

FIIB

Advisory Boards, Committees, and Policies Handbook



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Summary Table

S. No	Board / Committee	Composition	Key Roles	Frequency of meeting
Advisory Boards				
1	Academic and Business Advisory Council (ABAC)	a) Representatives of the FIIB Governing Board b) AICTE nominee c) Experts from academia and industry	Strategic Direction and monitoring progress of Strategic Plan	Half Yearly
2	Board of Studies (BOS)	1. Director (Chair) 2. Industry professionals 3. Academicians from high rank PGDM institutions 4. All Area Chairs	Development and implementation of plans, decisions and recommendations pertaining to curriculum, assessment, pedagogy, etc.	Every year after term III
3	Doctoral & Research Advisory Board (DRAB)	Senior academicians with proven research credentials	Provide strategic guidance to support the FIIB's research goals	Half Yearly
4	Alumni Advisory Board (AAB)	FIIB Alumni	Strengthen relationship between the institute and alumni	Once a year
5	FBR Editorial Board	1. Editor 2. Members (a mix of both academicians and practitioners)	Disseminate knowledge and to bridge the gap between academia and management practitioners not just in India but internationally as well.	Once a year
6	CoE Advisory Board	CoE Heads, External Experts	Manage and enhance CoE functions	As needed
Academic Committees				

1	Post Graduate Program Committee (PGP) Committee	1. Director (Chairperson) 2. All Area Chairs 3. Head of the Employer Relations department 4. Head of the Department of Institutional Growth 5. The Controller of Examinations 6. Staff Coordinator	Closely monitor the performance of AICTE approved post graduate programs	Monthly (Also, as and when required)
2	Doctoral Committee (DC)	1. Dean (Research & Outreach) – Chairperson 2. Director 3. 7 Faculty 4. 2 Staff	Closely monitor the performance of AICTE approved Doctoral programs	Monthly (Also, as and when required)
3	Internal Quality Assurance Cell (IQAC)	1. Faculty Chair 2. Process owners for teaching and non-teaching processes 3. Staff Coordinator	Strengthen the IQAC processes Expand IQAC for non-course activities (induction, admission, placements, career advisory, etc.) Refine the measures and benchmarks of our IQAC processes to ensure an outstanding teaching and learning environment Educate Faculty and staff	Beginning of academic year for pre audit, and end of each term for post audit.
4	Research Committee (RC)	Dean (Research and Outreach), faculty members	Awareness about Intellectual Contributions. · Promote research culture · Monitor research progress	Half Yearly
5	Experiential Learnings Initiatives Committee	One faculty and one staff members	Provide an overarching organizational and advisory framework within which FIIB can manage and develop experiential modules	Beginning and end of term III
6	Assurance of Learning (AoL) Committee	Two Faculty One senior staff member One staff coordinator	Serves as a focal point that coordinates and oversees the AoL processes	Coinciding with close of each trimester.
7	Assessment Committee	a) Controller of Examinations (Chair) b) One senior faculty member c) One senior staff member d) One staff coordinator	Plan, conduct, and oversee the examinations and assessments.	Beginning and end of each term
8	Curriculum Review Committee	Director, Dean, Program Chairs, Area Chairs	Review and revise curriculum	Yearly
Administrative Committees				

1	Strategic Planning Committee (SPC)	President & CEO, Director, Dean, Registrar, Heads – Branding, Teaching Learning Academy, Institutional Growth	All matters of strategic importance	Fortnightly
2	Accreditation Committee	President & CEO; Dean; Registrar.	Develop shared understanding for accreditation criteria and standards as proposed by specific accreditation bodies · Move forward the accreditation process with all internal stakeholders · Liaison with accreditation agency/contact people for a smooth accreditation process · Put in place a continuous improvement cycle that improves our accreditation outcomes	Monthly
3	Student Disciplinary Committee	a) 5 Faculty b) 2 Staff c) 2 Students	Ensure compliance with student charter	As per need
3.1	Anti-Ragging Committee	a) Director – Chair b) 2 faculty c) 2 staff d) 4 students – 1& 2 years e) District Administration f) Police g) Local Media h) NGO	Ensure compliance with the provisions of the AICTE regulations on prevention of ragging.	As per need
3.2	Students Internal Complaints Committee	Senior female faculty – Chair 2 faculty 2 staff 3 students NGO rep.	Provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith.	As per need
3.3	SC/ST Committee	2 Members – SC/ST 2 Female 1 staff coordinator	Optimally utilize the benefits of the schemes offered by Government and sensitize FIIB community towards the Constitutional mandate related to SC/ST laws.	Yearly or as needed
3.4	Unfair Means Committee	a) Senior Faculty (Chair) b) One faculty member c) CoE d) Two senior staff member One staff coordinator	Inquire into the cases of indiscipline and unfair means by the students.	At the end of each end term examination / as needed

4	Student Grievance Redressal Committee and Ombudsman	a) Director (Chair) b) Three senior members of the teaching faculty to be nominated by the Director as Members and out of three one member shall be female and other from SC/ ST/ OBC category; c) Two representatives from among students of the College to be nominated by the Director based on academic merit/ excellence in sports/ performance in co-curricular activities - Special Invitee.	Looks after grievances related to common problems at the institute, both academic and administrative in nature	Once a year and as and when a grievance is received.
5	Student Well Being & Belonging Committee	Dean, Program Chairs, Faculty heading DEI initiatives	Reflects the institute's commitment to fostering an inclusive, supportive, and empowering environment for all students	Yearly
6	Hostel / PG Welfare Committee	Head – Institutional Growth; Admin Department	Assist students, especially outstation students, in identifying suitable and reliable PG accommodation options near the campus; Serve as a point of contact for students facing issues with their accommodation and facilitate necessary interventions or guidance.	As needed
7	Admissions Committee	Dean, Head – Institutional Growth	Improve the enrolment quality and quantity, ensuring diversity and inclusion	Yearly
8	Scholarship Committee	Dean, Head – Institutional Growth, Head – Department of Academic Affairs, Program Chair – Academics, Registrar	Develop, implement, and oversee a scholarship management system	Yearly
9	Internationalization Committee	Dean (Research & Outreach), Head – Department of Internationalization	Promote and strengthen engagement with global partners	As needed
10	Employee Grievance Redressal Committee	Dean, Program Chairs, Head – Department of People Success, Registrar	Investigate cases of employee grievances	As needed

11	Talent Management Committee	Dean, Head – Department of People Success, Program Chairs	Performance Management & monitoring	As needed
12	Employee Disciplinary Committee	Two faculty, Registrar, Head – Department of People Success	Investigate cases of indiscipline against employees while adhering to FIIB's established procedures	As needed
12.1	Employee Lapses Committee	Dean, Registrar, 3 Faculty Members	Investigate cases of employee lapses	As needed
12.2	Employees Internal Complaints Committee	Director, Dean, Registrar, Program Chairs, Head – Department of People Success	Develop, implement, and oversee a performance management system	Yearly

1. External Advisory Bodies

1.1 Academic & Business Advisory Council (ABAC)

The **Academic & Business Advisory Council (ABAC)** guides FIIB's strategic and academic trajectory. Comprised of distinguished individuals from varied fields, it ensures FIIB's programs remain contemporary and globally relevant. The ABAC has the following broad Roles and Responsibilities:

1. Provide insights and feedback on FIIB's vision, mission, and strategic initiatives, including monitoring progress on the 5-year strategic plan.
2. Strengthen relationships with external stakeholders (industry, government, professional bodies, etc.) while advocating for the institute's interests.
3. Advise on academic planning, curriculum development, and evaluation processes to enhance academic and research quality.

Key outcomes and recommendations from ABAC are shared with the BOG for implementation, feedback, or approval. The ABAC's composition reflects a balance of industry, academia, and research expertise. Regular updates, including Director's Reports and Action Taken Reports (ATR), are shared during ABAC meetings.

1.2 Board of Studies (BoS)

The **Board of Studies (BOS)** is responsible for curriculum development, assessment methods, and pedagogy. The functions of the BoS include:

1. Approve revisions to the syllabus for AICTE-approved programs (PGDM, PGDM (FM), FPM/EFPM) based on annual and triennial reviews.
 - o Conduct benchmarking, gather stakeholder input, and evaluate core and elective course balance.

- Perform a minor review annually and a comprehensive major review every three years.
- 2. Approve panels of subject experts for faculty selection committees.
- 3. Make recommendations on assessments, grading systems, and academic regulations.
- 4. Evaluate and approve new program proposals.
- 5. Address other relevant academic matters.

The BOS meets annually after Term III and as needed.

1.3 Doctoral & Research Advisory Board

The **Doctoral & Research Advisory Board (DRAB)** is created by and responsible on how to achieve the vision of Fortune Institute of International Business (FIIB) as it relates towards being a premier, research based urban institution that conducts high quality, forward-looking, innovative research activities across various areas of management. The Chair and Members of the Board work proactively together to generate and respond to research agenda items.

The purpose of the Doctoral & Research Advisory Board (DRAB) is to provide strategic guidance to support the goals of the 'Research Committee' at FIIB, sets priorities for the Committee, and works closely with the Chairperson of the FIIB Research Committee (FRC).

The Advisory Board provides advice to the Chairperson of the Research Committee and makes recommendations on the nature and scope of management research and development, sponsored and/or conducted by the faculty members to include:

- a) The policies and projects of the Research Committee at FIIB;
- b) The focus of research on the high priority management needs of the industry in the fields of general management, operations, marketing, HR/OB, economics, business analytics, or any inter-disciplinary research;
- c) The balance of basic, applied, and outcomes research;
- d) The scientific merit review process;
- e) The appropriate mechanisms and procedures by which FRC can leverage its resources to enhance the research financial base; acquiring consultancy/project assignments from policy making bodies, industry, international organization, etc.
- f) The rapid response to the changing management needs of industry, while maintaining the stability of the research infrastructure.
- g) To help foster ties between the FRC and key academic bodies, professionals from industry and policy making bodies; and take initiative for internationally acclaimed collaborative research; helping in rubbing shoulders with world class researchers.
- h) To identify faculty members' anticipated contributions to and returns from the Institute i.e. FIIB; examine whether or not members achieved these contributions and returns over time; and explore barriers and facilitators that influenced their accomplishments.
- i) Be advocates for FIIB's research initiatives and outcomes.

- j) Annually, the RAB reviews its goals and objectives, performance and Terms of Reference and reports it directly to the FIIB Board for review. The report includes any resulting recommendations for changes to the Terms of Reference, as well as advice on any change in process/procedure.

1.4 Alumni Advisory Board

The **Alumni Advisory Board (AAB)**, supported by the Alumni Cell, represents over 3,300+ FIIB graduates. It facilitates networking and alumni engagement, leveraging their expertise to contribute to the institute's growth. Key responsibilities are:

1. Organize and attend alumni association activities and events.
2. Mentor students, support placements, and collaborate on industry projects.
3. Enhance alumni engagement through transparent administration and innovative initiatives.
4. Contribute to fundraising and promote alumni association visibility through recognition and awards.

1.5 FBR Editorial Board

FIIB Business Review is a quarterly peer-reviewed journal in the field of management published by FIIB in association with Sage Publications. FBR publishes high quality, original and innovative research to cater to both the management community and society at large. Covering a wide range of allied disciplines, the journal is an avenue for fostering original research with the goal to promote management research and practice. The editorial objective is to not only disseminate knowledge but also to bridge the gap between academia and management practitioners not just in India but internationally as well. The focus of FBR is to build a knowledge network of management academicians, policy makers and practitioners by establishing a dialogue through articles that provide insightful perspectives on emerging managerial themes, management research of value to professional managers and academics, and management cases on contemporary managerial issues.

Membership of the Editorial Advisory Board is an honorary position given to experts who can be brand ambassadors of FIIB Business Review.

Specific roles and responsibilities include:

- Members act as brand ambassador in promotion of the journal.
- Contribute in form of peer reviews and articles
- Recommend the journal to the institutes and universities they are affiliated with
- Promote and recommend the journal for indexing and ranking to such agencies
- Advise the Editorial Team on keeping the journal meaningfully aligned to its aims and objectives

1.6 Centres of Excellence (CoE) Advisory Board

Center for Behavioral Insights (CBI)

1. Help CBI connect with various other centers for Behavioral Insights/Science both nationally and internationally.
2. Provide inputs on the design and implementation of research projects.
3. Leverage the professional networks to enhance the center's visibility and collaboration opportunities.
4. Facilitate engagement with key stakeholders including researchers and industry practitioners.

Center for Responsible Management (CRM)

1. Help CRM connect with various other centers for Responsible Management/Sustainability/Diversity both nationally and internationally.
2. Provide inputs on the design and implementation of research projects.
3. Leverage the professional networks to enhance the center's visibility and collaboration opportunities.
4. Facilitate engagement with key stakeholders including researchers and industry practitioners.

Center for Innovation, Entrepreneurship and Technology (CIET)

1. Enable CIET to connect with various other innovation, entrepreneurship and technology centers/ institutions nationally and internationally.
2. Offer insights and feedback on the research projects undertaken by the students.
3. Expose students to emerging job opportunities, particularly in sustainable and green domains.
4. Leverage the professional networks to enhance the center's visibility and foster collaborative opportunities.
5. Facilitate engagement with key stakeholders including researchers and industry practitioners.
6. Guide in executing seminars and webinars tailored to the interests and needs of students, enhancing their educational experience.

2. Academic Committees

2.1 Post Graduate Programs (PGP) Committee

The PGP Committee serves as the primary oversight body for the AICTE-approved postgraduate programs, ensuring their smooth operation and consistent improvement. Key responsibilities of the PGP committee are:

1. Enhance Student Outcomes and Engagement:

- Foster a listening culture to address early signs of dissatisfaction or disengagement:
 - Monitor the Program Outcome (PO) dashboard and implement corrective actions in case of significant declines.
 - Chair Class Representative (CR) meetings, monthly birthday circles, and act on gathered improvement ideas.
 - Attend batch meetings to gauge and understand student sentiment.
 - Oversee the escalation matrix through scheduled meetings chaired by the Student Affairs office.
 - Serve as a liaison to resolve conflicts between departments involved in delivering student experiences.

2. Ensure Smooth Course Delivery:

- Identify and address delays in faculty time management.
- Minimize class cancellations or rescheduling by preparing backup plans as needed.
- Ensure timely conduct of guest sessions as per course plans.
- Monitor adherence to course assessment schedules and provide timely feedback.
- Facilitate timely evaluation and submission of grades.

3. Strategic Program Development:

- Propose new courses, cross-functional modules, and experiential learning opportunities.
- Integrate new technologies and tools into the curriculum.
- Recommend process improvements for inclusion in academic handbooks.
- Finalize faculty allocations based on past performance and program needs.

4. Operational Responsibilities:

- Approve student requests such as leave applications and submissions.
- Ensure compliance with program-specific rules and processes.
- Disseminate program-related updates through weekly messages via SWAG.
- Chair PGP and Doctoral Program Committee meetings, preparing agendas and background materials.

2.2 Doctoral Committee

The Doctoral Committee closely monitors the performance of the Doctoral programme and is the prime body looking after its functioning. Its members are required to:

- 1) Coordinate the conduct of Doctoral program from point of admission of scholars till the award of the degree.
- 2) Participate in admission process- promotion, selection of candidates, designing and delivering pre-admission workshops
- 3) Review withdrawal cases related to admissions
- 4) Finalize academic calendar for the next year
- 5) Participate in development of self-study courses
- 6) Review course structure offered by each academic area, every year
- 7) Finalize term wise result of scholars during the coursework.
- 8) Suggests solutions to the Programme Office with respect to concerns raised scholars
- 9) Review the course curriculum after every two years
- 10) Participate in Progress Meetings, Comprehensive Examination, Thesis Defence & Viva-voice of scholars
- 11) Attend & evaluate formal colloquium presentations and provide feedback.
- 12) Plan and execute workshops
- 13) Suggest conferences for scholars to participate
- 14) Coordinate with and arrange for, the requirements of AICTE and other regulatory requirements.
- 15) Support, advise and supervise scholars as and when need arise
- 16) Look into any other matter related to the Doctoral program as and when it arises.

2.3 Internal Quality Assurance Cell

The IQAC drives quality performance at FIIB through a robust Quality Management System aligned with Outcome-Based Education (OBE). Key Functions:

1. Strengthen Quality Processes:

- Expand IQAC's scope to include non-academic activities like induction, admissions, placements, and career advisory.
- Refine benchmarks and metrics to ensure a superior teaching and learning environment.
- Promote quality awareness among faculty and staff.

2. Implementation of Processes:

- Foster a learner-centric environment conducive to quality education.
- Facilitate stakeholder feedback, including students and recruiters.
- Act as a nodal agency for coordinating quality-related activities and best practices.
- Maintain a statistical database to enhance institutional quality.

- Extend quality assurance to domains like admissions, placements, research, and CIP.

3. Reporting and Evaluation:

- Prepare the Annual Quality Assurance Report (AQAR).
- Identify gaps and recommend actionable improvements for continuous progress.
- Generate quarterly reports for review and improvement discussions.

Meeting Frequency:

- Annual comprehensive review meeting.
- Term-end post-audit meetings based on student feedback.
- Quarterly activity-based reports and discussions.

2.4 FIIB Research Committee

The Research Committee at FIIB promotes a culture of innovation and continuous improvement through research, fostering intellectual contributions among faculty. Key Responsibilities:

1. Promote Research Awareness:

- Set research targets and communicate guidelines on intellectual contributions and rewards.
- Disseminate knowledge on methodologies and quality publications.
- Coordinate research circles to encourage collaboration.

2. Facilitate Research Ecosystem:

- Promote a robust research culture and identify potential contributors.
- Align research activities with accreditation and ranking priorities.
- Foster inter-functional and international collaborations through research-focused events.

3. Monitor Research Progress:

- Conduct quarterly audits of research progress.
- Address challenges faced by contributors and provide support.
- Brief the Director on progress during fortnightly meetings.

4. Reporting:

- Generate reports for internal reviews, appraisals, and accreditation purposes.
- Guide data recording and management for research activities.

2.5 Experiential Programs Committee

The **Experiential Program Committee** oversees the organization and execution of the 6–8 week internship program, ensuring strong industry linkages and providing students with practical exposure.

