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APPROVED MINUTES

MINUTES OF THE 105th BOARD OF GOVERNORS MEETING OF INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE HELD ON 20 JANUARY 2024 AT 11:00 HRS IN CHENNAI

BGM 105. 20 Amendments to EPGP and EPGP Kochi Teaching Credits Payment Structure

As per New Faculty Work Norms approved vide BGM 98.5, EPGP / EPGP Kochi teachings are being awarded @ 1.5 credit point per hour of instruction through Faculty Activity Report only. Looking at the overall expenditure in making payment through Faculty Activity Report, a review of this process was undertaken by the committee concerned. Following thorough deliberations, the committee recommended the following changes:

1. **Separation of EPGP Teaching Credits:** It is recommended to separate EPGP teaching credits and other EPGP academic credits from the Faculty Activity Report. Instead, an honorarium of Rs. 8,000/- per hour of instruction, post submission of grades, will be disbursed directly by the respective offices. Additionally, in accordance with the previously approved policy, an extra remuneration amount for participants exceeding 70 numbers will also be applicable based on the total number of participants (i.e. Participants 71-90: Rs. 20,000/-; above 90: Rs. 50,000/-).

2. **EPGP Kochi Teaching Credits with Leave of Station:** For EPGP Kochi teaching credits and other EPGP Kochi academic credits that involve offline classroom teaching with leave of station, an honorarium of Rs. 10,000/- per hour, post grade submission, will be provided directly by the respective offices.

3. **Minimum Teaching Requirement:** In cases where a faculty member faces a shortfall in meeting the minimum teaching requirement, only 1.25 credit points per hour of instruction (inclusive of grade submission) will be allowed for EPGP and EPGP Kochi teachings as part of the Faculty Activity Report.

The above recommendation, if approved, would provide a saving of approximately Rs. 1.65 crore per year. These changes are set to take effect from the Academic Year 2025-26 onward.

The Board may kindly approve the above proposal.

The Board approved the above proposal for amendments to EPGP and EPGP Kochi Teaching Credits Payment Structure.

ले कर्नल एम. जुलियस जॉर्ज (रेटिर्ड)
Lt. Col. M. Julius George (Retd)

सचिव, शासक मंडल

Secretary, Board of Governors

भारतीय प्रबंध संस्थान कोषिकोड

Indian Institute of Management Kozhikode

आई.आई.एम.के. कैंपस पी.ओ., कोषिकोड 673570

IIMK Campus P.O., Kozhikode - 673570

✓ Dean (AA&D)

APPROVED MINUTES

MINUTES OF THE 98th BOARD OF GOVERNORS MEETING OF INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE HELD ON 9 APRIL 2022 AT 14:30 HRS IN IIMK

BGM 98.5 Revised Faculty Work Norms of IIM Kozhikode (To be effective from 01 April 2022)

The current faculty work norms were approved by the BoG, to be applicable from 1 April 2018. Since then, we have started new academic programmes including PGP-BL, PGP-Finance, PGP-LSM and PhD Practice Track. There are new programmes in executive education portfolio like EMDPs and several asynchronous programmes. We have also completed the accreditation procedures of AMBA and EQUIS and currently in the process of AACSB accreditation. There are many new faculty members who joined the Institute and many were promoted. All of these changes necessitate a revisit of faculty work norms to evolve a suitable mechanism to support Institute's vision for the future. We have also observed some anomalies in the existing norms, which need to be corrected.

A committee was constituted to study and recommend a new set of faculty work norms to be applicable from 1 April 2022. The final draft was circulated to all faculty members and corrections were made based on their suggestions. The revised faculty work norms are attached as **Annexure-2** for approval of Board.

The Board may kindly consider and approve the revised faculty norms, which will be effective from 01 April 2022.

The Board Approved the proposal for the revised Faculty norms, which will be effective from 01 April 2022.

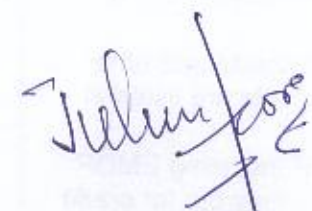
Annexure-2
(Refer Agenda Item BGM 98.5)

IIM Kozhikode Faculty Work Norms (To be effective from 1 April 2022)

Academic Year: 1 April to 31 March

Mandatory requirements

1. For tenure track faculty (Assistant Professor Grade II/I, Associate Professor and Professor), minimum requirements are 120 credit points from teaching., 30 from research and aggregate of 180 from all activities.
2. For Faculty fellows: minimum requirements are 60 credit points from research, 30 from teaching and 180 in aggregate.
3. For Chair Assistant/Chair Associate/Chair Professor: Minimum requirements are 60 credit points from research, 60 from teaching and 180 in aggregate.



