

Policy on Recruitment and Promotion

1 Introduction

Hiring and retaining the right talent on lines of “Right Person for the Right Job” contributes to the attainment of the highest academic standards expected by all stakeholders viz. the Institute, regulatory and accreditation bodies (AICTE, NBA etc.), students & parents and society at large. A strategic alignment of the goals of the individual to the organizational vision and growth will result in maximum employee productivity and well-being. Ensuring this holistic outcome requires a transparent, objective and clearly stated policy for the categories of direct/external recruits (lateral entrants) and in-house/internal recruits through promotion. This policy delineates the process of staffing (entry and progression) through external and internal sources to realize the Institute's vision of being a globally recognized Institute nurturing and empowering leaders.

2 Stages in the process of Staffing

The Institute will endeavor to maintain the Student Faculty ratio and Faculty Cadre ratio as required by the AICTE & Accreditation norms. Accordingly, the vacant positions identified in the cadres will be filled through a selection process through direct recruitment and/or internal promotion.

The staffing process entails two stages, viz. Pre-recruitment and Post-recruitment.

The pre-recruitment stage essentially covers the following aspects:

Recruitment drive announcement through Newspaper, Social media etc. advertisement for the identified vacant positions

Review and Shortlisting of potential candidates (Direct & Internal) by the Internal Recruitment Committee

Initial assessment of the candidates through Faculty demo class & Technical Interview by Internal Recruitment Committee and recommendation of best-fit candidates

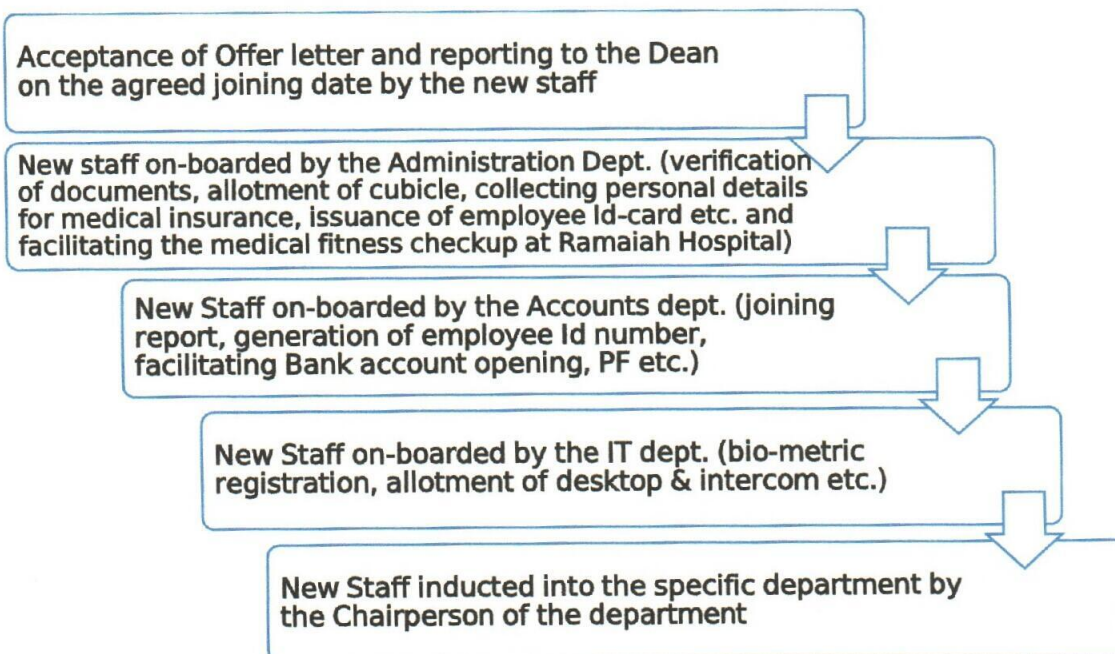
Final Interview of recommended candidates by Management team consisting of CAA, CE, CoF, External Expert Faculty member(s) and Dean

Background check of selected candidates and Issue of Offer letter/Appointment letter to approved candidates by CE/Dean



The Institute may not opt to place an advertisement when the number of vacant posts are very less and/or the Institute has suitable incumbent candidates or suitable candidates through employee referrals.