1. Awareness

- a) Educate students, faculty, and the CMC about CIP processes, expectations, and outcomes.
- b) Conduct orientation sessions to explain project guidelines and address queries.

2. Coordination

- a) Facilitate communication between students, CMC, faculty mentors, and company mentors.
- b) Encourage projects that offer experiential learning and increase PPO opportunities.
- c) Guide faculty mentors in proposal review, interim evaluations, and final report assessments.
- d) Maintain engagement with company mentors to monitor project progress.
- e) Escalate major challenges to the Director for resolution.

3. Reporting

- a) Analyze reports from CMC at each stage, from project allocation to final viva.
- b) Collaborate with CMC to identify top-performing students and analyze feedback.
- c) Submit a comprehensive closure report to the Director.

4. Continuous Improvement

- a) Review policies based on feedback and recommend enhancements.

Meeting Frequency: Twice per term (at the beginning and end of Term III).

2.6 Assurance of Learning (AoL) Committee

The Assurance of Learning (AoL) process at FIIB is faculty-driven, with active participation from all faculty members. The AoL Committee plays a pivotal role in coordinating and overseeing the AoL activities to ensure alignment with institutional goals. Its key responsibilities include:

- **Defining Learning Goals and Objectives:** Aligning learning goals and objectives with FIIB's mission.
- **Developing Assessment Frameworks:** Creating learning outcomes (LO), rubrics, assessment methods (direct and indirect), and instruments.

- **Coordinating Assessment Tasks:** Assigning responsibilities for gathering baseline and ongoing performance data, analyzing results, recommending actions, reporting outcomes, and preparing annual reports.
- **Evaluating Learning Achievements:** Assessing student performance against defined learning goals.
- **Disseminating Results:** Sharing measurable outcomes with stakeholders.
- **Driving Continuous Improvement:** Leveraging assessment results for ongoing improvement in learning quality.
- **Annual Planning:** Preparing an assessment plan for the subsequent year based on current learnings.
- **Monitoring Calendar:** Establishing and overseeing the AoL process timeline.
- **Accreditation Reporting:** Communicating AoL processes and results to accreditation agencies.
- **Facilitating Development:** Creating forums for faculty and staff to share best practices and enhance assessment expertise.

2.7 Assessments Committee

The Examination committee is headed by the Controller of Examinations (CoE) and facilitates: Examination, Record Maintenance and Administration. The main function of this Committee is to carry out examinations, publish results, and award diploma certificates to the students who pass the final examinations. Keeping the record of each and every issue related to the examination and organizing workshops and seminars for the improvement of the examination system are also the responsibilities of this Committee.

The exam committee shall:

- Decide the eligibility criteria for students to take the exams and review the Exam Forms and fee.
- Make decisions about the mode (Online, Offline, remote) of examination.
- Prepare the examination protocols to be followed by students and faculty invigilators and get the same approved by the PGP committee.
- Conduct information session with students and faculty to explain the protocol and clarify doubts, if any.
- Consider cases of granting exemptions.
- Review the format of the question papers and recommend continuous quality improvement.
- Review the examination process timelines and recommend suitable changes.
- Prepare and expand list of external question paper setters and moderators.
- Prepare Examination Time Table
- Appoint examiners.
- Finalize Supervision Duty List.
- Hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities.

- Ensure preparation for smooth conduct of Examinations.
- Ensure that the answer script evaluation is completed on time and the results are declared timely.
- Organize model answer sessions
- Conduct training/info sessions on improving quality of evaluation
- Conduct Academic Integrity workshops for students.
- Analyze the exam results and share report with Area Chairs and the Director.
- Take decision regarding re-evaluation and re-appear cases.

2.8 Curriculum Review Committee

Key Responsibilities:

- 1) Evaluate and make recommendations regarding curriculum, and academic standards.
- 2) Review course and program proposals, ensuring alignment with FIIB goals, student needs, and industry standards.
- 3) Design and revise curriculum based on current trends and feedback.
- 4) Collect and analyse feedback from students, faculty, alumni, and stakeholders to identify areas for curriculum improvement.
- 5) Develop and maintain guidelines and criteria for the new and revised courses.
- 6) Monitor the effectiveness of the curriculum and conduct periodic evaluations to ensure it meets FIIB goals.
- 7) Update and improve curriculum development processes.

3. Administrative Committees

3.1 Strategic Planning Committee

The purpose of the Strategic Planning Committee is to discuss all matters of strategic importance to the institution. The committee establishes a comprehensive system for risk management through a multi-level approach that would ensure implementation and monitoring of the strategic plan effectively.

3.2 Accreditation Committee

The Accreditation Committee drives FIIB's accreditation efforts through the following activities:

- **Understanding Accreditation Standards:** Building awareness of accreditation criteria and planning accordingly (monthly, quarterly, and annually).
- **Data Management:** Ensuring accurate data collection, meaningful analysis, and insightful reporting.
- **Adopting Best Practices:** Keeping abreast of NBA / AACSB discussions and implementing relevant practices.
- **Collaborative Process Management:** Coordinating with stakeholders to meet timelines, develop and refine accreditation chapters, and provide actionable feedback.
- **Effective Liaisoning:** Maintaining communication with accreditation bodies and seeking guidance when necessary.
- **Continuous Improvement:** Identifying improvement areas, suggesting corrective actions, and tracking outcomes.

3.3. Students Disciplinary Committee

At FIIB, student discipline and well-being are of paramount importance. To ensure a safe, inclusive, and respectful environment, the institution has established a **Student Disciplinary Committee**. This committee oversees and enforces policies related to student conduct and is supported by several specialized sub-committees, each tasked with addressing specific areas of concern. These include:

- **Anti-Ragging Committee** – Ensures a ragging-free campus environment in compliance with AICTE / UGC regulations.
- **SC/ST Committee** – Safeguards the rights and welfare of students belonging to Scheduled Castes and Scheduled Tribes.
- **Student Internal Complaints Committee** – Addresses grievances and complaints related to sexual harassment, in accordance with the POSH Act.
- **Unfair Means Committee** – Handles cases related to academic dishonesty and examination malpractice.

Together, these sub-committees contribute to maintaining a respectful, equitable, and ethical academic environment at FIIB. The details are presented below:

3.3.1 Anti-Ragging Committee

Ensure compliance with the provisions of the AICTE regulations on prevention of ragging as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

The committee is responsible to:

1. Ensure compliance with the provisions of the AICTE regulations on prevention of ragging as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
2. Maintain vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times.
3. Make surprise visits on places vulnerable to incidents and having the potential for ragging.
4. Conduct an on-the-spot enquiry into any incidents of ragging referred to by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations be submitted to the Director.
5. Create awareness amongst students as to what constitutes ragging, and what action will be taken against students for indulging and abetting ragging.

3.3.2 Students Internal Complaints Committee

- a) Sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution.
- b) This committee aims to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

The committee is responsible to:

- Notify the provisions of “THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013” against sexual harassment and ensure their wide dissemination to the FIIB community.
- Make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment.

- Organize Training Programmes or as the case may be, workshops for the officers, functionaries, faculty and students, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations.
- Organize regular orientation or training Programmes for the members of the ICC / FIIB to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity.
- Act decisively against all gender based violence perpetrated against employees and students of all sexes recognizing that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation.

3.3.3 SC/ST Committee

The SC/ST Committee ensures effective utilization of schemes offered by the Government of India, State Governments, and UGC for SC/ST/OBC/PWD students. It also sensitizes the FIIB community to constitutional mandates and UGC guidelines. Functions of the Committee:

- Ensure compliance with government policies for SC/ST/OBC/PWD communities.
- Support SC/ST students in academic improvement and personal growth.
- Gather data on policy implementation in admissions, appointments, and promotions.
- Address representations from SC/ST candidates regarding admissions, recruitment, and other related matters.
- Act as a grievance cell for SC/ST students and employees, offering assistance with academic and administrative concerns.
- Undertake initiatives to promote higher education for economically and socially disadvantaged communities.

3.3.4 Students Unfair Means Committee

This committee investigates cases of indiscipline and unfair practices during examinations while adhering to FIIB's established procedures. Key Responsibilities:

- Conduct impartial investigations into unfair means cases.
- Counsel students to prevent recurrence of such practices.
- Investigate complaints against invigilators or related personnel.
- Recommend disciplinary actions to the Director.
- Propose updates to examination rules and regulations.

Flow of the Process:

- Reporting of the unfair means by the concerned invigilator to the Controller of Examinations Office.
- The invigilator completes the unfair means case form and hands it over to the CoE office.

- iii. The CoE office intimates the concerned student regarding the case against him/her.
- iv. The CoE office hands over the case to Unfair Means Cases (UMC) committee.
- v. The UMC committee convenes a meeting.
- vi. The meeting date is communicated to the concerned student giving him/her an opportunity to explain his/her case.
- vii. The UMC decides the case as per UMC guidelines and merit of the case.
- viii. The recommendations of UMC committee are approved by the Director.
- ix. The decision is communicated to the student through the CoE office.

3.4 Student Grievance Redressal Committee & Ombudsman

The Student Grievance Redressal Committee (SGRC) at FIIB addresses academic and administrative grievances, including those related to mark sheets, results, evaluation, fees, facilities, and canteen services. Initially, grievances are raised at the departmental level. If unresolved, they are escalated to the SGRC with relevant documents for resolution. The committee reviews cases impartially and provides recommendations to the Director in alignment with the All India Council for Technical Education (AICTE) Regulations, 2012 (F. No. 37-3/Legal/2012, dated 25.05.2012).

Procedure Followed by the SGRC:

- Students must submit their grievances in writing along with supporting documents to the SGRC.
- The committee acknowledges receipt of the grievance.
- The grievance is assessed and forwarded to the relevant department/section for resolution, with updates provided to the Director.
- The committee ensures adherence to principles of natural justice.
- The concerned department examines and resolves the grievance, sending an action-taken report to the SGRC.
- The SGRC communicates the resolution, upon Director's approval, to the complainant.

Appellate Authority:

Any student aggrieved by the decision of the Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

3.5 Student Well-Being and Belonging Committee

FIIB's Student Well-Being and Belonging Committee reflects the institute's commitment to fostering an inclusive, supportive, and empowering environment for all students. Aligned with FIIB's mission, the Committee leads initiatives that promote diversity, equity, inclusion, and belonging (DEIB) throughout student life.

Key Roles and Responsibilities:

- **Policy Oversight:** Implement and review DEIB policies to support student well-being and inclusion.
- **Campus Climate:** Assess student experiences and address concerns related to bias, exclusion, or discrimination.
- **Awareness & Training:** Conduct workshops and campaigns on DEIB and mental health; encourage student participation.
- **Inclusive Learning:** Promote inclusive teaching and ensure diverse perspectives in the curriculum.
- **Student Engagement:** Support student-led initiatives and events that celebrate diversity and build community.
- **Safe Campus Culture:** Uphold zero tolerance for discrimination and encourage respectful, constructive dialogue.
- **Student Education:** Inform students of their rights and responsibilities in creating an inclusive campus.
- **Collaboration:** Engage with faculty, staff, and external experts to strengthen student support systems.

3.6 Hostel / Paying Guest (PG) Accommodation Committee

Roles and Responsibilities:

1. **Facilitating PG Accommodation:**
Assist students, especially outstation students, in identifying suitable and reliable PG accommodation options near the campus.
2. **Maintaining a Verified PG Database:**
Curate and regularly update a list of verified PG accommodations that meet basic standards of safety, hygiene, and comfort.
3. **Ensuring Student Safety and Comfort:**
Conduct periodic checks or gather student feedback to ensure that listed accommodations continue to offer a safe and conducive living environment.
4. **Liaising with PG Owners:**
Establish communication channels with PG owners to ensure transparent terms and conditions, fair pricing, and responsive grievance redressal.
5. **Supporting During Admissions and Orientation:**
Provide information and assistance related to PG options during admission cycles and student orientation programs.
6. **Addressing Student Concerns:**
Serve as a point of contact for students facing issues with their accommodation and facilitate necessary interventions or guidance.

3.7 Admissions Committee

Roles & Responsibilities:

1. To improve the enrolment quality and quantity, ensuring diversity and inclusion.
2. To disseminate and comply with all the rules and regulations of admissions as prescribed by the regulatory bodies.

3. To create a brand value and awareness about the institute and its programs.
4. To provide appropriate counselling to students who come to seek admission.
5. To guide the students and parents in making informed enrolment decisions.
6. To guide enrolled students to complete the admission procedure like paying fees, getting bank loans, finding accommodation if required, completing documentation, advising scholarship eligibility criteria etc.

3.8 Scholarship Committee

Key responsibilities include:

- Reviewing and vetting scholarship documentation submitted by candidates through the Admissions Department.
- Evaluating applications according to the institution's scholarship policy
- Providing scholarship amount recommendations within a 2-day timeframe from document submission
- Meeting regularly to assess scholarship cases as they are presented
- Reviewing any revised documentation for pending cases when necessary

3.9 Internationalization Committee

Roles & Responsibilities:

- **Student exchange**
 - a) Identify opportunities for students interactions/studies with reputed international universities, like "study a semester program" or a fortnight or month long program.
 - b) Internship opportunities with partner institutions.
 - c) Acculturation- Cultural exchange programme relating to educational tour which may include visit to universities, management institutes, industrial visits on reciprocal basis with partner institutions
- **Faculty exchange**
 - a) Explore opportunities for faculty exchange, invite foreign faculty to take sessions as guest or as participating faculty to deliver a course. This could be on mutual exchange basis.
 - b) "Monthly talk series" where every month one foreign faculty interacts with our faculty for one hour.
- **Collaborations**
 - a) Explore opportunities for joint research and paper publications with author from foreign institutions to improve the quality of publications targeting A and above category publications. Possibilities of funded research projects by foreign universities.
 - b) Participation of foreign faculty members in our events (conferences/seminars/webinars) as keynote/guest speakers and vice- versa.

- c) Foreign faculty may conduct workshops for our faculty or students.
- d) Dual degree-explore possibilities of dual degree between partner institutions.
- e) Doctoral programme-explore opportunities for research scholars to complete the research phase in a foreign university after completion of course work and research proposal at FIIB.

3.10 Employees Grievance Redressal Committee

The Employees' Grievance Redressal Committee (EGRC) at FIIB is constituted to address and resolve grievances raised by faculty and staff members. These grievances may pertain to service conditions, work environment, salary and benefits, administrative processes, performance appraisals, facilities, or interpersonal issues. The EGRC operates in accordance with principles of natural justice and applicable institutional and regulatory frameworks.

Initially, grievances should be raised at the departmental or supervisory level. If unresolved, they may be escalated to the EGRC with appropriate documentation for impartial review and resolution. The EGRC makes recommendations to the Director for final decision-making.

Procedure Followed by the EGRC:

- **Submission:** Employees must submit their grievances in writing to the EGRC, along with all relevant supporting documents.
- **Acknowledgement:** The EGRC acknowledges receipt of the grievance to the complainant.
- **Assessment & Forwarding:** The committee assesses the grievance and forwards it to the relevant department/section if needed, keeping the Director informed.
- **Fair Hearing:** The committee ensures that all parties are heard and the matter is examined in a fair and transparent manner.
- **Resolution & Reporting:** The concerned department, in consultation with the EGRC, addresses the grievance and submits an action-taken report.
- **Communication of Outcome:** After the Director's approval, the EGRC communicates the final resolution to the concerned employee.

Appellate Authority:

If an employee is dissatisfied with the decision of the EGRC, they may file an appeal to the Ombudsman, within **fifteen days** from the date of receiving the committee's decision.

3.11 Talent Management Committee

The core responsibility of the Talent Management Committee is to develop, implement, and oversee a talent management system, ensuring alignment of individual and team goals with organizational objectives, providing feedback, and supporting employee development. This

committee is responsible for faculty and staff performance management, compensation, and promotion decisions, aligning talent strategy with institutional priorities.

3.12 Employees Disciplinary Committee

At FIIB, employee conduct and well-being are of paramount importance. To ensure a safe, inclusive, and respectful environment, the institution has established an Employee Disciplinary Committee. This Committee investigates cases of indiscipline against employees while adhering to FIIB's established procedures. Key Responsibilities:

- a) Conduct impartial investigations into indiscipline cases.
- b) Counsel concerned employees to prevent recurrence of such practices.
- c) Recommend disciplinary actions to the Director.
- d) Propose updates to code of conduct.

While this committee oversees and enforces policies related to employee conduct, it is supported by two sub-committees, each tasked with addressing specific areas of concern.

3.13 Employee Lapses Committee

Employee Lapses Committee has been constituted to look into the lapses in relation to the discharging of duties on the part of Institute's faculty and / or staff and to recommend action(s), if any, to the President & CEO of FIIB.

FIIB is committed to treating employees fairly and the employees are expected to conduct themselves accordingly, maintain a high standard of work, and delivering superior outcomes in the tasks assigned to them. Any lapse in fulfilling the responsibilities assigned will tantamount to a lapse and appropriate actions will be recommended by the Committee.

The lapse case(s) may relate to:

- Non-Compliance of established rules, regulations and procedures.
- Inappropriate or delayed responses to stakeholders for the concerns raised by them.
- Not addressing students' complaints within the purview of their role and authority.

Making false commitments or suggesting solutions which are beyond their authority.

Lapses Committee will meet as and when a case of lapse is registered with the Registrar or Dean's Office. The Committee will investigate the case(s) reported to it expeditiously.

3.14 Employees Internal Complaints Committee

- c) Sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution.
- d) This committee aims to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

The committee is responsible to:

- Notify the provisions of “THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013” against sexual harassment and ensure their wide dissemination to the FIIB community.
- Make all sections of the institutional community aware of the information on the mechanism put in place for redressal of complaints pertaining to sexual harassment.
- Organize Training Programmes or as the case may be, workshops for the officers, functionaries, faculty and students, to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities enshrined in the Act and under these regulations.
- Organize regular orientation or training Programmes for the members of the ICC / FIIB to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity.
- Act decisively against all gender based violence perpetrated against employees and students of all sexes recognizing that primarily women employees and students and some male students and students of the third gender are vulnerable to many forms of sexual harassment and humiliation and exploitation.

