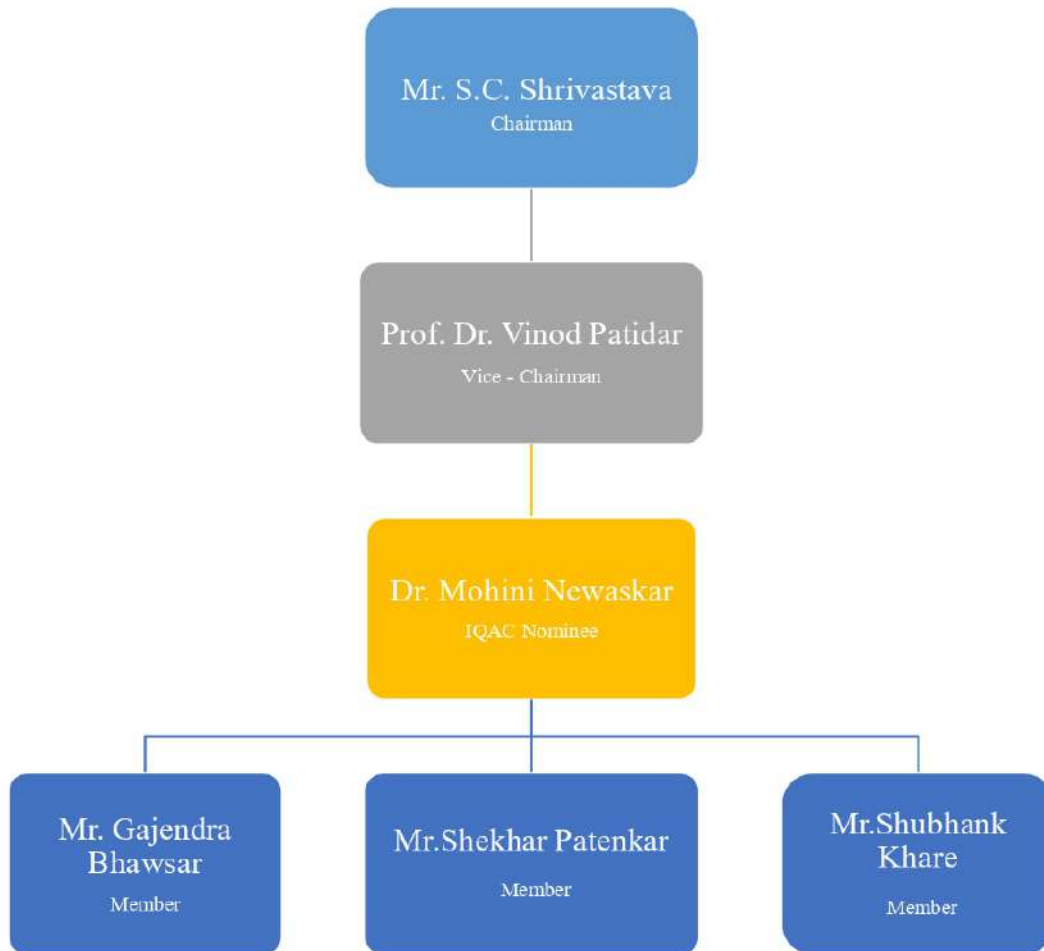
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Legal Compliance Cell Hierarchy





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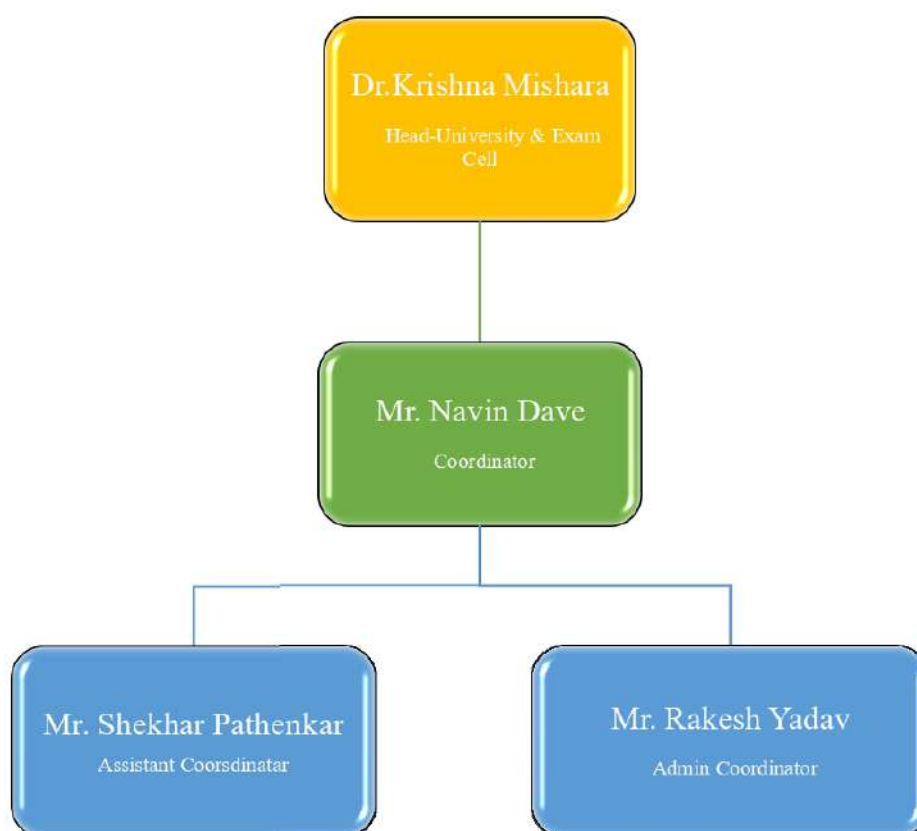
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University & Exam Cell Hierarchy





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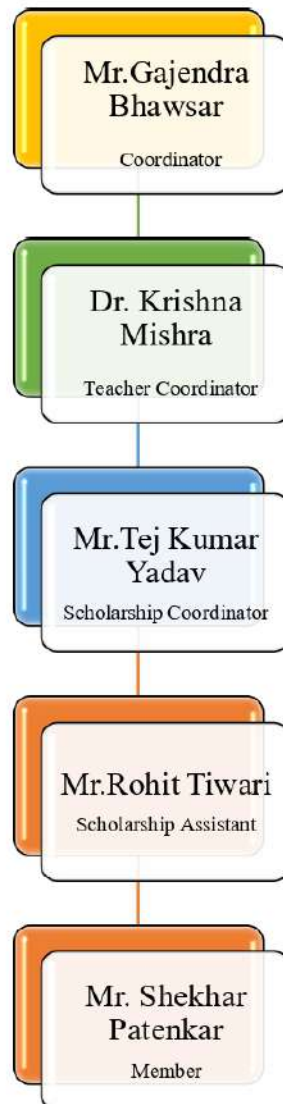
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Scholarship Cell Hierarchy





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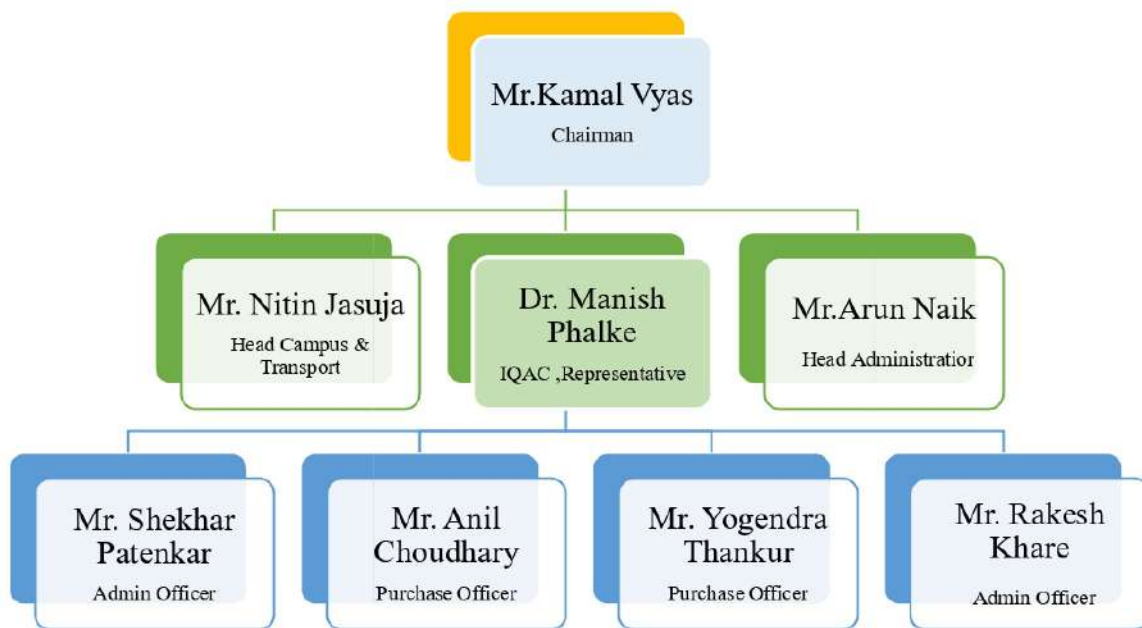
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Internal Administration Committee Hierarchy





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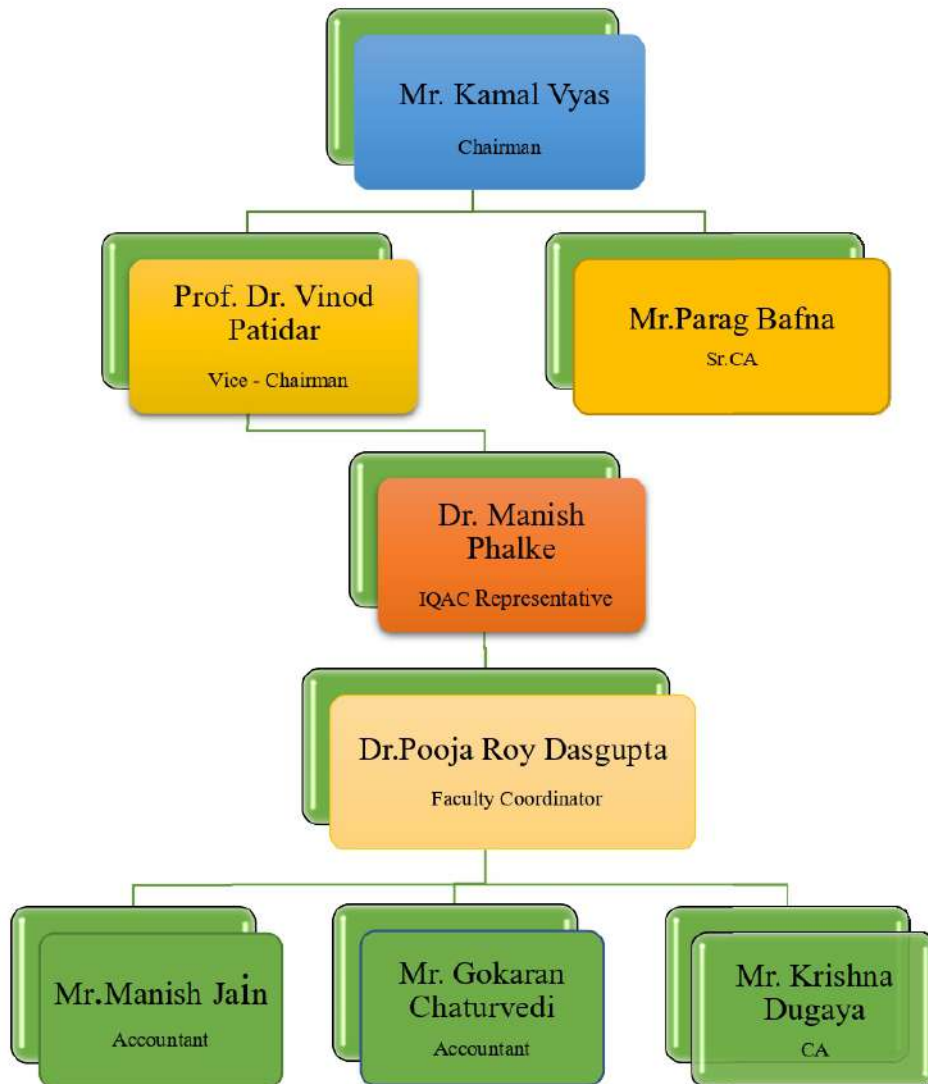
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Internal Finance Audit Committee Hierarchy





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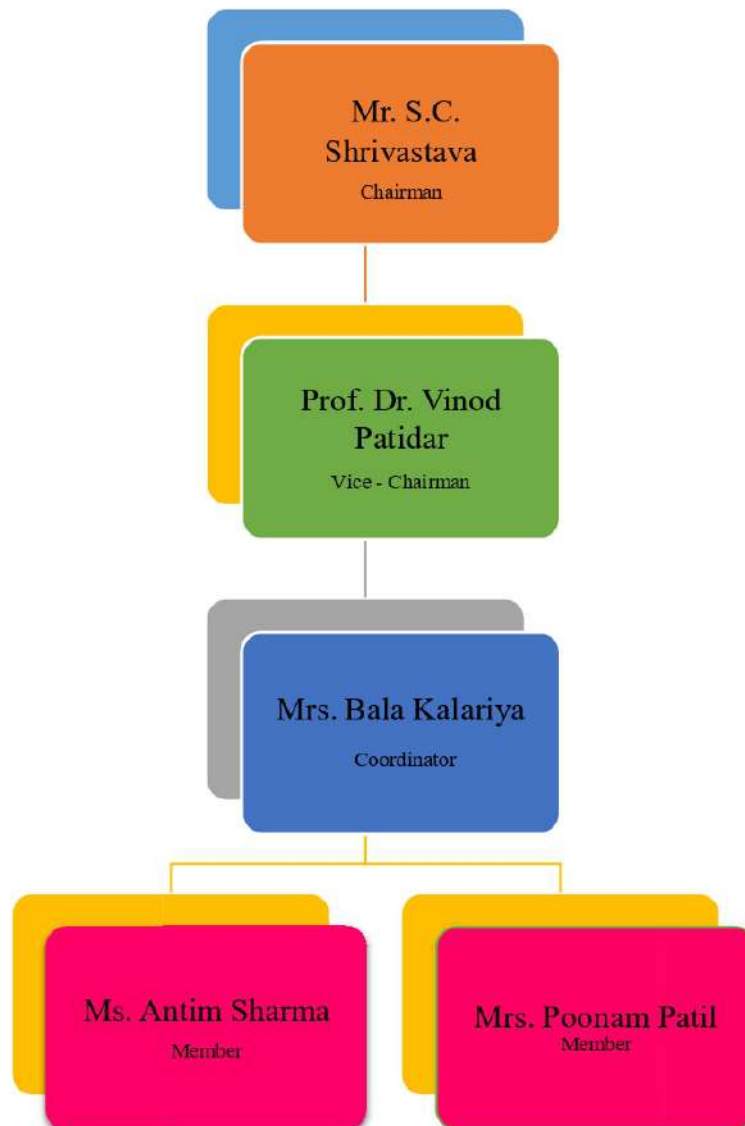
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Human Resource Department Hierarchy





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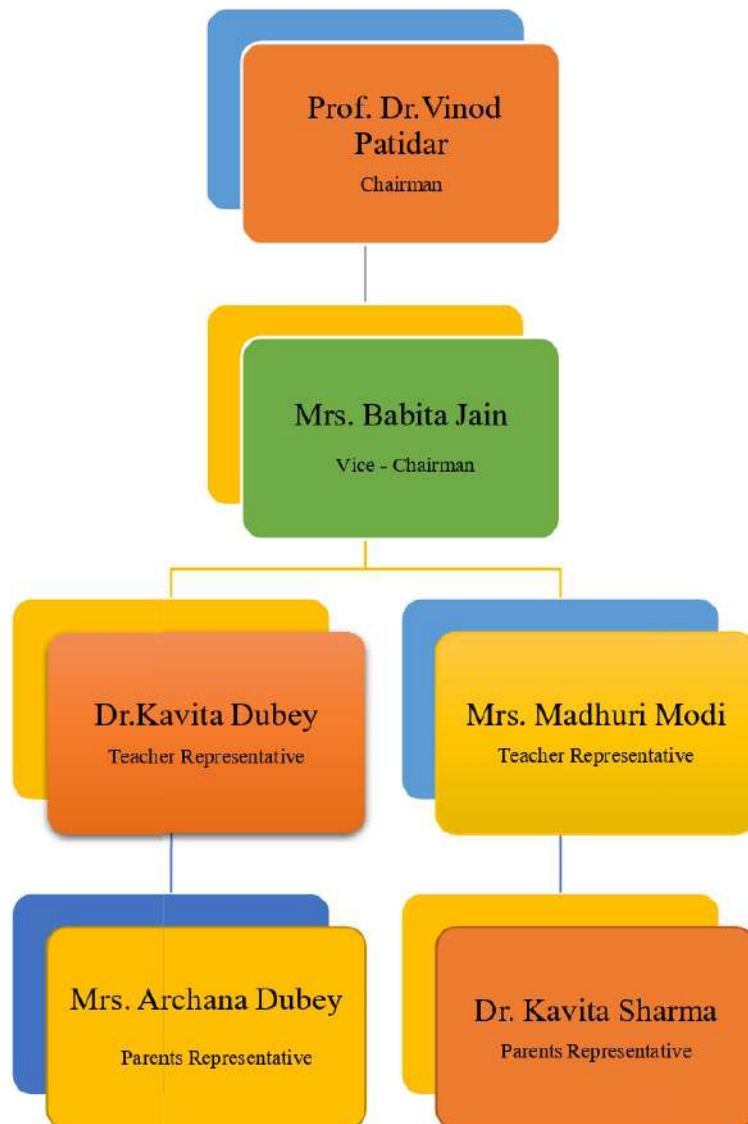
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Parents & Teacher Association Hierarchy