The post-recruitment stage encompasses the following activities:



3 Classification of Academic cadre and scale

- a. MSRIM, an autonomous institution approved by AICTE, works as per the AICTE guidelines in force. The current cadre is more or less as per the AICTE Notification No. F 37-3 dated 5th March 2010. In tune with this, the academic designation and the relevant pay scale are as stated below:

Sl No	Position	Pay Scale – Start point	AGP (Academic Grade Pay)
A	Assistant Professor (Entry)	(15,600-39100) - 15,600	6,000
B	Assistant Professor (Senior)	(15,600-39100) - 18,600	7,000
C	Assistant Professor (Selection)	(15,600-39100) - 22,320	8,000
D	Associate Professor	(37,400-67,000) - 37,400	9,000
E	Professor	(37,400-67,000) - 37,400	10,000
F	Professor (Dean)	(37,400-67,000) - 47,400	12,000

- b. The above posts shall have the benefit of DA, CCA, HRA and also PF and gratuity benefits as per the AICTE/Government guidelines issued from time to time and internal policies of RIM issued from time to time. However, the enhancement made by AICTE / Government in DA, HRA, CCA etc. on year on year basis is subject to approval of the Directors and availability of resources in the budget of MSRIM.
- c. The annual increment of 3% per annum of Basic including AGP envisaged in the above pay scale is subject to satisfactory performance. Performance evaluation will be done on annual basis as per the internal policies of RIM and the result of the evaluation forms the basis for eligibility for annual increment and also for promotion.
- 4 Qualification and experience requirement for Academic Cadre wise recruitment
- The broad qualification and experience required for various cadres are detailed below. The qualification and work experience norms are indicative in nature reflecting the minimum requirements and may be amended from time to time by the Institute. The qualifications obtained (Masters and Ph.D) as well as experience acquired shall be from Institutions of repute and as per the internal guidelines issued by RIM from time to time. In exceptional cases, the Management may relax the criteria to attract and/or retain the right person for the post in the larger interest of RIM.

	Designation	Qualification and Experience
A	Assistant Professor (Entry)	<u>Qualification:</u> First Class or equivalent in Master's Degree in Business Administration or equivalent with Ph.D in the area of management or related discipline <u>Experience:</u> Minimum two years' full time experience in teaching in a MBA/PGDM (AICTE) college of repute or in research or in Industry. Appropriate weightage may be given to relevant teaching, research and/or industry experience for consideration of the candidate for recruitment at higher starting basic in the pay band of (15600 - 39100) depending on the experience. <u>Compensation</u> As per prevailing scales.
B	Assistant Professor (Senior)	<u>Qualification:</u> First Class or equivalent in Master's Degree in Business Administration or equivalent with Ph.D in the area of management or related discipline <u>Experience:</u> a) Minimum five years' full time experience in teaching in a MBA/PGDM (AICTE) college of repute or in research or in Industry at middle