4. FIIB Policies

FIIB has a set of well-defined policies developed through extensive consultation with relevant stakeholders. These policies are periodically reviewed and updated based on inputs gathered from employees and students through various channels such as town hall meetings, faculty circles, staff circles, employee engagement surveys, exit interviews, feedback surveys, and performance appraisal discussions. The revised policies are reviewed and approved by the PGP/Doctoral Committees.

Below are some of the key policies. Please note, this is not an exhaustive list.

1. Student-Related Policies

- Student Diversity, Equity, Inclusion, and Belonging Policy
- Academic Integrity Policy
- Anti-Ragging Policy
- Student Charter (Code of Conduct)
- Student Attendance Policy
- Grievance Redressal Policy
- Fee Dues Policy
- Examination Policy
- LEAP Policy
- Scholarship Policy

2. Faculty/Staff-Related Policies

- Performance Appraisal Policy
- Research Support Policy
- Flexi-Work Policy
- Seed Fund Policy
- Work Planning guidelines

3. Other Policies

- Research Integrity Policy
- Responsible Use of IT Services Policy
- CCTV Policy
- POSH (Prevention of Sexual Harassment) Policy
- Purchase Policy
- Data Security Policy
- Email Policy
- Conflict of Interest Policy

- Fitness for Duty Policy
- Modified Duty Policy

Institutionalization of FIIB Policies

FIIB ensures the effective dissemination and institutionalization of its policies through multiple channels:

1. **Website:** Regulatory policies are made accessible online.
2. **Handbooks:** Policies are detailed in faculty, staff, and student handbooks.
3. **Forums and Discussions:** Policies are discussed in platforms such as town halls, faculty circles, staff circles, research circles.
4. **Student Representation:** Students are involved in academic and administrative committees.
5. **Student Council:** Policies are communicated and reinforced through the Student Council.
6. **Supervisors' Circle:** Supervisors guide their teams on policy adherence.
7. **Induction Programs:** New faculty and staff participate in structured induction programs introducing key policies.
8. **Samaritan Meets:** Alumni representatives, known as Samaritans, support policy awareness and implementation to align with FIIB's strategic goals.
9. **Director's Note:** Weekly updates from the Director highlight key developments and policies.
10. **HR Helpdesk:** Provides clarity and support on policy-related queries.
11. **Orientation Programs:** Structured sessions for new students and employees familiarize them with institutional policies.
12. **RACER Café Discussions:** Collaborative dialogues foster understanding and innovation around key institutional matters.
13. **Knowledge Centre:** Serves as a repository for policy-related information

4.1 Student-Related Policies

4.1.1 Student Diversity, Equity, Inclusion, and Belonging Policy

Serial Number	Reference	Description
1	Name of the document	Student Diversity, Equity, Inclusion, and Belonging Policy
2	Purpose & scope	This policy serves as our commitment to upholding the principles of diversity, equity, inclusion, and belonging across all aspects of student life.
3	Date of last approval/amendment	January 2023 November 2024
4	Indicative Date of Next review	January 2026
5	Administering entity	Department of Institutional Growth Department of Academic Affairs Department of Student Affairs

		Department of Employer Relations
6	Approving authority	Deans / Director
7	Reference to related policies, procedures, guidelines & regulations	Student Handbook Rights of Persons with Disabilities Act, 2016

1.0 Policy Statement

At FIIB, we believe that our strength lies in the rich diversity of experiences, perspectives, and backgrounds that our students bring to our community. We are firmly committed to creating and maintaining an academic environment that not only celebrates diversity but actively ensures equity, promotes inclusion, and fosters a deep sense of belonging for every student. Our vision is to prepare business leaders who understand and champion the value of diverse perspectives in global business.

2.0 Purpose and Scope

This policy serves as our commitment to upholding the principles of diversity, equity, inclusion, and belonging across all aspects of student life. It encompasses every student's journey, from admission through graduation, covering all academic activities, student organizations, school-sponsored events, and both virtual and physical learning environments. This policy applies to all enrolled students, including full-time, part-time, exchange, and visiting students, as they interact with faculty, staff, and peers.

2.1 Diversity

Our understanding of diversity encompasses the full spectrum of human differences and experiences. We recognize that each student's unique identity is shaped by their race, ethnicity, national origin, gender identity and expression, sexual orientation, socioeconomic background, religious beliefs, political views, cultural heritage, family structure, educational background, and professional experience. We believe that these different perspectives and life experiences create a richer learning environment that prepares our students for leadership in an increasingly interconnected world.

2.2 Equity

Equity stands at the heart of our educational philosophy. We are committed to ensuring that every student has fair access to opportunities and resources, regardless of their background or circumstances. This commitment is reflected in our transparent admission processes, objective academic evaluation criteria, and equitable distribution of resources and opportunities. We actively work to identify and eliminate barriers that might prevent any student from fully participating in and benefiting from their educational experience.

2.3 Inclusion

Creating an inclusive environment means ensuring that every voice is heard and valued. We actively promote teaching methods and learning environments that encourage participation from all students. Our curriculum incorporates diverse perspectives, case studies, and examples that



reflect the global business environment. We support student-led initiatives and organizations that promote cross-cultural dialogue and understanding, ensuring that our community remains open and welcoming to all.

2.4 Belonging

Beyond diversity, equity, and inclusion, we strive to create an environment where every student feels they truly belong. This sense of belonging is fostered through active engagement of all student voices, recognition of diverse contributions, and celebration of our community's achievements. We support identity-based groups while encouraging interactions that build understanding and empathy across different backgrounds and experiences.

3.0 Prohibited Behaviours and Protections

We maintain zero tolerance for any form of discrimination, harassment, hate speech, bullying, or retaliation. This includes both overt acts and subtle forms of exclusion or bias, such as micro aggressions or cultural appropriation. Every student has the right to learn in an environment free from intimidation or hostility, and we take prompt action to address any behaviour that undermines this right.

4.0 Rights and Responsibilities

Students at FIIB have the right to express their identity freely, participate fully in academic activities, access all educational resources, and provide feedback on DEIB matters without fear of retaliation. With these rights comes the responsibility to treat others with respect, support an inclusive environment, participate in required DEIB training, and report witnessed violations. We expect all members of our community to contribute to maintaining a positive, supportive learning environment.

5.0 Reporting and Resolution

We maintain multiple channels for reporting DEIB concerns, including FIIB HUB, Student Affairs office and faculty mentors. All reports are treated with appropriate confidentiality and addressed through a clear resolution process that includes investigation, support services, and follow-up. We are committed to timely responses and transparent communication throughout the resolution process.

6.0 Accountability and Continuous Improvement

Our commitment to DEIB is backed by robust accountability measures and regular assessment of our progress. We conduct annual reviews of this policy, gather student feedback, and track key metrics to ensure we are meeting our goals. We recognize that creating an inclusive environment is an ongoing journey, and we are committed to continuously improving our practices and policies to better serve our diverse student community.

The effectiveness of this policy relies on the active participation and support of every member of our community. Together, we create an educational environment that not only prepares students

for business leadership but also demonstrates the tremendous value that diversity brings to organizational success.

4.1.2 Academic Integrity Policy

Serial Number	Reference	Description
1	Name of the document	Academic Integrity Policy
2	Purpose & scope	This policy promotes academic integrity; defines what actions constitute breach of academic integrity, describes the processes for monitoring and investigation into cases of academic dishonesty, and informs the application of penalties, in case allegations of breach of integrity are proven. The description and guidelines have been updated to specifically address the use of Artificial Intelligence (AI) / Generative Artificial Intelligence (Gen-AI) in academic work. These updates include the permissible uses of AI/Gen-AI, how to acknowledge the use of AI/Gen-AI.
3	Date of last approval/amendment	January 2022/ April 2024
4	Indicative Date of Next review	April 2025
5	Administering entity	Department of Academic Affairs
6	Approving authority	PGP Committee
7	Reference to related policies, procedures, guidelines & regulations	Student Handbooks (PG level) Examinations and assessment Policy

Purpose and Scope:

- a) Academic Integrity is a fundamental value that all students at FIIB are expected to uphold.
- b) This policy promotes academic integrity; defines what actions constitute breach of academic integrity, describes the processes for monitoring and investigation into cases of academic dishonesty, and informs the application of penalties, in case allegations of breach of integrity are proven.
- c) This policy applies to all students enrolled at FIIB.

Definitions:

- a) FIIB is committed to high academic standards and expects students to understand and respect principles of academic integrity.
- b) The guiding principle of academic integrity is that a student's submitted work, examinations, reports, projects, must be that of the student's own work for individual assignments, and the group's own work for group assignments/ projects.

c) FIIB believes in a philosophy of self-governance by which you have many choices but are ultimately accountable for your actions within our community. FIIB will assist you in understanding integrity expectations, your responsibilities, and the possible consequences if you do not live up to them.

d) All cases related to breach of academic integrity will be dealt consistently and fairly.

Policy:

Forms of academic misconduct

Students are guilty of academic misconduct if they:

a) Use or obtain unauthorized materials or assistance, including unauthorized or unacknowledged use of Generative AI tools such as ChatGPT, in any academic work; i.e. **cheating**.

b) Falsify or invent, which includes use of sources or data purportedly generated by AI, any information regarded as cheating by the instructor; i.e. **fabrication**.

c) Give unauthorized assistance, including sharing or generating AI-based answers, to other students, i.e. assisting in **dishonesty**.

d) Represent the work of others, which includes the **undiscussed and undisclosed** use of AI-generated content, as their own; i.e. **plagiarism**.

e) Modify, without instructor approval, an examination paper, record or report for the purpose of obtaining additional credit; i.e. **tampering**.

Monitoring and inquiry

a) FIIB sensitizes the faculty, students and researchers, and staff of the institute regarding the act of plagiarism and takes appropriate steps to detect plagiarism and other forms of academic misconduct.

b) The institute recognizes the potential of Artificial Intelligence (AI) to enhance thought, cognition, and expression. However, the use of AI must be with informed consent. While the institute as such allows the use of AI, Faculty have the authority to specify the use of AI in their courses based on academic needs and requirements respective to the course.

In every course outline, academic integrity violations have been mentioned under the Academic Honesty section of FIIB Course Conduct Policy.

c) FIIB organizes an orientation program as well as workshops from time to time for all new entrants (faculty, staff and students) to make aware of the institute's plagiarism policy and consequences of its violation(s). In light of the rising use of AI the course faculty will dedicate

class time to explain the mandate of using AI respective to the course.

d) FIIB acknowledges that not all academic integrity breaches are the same and not all ill result in the same outcomes or penalties. Consideration of intent will be given to each allegation of academic misconduct, i.e. whether it was due to carelessness or was unintentional (minor breach) or whether it was an act of deliberate dishonesty or intentional (serious breach).

e) Serious breaches will be dealt with formally by the unfair means committee of FIIB.

Plagiarism

Plagiarism is defined as “use *per se* (as it is) or close resemblance or imitation of the language and thoughts of another author and the representation of them as one’s own original work”. This definition is extended to include the use of Artificial Intelligence (AI) without informed consent. At this time, the following four uses of AI are noted, but may not be limited to, and another use will be dealt with according to the extent of the use:

1. Employing AI for blatant content generation without deliberate thought. For example : A prohibited use of AI will include copying the text of an assignment question into an AI tool and then directly copying and pasting the AI-generated response back into the assignment submission without any additional input, analysis, or personal contribution of the student. This constitutes serious plagiarism as it demonstrates a lack of deliberate thought and personal engagement with the material.
2. Employing AI for data analysis and the interpretation of that data without any thought including additional inputs, analysis of personal contribution.

Both of the above uses constitute serious plagiarism and are strictly prohibited.

Further, please note that AI tools can produce data and sources that may not always be accurate. Therefore, it is crucial for students and researchers to verify and authenticate AI-generated information to prevent the inclusion of fabricated content that is inaccurate. Thus, always corroborate AI-produced data with credible sources and disclose AI usage in academic submissions.

Permissible uses, which still require informed consent and-or proper acknowledgment, include:

3. Employing AI to firm up ideas.
4. Using AI as an interactive tool for thought generation.
5. Utilizing AI to enhance and clarify expression.

Students/ are advised that if they are using AI in a manner not covered by these points, and are unsure about the appropriateness of the usage of AI, they are required to get the AI usage checked and validated by the course faculty. **The course faculty will hold the final discretion on the acceptability of AI uses in their respective courses.**

While Plagiarism in the context of the of AI has been described, the context of Plagiarism includes copying of: phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the Internet) that exceeds the boundaries of the legitimate cooperation without acknowledgement of the source. Plagiarism could be intentional (dishonest plagiarism) or non-intentional (negligent plagiarism).

Negligent Plagiarism:

Negligent plagiarism means innocently or carelessly presenting another person's work as one's own without acknowledging the original source (including self-plagiarism) and extends to the use of AI/Gen-AI. It arises from one's inadequate knowledge and competency in writing. It is also due to careless attitude resulting into non-compliance of standard verification procedures. In this type of plagiarism, the degree of copying is not substantial.

Dishonest Plagiarism:

Dishonest plagiarism means knowingly and deliberately presenting another person's work as one's own work without acknowledging the original source or giving due credit to its creator (including self-plagiarism). It involves intentional copying of substantial proportions of the other's work without written or unwritten permission and also without acknowledging the source. The attribute of another person as well the creator, source will extend to AI.

Detection of Plagiarism:

It is the prime responsibility of the institute and/ or individual to distinguish original content from plagiarized work. The detection of plagiarism is a judgment to be made by the FIIB Research Committee (FRC) which understands the subject and who are also aware of the true definition of plagiarism. FIIB will use appropriate tools / software (presently using **DrillBit**) to detect and determine the severity of plagiarism/similarity.

Similarity Index Limit:

FIIB will not accept any **paper/assignment/project/CIP/GIP reports** with **more than 15% of similarity index** (including reference) even though the similarity index might be from authors' previous work (self-plagiarism) **without any penalty** as per provision mentioned. The **consecutive occurrence of words** in a text is limited to **eight words**. Moreover **from one source**, the similarity index **shouldn't be more than 3%** and that **3% have to be dispersed all over the text**. If any student needs to borrow some definition/ idea, please either put them within quotation marks or give due credit to the original author and if required put them in within an inverted comma.

Furthermore, when AI-generated content is used, it must be explicitly acknowledged as such, and the specific AI tool used should be cited to maintain transparency and uphold academic integrity. Examples to illustrate acknowledgement of AI generated content are, but not limited to:

1. In the development of the theoretical framework for this project, I utilized the AI tool ChatGPT (OpenAI, 2023) to generate preliminary ideas and enhance conceptual

understanding. The outputs were used as a basis for further refinement and were not included verbatim. This use of AI was instrumental in broadening the scope of the analysis and is acknowledged for its role in the ideation phase.

2. The brainstorming sessions that contributed to the formulation of the objectives of this study were augmented using the AI application, ChatGPT (OpenAI, 2023). This tool provided initial responses to exploratory prompts, which were critically assessed and adapted by the team to ensure originality and relevance to the study's objectives.
3. The draft of this manuscript was reviewed using the AI-powered editing tool Grammarly (Grammarly, 2023), which suggested modifications for grammatical accuracy and clarity of expression. These suggestions were evaluated and selectively incorporated to improve the readability of the final text without compromising the originality of the content.

Procedural Fairness:

FIIB is committed to dealing with alleged plagiarism by any section(s) of the academic fraternity in accordance with the principles of procedural fairness, including the right to:

- (a) Be informed of the allegations against them in sufficient detail to enable them to understand the precise nature of the allegations and to properly consider and respond;
- (b) Have a reasonable period of time within which to respond to the allegations against concerned individual/individuals;
- (c) Have the matter resolved in a timely manner (within 2 weeks at max);
- (d) Impartiality in any investigation process; and
- (e) An absence of bias in any decision making.

Based on documentary evidence submitted, the committee will try to establish whether the allegation of plagiarism could be substantiated or not? The minutes of the meeting needs to be maintained and have to be part of the recommendation report.

Sanctions:

In case, the concerned individual(s) is/are found to be guilty of plagiarism, and depending on the severity of the academic misconduct, the fact finding committee will suggest the quantum of punishment, such as:

- i. **Disciplinary warning** in the form of a written notice or reprimand
- ii. Grade down (if similarity index: between 16% - 39% => one grade down; 40% - 50% => two grade down), Fail grade (if similarity index is more than 50%), and/or Rustication for a limited period/permanently; or withdrawal from the program
- iii. Any faculty or staff member of FIIB if found to be involved in academic dishonesty w.r.t. plagiarism, research benefits and incentives might be withdrawn; for repetition of same conduct, service tenure might be discontinued.
- iv. The person whose work has been used may also take suitable actions in form of **injunctions** (prohibition against further use) and **damages** for the unauthorized use

under the Civil laws.

For other forms of academic misconduct, the penalties commensurate with the level of misconduct as follows:

- Level 1: Written Warning
- Level 2: Grade of Zero in assignment or reduced grade in course
- Level 3: F Grade in Course
- Level 4 : Suspension (This will be included in student's disciplinary records)
- Level 5: Expulsion

Amendments:

FIIB reserves the right to modify this policy from time to time to ensure that the spirit of its values is clearly understood by all students and other constituents of FIIB.

4.1.3 Anti-Ragging Policy

Serial Number	Reference	Description
1	Name of the document	Anti-Ragging Policy
2	Purpose & scope	
3	Date of last approval/amendment	July 2009 / February 2020/ January 2023
4	Indicative Date of Next review	January 2026
5	Administering entity	Department of Academic Affairs / Department of Administration
6	Approving authority	Registrar Office
7	Reference to related policies, procedures, guidelines & regulations	Student Handbooks Student Charter All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009

Purpose and scope:

- a) Ragging, in any form, is a reprehensible act that does no good to anyone. Every act of ragging, major or minor, is beyond the limits of decency, morality and humanity. FIIB has zero tolerance for 'Ragging' and the 'anti-ragging policy' adopted by the Institute takes care of preventive, procedural and punitive aspects of ragging based on the guidelines provided by

Hon'ble Supreme Court of India, and recommendations of the guidelines issued by the AICTE.

- b) FIIB has established the AICTE mandated Anti Ragging Committee (As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009) to proactively prevent incidents of ragging on its campus.
- c) This policy applies to students of all the programs of FIIB.