ले कर्नल एम. जुलियस जॉर्ज (सेवानिवृत्त)

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4. The newly joined faculty members are exempted from meeting 180 for the initial TWO academic years (including the academic year of joining).

5. Maximum external teaching assignment permissible is restricted to 40 hours (reckoned as paid teaching for only Doctoral, PG and Executive programmes).

6. Institutional incentives/payments (including PDF/ FDF/ Annual Conference fund) will not be available for those who do not meet the minimum credits required during the previous year.

7. Admissions duty for all programmes is mandatory.

8. It is mandatory for faculty to accept and Honour Institute duty whether it is teaching or administration in Kozhikode/Kochi campus when called upon by the Institute.

Professional Development Fund (PDF) and Encashment:

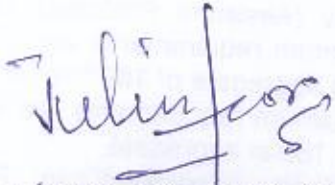
1. All Faculty members are allowed to claim PDF from accumulated credits above 180 points per year. PDF encashment is permitted at the prevailing rate per credit beyond 180 credit points.

2. Maximum PDF disbursement in cash is restricted to Rs. 30 lakhs in an academic year. PDF beyond 30 lakhs and up to 40 lakhs will be accumulated into the respective faculty member's account which can be used for professional development activities like participating in conferences, seminars, training programs, visiting academic institutions located in the country and abroad for research purpose etc. This accumulated PDF can be used for a maximum period of two years after which it will lapse automatically.

3. PDF earned in an academic year can be encashed only once - at the end of the year. At the time of submission of the Activity Report, the faculty member must indicate the amount of PDF that s/he wants to encash in that academic year. The remainder of PDF credits, if any, after encashment will be available in PDF and treated in line with FDF and can be used only for the purposes for which FDF is used.

Faculty Work Norms

1. Teaching and Training

Teaching	2018 Norms (Existing)	Proposed norms (From April 2022)
PGP/PhD, PhD- PT/PGP- BL/PGP- LSM/PGP- F/ EPGP/ EPGP Kochi/ MDP/ EMDP/ FDP/EFDP	One Credit point per hour of instruction 	<ul style="list-style-type: none"> PGP/PhD, PhD-PT/PGP-BL/PGP-LSM/PGP-F/MDP/EMDP/FDP/EFDP: One Credit point per hour of instruction EPGP (IOL)/EPGP (Kochi): one and half (1.5) credit points per hour of instruction Credit points for projects and other academic components are listed in Appendix 1. For MDP and FDP including EMDP and EFDP, faculty may opt for credit points if payments are not directly made.

से कर्नल एम. जुलियस जॉर्ज (सेवानिवृत्त)

Lt. Col. M. Julius George (Retd)

सचिव, शासक मंडल

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भारतीय एअर फोर्स अकादमी, कोच्चि

2. Research, Publication & Conference

2. Research	2018 Norms (Existing)	Proposed Norms (from April 2022)
2.A Journal Publication (Research Articles)	<p>FT 50 Journals : 250 points A Star journals : 150 points A Journals : 120 points Category B Journals : 60 points Category C Journals : 30 points</p> <ul style="list-style-type: none"> Higher of the ranks as per current listing by ABDC and ABS. All Scopus indexed journals will be treated as C if they are not ranked higher in ABDC/ABS Other refereed journals: 15 credits For multiple authors, the points allowed could be $2 \times \text{credits} / (n+1)$ where n is the number of authors. Credit points will be awarded, only if DOI is available and full paper is published online or in print. 	<p>FT 50 Journals : 250 points A Star journals : 150 points A Journals : 120 points B Journals : 60 points</p> <ul style="list-style-type: none"> Higher of the ranks as per latest listing available by ABDC and ABS and adopted by the institute as recommended by research committee from year to year. All other journals will carry 30 points if indexed by Scopus, however such points will be only considered for meeting the minimum research credits requirements. For multiple authors, the points allowed will be $2 \times \text{credits} / (n+1)$ where n is the number of authors. The complete manuscript must be published in print or online with DOI within the year (1 April to 31 March). The paper must carry IIM Kozhikode as primary affiliation
2.B Conference Paper	<ul style="list-style-type: none"> Papers presented in Peer reviewed conference organised by well-known societies & organisations – 10 credit points. Papers presented at peer – reviewed conference organised by well-known societies & organisations, which includes peer-reviewed proceedings – 20 credit points. Extended abstract of the conference paper is to be submitted to the institute while taking approval for presentation in the conference. Points for proceedings will be awarded only if the full paper is published. 	<ul style="list-style-type: none"> Each conference paper will carry 10 credit points. The maximum credit points from conference is restricted to 10. Credit points are considered only for meeting the minimum research credit requirements For multiple authors, the points allowed are $2 \times \text{credits} / (n+1)$ where n is the number of authors. Recommend that the annual conference fund be raised to 1,50,000/- Registration charges will be reimbursed separately for one international conference in a year. This will apply only for conferences conducted abroad.

