THE INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

NOTIFICATION

New Delhi, the 30th July, 2021

F. No. 02-06/2021-IIMK.CAO-12. -- In exercise of the powers conferred by section 35 of the Indian Institutes of Management Act 2017 (33 of 2017), the Board of Indian Institute of Management Kozhikode hereby makes the following Regulations namely.

CHAPTER- I – Preliminary

1. Short Title and Commencement. -

(1) These regulations may be called the Indian Institute of Management, Kozhikode Regulations, 2021.

(2) They shall come into force on date of their publication in the Official Gazette.

2. Definitions. -

(1) In these Regulations, unless the context otherwise requires –

a) "Act" means the Indian Institute of Management Act, 2017 (33 of 2017).
b) "Authorities", "Officers" and "Faculty" ("Assistant Professors", "Associate Professors", and "Professors") mean the authorities, officers and faculty of the Institute respectively.
c) "Board of Governors Nominations Committee" or "BoGNC" means the Board Governors Nominations Committee constituted by the Board of Governors of the Institute, as per the Rules.
d) "Building and Works Committee" or "BWC" means the Building and Works Committee constituted by the Board of Governors of the Institute.
e) "Chief Administrative Officer" means the Chief Administrative Officer of the Institute.
f) "Chief Finance Officer" means the Chief Finance Officer of the Institute.
g) "Chief Vigilance Officer" means the Chief Vigilance Officer of the Institute.
h) "Courses" means study or subjects being taught at the Institute in Academic Programmes.
i) "Dean (Executive Education)" means the Dean (Executive Education) of the Institute.
j) "Dean (FA and D)" means the Dean (Faculty Administration and Development) of the Institute.
k) "Dean (Programmes and International Relations)" means the Dean (Programmes & International Relations) of the Institute.
l) "Government" means the Central Government or the Government of India.
m) "Headquarters" means Institute's main offices at the Institute campus at Kozhikode, Kerala, India PIN - 673570.
n) "Institute" means Indian Institute of Management Kozhikode under Column (5) at Sl No. 6 of the Schedule of Section 4 (1) of the Act.
o) "Investment and Finance Committee" or "IFC" means Investment and Finance Committee constituted by the Board of Governors of the Institute.
p) "Ministry of Education" or "MoE" means the Ministry of Education, Government of India.
q) "Programme" or "Program" means Degree, Diploma, Certificate or such academic-title granting programme of the Institute.
r) "Resolutions" means Resolutions made by the Academic Council constituted under the Institute.
s) "Rules" means the Indian Institute of Management Rules, 2018.
t) "Secretary to the Board" means the Secretary to the Board of Governors of the Institute.

(2) Words and expressions used, but not defined in these regulations, shall have the same meanings respectively assigned to them in the Act or Rules.

Chapter – II - Board of Governors

3. The Board of Governors Nominations Committee (BoGNC). -

(1) The Board of Governors Nominations Committee (BoGNC) as per Clause (1) of Section 4 of the IIM Rules 2018, shall be formed normally two months prior to the arising of any vacancy on the Board by the Board. The BoGNC would select four eminent persons, of which at least one shall be a woman, distinguished in the field of education, industry, commerce, social service or public administration, to be nominated by the Board, under Clause (d) of Sub section (2) of Section 10 of the Act.

(1A) **The President of India shall be the Visitor of the Institute.**

(1B**)** A Chairperson of the Institute, from amongst eminent persons distinguished in the field of industry or education or science or technology or management or public administration or such other field, **to be nominated by the Visitor.**

(1C) **Terms and conditions for the appointment of non-ex-officio members of the Board -**

For selecting members under clause (d) and (g) of sub-section (2) and sub-section (3) of section 10 of the Act, the Board of Governors of the Institute shall constitute a "**Board of Governors Nominations Committee (BoGNC)"** consisting of the Chairperson of the Board of IIMK, one Visitor's Nominee and one Eminent Person selected by the Board of the Institute.

The Board shall select the member from the panel of names recommended by the Board of Governor's Nominations Committee ("BoGNC").

The outgoing Member shall, unless the Board otherwise directs, continue in office until another person is appointed or nominated as a Member in his place.

(2) The BoGNC Committee shall undertake search for and/or identify suitable member(s) fulfilling the eligibility criteria as per clause (d) of sub section (2) of Section 10 of the Act and may recommend a minimum of three names to the Board for each vacancy.

(3) The Chairperson of the Board shall chair the meetings of the BoGNC. In his or her absence, the members present in the meeting may choose one among them to preside over the meeting.

(4) All decisions and orders of the BoGNC shall be approved by the Chairperson of the Board.

(5) The procedures relating to the meeting, preparation and confirmation of the minutes applicable to the meetings of the Board shall apply to the meetings of the BoGNC.

(6) Generally, the notice period for a meeting of the BoGNC will be one week.

(7) The minutes of the meetings of the BoGNC or resolutions of the Committee shall be placed before the ensuing meeting of the Board of Governors for noting, ratification or consideration, as the case may be.

(8) The Board may nominate member(s) from the list(s) recommended by the BoGNC, to fill the vacancy of Eminent Persons in the Board. The Board may also request the Committee to rework the list (s) afresh in full or part, for wider choice.

(9) Representation for the Scheduled Caste or Scheduled Tribes and women members on the Board would be ensured in accordance with the Act.

4. Manner of nomination of Faculty members to the Board. -

(1) Nomination of Faculty Members on the Board of IIM Kozhikode under clause (e) of sub-section (2) of section 10 of the Act will be governed as mentioned in the succeeding paragraphs.

(a) **Eligibility for Nomination of a Faculty on the Board:**

(i) Any fulltime faculty member who has been working at the Institute for at least five years will be eligible to be nominated to the Board under clause (e) of sub section (2) of section 10 of the Act.

(ii) A faculty member who is on sabbatical or long-term leave or whose residual service at the Institute is less than two years will not be eligible to be considered.

(b) **Process of Nomination:**

(i) As per Act, faculty of the Institute is to be nominated by the Chairperson.

(ii) In case the position falls vacant on account of resignation or other unanticipated reasons, the Director shall take immediate action and recommend a suitable faculty for the vacant position as soon as possible but within one month of the date on which vacancy arises.