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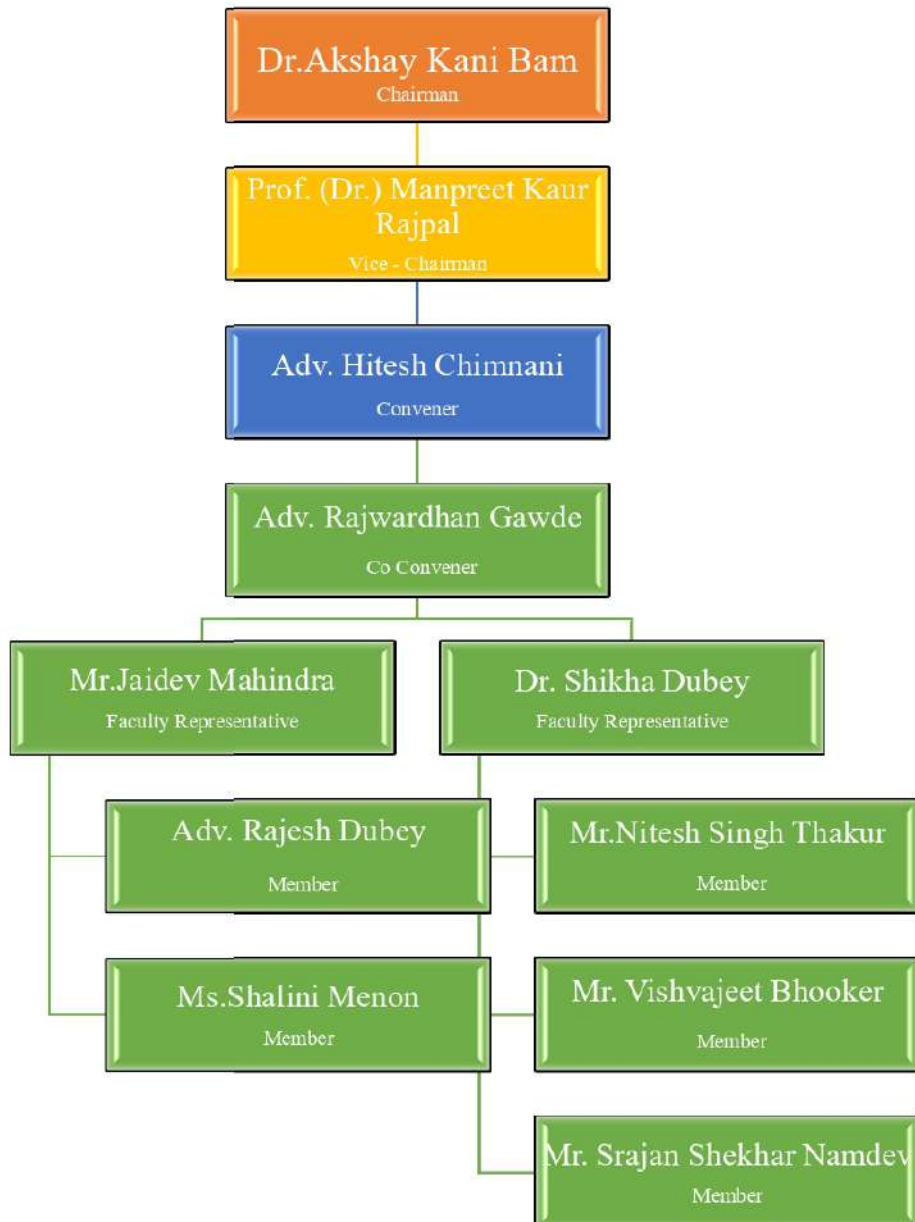
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Indore Institute of Law Alumni Association Hierarchy





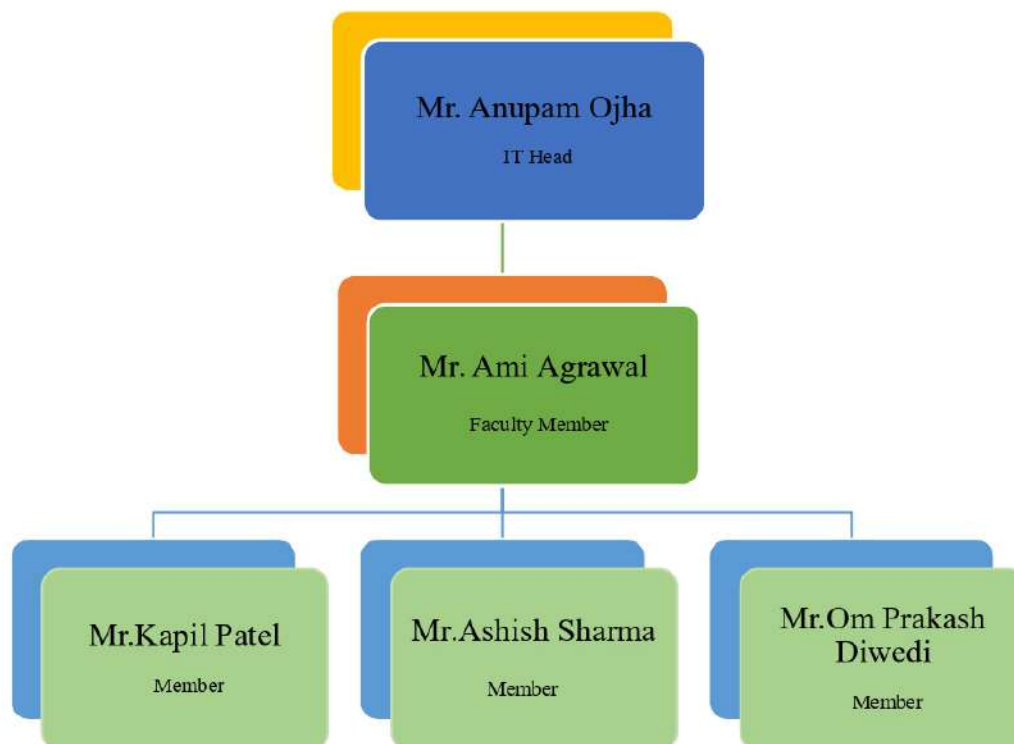
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Information Technology Cell Hierarchy





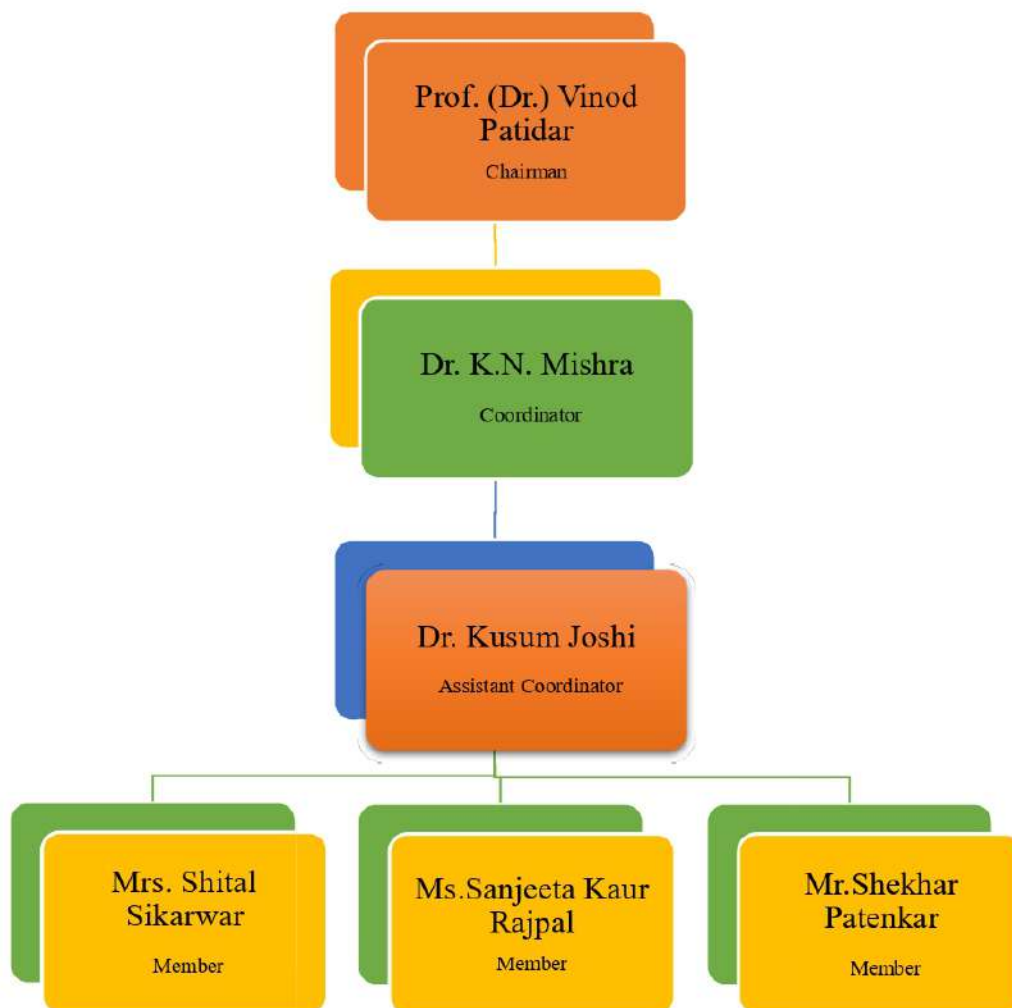
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Internal Complaint Committee Hierarchy





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Staff Grievances Redressal Committee Hierarchy





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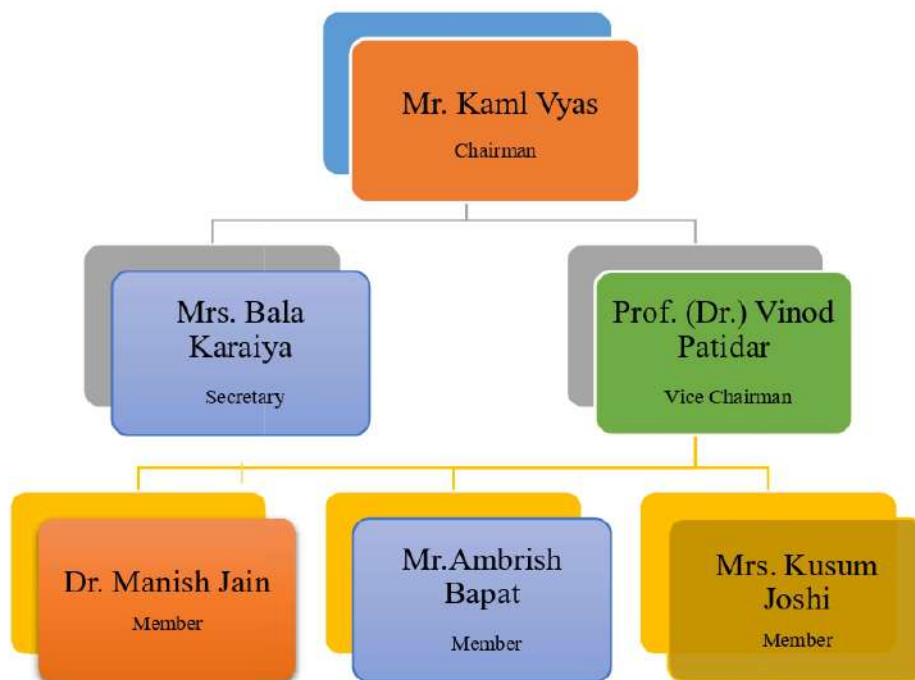
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Staff & Students Welfare Committee Hierarchy





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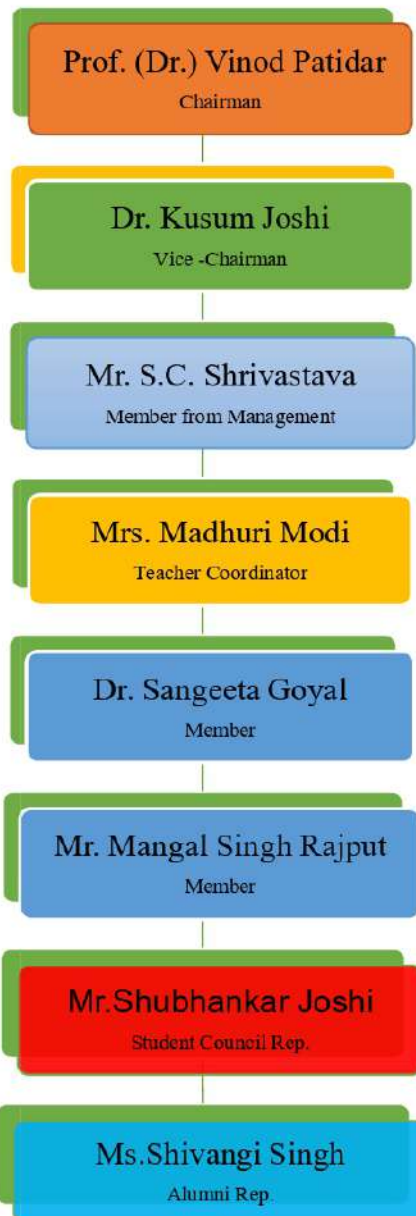
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Library Advisory Committee Hierarchy





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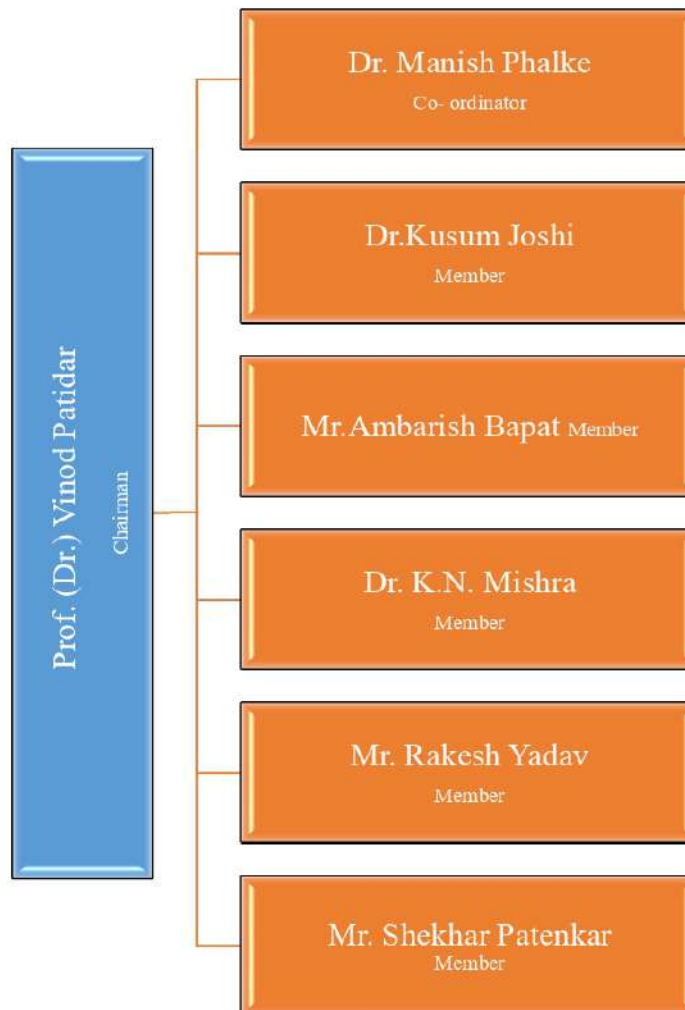
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Student Grievances Redressal Committee Hierarchy



- Two senior female faculty are always ex-officio member of the committee.



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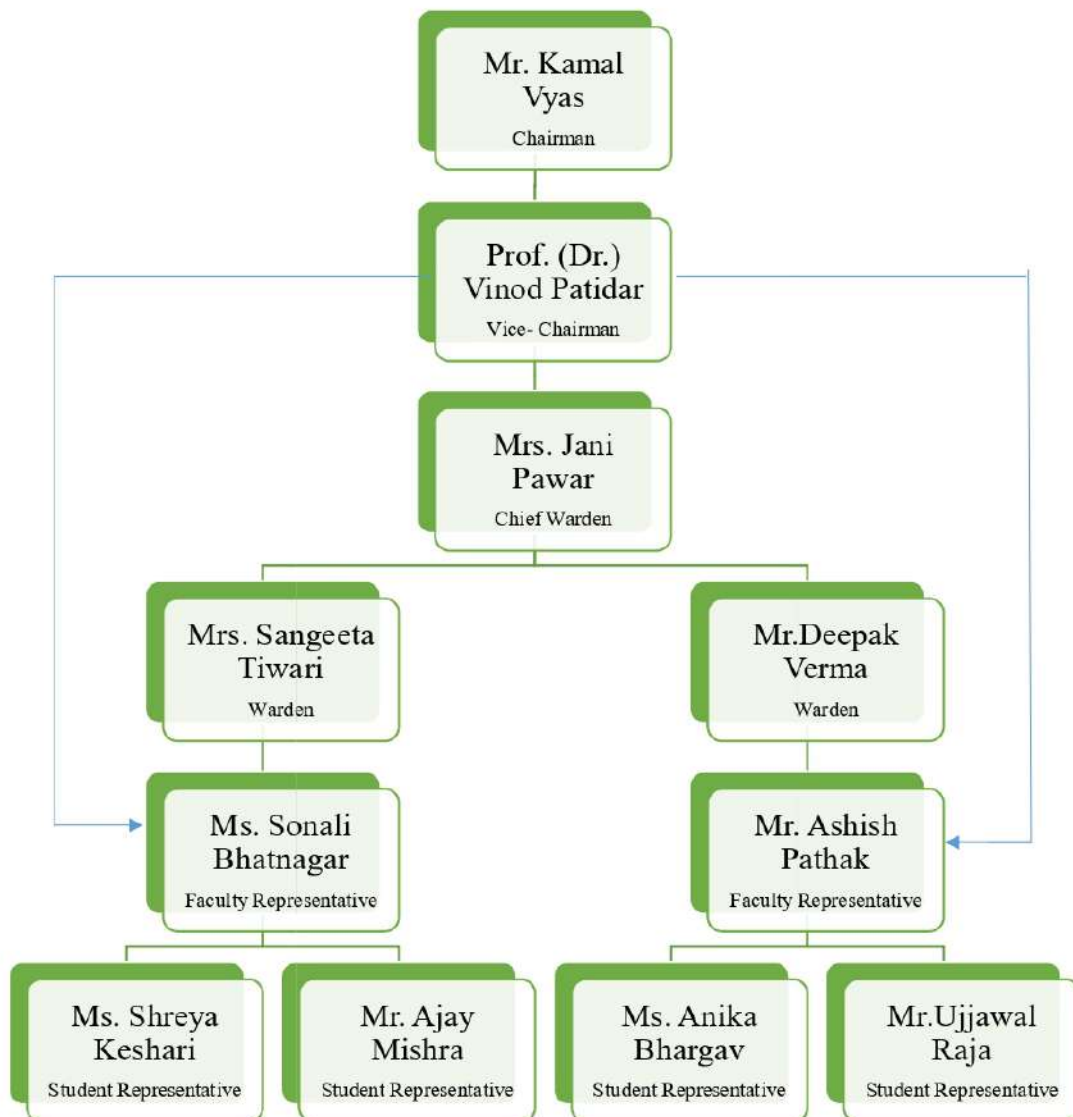
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Hostel Welfare Committee (Boys & Girls) Hierarchy





