


APPROVED MINUTESMINUTES OF THE 92nd 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.



ले कर्नल एम. जुलियस जॉर्ज (सेन) Further, the candidate has to meet any specific conditions mentioned in the appointment order. In case the faculty on probation is not able to

सचिव, शासक मंडल
Secretary, Board of Governors

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

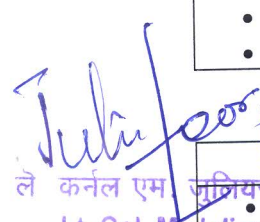
Performance Areas

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

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

2. Institutional Contribution

- Served the institution with distinction in important roles like member of BOG, Dean,


 ले. कॉर्नल 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
 IIM's Campus P.O., Kozhikode - 673570

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.

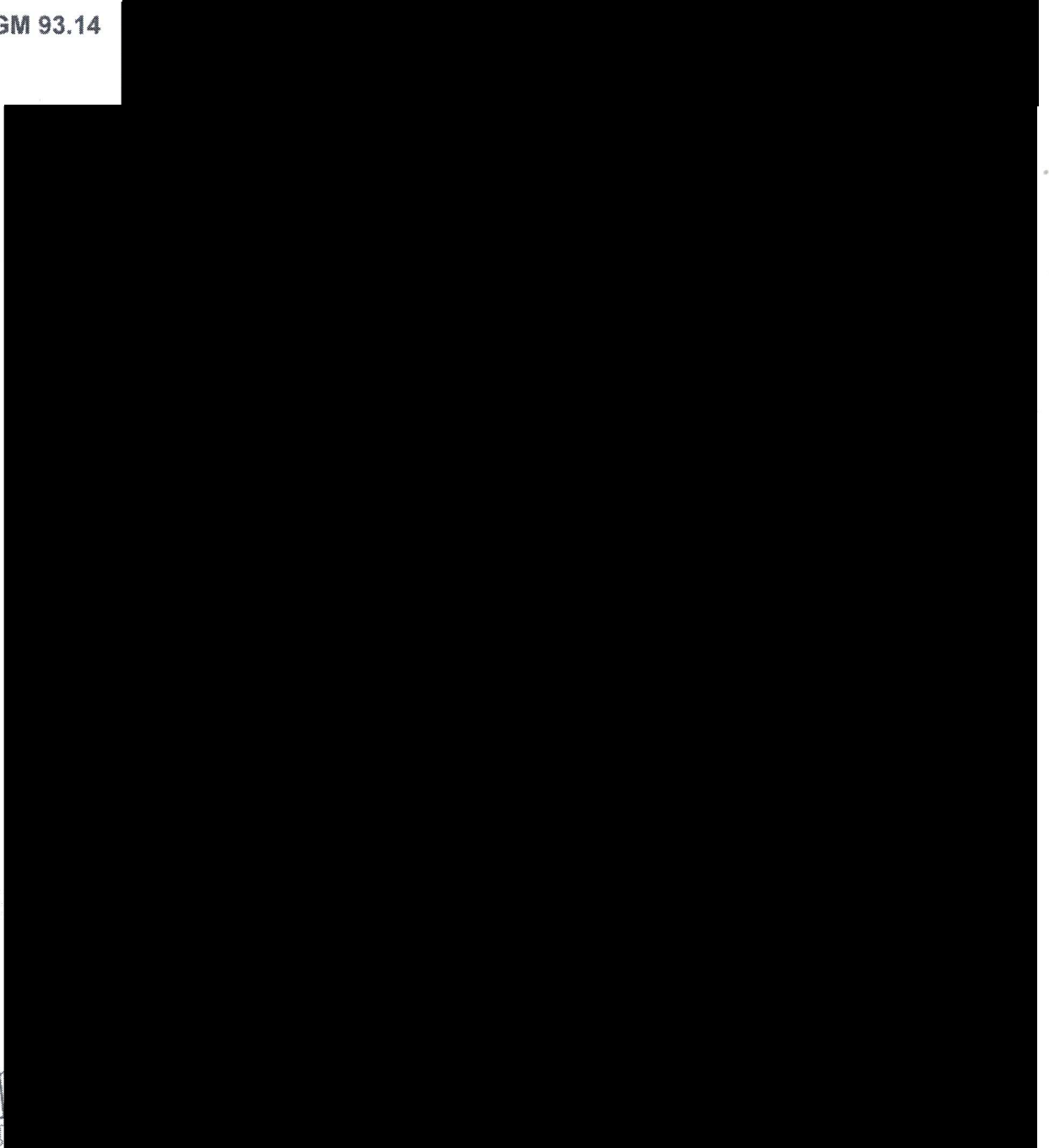
ले कर्नल एम. जुलियस जॉर्ज (सेवानिवृत्त)
Lt. Col. M. Julius George (Retd)
सचिव, शासक मंडल
Secretary, Board of Governors
भारतीय प्रबंध संस्थान कोषिकोड
Indian Institute of Management Kozhikode
आई.आई.एम.के. कैंपस पी.ओ., कोषिकोड 673570
IIMK Campus P.O., Kozhikode - 673570

Dean (Fac Admin & Devp)

APPROVED MINUTES

MINUTES OF THE 93rd BOARD OF GOVERNORS MEETING OF INDIAN
INSTITUTE OF MANAGEMENT KOZHIKODE HELD ON 6 FEBRUARY 2021 AT
11:00 HRS VIA ZOOM

BGM 93.14



Julius

ले कर्नल एम. जे

Lt. Col. M. Julius George (Retd.)

सचिव, शासक मंडल (B)

Secretary, Board of Governors

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IIMK Campus P.O., Kozhikode - 673570

Amendment to policy on probation

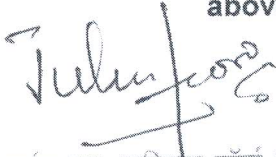
As per the IIMK Faculty Closure of Probation and Confirmation guidelines approved by the BoG in its meeting held on 17.10.2020, the faculty on probation have to be evaluated in multiple areas of teaching, research and institutional contribution. The present probation period of one year found to be insufficient to evaluate the latest prescribed criteria. Therefore, it is proposed that the probation period may be increased to two years from the existing one year.

In case performance during probation is not satisfactory, the period of probation may be extended by another one-year subject to maximum of two such extensions. i.e., maximum probation period will be four years in a particular case. The above condition will apply to both new recruitment as well as in the case of selection/ promotion.

After the maximum probationary service of four years, non-performers shall not be absorbed in to the services to which they have been appointed and they may be discharged from the Institute following due procedures. However, if the non-performing faculty is appointed by promotion, such faculty may be reverted back to the earlier position in which the faculty holds a lien.

Submitted for kind consideration and approval of the Board as proposed above.

The Board approved the Proposal for additional Faculty positions and Amendment to policy on probation (Proposal A and B); as above.



ॐ कर्नल एम. जुलियस जॉर्ज (संवतानधृत)

Lt. Col. M. Julius George (Retd)

सचिव, शासक मंडल

Secretary, Board of Governors

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Indian Institute of Management Kozhikode

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