(iii) The Chairman will have the final discretion on the nomination of faculty members to the board or he may seek additional names recommended by the Director and Faculty.

(iv) Faculty members on the Board can be nominated for a second consecutive term by following the usual procedure.

(v) A faculty member can be appointed as Board Member if he/she has a residual service of at least two years as on date of vacancy.

5. Quorum and procedures to be followed in the conduct of meetings of the Board. -

(1) The Chairperson shall summon the meetings of the Board which shall ordinarily meet once in every three months. The Chairperson shall decide the date of the meeting, its location and fix the agenda. Normally, not less than fifteen days' notice shall be given for every meeting of the Board and a copy of the proceedings of every meeting shall be furnished to the Chairperson and upon his/her clearance, to the members, as soon as practicable after the meeting. The Chairperson can call an extraordinary meeting at a short notice in case of emergency or to consider urgent special issues.

(2) Every meeting of the Board shall be presided over by the Chairperson and, in his/her absence from any meeting, by a member chosen from amongst them by the members present at the meeting. One-third of the members of the Board, including the Chairperson, shall constitute the quorum for any meeting of the Board rounded off to the next higher integer. Quorum shall include participation by physical presence or via audio or video-link, provided further that in the absence of quorum, the meeting may be re-scheduled within 4 weeks. Manner of approval of resolution in regular meeting shall be by taking into account the agreement of majority of members present.

(3) If a meeting is adjourned for want of quorum, it shall be held on such other day and such other time and place as the Chairperson may determine, and if at such a meeting, a quorum is not present within half-an-hour from the time appointed for holding a meeting, the members present shall be the quorum

(4) The Secretary of the Board shall send a written notice (via e-mail) of every meeting to every member of the Board at least fifteen days before the date of the meeting, stating the place, date and time of the meeting.

(5) Any member of the Board may propose agenda items for inclusion in a Board meeting, which should be forwarded to Secretary thirty days in advance to be included as an Agenda point.

(6) Agenda shall be circulated by the Secretary of the Board to the members at least ten days before the meeting.

(7) Notices of motions for inclusion of any item on the agenda must reach the Secretary of the Board at least thirty days before the meeting.

(8) The Board shall adopt a resolution by circulation among all members for a decision on an emergent issue, in the interest of Institute. The quorum for adoption of any such emergent resolution and or granting

approval for any item by circulation shall be by taking into account the acceptance of majority of members who sent their reply. This shall be as effective and binding as if such resolutions had been passed at a meeting of the Board.

(9) Each member of the Board including the Chairperson shall have one vote and if there shall be an equality of votes on any question to be determined by the Board, the Chairperson shall in addition have and exercise a casting vote.

(10) The Chairperson shall have the power to invite any number of experts, not being members of the Board, to attend meetings of the Board, but such invitees shall not be entitled to vote at the meeting.

(11) The ruling of the Chairperson in regard to all questions of procedure shall be final.

6. Manner of authentication of orders and decisions of the Board and maintenance of records thereof. -

(1) The minutes of the proceedings of a meeting of the Board shall be drawn up by the Secretary and, after approval of the Chairperson, shall be circulated to all members, and shall be placed for confirmation at the ensuing meeting of the Board.

(2) All orders and decisions of the Board shall be authenticated by the signature of the Secretary of the Board.

(3) The Secretary of the Board shall maintain one authenticated copy of each Board minutes in the office of the Secretary of the Board and shall submit one copy to the office of the Chairperson, and one copy to the office of the Director.

(4) The Secretary shall also communicate the relevant Board resolutions to the offices or departments concerned of the Institute for further action.

7. Allowances for Board members for attending meetings of the Board. -

(1) For attending meetings of the Board, Members of the Board shall be entitled to reimbursement of the Domestic Air travel fare by economy Class and they would be provided free accommodation and food in the station of the Board meeting. The members of the Board shall not be entitled to any remuneration or fee for attending the meetings of the Board.

CHAPTER - III - Teaching and Non-Teaching Staff

8. Tenure, remuneration and terms and conditions of employees in service before the commencement of the Act. -

(1) **"Every person, other than a Director employed by The Institute"** immediately before such commencement of the Act, shall hold his or her office or service in the Institute, with the same tenure, at the same remuneration and upon the same terms and conditions and with the same rights and privileges as to pension, leave, gratuity, and other matters as applicable, as he or she would have held had the regulations not been effected and shall continue to do so unless and until his or her employment is terminated, contract is closed, or until such tenure, remuneration and terms and conditions are duly altered by regulations.

(2) Provided that, if the alteration so made is not acceptable to such employee, his or her employment may be terminated by the Institute in accordance with the terms of the contract with the employee, or, if no provision is made therein in this behalf, on payment, to him or her by the Institute, of a compensation equivalent to three months' remuneration in case of permanent employee and one month's remuneration in the case of other employee.

(3) Provided further that, any reference by whatever form of words, to the Director, and other officers of the Institute under any law for the time being in force, or in any instrument or other document, shall be construed as a reference to the Director, and other officers of the Institute.

(4) Provided also that the provisions of clause (2) of Section 8 shall also be applicable to the Director of the Institute.

9. Number, emoluments, duties and conditions of services of academic, administrative, technical and other posts or staff. –

(1) These shall apply to regular employees of the Institute appointed in permanent position.

(2) The Board will approve and create Academic posts as per the ratio of 1:10 (one faculty for every ten students) for long-duration programs. Within that ambit, vacancies and level of faculty (e.g. as Assistant, Associate and full Professors on regular basis, in flexi cadre) would be determined by the Institute from time to time.

(3) The strength of the sanctioned non-teaching staff (administrative, technical and other posts) to that of the teaching staff (faculty) shall normally be in the ratio of 1.1:1 respectively.

(4) Duties and conditions of service of faculty are functionally as per the academic requirements as approved by the Board and administratively as per the extant rules or CCS Rules to the extent applicable to the Institute and as classified by the Government of India from time to time.

(5) Duties and conditions of service of non-teaching staff are as per the functional requirements of the Institute as approved by the Board and administratively as per the extant rules or CCS Rules to the extent applicable to the Institute and as classified by the Government of India from time to time.