Julius George

ले. कर्नल एम. जुलियस जॉर्ज (पेंशनरी) (रत.)
 Lt. Col. M. Julius George (Retd.)

सचिव, शासक मंडल
 Secretary, Board of Governors

संस्थान कोषिक
 Management Office

<p>2.C Working paper available either on IIMK website or any other online platform.</p>	<ul style="list-style-type: none"> Working Paper: 5 credit points White paper available either on IIMK website or any other online platform : 5 Credits 	<ul style="list-style-type: none"> Working paper/White papers: 05 credit points. The maximum credit points from working papers/white paper are restricted to 10. Credits considered only for meeting the minimum research credit requirements For multiple authors, the points allowed are $2 \times \text{credits}/(n+1)$ where n is the number of authors.
<p>2.D Case studies registered with IVEY, other peer reviewed case studies and IIMK cases.</p>	<ul style="list-style-type: none"> Case studies with teaching notes registered with well-known publishing house, such as Harvard, Ivey, Case Centre.org, Darden etc.: 30 credit points. IIMK/Others – 20 credit points. 	<ul style="list-style-type: none"> Case studies with teaching notes registered with well-known publishing house, such as Harvard, Ivey, Case Centre.org, IIM Kozhikode, Darden etc.: 30 credit points. For multiple authors, the points allowed are $2 \times \text{credits}/(n+1)$ where n is the number of authors.
<p>2.E Articles in Magazines, Newspapers, Non-refereed Journals, Commentary / Opinion pieces etc.</p>	<ul style="list-style-type: none"> Printed: 5 credit points Online: 2 credit points 	<ul style="list-style-type: none"> Printed: 5 credit points Online: 2 credit points The maximum credits are restricted to 10 points For multiple authors, the points allowed are $2 \times \text{credits}/(n+1)$ where n is the number of authors. Credits considered only for meeting the minimum research credit requirements
<p>2.F Editorial services in Journals</p>	<p>Managing Editor/Editor-in-Chief/Editor/Associate Editor</p> <ul style="list-style-type: none"> Category A*: 50 credit points Category A: 25 credit points Category B: 12 credit points 	<p>Managing Editor/Editor-in-Chief/Editor/Associate Editor/Guest Editor</p> <ul style="list-style-type: none"> Category A*: 50 credit points Category A: 25 credit points Category B: 15 credit points
<p>2.G Book Publication</p>	<ul style="list-style-type: none"> Book by a reputed publisher - 60 credit points. Text book, revised edition with substantial change of above 40 %: 15 credit points Edited Book – 30 credit points. For multiple authors, the points allowed are $2 \times \text{credits}/(n+1)$ where n is the number of authors. 	<ul style="list-style-type: none"> Book by a reputed publisher (included in SENSE rankings) - 60 credit points. For text books, credits can be claimed only in the year of first publications and not for revisions. Edited Book by reputed publishers (included in SENSE rankings) – 30 credit points. (Book with original unpublished articles)

Julius George

ले. कर्नल एम. जुलियस जॉर्ज (सेवानिवृत्त)

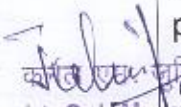
Lt. Col. M. Julius George (Retd)