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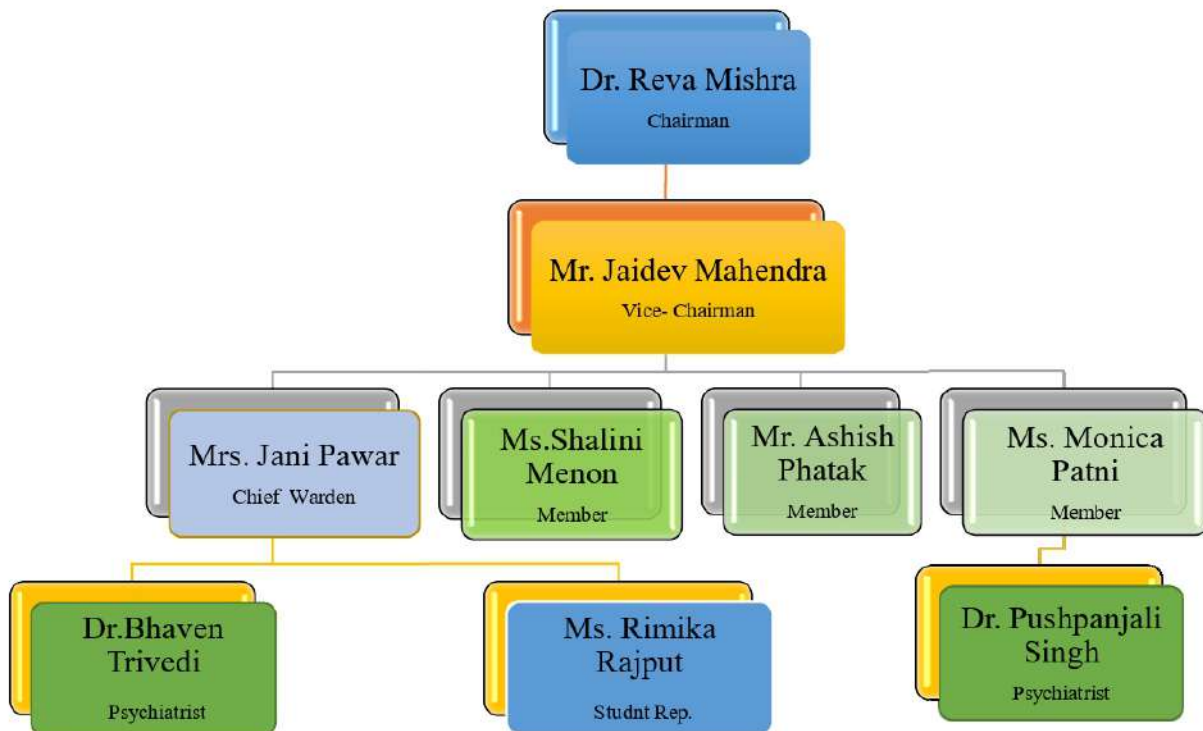
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Mental and Physical Wellness Committee Hierarchy





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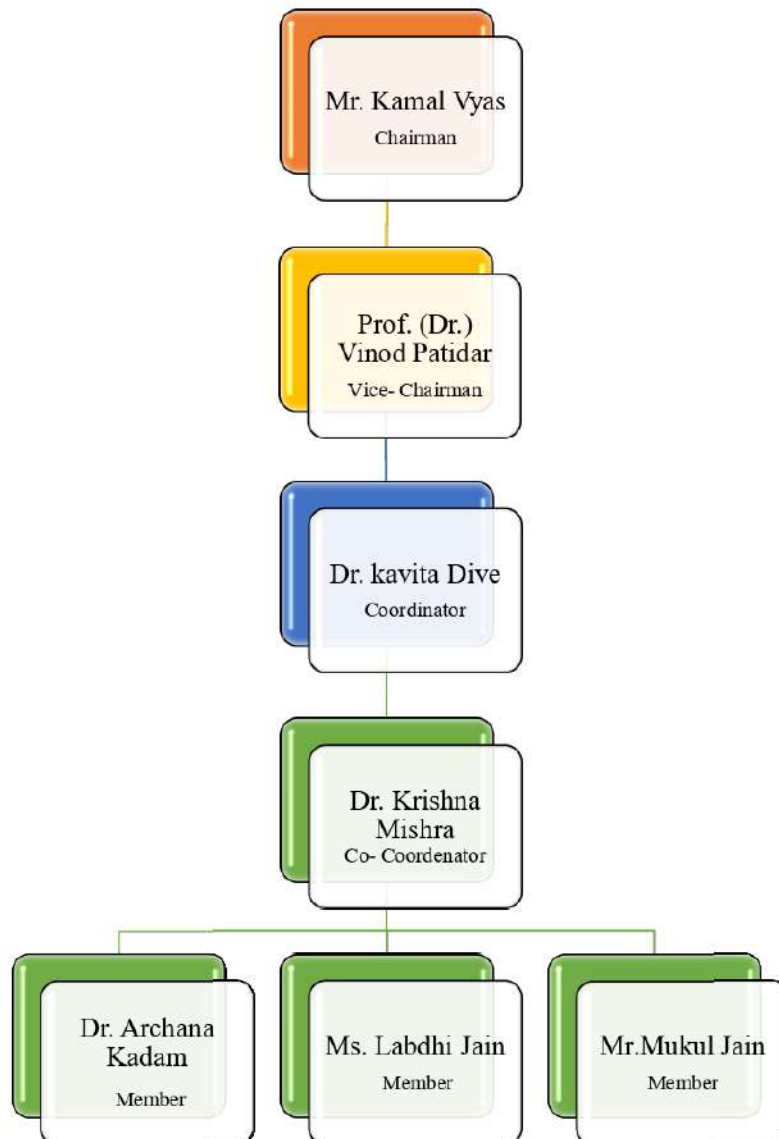
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Institutional Free-Ship Cell Hierarchy





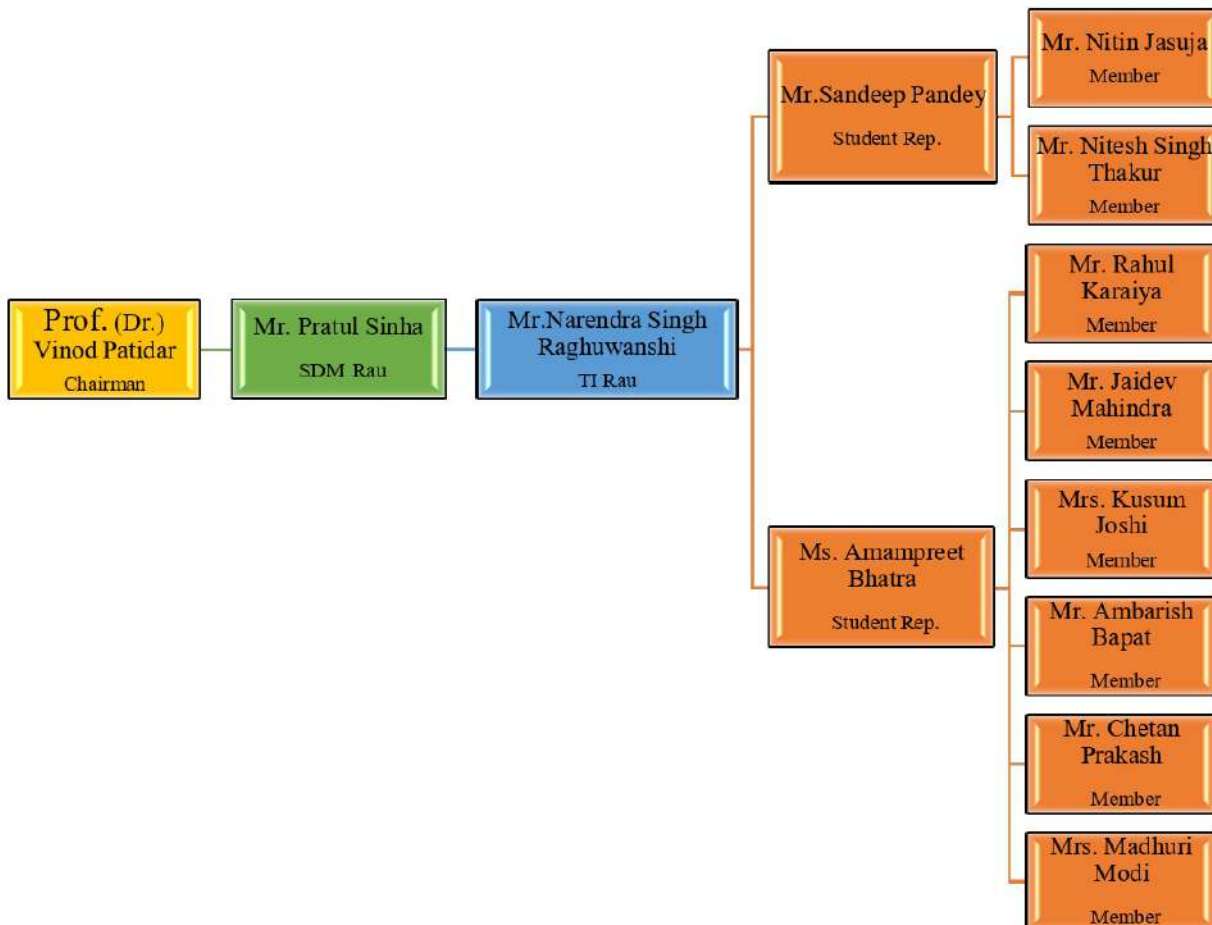
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Anti – Ragging Committee Hierarchy





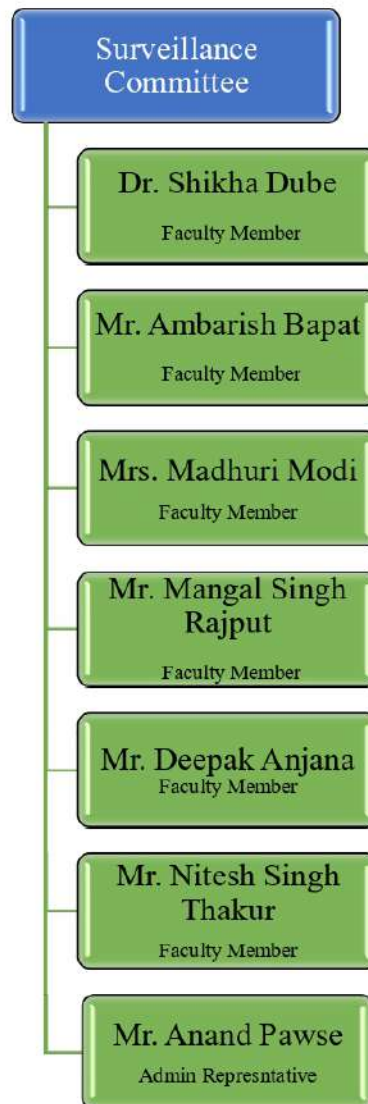
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Conduct Surveillance Committee Hierarchy





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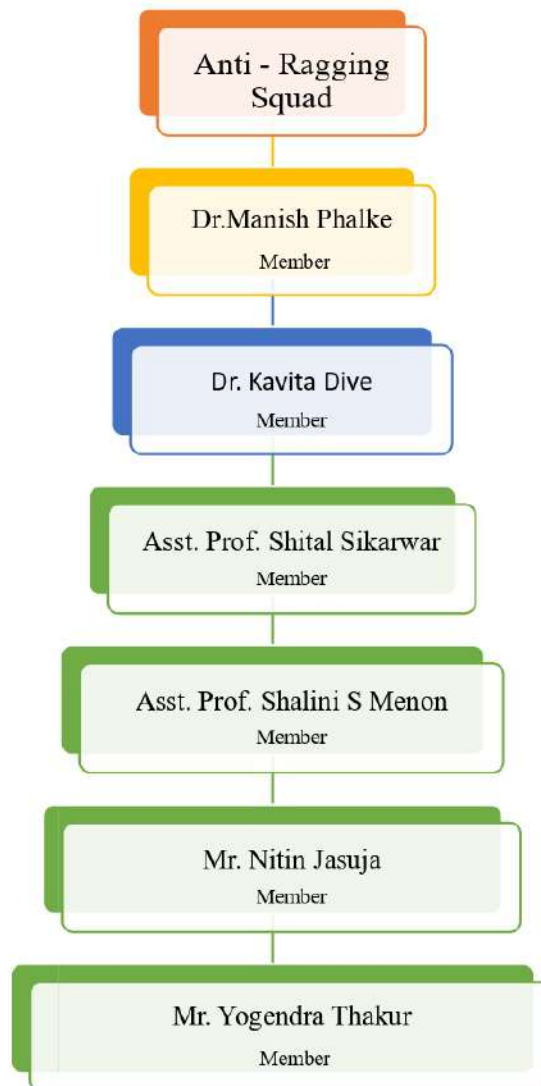
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Anti - Ragging Squad Hierarchy





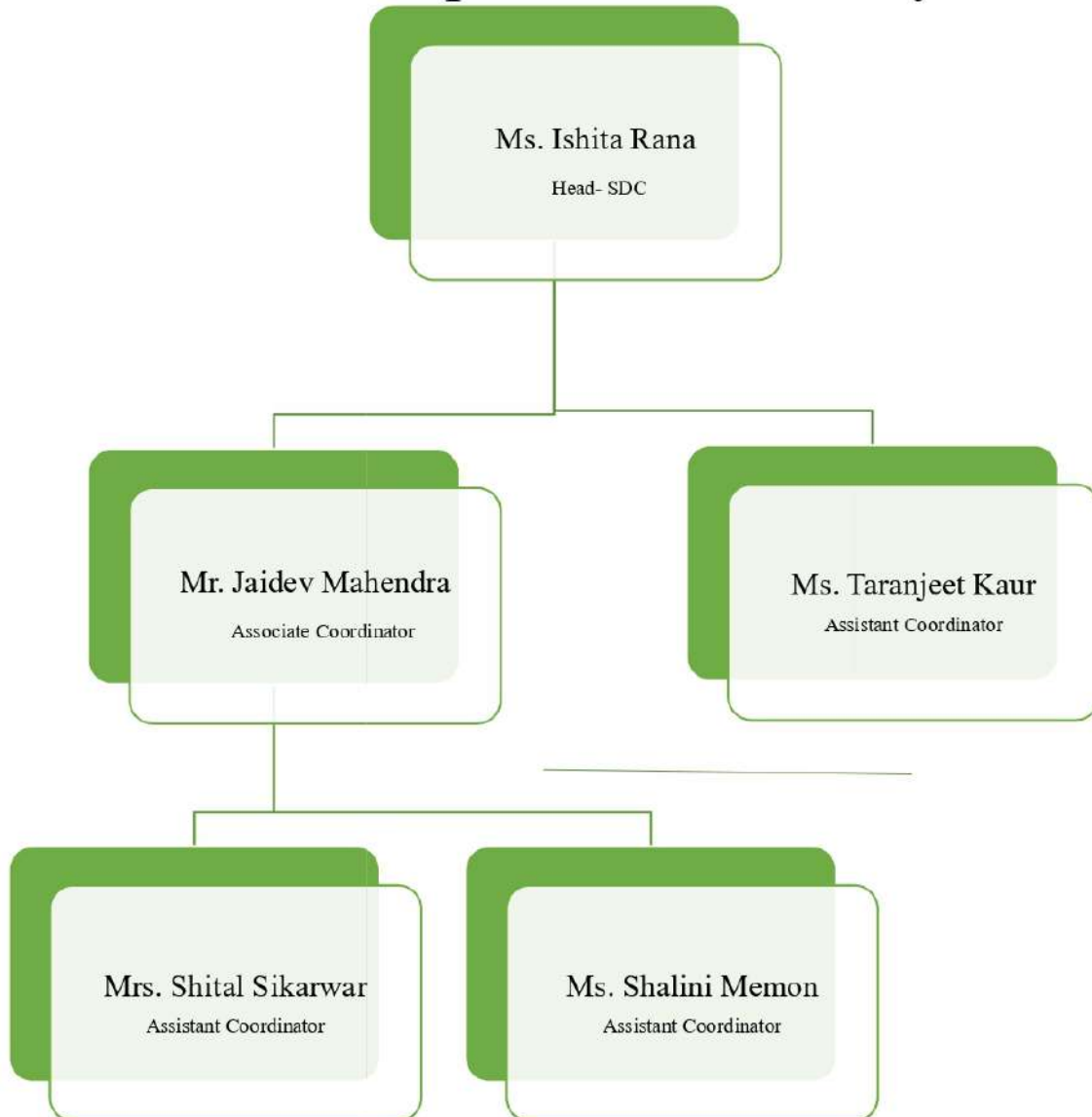
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Skill Development Cell Hierarchy





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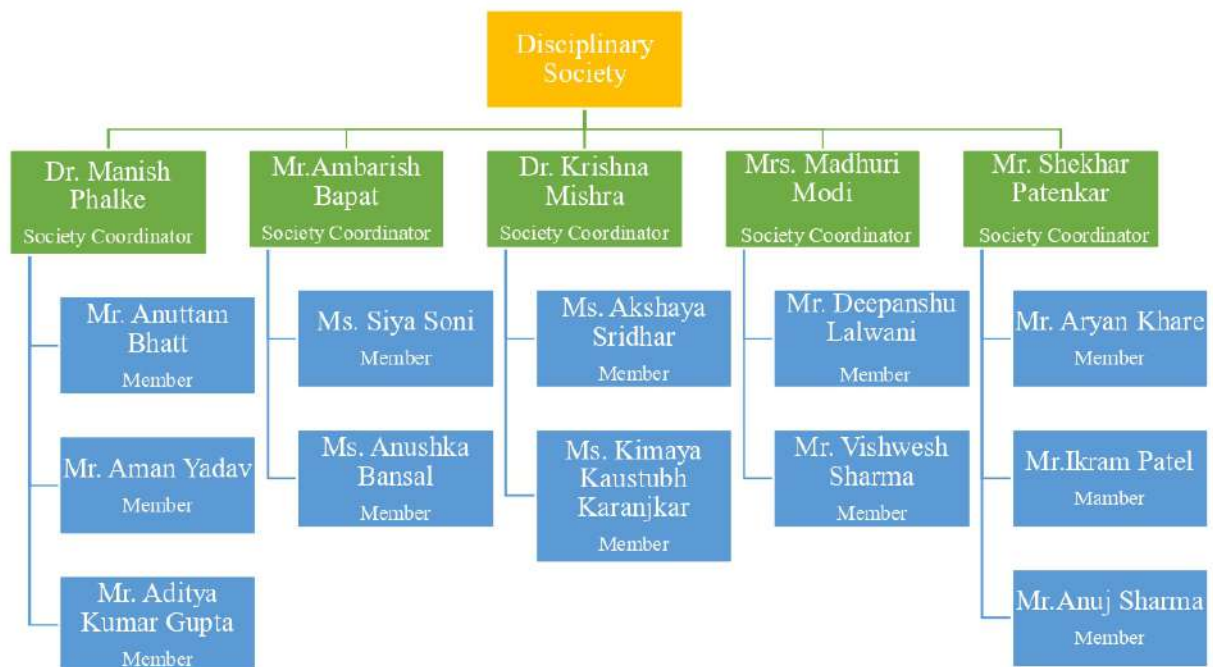
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Disciplinary Society Hierarchy