(6) The Pay Matrix (Pay Band and Level) for each teaching and non-teaching staff posts on regular rolls of the Institute shall be as per the approved recruitment rules of the Institute by the Board specifying broadly the qualification, classification, terms of office and method of appointment, adopting the Pay Matrix prescribed by the Government of India from time to time.

(7) All entitlements to the employees, as applicable, shall be governed by the extant rules or CCS Rules to the extent applicable to the Institute and as per the notifications and orders of Government of India, from time to time. Any Emolument proposed to be given to the employees would be as approved by the Board from time to time.

(8) All employees shall be governed by CCS (Conduct) Rules and CCS (CCA) Rules for Conduct and Discipline to the extent applicable to the Institute, and as per notifications and rules issued by the Government, from time to time.

10. Qualifications, classification, terms of office and method of appointment of the academic, administrative, technical and other staff of the Institute. -

(1) These shall apply to regular employees of the institute appointed in permanent position.

(2) The qualification, classification, terms of office and method of recruitment for appointment of academic and non – academic posts, technical and other staff of the Institute shall be as per the approved recruitment rules of the Institute by the Board. Duties are as assigned for functional needs, detailed through periodical organograms and job descriptions as approved by Director from time to time.

(3) The Government of India guidelines and norms on reservations and relaxations shall apply in the recruitment of faculty and non-teaching staff belonging to disadvantaged sections and other deserving categories (SC/ST/OBC/PWD/EWS). Special Recruitment Drives may be taken up, as needed.

(4) The regular staff of the Institute shall be classified as –

(a) **Academic Posts:**

(i) The term shall include Professor, Associate Professor, Assistant Professor, and such other permanent academic posts as may be decided by the Board. Academic Posts are sanctioned by the Board based on the recommendation of the Director ideally guided by an overall ratio of 1**:**10 of full-time student strength. The Cadre, the Pay Scales, allowances and terms of employment of such posts shall be such as may be applicable to the Central Government. Currently the 7th CPC Pay scales are being followed duly adopted and approved by the Board.

(ii) Recruitment of faculty (e.g. as Assistant Professor, Associate Professor and Professors on regular basis and in flexi cadre) or such other permanent academic posts as per the qualification criterion prescribed by the Institute based on needs shall be carried out on rolling basis.

(iii) Screening of applications for faculty recruitment shall be carried out by the duly constituted committee. After short-listing the suitable applications Faculty Interview Committee as per the structure and composition decided by the Director, shall carry out the process of selection.

(iv) Chairperson of the Board shall approve the appointment of faculty, acting on the recommendations of the Faculty Interview Committee.

(b) **Administrative (Technical and Non-Academic) Posts:**

(i) The term shall include Chief Administrative Officer, Chief Systems Manager, Chief Finance Officer, Chief Human Resource Officer, Chief Manager- Infrastructure, Librarian, Chief International Relations and Placement, Chief Purchase Officer, Chief Project Manager, Enterprise Resource Planning Advisor, Senior Administrative Officer, Senior Executive Secretary to Director, Administrative Officer, Assistant Administrative Officer, Assistant, Assistant-cum-Hindi Translator, Junior Assistant, Store Assistant, Driver-cum-Office Staff, Junior Executive, Multi-Tasking Staff, Senior Manager (Engineering Operations), Manager (Infrastructure), Assistant Executive Engineer-Electrical, Assistant Executive Engineer-Civil, Assistant Engineer(s)-Civil, Assistant Engineer(s)-Electrical, Junior Engineer(s)-Civil, Junior Engineer(s)-Electrical, Senior Systems Manager, Systems Manager, Systems Officer, Technical Officer-IT, Technical Assistant(s)-IT, Junior Technical Assistant(s)-IT, Deputy Librarian, Assistant Librarian, Senior Library & Information Assistant, Technical Assistant (Digital Library), Manager, Junior Manager, Senior Finance and Accounts Officer, Finance and Accounts Officer, Senior Accounts Officer, Accounts Officer, Accountant, Junior Accountant and such other permanent posts as may be sanctioned by the Board from time to time.

(ii) Within the ambit of sanctioned strength, vacancies of non-teaching staff (cadre-wise, function-wise, post-wise, level, scale-wise) shall be arrived at, from time to time, by the HR Department and approved by the Director. The qualifications, classification, terms of office and method of appointment of the administrative, technical and other staff of the Institute shall be as per the 'Staff Recruitment and Promotion Policy' of the Institute, approved by the Board and as amended from time to time.

(iii) Upon recommendation of the vacancies, job description and other (special) requirements by the HR Department and approval by the Director, the process of recruitment to fill up the post(s) through various methods such as direct recruitment, promotion, deputation, lateral movement etc. shall be adopted, by a duly constituted Selection Committee.

(iv) Acting on the recommendations of the Selection Committee, the Director approves appointments of Non-Teaching Staff of Pay level up to and including Level-13 A of Seventh Central Pay Commission (7th CPC) or equivalent in future thereof. All appointments to posts higher than Level-13 A are approved by the Chairperson of the Board.

(5) The Faculty Evaluation Committee approved by the Director shall carry out an independent evaluation of the performance of the faculty with respect to the designated Work Norms and makes its recommendations to the Director. The Director considers the recommendations of the Faculty Evaluation Committee, with his or her views thereon, on the service matters of the faculty.

(6) The Heads of the respective Departments/Area shall be normally the Reporting Authorities for the non-teaching staff. The Director or Dean(s)or Chairperson(s) or Chief Administrative Officer shall be the Reviewing Authority and the Director shall be the Accepting or Controlling Authority, where the Director is the Appointing Authority. The service matters of staff shall be dealt with accordingly. Above the delegated authority of the Director, all matters shall be put up to the Chairperson Board for consideration and approval.

11. Constitution of pension, insurance and provident funds for the benefit of the academic, administrative, technical and other staff. -

(1) The Institute adopted the "**National Pension System**" (NPS) for the regular employees who joined IIM Kozhikode on or after 01-01-2004 and the Contributory Provident Fund (CPF) for the regular employees who joined on or before 31-12-2003 as per Notification No 4(1)-EV/2006 (1) of MHRD dated 12.7.2007. GPF cum Pension scheme would be applicable only to those regular employees who prior to joining IIM Kozhikode on or before 31-12-2003, were working in organizations where the GPF cum Pension scheme was in operation and had opted for the same by transferring their Pension from the earlier Organization to IIM Kozhikode.