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		<ul style="list-style-type: none"> For multiple authors, the points allowed are $2 \times \text{credits}/(n+1)$ where n is the number of authors.
2.H Chapter in an edited book / volume	<ul style="list-style-type: none"> Book Chapter 15 credit points. If chapters are in the same book edited, 15 credit points for all chapters. 	<ul style="list-style-type: none"> Chapter in an edited book by a reputed publisher (included in SENSE rankings): 05 credit points. Maximum credits from publishing chapters is restricted to 15 For multiple authors, the points allowed are $2 \times \text{credits}/(n+1)$ where n is the number of authors.
2.I Conducting Conference	<ul style="list-style-type: none"> Conducting Conference where IIMK is an organiser or co-organiser: 30 credit points. For multiple Coordinators, the points allowed are $2 \times \text{credits}/(n+1)$ where n is the number of authors. 	<ul style="list-style-type: none"> Conducting Conference where IIMK is an organiser or co-organiser: 30 credit points. For multiple Coordinators, the points allowed are $2 \times \text{credits}/(n+1)$ where n is the number of authors. Credits for organizing conferences will not be included in research credits.
2.J Conducting Workshops / Symposiums in Campus	<ul style="list-style-type: none"> Workshops / Symposiums: 10 Credit points 	<ul style="list-style-type: none"> Workshops / Symposiums: 10 Credit points Credits for organizing workshops/symposiums will not be included in research credits For multiple coordinators, the points allowed are $2 \times \text{credits}/(n+1)$ where n is the number of coordinators.
2.K Research Centre /Lab Establishment	<ul style="list-style-type: none"> 30 credit points 	<ul style="list-style-type: none"> Removed (as 50 credit points are available for centre heads)
2.L Editing & Publication of Conference Proceedings by reputed publisher	<ul style="list-style-type: none"> 30 Credit points For multiple Editors, the points allowed are $2 \times \text{credits}/(n+1)$ where n is the number of authors. 	<ul style="list-style-type: none"> Editing and publishing Conference proceedings: 30 Credit points Eligible for points only when proceedings contain full text of manuscripts and published by reputed publishers (included in SENSE rankings) with ISBN (Not available for book of abstracts, online versions or IIMK internally produced books) For multiple Editors, the points allowed are $2 \times \text{credits}/(n+1)$

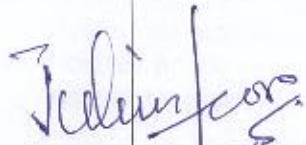

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 सचिव, भासक मंडल

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		where n is the number of authors.
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Activity heads/ Membership in committees/ Activities related to IIMK Programmes

	2018 Norms (Existing)		Proposed Norms (from April 2022)
Activity Heads/Chairpersons	Deans	100 credit points	100 credit points
	PGP	75 credit points	75 credit points
	Head-Centres	50 credit points	50 credit points
	PGP-BL	50 credit points	50 credit points
	PGP-Finance	50 credit points	50 credit points
	PGP-LSM	50 credit points	50 credit points
	EPGP	40 credit points	60 credit points
	MDP & FDP	40 credit points	50 credit points
	Placements	40 credit points	60 credit points
	Admissions	40 credit points	50 credit points
	Doctoral Programmes	40 credit points	40 credit points for PhD & 40 credit points for PhD-PT (if separate Chairpersons) . Otherwise 60
	Kochi Campus	40 credit points	60 credit points
	Research	40 credit points	50 credit points
	IIMK LIVE	40 credit points	50 credit points
	Accreditation & Ranking	40 credit points	50 credit points
	Students' Affairs	40 credit points	60 credit points
	International Relations	40 credit points	40 credit points
	Alumni Relations	40 credit points	40 credit points
	Managing Editor (IIMK Journal)	30 credit points	40 credit points
ICC Chair	20 credit points	30 credit points	



कर्मल एम. जुलियस जॉर्ज (सेवानिवृत्त)
Lt. Col. M. Julius George (Retd)