Definitions:

Ragging constitutes one or more of any of the following acts:

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g) any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

- 
- i) any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
 - j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic, identity, place of birth, place of residence or economic background”.

Policy:

Anti-Ragging measures taken by FIIB

- a) All students are made to sign anti-ragging declaration at the time of admission.
- b) The Director and other concerned official(s) assure the students about full protection and support against any attempts of ragging by senior students while briefly introducing the ‘*Anti Ragging Policy*’ of the Institute, during induction / counselling/ mentoring or any other such occasion.
- c) Senior students are encouraged to welcome new entrants into the institute and act as a buddy mentor.
- d) Wide dissemination of the policy is ensured through website, prospectus, signages etc affixed at prominent places frequented by the students to continually remind of the anti-ragging policy.
- e) Administrative staff take round of the campus area to ward off any unpleasant occurrence.
- f) Due announcements are made during all opening inaugural ceremonies of various courses to apprise students of the anti-ragging measures.
- g) Telephone numbers of various important functionaries are provided to all new students to enable them to report any attempt of ragging.
- h) Suggestions/Complaint boxes are positioned at all Important places to enable students to report any case of ragging, in case any individual does not want to disclose his/her identity.
- i) Active Anti-Ragging squad and Anti-ragging committee is in place.
- j) Cultural and sports activities are promoted for healthy fresher- senior interaction.
- k) Proactive vigil is kept by faculty / staff concerned at vulnerable locations such as cafeteria, vacant classrooms, student common rooms, activity areas etc.

- 
- l) The FIIB Counselling Cell “Aarohan” monitors ‘Psychological Behaviour / behavioural aberration of new students. If any abnormal behaviour or environmental adjustment problem is observed, the same is addressed through appropriate intervention.

Anti-Ragging Committee (ARC)

- a) An Anti – Ragging Committee and an anti-ragging squad has been constituted at Institute level to monitor the various aspects related to menace of ragging. The members of this committee are nominated in accordance with AICTE norms.
- b) Anti-Ragging Committee ensures compliance with the provisions of the AICTE regulations on prevention of ragging as well as the provisions of any law for the time being in force concerning ragging; and also monitors and oversees the performance of the Anti-Ragging Squad in prevention of ragging in the institution.
- c) The committee maintains vigil, oversight and conducts an enquiry into any incidents of ragging referred to it.
- d) The committee also creates awareness amongst students as to what constitutes ragging, and what action will be taken against students for indulging and abetting ragging.

Reporting Procedure

- a) If any student believes that he or she has been subjected to ‘ragging’ or has knowledge of any such incident, such person shall have option to file a complaint with the Chairperson ARC. This may be done in writing (preferable) or orally.
- b) The ARC will also be available to discuss any concerns raised by any student or a group of students, about ragging.

Conducting inquiry

- a) The ARC will investigate all reported cases of ragging, in such a way, so as to maintain confidentiality to the extent possible under the circumstances.
- b) The investigation starts in a time bound manner, preferably within three days of reporting the incident.
- c) The ARC submits its report pinpointing the involvement of the accused along with recommendations relating to the punishment to the Director within a period of four weeks.
- d) In exceptional circumstances, the ARC may be granted extension by the Director to the time limit, under information to the complainant and the accused.
- e) The ARC can seek medical, police and legal intervention, as it deems fit.

Sanctions:

- a) Depending upon the nature and gravity of the offence as established, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:
- (i) a written apology
 - (ii) a letter of warning
 - (iii) removal from holding an administrative position
 - (iv) withhold privileges of the student such as access to the library, scholarships, identity card, taking classes, participating in placement process etc;
 - (v) suspend or restrict entry into the campus for a specific period;
 - (vi) award reformatory punishments like mandatory counseling;
 - (vii) Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants.
 - (viii) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

Amendments:

FIIB reserves the right to amend the Policy from time to time in order to comply with any laws / rules / regulations that come into effect from time to time, related to ragging.

Whom to contact:

Institute Authorities:

a) Director: Dr. Anil Kumar Sinha - 9818679712 / (anil.sinha@fiib.edu.in)

b) Registrar: Dr. Manish Kamdar – 9811134740 / (manish.kamdar@fiib.edu.in)

National Anti-Ragging Monitoring Agency: 24x7 Toll Free Number (1800-180-5522); helpline@antiragging.in

4.1.4 Student Charter

Serial Number	Reference	Description
1	Name of the document	FIIB STUDENT CHARTER
2	Purpose & scope	This document provides guidance to students on the expected code of conduct for an effective partnership commitment between the Institute and the learners.
3	Date of last approval/amendment	January 2023
4	Indicative Date of Next review	January 2025

5	Administering entity	Department of Academic Affairs
6	Approving authority	PGP and Doctoral Committees
7	Reference to related policies, procedures, guidelines & regulations	Student Handbook Fee Payment Policy Use of IT Resources Policy

Purpose and Scope:

FIIB has earned a reputation over the years for being a value-based institution. This is one of FIIB's most valuable assets, and FIIB can maintain its leadership in education, research, and stewardship only if it continues to merit the trust of its entire community. And, therefore, all of us are expected to carry out our institutional responsibilities in accordance with the **RACER** values as explained in the following sections.

Definitions:

The following Charter, derived from the FIIB value System, are a way of life at FIIB and every member of the FIIB community, at all times, is expected to conduct his/her activities in accordance with these standards. FIIB continues to work towards creating an environment in which students, faculty, staff and individuals affiliated with the Institute can freely exchange ideas and thoughts, build on their intellectual curiosity and celebrate diversity. To create such an atmosphere, we all must respect each other and act responsibly by considering the wider consequences of our actions and to engage critically with the practical, ethical, and intellectual challenges that are inherent in today's world.

Policy:

The following sections outlines the expected code of conduct for an effective partnership commitment between the Institute and the learners. While the following are expectations from students, these standards are mutually applied to all constituents of FIIB. So, the students can expect full reciprocity in relevant aspects from FIIB's faculty and staff.

Do what is RIGHT by maintaining a culture that fosters and supports honesty and integrity in action and thoughts. Specifically, but not limited to

- refrain from engaging in misconduct as well from concealing it within the academic (such as plagiarism and cheating) and non-academic context (such as misrepresentation, discrimination and harassment)
- be aware that your conduct affects other students and reflects on the Institute, and to use good judgment and act accordingly
- comply with all FIIB policies (such as anti-ragging, prevention of sexual harassment, responsible IT use, etc.) and procedures as have been informed to you through this handbook and during your time at FIIB

Remain ACCOUNTABLE for actions and conduct. Specifically, but not limited to:

- take advantage of the wealth of professional and social developmental activities provided by the Institute for its student community
- work hard and with determination at your studies
- make timely fee payments as per the fee schedule communicated
- cooperate fully with the investigating authority in cases of disciplinary inquiry

Promote COLLABORATION so as to be active partners in shaping the learning experience. Specifically, but not limited to:

- provide constructive feedback on their time at FIIB through the Program Office and through the various survey forms floated from time to time
- recognize and value positive contributions from others
- be positive ambassadors of FIIB to external audiences on or off-campus

Demonstrate EXCELLENCE in the pursuit of academic and other professional engagements. Specifically, but not limited to:

- aim to produce and disseminate work of the highest quality
- challenge one another intellectually and to contribute to the advancement of knowledge
- commit to managing their time to fulfil academic and other commitments and seek help when needed

Behave with RESPECT and treat one another with tolerance and courtesy, regardless of identity, background or belief, both in person and online. Specifically, but not limited to:

- show responsible stewardship of the Institute environment, facilities and resources;
- refrain from any action (or threat of action) that endangers or threatens to endanger the health, safety, or well-being of any person (including oneself)
- keep appointments and to communicate with faculty, staff and other learners in a timely and courteous manner
- monitor the behavior of one's visitors or guests on campus to assure their adherence to these standards
- dress appropriately that befits your chosen profession of management
- maintain an atmosphere conducive to scholarly pursuits, and preserve the dignity and seriousness of Institute ceremonies

Sanctions:

Students who fail to fulfill the responsibilities that flow from the above charter may be subject to disciplinary actions. The Disciplinary Committee of the Institute shall have jurisdiction in all cases forwarded to it by the Program Chair or the Institute Director, and the Director will take appropriate action on the recommendation of the Committee. Actions listed below shall be applied to commensurate with the severity of the offense. These actions, listed below in order of severity, need not be applied serially; and a more serious action may be applied without a less serious one having been previously applied.

- A. **Warning.** Notice in writing that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.

- B. Restitution.** Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
- C. Debarred from Assessment:** This could be an examination or a failing grade in a specific assessment component.
- D. Recommendation of Suspension.** Student member to be excluded from learning and other specified privileges or activities for a definite period.
- E. Recommendation of Dismissal.** Student member to be dismissed from FIIB.

Amendments:

FIIB reserves the right to modify this code of conduct from time to time to ensure that the spirit of its values is clearly understood by all students and other constituents of FIIB.

4.1.5 Grievance Redressal Policy

Serial Number	Reference	Description
1	Name of the document	Grievance Redressal Policy
2	Purpose & scope	To provide prompt resolution of issues raised by any aggrieved student(s), their parent(s) or employee(s) through a systematic and transparent mechanism.
3	Date of last approval/amendment	July 2011 / February 2020 / January 2023
4	Indicative Date of Next review	January 2026
5	Administering entity	Concerned Departments
6	Approving authority	Registrar Office
7	Reference to related policies, procedures, guidelines & regulations	Student Handbook Faculty Handbook Staff Handbook Service Rules All India Council for Technical Education (Redressal of Grievance of Students) Regulation, 2019 vide F.No.1-101/PGRC/AICTE/ Regulation/2019 dated 07.11.2019

Purpose and Scope:

FIIB is committed to providing a productive and conducive environment where grievances are dealt with fairly and promptly. It aims to facilitate a culture where no grievances exist and also help in improving performance and productivity of the concerned employees/students of the Institute.



FIIB has constituted the Grievance Redressal Committee for providing prompt resolution of issues raised by the aggrieved person. By forming this Committee, FIIB has provided a systematic and transparent mechanism to its students, their parents, and employees in resolving their grievances.

Definition:

FIIB maintains an open door policy regarding Grievance Redressal where an aggrieved person can freely present his / her issues of genuine concern to the Committee. FIIB is committed to provide congenial academic environment to its students and employees.

The policy broadly covers the following matters:

- Academic Matters: Related to timely issue of mark sheets, and examination/evaluation related matters.
- Financial Matters: Related to payment of fees and other dues/charges.
- Other Matters: Related to conditions of hygiene/sanitation and food, and other facilities/services.
- Cases of Indiscipline, Misconduct, Harassment (Cases of sexual harassment will be dealt with by the Internal Complaints Committee)

Policy:

- Firstly, the students and / or their parents / or employees will have to discuss the problem with the Department concerned to seek a solution, and further submit the grievance (in writing) to his / her supervisor / head of department.
- If they do not get satisfactory resolution to their problem at the Department level, they may register their grievance with the Grievance Redressal Committee online through Link: fiib.edugrievance.com.
- The Committee will meet as and when a complaint is received and will try to provide just and expeditious resolution to the grievance raised.
- The Committee will act upon only those cases which have been forwarded along with proper documents/evidences.
- The Committee may give the complainant an opportunity of being heard personally.
- Each case will be dealt with/decided based on its merits.
- The decision of the Director shall be final and binding on all concerned.
- Any student aggrieved by the decision of the Grievance Redressal Committee may prefer an appeal to the Ombudsperson, within a period of fifteen days from the date of receipt of such decision.

Sanctions:

Students or employees who fail to fulfil the responsibilities that flow from the above policy may be subject to disciplinary actions. The Grievance Redressal Committee of the Institute shall have jurisdiction in all cases forwarded to it, and the Director will take appropriate action on the recommendation of the Committee. Actions listed below shall be applied to commensurate with the severity of the offense. These actions, listed below in order of severity, need not be applied serially; and a more serious action may be applied without a less serious one having been previously applied.

- a) Where the respondent is an employee, the committee may recommend: (i) a written apology (ii) a letter of warning (iii) removal from holding an administrative position (iv) withholding the promotion (v) Compulsory retirement (vi) withholding of pay rise or increments (vii) immediate transfer or suspension without pay (viii) suspension from service for a limited period (ix) termination from service or other appropriate steps deemed fit in that particular case.
- b) Where the respondent is a student, depending upon the severity of the offence, the committee may recommend: (i) a written apology (ii) a letter of warning (iii) removal from holding an administrative position (iv) withhold privileges of the student such as access to the library, scholarships, identity card, taking classes, participating in placement process etc; (v) suspend or restrict entry into the campus for a specific period; (vi) award reformatory punishments like mandatory counseling; (vii) expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants.

Amendments:

FIIB reserves the right to modify this code of conduct from time to time to ensure that the spirit of its values is clearly understood by all students and other constituents of FIIB.

4.1.6 Fee Payment Policy

Serial Number	Reference	Description
1	Name of the document	Fee Payment Policy
2	Purpose & scope	This policy outlines the rules and regulations for payment of fee by the students enrolled at FIIB.
3	Date of last approval/amendment	January 2023
4	Indicative Date of Next review	January 2024
5	Administering entity	Department of Academic Affairs, Department of Financial Planning & Operations
6	Approving authority	Registrar Office / PGP / Doctoral Committees
7	Reference to related policies, procedures, guidelines & regulations	Student Handbook Student Charter



Paying tuition and associated fees on time is essential for maintaining your enrolment and access to educational resources. Our fee payment system is designed to be clear and straightforward, ensuring a hassle-free process for all students.

A student will have to make the fee payments as per the fee schedule timelines defined by the institute and communicated to the students at the time of admission. It is pertinent to note that the amount mentioned under various fee heads in the fee schedule are broad categories and indicative only. The fee is for the learning experience as a whole and can't be unbundled.

- It is important for the students to know how much their fees are, when they are due and make arrangements to pay them on time.
- Students availing of loan facilities will have to ensure timely disbursement of fee.
- a) Documents required for availing loan should be requested at least one month in advance, and should not be cited as reasons for delayed payment of fee.
- Fees payment extension will be considered only under exceptional circumstances as under:
 - b) Students who have extreme financial hardship and / or extenuating personal circumstances in making fee payment may apply for an extension to pay tuition fees by submitting an application jointly signed by the student and guardian / guarantor at least one month before the fees due date.
- They will also be required to submit an undertaking stating a firm date for payment of fee and applicable fine.
- The students have to demonstrate they have extreme financial difficulties
- They should not owe any fees / fine from a previous term when an application is made.
- Fee extension will not be allowed in the first and the last term.
- Extension will not be granted for payment of fine.
- Fee extension will be granted on the merits of the case and will not be a matter of right of students.
- Decision of the PGP Committee shall be final in all fee related matters.

Consequences of late fee payment:

- As outlined in the Student Charter, we expect you to take responsibility for your actions and be accountable to both yourself and the institution. Timely payment of fees is of utmost importance. Here are the consequences of late fee payment:
- If a student's fee is outstanding, fully or partially, a late fine will be applicable for 15 days from the due date, as prescribed. Thereafter, the name of the student will be struck off from the rolls of the institute. To have the enrolment reinstated, the student must pay all outstanding fees and reinstatement charges (Refer to schedule of charges), within 15 working days of receiving the notice of cancellation.

- In cases where the student does not wish to reinstate enrolment, no part of the fee (except for refundable security after adjusting for any fine / any other charge) will be refunded under any circumstances.
- Timely fee payment ensures uninterrupted access to your academic and extracurricular activities, helping you focus on your studies and personal growth. Always keep track of due dates and reach out to the accounts office if you have any questions or need assistance.

4.1.7 Assessment Policy

Serial Number	Reference	Description
1	Name of the document	Assessment Policy
2	Purpose & scope	The purpose of this policy is to ensure smooth and fair conduct of assessment for AICTE approved PGDM and PGDM-FM courses offered by FIIB.
3	Date of last approval/amendment	April 2022 / January 2023
4	Indicative Date of Next review	January 2026
5	Administering entity	Examination Department
6	Approving authority	PGP Committee
7	Reference to related policies, procedures, guidelines & regulations	Student Handbooks Academic Conduct and Fee Payment Policy

Examination department at FIIB is responsible for the smooth conduct of the examination process, coordination with the faculty members, external experts and preparation of the result. The department works under the supervision of examination committee headed by the controller of examination. The Examination & assessment committee at FIIB consists of the following:

1. Controller of Examination (Head)
2. Examination Coordinator
3. PGP Chairperson
4. Senior Manager – Academic Affairs
5. Head - Counselling Centre

The broad roles of the examination & assessment committee are;

1. Make decisions in regard to organizing examinations and assessments.
2. Continuously improve the examination & assessment system
3. Recommend panel of experts for paper setting and moderation
4. Prepare schedule of examinations
5. Moderate result

6. Finalize the results
7. Investigate cases of UMC.

Major policy and strategic decisions related to examination are put forward to the PGP committee for the guidance and approval.

1. Purpose and Scope

The examination policy is applicable to the students enrolled in the AICTE approved PGDM and PGDM-FM courses offered by FIIB New Delhi.

2. Definitions

2.1 Student performance assessment

Performance of the students of the PGDM program is assessed on a continuous basis and feedback is given to students for improvement. General pattern of assessment followed is given below:

2.1.1 Internal Assessment by the Course Faculty – 60% of the course evaluation, which may include class / home assignments, class test/ quiz, discussion question, case discussion, group or individual projects, presentations, etc., is done by the course faculty. In the group projects, individual contribution of each student is also assessed.

2.1.2 Examination – End Term examinations are conducted to cover 40% of the course evaluation. However, in some cases (as per the need of the course) the weightage of internal assessment may be increased. Each course outline explains the assessment components in detail.

2.2 Grading Scheme

2.2.1 FIIB follows a grading system on a 10-point scale which is defined as below:

Letter Grade	Point Value	Letter Grade Description
A+	10	Exceptional
A	9	Excellent
A-	8	Proficient
B+	7	Very Good
B	6	Good
B-	5	Fair
C+	4	Satisfactory
C	3	Unsatisfactory
C-	2	Poor
D	1	Very Poor
F	0	Fail

2.2.2 Every course outline defines the assessment components and weightage assigned to it. Accordingly, the course faculty assigns marks for every assessment component bringing it up to a total of 100 for a full credit course and 50 for a half credit course.

