



MEASI
Institute of Management



SERVICE RULE BOOK

FACULTY AND STAFF MEMBERS SERVICE RULES

MEASI Institute of Management (MIM) believes in transparent administration by establishing sound systems and procedures and implementation of the same to achieve the goal. The Institution has established systems, procedures, and rules for an effective administration. MEASI Institute of Management was established in the year 1987, by the parent body of Muslim Educational Association of southern India (MEASI). MIM is one of the recognized Research Institutes affiliated to the **University of Madras** to offer Doctoral Programme (Ph.D.) in Management both Full and Part Time. We strongly believe in establishing a conducive environment of research and provide training in different disciplines of Management. MEASI Institute of Management offers an exclusive 2 Year Master's Programme in Business administration, providing a formidable base of knowledge in fundamentals of management in an array of cores and electives.

VISION

To be an oasis of knowledge to the seeker, to nurture one's creativity and research acumen, and to instil a unique blend of leadership, innovative spirit, and empathy in response to the ever-evolving business ecosystem.

MISSION

- Provide a pedagogy that blends academic rigor and experiential learning.
- Inculcate an entrepreneurial mind-set through curated activities.
- Establish a conducive environment for research.
- Foster a culture of innovation and collaboration to progress in a dynamic business landscape.
- Promote humanistic values to produce socially responsible leaders.

QUALITY POLICY

The Institution in its quest for excellence continually strives to provide total quality education to exceed stake holder's expectations.

CORE VALUES

Competence through knowledge and value-based education

- Innovation
- Integrity
- Quality
- Teamwork
- Professionalism
- Ethics

The institution strives to create an agile culture of continuous learning, collaboration, performance, and recognition that embodies our core values.

INSTITUTE RANKING:

- Outlook 2024 – 9th Place.
- Education World 2024-2025 – Tamil Nadu 5th Rank & India 50th Rank.

2. SERVICE RULES:

(a) PROBATION:

The probationary period is for six months from the date of joining as per the clause mentioned in the appointment order. The extension or reduction of the probationary period is at the discretion of the management. If the performance is found to be unsatisfactory, the services are terminable without notice.

(b) JOB DUTIES AND RESPONSIBILITIES OF FACULTY: (AS PER AICTE NORMS)

- A. Academic
- B. Research and Consultancy
- C. Administration
- D. Extension Services

A. Academic:

- Classroom lectures
- Students assessment and evaluation
- Participation in Co-curricular and extracurricular activities
- Students mentoring
- Conducting/participating in continuous education
- Seminars, conferences, workshops, FDP & MDP
- Publication of books, journals, chapters & patents
- Upgrading by pursuing continuous education and keeping abreast with the developments in their specializations
- Conduct of test and examination
- To maintain log book & mark statements (Workload Sheets)

B. Research and Consultancy:

Research and development activities, research/project guidance

Industry-sponsored projects / sponsored projects of central and state governments

Providing industry consultancy and active participation in promoting industry interaction

C. Administration:

Academic and Administrative management of the Institute, policy planning, monitoring, evaluation, and promotional activities at the institute level

Planning / Development of schedules for classes

To mobilize resources for the institution, maintain and cross-check accountability, and conduct performance appraisals.

D. Extension services;

- Interaction with various clubs to promote community service and sports activities among students
- Help, devote, extra-curricular services in the neighbourhood, contribute towards promoting their wellbeing
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(c) MINIMUM PERIOD OF SERVICE

Each staff should serve for at least a minimum of one academic year. Staff shall not leave the institution during the course of the academic year. Resignations are only accepted in the month of February with a three months' notice.

(d) SUBMISSION OF CERTIFICATES

Staffs should submit photocopies of their educational qualifications, degrees, date of birth, experience certificates and two passport and one stamp size colour photos along with other documents as applicable.

(e) LEAVE RULES:

1. CASUAL LEAVE:

All the staff are eligible for 12 days C.L per year will be credited at the beginning of the calendar year. CL will lapse at the end of the respective Calendar year.