		<p>management level. Appropriate weightage may be given to relevant teaching and/or industry experience for consideration of the candidate for recruitment at higher starting basic in the pay band of (15600 - 39100) depending on the experience.</p> <p>b) Minimum three publications in Scopus/WoS/reputed journals with good impact factor in their area of teaching/research. The Faculty's name should be within the first three authors.</p> <p><u>Compensation</u> As per prevailing scales.</p>
C	Assistant Professor (Selection)	<p><u>Qualification:</u> First Class or equivalent in Master's Degree in Business Administration or equivalent with Ph.D in the area of management or related discipline</p> <p><u>Experience:</u> a) Minimum eight years' full time experience in teaching in a MBA/PGDM (AICTE) college of repute or in research or in Industry at middle management level. Appropriate weightage may be given to relevant teaching, research and/or industry experience for consideration of the candidate for recruitment at higher starting basic in the pay band of (15600 - 39100) depending on the experience. b) Minimum six publications in Scopus/WoS/reputed journals with good impact factor in their area of teaching/research. The Faculty's name should be within the first three authors. c) Certificate/additional degree in emerging areas indicating an upskilling aptitude relevant to their area of teaching/research. d) Proven record of contribution to education innovation, design of new curricula, Institute's brand building activities etc.</p> <p><u>Compensation</u> As per prevailing scales.</p>
D	Associate Professor	<p><u>Qualification:</u> First Class or equivalent in Master's Degree in Business Administration or equivalent with Ph.D in the area of management or related discipline</p> <p><u>Experience</u> a) Minimum of twelve years' experience in teaching in a MBA/PGDM (AICTE) college of repute or in research or in the Industry at Senior management level. Appropriate weightage may be given to relevant teaching, research and/or industry experience for consideration of the candidate for recruitment at higher starting basic in the pay band of (37400 - 67000) depending on the experience. b) Minimum ten publications in Scopus/WoS/reputed journals with good impact factor or having Patents in their area of teaching/research. The Faculty's name should be within the first three authors. c) Certificate/additional degree in emerging areas indicating an upskilling aptitude relevant to their area of teaching/research. d) Proven record of contribution to education innovation, design of new curricula, Institute's brand building activities etc.</p>

		<p>e) Desirable to have experience in training, research or consultancy areas as Lead Trainer, Resource person, Principal Investigator, co-investigator, research associate, consultant etc. in their area of teaching/research.</p> <p>f) Guiding Ph.D. research student is desirable.</p> <p><u>Compensation</u> As per prevailing scales.</p>
E	Professor	<p><u>Qualification:</u> First Class or equivalent in Master's Degree in Business Administration or equivalent with Ph.D in the area of management or related discipline</p> <p><u>Experience</u> a) Minimum of fifteen years' experience in teaching/industry in a college/organization of repute of which at least 3 years should be at the level of Associate Professor or equivalent. Appropriate weightage may be given to relevant teaching, research and/or industry experience for consideration of the candidate for recruitment at higher starting basic in the pay band of (37400 - 67000) depending on the experience. b) If the experience in industry is considered, the same shall be at senior managerial level equivalent to Associate Professor with active participation record in devising, designing, planning, executing, analysing, quality control, innovating, training, technical books/research paper publications, IPR/patents related activity etc. c) Minimum twelve publications in Scopus/WoS/reputed journals with good impact factor or having Patents in their area of teaching/research. The Faculty's name should be within the first three authors. d) Certificate/additional degree in emerging areas indicating an upskilling aptitude relevant to their area of teaching/research. e) Proven record of contribution to education innovation, design of new curricula, Institute's brand building activities, independent handling of academic and administrative responsibilities etc. f) Must have experience in training, funded research or consultancy areas as Lead Trainer, Resource person, Principal Investigator, co-investigator, consultant etc. in their area of teaching/research. g) Guiding PhD/research student is desirable. h) Should have demonstrated skills of leading teams, problem identification and analysis, solution seeking in academic and non-academic creativity.</p> <p><u>Compensation</u> As per prevailing scales.</p>
F	Dean/Head of the Institute	<p><u>Qualification:</u> First Class or equivalent in Master's Degree in Business Administration or equivalent with Ph.D in the area of management or related discipline</p> <p><u>Experience</u> a) Minimum of 18 years' experience in teaching/research/industrial in a college/organization of repute of which 3 years should be of Professor or equivalent.</p>

		<p>b) If the experience in industry is considered, the same shall be at managerial level equivalent to HOD with active participation record in devising/designing, planning, executing, analysing, quality control, innovating, training, technical books/research paper publication, IPR/patents related activity etc.</p> <p>c) Minimum fourteen publications in Scopus/WoS/reputed journals with good impact factor or having Patents in their area of teaching/research. The Faculty's name should be within the first three authors.</p> <p>d) Certificate/additional degree in emerging areas indicating an upskilling aptitude relevant to their area of teaching/research.</p> <p>e) Must have worked in training, funded research or consultancy areas as Lead Trainer, Resource person, Principal Investigator, co-investigator, consultant etc. in their area of teaching/research.</p> <p>f) Contribution to education innovation, design of new curricula, post Ph.D publications and guiding Ph.D/research student is desirable.</p> <p>g) Should have demonstrated skills of leading teams, problem identification and analysis, solution seeking in academic and non-academic creativity.</p> <p><u>Compensation</u> As per prevailing scales.</p>
--	--	--