Other regular employees who entered into service on or before 31-12-2003 and were governed by the CPF Scheme, are not eligible for switch over to the GPF-cum-Pension Scheme. They will continue to be governed by the CPF Scheme.

(2) **Insurance Scheme for the benefit of the Academic, Administrative, Technical and other staff**- All regular employees of the Institute (Academic, Administrative, Technical and other staff) shall be covered under an appropriate Group Insurance Scheme through an Insurance Regulatory and Development Authority (IRDA) approved Insurance Agency, duly approved by the Board.

CHAPTER – IV - Admissions and Students

12. Regulations for the admission of candidates to the various courses of study. -

(1) The Institute shall be open to all persons without any discrimination on the basis of gender, race, creed, caste or class, and no test or condition shall be imposed as to religious belief or profession in admitting students.

(2) The admission to every academic course or programme of study in the Institute shall be based on merit assessed through transparent and reasonable criteria disclosed through its prospectus/Institute's website, prior to the commencement of the process of admission by the Institute.

(3) The Institute shall follow the Central Educational Institutions (Reservation in Admission) Act, 2006 (Act No. 5 of 2007), as amended from time to time. Provided that nothing in this section shall be deemed to prevent the Institute from making special provisions for the employment or admission of women, persons with disabilities or for persons belonging to any socially and educationally backward classes of citizens and in particular, for the Scheduled Castes and the Scheduled Tribes.

(4) The Institute shall ensure that no deserving candidate will be denied admission on account of his or her financial incapacity. The Institute shall ensure that all deserving candidates receive adequate financial aid required to meet their financial needs for the completion of the program.

(5) The process of admission, the criteria, and their weightages for admission to each academic-title granting program of the Institute shall be laid down by the Academic Council by way of Ordinances and approved by the Competent authority.

13. Regulation for conferment of honorary degrees. - As per policy established by the Board from time to time, Chairperson of the Board shall be empowered to confer honorary degrees, on the recommendation of the Director.

14. Fees for various courses of study and examinations in the Institute. -

Fees for the various Academic Programmes of the Institute shall be as per the policy established by the Board from time to time. The Board shall be guided by the following principles for the determination of the Program Fee –

(1) The Board shall determine the Program Fee by 31 March for the first year of the Program Commencing in June /July of every year.

(2) The Program Fee once notified for a batch will not be revised for that batch and the students of a batch will pay the same Annual Program Fee during the entire duration of the Program.

15. Fellowships, scholarships, exhibitions, medals and prizes. -

The Institute shall award fellowships, scholarships, medals and prizes to the meritorious students as per policy established by the Institute and on the recommendations of the Academic Council and approval by the Board.

16. Conditions of residence of students of the Institute and levying of fees for residence in the halls and hostels and other charges. -

(1) The students are the future management leaders hence the Institute shall ensure maintenance of the dignity of the Institute in all their actions, speech and conduct at all times both inside the hostel or campus and outside of it. The same code and expectation shall extend to their conduct while residing in the hostel.

(2) It is mandatory for all flag-ship masters' program students to stay in the hostel. The hostel and mess rules and the do's and don'ts shall be laid down clearly in the student handbook, a copy of which should be provided to each student at the time of registration.

(3) Levy of fee for residence in the halls and hostels and other charges shall consider the expenditure to be incurred typically on account of - (i) hostel rent or attributable cost, (ii) housekeeping, (iii) security services, (iv) repairs and maintenance, (v) electricity and water, (vi) communication and internet, (vii) student-welfare activities, (viii) mess-subsidy, (ix) health and travel insurance, (x) depreciation, and (xi) local transport (shuttle services).

(4) The various other operational aspects of students' accommodation and mess in the Institute would be looked after by the offices of Student Affairs and Hostel & Mess as per the laid down rules as approved by the Director from time to time.

CHAPTER - V – Director

17. Delegation of powers and functions of the Board to the Director. –

(1) The Director shall exercise the powers and perform the duties as may be assigned to him under the Act, Rules or these regulations or as may be delegated to him by the Board, from time to time. The Director would be empowered by the Board to approve incentive or honorarium to Deans, high potential faculty and non-faculty personnel.

(2) The Director shall be responsible for implementation of the decisions of the Board and the orders and guidelines of Government of India in the Institute. The powers of the Director are broadly specified as under –

(a) Administrative Powers:

(i) Academics and Research Matters –

1) To implement, (re) design, revise any existing or new full or part-time programs of study, training or capacity-building programs and/or research, approval of the Academic Council (under the Act) being mandatory in respect of all programs leading to the award of academic titles to be conferred by the Board of Governors.
2) To enter into student exchange or immersion program agreements with Indian and foreign Universities and Institutions, (preferably) on reciprocal basis.
3) To enter into collaborative arrangements with Indian or foreign Institutions or organizations for academic or training programs (to be held in India), research projects or other knowledge-sharing endeavors, insofar as such activities have (potential) benefits to the Institute.
4) To undertake publication of Institute's journals, periodicals, news-letters and other material in print, online and/or social media towards furtherance of Institute's objectives, work programs and activities.
5) To accept research or consultancy projects and assignments and to assign the project(s) to one or more faculty. The details of such projects, together with the name(s) of the faculty to be included in the Director's Report to the Board, each year.
6) To accept recurring grants, sponsorships, enter into collaborative arrangements or accept endowments for establishing Faculty Chairs from individuals, institutions and/or companies in India, and/or from bilateral or multilateral funding institutions. The interest income from such endowments is expected to cover all the expenditure for the said Chairs.
7) To apply for and obtain patents and copy rights in respect of the intellectual property in the name of the Institute or jointly with another party.
8) To commercially exploit intellectual property rights and enter into suitable arrangements with the parties concerned, duly protecting the interests of the Institute.

(ii) Executive Education Matters -

To implement, (re)design, revise any existing or new, open, customized and partnership programs and international programs, to approve the target participation and budget, including the fees to be charged in respect thereof.