2. VACATION:

Teaching faculty who have completed one year of service are eligible for vacation for 30 days in a calendar year in two spells. The director will prepare the vacation slots.

All leave should be applied in advance and in case of an emergency, the application to be submitted in CAMU. All leave applications have to be submitted to the director.

On Duty:

Faculty going for official purposes should submit on duty form (OD form) before they leave the campus signed by the Director.

Permission:

Faculty are allowed to avail two one hour permission in a month

(f) MINIMUM WORKLOAD PER WEEK (In Hours)

Category	Teaching Hours	Research/Funded proposals/ Consultancy	Co-curricular /Administrative/ Institute Eminence	Total
Professor/Director (Level 14)	20%	30%	50%	100%
Associate Professor (Level 13A)	40%	30%	30%	100%
Assistant Professor (Level-12) (Selection Grade)	70%	20%	10%	100%
Assistant Professor (Level-11) (Senior Grade)	70%	20%	10%	100%
Assistant Professor (Level-10) (Entry Level)	70%	20%	10%	100%

(g) ANNUAL INCREAMENT

All faculty members are granted an annual increment based on their performance, which is assessed by a performance appraisal system, and on fulfilling the required norms/criteria of our institute.

(h) PROMOTION POLICY

Promotion to a higher level of service shall be made subject to the availability of posts and staff eligibility based on merit/efficiency/commitment/dedication to all-around development. Seniority will be a deciding criterion for promotion.

TERMINATION OF SERVICES:

- 1.The services can be terminated as per the notice clause mentioned in the appointment order and as per the rules and regulations of the institute. However, the services are terminable without notice during the period of probation at the discretion of the management.
- 2.The management reserves the right to accept the resignation from the staff with the effect from such a date as it may deem fit even before the expiry of the period of notice given by the staff.

Resignation Procedure:

- 1.Faculty and staff members intending to resign from their positions must submit a formal resignation letter to their immediate supervisor or the HR department, stating the reason for resignation and proposed last working day.
- 2.The institution reserves the right to accept or reject resignation requests based on operational requirements and contractual obligations.

Notice Period:

- 1.Both parties are required to adhere to the stipulated notice period mentioned in the employment contract or institutional policies.
- 2.Failure to serve the notice period may result in financial penalties or forfeiture of benefits as per the terms of employment.

Exit Formalities:

Upon termination or resignation, faculty and staff members are required to complete all necessary exit formalities including returning company assets, clearing pending dues, and providing handover of responsibilities

3. Do's & Don't's:

Dos:

- 1.To wear identity cards in the camps.
- 2.To come in formal dress. (Formal attire for gents. Shirt to be tucked in. Selvar or formal attire for ladies). Gents should wear shoes.
- 3.To follow institution timings.

9.00a.m to 4.00 pm (Monday to Friday)

Saturday and Sunday holidays

Institution timings may change as per the time table

For Admin Staff, 9.00 am to 5.30 pm (i.e from Monday to Saturday) Sunday is a holiday.

- 1.To do additional hours of service as may be required depending upon the exigency of work without claiming extra remuneration.
- 2.To ensure safe custody and return in good condition of Management properties such as files, materials, documents, or copies of any nature whatsoever belonging to the management; failing which the management shall have the right to recover the cost of the items from the staff.
- 3.To be punctual.
- 4.To ensure code of conduct.
- 5.To be sincere and loyal to the Institution.
- 6.To prepare well for the classes.
- 7.To make the classes interactive and interesting.
- 8.To follow lesson plan.
- 9.To follow the procedure laid down in the AICTE, UNOM and ISO Manual (All the documents are available in the Institute/Website)
- 10.To take attendance by name of the student.

11. To monitor each student's performance by conducting tests, giving assignments and take necessary measures to improve the level of performance.
12. To visit the library in free hours to update knowledge.
13. To monitor the cleanliness of the classrooms/computer lab/library.
14. To make necessary alternative arrangements of their duties for engaging the classes/lab sessions, before the faculty goes on leave.
15. To provide information regarding pursuing higher studies, additional qualifications, and change of address with necessary proof to the institute for the update of the faculty member record.
16. Ensure that all research content of the research/project either by faculty member or student remains as the Intellectual Property of MEASI Institute of Management at all times.
17. To provide information about the chronic health condition to the HR.