5 Academic cadre Incumbents – promotion

Incumbents, who are eligible for promotion as per the cadre wise criteria given in point 4., can apply for the eligible vacant position as and when a recruitment drive is announced. In addition to the criteria given in Point 4., incumbents should have discharged all their duties diligently and should have the prescribed performance score or above in the Institute's appraisal process as may be specified by the Institute from time to time for promotion.

Incumbents are expected to have scored minimum 65% of the total score for promotion from Asst. Professor (Entry) to Asst. Professor (Senior), 70% for Asst. Prof. (Senior) to Asst. Prof. (Selection) promotion, 75% for Asst. Prof. (Selection) to Associate Professor and from Associate Professor to Professor promotion and 80% for Professor to Dean promotion.

The eligible incumbents will form a part of the potential candidates' pool and will undergo the same selection process as the direct recruitment candidates.

6 Probation Period for Academic cadre

The staff recruited will undergo a probation period on appointment to the recruited post. On completion of the probation period, the staff will eligible for confirmation (declaration of probation) provided that they are found to have discharged all their duties diligently during

the probation period and have the prescribed performance score or above at the end of the probation period in the Institute's appraisal process as may be specified by the Institute from time to time.

The probation period for staff appointed through direct recruitment will be two years. The staff will be eligible for an increment of maximum 3% of the pay after the first year based on their score in the Institute's appraisal process. The probation period for staff appointed through internal promotion will be one year.

- 7 Appointment of Adjunct Faculty: To improve the employability of students, industrial exposure shall be provided by appointing Adjunct Faculty.

Qualification and Experience

- Adjunct Faculty is hired by Institution to teach but is not a full/permanent member of the Faculty cadre.
- An Adjunct faculty can be a faculty retired from Management institution or a person of eminence, with or without a Ph.D. qualification having 10 to 15 years of experience from Industry/Organization who have excelled in their field of specialization.
- Adjunct faculty can be Professionals, experts, officials and managers having experience of working in:
 - Teaching and research organizations supported by bodies like ICSSR, CSIR, ICMR, Central and State Universities, etc
 - Reputed Industries
 - Skilled professionals working in organized and unorganized sectors known for their hands-on skilling techniques and expertise.
 - NRIs working with reputed overseas academic, research and industrial Organizations or having a demonstrated interest in Indian issues.
- Adjunct Faculty will be appointed on a contractual basis and draw only a consolidated pay and will not be eligible for any benefits such as DA, HRA, CCA, other allowances, PF, Gratuity etc.
- Based on their qualification and experience, the Adjunct Faculty can be further categorized cadre wise as Associate Professor and Professor.

- The period of their empanelment can vary between six months to two years as decided by the Institution on mutually agreed terms and conditions.
- The empaneled adjunct faculty is expected:
 - to undertake skill based courses,
 - to facilitate in organising workshops, providing hands on training in the relevant domain areas, development of soft skills, and focus on ensuring competency based learning outcomes among students.
 - to help students network, and active collaboration with the industry / employer providing internship and job opportunities.
 - to participate by working with faculty to identify research and consultancy projects that would benefit private industry and/or government entities, serving as a liaison between the institutions and industry or government entities to identify research and/or funding opportunities.
- The performance of every Adjunct Faculty will be monitored at the end of the assignment based on the Institute's appraisal process for continuation/renewal of tenure.

8 Appointment of Professors of Practice

In order to bridge the gap between academic theory and practical application, Ramaiah Institute of Management encourages the appointment of Professors of Practice (PoP), Associate and Assistant PoP, as it provides a significant opportunity to enhance Industry-Academia Mobility.