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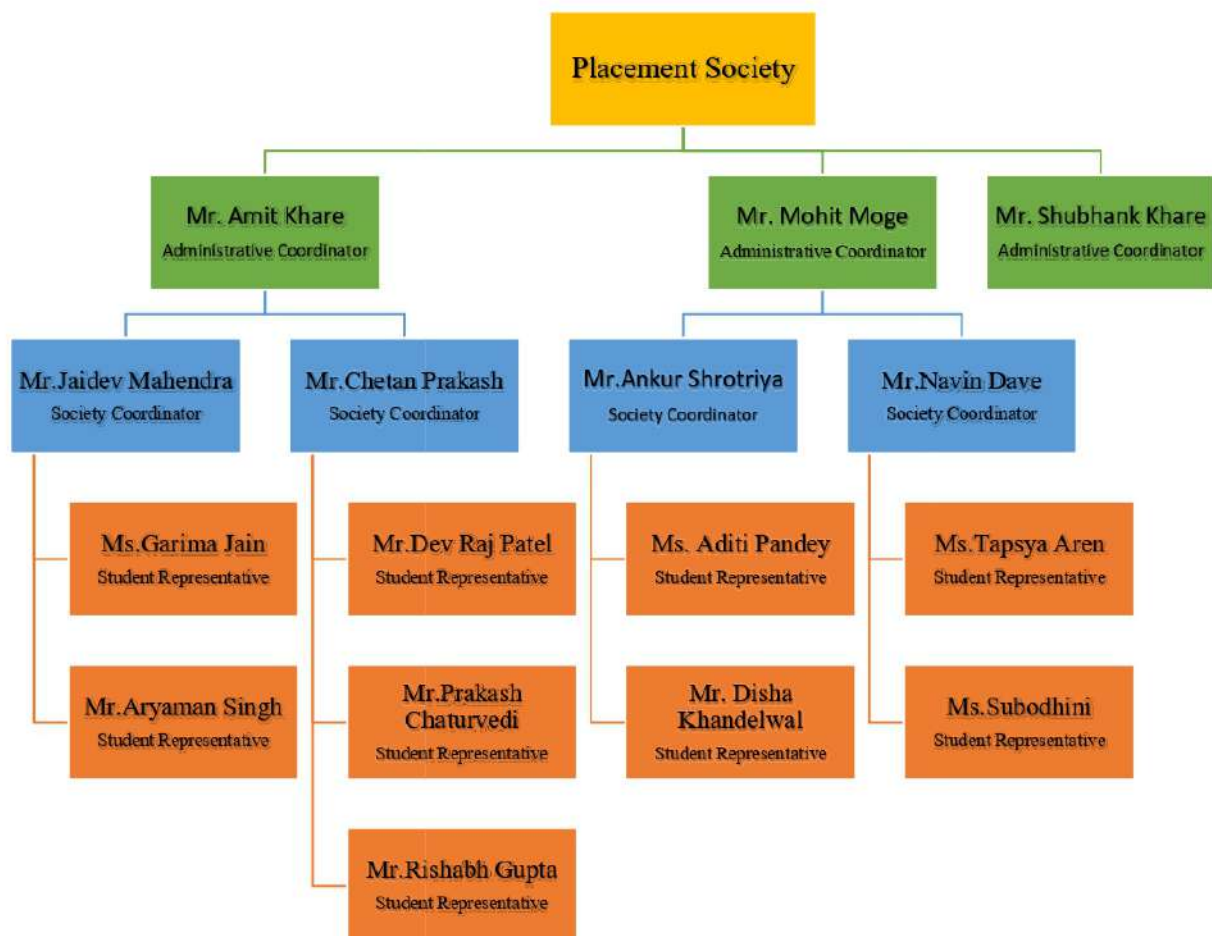
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Placement Society Hierarchy





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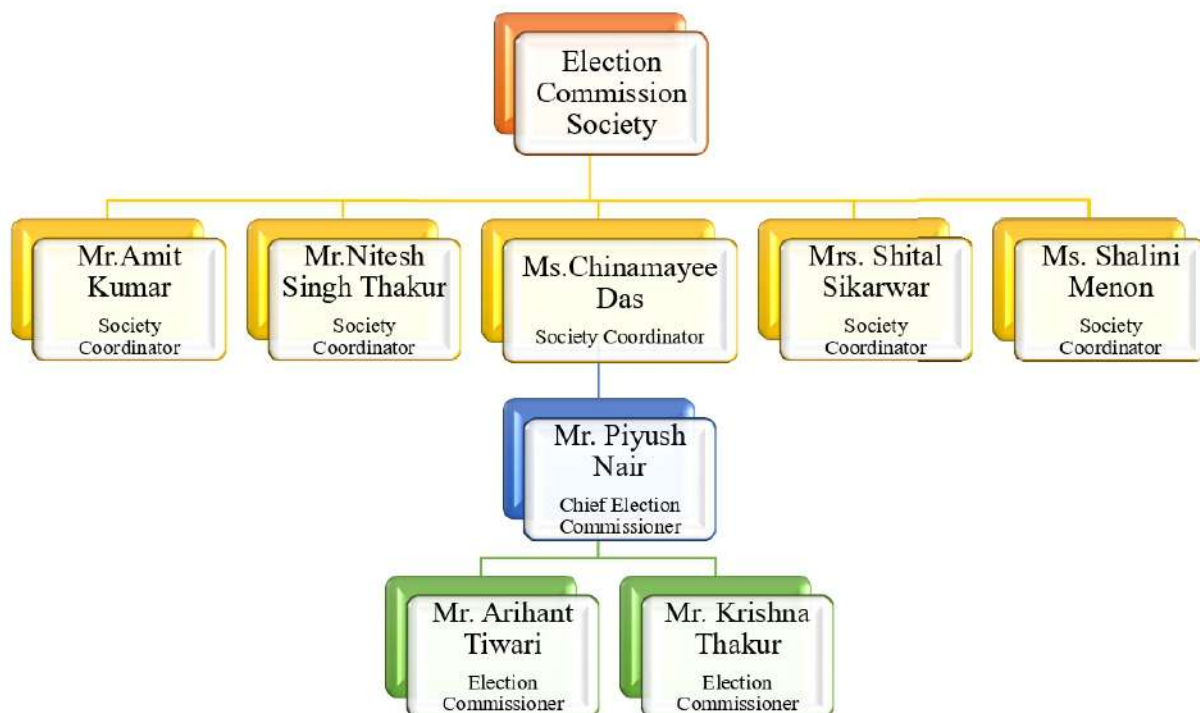
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Election commission Society Hierarchy





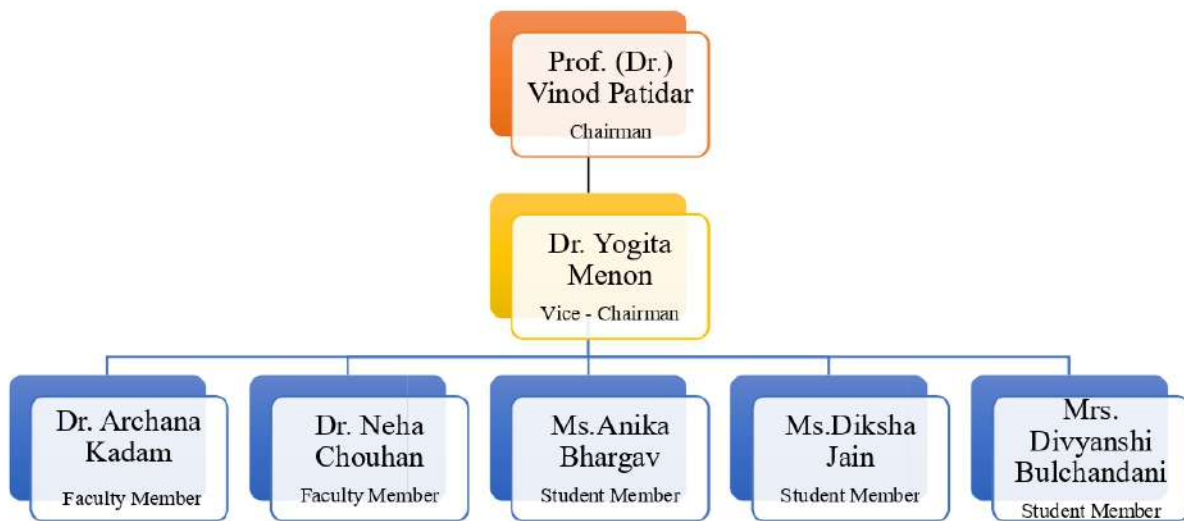
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Chhatra Suraksha Samiti Hierarchy





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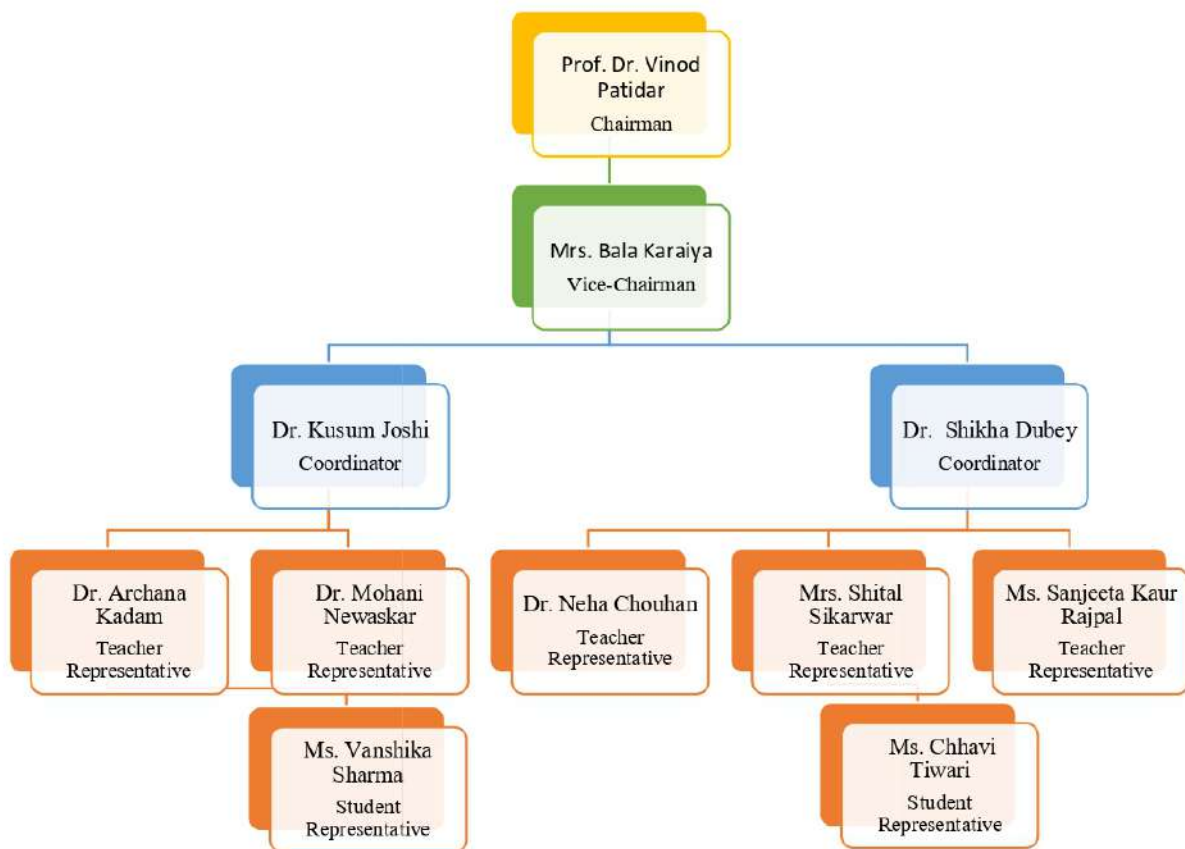
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Anti-Sexual Harassment Committee Hierarchy





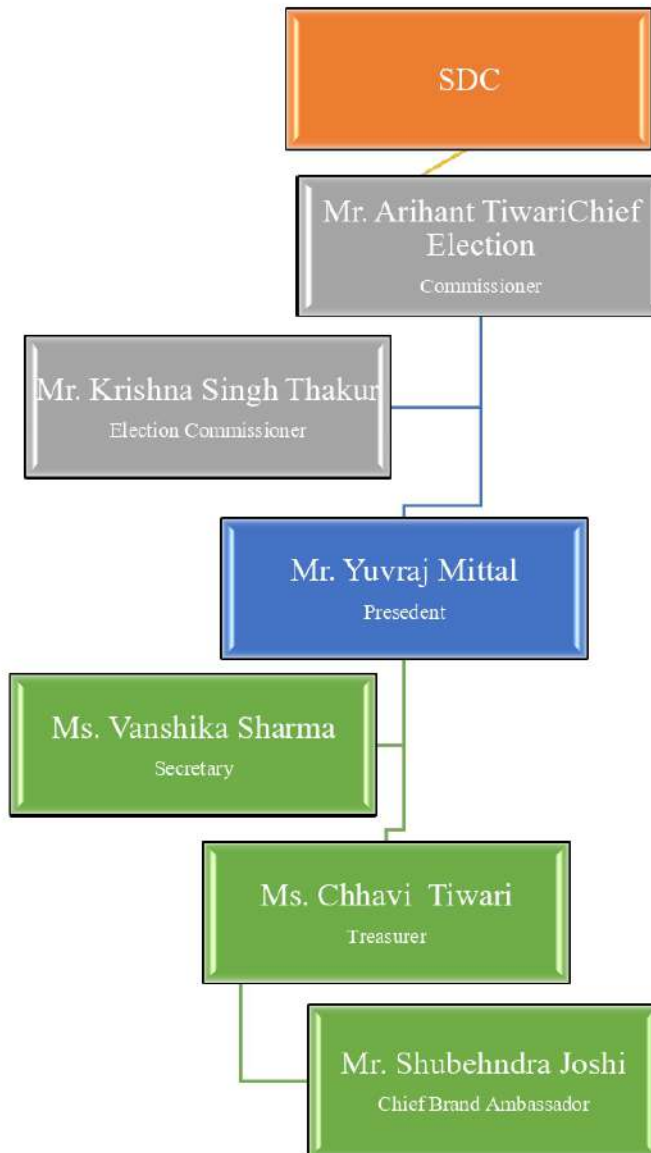
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Students Council Hierarchy





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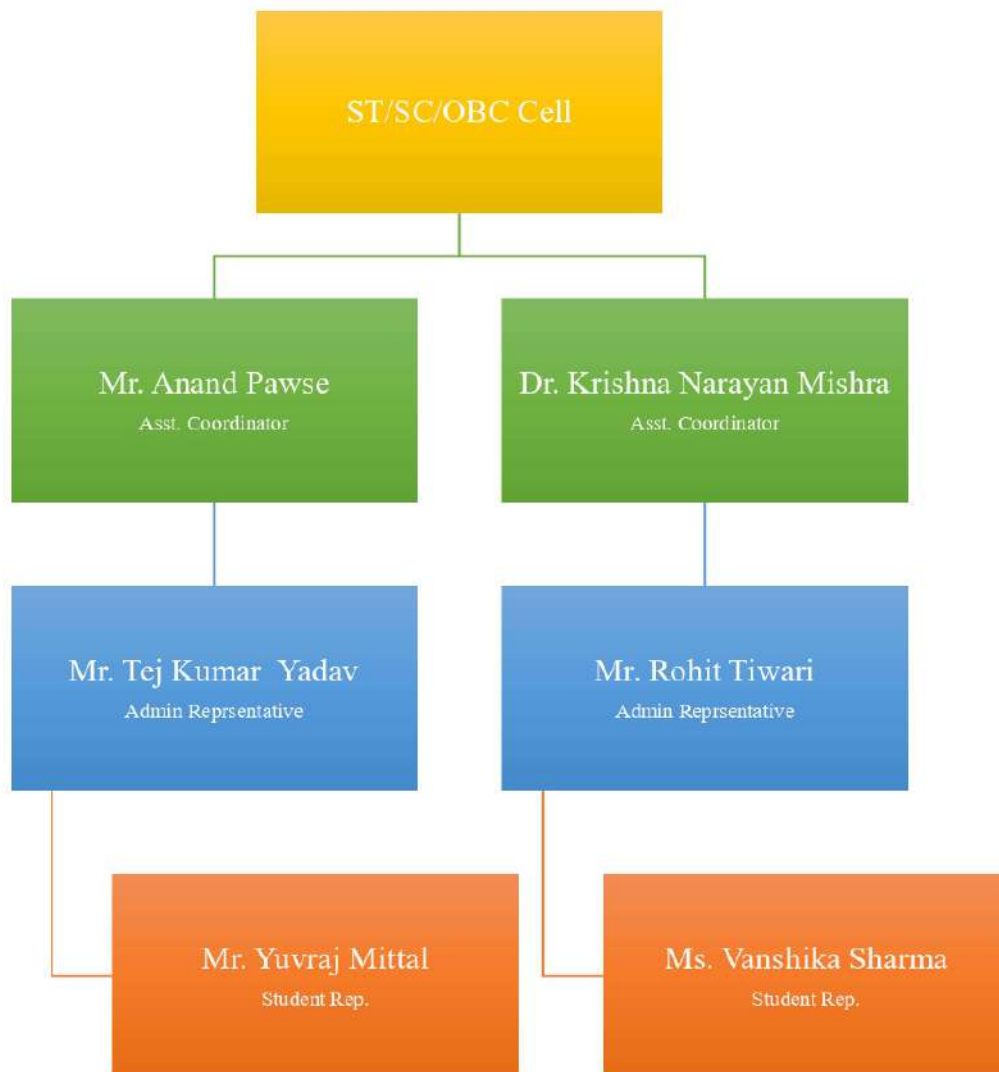
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ST/SC/OBC Cell Hierarchy





