

APPROVED MINUTES

MINUTES OF THE 92<sup>nd</sup> BOARD OF GOVERNORS MEETING OF INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE HELD ON 17 OCT 2020 AT 11:00 HRS VIA ZOOM

**BGM 92.17 IIMK Faculty Closure of Probation and Confirmation - Guidelines**

We have received applications from faculty requesting for confirmation after serving the period of probation. These applications are recommended for closure of probation and confirmation after an assessment of the faculty's performance during the period of probation. It is important that we follow a consistent process and criteria for assessment of the faculty's performance during the probation period. The following process is recommended for processing the probation requests to be strictly followed by the Dean (AA&D)'s office.

1. Faculty completing the period of probation will be requested to submit a detailed activity report providing details of the contributions and achievements in teaching, research and other institutional work during the probation period.
2. The activity report has to be accompanied by an updated resume and copies of documents to support the claims including published papers, teaching feedback etc. It is also required that the faculty must have submitted all the mandatory appraisals and reports in time.
3. The applications will be processed by Dean (AA&D)'s office based on the information available in the activity report, quarterly self-appraisals, annual activity reports and other information and documents available in the institute and programme offices.
4. The faculty member will be assessed on a five-point scale on three performance criteria namely Teaching, Research and Institutional Contribution.
5. The recommendation for confirmation will be based on the faculty meeting the following requirements.

The faculty has to earn a minimum rating of 3 (indicating moderate or average attainments) on all the three parameters. In addition, the following minimum ratings will apply.

- Professor: Four or above in at least two criteria and Five in at least one criterion.
- Associate Professor: Four or above in at least two criteria.
- Assistant Professor: Four or above in at least one criterion.

कर्मल एम. जुलियस जॉर्ज (सेक्रेटरी), the candidate has to meet any specific conditions mentioned in  
Lt. Col. M. Julius George (the) appointment order. In case the faculty on probation is not able to

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meet the minimum requirements and special conditions, the probation can be extended for a maximum of two years in spells of one year each. In case, the faculty is still not able to meet the requirements despite the extended time, the faculty will be reverted to the earlier position but not lower than the entry cadre.

Rating Scale	Description
5- Excellent	Exceeds Expectations, Superior performance and achievements
4-Good	Meets Expectations, Good performance and achievements
3- Moderate	Moderate, Adequate, only partially meet expectations need to show improvement
2-Less than Adequate	Unsatisfactory, do not meet expectations, falling below the expected standards of performance
1- Poor	Unacceptable, Inadequate, falls much below the minimum standards. Need to undertake immediate corrective action

### Performance Areas

1. Teaching
<ul style="list-style-type: none"> <li>• Taught in multiple programmes and platforms including               <ol style="list-style-type: none"> <li>1) PGP's, FPM/PhD, PGP-BL</li> <li>2) Long duration executive programmes viz. EPGP (Online), EPGP (Kochi), Post Graduate Certificate programmes etc.</li> </ol> </li> <li>• Introduced new elective courses which are well subscribed.</li> <li>• Adopted innovative methods of teaching and better instructional design for course.</li> <li>• Developed own course materials like notes, text books, cases and teaching notes, simulations, games and role play which are used in classes.</li> <li>• Received consistently good rating by the students in course feedback.</li> </ul>

1. Research
<ul style="list-style-type: none"> <li>• Active in research with demonstrable outcomes - giving research seminars, working papers, presenting papers in national and international conferences</li> <li>• Published scientific papers in the leading journals belonging to the area of specialisation.</li> <li>• Produced scholarly work with high impact as evidenced by citations and other applicable indices of quality of scholarly work.</li> <li>• Publication of scholarly monographs and books for academic audience.</li> <li>• Guided doctoral students and produced PhD.</li> <li>• Written articles for general audience in well reputed magazines and newspapers.</li> </ul>

2. Institutional Contribution
<ul style="list-style-type: none"> <li>• Served the institution with distinction in important roles like member of BOG, Dean,</li> </ul>

*Julius George*

ले कर्नल एम. जुलियस जॉर्ज (रेटायर्ड)

Lt. Col. M. Julius George (Retd)

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Chairperson, member of launch committees etc.

- As task heads, made significant contributions by introducing new programmes, enhancing the quality and acceptance of existing programmes by the stakeholders.
- Served in committees and other task groups with distinction.
- Designed and organised and taught MDPs, EMDPs and FDPs with good subscription and obtained good rating by the participants.
- Undertook consulting assignments for major private and public undertakings and brought revenue and reputation to the institute.
- Available to the institute for academic and administrative assignments and tasks like interviews, committee meetings, staff and community activities.

*The Board may kindly approve the IIMK Faculty Closure of Probation and Confirmation – Guidelines as proposed above.*

**The Board approved the IIMK Faculty Closure of Probation and Confirmation – Guidelines as proposed above.**

ले कर्नल एम. जुलियस जॉर्ज (सेवानिवृत्त)  
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