(iii) Teaching Staff Matters -

1) To administer and implement recruitment processes, and terms and conditions of service in respect of regular faculty in accordance with the notifications issued from time to time by the Ministry of Education as applicable to IIMs, and the approvals accorded by the Board.
2) To engage practice-track or adjunct faculty (on fixed-tenure contracts) in consultation with the duly constituted Committee(s) concerned, as per the approvals accorded by the Board and guidelines of the Ministry of Education and fix their remuneration and other terms of engagement in accordance with the recommendations of the Selection Committee, constituted in respect thereof.
3) To engage visiting or guest faculty in consultation with the duly constituted Committee(s) concerned and fix their honoraria and other terms of engagement.
4) To accord permission to faculty to accept part-time nomination on the Boards, Academic, Advisory and other Overseas or Governing bodies of institutions or organizations, after due diligence and discretion, and ensuring that there is no conflict of interest or financial implications. Such time spent or honoraria earned to be accounted under "Professional Activities" (as part of Service Terms) approved by the Board. Such nominations to be reported to the Board in the "Director's Report", every year.

(iv) Non-Teaching Staff Matters –

1) To act as the appointing authority in accordance with the Indian Institute of Management Kozhikode Staff Recruitment and Promotion Policy 2019 for Non-Teaching Staff as and when approved by the Board, read with amendments thereto, from time to time.

2) To administer and implement recruitment processes, and terms and conditions of service in respect of Non-Teaching Staff in accordance with the notifications issued from time to time by the Ministry of Education as applicable to IIMs, and the approvals accorded by the Board.

3) To appoint project-tied temporary academic and research support staff and fix their remuneration and other terms of engagement based on the recommendations of the Selection Committee, constituted in respect thereof.

4) To engage professionals as specialists or consultants on fixed-tenure (including on retainer ship) basis for technical assistance, advisory and/or professional services and fix their remuneration and other terms of engagement in respect of any specific task-related and/or project-oriented requirements.

5) To accept resignation from service and waive or condone notice period (in full or part) of those Non-Teaching Staff for whom the Director is the appointing authority.

6) To terminate temporary, contractual appointments of Non-Teaching Staff by giving the required notice or payment of salary in lieu thereof, as deemed necessary or as per terms of the offer Letter.

(v) Institutional Matters –

1) To do all such things and activities in respect of academic, research and administrative functions of the Institute and exercise administrative powers and financial powers within the delegated authority.

2) To do all such things and activities for advancing the pursuit of the Institute in academic, research and allied areas of knowledge, in accordance with the provisions and objectives of the Act.

3) To register the Institute under any law of land as may be applicable and needed.

4) Sign declarations, undertakings or certificates as required thereunder.

5) To register the Institute for recognition or accreditation under any reputed national or international body or organization.

6) To appoint committee with internal or external Teaching or Non-Teaching Staff or a combination thereof, towards accomplishment of specific tasks and projects and towards achieving the larger objectives of the Institute and to fix the sitting fee or remuneration of external members.

7) To constitute, in respect of acts of commission or omission by the Students, Teaching and Non-Teaching Staff, Inquiry or other Committees and appoint relevant authorities (Inquiry Officer, Presenting Officer, Disciplinary Authority, Appellate Authorities).

8) To approve (with amendments if any) and impose penalties, major and minor, as may be recommended by the Committees concerned, in respect of Students, and those Non-Teaching Staff for whom the Director is the appointing authority. In respect of others, prior approval of the Board would be necessary for implementing penal actions.

9) To appoint Teaching and Non-Teaching Staff to suitable administrative positions and to sub-delegate administrative and financial powers to such personnel holding positions of administrative responsibility to the extent considered necessary and expedient, for smooth and efficient functioning of the Institute.

10) To formulate and implement rules, procedures, guidelines to facilitate the good functioning of the Institute and to assign roles and responsibilities to the Teaching or Non-Teaching staff for discharge of duties and responsibilities in a smooth, efficient and orderly manner.

11) To take such measures as are necessary in exigencies in matters not herein specifically provided for, in the overall interests of the Institute. Such matters to be reported to the Chairperson of the Board at the earliest.

12) To continue to exercise, save for the changes (additions and amendments) as brought out in these Regulations, all the other functions and powers as already available under the Act and Rules (as may be amended from time to time) and approved by the Board.

13) To act as Head of the Department under the Delegation of Financial Powers Rules 1978 and exercise all the financial powers as are available to the Department of Government of India.

14) To act as Head of the Department under the Fundamental Rules and Supplementary Rules (FRSR) and exercise administrative powers as are available to the Department of Government of India.

15) To defend on behalf of the Institute or refer cases to arbitration, to execute and sign contracts, memoranda of understanding, law-suits, legal documents, indemnity bonds, and to do all such things and activities in the management of the affairs of the Institute.

16) To act as custodian of property and assets and to take such actions as considered necessary and expedient to safeguard the title to ownership and rights over property and assets of the Institute.

(b) Financial Powers:

Delegation of Financial Powers to Director, IIMK would be as has originally been approved in the 6th meeting of the Board held on February 25, 1999 and modified by the Board in its 45th meeting held on December 23, 2008 and thereafter. General Financial Rules 2017 to be followed while exercising financial powers.

(i) To extend financial aid to deserving students through appropriate schemes of fees waiver, scholarships etc. to students, as may be recommended by the Relevant Committee, to extend prizes, awards and other financial incentives to deserving students through appropriate competitions and schemes, as may be recommended by the relevant Committee.

(ii) To extend prizes, awards and other financial incentives to deserving Teaching and Non-Teaching Staff as per norms approved by Director.

(iii) To authorize expenditure on entertainment and hospitality on visiting dignitaries and other visitors to the Institute.

(iv) To outsource the services required by the Institute as deemed necessary and expedient, in accordance with General Financial Rules 2017.