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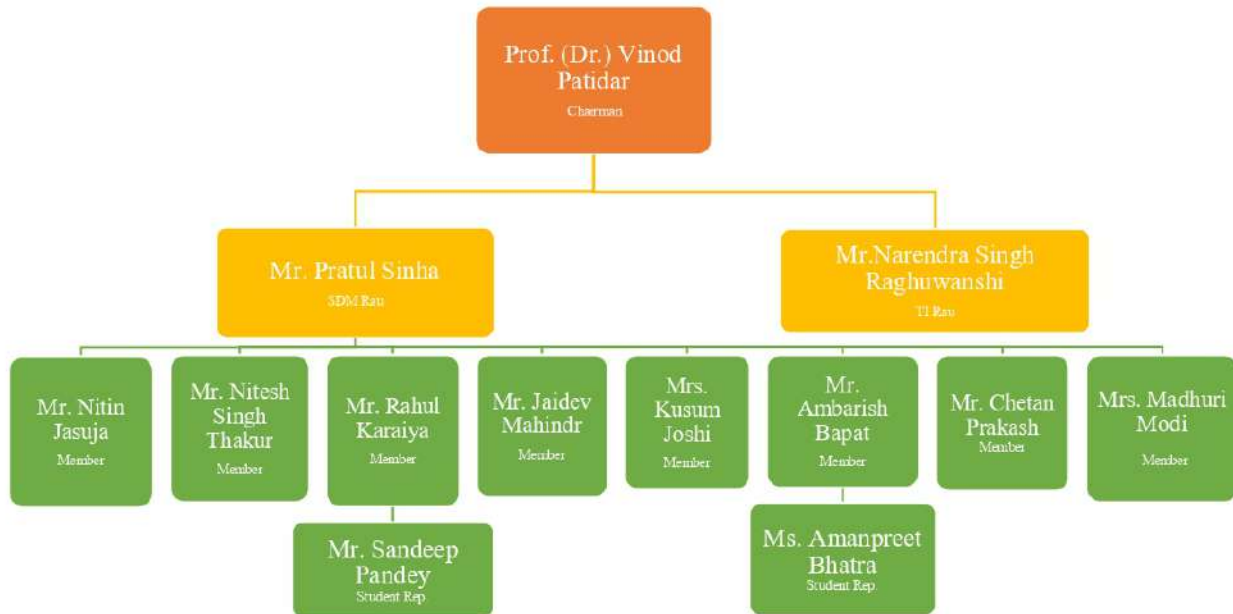
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Anti – Ragging Committee Hierarchy





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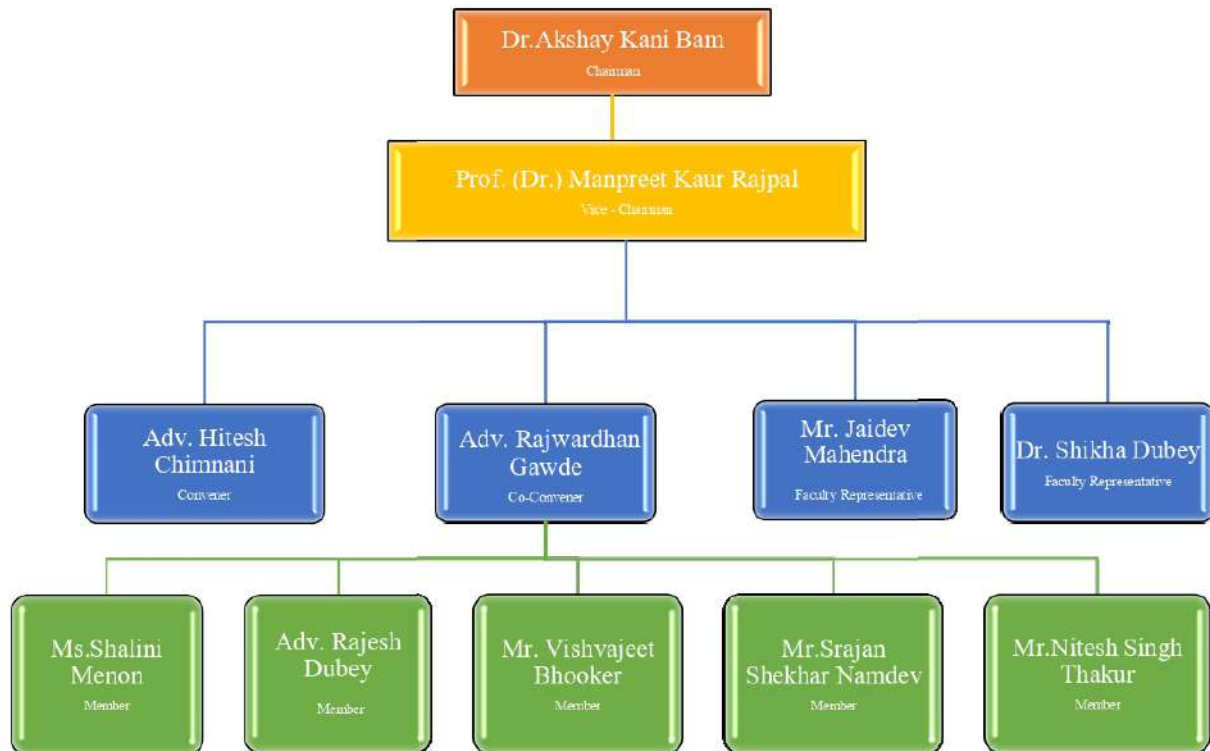
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Indore Institute of Law Alumni Association Hierarchy



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No.

Date :

Service Rules

Terms & Condition of Service

Academic Session – 2022-23

1. That full time & part time faculty/employee and others will remain on probation for the period of 3 months and their services can be terminated by the Management, if performance is not found satisfactory during this period.
2. The part time faculty/employee will be contractual & every year on the basis of their performance the contract will be renewed or will lapse.
3. That employee has to serve the institute/ College for a minimum period of two Semesters. Employee has to serve two months notice in advance or to deposit two months' salary in lieu of notice. Resignation letter will be submitted to the Chairman and a copy to the immediate authority.
4. That employee has ensured that the college's academic shall be taken at further heights than the existing level and as such employee will make all out efforts to achieve the goal.
5. That employee shall strictly comply with the rules, regulations, norms and provisions of all Statutory Authorities like UGC, Bar Council of India, Devi Ahilya Vishwa Vidyalaya (DAVV), And State Government etc.)
6. That employee shall devote whole time to the service of the Institute and shall not, engage employee self directly or indirectly in any trade or business or other remunerative work which may interfere with the proper discharge of duties.
7. That it has been agreed by employee that an amount equivalent to one month's remuneration shall be kept deposit with the Institute in two equal monthly installments, which shall be refundable at the time of leaving the college provided terms and conditions of the appointment are strictly complied with by employee.
8. That employee shall furnish Attested Copies of Educational Qualification, Certificates and other documents which make employee eligible to become Asst. Professor at Indore Institute of Law.
9. That during the period of operation of this assignment employee shall perform the duties as assigned to employee by the management from time, to time including in the form of teaching, tutorials, practical training, seminars workshops and other academic work also co-curricular activities, conscientiously with full dedication,
10. That Leave Policy will be applicable only after completion of 3 months of continuous service from the date of joining, subjected to the joining date will be from the 1" to 5" of the month.
11. That employee shall observe the Code of professional ethics, rules and regulation framed by the organization available on the institutional website.

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12. That employee shall submit valid ID proof, address Proof, copy of PAN Card and a copy of Bank Pass book having last six months transaction at the time of joining the institute.
13. That employee shall maintain the highest degree of cordial relations with superiors and subordinates. In case of insubordination, non-co-operation, miscommunication & misbehavior employee shall be liable for severe punishment including termination of services.
14. That employee has to maintain the secrecy during association with the organization. Any matter related to organization should not be disclosed to any one, whether it may be in form of verbal, written or through electronic means. Employee have also to ensure that any login ID & Password, photographs of any person or infrastructure related to the organization will not be communicated to any one directly or indirectly otherwise appropriate disciplinary action will be taken against employee.
15. That, the present appointment will not confer any right on employee to claim regular appointment on the post of Assistant Professor , Associate Professor & Professor till appointment under College Code -28 by affiliating university is confirmed.
16. Though employee has been engaged to a specific position, the Management reserves the right to send employee on deputation/transfer/assignment to any of the department/associate concern of the organization, whether existing at the time of appointment or to be set up in the future.
17. Offer has been made based on information furnished by employee. However, if there is a discrepancy in the copies of documents or certificates given by employee as a proof, we retain the right to review our offer of employment.
18. Employee will keep us informed of any change in residential address, family status or any other relevant particulars. Employee would also let us know the name and address of legal heir/nominee
19. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make lose lien on employment. In such case employment shall automatically come to an end without any notice of termination or notice pay.
20. Employee will be abiding by all the rules & regulations of the organization as applicable to employee from time to time.



Approved By Chairperson:
IQAC



Mr. Akshay Kanti Bam

Chairman

Indore Institute of Law

Chairman

Indore Institute of Law

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RECRUITMENT AND SELECTION POLICY

(Academic session 2022 - 23)

Introduction

Recruitment and Selection aim to search and hire suitable candidates to fill vacancies with the view to satisfying human resources needs. The search may be internal and/or external. The purpose of recruitment is to acquire the optimum number of high-quality employees for the operations and development of the organization. In order to appoint the most appropriate persons for the positions, the potential candidates are drawn from a wide pool and equal opportunities are ensured for all candidates

Any position that becomes vacant will be filled, on an application of requisition form by the concerned Department. Restructured or newly created positions will only be activated upon approval from the Chairman, Director, Dean & Management.

The success and adaptability of an Institute depend upon the recruitment of employees who are flexible, adaptable and committed to the success of the college.

The Recruitment and Selection process in Indore Institute of Law is carried out as per the Guidelines of UGC / Statutory and Regulatory Bodies, BCI & DAVV the affiliating university.

The Recruitment & Selection Process is conducted in following steps–

- ❖ Requisition from the Director/Dean/Principal/HOD
- ❖ Advertisement Published through Newspaper, Website & LinkedIn.
- ❖ Indexing of received resume by HR Department.
- ❖ Short listing process by committee.
- ❖ First Round is Demo round conducted by faculty Panel Member (Subject Experts)
- ❖ If the Panel members select the candidate, then second and final Round of interview is conducted by the Panel of Director & Dean, Principal, HOD, Chief Administrative Officer and Executive Director at the college level.

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- ❖ Further as per the affiliating university, DAVV norms a College Code - 28 interview is mandatory for teaching staff which is conducted by the committee appointed by the university.
- ❖ On selection in college Code – 28 Interview the selection letter is disclosed by the Governing Body in office meeting received from DAVV, the affiliating university & thereafter the appointment letter is issued to the candidate by HR Department.
- ❖ At last final Joining of New Faculty/ Staff is executed By the HR Department.
- ❖ After Joining formalities & orientation the new joinee is handed over to the concerned department.

Categories of Posts for Recruitment & Selection.

Teaching Staff

- ❖ Professors
- ❖ Associate Professor
- ❖ Assistant Professor

Classification of Teaching Staff

The Indore Institute of Law inducts various teaching positions as per UGC Regulations as mentioned below-

- ❖ Full Time Faculty (Permanent)
- ❖ Part Time Faculty (Contracted for less hours)
- ❖ Visiting Faculty

Administrative Staff

- ❖ Deputy Registrar
- ❖ Assistant Registrar
- ❖ Campus In charge
- ❖ Controller of Examinations
- ❖ Librarian
- ❖ Accounts Officer/Finance Officer
- ❖ Training and Placement Officer
- ❖ Marketing & Admission Officer.
- ❖ Counselor & Tele Caller.
- ❖ Sports Officer
- ❖ Admin Officer
- ❖ Manager House Keeping
- ❖ HR Manager
- ❖ Such other officers as may be decided by the IQAC time to time

Technical Staff

- ❖ System Administrator
- ❖ Lab Assistants
- ❖ Web Developer
- ❖ Web Designer
- ❖ Workshop Supervisor
- ❖ Gardner
- ❖ Electrician
- ❖ Plumber
- ❖ Carpenter
- ❖ Welder

And such other officers/staff as may be decided by the Management time to time

Supporting Staff

- ❖ Personal Assistant
- ❖ Typist
- ❖ Accounts Clerk
- ❖ Store In charge
- ❖ Driver
- ❖ Peon
- ❖ Helper
- ❖ House Keeping Staff
- ❖ Security Guards
- ❖ Lady security Guards
- ❖ Warden
- ❖ Canteen In Charge
- ❖ And such other officers as maybe decided by the Management time to time

Employment Procedure

- ❖ The IQAC received requisition of required post from competent authority or department of Indore Institute of Law.
- ❖ After discussion with governing body the IQAC approved the advertisement of required post with CTC as per the norms of College Code 28.
- ❖ After publication of advertisement on newspaper and other modes the Human Resources department shall receive all applications for employment and shall acknowledge receipt thereof. All applicants for employment shall be addressed to the Head of Human Resources.
- ❖ The Human Resources office shall short list all applications that meet the minimum appointment

- ❖ Requirements as advertised and then call the candidate for an interview for first round of screening. The interview could be either a personal interview or an online interview (for the outstation candidate).
- ❖ The Principal & HODs, in consultation with the Head of Human Resources, shall draw up the shortlisted candidates for interview.
- ❖ The interview at college level is conducted in three stages first demo round, second round is panel interview & then final round of interview with management.
- ❖ The first round of interview for teaching staff is a demo round on which candidate must prepared 15min Lecture & PPT Presentation on required subject on online or offline mode.
- ❖ The selected candidate of first round will be move on to the Second round of interview with the higher Authorities and there after final round with Management on online or offline mode at college level.
- ❖ As per the University Norms the teaching staff must appear in College Code-28 interview & get selected to work as Assistant Professor in any college. The committee of College Code – 28 interview is appointed by university on the selection of candidate the selection letters are issued by the university to governing body which are further opened in offices meeting & post it the appointment letter is issued to candidate by the HR department.
- ❖ IIL shall bear subsistence and travel expenses of shortlisted candidates from places other than the duty station (if applicable). A summary of the interviews shall be prepared by the Head of Human Resources and kept for record purposes (for a group).
- ❖ The Head of Human Resources shall ensure that a reference check on shortlisted candidates is done, and then offer employment in consultation with the IQAC and Chairman to the selected candidate who upon acceptance shall be followed by an appointment letter signed by the Chairman.
- ❖ One the joining date , joining letter is signed by the new joining , a short orientation is given to the new joiner & then the candidate is landed to concern department..

Employment Interview Panel

The Employment Interview Panel shall be provided with the ground rules and procedures for interviewing (by the Human Resource Department) prior to the actual commencement of interviews. The constitution of the Panel for first round shall be as under:

- HOD
- Senior Faculty Members.
- Subject Expert
- HR Officer, HR Department
- Panel for final Round –
 - Director & Dean
 - Executive Director Administration
 - Chief Administration Authority
 - External Subject Expert
 - Principal/ Immediate Authority

Appointment and Agreement

All staff will be appointed as per rules of BCI, DAVV, UGC Norms and Service Rules of IIL. That employee shall strictly comply with the rules, regulations, norms and provisions of all Statutory Authorities like UGC, Bar Council of India, Devi Ahilya Vishwa Vidyalaya (DAVV), and State Government etc.

- ❖ All the applicants who are selected and appointed shall submit their original certificates and Xerox copies of Aadhaar Card/Passport and PAN Card & other documents to the HR department at the time of joining duty.
- ❖ The Governing Body shall have the right to terminate the appointment of a new incumbent, if the qualification and the certificates are found to be not in accordance with recognition of UGC.

Identity Proofs

Along with the original certificates, an employee shall submit in the office a set of documents as under:

- ❖ Testimonials (Academic Certificate)
- ❖ PAN Card
- ❖ Aadhaar Card
- ❖ 4 Passport Size Photographs
- ❖ Bank Details

Joining Letter

The selected candidates, on accepting the Appointment order, shall enter into an agreement in the prescribed form with the Institution and sign on the Service Rules, and a copy shall be preserved in the office & sign the joining letter & receive the appointment letter after probation period.

Job Description (JD)

On appointment, an employee shall be given a job description. This shall specify the scope and terms of reference for their position. Each member of staff is expected to devote their time and attention to their work and not engage in activities that may conflict with IIL or negatively affect their performance. Job Descriptions shall be reviewed yearly.

Probation

Employee will remain on probation for the period of three months and their services can be terminated by the Management if performance is not found satisfactory during this period.

Duration of employment:

Unless otherwise stated, employment for all staff shall be on a permanent basis subject to the satisfactory completion of the probation period. In case of Part Time faculty, term of employment gets renewed after every one year on the basis of their performance.

Personal Data:

Employee shall furnish Attested Copies of all Educational Qualification, Certificates and other documents which make eligible to become Asst. Professor, Associate Professor or Professor at Indore Institute of Law.

Leave Policy:

Leave Policy will be applicable only after completion of 3 months of continuous service from the date of joining, subjected to the joining date will be from the 1st to 5th of the month.

Induction:

All new staff shall undergo Staff Compliances formality by the HOD of IIL in case of teaching Staff and in case of Non- Teaching Staff or allied staff, by any other competent authority to assist them in the process of becoming integrated into the institutions.

Orientation:

When a new employee joins the institute, a proper orientation is given to him/her. In order to facilitate their understanding about the system of the institute a few reading materials along with certain PPTs is given. Apart from this, their formal introduction is done with the other staff of the institute.



Approved By Chairperson:
IQAC



Mr. Akshay Kanti Bam

Chairman

Indore Institute of Law

Chairman

Indore Institute of Law

INDORE (M.P.)