सचिव, शासक मंडल

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	Hostel Warden	30 credit points	NO CREDITS (Warden position is abolished)
	Co-chair of a programme	30 credit points	40 credit points
	Area Chair	20 credit points	40 credit points
	IRB Chair		10 credit points
	Other Task/Committee Chairs	5 credits	5 credit points (no points for ex-officio chairs)
Membership in Committees	Long duration Executive Committees (all PG Programmes/ EPGP/ Doctoral Programmes/ Placement/ Admissions, etc.)	<ul style="list-style-type: none"> 5 credit points 	<ul style="list-style-type: none"> 5 credits No points for ex-officio memberships
	Ad-hoc Committees	<ul style="list-style-type: none"> 2 credits for a Committee of more than 1 year 1 credit for a Committee of less than 1 year 	<ul style="list-style-type: none"> 2 credit points (no points for ex-officio chairs)
Admission Activities	One credit point per day for all admissions		Two credit points/day for admission interviews
Activities in doctoral programmes			
Faculty Coordinator for the Area	<ul style="list-style-type: none"> 1st year: 5 Credits 2nd Year: 5 Credits 		<ul style="list-style-type: none"> 5 credits for the first two years
RAC Member	<ul style="list-style-type: none"> 5 credits per year for 3rd and 4th year of Ph.D. and 5 credits for 2nd, 3rd and 4th year for Ph.D.-PT. Beyond 4 years no credits will be awarded except for 10 credits in the year of convocation for Ph.D. and Ph.D.-PT. 		<ul style="list-style-type: none"> 5 credits/year/student (years 3-4 for PhD and 2-4 for PhD-PT) Beyond 4 years no credits will be awarded except for 10 credits in the year of convocation for Ph.D. and Ph.D.-PT.

Julius George

ले. कर्नल एम. जुलियस जॉर्ज (सेवानिवृत्त)

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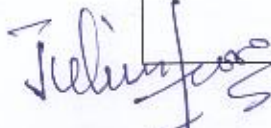
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RAC Chairman	<ul style="list-style-type: none"> 15 Credit points per year for 3rd & 4th year of Ph.D. and 15 credits for 2nd, 3rd and 4th year for Ph.D.-PT. Beyond 4 years no credits will be awarded except for 30 credits in the year of convocation for Ph.D. and Ph.D.-PT. 	<ul style="list-style-type: none"> 15 credit points /year/student (years 3-4 for PhD and 2-4 for PhD-PT) Beyond 4 years no credits will be awarded except for 30 credits in the year of convocation for Ph.D. and Ph.D.-PT.
TEC Chair/ Member	2 Credits per thesis (only if the member is not already Chairman/Member of RAC).	2 credits/student if not already a member of RAC

Appendix 1- Other Academic activities (Will not be included in teaching credits)

Programme	Activity/ Course	Course Credit	Credit Points
PGP-BL	Industry Study	2	<ul style="list-style-type: none"> 15 credit points/batch for coordinator 2 credits/group for mentor A factor of 2xcredits/(n+1) to be applied on credit points for multiple coordinators)
PGP-BL	Venturing Lab	4	<ul style="list-style-type: none"> 15 credit points/batch for coordinator 2 credits/group for mentor A factor of 2xcredits/(n+1) to be applied on credit points for multiple coordinators
PGP-LSM	Thesis Supervision	3	<ul style="list-style-type: none"> 3 Credit points/thesis for supervisor and 2 credit points/thesis for panel member
PGP-LSM	Social Development Project (SDP)/ Business Plan Project (BPP)	1	<ul style="list-style-type: none"> 15 Credits for Coordinator 2 credits/group for mentor A factor of 2xcredits/(n+1) to be applied on credit points for multiple coordinators
PGPs / Ph.D./ Ph.D.-PT	Project Courses and CIS	3/2	<ul style="list-style-type: none"> Credits equivalent to course credits (Three or Two per group) A factor of 2xcredits/(n+1) to be applied on credit points for multiple faculty involved
PGP	Immersive Leadership Discovery (ILD)/Immersive courses	6	<ul style="list-style-type: none"> 30 credit points/section (if recommended by executive committee)


 ले. कर्नल एम. जुलियस जॉर्ज (सेवानिवृत्त)
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EPGP (IOL& Kochi)	Business Plan Project (BPP)		<ul style="list-style-type: none"> • 20 credits for BPP coordinator and 2 credits for mentor/group • 2 credits/day for Evaluation • A factor of $2 \times \text{credits}/(n+1)$ to be applied on credit points for multiple coordinators
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Notes

1. Faculty may be given option to choose either old or new norms for the year 2022-23 only.
2. Faculty will be eligible for PDF only if they have been in service for at least six months during the applicable year.



ले कर्नल एम. जुलियस जॉर्ज (सेवानिवृत्त)
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 आई.आई.एम.के. कैंपस पी.ओ., कोषिकोड - 673570
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