(v) To approve disposal during a financial year, of surplus, obsolete or unserviceable (beyond economical repair) assets, goods and consumables and/or those items damaged by fire, whose cumulative book value does not exceed Rs.10 lakhs, in accordance with General Financial Rules 2017. Full powers to declare equipment or /store including office equipment with original value of the single equipment or /store or /office equipment upto Rs 10 lakhs as unserviceable and to approve their mode of disposal; for equipment or /store above 10 Lakhs, the approval of the Board to be taken to declare the equipment/store/office equipment unserviceable. Approval of BoG to be taken where the total amount of all unserviceable equipment or /store or /office equipment exceeds Rs. 25 lakhs in a year.

(vi) To approve, as one-level higher than the delegated authority, waivers, condonations, etc. and accord relaxations, special approvals, in exceptions and exigencies as deemed necessary or expedient for the smooth and timely implementation of activities and in the interests of the Institute, the financial implication, if any of such approvals not exceeding the delegated financial powers of the Director, where the delegated authority is the Director himself, such special cases shall require the approval of the Board (as one level higher than the Director).

(vii) To exercise the delegated powers in respect of capital and recurring expenditure as decided by the Board, from time to time.

(viii) Full powers to open and operate bank accounts, exercise Cheque signing powers of any amount as second signatory with Chief Finance Officer (in the absence of Chief Finance Officer or Director or both of them the Chief Administrative Officer or any of the authorized Professors)

(ix) Full Powers for write off of loss on account of disposal of unserviceable/obsolete materials, stores, furniture, and equipment etc. up to Rs. 25 Lakhs. Cases of all such write off to be reported to Board of Governors. Approval of Board of Governors to be taken where the total amount to write off of loss on account of disposal of unserviceable /obsolete materials, stores, furniture, and equipment etc. exceeds Rs. 25 lakhs in a year.

(x) Full Powers for write off of irrecoverable loss due to theft, fraud or negligence of individuals, upto a maximum of Rs.5 Lakhs in each case. Cases of all such write off to be reported to Board of Governors. Approval of BOG to be taken where the total amount to write off of irrecoverable loss due to theft, fraud or negligence of individuals, etc. exceeds Rs. 5 Lakhs.

18. Performance objectives for variable pay of Director. -

Based on the vision, objectives and strategy of the Institute, the Board shall review the performance of the Director periodically, on the objectives set and achievements for payment of variable compensation. The performance of the Director will be evaluated on parameters such as, Academic Programmes, Research & Publication, International Collaborations, Awards and Recognitions, Accreditation & Ranking, Infrastructure Development, Executive Education, Faculty Development, Student Life and Placement, New Initiatives &

Outreach activities etc. The Chairperson, as empowered by the Board, would approve the variable pay in respect of Director based on performance and potential.

19. Powers and Duties of the Director. -

(1) The Director shall be the Chief Executive Officer of the Institute and shall provide leadership to the Institute. The Director shall exercise such powers as delegated by the Board from time to time.

(2) Director shall be responsible for implementation of the decisions of the Board.

(3) The Director shall, in his or her absence from station due to leave, tour or other contingencies, sub-delegate as per Board approval from time to time as under -

(a) During the absence of the Director from the Institute on any account, the Dean (Faculty Administration and Development) and, in his or / her absence, any of the other two Dean as decided by the director shall look after the office of Director.

(b) In the absence of all the Deans, the Director shall, through an explicit office order, authorize one of the former Deans to look after the office of Director during his absence.

(c) In the absence of the Director from the Institute on any account, the powers of the Director shall be sub-delegated to the Dean (Faculty Administration and Development), and in his or /her absence, to the other Dean and in the absence of all Deans, to the authorized former Dean's as per Board approval from time to time.

(4) The Director shall report annually, on the state of affairs of the Institute and other aspects as enunciated in the Act.

(5) The Director of the Institute shall be the Chairperson of the Academic Council, the principal Academic Body of the Institute.

CHAPTER-VI - Establishment and maintenance of Buildings

20. Regulations for establishment and maintenance of buildings. -

The construction of the campus buildings would be as per the approval given by the Board from time to time. The periodic upkeep and maintenance aspects of the campus building shall be undertaken by the Engineering section subject to periodical review and monitoring by Building and Works Committee constituted by the Director.

CHAPTER-VII - Financial accountability

21. Financial accountability of the Institute. -

The Board shall appoint one or more persons or reputed financial audit firms to review the work and progress of the Institution and to assess the affairs and financial accountability of the Institution. The Board may take such action and issue directions as it may consider necessary in respect of any of the matters dealt with in the assessment report of the Institute.

22. Manner of depositing or investing the money credited to the Fund of Institute. -

(1) **Scope:** The Policy shall cover all funds received by the Institute viz. funds received from the Government, funds received by the Institute from time to time by way of fee and other charges, endowments, scholarships, grants, deposits, gifts, donations, bequests, benefactions, Contributory Provident Fund (CPF) etc.

(2) **Mission**: Our Policy on Investments is based on the premise that investment and finance activities are complimentary, and interlinked, and hence both decisions are required to be made in unison. Further, the

approach to the decision making ought to be maturity matching, i.e., short term liabilities are to be matched with short term investments and vice versa.

(3) The manner of depositing or investing moneys credited to the Fund shall be as decided by the "Investment and Finance Committee" **(IFC).** Regulations detailing the manner of application of the Fund of the Institute under Section 22- 4 of the Act shall be as decided by the IFC.

(4) **Constitution of IFC**: The IFC shall be constituted by the Director in consultation with the Chairperson, Board of Governors, and shall consist of the following –

a) Director – Chairperson (In the absence of Director, Dean will Chair IFC, however, in such cases, actual investment will be made on the approval of the Director).
b) Dean – Member. (As nominated by Director)
c) Three faculty members, preferably from Finance, Accounts and Control Area and/or Economics Area, and having sound knowledge of financing and investment decisions, general macro-economic trends, and exposure to cash-flow analysis – Members.
d) Chief Administrative Officer – Member.
e) Chief Finance Officer as Member Convener and Senior Finance and Accounts Officer as Member.

In case of exigencies, say, when IFC meeting cannot be held for any reason, the Head of Finance and Accounts Department will make suitable recommendation to the Director for necessary approval for making investment. All such decisions will be informed to the IFC in the subsequent meeting.