Prof. (Dr.) Manpreet Kaur Rajpal
Dean

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Appraisal Policy for Teaching and Non-Teaching Staff

(Academic Session – 2022 - 23)

For any education institution to stand and shine, the most pivotal role is played by its hardworking and always motivated staff. Staff is the backbone of the institution in order to achieve its goals as per its vision and mission. Here at Indore Institute of Law we have very transparent and highly motivating performance appraisal policy both for Teaching and Non-Teaching Staff. Performance appraisal is necessary for an institute as it provides job satisfaction amongst the staff members and which ultimately leads to a higher rate of retention. The appraisal to the higher positions is given based on legitimacy and execution subject to satisfaction of qualification rules according to the UGC standards. We consider performance appraisal as one of the most significant & critical functions of staffing in management and also as a major function of human resource management, escalating human values that aim at controlling the staff and inculcating quality of being responsible citizens and good human beings also. The parameters on which the institute's staff is assessed depicts decentralization also as the students, faculty, HOD, Principal, Dean, IQAC, and The Management and Governing Body put all their sincere efforts to carry out the responsibilities of appraisal in developing the appraisal policies, amending the appraisal rules, making disciplinary rules of appraisal, pay awards rules etc. in full swing.

Objectives of Employee Appraisal Policy

The employee appraisal is undertaken with following objectives:

- ❖ To motivate employees to reflect about their potential and to carry out their duties more effectively.
- ❖ To provide judgment to support promotions, demotions, transfers, confirmation or termination.
- ❖ To provide feedback to staff about their behavior, attitudes, skills or subject-expertise.
- ❖ To recognize the achievements of employees and help them to identify ways of improving their knowledge, skills, attitudes and ultimately performance.
- ❖ To assist employees in their professional development and career planning.
- ❖ To reinforce the intellectual asset base of the institution;
- ❖ To create trust among the employees regarding the performance appraisal system of the institute;
- ❖ To direct employees on the manner to reinforce their expertise;
- ❖ To make sure that performance evaluation is carried out in a manner that is fair and unbiased and it is undertaken regularly.

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Appraisal Policy of Teaching Staff at Indore Institute of Law

The teacher, as a good human being and teacher as performer, is also one of the mandatory assessments at IIL. Staff's performance is appraised through his/her implementation of innovative methodologies in classroom lectures, seminars, tutorials, course delivery, question paper setting and evaluation, updating of materials etc. Besides, students' feedback and pass percentage of the course are also reckoned. Appraisal of IIL involves financial support to the faculty that is rendered with the motive to enhance or upgrade their knowledge through their participation in conferences, workshops; publications, journals, book publication, sponsored projects consultancy, research supervision, awards, honours, fellowships etc. Here at IIL, an individual's personality is not suppressed and at the same time, the goals of institution are achieved.

The IIL's parameters on which a Teaching Staff is assessed are professional development, research projects and initiatives, self-confidence, punctuality, subject command and preparedness, class control, rapport with students, delivery and effective communication.

Purpose of Appraisal of Teaching Staff:

Performance Appraisal is carried out for teachers with the purpose of assisting them in their Professional Development and Career Planning. The policy of the institute motivates the faculty to reflect about their potential and to carry out their duties more effectively. Further, this procedure also helps the institute to recognise the achievements of teachers and help them to identify ways of improving their knowledge, skills, aptitude and ultimately performance. Therefore, the policy would be utilized as an effective tool to align with Institutional Vision and Mission and to enhance the quality of education to facilitate growth, development, efficiency and effectiveness of learning process in the institution.

Grade Appraisal:

The grade appraisal of the faculty depends upon their educational qualifications, research commitment, and some other crucial accomplishments according to the following rules:

- ❖ From Assistant Professor to Associate Professor, an employee should have least 8 years of showing experience with Ph.D and from Associate Professor to Professor, qualification standards is least 10 years of showing experience with Ph.D. is required.
- ❖ He/She should have a post graduate degree of examination taken in his/her area of specialization and should have qualified National Eligibility Test (NET).
- ❖ Apart from extensive teaching experience he/she must have contributed significantly for the all-round development of the Institute.
- ❖ He/She must have high level of research contribution in his/ her area of specialization.

Procedure and Criterion of Performance Appraisal:

The appraisal of the teaching staff involves a delegated, decentralised and a transparent procedure. It is usually carried-on on a yearly basis but in case the staff member acquires any additional qualification like NET qualification, PhD award etc., then immediate appraisal is given. The teaching staff is evaluated using the following parameters:

S. no	Parameter	Weightage
1.	Self-Assessment of the Faculty	100
2.	Result of University Examinations of the Subjects Taught By The Faculty	25
3.	Student's Feedback About The Classroom Teaching	25
4.	Feedback of Concerned HOD	25
5.	Final Evaluation by Principal	25
	Total Points	200

Parameter-1: Self-Assessment of the Faculty

A self-appraisal form (attached in **Annexure**) is given to the faculty in order to start the process of appraisal. The form is prepared in a qualitative format to make the process of appraisal more objective, detailed and transparent. Following is the criterion upon which evaluation is being done:

Sr. No.	Criteria
1.	Research Degree awarded
2.	Refresher/ orientation or any other course
3.	Research paper, books, chapters and other publications
4.	Contribution in Curriculum Development as per NEP 2020
5.	Any study material Developed as per ICT/MOOC or any private university
6.	Research Guidance
7.	Any project undertaking
8.	Patent/ copy right
9.	Consultancies
10.	Invited as guest lecturer, chairman, resource person
11.	Convener, Co-convener, member of committee, award, fellowship, membership
12.	Academic pedagogy & innovation
13.	Engagement in any Extension and Outreach Activities
14.	Engagement in co-curricular activities
15.	Mentorship of students
16.	Administrative Duties (if any)

The maximum score of a self-evaluation form is 100 points. The faculty fills up this form and submit it with Human Resources Manager. The HR Manager then sends the form to the respective Head of Department for further assessment and verification of documents submitted by the faculty. In this file the HOD also attaches the results in university exams of the students who were being taught by the concerned faculty, feedback of the faculty given by students and also mention its own feedback about the faculty.

Parameter-2: Result of University Examinations of the Subjects Taught By the Faculty

Every semester, following the announcement of university examination results, a result analysis is performed. The parameter of university results of the subject's faculty has taught is assigned a weightage of 25 points in the appraisal system. The benchmarks for results are determined after careful examination of the trends in the results.

Parameter-3: Student's Feedback about the Classroom Teaching

In each semester, student feedback is taken via Google form (online System) for all subjects teaching faculty by the University & Exam Cell. Students are informed about the questionnaire before start of the feedback. The parameters of student feedback will carry 25 points in appraisal system. On the basis of following pointers feedbacks are given by the students:

Sr. No.	Criteria
1.	Subject Knowledge
2.	Art of Delivery (Communication skills, Self-confidence, Teaching the subject matter, etc.)
3.	Use of Reference (Books & Journals)
4.	Use of Practical Examples / Case Studies
5.	Did the faculty provide course material properly (PPT, reference books, etc?)
6.	Doubt Clearing Ability
7.	Did the faculty motivate to use legal search engines available in the library
8.	Punctuality of the faculty
9.	Course Completion Status
10.	Mentorship guidance related to research & career counseling

In this form the faculty are rated on a scale of 1 to 5, where 1 is for very poor, 2 for bad, 3 for average 4 is for good and 5 is for excellent. These feedback forms are collected and analyzed by University & Examination Cell and attached in the file of appraisal.

Parameter-4: Feedback of Concerned HOD

When the HR Manager sends the Self-Assessment Form to the concerned HOD for further assessment and verification of documents submitted by the faculty, the HOD does the needful and adds its own remarks and feedback in regard of that faculty. The feedback of concerned HOD has a weightage of 25 marks in the appraisal system. This file gets finally submitted to the Principal of the Institute.

Parameter-5: Final Evaluation by the Principal

After the HOD submits this file to the Principal of the Institute, the Principal makes the assessment and give his feedbacks to the Dean of the institute. The Principal is expected to review thoroughly the job requirements, the teacher's strengths, accomplishments and areas of improvement and he should also focus on job performance and related factors, not personality factors of the faculty being assessed.

The final evaluation of the faculty is done by the Principal. This parameter has a weightage of 25 points. At every stage it is made sure that the whole process is fair and unbiased.

Note: Final Approval by the IQAC and Dean

The Dean ensures that the focus on the faculty is without any prejudice. The Dean in a meeting with IQAC (sanctioning and fund releasing body) decides as per the points earned by the faculty

how much appraisal is to be given. While making this decision the feedbacks and remarks of Principal, HOD and students are taken into consideration. Also, a Faculty Feedback Form on the syllabus of the university, which is filled by all the faculties annually, is taken into consideration. On the basis of this final appraisal of the Staff Member is done after discussing it with him/her.

Appraisal Policy of Non-Teaching Staff at Indore Institute of Law

One of the most essential factors that impact the overall performance of an Institute is the Non-Teaching Staff and their contribution to the overall growth in the Institution. To maintain the standards of an organization and set its pace among the top, every Institute has to thrive for quality output which is gained only through a rigorous effort by analysing the performance standards of every employee.

The quality of education is also primarily determined by the competences, skills, and abilities along with motivation of non-teaching staff. The staff appraisal is evaluation of their performance on measurable parameters. The staff is made aware of these parameters beforehand (either before commencement of the session or at the time of their joining, whatever the circumstances may be).

Purpose of Appraisal of Non-Teaching Staff:

This policy sets out the framework for a transparent and consistent assessment of the overall performance of non-teaching staff for supporting their development within the scope of the institution. The main purpose of appraisal is to help them for their professional growth and development and motivate them to carry out their duties more effectively and also for ensuring job satisfaction which leads to higher retention rate.

In short, it would be utilized as a tool to facilitate growth, development, efficiency and effectiveness of the administration and facility management process in the institution.

Procedure and Criterion:

Non-teaching staff of the institute is evaluated using various set of rules under the following criterion:

Serial no.	Criteria
1.	Performance evaluation forms
2.	Recognizing job responsibilities
3.	Documentation
4.	Capability to deal with critical issues and resolve them quickly
5.	Willingness to learn new skills, methods, and processes
6.	Capability to multitask
7.	Consistency and punctuality
8.	Student service quality
9.	Interpersonal abilities, cooperation, and collaboration
10.	Goal planning, organization, and achievement
11.	Problem identification and resolution
12.	Job knowledge and skills
13.	Organisation and management of events
14.	Leadership and teamwork


The appraisal of non-teaching is normally done annually. Appraisal procedure is started with an application made by the staff to the Head Admin to evaluate his yearly performance. In that application the staff member mentions any new qualifications taken, additional diploma/degree/certification courses done by him/her or any other skills acquired by them to enhance their expertise. After this the Head Admin has a duty to review and assess the performance of such staff member subordinate to him on the basis of the data gathered through a Performance Appraisal form. The Head Admin forwards this file of application along with the performance data gathered by him to the Human Resources Manager, so that the HR manager could arrange a meeting with in this regard with the Dean and Head of the concerned department or cell of the institute. In this file the Head Admin mentions his evaluation of the performance of the employee and also mentions a proposed/ tentative increment.

The Dean and Head of the concerned department or cell of the institution then make an evaluation of the feedbacks of performance in a meeting with the Executive Director. They give their remark and feedbacks on the performance of the staff member. This evaluation is then forwarded to the Chairman of the institute for final approval and annual appraisal of non-teaching staff is being done.

Appraisal of 3rd and 4th Category Employees:

The procedure of appraisal of 3rd and 4th grade employees starts by making an application to the Executive Director. The Executive Director, on receiving such application by the employee, evaluates and analyzes his/her performance. He then forwards this application, along with his remarks, feedback and proposed increment to the Chairman of the Institute for final approval.


 Approved by
 IQAC
 Chairperson, IQAC
 Indore Institute of Law


 Mr. Akshay Kanti Bam
 Chairman
 Indore Institute of Law
 Chairman
 Indore Institute of Law
 INDORE (M.P.)

INDORE INSTITUTE OF LAWTM

(Affiliated to DAVV and Bar Council of India, New Delhi)



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No. .

Date :

POLICY FOR GRIEVANCE REDRESSAL

(Academic session 2022-23 :)

Indore Institute of Law is firm believer of the fact that for all round development of an individual it is very important to realize their primary needs and secure their civil liberties. The Grievance Redressal Mechanism of the institute addresses any grievances related to physical or mental harassment, complaints regarding class room teaching, class room management, completion of syllabus, teaching methodology, infrastructure maintenance and upgradation, etc. if and when they arise.

Objectives of Grievance Redressal Mechanism

The Grievance Redressal Mechanism is prepared to provide responsive, accountable and easily accessible machinery for settlement of grievances and to take measures in the college undertakings to ensure expeditious settlement of grievances of Students and Staff in order to maintain a harmonious educational atmosphere in the institute. The objective of this mechanism is to deal with the complex situations in a tactful manner to lessen the condition felt to be oppressive or dissatisfied. The institute encourages the Students and the Staff to express their grievances / problems freely and frankly, without any fear of being victimized. The intention of formulating this mechanism is to support, those who have been deprived of the services offered by the College, for which he/she is entitled and also to develop an organisational framework to resolve grievances of students and other stakeholders

Grievance Redressal Mechanism

In this process the Student and Staff Grievance Redressal Committees play pivotal in channelizing the complaints made by students or staff. In redressing the grievance or complaint of any students or staff following committees/cells/societies are also involved taking into consideration the nature of complaint:

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1. Anti-Ragging Committee

Anti-Ragging Committee ensures compliance with the provisions of Regulations as well as the provisions of any law for the time being in force concerning ragging. Ensures the compliances of the order of Supreme Court of India and Notifications of University Grants Commission (UGC), and also monitors and oversees the performance of the Anti-Ragging Squad.

2. Anti-Sexual Harassment Committee

As per the guidelines of UGC, BCI, DAVV (the Affiliating University) and the Supreme Court an Anti-Sexual Harassment Committee has been established by IIL to provide a healthy and congenial atmosphere for the staff and students of the College. The committee has well-developed guidelines and norms for a policy to uphold zero tolerance towards sexual harassment. The college has entrusted the task of developing principles and procedures for combating sexual harassment to this committee. The committee promotes measures aimed at achieving gender equality, removal of gender bias or discrimination, sexual harassment, and other acts of gender-based violence by organizing awareness programs and campaigns for the benefit of all members of the College.

3. Student Grievances Redressal Committee

The Committee attempts to address unpretentious problems and complaints of students of varied nature like internal or viva marks wrongly filled, attendance related issues etc. It assures students that once a complaint is made, it will be treated with sensitivity and confidentiality. For gender sensitization the institution has a setup of "*She-Box*". Students of the institute are motivated to use the suggestion boxes placed at various places to express constructive suggestions and grievances. They may also approach the members of the cell or any of their other teachers as is comfortable to them. Complaint received via "*She-Box*" is treated with utmost anonymity and the sensitivity of the issue is acknowledged and addressed.

4. Staff Grievances Redressal Committee

This committee is developed with the objective to provide the employees an easy and readily accessible mechanism for prompt disposal of their day-to-day grievances. The committee provides for the grievance redressal procedure and looks after the complaints affecting one or more individual staff in respect of their salary, promotion, work assignment, leave, training, working hours, etc.

5. Staff & Student Welfare Committee

The objective of the Staff & Student Welfare Committee is to keenly listen, communicate and recognize Student/Staff needs based on a foundation of the organization, faith, reason, service and community. The Committee ensures that the student/staff are deeply connected to the range of Institutional issues contributing to the success of organization while supporting and enhancing the growth, welfare, and best interests of staff through productive leadership. The Student Welfare Committee is responsible for developing, reviewing, and evaluating plans and setting directions for student affairs in accordance with the vision, mission and strategic plan of the institute.

6. Hostel Welfare Committee

The Committee's prominent goal is to maintain law and order in the Hostel premises and mobilize the day-to-day requirement of Hostel, Mess and Cafeteria. This committee looks after the issues

arising in hostel related to quality of food, amenities prevailing like hot water, Air conditioner, internet accessibility, hygiene, good, round the clock security, ambulance service, night security and dog squad, camera surveillance etc.

7. **Disciplinary Society**

The primary objectives of the Disciplinary Society lie behind the edge mark it creates among the students that are to maintain discipline and to regulate the conduct of students, conducting events all indoor and outdoor and maintaining the records of the same. The class representatives directly work with the management through assisting their batch coordinators in managing the affairs of their batch. Disciplinary Society is a common body for the students of the law & management studies.

8. **Internal Complaint Committee**

The committee is made for mentoring complaints of any nature apart from ragging and sexual harassment. The motto of the committee is to resolve any problems arising in the campus relating to Hostel, Mess, any smoking or liquor consumption related problems, etc. This committee take care of all their need and problems faced in institution.

9. **Conduct Surveillance Committee**

The pioneer aim of the committee is to provide 360-degree security and to maintain Code of Conduct in the campus. As the name suggests, they act as the disciplinary body of the institution where students themselves in aid with Teaching and Administrative staff, monitor and regulate the conducts through their elected representatives. They observe the conduct of the students in the campus and report it to the Internal Complaint and Discipline Society to take appropriate actions.

Other than these Committees/ Societies there are various other ways to raise a grievance, these are as under:

1. **Complaint Box**

Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized is the major objective of complaint box. Complaint Box is installed in which the students, who want to remain anonymous, put in writing their grievances and their suggestions for improvement of the Academics / Administration in the College.

2. **RTI Officer**

Institutional Public Information Officer is the RTI Officer. The objective behind this institution is to dispense information requested either by the staff or by the students. Any query related to academics, examination, internal, crash course, Transfer Certificate, etc. is dispensed by the Officer in due time. The details of the RTI Officer are provided on the website of the Institution as well on the notice boards available in various blocks of the Institution's campus.

3. **Mentor-Mentee Program**

The program offers Faculty member as a mentor for students, who under the supervision of the assigned mentor aims at acing academics, alongside boost skills and confidence. Each student has been allotted a mentor and the mentor has chalked-out responsibilities to take care of all the mentees and to always support them as and when required. In case a student has any

grievance, whether relating to academics or in case of need of any personal counselling, he/she can directly contact the mentor. The mentor guides the student and try to solve the problem at the grass root level. If it cannot be done, then the complaint is forwarded to the concerned committee.

4. Peer Scholar Program

Peer Scholar Program is where a senior student of is assigned as peer to junior students to better-off academic performance and also to provide emotional support at the time of need. In case of any grievance the students can seek help of their respective scholar and it is the duty of the scholar to solve the reported grievance at personal level or to report it to the concerned committee.