Don'ts:

1. Do not use mobile phone during lecture hours.
2. Do not take frequent leave, which disrupts the functioning of the department.
3. Do not engage in private commitments during the working hours.
4. Do not violate the rules and regulations of the Institution that are in force from time to time

4. HELP DESKS:



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MIM - INTERCOM LIST

GROUND FLOOR		OFFICE ROOM - 1st FLOOR	
RECEPTION	101	EA (DIRECTOR OFFICE) ADMIN ACCOUNTS	
VISITORS' LOUNGE	102	Mrs. J. NAGA KALYANI (NASREEN)	200
Dr. FARHATH KHAN, CEO	104	Mr. A.K. ABDUL SAMATH	201
Dr. T.A.M. HAMEED KAN, Director	103	Mr. P.M. MOHAMED ISMAIL	202
CONFERENCE ROOM - 01	105	Mr. I. FAIZ AHAMED	203
LIBRARY - Dr. A. P. REKHA	106		
Café MIM	107		
MOHAMED SATHAK AUDITORIUM	108 & 109		
STAFF ROOM - 1st FLOOR		RESEARCH & DEVELOPMENT	
Mrs. S. SUMIYA	211	Dr. S.G. BALAJI	204
Mr. M.S. SIRANJEEVI	212	Dr. MANICKAM G	205
Dr. M. RIAZ AHMED	213	Dr. SUNIL MESHRAM	206
Mrs. A. NISHATH SULTANA	214	Dr. B. LATHA LAVANYA	207
Dr. PRIYADARSHINI J	215		
Mr. ARIF HUSEIN	216	CIC - CORPORATE IN CAMPUS	241-252
Dr. K. SINDHURA	217	Dr. W. SHABEENA SHAH, Dy. Director	252
Dr. A. APPU	218	Mr. K S RAGHUPATHI PLACEMENT CELL	247
Dr. GOVINDARAJAN A	219	CIC GARAGE - NBA TEAM	248-250
*****	220	CONFERENCE ROOM - 02 (BLUE ROOM)	253
*****	221		
Mrs. VEENA S	222	2nd FLOOR	
Dr. D. CHARUMATHI	223	COMPUTER LAB - Mr. K. MAHABUBKHAN	301
Dr. NIDHI SRIVASTAVA	224	HUMAN RESOURCES & ADMIN TRAINING & DEVELOPMENT CELL	
Dr. CATHERENE JULIE AARTHY C	225	Mr. P. M. AEJAZ AHMED	302
Dr. KALAIVANI BALAJI	226	Mr. K. MOHAMED ARSHADH	
Dr. IRUDHAYAMARY	227		
Dr. ANEES FATHIMA M.I	228	3rd FLOOR	
Dr. BABIN DHAS D	230	SEMINAR HALL	303

5. FACILITIES AVAILABLE IN THE CAMPUS:

Canteen Facilities:
Canteen Facilities are available for Staff and Students and service timing are:

MORNING	8:00 AM
TILL	
EVENING	5:30 PM

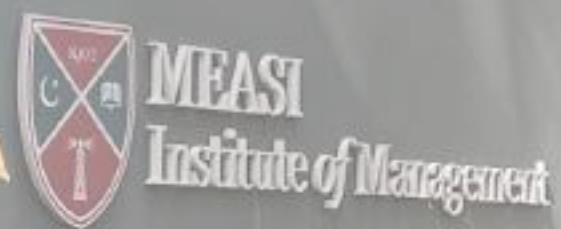


Lunch break is for 1hr depending upon the time table.
Tea Break Timings:

TIME TABLE	BREAK TIMINGS
MBA 1st year	10.30 a.m. till 10.45 a.m.



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Approved by the All India Council for Technical Education, Affiliated to University of Madras, Chennai.
ISO 9001:2015 Certified Institution

'ASSOCIATION GARDENS'

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