(5) **Guiding Principles:** Accounting Standard 13 (Accounting for Investments) of the Institute of Chartered Accountants of India, defines investment, current investment and long-term investments as –

a) Investments are assets held by an enterprise for earning income by way of dividends, interest and rentals, for capital appreciation, or for other benefits to the investing enterprise.
b) A current investment (short-term investment) is an investment that is by its nature readily realizable and is intended to be held for not more than one year from the date on which such investment is made.
c) A long-term investment is an investment other than a current investment.

(6) **Classification of Investments:** All investments of the Institute shall be classified as current or long-term, as defined herein above.

(7) **Guidelines for Investment – General:**

a) The extant guidelines the Ministry of Education, Government of India that in-turn refer to the guidelines of the Dept. of Public Enterprises, Government of India and the Dept. of Financial Services, Government of India.
b) Subs Section (5) of section 11 of the Income Tax Act, 1961.

(8) **Guidelines for Investment – Specific to the Institute:**

a) The guiding principles for any investment shall be safety, liquidity and return, in that order. While making any investment, the Institute shall ensure that all statutory guidelines are fully complied with.
b) Computation of cash outflow and inflow forecasts: For the purpose of investment and finance decisions, two types of cash outflows shall be projected for each quarter (at least one quarter in advance) namely, Revenue cash outflows and Capex cash outflows. These projections shall be the basis for making reasonable assessment of the surplus or /deficit of the cash provisions to be made in the next quarter.
c) Types of investments: For the purpose of investments, the broad approach shall be to invest in short term deposits for all the projected outflows in the next quarter and to invest the balance surplus in long term deposits.
d) Functioning: The IFC shall meet every quarter (preferably in April, July, October, and January), but may also meet more as and when required. The main functions of the Investment and Finance Committee shall be to decide fresh investments, pre-mature withdrawal of deposits, re-investment of maturing investments, review portfolio performance, cash flows forecasts and

divergences from the projections. The committee shall also meet as and when funds are needed over and above forecasted requirement that may require foreclosure of deposits, and at the time of making each investment.

e) Process of investment: All investments shall be based on competitive quotes or rates sought from all the Banks from each category in the list of Approved Public Sector Banks (PSBs) and Scheduled Commercial Banks (SCPBs), separately.

f) Funds comprising resources generated internally by the Institute may be considered for investment on short-term or long-term as deemed fit by the Institute, but funds from the Government be best utilized for the purposes for which they are granted, and any temporarily unutilized sums be invested for short-term only.

g) When investing (for short term) the unutilized grants obtained from Ministry of Education, the Institute can continue to consider the total sum available as a whole, without any specific differentiation between capital and revenue categories.

h) Investment pattern: The investment pattern will be decided by the Investment and Finance Committee in accordance with the norms approved by the Board from time to time.

i) Approved list of Banks for investment: All investments shall be based on competitive quotes or rates sought from all the banks from each category as per approved Public Sector Banks (PSBs) and Scheduled Commercial Banks (SCPBs), which will be reviewed periodically by Investment and Finance Committee.

j) Process of investment: A suitable system of calling quotations from the approved Banks through email shall be followed and transparency in investment may be ensured.

k) Accounting and accountability: Finance and Accounts Department shall maintain a professional Fixed Deposits Registry and ensure safe custody of receipt of the deposits.

(9) **Review:**

a) The Investment Policy shall be reviewed by the Investment and Finance Committee from time to time for any course correction borne out of experience gained.

b) During the currency of the Regulations, there shall be no deviations to guidelines and prescriptions contained herein. However, in exceptional circumstances, if any, deviations must be made in the interests of the Institute, then the same shall be effected, with the prior approval of the Board and the Regulations shall stand amended to that extent, from the date of such approval.

23. Manner of application of the Fund of the Institute. - The Institute's fund shall be utilized on the priority requirement of the day to day functioning and future development of the Institute in accordance with the procedures and powers delegated to authorities of the Institute.

CHAPTER-VIII - Independent Agency to review performance

24. Qualifications, experience and the manner of selection of the independent agency or group of experts for review of performance of the Institute. -

(1) The Board shall, under sub-Section (5) and (6) of section 11 of the Act, and in consultation with the Director, constitute a three member group of such experts from among senior serving or retired professor of eminence from other Indian Institutes of Management and a senior management practitioner from a reputed private or public organization; to evaluate and review the performance of the Institute, including its faculty, on the parameters of long term strategy and rolling plans of the Institute and such other parameters as the Board may decide and the report of such review of performance shall be placed in public domain.

(2) The Board shall, under sub- section (7) of section 11 of the Act, also submit the report of the evaluation and review to the Central Government with an action taken report thereon.

CHAPTER IX - Academic Council

25. Power and functions of the Academic Council. -

Composition of the Academic Council shall be as per the Act. Director is empowered to modify the composition of Academic Council under clause (d) and clause (e) of sub section (1) of Section 14 of the Act, as deemed necessary with the approval of the Board.

(1) **Conduct of Academic Council meetings -**

(a) The Director shall preside over every meeting of the Academic Council, and in his or her absence, one of the Deans nominated by the Director shall preside.

(b) Dean (Programs and International Relations), is the Convener for the meetings, of Academic Council.

(c) Ordinary meetings of the Academic Council shall be convened by the Convener and in his or her absence, one of the Deans, at periodical intervals as and when required.

provided that extraordinary meetings of the Academic Council may be convened by the Convener, and in his or her absence, one of the Deans, to consider urgent and emergent issues, on a written request signed by at least half of the members of the Academic Council, and approved by the Director.

(d) The Director may call an emergency meeting of the Academic Council at short notice to discuss urgent special issues.

(e) Draft minutes of the proceedings of the Academic Council shall be drawn by the Convener of the Academic Council and circulated to all members of the Academic Council, and placed, along with amendments if any, for approval at the next meeting of the Academic Council.

(f) After the minutes are approved and signed by the Director, they shall be kept in the custody of Dean (Programs and International Relations), along with all relevant records of the meetings of the Academic Council, which shall be open for inspection by the members of the Academic Council and Board of Governors.

(2) **Powers of the Academic Council -**

(a) Frame the criteria and process for admission to courses or programmes of study offered by the Institute.

(b) Specify conditions under which students shall be admitted to the degree, diploma, certificate and other academic-title courses and to the examinations of the Institute, and shall be eligible for such academic titles.