Process:

1. The student may make a complaint regarding his/her grievance to his/her batch coordinator or to mentor. He/she can also do it via email or through complaint box. These complaint boxes are duly checked by the Student Grievance Redressal Committee.
2. A complaint made to batch coordinator or mentor is forwarded to the Student and Staff Grievance Redressal Committee.
3. In case any staff member has any grievance he/she may make complaint directly to the Staff Grievance Redressal Committee via email, directly in person or via an application to the committee
4. The Student and Staff Grievance Redressal Committees analyze the nature of the complaint and in case the matter is of their jurisdiction then it follows a proper procedure of investigation and enquiry to speedily resolve the grievance and forward the report to the Principal of the Institute. In case the complaint or the grievance falls out of the jurisdiction of the Student and Staff Grievance Redressal Committees, it forwards it to the concerned committee.
5. The concerned committee takes action, makes a report and send it to the Principal of the Institute.
6. Finally, the report is undersigned by the Principal of the Institute, taking into consideration the action taken by the committee. The Principal is free to give suggestions on the remedy to be provided to the aggrieved.
7. If the complainant is a Teaching Staff member, then the Action Taken Report is submitted with the Principal of the Institute and if the complainant is a non-Teaching staff member the report is then forwarded to the Executive Director.



Approved By Chairperson:
IQAC



Mr. Akshay Kanti Bam
Chairman
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No. ...

HR LEAVE POLICY

Date :

(Academic session 2022-23!)

General Leaves Rules:

- ❖ The HR Leave Policy is applicable from 1st July to 30th June every year. All the leave must be availed during the period of twelve months only as there is no provision of Earned Leaves or Carry Forward Leaves for next consequent duration.
- ❖ In case of new joining, 03 months continues service of the employee in the Institute/ college is necessary for availing leave facility. If anyone leaves the job prior to three months, then salary amount of the leave period already availed by the employee, shall be deducted from his/her deposit.
- ❖ Any employee joining the institute within first five days of the month will avail the leave benefits in 4th month of his/ her joining and any one joining after fifth day of the month will avail the leave benefits in 5th month of his/ her joining.
- ❖ Only 01 Casual leave and 02 Medical leave or 02 Casual leave and 01 Medical leave can be availed together in a month and more leaves than this can be availed in rare cases only.

Casual Leaves Rules:

- ❖ Casual leave will only be applicable after completing **3 months** continues service and it cannot be availed for more than two consecutive days **without suffix or prefix holiday**.
- ❖ Casual leave is only permissible if attendance is not less than 20 working days in a month.
- ❖ In a month in a combination maximum 3 ML, CL can be availed.

Medical Leaves Rules:

- ❖ Medical Leave cannot be availed for more than 3 consecutive days in a month except in rarest of rare case.
- ❖ In first six month maximum 7 Medical leaves can be availed and in next six months 7 leaves can be availed.
- ❖ In a month in a combination maximum 3 CL, ML can be availed.

Optional Leaves Rules:

- ❖ There is also a provision of 03 Optional Leaves which can be obtained on any occasion.

Semester Break Rules:

- ❖ Two Semester Break of 10 days each are given in an academic year.
- ❖ Any employee completed his/ her probation period in regularity is eligible to avail semester break

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on time in two spells as per the slot of break provided by the department.

Suffix- Prefix Leave Rules and Sandwich Leave Rules:

- ❖ Employee's three days salary will be deducted if he/ she take or apply leave a day prior (Prefix) and a day after (Suffix) at the weekend (Sunday) or any other holiday like, anyone has applied leave for Saturday and Monday then in this case his/ her Sunday salary will even be deducted (Sandwich is created).
- ❖ The month in which first day is the holiday or continuous holidays are there, then it will only have a Suffix Day available, so a leave or suffix day will cause salary deduction of all the holidays.
- ❖ The month in which last day is a holiday or continuous holidays are their till last day of the month then it will only have Prefix Day available, so a leave on such prefix day will cause deduction of salary of all the holidays.

Half Day Rules:

- ❖ The provision of half day is available for second half of the day as first half cannot be availed as half day.

Departmental Leaves Rules (IIL):

- ❖ Leave needed to be sanctioned/ approved from the end of Principal only; after the HODs have given **contented remark** on the absence of the employee, for the same day(s) on the leave application.
- ❖ Abrupt or Unsanctioned Leaves will be considered as **Leave without Pay (LWP)** for the day or more days in the same month. (None of the CL, ML, OL and Compensatory off will be availed by the employee for the same day(s)).
- ❖ Stretching or extending of any approved leave without prior sanctioned approval or in absence of any inform on the employees status will result in; the punishable deduction of **two days salary or more** if taken in the same month.

Maternity/Paternity leave:

- ❖ There shall be three months Maternity Leave & 1 month Paternity Leave with pay, for all permanent teaching, non-teaching and contingent staff.

Note: Maternity Leave with pay is limited for two children only.

Special Leave:

- ❖ One day optional leave on KarwaChauth for female faculties.
- ❖ One day optional leave on Hartalika Teej for female faculties.
- ❖ Half day leave for Faculties for their ward's Parents Teachers Meet.
- ❖ Half day leave for faculties for Vaccination of their child up to 1 year of age.

Academic Leave -

- ❖ One month leave on completion of **Ten Years** of uninterrupted services.
- ❖ 15 days leave on completion of **Five Years** of uninterrupted services.
- ❖ 10 days paid leave for attending Ph.D Viva, Conference, Workshop, Seminar etc.. .

Sabbatical Leave :

Sabbatical leave provides a facility to the faculty of institute where an individual can undergo special training/further education or for enhancement of skill/knowledge.

Sabbatical Leave can be avail by the following faculty member who:

- ❖ Have worked at IIL for at least three years.

- ❖ Have a valid reason or need for the leave, and have discussed and obtained the approval from Dean & Chairman of the Institution.
- ❖ Give application at least three months in advance and commit to continue with IIL for at least one year after returning from sabbatical leave.
- ❖ Faculty cannot exceed the limit of sabbatical leave.
- ❖ Faculty has to willing to follow the terms and conditions of the sabbatical leave.



Approved By Chairperson:
IQAC



Mr. Akshay Kanti Bam
Chairman
Indore Institute of Law
Chairman
Indore Institute of Law
INDORE (M.P.)



Prof. (Dr.) Manpreet Kaur Rajpal
Dean

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No.

Staff Welfare Policy

Date :

(Academic session 2022 - 23)

The Indore Institute of Law gives foremost importance to its staff's welfare. The employee who feels appreciated will further be more prolific, efficient, comfortable and satisfied towards higher productivity to revamp the quality of performance which helps to fortify and hone the institute and its employees as well. IIL pays heed differently on the various Employee Welfare Programs on the basis of the need and priorities of the employees.

Aims and Objectives of Welfare Measures Policy

The aim or object of welfare policy of IIL is partly humanitarian to enable the employees to enjoy a fuller and richer life and partly economic to improve quality of the workers and also partly civic to develop amongst them a sense of responsibility and dignity and thus make them worthy citizens of the nation as well.

- To develop an efficient, healthy, loyal and satisfied workforce for the organization.
- To boost the morale of the employees and build employee's trust in employer.
- To build a competitive torrent.
- To make employees responsible citizens and good human beings.

Salary & Appraisal

- ❖ Salary is provided as per the UGC scale to full time teaching staff.
- ❖ The IIL has a 360-degree performance based **Annual Appraisal System (PBAS)** for both teaching & non-teaching staff.
- ❖ Employee salaries are promptly and timely paid by directly crediting to their respective ICICI bank accounts at the beginning of every month.
- ❖ Pay slip will be provided by the account department on monthly basis.
- ❖ Indore Institute of Law provides appraisal of Rs. 10000/- for PhD Qualification (Notification/Degree Awarded) & Rs 5000/- for NET Qualification (Certificate Awarded).

Employment Benefits

- ❖ Employee Provident Fund (EPF) is provided for the eligible staff by contribution of both Employer and employee every month as per the norms of the Government of India.
- ❖ Gift hampers/Bonus on occasion of Diwali to all the staff members.

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- ❖ The (drivers/conductor) and other III/IV grade employees given ex-gratia payment that is 1 month of basic salary as a bonus during Diwali.
- ❖ Tie-up with ICICI Bank for compensatory **Accident Death Insurance** of 2 lakh rupees & for **Air Accident** of 5 lakh rupees will be provided to the staff members.
- ❖ In the event of the **Death Loss** of an employee of non teaching staff during his/her service at the Institution, the dependent of the employee will be considered for employment.
- ❖ Tie up with ICICI salary bank account so that staff members can availed Overdraft & Credit Card facility at any time.
- ❖ Staff members are covered under Provident Fund. The staff covered under the Provident Fund Scheme is eligible for Family Pension subject to the rules of the Provident Fund.
- ❖ Staff members who are exempted under this Act are also covered under the P.F.
- ❖ For Non-teaching Technical and Admin Staff - Employees State Insurance benefit (ESI) is covered for those employees who are coming under the purview of the ESI Act, 1948.
- ❖ The ESI benefits include medical benefit, Sickness benefit, Maternity benefit; Disablement benefit, Dependents benefit, funeral expenses and other benefits are also provided to the staff.

Financial Assistance

- ❖ IIL dispenses **Financial Assistance** that is provided to faculty to participate in vivid training programs, seminars, workshops, conferences, certification courses and publication of books, as per the norms that IQAC already approves in Financial Assistance Policy.
- ❖ **100% Fee concession** to economically weaker staff and IV Grade employees.
- ❖ **100% Fees concession** for teaching staff if they opt any program run by the institute.
- ❖ Institute offers **admissions to the staff's ward** on priority basis and provide fee concession as per the discretion of management.
- ❖ Indore Institute of Law provides zero interest advance facilities to its teaching and non-teaching staff. Minimum 1 lakh rupees in a year can be availed by non teaching staff and for teaching staff as per grade and discretion of management.
- ❖ **Emergency loans** are given to employees for medical emergencies and on other occasions as well.
- ❖ Rs. 5,000/- is given as ex-gratia death relief payment to the staff (depending upon the category) in the event of the death of their parents, spouse or children. In case of the death of an employee, the Institution takes care of a sizeable portion of the expenses for funeral, etc.
- ❖ **Financial Assistance** for medical purpose to staff members from "SMT. NIRMLA DEVI BAM Scheme".

Institutional Support facilities

ICT –

- ❖ **Internet and free Wi-Fi** facilities are also available in campus for staff.
- ❖ Institute provides **Canteen Facility** at subsidized rates to its employees.
- ❖ Having well equipped and well-structured **Computer Lab** facility for student & staff.
- ❖ Institution has latest and free **laptop and desktop** facilities for the staff.
- ❖ The facility of **ERP system** by IIL enables smooth task flow between and across departments and helps in effective management of admissions, curriculum transactions, performance appraisal,

quality audits, and staff welfare management.

- ❖ **Professional Training to Staff** for use of ICT tools like MOOC, ERP, MOODLE etc.

Library Support –

- ❖ Indore Institute of Law has enriched **library**, both teaching and non-teaching staff have access to **library services**.
- ❖ Numerous online legal data base helps in quality enhancement in teaching pedagogy of teachers.

Physical Amenities –

- ❖ Institute provides **Canteen Facility** at subsidized rates to its employees.
- ❖ **Subsidized Accommodation** facility for staff member at hostel.
- ❖ Air-conditioned class rooms with projector facilities for teaching staff.
- ❖ Separate quarter is provided to the Security Guards / Campus Driver in the Institution Campus free of cost.
- ❖ Faculties are provided with Urkund & Xchecker for plagiarism research work done by students as well as for their research ever.
- ❖ A spacious and comfortable **Parking Facility** for student & staff.
- ❖ Three sets of **Stitched Uniforms** are provided to the supporting staff, marketing team and the maintenance staff per academic year.
- ❖ Indore Institute of Law provides peons for I&II Grade teaching and Non-Teaching staff.
- ❖ Free Uniform for peons.
- ❖ Special permission is granted to the staff participating in indoor or outdoor games during intercollegiate tournaments.
- ❖ The astounding **Auditorium and Conference Hall** of the Institute is made available for the staff members to present themselves comfortably.
- ❖ Air-conditioned Office rooms and fine **seating arrangement** for Staff members (Teaching and Non-teaching) to facilitate a fine milieu.
- ❖ Crèche facility for staff members.
- ❖ Lush Green gardens for conventional teaching like “Gurukul” are available.
- ❖ Free Indoor – Outdoor sports facility.
- ❖ Free membership of Indore Institute of Law gymnasium.
- ❖ Free/Subsidized food and free accommodation are provided to the Maintenance staff staying in the hostel.
- ❖ **Free transport** facility to all employees.
- ❖ Air-conditioned vehicle is provided to the HODS, Senior Faculty members from their residence to the Campus (Pick & Drop facility) .

Academic Support Facilities

- ❖ Free participation in Faculty Development Program.
- ❖ Official email ids are generated on the behalf of the institution for both teaching & non-teaching staff.
- ❖ **Travelling allowances** are provided to faculty and non-teaching staff on official duty.
- ❖ Official duty leave for attending professional training programmes.
- ❖ **Skill development** programs are organized by IIL for teaching & non- teaching staff to enhance their skills.

- ❖ Faculty exchange facility is provided.
- ❖ Faculties are registered for various training program conducted by institution.

Leave Policy

Academic Leave

- ❖ We provide each teaching faculty/Non-teaching staff **12 Casual Leave** in an academic year.
- ❖ Full time teaching faculty/Non-teaching staff gets **7 Medical Leave** in an academic year.
- ❖ **3 Optional leaves** can be availed on special occasions.
- ❖ The women employees are given 18 months **Maternity Leave** as per the rules of the institution.
- ❖ **15 days Paternity Leave** can be availed by male staff.
- ❖ **Semester Break** is of 10 days twice in a year.
- ❖ Any employee completed his/ her probation period in regularity is eligible to avail semester break on time in two spell as per the slot of break provided by the department.
- ❖ Leave for female staff for **Hartalika Teej & Karwachouth** .
- ❖ **Pregnant ladies and Lactating Mothers** are given necessary concessions in their day to day work and they also are given flexible timings as per their requirements.
- ❖ **One month** leave on completion of **Ten Years** of uninterrupted services.
- ❖ **15 days** leave on completion of **Five Years** of uninterrupted services.

Sabbatical Leave

- ❖ Sabbatical leave provides a facility to the faculty of institute where an individual can undergo special training/further education or for enhancement of skill/knowledge.
- ❖ Faculties are 100% sponsored in **National & International Conference/Seminar** visit on the basis of their performance.
- ❖ Sabbatical Leave can be availed by the following faculty member who :
 - Have worked at IIL for at least three years.
 - Have a valid reason or need for the leave, and have discussed and obtained the approval from Dean & Chairman of the institution.
 - Give application at least three months in advance and commit to continue with IIL for at least one year after returning from sabbatical leave.
 - Faculty cannot exceed the limit of sabbatical leave.
 - Faculty has to be willing to follow the terms and conditions of the sabbatical leave.

Physical & Emotional Well Being Measures

- ❖ **Free Hot/Cold Beverages** is provided to the Teaching & Administrative staff during both the sessions.
- ❖ **One pair of Shock Proof Shoes** with two pairs of socks are provided to the Electricians. Attendees /Security Guards and drivers are also given one pair of shoes and two pairs of socks.
- ❖ **Free ration** facility to III/IV grade employees.
- ❖ Teaching and Non-teaching staff represents their **grievances** to the management and seek remedies.
- ❖ **Free Medical Camp** for the teaching & non-teaching staff.
- ❖ Medical Room is available in the campus and free consultation with the doctor along with the medicines is provided to the staff and students.
- ❖ **Birthday Celebration** for both teaching & non teaching staff.

- ❖ **Retiring, fare well** to the staff members.
- ❖ Aligning with the institutional vision and mission the governing body along with IQAC, sanctions yearly budget for festival celebrations to Harmonize the spirit of oneness (Diwali, Ganesh Chatruthi, Christmas, Navratri, Mahaveer Jayanti etc.)
- ❖ **Staff picnic** is arranged every year for staff with the financial aid of the Management. The management organizes a staff trip for both teaching and non-teaching staffs once a year with financial aid. This trip allows the staffs to re-energize and refresh their minds and bodies.
- ❖ IIL organizes sponsor **National & International Tour** for staff for faculty development program and leisure activity.
- ❖ **Free Food Facility** to staff and on occasion and long hours of working like NAAC , during NACC working free breakfast , lunch & dinner are served to all members.
- ❖ Sanitary pad dispenser & incinerator is available by IIL.

Special COVID Measures

- ❖ The Indore institute of Law has dispensed grace of benevolence and taken numerous precautions during/post COVID, Which are as follows:
- ❖ The Institutional free medical checkup for the staff.
- ❖ Free vaccination drive was organized by IIL to prevent employees from Covid-19.
- ❖ Free distribution of sanitizers, masks and safety kit to staff members.
- ❖ Encouraging the workers to stay at home if they are having any symptoms of Covid-19.
- ❖ The institution did not sack a single employee out amidst pandemic. The payment of 70-80% of salary to entire staff during pandemic condition was an benevolence aid to Teaching & Non-Teaching Staff, Admin, House Keeping Staff, Warden, Gardner etc.. .
- ❖ Organized Yoga Camps and Meditation Camp to build up immunity and to relieve stress.
- ❖ Discouraged the employees from using other workers' phones, seating place desks, offices, or other work tools and equipment, when possible.
- ❖ Free Rationing facilities to financially weaker staff during pandemic.
- ❖ Promoted frequent and thorough hand washing, including wearing mask and social distancing.
- ❖ Provided quarantine centers for the Covid- 19 affected patients.
- ❖ Organized seminars to create safety awareness of Covid-19.
- ❖ Increasing the frequency of cleaning and disinfection within the work site.
- ❖ Encouraged workers to self-isolate and contact a healthcare provider.
- ❖ Arranged sanitizing hand rub dispensers in prominent places around the workplace.
- ❖ Promoted good respiratory hygiene by displaying posters in the workplace.
- ❖ A room or area is provided where someone who feels unwell or had symptoms could be safely isolated.
- ❖ Transportation facility for a Covid affected person to transfer them from the institute to a health facility.
- ❖ Social distance was highly maintained.
- ❖ Financial help was given to staff suffering from Covid 19 and paid leave of 10 days was also given.

Award & Reward for motivation

- ❖ **Awards with cash Rewards** to encourage teaching & non Teaching Staff.
- ❖ **Letter of Appreciation** with One salary bonus & one month leave for **Ten Years** of uninterrupted services.

