

FIREBIRD INSTITUTE OF RESEARCH IN MANAGEMENT

SERVICE RULES

For Director, Faculty, Administrative and Support Staff

PGDM Programme

Approved by AICTE

Document Classification: Official Policy Document

The Service Rules of Firebird Institute of Research in Management provide a structured framework for all employees. The Institute ensures compliance with AICTE norms and promotes transparency in all institutional processes. The rules apply to teaching, administrative, and support staff across the Institute. The Institute defines clear policies for recruitment, appointments and probation periods. Faculty appointments are merit-based, while administrative staff follow transparent HR procedures. The Service Rules define duties and responsibilities, workload, working hours, class schedules, attendance, leave, and entitlements to ensure discipline and efficiency. They outline performance appraisal, career advancement, conduct, accountability and disciplinary procedures along with retirement, resignation and termination guidelines. Amendments are made in line with statutory and AICTE directives supporting academic excellence, research and holistic student development.

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1. General Provisions

These Service Rules have been carefully framed in accordance with the AICTE Guidelines and are applicable to all employees of Firebird Institute of Research in Management. They provide a structured and transparent framework to guide professional conduct, responsibilities and institutional processes across the Institute. All staff members including faculty, administrative and support personnel are expected to actively uphold and contribute to the Vision, Mission and Programme Educational Objectives (PEOs) of the PGDM programme. This includes not only excellence in teaching and research but also dedication to administration, student development and the overall growth of the academic community. Firebird Institute as the employer ensures that these rules are consistently implemented fostering a disciplined, fair and supportive work environment while promoting accountability, operational efficiency, and academic excellence.

2. Appointment

The Service Rules specify the required qualifications for faculty and the Director along with the duration and conditions of the probationary period.

- **Director:** Appointed by the Governing Body as per AICTE qualifications (Ph.D., 15+ years of teaching/research/administrative experience).
- **Faculty (Professors, Associate Professors and Assistant Professors):** Appointed through open advertisements and merit-based selection, subject to AICTE norms.
- **Administrative & Support Staff:** Appointed under institutional HR policies ensuring transparency.

Probation

Three Months' probation period for all appointees, extendable at the discretion of the HR Department.

3. Duties & Job Description

The following outlines the key duties and responsibilities of the Director and Faculty.

Director

The Director serves as the academic and administrative head, responsible for implementing policies, promoting faculty development, overseeing accreditation and facilitating external collaborations.

Professors / Associate Professors / Assistant Professors

Faculty are responsible for teaching, conducting research, mentoring students and handling administrative duties.

Workload Norms

- Professors: 16 hrs/week
- Associate Professors: 18 hrs/week
- Assistant Professors: 20 hrs/week

Administrative & Support Staff

The administrative and support staff manage all operations related to admissions, accounts, examinations, IT, library and student services.

4. Working Hours & Attendance

Official working hours: 9:00 AM – 5:00 PM.

Repeated late arrivals or unapproved absences may result in disciplinary actions.

5. Leave Rules

The leave policy at Firebird Institute of Research in Management provides a clear framework for staff to avail various types of leave while maintaining operational efficiency. It covers teaching and non-teaching staff and includes Casual, Medical, Summer Break, Earned, and On Duty Leave. The policy ensures fairness, transparency, and staff welfare.

S. No.	Type of Leave	Teaching Staff	Non-Teaching Staff	Remarks
1	Casual Leave (CL)	12 days/year	12 days/year	Standard leave for personal reasons
2	Medical Leave (ML)	10 days/year	10 days/year	Medical certificate required if leave > 2 days
3	Summer Break	15 days/year	N/A	As per academic calendar
4	Earned Leave (EL)	N/A	12 days/year	Accumulated leave for non-teaching staff
5	Compensatory Leave (CCL)	As applicable	As applicable	For official work on holidays
6	On Duty Leave	As applicable	As applicable	For FDPs, seminars, official assignments

6. Salary & Benefits

Salary structures and benefits are determined in accordance with AICTE norms and Institute HR policy, ensuring compensation that is fair, transparent and commensurate with role, qualification and experience.

7. Code of Conduct & Discipline

The Code of Conduct and Discipline establishes clear expectations for behaviour, ensuring a respectful, professional, and safe environment that promotes fairness, accountability and the overall well-being of the academic community. Employees must demonstrate professionalism, punctuality and academic integrity.

- **Faculty:** Deliver curriculum, encourage critical thinking, maintain transparency in evaluation and mentor students.
- **Non-Teaching Staff:** Maintain discipline, confidentiality and support academic/administrative processes.

The institution strictly prohibits discrimination, harassment, misuse of resources and any political or anti-institutional activities. Any violations of these rules are subject to disciplinary action which may include warnings, suspension, withholding of increments, or even termination.

8. Performance Appraisal & Career Advancement

Annual appraisals are conducted to evaluate faculty and staff. The faculty contribution is evaluated on teaching quality, research contributions, student engagement, and overall contributions to the institution. Career advancement is further supported by encouraging participation in Faculty Development Programs (FDPs), workshops, and opportunities for pursuing higher studies, fostering continuous professional growth and development.

9. Retirement & Resignation

Retirement and resignation outline the procedures and policies for faculty and staff to formally leave the Institution.

- **Retirement Age:** 65 years (teaching), 60 years (non-teaching).
- **Resignation Notice Period:** 3 months (faculty), 1–2 months (non-teaching).

Termination may occur for misconduct, poor performance, or violation of policy, following due process.

10. Amendments

HR Department may amend these rules in line with AICTE or statutory directives.