2.2.3 The examination department allocates appropriate grades to students as per a predefined grading process under the relative grading system.

- 2.2.4 Letter grade, ranking from A+ to F, is awarded to students for each course of the term and then the weighted average of all grades is considered to calculate the Grade Point Average (GPA) of the term.
- 2.2.5 The weighted average of GPA for all courses taken by a student in the program is considered to calculate the Cumulative Grade Point Average (CGPA) which is shown in the result report from Term I to VI and the final result sheet given at the time of Convocation.
- 2.2.6 It is important to note that a student must score 35% marks in a course to get C+ which is the minimum acceptable grade.

2.3 Student Eligibility for appearing in the End Term Examination

For appearing in the end term examination, the student need to fulfill the following criteria:

2.3.1 Obtain clearance from the following departments:

1. **Accounts Department:** Clearance from accounts on no fee / fine.
2. **Program Office:** Abide by all the required instructions as mandated by the program office (for example: timely submission of the Course Feedback, placements related, discipline etc.). Students need to maintain the attendance in the respective subjects (Currently 80% or 60% with the grade down as per attendance policy).
3. **IT Cell:** Verification of the laptops and their anti-virus status with the IT Department.

2.3.2 Furnished the proof of having completed graduation with 50% marks and submitted the copies of other documents required for enrollment such as 10th std. certificate, 12th std. certificate, mark sheet and CAT/MAT/CMAT (or other permitted entrance exams) scorecard), Adhaar card or required affidavits.

The Examination Office will share the due clearance status online/ offline with the students 3 days before the examination.

2.4 Use of Unfair Means in Examination

All students have to make themselves fully aware of FIIB's Academic Honesty Policy and conform to it during the conduct of the examinations. If any student is found using unfair means by the invigilator, his/her case will be referred to the examination and assessment committee for appropriate action.

2.5 Showing of End Term Answer Sheets

The End Term Answer sheet can be reviewed by the students once the same is evaluated by the course faculty. The notification for the same is communicated by the examination department. A model answer session is organized by the examination department to explain the model answers and marking criteria of the respective end-term question paper.

2.6 Re-Evaluation

In case any student is not satisfied with the marks awarded by the faculty in the End-Term, he/she may make a written application to the program office within 3 days of the declaration of the result,

along with prescribed fee per subject. The program office will refer the case to the Examination Committee. The decision of the Examination Committee will be final in this matter. The examination department will get the answer sheets re-evaluated and inform the student about the result. Refer to Annexure for schedule of charges (currently, the students need to pay Rs. 2500/- per subject and obtain a receipt for the same). This receipt should be submitted to the examination department while registering for the re-evaluation.

2.7 Reappear in End-Term Examinations

The reappear examination will be held normally within 15 days of the announcement of the result for a particular course.

- 2.7.1 For re-appear examination, the students need to pay the fee as given in the Annexure for schedule of charges for re-examination fee (currently, the students need to pay Rs. 2500/- per subject and obtain a receipt for the same). This receipt should be submitted to the examination department while registering for the reappear examination.
- 2.7.2 Students who will miss the CIP/GIE/GIS/SIP VIVA/Presentation may appear for Re-VIVA/Presentation. Refer to Annexure for schedule of charges for fee details.
- 2.7.3 A student will be given only one chance for re-examination per subject.
- 2.7.4 The grade obtained by a student in the reappear end term shall be the final grade. The reappear grade obtained by a student in the concerned course cannot exceed “A” under any circumstances.
- 2.7.5 Any student who opts for and is allowed for a re-examination, but fails to attempt the same for any reason whatsoever, will be awarded an ‘F’ in the reappear examination.
- 2.7.6 Students may apply for the Re-appear examination for the following reasons:
 - 2.7.6.1 **Reappear due to “C” or lower grade:** Students who have obtained “C” or below grade in a particular course may appear for a re-examination of the end-term.
 - 2.7.6.2 **Reappear due to “Absence in End Term Exam”:** Absence from an examination is not permitted. A written permission from the Director is required for absence in an examination due to unavoidable reasons beyond the control of the student well in advance. A student absenting himself from an End Term Examination without written permission will get an ‘F’ grade in that component. The same rule applies to a student who is absent for the end term examination in the case of severe medical conditions or family exigencies.
 - 2.7.6.3 **Reappear due to “Technical Issue in Online Exam”:** The reappear examination in the online mode due to technical issues *may be* allowed depending on the merit of the case after approval from the PGP committee. The onus of providing satisfactory evidence for technical issues lie with the student.

Student willing to appear in the reappear examination will have to submit an application to the controller of examination through the examination department within 7 days of the declaration of the end term examination result for the term. Student will be required to submit the re-appear examination fee and register in the form circulated by the examination department. All students who apply for the re-appear exams will have to attend a compulsory contact program with the concerned faculty. The

contact program called “FIIB LEAP” – Learning Enhancement Action Plan will help students in approaching the examinations better and improving their performance in the examination.

2.8 Promotion and Award of Diploma

2.8.1 Norm for Promotion to Next Term: A student is disqualified for promotion to the next term in case:

1. He/she gets more than three F's. For this purpose, 1 F will be treated as equivalent to 2 D's for a full course and 1 D for a half course
2. He/she fails to obtain a minimum CGPA of 4.0

2.8.2 Norm for Promotion to Second Year: A student is disqualified for promotion to the second year

1. if he/she has not completed his/her Corporate Internship Project successfully as per the Guidelines issued by the Program Office/CIP Office.
2. if he/she has any fee / fine outstanding.

A student not qualifying the above-mentioned criteria in the first year will be asked to leave the PGDM program. However, in exceptional cases, and based on the circumstances thereof, the student may be allowed to repeat the first year (on payment of applicable fees). The decision of the PGP Committee will be final in this regard.

2.8.3 Norm for Award of Diploma

To be eligible for award of the Diploma, a student must satisfy the following conditions:

1. A minimum CGPA of 4.0 at the end of Program
2. Not more than three “F”s
3. Completion of Corporate Internship Project (CIP) and Guided Independent Studies with the grade C+ or better
4. Submission of Fee / Fine: Refer to Fee Policy for detail.
5. A student not qualifying for the award of diploma as per the criteria outlined above will be declared Fail.

2.9 No student of the PGDM shall be allowed to complete the Program beyond three consecutive academic years.

3. Penalties

The examination and assessment committee will investigate all the cases related to unfair means during examination and assessment process. Relevant documents will be checked and after hearing the student(s), concerned faculty or staff members, actions listed below shall be applied to commensurate with the severity of the offense. These actions, listed below in order of severity, need not be applied serially; and a more serious action may be applied without a less serious one having been previously applied. Please refer to the UMC case handling guidelines (annexure: ____) for more details.

A. **Warning.** Notice in writing that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.

B. **Restitution.** Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.

C. **Debarred from Assessment:** This could be an examination or a failing grade in a specific assessment component.

D. **Recommendation of Suspension.** Student member to be excluded from learning and other specified privileges or activities for a definite period.

E. **Recommendation of Dismissal.** Student member to be dismissed from FIIB.

4. Amendments

FIIB reserves the right to modify this policy from time to time to ensure compliance with the statutory guidelines and to adapt to the changing needs of the institute. The examination policy is prepared and reviewed by the examination committee annually for incorporating the requisite changes deemed fit. The examination policy changes are presented to the PGP committee and upon due approval circulated to the students, faculty and other stakeholders.

4.1.8 Learning Enhancement Action Plan (LEAP)

Policy and Standard Operating Procedure (SOP)

Serial Number	Reference	Description
1	Name of the document	Learning Enhancement Action Plan (LEAP) Policy
2	Purpose & scope	To establish a structured approach for identifying, monitoring, and supporting students who are academically at risk, with a focus on early intervention and guidance.
3	Date of last approval/amendment	August 2019 November 2024
4	Indicative Date of Next review	August 2026
5	Administering entity	Department of Academic Affairs
6	Approving authority	PGP
7	Reference to related policies, procedures, guidelines & regulations	Student Handbook IQAC

1. Objective:

To establish a structured approach for identifying, monitoring, and supporting students who are academically at risk, with a focus on early intervention and guidance through the Learning



Enhancement Action Plan (LEAP). This policy underscores FIIB's commitment to student success, and continuous learning.

2. Policy Overview

2.1 Objective: This policy aims to create a proactive academic environment where early intervention and structured guidance ensure that at-risk students receive the support needed to achieve their academic goals, thereby enhancing FIIB's commitment to excellence in higher education.

Ensure that students who exhibit signs of academic struggle receive timely, tailored support to improve learning outcomes.

2.2 Scope: This policy applies to all faculty members responsible for teaching, assessing, and advising students at FIIB.

2.3 Principle: Faculty are expected to actively engage with at-risk students and facilitate their academic growth through a structured support program, addressing the factors impacting their performance.

3. Standard Operating Procedure (SOP)

3.1 Identification of At-Risk Students

Early Warning Indicators:

- **Attendance:** Faculty should track attendance and identify students with patterns of low attendance on a regular basis and report them to their respective mentors and program office.
- **Internal Assessments:** Review internal assessment scores; identify students scoring below the set threshold for satisfactory performance and report them to their respective mentors and program office.
- **Behavioural Cues:** Identify students displaying signs of disengagement, stress, or lack of motivation and report them to program office to their respective mentors and program office.
- **Documentation:** Maintain a log of students identified as at-risk, noting specific concerns (attendance, grades, engagement) and the date of identification. Based on this information, the program office should generate a report on such cases by mid-term.

3.2 Intervention: Learning Enhancement Action Plan (LEAP)



Purpose: LEAP is designed to support students who either missed an end-term examination or underperformed in order to build competence and confidence before the reappear exams.

Process:

- **Notification and Enrollment:** Program Office inform identified students about the compulsory LEAP sessions.
- **Session Structure:** Each LEAP session should be a one-hour focused program where students work directly with faculty on understanding and applying study techniques; addressing specific subject areas where they struggle; practicing effective answer writing, time management, and exam techniques.
- **Attendance Requirement:** Students must attend LEAP sessions to be eligible for reappear exams.
- **Record-Keeping:** Program Office must document attendance and participation details for all LEAP sessions.

3.3 Problem identification and Faculty Role

Please refer to the attached concept note.

4.1.9 Scholarship Policy

FIIB's Scholarship Programme offers unique scholarships to help PGDM/ PGDM-FM aspirants who have demonstrated their aptitude for a career in business management to pursue and realize their dreams.

FIIB Scholarships - Tuition Assistance Programme (TAP)

Scholarships of up to Rs.2,80,000 per student can awarded to deserving students decided on the basis of:

- Category I: Scholarship based on Academic Qualification
- Category II: Scholarship based on Competitive Exams Score/Percentage
- Category III: Scholarship based on Work Experience/ worked as Full-time employee of any Registered NGO or Non-profit organisations working in social space for a period of more than one year.
- Category IV: Scholarship based on Special category Status (Including Diversity & Inclusiveness)
- Category V: Scholarship for Unique achievement by winning national/ international awards in the field of Sports/ art and literary work/ social work.

Category I Scholarship based on Academic Qualification

Based on 10th,12th+ Graduation Percentage*		In addition on based on Graduation Background (application only Bachelors Degree in Engg. / Technology (B.E./B.Tech.))*	
85% And Above	INR 50,000	>=80% and above	INR 20,000
75%-84.9%	INR 30,000	65% and Above	INR 10,000
65%-74.9%	INR 20,000		

*** 10th, 12th and Graduation mark sheets required.**

Category II : Scholarship based on Competitive Exams Score/Percentage (Any One)

CAT/XAT Score*		Others (MAT/CMAT /GMAT/ATMA Score)*	
80%tile and above	INR 50,000	90%tile and above	INR 50,000

CAT/XAT Score		Others (MAT/CMAT /GMAT/ATMA Score)	
70%tile -79%tile	INR 30,000	80%tile - 89%tile	INR 30,000
60%tile - 69%tile	INR 20,000	70%tile - 79%tile	INR 20,000

*** Competitive Exam Score card required.**

Category-III Scholarship based on Work Experience

24 months and above	INR 50,000	Joining and Relieving Letter from Employer/Work experience certificate. *Work experience will be counted after completion of graduation
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12 months and 23 months	INR 30,000	*INR 10,000 in addition for Worked as Full-time employee of any Registered NGO or Non-profit organisations working in social space for a period of more than one year
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Category IV: Scholarship based on Special category Status (Including Diversity & Inclusiveness)- Any one

Student belonging to EWS* category	INR 50,000	Relevant document proofs to be submitted on or before the date of registration
Student belonging to Special Status Category (Single Mother, Defense Personnel, Specially abled)	INR 50,000	
Student belonging to Diversity and Inclusiveness enhancement category (Minority, SC, ST, OBC, J&K, North East, Andaman Nicobar & Lakshadweep)	INR 30,000	<u>(10, 10+2 & Graduation min 50%)</u>

(*EWS Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs 8.00 lakh (Rupees eight lakh only) are to be identified as EWSs)

Category V: Scholarship for Unique achievement by winning national/International awards in the field of Sports/ art and literary work

Unique achievement by winning national / international awards in the field of Sports/ art and literary work*	INR 50,000	Relevant document proofs to be submitted on or before the date of registration
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*** National/ International certificate is required in the field of Sports/ art and literary work.**

Disclaimer:

“The Institute reserves the right to amend the fee structure and scholarship details without prior notice. The scholarship will be awarded on first come first serve basis to limited number of candidates. Confirmation of scholarship is subject to the submission of first instalment of fees and the applicable security deposit and verification of documents by the institute at the time of registration.’

Conditions for grant of Scholarship

The following are certain conditions laid for the grant of a scholarship.

1. The student should have received a formal confirmation letter through the Program Office indicating grant of scholarship (see process below).
2. The Student has to maintain 80% attendance in every course till term IV.
3. The student should remain in good standing in compliance with the Student Charter (section 4). Student should not have any case of disciplinary action against him/her.
4. The student has to maintain a minimum GPA of 7.0 in each of term 1, term 2, term 3, and term IV.
5. The student must have obtained a ‘Pass’ in the Professional Development Program (PDP).
6. Cleared their fee and other dues.

4.2 Faculty / Staff – Related Policies

4.2.1 FIIB Flexi-Work Policy

Serial Number	Reference	Description
1	Name of the document	Flexi Work Policy
2	Purpose & scope	To provide guidance on implementation of the flexible work arrangement at FIIB.
3	Date of first approval / Amendments	October 2021 December 2023
4	Indicative Date of Next Review	January 2025
5	Administering entity	Department of People Success
6	Approving authority	Registrar Office
7	Reference to related policies, procedures, guidelines & Regulations	Service Rules Faculty Handbook

Introduction:

FIIB's Strategic Plan 2025 envisages developing FIIB into a brand of exceptional work environment and a recruiter of choice through anticipation and meeting changing needs of the workforce. FIIB intends to achieve this by continuing to improve employee experience by providing choice, flexibility, and personalization in their workload, and by augmenting further the progressive work environment.

FIIB empowers its employees to perform consistently at the highest levels. To accurately reflect the changing work environment, FIIB has implemented a Flexi-Work Policy aimed at meeting employees' evolving work experience.

This policy will be implemented on the basis of the following the six principles:

The Six Guiding Principles:

- 1. Role Appropriateness:** Not all roles are suited for flexi-work arrangement. Some functions always require physical presence on campus to meet the academic and business objectives of the institute. Other tasks may be completed remotely with equal efficiency, or in a combination of physical and remote arrangements. The appropriateness of each role to be considered under this Flexi-Work Policy will be decided by the FIIB leadership team¹ in consultation with the relevant supervisors.

Further, the flexi-work arrangement will not be applicable in certain cases such as on teaching days for Faculty, invigilation duties or other events as may be decided by the Director (***as defined under the Service Rules***).

¹ Comprising the Director and the Deans

2. **Net-Neutral or Net-Positive effect on Work Productivity:** The primary consideration in evaluating flexible work arrangement is whether the flexible work arrangement will have any adverse effect on the FIIB employees' ability to deliver on their tasks. Flexible work arrangements must allow employees to maintain or exceed their usual effectiveness i.e., such work arrangements should have either a net-positive or net-neutral effect on business results and the work environment and should not have an overall negative impact on the team or on individual performance.
3. **Equity:** While considering preferences of the individual employees and teams, the FIIB leadership team and the supervisors shall also consider (i) equity among similarly situated staff;
(ii) ensure that its services and staff remain available to colleagues, students, and other departments; (iii) any impact on the FIIB culture; (iv) potential increased burdens on co-workers or managers; (v) any increased costs; and (vi) safety or security.
4. **Transparency:** The decision to allow flexi-work will be taken purely on merit basis and without any bias. Individual employees who seek a flexible work arrangement will discuss their request with their immediate supervisor, who will assess the request and convey the recommendation to the leadership team. If needed, a meeting will be organized with the employee, supervisor, leadership team, and the HR to discuss the arrangement. Thereafter, the concerned employee shall make a formal request through the *greythr* platform, which can be approved by the supervisor with a copy to the leadership team and the HR.

The supervisor will base his recommendations on the following criteria:

- Set parameters, evaluate the team's work, and prioritize what must be completed and by whom;
 - Work with individual employees and their whole teams objectively when evaluating flexible work arrangements;
 - Ensure that the outcomes are not compromised and all proposals are fairly and consistently assessed; and
 - Help employees to be productive in whichever way possible.
5. **Adaptability:** Flexible work arrangements may be reviewed and adapted in the light of changing business needs. The supervisor will review the arrangements regularly and may recommend a change or termination if the arrangement does not fully meet operational needs. Employees may also request a change in an approved flexible work arrangement at any time. In considering such request, FIIB will review the considerations stated above along with any additional issues (e.g., the effective date of the change, impacts on timelines, work in progress etc.). Approved flexible work arrangements may also be changed temporarily or permanently due to unexpected conditions, such as emergencies or immediate staffing needs.
 6. **Accountability:** Maintaining a high level of accountability at all levels is essential for the success of the flexible work arrangement. The employees shall take full responsibility for their work and enhance its effectiveness through regular communication with and reporting to the supervisor.