- ❖ **Letter of Appreciation** with cash reward in completion of **Five Years** of uninterrupted services.
- ❖ Institute felicitates all teaching staff on '**Teachers' Day, Guru Purnima** with various awards like
 - **Best Faculty**
 - **Best Batch Co-ordinator**
 - **Best HOD**
 - **Best Student Society Co-ordinator**
 - **Most Popular Faculty**
 - **Best Mentor**
 - **Best Academic Co-ordinator**
 - **Best Student Support Body**
 - **Best performer of the Year**



Approved By Chairperson:
IQAC



Mr. Akshay Kanti Bam
Chairman
Indore Institute of Law
Chairman
Indore Institute of Law
INDORE (M.P.)



Prof. (Dr.) Manpreet Kaur Rajpal
Dean

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RESEARCH POLICY

Date : / /

This policy is applicable for Icon Education Society, Indore including IIL, IIM and INC

ICON Education Society always believes in developing educational & research culture in the organization. Research is the foundation of knowledge that brings new energy. So, we are introducing the Research Policy to achieve excellence in the field of research & to contribute to the Teachers Progression & Professional Development.

- A. **Purpose:** The purpose for implementation of this policy is to enhance the professional skills of our employees as per accredited bodies, their knowledge development & to motivate our employees for new learning & innovation in the research field.
- B. **Objective:**
- ❖ To nurture Research Culture in our organization.
 - ❖ To provide financial assistance for publication of Research Papers and Research findings.
 - ❖ To draw attention towards Research work & Research Project.
 - ❖ To develop our employees so as they get practical expertise at National & International level via Conference /Seminar/ Webinar/ Workshop.
 - ❖ To bring awareness about current research scenario in the field of Legal, Management & Nursing.
 - ❖ To mentor our employees under expertise guidance via FDP, Short Term Courses, Refresher Courses etc.
- C. **Scope:** This policy is applicable to faculty member who has completed three months with the organization at Icon Education Society.
- D. **Effective Date:** This policy shall come into force on 01st January 2019 or for new joining from DOJ.
- E. **Policy & Guidelines**

1. Undertaking Research:

a. **Mandatory** - Every faculty has to publish three research papers during particular year in UGC CARE or Scopus or any recognized peer reviewed journal.

b. **Optional** - Every faculty can attend three Conferences /Seminar/Webinar /FDP/Workshop as per the standard norms of UGC/AICTE/DAVV/INC/NAAC/ Higher Education/Regulatory Bodies.

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2. Impact on Appraisal: Research output will be considered as mandatory criteria for annual appraisal and promotion along with other academic responsibilities.

3. Academic Honesty and Authentic Research Work: Each faculty shall follow academic honesty in his/her Research Work to gain authentic and fruitful outcome for the organizational benefits & they have to follow Plagiarism Policy as prescribed by the UGC.

4. Rewards & Recognition: Rewards under policy are as follows:

S No.	Norms	Reward (One Time)
a)	Publication of research paper under UGC CARE or Scopus or any recognized peer reviewed journal	Maximum Rs.5000/- p.a. for one research paper & Maximum Rs. 10000/- p.a. for three research papers.
b)	Participation in Conference/ Seminar/ Webinar/ FDP/Workshop as per standard norms of UGC/ AICTE/DAVV/INC/NAAC/ Higher Education/ Regulatory Bodies.	Rs. 2000/- p.a. or actual amount whichever is less (Registration Amount Only)
c)	Any additional certification, National/International, Summer/Winter Course/Program	Rs. 3000/- or at the discretion of Management & IQAC.
d)	NET Qualification (Certificate Awarded)	Rs. 5000/-
e)	PhD Qualification (Notification/Degree Awarded)	Rs. 10000/-
f)	International Award Recognition/ Membership in Academic bodies	Rs. 5100/-
g)	Publication of Book under Recognized Publisher	Rs.11000/- for one book in a year as per discretion of management (Employee Eligibility: Published after completion of one year of service in the Institute)
h)	To attend Ph. D Viva (Final Viva)	One Day Academic leave shall be granted.
i)	Any other Extra Ordinary Professional Development activity	As per the discretion of Management & IQAC.

5. Reimbursement of Reward: The reward for particular norm shall be paid along with particular month salary. This is the responsibility of concern faculty to provide evidential support within the timeframe of one month. Reward recognition will not be carried forward for the next Academic Year. For financial support in case of conference/Workshop/FDP etc the college reimburses the money to Group coordinator approved by the IQAC Director/Dean/Principal.

6. Permission for Particular Norm: The permission for particular Research/Conference/Seminar /Webinar/ FDP/Workshop shall be taken from the Director/Dean/Principal/HOD of respective college in written form along with supporting documents like Invitation of that particular place & Brochure & faculty is responsible to attend the same as per given schedule.

7. Record Management Responsibility:

- Record file of Research work for particular employee shall be maintained by concern college Director/Dean/Principal/HOD.
- Published copy of research paper, Brochure & all relevant records pertaining to particular Research/Conference Proceedings/Seminar/Webinar/FDP/Workshop required to be submitted by employee in two copies at the end of the particular month to the Director/Dean/Principal/HOD along with participation certificate & photograph of employee (self) at that particular place & accordingly Director/Dean/Principal/HOD will process for reimbursement in the current month salary & forward one copy to HR dept. for record purpose.

F. Periodic Review: The policy shall be reviewed /updated as per requirement/guided by the management. For this purpose, Management shall assign responsibility to any individual as the reviewer of the Policy.

G. Decision Authority: The Management shall be final authority in case of any discrepancy arises.



Approved By Chairperson:
IQAC



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Date : / /

POLICY ON FINANCIAL ASSISTANCE FOR TEACHING STAFF FOR ACADEMIC SESSION 2022 - 23

POLICY FOR FINANCIAL ASSISTANCE TO TEACHING STAFFS TO ATTEND FDPs, RESEARCH WORKS, CONFERENCES, WORKSHOPS, SEMINARS, SYMPOSIA AND MEMBERSHIP FEES

Indore Institute of Law believes in overall growth and development of the faculty so that the performance shall be enhanced to ensure better teaching environment and dispense quality education in the ever changing legal education scenario. The institute encourages its faculty members to attend programs on national and global level where may not only participate but also learn new teaching pedagogy and augment their knowledge with learning. The institute provides financial assistance to the faculty members to attend Faculty Development Programs and hone professional skills. This is an innovative practice as it allows the faculty to grow and learn new paradigms of teaching and learning. Financial assistance is provided by the institution as per the aforementioned policy on providing financial assistance to its staff.

Objectives of the Policy

1. The policy aims at providing financial assistance to the faculty members to attend seminars, workshops, conferences, research paper presentations and other learning and training related programs and workshops.
2. International Conferences and Exchange Programs where a faculty is sponsored by the institute.
3. Encouraging faculty to apply for Travel Grant Fund for educational visits national and abroad.
4. Reimbursement of Registration fee shall be paid to the faculty in lieu of DA/TA to encourage their participation in various conferences and workshops for professional growth and knowledge enhancement.

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5. Providing support to faculty to attend Professional Development Programs, Capacity Building, Faculty Development Program (FDPs) and Management Development Programs (MDPs).
6. The institute provides and facilitate training program for faculty members organized by Corporate Partners, Collaborators and Sister concerns (LedX) as part of collaborative programs delivered in India or abroad.
7. To organize career and skill capability enhancement programmes.
8. To provide funds at the departmental level for guest lectures, seminars, and field visits, as well as performing association events, joint activities, and outreach programmes.
9. To organize Staff Training and Development Programmes to enhance professional competency.

Policy Guideline for Financial Assistant

Faculty Members who are on a permanent & Part time basis and are on probation shall be eligible for grants under the following circumstances:

1. Financial support with Travel Allowance for Professors & Associate Professor & Assistant Professor to attend National or International workshops, FDPs, and conferences to improve their intellectual capacities. The following grounds shall be fulfilled by the applicant:
 - The faculty member must have completed his or her probation period in order to participate in international conferences.
 - The relevancy shall be reviewed prior delivering financial support for research projects, particularly those with a social impact in furtherance of Institutional Vision.
 - Financial assistance with Travel Allowance shall be provided to faculty members whoever intends to attend FDP, workshops, trainings, and refresher/short term programmes.
 - In case of national conferences/seminars, applications shall be sent to the Dean/Principal at least 7 days in advance.
 - For international events, the application must be submitted to the Dean or Principal at least 45 days in advance, with an alternate teaching plan authorized by the corresponding Head of Department.
 - In research paper presentation funding, if the paper is co-authored, the first author shall be given preference. However, the application should include "No Objection Certificates" from the second author(s).

- Fully Sponsored FDP/conference/seminar shall be applicable only to those who work for 3 or more years in continuation in the Institution.
 - Advance shall be provided after submission of original copies of visa air or travel tickets, Broachers of Event.
2. Duty leave shall be sanctioned only for actual journey time /actual days of conference/workshop.
 3. No travelling allowance/registration fee shall be sanctioned to a candidate for attending the conference as audience.
 4. Registration fee at National level is limited to Rs.10, 000/- (Including travel allowance) towards attending workshop/paper presentation in conference or attending workshop in an academic year.
 5. Part time faculty shall be entitled only for Registration fees. Travel allowance shall not be applicable.
 6. In the case of any "cluster participation", one faculty member approved by IQAC shall head the troop and the payment of the same shall be renumbered to the particular faculty coordinator in her/his bank account.
 7. The Registration Fee/Membership Fee shall NOT be applicable on teaching or Non-Teaching staff upon any seminar/workshop/FDP etc conducted by the Institute as the expenses shall be borne by the Institution for quality and professional enhancement of both Teaching and Non-Teaching staff.
 8. After submission of boarding passes, attendance/participation certificates, statement of expenditures, and a brief report on the Seminar/Conference/Workshop / Proceedings, the expenses incurred shall be refunded.
 9. The staff member must submit a detailed report together with the bills for reimbursement, within a week from returning.
 10. In case of any training programme attended by the staff, the details of the programme/learning experience shall be presented to the respective department within a week of their return.

Mr. Akshay Kanti Bam

Chairman

Indore Institute of Law

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Scholarship Policy of IIL for Academic Year 2022 - 23

IIL considers award of scholarship based on provable merit of the enrolled students. The policy considers award of one scholarship and/or adjustment toward tuition fee and/or tuition fee waiver to a meritorious student in each courses per academic year. Each law scholarship comes with a certain pre-defined set of eligibility conditions that a student needs to fulfil. These eligibility conditions vary on the basis of a student's educational qualification, financial need and academic merit. However, other financial supporting also considered the availability of sponsored funds. The selection procedure involves application by the meritorious enrolled students and consideration of partial tuition waiver to deserving students with special skill sets (Example- Sports, Artist, Defence, Differently able category, any other special skills etc.). The Institution free ship cell shall be the authority to scrutinize the application and recommend eligible candidate names for the award of scholarship and/or tuition waiver as applicable. The Institution free ship cell shall be final authority to approve the award of the scholarship. It will also include the IQAC.

Scholarship policy of the College encourages a good number of students every year and kindles the spirit of consistent performance. The institute provides various freeship/scholarship on the basis of the following:-

1. Merit

- Free ships and scholarships are provided on the basis of marks obtained in 10+2. The students enrolling in undergraduate courses must have passed class 10+2 examination with a minimum of 80% marks; or
- The marks obtained in CLAT/LSAT/AILET/IILET or Graduation score are the criteria for the assessment of the merit; or
- ACADEMIC EXCELLENCE: The students get Free-ships and scholarships on the basis of the score of their Final Semester exams.

2. Differently Abled

The objective of the Scheme is to provide financial assistance to the differently-able students to enable them to pursue professional courses from our institute and get employed/self-employed.

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- Differently-able students face several barriers physical, financial, psychological, mental in pursuing studies and living with dignity. At times such students are deprived of harnessing their latent skills and thereby miss the opportunity to earn their livelihood and find a dignified place for themselves in the society. This scheme envisages encouraging differently-able students by providing scholarships and other assistance to pursue professional or technical courses and various skill development courses for their empowerment.
- This scholarship will be available for all differently-abled students who are covered under the Persons with Disabilities (Equal Opportunity, Protection of Rights and Full Participation) Act, 1995 and the National Trust for the Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999. Only Indian Nationals will be eligible for scholarships.

3. Medical Condition.

The institute is very humble towards the students and of any of its student who suffers from any Medical Condition or Acute medical illness; institute tries to help in every possible way and provides scholarship/free ship.

4. Demise of any of the parents.

The institute stands with the students no matter what the situation is and helps in every possible way. Unfortunately, if anything happens with the students or any of the parent/parents of the students the institute supports the students by providing them financial assistance.

5. Student Representative Body

Institute believes in supporting the student representation and hence provide the representative with the concession in the college fee so that the institute can see a maximum number of representations. The representatives who are elected in the student's council as convenor , co-convenor or are a member of any of the student body of Indore institute of Law are eligible to avail the scholarship/ free ship by the institute.

6. Sashakt Ahilya :

The institute has a model to support the women empowerment in every possible way and hence it provides scholarship/ free ship to one girl child, if they have two girl child. It is based on the condition of the family and whether they are availing any government girl child scheme or not.

7. UPMANYU/EKLAVYA ARTHIK SCHEME

This is a small initiative by the college to promote the competitive nature of the students. The college provides free ship/ scholarship to the students who performs well in any national or international competition, the nature of the competitions could be legal, academic sports or anything else. The college supports the students who want to achieve their goals.

8. Jain Minority Group

As the college is a Jain minority college, the institute helps the minority group to achieve their goals and shine with flying colours. The objective of the scheme is to award scholarships to meritorious students belonging to economically weaker sections of JAIN minority community so as to provide them better opportunities for education, increase their rate of attainment in higher education and enhance their employability. The minority status accorded to Jain community by union government is expected to benefit a number of students who come from economically weaker sections, especially in rural areas in the States.

9. Economic weaker section

The scholarship aims to provide financial assistance to needy students from **underprivileged/economic weaker section**. Scholarship initiative backs students from poor backgrounds to easily pursue graduation and post graduation. By introducing this scholarship, young and talented minds are encouraged to excel in education and become responsible members of society. Students with an annual family income that is below 5 lakhs are applicable for this grant and receive other great benefits. Thus, this scheme makes it easier for students to pursue higher education along with meeting daily expense needs.

10. Meritorious student

The Institute wants that the students have a healthy competition within themselves and should study properly for the examination. So the institute provides free ship to such students in any form.

11. Students Representation in Sports Quota

Unfortunately, many of the talented students have to compromise on their careers because of financial hardships. It is a matter of immense pleasure that the Indore Institute of Law College is giving scholarship on the basis of their performance in Sports, which aims at realizing the dreams of all those who seriously chase their dreams. Our initiative is more of a reward rather than support.

12. Covid – 19 Policy.

A decent scholarship programme can open up the future career path for students besides allowing them to study a certain course or programme with reduced fees. The economic assistance is of great help especially due to the current Covid-19 situation as many have lost their jobs during this time.

- Students who have either lost their parent(s)/earning members or whose family members have lost their employment (or livelihood) during the pandemic.



Director/Dean/Principal/H.O.D.

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Policy on Environment & Energy Usage

INTRODUCTION

The Indore Institute of Law in pursuance of its vision and mission of creating, "**Competent Human Legal Professional and Responsible Citizens**" has drafted a policy on environment, energy and sustainable development. Holistic education in the 21st century is incomplete without imparting knowledge on living responsible lives. This sense of responsibility should extend to the larger world that we live in. Guided by this principle, the College seeks to inform students on the imperative of environment protection and also affords them an experience of studying in an institution that has adopted sustainable practices in its various functioning.

As the College is situated in the heart of **the city of Indore**, the staff and students are well-aware of both the various kinds of pollution and its attendant health hazards, and the immediacy and the seriousness of the problem of environmental pollution. For us at **Indore Institute of Law**, terms like environmental degradation, climate change, are not buzzwords but a part of our lived reality. Located near the industrial town of **Pithampur**, space constraints make it difficult for us to increase our green cover. But we have adopted measures, both small and large to nurture nature.

OBJECTIVE

The main objective of this policy is to raise environmental awareness among students and staff and promote sustainable practices in the institution.

The **GO GREEN CLUB OF IIL** shall be responsible for implementation and monitoring of the Green Campus Policy.

INITIATIVES

Policy on Environmental & Energy Usage of the College shall follow a three-pronged approach based on the principle of **sustainable development**.

1. Resource Maintenance

- Protect existing flora, especially old trees within the campus.
- Careful use of infrastructure by both students and staff to prevent unnecessary repairs and replacements.
- Make campus green and more vibrant through different biodiversity measures.
- Soil Fertility in college is increased through manure preparation through used garlands.
- Efficient use of water through Rain Water Harvesting.
- College shall take steps to conduct Green audit and Energy audit.
- Regular maintenance of water tanks, bore wells etc.

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- Restricted entry of automobiles and promoting the use of public transport.

2. Resource Maximization

- Debating Society, Theatre society, and all Department level societies shall organise programmes to spread awareness on environment protection.
- Proper disposal of waste to be carried out.
- Natural Sedimentation
- Landscaping of the college campus to increase green cover.
- College festivals shall have events like "Eco-innovation" and "Best out of Waste" to help popularise the need for environment protection
- Students and staff are encouraged to donate clothes, books, etc rather than throwing them in the trash, which eventually ends in the landfill.
- Best to waste management through solid, liquid and waste management.

3. Resource Wastage Minimization

- Ban on use of single-use plastics.
- Private automobiles are not allowed which makes the campus green and clean.
- Tiles are properly laid down in the entire campus to absorb water slowly and with ease.
- Staff and students shall be mindful while using water and electricity
- Use of stairs rather than lifts whenever possible
- Staff and students shall switch off fans, bulbs, air-conditions etc. when leaving the room.
- Recycling of waste paper that is generated in the campus
- Regular collection of e-waste to be carried out in College.
- Regular maintenance of taps to water pipes to prevent waste
- Popularise use of menstrual cups among students and staff.
- The College shall ensure availability of potable water to prevent use bottled water.
- Ensure proper segregation of waste by providing different-coloured waste bins
- Attendance shall be taken online to prevent paper wastage
- Students to be encouraged to submit assignments online.

Energy Measures at IIL

- Solar Energy is tapped through installed solar plates in the college.
- Sensor Based Energy Conservation reduces energy wastages.
- Biogas Plant generate electricity other than removing wastages.
- LED saves energy to a great extent.
- Use of Bicycles is not only environmentally sustainable but also saves energy use.



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