Professors of Practice are typically distinguished professionals who have made substantial contributions to their fields outside of academia. They are appointed based on their practical achievements and their ability to provide students with real-world insights and skills. Professor of Practice is not open for those in teaching profession - serving or retired.

- Guidelines for Engaging Professor of Practice

	Designation	Qualification & Experience
A	Assistant Professor of Practice (PoP)	Masters in Business administration / Engineering / a relevant area to management with working experience of 5 years in large conglomerate OR Ph.D / Masters /B.Tech with minimum three (3) patents and three (3) years of experience in a start-up.

B	Associate PoP	Ph.D with relevant 5 years of experience in large conglomerate OR Masters in Business administration / Engineering / a relevant area to management with working experience of 10 years in large conglomerate OR Ph.D / Masters / B.Tech with minimum five (5) patents and three (3) years of experience in a start-up.
C	Professor of Practice	Ph.D with relevant 10 years of experience in large conglomerate OR Masters in Business administration / Engineering / a relevant area to management with working experience of 15 years in large conglomerate OR Ph.D / Masters / B.Tech with minimum five (5) patents and 5 years of experience in a start-up.

Ph.D is desirable for guiding researchers at Ph.D level but not mandatory for teaching.

- Desirable activities required to be engaged by PoPs:
 1. Design, development and offering of new practice-oriented courses and making use of technology including simulations; Promoting critical thinking with open end solutions
 2. Advise /Guide students in their projects / thesis linking them with appropriate external stakeholders
 3. Engage in Institute building activities including creation of new programmes and Centres of excellence / Technological parks / Incubation Centres, Industry Institute interaction, placement activities, internships, MoU's, Inter Institute collaborations.
 4. Develop Continuing Education Programmes, undertake outreach activities and conduct extension programmes
 5. Encourage students in innovation and entrepreneurship projects, Product development and provide necessary mentorship for these activities; and contribute to enhanced industry academia collaborations.
 6. IP creation, filing and protection, Participating in Technology Transfer Office and Technology Licensing Office.
- PoP Faculty will be appointed on a contractual basis and draw only a consolidated pay and will not be eligible for any benefits such as DA, HRA, CCA, other allowances, PF, Gratuity etc.
- The period of their empanelment can vary between six months to two years as decided by the

Institution on mutually agreed terms and conditions.

- The performance of every PoP Faculty will be monitored at the end of the assignment based on the Institute's appraisal process for continuation/renewal of tenure.

9 Appointment on contract after superannuation

The Institute at its discretion may offer appointment to a superannuated faculty for a fixed period on contract basis on terms and conditions it may deem fit. Such contract faculty will draw only a consolidated pay and will not be eligible for any benefits such as DA, HRA, CCA, other allowances, PF, Gratuity etc.

10 Appointment of Visiting Faculty

The Institute may appoint faculty members'/Industry professionals as Visiting Faculty for specified course(s) as per the academic requirements to enhance the effectiveness of the course delivery from a practical perspective. The visiting faculty appointment will be on contract basis for a specified period on terms and conditions as may be mutually agreed upon. The remuneration will be on hourly basis/session wise and will be finalized based on the nature & scope of the course, qualification and experience of the resource person etc. and could range from Rs. 1500 per hour to Rs. 7500 per hour. Such visiting faculty will not be eligible for any benefits such as DA, HRA, CCA, other allowances, PF, Gratuity etc.

11 Non – Academic staff recruitment

The process of staffing for Non-academic posts will be similar to the process outlined in point 2) above. The potential candidates are not required to give a demo lecture session. In its stead, a more intensive interview will be done to assess their suitability to the post in terms of technical, communication, analytical and managerial capabilities. The potential candidates may be given a written/practical test covering these aspects if it is deemed to be necessary to assess their skills and competencies.

The Institute aligns the pay scales of its non-teaching staff to the Karnataka Government notification dated 21st April 2012. The scale of pay is in the band 9600 - 47700 with 15 scales of pay. Based on the post, qualification and experience, the fitment in the scale is done. The employees will be eligible for DA, HRA, CCA etc. as applicable.