Guidelines for Implementation

- The flexible work arrangement will be applicable to employees who have completed at least 6 months of service with FIIB.
- The flexible work arrangement will not alter any terms and conditions of employment. However, in certain cases it may require a pro-rata change in remuneration.
- The employee requesting for a flexi-work arrangement must have an agreed upon work plan with clear deliverables and agreement with their supervisor. This work plan must be documented and available with the HR.
- Types of flexi-work arrangements could include: (a) **work from home arrangements** (working remotely from home or any location other than the campus); (b) **reduced days/hours** (working fewer days in a week or fewer hours in a day); and (c) **altered hours** (change in work timings).
- In the case of occasional flexi-work request (one or two days in a month), a detailed application process shall not be required. A conversation between the employee and the concerned supervisor, followed by written approval of the leadership team over email, with a copy to the HR will suffice.

Employees are expected to follow the guidelines as given below:

- Employees availing work from home are expected to remain available over e-mail and phone on such days.
- Please note that the flexi-work arrangement is only for instances where employees can work remotely uninterrupted during office hours. In case an employee is unable to work due to any reason (not well, tending to a sick dependent family member, etc.), he/she shall apply for leave(s) in accordance with the service rules.
- Employees working remotely may be called to the campus, if required.
- Employees shall report any changes to their flexible work conditions.

Supervisors are expected to:

- Ensure complete clarity of deliverables, timelines, standard of work, and escalate concerns, if any, timely. Place the agreed upon deliverables on record over an e-mail with a copy marked to HR.
- Monitor flexi-work arrangements with particular reference to: (a) delivery of deadlines and performance management of the specific employee; and (b) the effective and efficient operation of the team or division.

Work Planning Guidelines

- Our interaction with the faculty members during townhall meetings, performance appraisal conversations, and exit interviews, gave us a sense that the faculty members felt their workloads were not equitable, their aspirations did not match with work plans, and they had heavy workloads.
- While it seemed challenging to address the realities of the existing faculty work environment, we took on this problem, and began to consider ways in which we could put a system in place that creates better, fairer, and equitable workloads.
- The process began with a benchmarking study of the work planning of peer and aspirational institutions and look for best-fit practices. The work planning process also evolved from research (we specifically drew inspiration from an academic paper - Equity-Minded Faculty Workloads: What We Can and Should Do Now, published by the American Council on Education, 2021). Based on our learnings, we decided to base our faculty work plan policy around six principles described as under:
 1. Transparency – At FIIB, faculty members engage in teaching, research, academic administration, and institution building activities. Therefore, work assigned to faculty should be based on a better understanding of data of the workload demands of individual faculty. Individual faculty work plans should also be visible to all other faculty.
 2. Clarity - Faculty members should know how much work is expected at each level (Assistant Professor, Associate Professor, and Professor), in what areas, and what happens if the work is not completed.
 3. Credit – Activities vary widely in terms of their time commitment, importance, and effort needed. Therefore, faculty members should know the relative importance of various activities and should get credit for expending more efforts in certain areas.
 4. Norms – Re-state standard performance expectations so that faculty can benchmark quality and quantity of their work.
 5. Context – Assuming that different faculty members have different preferences regarding roles they want to play, they should have the opportunity to choose the work that matches their aspirations (aligned with FIIB goals).
 6. Accountability - Faculty members should fulfil their work obligation with an acceptable quality.

- A time study analysis done through a deeper contact with the employees provided a realistic estimates of time needed to complete various tasks with an acceptable quality. It revealed some interesting information. As an example, we found that teaching one course would take 150 hours instead of 100 hours estimated earlier. We, therefore, set an upper limit of 200 hours for one course.
- Accordingly, all the action items were classified as High, Medium, and Low on the basis of expected time commitment. This analysis resulted in 11 High, 31 Medium, and 23 Low activities. Supporting roles were earmarked for non- teaching staff, making room for teaching staff to focus on teaching and research (strategic goals).

S.No	Role	Nature of Engagement	Numbers Required	Classification on the basis of expected time commitment
1	Chair Accreditations	Responsible for coordination with AACSB and NBA, compile information, coordinate with Chapter owners, preparing and writing reports on annual basis or as and when required.	1	High
2	Chair Programmes	One for PGDM including FM and other for FPM. To coordinate with students , area heads and Programme Office/ FPM office	2	High
3	Research Chair	Chairperson will be responsible for improving the Intellectual Contributions by the faculty of the Institute in line with our strategic priorities. Continuous coordination, facilitation and training will be required to achieve the results.	1	High
4	IQAC Chair	Chairperson will be responsible for Quality Assurance process related to programmes including FPM. While post-audit will be done on completion of the semester and pre-audit once in a year, making faculty members aware and proficient in the exercise should be done on a regular basis.	1	High
5	Placement Chair	Improving the quality of placement for the students is of utmost importance and hence the placement chair should build a capable team, run the process effectively and achieve targeted results. This requires high order continuous efforts by the placement chair.	1	High

6	Chair Industry Connect / EDP	This role requires widespread industry connect for continuous interaction with industry executives resulting in Guest sessions, sponsored projects, consultancies and increased participation in EDPs. It should be accepted as a full time role that requires continuous efforts.	1	High
7	Chair Admissions	Should be responsible for the planning and coordination of students' admission in all programmes including FPM. Supported by the admission team.	1	High

8	Alumni Chair	Strong pool of alumni should be utilized for the benefit of students through regular interactions, mentoring, sponsoring and support. Hence, the chair should make continuous efforts to increase alumni engagement and slowly increase their contribution in final placement.	1	High
9	Chair Examinations & Assessment	This would require continuous engagement to ensure continuous assessment during terms and at the end of each terms for all programmes as per the schedule including moderation and random checking.	1	High
10	Editor FBR	This can be done through part time engagement, duly supported by one staff since the publishing is outsourced.	1	High
			11	
11	Accreditation Standard Coordinators	Should be responsible to collect information related to the Standard and present to the Chair Accreditation. Quarterly reports to Chair Accreditation and as and when required	9	Medium
12	Area Coordinator	One Area Chair for each area. Coordination with the Chair Programmes and Faculty of the area for planning delivery of courses by the area. To fulfil all requirements as desired by Chair Programmes	5	Medium
13	Employability Program Coordinator		1	Medium
14	Research Coordinator		1	Medium
15	IQAC Coordinators		5	Medium

16	Mentoring Coordinator		1	Medium
17	LnD Coordinator		1	Medium
18	Internationalization	International collaboration should be explored and brought in effect through exchange of faculty, students, joint research, joint projects and participation in events. Also developing Entrepreneurship culture and Eco-system should be the objective	1	Medium
19	Experiential Learning Coordinator (SIP, CIP, GIE, GIS)		4	Medium
20	FCRC	Katastasi – To improve the quality and quantity of cases and case teaching in our courses. Continuous facilitation to faculty members – training and frequent interaction with experts. No of quality cases written by our faculty members	1	Medium
21	CIE	Meraki – Annual B-Plan Competition. Increased contribution and participation by our students. Continuous guidance and facilitation to our students for preparing quality B-Plans. Organising the event. Also developing Entrepreneurship culture and Eco-system should be the objective	1	Medium
22	Aarohan	Counselling requires the engagement on demand basis or as and when required	1	Medium
			31	
23	TedX		1	Low
24	Manthan	Annual Conference (National). One time event.	1	Low
25	RCDC		1	Low
26	Winter/Summer Research academy		2	Low
27	Admission Committee		8	Low
28	IMC	Annual Conference (International). One time event.	2	Low
29	PLO Owner		8	Low
			23	

- Further, we finalized a rubric with a more concrete description of expectations for three groups of faculty – Professor, Associate Professor, and Assistant Professor

as under:

	400 hours	200 hours	100 hours	
	High	Medium	Low	Number of Committees
Professor	2	3		3-4 committees
Associate Professor	1	2	1	2-3 Committees
Assistant Professor		2	2	2-3 Committees
	44	Working Weeks		
	1936	44 hour week		
	10 CE	2000 hours		
	1 CE	200 hours		
CE: Credit Equivalent				

- The work-plans are intended to be used to communicate the objectives and strategies of FIIB 2025 to employees and develop individual work plans (within the guidance and focus of our strategic plan) such that the work plans illustrate exactly what work will have to be delivered and to what level of quality to implement the FIIB 2025 effectively.
- The implementation of the work plan process will begin with the leadership team developing their work plans under guidance of FIIB Board, followed by the department heads preparing their work plans under guidance of the leadership team. The individual team members will then prepare their work plans in consultation with the department heads.
- At the beginning of the year, the faculty members will indicate what roles they want to play, picking up a combination of items from the High, Medium, and Low categories as per the rubric.
- While the expectation from each faculty is to put in a minimum of 10 CE, a research oriented faculty doing 8 CE will be acceptable.
- The faculty will pull relevant action items from the strategic plan into their individual work plans matching their interest with FIIB's goals.
- The work plans so created will be refined through a series of discussions and finalized providing a clear understanding of what needs to be accomplished at individual, group, and organizational levels. It will also identify how feedback can be obtained to provide data needed for further improvement of the work plan.
- All the individual work plans will be available in a shared drive, so that they are widely visible to all employees.
- A work plan process satisfaction survey will be conducted to ascertain how much



the faculty members feel empowered through their participation in planning process.

- All faculty members will be encouraged to use existing knowledge, gather information, and learn from mistakes to maximize the quality of work which is done in tandem with FIIB's objective of promoting evidence based decision making.
- Work planning will be an ongoing process between the supervisor and the respective team members. The supervisor will have regular conversation with the team through one on one and group meetings. The conversations will revolve around creating an understanding of the action items, success metrics, barriers to success, timelines, and tools needed for success. These conversations will provide the foundation for a positive and mutually respectful working relationship between the team member and the supervisor.
- These interactions will also be used as an opportunity for periodic review, objective feedback, identification of training needs, and emphasizes on support and mentoring.
- The work plan achievements have been linked to performance appraisal and we hope that the process will mature and evolve with regular engagement and commitment to continuous improvement.

4.2.2. Research Integrity Policy

All scholars at FIIB should adhere to the following principles, which set out their responsibilities relevant to research. These principles, derived from FIIB's Value System, aim to encourage all involved in research to consider the wider consequences of their work and to engage critically with the practical, ethical, and intellectual challenges that are inherent in the conduct of high quality research.

Do what is RIGHT

FIIB works to create and maintain a culture that fosters and supports honesty and integrity in research. Scholars are therefore expected to be honest in respect of their own actions in research and in their responses to the actions of other scholars. This applies to the whole range of work encompassed within the research process from the initial formulation of concepts and hypotheses, through methodological and/or experimental design, through analysis of data or ideas, to the publication of results and the acknowledgement of the contributions of others. Specifically, scholars must

- Refrain from plagiarism, infringement of intellectual property rights, and the fabrication of results.
- Neither engage in misconduct nor conceal it.
- Comply with all legal and ethical requirements relevant to their field of study.
- Acknowledge the direct and indirect contributions of colleagues, research collaborators and others in their work and publications at all times.
- Declare any potential or accrual conflicts of interest relating to research and where necessary take steps to resolve them. See section 5.6 for more details

Remain ACCOUNTABLE

FIIB recognizes that scholars are accountable to society, their professions, the communities and centers where the research is taking place, the staff and students involved, and to sponsors that are funding research, and therefore must act accordingly. scholars, and particularly project leaders referred to as Principal Investigators (PIs), must ensure that the research they undertake is consistent with the terms and conditions as defined by the funding body and/or covered by agreements between FIIB and the funding body. This includes:

- The need to ensure that the research is carried out as defined in the original proposal to the funding body unless amendments have been agreed in writing;
- That finance is used solely for the purposes for which it was intended unless permission for alternative use has been granted;
- That accurate and detailed research activity records and results are maintained
- That reports are both timely and accurate; and
- That conditions relating to publication and the ownership of intellectual property are met.

Promote COLLABORATION

While recognizing the needs of scholars to protect their interests in research, including intellectual property rights, FIIB encourages scholars to be as open as possible in discussing their work with other scholars and with the public. Once research has been published, where appropriate, FIIB expects scholars to make available such research, data and materials to

other scholars on request, provided such requests are consistent with any ethical approvals and consents which cover the data and material as well as any intellectual property rights in them.

Demonstrate EXCELLENCE: FIIB encourages its scholars to strive for excellence when conducting research. This includes that scholars must

- aim to produce and disseminate work of the highest quality
- be committed in publishing/presenting their work in the highest quality journals and platforms
- further develop their research findings

Behave with RESPECT

FIIB and its scholars must ensure the dignity, rights, safety and well-being of all involved in research and avoid unreasonable risk or harm to research subjects, patients, participants, scholars and others. They must report and address any concerns relating to the dignity, rights, safety and well-being of those involved in research. Research must be initiated and continued only if the anticipated benefits justify the risks involved.

Heads of research projects and senior scholars are responsible for fostering a dynamic research culture within a climate of mutual trust and cooperation in which all members of a research team are encouraged to develop their knowledge and skills and to exchange ideas and opinions freely in the spirit of genuine scholarship

scholars are bound by all the administrative rules of FIIB as well as legal requirements, which regulate their work, particularly health and safety requirements, environmental standards, and the privacy and protection of research data.

- Where available, FIIB expects scholars to be guided by and to observe standards of practice set out in guidelines as published by funding agencies and other related professional bodies.

Conflict of Interest Relating to Research

A conflict of interest exists where there is a divergence between the individual interests of a researcher and their professional obligation to FIIB such that an independent observer might reasonably question whether the professional actions or decisions of that person are influenced by their own interests or are for their own benefit.

Conflicts of interest in research include actual, perceived or potential conflicts of interest which may compromise, or have the appearance of compromising, a researcher's ethical behavior and professional judgment in the conduct and reporting of that research. It is critical that such conflicts are appropriately managed as they can compromise the validity and integrity of the research process and undermine public confidence in the institution.

Without limiting the circumstances, the following are examples of situations that can give rise to conflict of interest while conducting research:

- Data regarding students including assessments, scholarships, prizes, examination results and other matters relating to a student's academic progress or record without permission
- A researcher's affiliation with or financial involvement in any organization or entity with a direct interest in the research or the provision of materials for research may result in a conflict of interest.
- Membership to an organization that comes into serious competition or conflict with FIIB
- Use of FIIB facilities and equipment for personal benefit or the benefit of a third party.

Research Misconduct Disciplinary Procedure

In case of research misconduct, there may be grounds for disciplinary action against faculties/staff and scholars. All alleged cases/complaints of research misconduct shall be reported in the first instance to the Head of the Research Committee. It is the responsibility of the Head of Research Committee to inform the Director of these allegations/complaints, with copies to the Registrar (when alleged complaints involve administrative staff). Such reports or complaints shall be filed in writing. Any further action involving investigation, arbitration and decision on the said complaint shall be undertaken in accordance with FIIB staff disciplinary procedures (and, where applicable, student disciplinary procedure).

Applicable Policies

1.1 Research Ethics policy

FIIB is committed to support and ensure the highest standards of integrity in all **aspects** of its research. Research integrity encompasses both the scientific rigor of research conducted and the ethical professionalism of scholars. Central to upholding research integrity is fostering a culture that promotes responsible research.

Ensuring responsible research:

Responsible research involves producing credible knowledge that is ultimately useful for addressing problem important to business and society. Here credible knowledge is ensured through strong and transparent ethical practices. Thus, the objective of this policy is to delineate the ethical principles, procedures, and expectations in guiding research endeavors undertaken by the research community at FIIB. This policy aims to empower faculty and students to uphold highest ethical standards in their research practices.

Scope:

The policy applies to the entire FIIB research community that includes, faculty, scholars, students and staff.

Definitions

Research: broadly includes any form of intellectual contribution (IC) that aims to contribute to body of knowledge and theory. ***The details of different types of ICs can be referred from Table 1: “Types of Intellectual Contributions”***

Research ethics: involves the application of ethical principles in developing ICs. These ethical principles are applicable to every stage of a research project: from its inception and planning, through data gathering and analysis, to dissemination, archiving of research materials, and beyond. scholars are entrusted with the responsibility of conducting their research diligently, taking into account all pertinent ethical concerns.

Ethical review: involves comprehensive review of ethical concerns associated with planned ICs. The review will be undertaken by a research ethics committee (REC) at FIIB. The purpose of the review is to provide an opinion on the ethical appropriateness of the proposed research, and, if appropriate, to suggest changes to the research that would improve its ethical status.

Generative AI: A form of Artificial Intelligence technology capable of producing fresh content. In this the user inputs a prompt, whether it's text, images, designs, music, etc., and the technology will provide a response.

Ethical principles and values in Research:

The policy imbibes the FIIB’s underlying research value of creating an outstanding climate of support for our faculty and doctoral scholars that includes strategically investing in promising research and scholars. Further, given the growing importance and widespread adoption of generative AI in research, the policy aims to provide guidance on its utilization. Likewise this section is divided into following sections:

- General principles for responsible research practices
- Guidelines for the use of Generative AI in research

1.1.1 General principles for responsible research practices:

i. Beneficence and non-maleficence

scholars aim to enhance the benefits of their research for individuals, the environment, and society while minimizing the risk of harm through robust precautions.

ii. Maintaining Research Integrity, openness and transparency

The research design and its application must ensure methodological integrity along with contribution to knowledge, working within the limits of professional competence, and/or with appropriate supervision.