(c) The courses of study to be laid down for all degrees, diplomas, certificates and other academic titles of the Institute.

(d) To specify, review and modify the academic content of programmes.

(e) To specify the academic calendar of the Institute.

(f) To frame guidelines for conduct of examinations, grading policy, and the standards for satisfactory completion of academic requirements for various programmes.

(g) Specify the conditions for award of the fellowships, scholarships, exhibitions, medals and prizes.

(h) Formulate the conditions and model of appointment and duties of examining bodies, examiners and moderators.

(i) To recommend to the Board the establishment, modification and closure of programmes.

(j) To recommend to the Board the grant of degrees, diplomas, certificates, and academic distinctions or titles and medals.

(k) The maintenance of discipline among the students of the Institute.

(l) To recommend to the Board the protocol of convocation.

(3) **The Academic Council shall also perform the following functions -**

a) Recommend the establishment of new campus within or outside the country.

b) Recommend the establishment or closure of new centers for such activities as teaching, training, research, incubation or entrepreneurial learning and development, in India or abroad.

c) Recommend establishment and maintenance of academic and research collaborations between the Institute and other reputed Universities and Business Schools in India and abroad.

d) Participate in the formulation and modification of the vision and mission of the Institute as may be required from time to time and make suggestions to the Board.

e) Review the activities of the long and short-duration programs, centers, activities and areas of the Institute at regular intervals and suggest improvements wherever necessary.

f) Review the progress of research at the Institute and make suggestions to the Board regarding the institution and modification of incentives and rewards for high quality research.

g) Exercise such other powers and perform such other functions as may be conferred on it by the Board, from time to time.

(4) Notwithstanding the above, the Chairperson of the Academic council may constitute such Sub-Committees of Academic Council / Programmes committees for specific purposes as and when required. The Chairperson of the Academic Council may accept in full or in part any of the recommendations of Academic Council or such sub-committees of Academic Council / Programmes committees.

26. Manner of formation of department of teaching. The Institute shall have the following Academic Areas for teaching and research –

(a) Economics
(b) Finance, Accounting and Control
(c) Humanities and Liberal Arts in Management
(d) Information Systems
(e) Marketing Management
(f) Strategic Management
(g) Organizational Behavior and Human Resources
(h) Quantitative Methods and Operations Management.

The Director may change, modify, establish or abolish one or more Academic areas or Centre's of Research on the recommendation of Academic Council or a subcommittee of Academic Council constituted for the purpose.

CHAPTER-X - Other Committees and Authorities

27. Constitution and duties and functions of other committees and authorities. -

(1) The Board or Director of the Institute shall constitute following Committee or Committees as it may deem fit for the statutory functioning and proper management of any business of the Institute or for tendering advice in any matter pertaining to the Institute -

(a) 'Investment and Finance Committee' (IFC) - Terms of Reference:

(i) Exercise oversight, advice and make recommendations to the Director or Board on such matters as, Financial management and reporting, accounts, audit, investments, budgeting, internal controls and risk management, compliance with legal and regulatory requirements.

(ii) Accord approvals for expenditure as per the powers delegated by the Board.

(b) Building and Works Committee (BWC) - Terms of Reference:

(i) Exercise oversight, advice and make recommendations to the Director or Board on such matters as - Design, Engineering, Planning, Procurement or Tendering and Construction activities in the temporary and new campus. Technical Consultants including Architects and Project Management Consultants, Contractors and Independent technical experts. Monitoring the progress of activities as per time and cost estimates.

(ii) Accord administrative approvals (for technical details, estimates etc.) and expenditure sanction as per powers delegated by the Board.

(2) General Terms and Conditions applicable to all Committees -

(a) All Committees constituted by the Director or Board shall have composition as may be decided by the Board/Director.
(b) The Committees may invite experts, not being members of the Board, to attend meetings of the Committees, to avail the benefit of their advice and suggestions.

(c) The Committees may meet physically or virtually as frequently as necessary, but at least once every quarter.

(d) Travel and hospitality facilities as well as allowances including Sitting Fee for Members of the Committees constituted by the Board for attending the meetings (physically or virtually) shall be in accordance with the approvals accorded by the Director.

(e) The recommendations of the Committees would be brought before the Board, for noting, discussions, deliberations and/or decisions.

(f) An Officer as may be identified by the Director shall act as Member-Convener and/or to extend administrative assistance to the functioning of the Committees.

28. Quorum and the procedure to be followed in the conduct of business of committees. -

(1) The Chairperson of the Committee shall summon the meetings of the Committee which shall ordinarily meet once every three months. The Chairperson shall decide the date of the meeting, its location and fix the agenda.

(2) Normally, not less than fifteen days' notice shall be given for every meeting of the Committee and a copy of the proceedings of every meeting shall be furnished to the Chairperson and upon his or her clearance, to the members, as soon as practicable after the meeting.

(3) Every meeting of the Committee shall be presided over by the Chairperson and, in his or her absence from any meeting, by a member chosen from amongst them by the members present at the meeting.

(4) The Chairperson can call an extraordinary meeting at a short notice in case of emergency or to consider urgent, special issues.

(5) The quorum for Committee meetings (including the Chairperson) shall be one-half of the strength of members actually present on the Committee as on date of summoning the meeting, rounded off to the next higher integer.

(6) Quorum shall include participation by physical presence, or via audio-video-link.

(7) If a meeting is adjourned for want of quorum, it shall be held on such other day and such other time and place as the Chairperson may determine, and if at such a meeting, a quorum is not present within half-an-hour from the time appointed for holding a meeting, the members present shall be the quorum.

(8) The quorum for adoption of any resolution, making a recommendation or granting approval for any item by circulation shall be one member higher than the number required for the meetings.

(9) In case of difference of opinion amongst the members, the opinion of the majority shall prevail.

(10) Each member of the Committee including the Chairperson shall have one vote and if there shall be an equality of votes on any question to be determined by the Committee, the Chairperson shall in addition have and exercise a casting vote.

(11) The ruling of the Chairperson in regard to all questions of procedure shall be final.

Lt. Col. M. JULIUS GEORGE (RETD), Chief Administrative Officer

Annexure

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