Sl No	Position	Pay Scale (9600 – 47700)	Qualification & experience (entry level)
1	Sweeper	9600 - 14550	
2	Attender & Drivers	10400 - 16400	3 years' driving experience for Drivers
3	Second Division Office Assistant	11600 - 21000	Bachelors' degree with 1 year of relevant experience
4	First Division Office Assistant	14550 - 26700	Bachelors' degree with 5 years of relevant experience
5	Senior Assistant Scale	20000 - 36300	Bachelors' degree with 10 years of relevant experience
6	Manager	22800 - 43200	Post Graduate degree with 7 years/Bachelors' degree with 15 years of relevant experience
7	Senior Manager/Head	26000 - 47700	Post Graduate degree with 12 years of relevant experience

12 Resignation, Termination, and Superannuation

The appointment letter shall indicate the period of notice to be given by the employee if the employee wishes to resign from the post and the period of notice to be given by the Institute if the Institute wishes to terminate the services of the employee. The resignation or the termination letter should be given as written communication. An employee who resigns or is terminated or retires from service will be issued a service certificate/work experience certificate by the Institute.

12.1 Resignation

When an employee tenders resignation from the post held, the Dean shall forward the resignation letter to the competent authorities with suitable opinion/remarks for orders/acceptance. The following points shall be verified before accepting the resignation:

- Whether the resignation is in the middle of an academic session (for Academic staff) and workload completion status for non-academic staff.
- Whether the required notice has been given or salary equivalent to the notice period has been paid by the exiting employee.

The Management has the right to reject/defer the resignation in case the resignation is received in the middle of the academic session, in the interest of the students. The salary for the month and onwards in which the resignation is submitted shall not be drawn until the resignation is accepted by the Management.



After receiving the orders/acceptance, the same shall be communicated to the employee by the Dean. All forms of leave will be deemed to have lapsed upon furnishing a letter of resignation. At the discretion of the Dean, the employee may be allowed to avail leave for exigencies/emergencies.

The employee has to submit the 'no dues certificate' from different departments/sections of the Institution in the format prescribed by the Institute and handover charge of his/her duties and responsibilities (the Institute files (hard copies and soft copies), equipment & materials, keys etc.) to the Department HOD and/or Manager – Administration or any other person as specified by the Institution. After a full handover has been completed, the employee may be relieved from the post and a letter to this effect will be issued by the Dean.

12.2 Termination of service:

The Dean after taking the necessary approval from the competent authorities may terminate the services of an employee under special circumstances such as reduced workload, moral turpitude, objectionable conduct, non-performance, insubordination, dishonesty or material & financial unethical practices/behavior after giving the required written notice as per the appointment letter to the employee. No such notice shall be necessary, if there is proven misconduct after an enquiry is conducted in accordance with the Conduct rules.


12.3 Superannuation:

All employees shall retire on attaining the age of 58 years. The last working day of the month in which they attain the age of 58 years will be considered as the date for retirement from the services of the Institution. All leaves standing to the credit of the employee will lapse on the date of retirement.

The Management may at its discretion give an extension of one year or more, at a time beyond the superannuation on the merit of each case. Such extension will be contractual in nature on consolidated pay basis and the employee will not be eligible for any benefits such as DA, HRA, CCA, other allowances, PF, Gratuity etc. during the extension period. A superannuated faculty cannot demand an extension of their service on contract basis as a matter of right. The contract offer is wholly and solely at the discretion of the Institute and will be made considering the requirements of the Institute at that point in time and the proven record of contribution to the Institute by the superannuated faculty.



- 13 In the event of any ambiguity regarding interpretation and contents of this policy, the decision of the Directors / GEF shall be final and binding. Amendments in the Policy made as and when required by the Institute will be communicated to all the concerned from time to time.

Approved and issued by	Name : Dr. Arunkumar A V
	Signature : 
	Date : 01/04/2025