Methodological integrity involves taking conscious measures to avoid research malpractices like research misconduct (RM) and Questionable Research

Practices (QRP). RM includes fabrication, falsification and plagiarism (FFP). On the other hand QRP is more complex and may deal with following aspects:

- Data dredging (or data snooping or p-hacking): misuse of data analysis to find patterns in data that can be presented as statistically significant, thus dramatically increasing and understating the risk of false positives.
- HARKing: Hypothesizing After Results are shown
- Selective reporting

Thus in order to achieve methodological integrity the research process should be transparent, and the record of the research should be as open as possible, and as closed as necessary. Further, due diligence must be undertaken by the scholars to assess the integrity of potential research partners, maintain independence of research, and declare any unavoidable actual or potential conflicts of interest. As research collaborations evolve and develop over time, scholars will continue to monitor issues relating to integrity, independence, and conflicts of interest.

iii. Upholding Dignity and respect

scholars honour the rights, autonomy, privacy, interests, values, and dignity of fellow scholars and research participants. Going by the principle of proportionality, the scholars must avoid going beyond stated objectives or imposing unnecessary burden on research participants. Informed consent must be taken from research participants, or relevant stakeholders in case the participant's consent is invalid (for instance, if the participant is a minor or person with disability). Where informed consent is not possible or not appropriate, then scholars are guided by standards for best practice. Further, confidentiality, security and adherence to legal and ethical obligations must be maintained by the scholars throughout the lifecycle of the research project.

iv. Responsibility and accountability

scholars take responsibility for adhering to the ethical principles in this policy and give due consideration to them in the decisions throughout the research lifecycle, and beyond. scholars are also accountable for the actions and decisions they make, including promoting ethical conduct and guarding against research misconduct, recognizing the implications of their work on fellow scholars, participants, the broader research community, the environment, and society at large.

v. Embracing Equality, diversity and inclusion

scholars integrate principles of equality, diversity, and inclusion into all research endeavors, fostering an inclusive environment that ensures fairness, challenges bias, and celebrates diversity. scholars may also align with additional ethical principles set forth by funders or disciplinary organizations, respecting cultural contexts. In cases of conflicting interests, scholars reflect on them conflicts and articulate their proposed course of action, and justify their decisions.

1.1.2 Guidelines for the use of Generative AI in research

AI tools, when used thoughtfully, hold significant promise for enriching research and learning. These guidelines aim to facilitate the responsible and informed application of AI tools, promoting academic and research integrity. Relevant issues in this regard are reflected here.

i. *Originality of Research and Use of Generative AI*

A cautious approach is advised in leveraging AI tools due to their inherent limitations. As these tools lack comprehension of the content they generate and are unable to exercise critical evaluation, they are susceptible to biases, inaccuracies, and errors. Therefore, while Generative AI can contribute to refining original research arguments, an IC solely generated by AI fails to fulfil the essential criteria for assessment or research integrity.

ii. *Promoting Responsible Use of AI Tools*

scholars bear the responsibility of ensuring that all submitted work authentically reflects their individual effort. Consequently, all submitted ICs must originate from the researcher's own creation, undergo their critical evaluation process, and draw from their personal experiences. It is imperative that submitted ICs transparently acknowledge all sources, including AI, that have influenced the work. When incorporating AI tools into research design or methodologies, adherence to relevant ethical approval processes is crucial.

iii. *Citing AI-Generated Content*

Given the dynamic nature of technology and evolving guidelines, scholars are encouraged to adopt a flexible approach to citing AI-generated content. If uncertain about citation practices, scholars should include explanatory notes within their text to clarify the utilization of specific tools. Additionally, adhering to general guidelines is recommended. These include:

- Naming the AI platform utilized (e.g., OpenAI, ChatGPT, or Google Bard),
- Providing details on the date of AI usage,
- Describing the prompts inputted (and ideally, the responses received),
- Specifying the individual who inputted the prompts,
- Maintaining records of AI-generated responses, and
- Ensuring clarity, openness, and transparency in the use of AI.

As an example the following format for citing generative AI can be used (University of Leeds, Leeds Harvard examples)

Company. Year. Name of Generative AI (Version number if known). [Generative AI]. [Date accessed]. Available from: URL of specific output if available.

Example: OpenAI. 2024. ChatGPT (GPT-3.5). [Generative AI]. [Accessed 12 March 2024]. Available from: <https://chat.openai.com/share/771e3e48-78a3-4c5f-9083-d179149040b3>

Presenting AI-generated responses as one's own work constitutes academic misconduct and may result in disciplinary actions.

Misconduct in Research

All scholars have a duty to society, to their profession, to the Institute and to research funders to conduct their research in the most conscientious and responsible manner possible. It is therefore imperative that all scholars are aware of their responsibility and observe these standards at all times while carrying out their work, as described in section 8.4.

Research misconduct occurs when a researcher violates the principles mentioned in section 8.4. Research misconduct does not include honest errors or honest differences in interpretations or judgments of data. Serious misconduct must be distinguished from honest error and differences of interpretation inherent in any scientific and creative process. Honest errors are normally corrected through further research and scholarship.

Promptly after receiving an allegation of research misconduct, through any means of communication, we shall assess the allegation to determine if: (1) it meets the definition of research misconduct and (2) the allegation is sufficiently credible and specific so that potential evidence of research misconduct may be identified.

In case research misconduct is established, there may be grounds for disciplinary action against scholars. All alleged cases/complaints of research misconduct shall be reported in the first instance to the **Head of the Research Committee**. It is the responsibility of the Head of Research Committee to inform the Director of these allegations/complaints, with copies to the Registrar (when alleged complaints involve administrative staff). Such reports or complaints shall be filed in writing. Any further action involving investigation, arbitration and decision on the said complaint shall be undertaken in accordance with FIIB disciplinary procedures (and, where applicable, student disciplinary procedure).

4.2.3 Responsible IT Usage Policy

Serial Number	Reference	Description
1	Name of the document	Responsible IT Usage Policy
2	Purpose & scope	To ensure that IT resources are used appropriately, efficiently and responsibly for official purposes only

3	Date of last approval/amendment	February 2022
4	Indicative Date of Next review	February 2025
5	Administering entity	Department of Technology Support
6	Approving authority	PGP and Doctoral Committees
7	Reference to related policies, procedures, guidelines & regulations	Student Handbook Faculty Handbook Staff Handbook

1. Introduction

The Department of Technology Support (DoTS) at FIIB provides technical support for achieving the Institute's mission of attaining excellence in teaching, research and stewardship. To ensure that the IT resources are used effectively, for attaining the Institute's mission, each user has the responsibility to:

1. Use the IT resources appropriately, efficiently and responsibly for official purposes only.
2. Respect the social media platforms and web-resources of FIIB (avoid and report unofficial content).
3. Ensure the privacy of stakeholders over institute network and online platforms.
4. Protect the stability and security of the physical IT resources (hardware and networking).

The technology support department works under the guidance of senior faculty advisor on upgradation, policy formulation, implementation or other issues as per requirement. All the inputs/ requests regarding IT infrastructure are directed to the department of technology support for further action.

3. Purpose and Scope

The purpose of responsible IT Usage Policy is to:

- 2.1 Ensure the integrity, availability and performance of IT resources;
- 2.2 The user community operates according to established policies and applicable laws;
- 2.3 These resources are used for their intended purposes; and
- 2.4 Appropriate measures are in place to ensure that the policy is honored.

Additional IT usage policies and terms and conditions may be notified for specific campus resources supporting FIIB's mission as required from time to time. Users must become familiar with the policies when agreeing to use such resources. Users must respect the rights of other users; respect the confidentiality, integrity and availability of the systems

and related physical resources they have access to; and observe all relevant laws, regulations, and contractual obligations.

This policy applies to all users and covers all IT resources and services provided by the Institute to support FIIB's core academic mission.

3. Definitions

3.1 User: Anyone who uses institute information technology (IT) resources. This includes all account holders and users of institute IT resources including, but not limited to: students, applicants, employees, contractors, auxiliary organization employees, guests, and affiliates of any kind. User account types includes: Applicants and Students, Faculty and Staff, Adjunct Members, Auxiliary, Affiliate and Organizational (Club, Department, Unit or Service).

3.2 Cloud Computing Services: Application and infrastructure resources accessed via the internet. Use of servers or information technology services of any type that are not hosted by the FIIB (e.g., social networking applications, file storage, content hosting, application hosted, maintained, and updated by a third-party vendor and available to users over the Internet ; a platform, hosted by a third-party vendor, on which the customer can develop and run applications.

3.2 Electronic Device: Electronic equipment, whether owned by the institute or an individual, including, but not limited to: desktop computers, laptops, tablets, cameras, audio recorders, smartphones, slide changers, mic, sound mixer, amplifier, speakers and other mobile devices, as well as servers (including shared drives), printers, copiers, routers, switches, firewall hardware, network-aware devices with embedded electronic systems etc.

3.3 Electronic Media: All media, on which electronic data can be stored, including external hard drives, magnetic tapes, diskettes, CDs, DVDs, and USB storage devices (e.g., pen drives).

3.4 Authorized use/access: Access to FIIB's information technology resources is granted to faculty, staff and students or individuals outside of FIIB for purposes consistent with the mission of the institute (for example Alumni, Parents/ Recruiters etc.).

3.5 Data security, confidentiality and privacy: FIIB users are responsible for ensuring the confidentiality and appropriate use of institutional data, ensuring the security of the equipment and accounts issued in their name, and abiding by related privacy rights of students, faculty and staff.

3.6 Internet/Web use and accessibility of digital content: The official website of FIIB, <https://fiib.edu.in>, or any site managed by FIIB will be considered to be covered under this policy.

3.7 ERP/ E-CRM/ E-Accounting and other Software: All the packaged software (for example: MS-Windows, Tally, SPSS etc.) or cloud based solutions (for example: Collpoll,

Leadsquared, Refread, Libsys etc.) subscribed by FIIB for its usage will be covered under this policy.

4. Responsible IT Usage Policy

The IT Policy provisions include, but are not limited to:

4.1 Information Security Policy: Effective security practices for FIIB's technology infrastructure and information includes the security incident that, regardless of accidental or malicious cause, results in:

- unauthorized use/ alteration/ disclosure of institute data and computing resources
- loss of data which the institute is legally or contractually bound to protect, or supporting critical institute functions
- disruption or violation of information technology service/ information security policies
- loss or theft of electronic devices, electronic media, or paper records containing institute data
- Defacement of an institute website or malicious software installation.
- Use of IT resources for unethical or unlawful purposes (incidents involving employees and pornography should be reported directly to the institute Human Resources Department).

The department for technology support will use appropriate security controls and protocols to protect against any malicious access to, or manipulation of, the institute's information resources and network infrastructure. The IT security matters will be presented to the faculty advisor and the institute management for their feedback and guidance for further action.

4.3 Information Technology (IT) Resources: All resources owned, leased, managed, controlled, or contracted by the institute regardless of the source of funds including are covered in this policy. Resources include the following:

- Networking & electronic communication (gateways, routers, switches, wireless access points, concentrators, firewalls, and Internet-protocol telephony devices).
- Physical devices: Laptop/ desktops, servers, smart phones, tablets, digital assistants, printers, copiers, network devices, portable hard disks etc.
- Cloud computing services.
- Electronic data storage devices including hard drives, solid state drives, optical disks (CDs, DVDs), pendrives, and magnetic tape.
- Software including applications, databases, content management systems, web services.
- Official website of the institute (www.fiiib.edu.in), other microsites.

- Social Media accounts, pages, groups, video channels etc. (for example: Facebook, LinkedIn, Twitter, Instagram, Pinterest, Youtube etc.)
- Electronic data in transmission and at rest.

4.4 Confidentiality, Integrity, and Availability: The department for technology support will take reasonable care to eliminate security vulnerabilities from those resources. In cases of such threats the department for technology support may act to eliminate the threat by working with the relevant departments and the management. All users are required to promptly report information security incidents to the DoTS. The department for technology support will also monitor IT resources for potentially malicious and/or harmful activity and take action deemed necessary based on detected activity or in order to enforce the institute policy.

4.5 User Accounts for IT Services: The core accounts to access enterprise information resources and services such as the FIIB Portal, email, calendar, ERP Software, learning management system (LMS) and databases are provided to account owners as per their primary role / relationship with the institute. The Department for technology support assigns unique identification and authentication credentials (FIIB username and password) to each user for authentication purpose. Each service defines the criteria for service provisioning and authorizes the individual according to those criteria. The FIIB email or other services password must be changed immediately upon issuance, suspicion of compromise and at least annually thereafter. The FIIB passwords for individual accounts must never be shared with anyone else or re-used for any non-institute service. Shared passwords for organizational accounts, development environments or test environments must be safeguarded against unauthorized access. The department for technology support assigns, activates, de-activates, revokes or otherwise modifies a user's credentials based on the user's verified identity and recommendation of competent authority. Cases where eligibility is disputed or unclear will be escalated to the department for technology support for review and resolution, in consultation with the appropriate offices of record and under the guidance of the IT advisor.

4.6 Electronic Mail: Campus email is an official means of campus communication over the institute-assigned email address (username@fiib.edu.in). All employees, students and affiliates are responsible to receive and read official email communication in a timely manner and ensure responsible use, passwords, information security, copyright law and software licensing. Specific prohibitions for email:

- Intentional and unauthorized access to another individual's or organization's email
- Sending confidential or sensitive content unless using appropriate security methods
- Sending "spam", unsolicited email, partisan political or lobbying activities or transmit materials in a manner violating copyright laws/ FIIB code of conduct.
- Using email with the intent to annoy, harass or physically threaten other individuals.
- Using false or alias email address in order to impersonate another or send fraudulent communications

The departments / officials authorized to sending broadcast email messages are responsible for the appropriate content and frequency of broadcast email and for directing and monitoring its use by assigned staff within their offices and divisions.

4.7 Hardware, Networking Infrastructure and Platforms: This policy protects the hardware, user data, institutional and network-related resources to ensure a secure and reliable network. The department of technology support works to reduce the risk of data loss or loss of service by ensuring consistent network access, maintenance, and methodologies. The department for technology support is responsible for the institute's data, video and voice communications, supporting and troubleshooting the wired and wireless networks of the institute. No FIIB member is permitted to independently deploy network devices extending the institute network, or secure or isolate parts of the institute network. Any user found using personal laptops, tablet, pen-drive, external drive or other storage media should ensure virus scanning on every use. Copying the sensitive institute data or other user's data without permission can lead to disciplinary and/or legal action. Such an incidence should be immediately reported to the department for technology support.

4.8 Internet Usage Policy: Internet is a paid resource and therefore shall be used to enhance work productivity and efficiency. Department for technology support should ensure safety and security of the Internet network, organizational data and the employees by monitoring, block or delete any/all incoming or outgoing internet connections. The Department for technology support can analyze Internet usage, electronic communications, use the Internet Firewall to assure safety and security of the organizational network. Any employee who attempts to disable, defeat or circumvent the Firewall will be subject to strict disciplinary action.

4.9 Domain Name Registration and Usage: Domain names are an important part of the institute's identity and public outreach efforts and have an impact on how the institute is perceived over digital platforms. Use of "fiib" in a domain name is considered use of the FIIB trademark and is subject to approval of institute management. The principal domain name (DNS) for FIIB is "fiib.edu.in". This policy governs third level domain name registrations, e.g., unitname.fiib.edu.in. The Department for technology support is the official institutional contact and registrant of domain names on behalf of FIIB, including those outside the FIIB domain. Individuals and organizational units are not authorized to register Internet domain names on behalf of FIIB or their respective units.

4.10 External FIIB domains: Exceptions will be granted by the management, if an external (non-fiib.edu.in) domain name is appropriate and necessary to convey the identity, function or nature of an established entity, activity or service, or to prevent a non-fiib.edu.in domain name from being misappropriated. This includes websites, cloud services, and services delegated to, maintained or operated by non-institute entities on behalf of the institute. Use of the term "FIIB" is protected by state law, state and federal trademark law and institute policy. The institute approval is required prior to registering a domain name outside of "fiib.edu.in" and containing the term "FIIB".

4.11 Telephone Service and Usage: Use and management of telephone services at FIIB includes voice services for local and long distance, voice messaging and emergency dialing, equipment (phones/ mobile phone etc.) purchases, service activations/terminations, etc. The Department for

technology support will assign institute-owned cell phones and telephone facility on authorization by the management. Such equipment are considered institute's property and must be returned to the institute upon termination of employment. Use of campus telephone services is intended for official institute business and must comply with applicable laws and institute policies, including the Responsible Use Policy and information security policies and standards.

4.12 Cloud Computing Services: To ensure that FIIB data is not inappropriately stored or shared using public cloud computing, file sharing services or other software as a service. IT Policies for Cloud Computing Services is same as for equipment on premise. Using a third-party cloud service to handle institutional data does not absolve members of the campus community from the responsibility of ensuring that the data is properly and securely managed.

5. Penalties/ Disciplinary Actions

The following activities are prohibited on organization's Internet network. This list can be modified/updated anytime by the institute management as deemed fit. Any disciplinary action considered appropriate by the management (including legal action or termination) can be taken against an employee involved in the activities mentioned below:

1. Playing online games, downloading and/or watching games, images, documents videos or entertainment software or engaging in any online activity which compromises the network speed and consumes unnecessary Internet bandwidth
2. Accessing, displaying, uploading, downloading, storing, recording or distributing any kind of pornographic or sexually explicit material unless explicitly required for office work
3. Accessing pirated software, tools or data using the official network or systems
4. Uploading or distributing software, documents or any other material owned by the organization online without the explicit permission of the management
5. Using the Internet for personal financial gain or for conducting personal business
6. Invading privacy of coworkers, deliberately engaging in an online activity which hampers the safety & security of the data, equipment and people involved.
7. Carrying out any objectionable, frivolous or illegal activity on the Internet that shall damage the organization's reputation or engaging in any criminal or illegal activity or violating law.

6. Compliance and Enforcement

In cases where institute IT resources and privileges are threatened, the department for technology support may act on behalf of the institute to eliminate the threat by working with the relevant departments and the management. DoTS will initiate the risk management process to identify, control, and manage the impact of potential harmful events, commensurate with the value of the protected assets. Risk management includes impact analysis, risk assessment, and continuity planning. The DoTS will expedite the account expiration process, up to and including the immediate revocation of all privileges, under the supervision of Faculty Advisor and with written authorization from the appropriate information authority, e.g., dean/ director for faculty, human

resources for staff, dean for student affairs. Actions listed below shall be applied to commensurate with the severity of the offense. These actions, listed below in order of severity, need not be applied serially; and a more serious action may be applied without a less serious one having been previously applied.

A. Warning. Notice in writing that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.

B. Restitution. Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.

C. Debarred from Assessment: This could be an examination or a failing grade in a specific assessment component (applicable for the students).

D. Recommendation of Suspension. Student member to be excluded from learning and other specified privileges or activities for a definite period.

E. Recommendation of Dismissal. Student member to be dismissed from FIIB.

In the cases of violation of prevailing law (as per Indian constitution), the FIIB management may decide to proceed with the legal case against the offender(s).

7. Amendments

The regular review of the Responsible IT usage policy will be conducted, however, amendments may be brought during the academic year as per requirement and due approval from the institute management.

4.2.4 Security Camera (CCTV) Policy

Serial Number	Reference	Description
1	Name of the document	Security Camera (CCTV) Policy
2	Purpose & scope	The purpose of this policy is to regulate the use of Closed Circuit Television (CCTV) and its associated technology in the monitoring of both the internal and external environment of the premises of FIIB.
3	Date of last approval/amendment	February 2019 April 2021 December 2023 September 2024
4	Indicative Date of Next review	December 2025
5	Administering entity	Administration Department
6	Approving authority	Registrar

7	Reference to related policies, procedures, guidelines & regulations	Student Handbook Faculty Handbook Staff Handbook
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1. PURPOSE

The purpose of this policy is to regulate the use of Closed Circuit Television (CCTV) and its associated technology in the monitoring of both the internal and external environment of the premises of FIIB. This Policy explains the management, operation and use of the closed circuit television (CCTV) system at FIIB.

2. SCOPE

This policy applies to the installation of CCTV cameras on FIIB campus and the use and disclosure of any footage produced by those cameras.

This policy is consistent with the provisions of the All India Council for Technical Education (AICTE) on Safety & Security Measures in the Campus (<https://www.aicteindia.org>)

3. POLICY

FIIB has an obligation to ensure that the campus environment is safe and secure, as well providing a sense of security to its employees, students and visitors to its premises. The CCTV system exists to assist our institute to fulfil these obligations and to prevent and manage other inappropriate behaviour on campus.

CCTV provides enhanced capability to protect our institute's assets against vandalism and theft. It strengthens our institute's security by providing an appropriate level of surveillance on campus and assists the institute to take all reasonable steps to prevent reasonably foreseeable harm on institute premises. The presence of CCTV cameras deters misconduct and inappropriate behaviour and reassures students, staff and visitors that they are protected when at FIIB.

CCTV systems are installed for the purpose of creating a mindfulness among the occupants that a surveillance security system is in operation within and/or in the external environs of the FIIB premises day and night. This policy prohibits monitoring based on race, gender, sexual orientation, disability, etc. Monitoring of areas is limited to uses that do not violate the individual's reasonable expectation to privacy.

This policy describes how our CCTV system does this, consistent with our RACER values.

3.1 Use of CCTV

The use of the CCTV system will be conducted in a professional, ethical and legal manner. Consistent with our obligations set out above, CCTV surveillance at FIIB is intended to:

- (a) Protecting the institute's building and assets.
- (b) Promoting the safety of the FIIB community.

- (c) Preventing and verifying inappropriate behaviour – including of students, staff, visitors (such as anti-ragging, not following safety protocols, security checks etc) and incidents in which a person has sustained injury, loss or damage on our premises.

CCTV cameras are NOT:

- (a) Hidden or covert
- (b) Located in private areas such as toilets, individual offices.
- (c) Used to monitor student or staff work performance

3.2 Location of CCTV cameras:

FIIB has endeavored to select locations for the installation of CCTCV cameras which are least intrusive to protect the privacy of individuals. Cameras placed so as to record external areas are positioned in such a way as to prevent or minimize recording of passers-by or of another person's private property.

Please refer to the Annexure for location of cameras.

A notice is located near each CCTV camera which alerts people to the presence of the camera. Adequate signage has also been prominently displayed at the building entrance.

3.3 Access to CCTV footage

CCTV footage is only accessed for the purposes set out in this policy and only by the authorized people:

- (a) The Registrar or nominee, including people explicitly authorized by the Registrar.
- (b) Any other people permitted by law.
- (c) In relevant circumstances, CCTV footage may be accessed by those directly involved in an incident, including relevant staff, students and/or their parents, and law enforcing agencies. FIIB will not give copies of CCTV footage to staff, students, parents or any other parties, unless required by law.
- (d) FIIB's insurance company where the insurance company requires same in order to pursue a claim for damage done to the insured property.

3.5 Managing and securing the CCTV system

The Registrar or their nominee is responsible for managing and securing the CCTV system including:

- (a) Operation of the CCTV system and ensuring it complies with this policy
- (b) Considering the appropriate location and use of cameras and method for storing CCTV footage
- (c) Maintaining and upgrading cameras when required.

3.6 Disclosure of CCTV footage

FIIB may only disclose CCTV footage externally (i.e. external to the FIIB) as described in this policy or otherwise when permitted by law.

3.7 Storage of Footage

CCTV footage shall not be kept for longer than is necessary (usually for no more than 31 days). If FIIB has not used CCTV footage in any of the ways set out above, and there has been no request to view or access footage during this period, the footage is deleted.

Where CCTV footage has been used to verify an incident or where it is required to be retained for legal reasons, FIIB will manage and securely retain the footage in accordance with the requirements of the law enforcing agencies.

4.RESponsibilities

4.1 Operation:

The CCTV system is to be monitored by a qualified CCTV operator (Guard, Admin staff, IT staff and other stakeholder) at the CCTV Control Rooms. Images from cameras are recorded 24x7 in real time and will be retained preferably for the period of 31 days in all DVRs (Digital Video Recording system).

Instructions for CCTV Operator:

- RESPONSIBLE FOR: Monitoring and operating the CCTV cameras and associated equipment in the CCTV Control Rooms.
- MAIN PURPOSE OF POST: To ensure the safety and security of people and property within public areas and other facilities via surveillance of the CCTV network.
- Operators are mainly responsible for operating and maintaining surveillance equipment, watching both live surveillance footage, reporting incidents or suspicious behaviour and contacting the authorities when necessary.
- The CCTV operator must act with utmost vigilance at all times and ensure that the CCTV control rooms is always clean and tidy.
- CCTV operator must have his own “Log-In” Password and must “Log-Off” before handing over the charge. Sharing of log-In is prohibited.
- Only those personnel, who are authorize and trained as CCTV operators will operate any of the equipment within the CCTV monitoring room.
- The CCTV operator will send weekly CCTV Monitoring Report to Management
- The operator should monitor the entire premises and any suspicious activity should be logged in the Log Book/ Table i.e. date time and camera number and reported to seniors.
- The operators are charged with maintaining control centre equipment, watching multiple monitors at once, making note of any unusual occurrences and interacting with security officials.

- CCTV Operator must have a thorough understanding of the equipment he is working with. He is tasked with deleting or archiving old footage as needed, organizing old footage in an orderly fashion, and switching out videotapes, compact discs, memory cards, hard drives or servers.
- Entrance, Exits and parking areas must be under surveillance at all times. Camera should be focused particularly during the movement of incoming and outgoing deliveries. If any discrepancy is noted (e.g. accidents, product damage, damage to company property, pilferage, theft, etc.), it must be zoomed, recorded from all possible angles and information passed to the Management so that appropriate action may be taken.
- Employee, visitor and vehicle entrance must be closely monitored for registration number for identification, checking/recording purpose and to ensure implementation of SOPs on issuance of access cards to visitors/contractors at the entrance.

4.2 Maintenance:

The CCTV operator will be responsible for the reporting of faults within the CCTV Control Rooms or any associated equipment located elsewhere, including cameras on daily basis in writing via e mail to HOD and other concerned officials. Status or condition of cameras must be reported daily / Weekly to the Administration and IT Heads.

Defective cameras or LED's/LCD's such as hazy pictures, not working or out of order, etc. must be reported for appropriate action.

The CCTV Operator shall be responsible for ensuring that the CCTV system is fully operational at all time to prevent any occurrences of a possible security lapses.

CCTV Vendor information should be available with all the concern stakeholders

4.3 Dos and Don'ts:

- No CCTV operator shall be allowed to give his ID, login password to any staff.
- Refrain from invading the privacy of the people, harass or intimidate them.
- No visitor access to the CCTV monitoring room, it is prohibited.
- No unauthorized access is to be allowed to the recorded videos, for copying viewing or recording.
- Security staff shall inform CCTV operator of any suspicious movements which may affect safety of all staff and protection of company property. Likewise, CCTV operator shall immediately inform ground security and Duty Shift Supervisor of any suspicious movement captured in cameras for immediate and appropriate action.
- Properly storing footage at least for 31 days. Keep recording and backups of all cameras in DVR, Hard disks at least for 31 days. Maintain accurate records of data recordings and events.
- Constant monitoring and spot-checks will be conducted to ensure compliance of this SOP by Administration and IT Teams

- An annual audit, unannounced spot-checks, to test the integrity and efficiency of CCTV management will be carried out by the Management.

4.4 Media Sharing:

Recorded videos will not be shared or viewed by anyone without prior written permission of Management.

In no case the recorded media copy or recording will be handed over to any one by any mean or request. Even recording of media by any one is also prohibited.

4.5 Supervision:

The FIIB Admin Head will:

- Ensure that the use of CCTV systems is implemented in accordance with the policy.
- Oversee the use of CCTV monitoring for safety and security purposes.
- Review and approve the location of cameras and ensure that the CCTV monitoring at FIIB is consistent with the highest standards and protections.
- Authorize access to or the release of tapes or any material recorded or stored in the system
- Give consideration to both students' and staff feedback and/or complaints regarding possible invasion of privacy or confidentiality due to the location of a particular CCTV camera or associated equipment.
- Ensure that all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals within the campus and that external cameras are non-intrusive in terms of their positions and comply with the principle of "Reasonable Expectation of Privacy"
- Ensure that monitoring tapes/DVDs/digital recordings are stored in a secure place with access by authorized personnel only.
- Ensure that images recorded on tapes/DVDs/digital recordings are stored for a period not longer than 31 days and are then erased unless required as part of a criminal investigation or court proceedings (criminal or civil) or other bona fide use as approved by the FIIB Registrar.
- Ensure that when a zoom facility on a camera is being used, there is a second person present with the operator of the camera to guarantee that there is no unwarranted invasion of privacy

5. IMPLEMENTATION & REVIEW

This policy was adopted in February 2019 and has been revised in September 2024. On-going review and evaluation will take cognizance of changing information or guidelines of the statutory / regulatory bodies.

4.2.5 POSH (Prevention of Sexual Harassment) Policy

Serial Number	Reference	Description
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1	Name of the document	The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Policy
2	Purpose & scope	Prevention, Prohibition and Redressal of Sexual Harassment of Women at FIIB
3	Date of last approval/amendment	December 2010 / February 2020 / January 2023
4	Indicative Date of Next review	January 2026
5	Administering entity	Department of Academic Affairs / Department of People Success
6	Approving authority	Registrar Office
7	Reference to related policies, procedures, guidelines & regulations	Service Rules Student Handbooks Student Charter Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act and Rules, 2013

Purpose and Scope:

- a) The Fortune Institute of International Business (FIIB) manages all gender issues in accordance with the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act and Rules, 2013* and regulations applicable to higher educational and technical institutions.
- b) FIIB has constituted an Internal Complaints Committee (ICC) to proactively move to curb all forms of sexual harassment of employees and students; and for creating a campus free from discrimination, harassment, retaliation or sexual assault at all levels.
- c) FIIB goes beyond what is mandated by the Act and rules; and works towards mindfully fighting gender based prejudices. The institute strives to create an inclusive work culture, where each gender is genuinely appreciating the challenges for the other.
- d) This Policy is applicable to all employees, students and people working in the institute premises either permanent, contractual or visiting.

Definitions:

The term and expression Sexual Harassment shall mean and include all unwelcome sexually determined behaviour committed in the institute (whether directly or by implication), such as:

- a) Physical contact and advances;
- b) A demand or request for sexual favours;
- c) Sexually – coloured remarks;
- d) Showing pornography;
- e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature;
- f) Sexual or indecent gestures and indication;
- g) Entry into a private place marked for male/female employees and students, with the intent to commit mischief and harassment;
- h) Taking of photographs of students/ staff without permission and/or converting it in to pornographic material and circulating the same by means electronic media;

- i) All such acts and conducts against women employees and students, which amount to commission offence defined in the Indian Penal Code.
- j) The following circumstances, if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment
 - i. Implied or explicit promise of preferential treatment for the student in class performance / or employee employment
 - ii. Implied or explicit threat of detrimental treatment for the student in class performance / or employee employment
 - iii. Interference with the student's / employee's work or creating an intimidating or offensive or hostile work environment for her/him, or humiliating treatment likely to affect her/his health or safety.

Policy:

The process for making a complaint

- a) FIIB's Internal Complaints Committee (ICC) shall comply with the procedure prescribed in this Policy and the Act, for making a complaint and inquiring into the complaint in a time bound manner.
- b) An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.
- c) Provided that where such complaint cannot be made in writing, the ICC shall render all reasonable assistance to the person for making the complaint in writing.
- d) Provided further that the ICC may, for the reasons to be accorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period.
- e) Friends, Relatives, Colleagues, Co-students, or any other representative of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

Inquiry and disciplinary proceedings

- a) Following an initial screening, the ICC may, at the written request of the Complainant take steps to settle the matter between the Complainant and the Respondent through conciliation.
- b) Conciliation is only a choice of the Complainant and shall not be forced or done by fraud, coercion or undue influence on either the Complainant or Respondent.
- c) Any settlement brought about must be mutually acceptable to both, the Complainant and the Respondent.
- d) Monetary settlement cannot be made the basis of such conciliation.
- e) In case a settlement has been arrived at, the ICC shall record it and provide copies of the settlement as recorded to the Complainant and the Respondent.
- f) If settlement has been reached, the ICC will not be required to conduct any further inquiry.

- g) If Complainant feels that the terms of settlement are not being complied with by the Respondent, the Complainant can make a written request to the ICC to conduct an inquiry into the complaint.

The process for conducting inquiry

- a) On receipt of the complaint, the Chairperson of ICC shall send one copy of the complaint to the respondent within a period of seven days of such receipt.
- b) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents and names and addresses of witnesses within a period of ten days.
- c) The inquiry has to be completed within a period of ninety days from the receipt of the complaint.
- d) Copy of the findings or recommendations shall also be served on both parties to the complaint.
- e) The institute shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.
- f) The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain.
- g) The ICC, depending of severity of particular case, may take appropriate steps in the interim to provide a conducive environment of safety and protection to the complainant against retaliation and victimization as a consequence of making a complaint of sexual harassment.

Action against frivolous complaints

ICC takes false, mischievous or malicious complaints seriously. If the ICC concludes that the allegations made were false, mischievous or malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the recommendations of the ICC.

Confidentiality

All the complaints can be made without any fear of retaliation. It shall be the duty of all persons and authorities designated to ensure that the complaints lodged with ICC remains confidential. After the initiation of an enquiry, confidentiality of proceedings shall be maintained so far as is possible.

FIIB's Responsibilities

- a) FIIB shall place a copy of this Policy on its website or such prominent places as a continual reminder to the employees and students of the FIIB's Policy on Sexual Harassment.
- b) Sensitizing the employees and students related to Sexual Harassment issues.

- c) Encouraging women employees and students to raise their concerns and issues on Sexual Harassment in the workplace at appropriate forum for affirmative discussion from time to time.

Expectations from FIIB employees and students

- a) Set an example of dignified workplace behaviour in line with FIIB's values.
- b) Speak up if you come across Sexual Harassment
- c) Provide support during any inquiry of a complaint, giving full and truthful disclosure of all factual information when asked by ICC, while ensuring that complete confidentiality is maintained, throughout, about any case of Sexual Harassment within the organization.

Sanctions:

- c) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of FIIB, if the offender is an employee.
- d) The ICC may recommend: (i) a written apology (ii) a letter of warning (iii) removal from holding an administrative position (iv) withholding the promotion (v) Compulsory retirement (vi) withholding of pay rise or increments (vii) immediate transfer or suspension without pay (viii) suspension from service for a limited period (ix) termination from service or other appropriate steps deemed fit in that particular case.
- e) Where the respondent is a student, depending upon the severity of the offence, the ICC may recommend: (i) a written apology (ii) a letter of warning (iii) removal from holding an administrative position (iv) withhold privileges of the student such as access to the library, scholarships, identity card, taking classes, participating in placement process etc; (v) suspend or restrict entry into the campus for a specific period; (vi) award reformatory punishments like mandatory counseling; (vii) expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants.

Amendments:

FIIB reserves the right to amend the Policy from time to time in order to comply with any laws / rules / regulations that come into effect from time to time, related to Sexual Harassment at workplace

Whom to contact:

- a) Dr. Purnima Rao: 7597900880 / purnima.rao@fiib.edu.in
- b) Ms. Jhilli Behera: 8700741648 / jhilli.behera@fiib.edu.in

4.2.6 Purchase Policy

Serial Number	Reference	Description
1	Name of the document	Purchase Policy
2	Purpose & scope	To ensure provision of adequate and timely supply of quality material at reasonable cost.
3	Date of last approval/amendment	September 2020 December 2022 September 2024
4	Indicative Date of Next review	August 2026
5	Administering entity	Administration Department
6	Approving authority	Registrar
7	Reference to related policies, procedures, guidelines & regulations	Finance Planning & Operations Approved Budget

1. Introduction

1.1. This policy applies to all FIIB departments.

1.2. Provision of adequate and timely supply of quality material at reasonable cost to the faculty and staff members of FIIB is of prime importance.

1.3. Procurement will have to be made in fair and transparent manner.

1.4. The items required to be purchased under the ambit of the rules & procedures outlined in this manual includes everything, including Annual Maintenance Contracts.

1.4 The members of Purchase Committee (PC) and any other official related with any procurement process shall have the responsibility and accountability to bring efficiency, economy, and transparency in matters relating to procurement and for fair and equitable treatment of suppliers and promotion of competition in procurement.

2. Principles of Procurement

2.1 The specifications in terms of quality, type etc., as well as quantity of goods to be procured, should be clearly spelt out keeping in view the specific needs of the Institute.

2.2 The specifications so worked out should meet the basic needs of the Institute without including superfluous and non-essential features, which may result in unwarranted expenditure.

2.3 Care should also be taken to avoid purchasing quantities in excess of requirement to avoid inventory-carrying costs.

2.4 Quotations should be invited following a fair, transparent and reasonable procedure.

2.5 The Purchase Committees (PC) should be satisfied that the selected quotation meets the requirement in all respects and satisfy itself that the price of the selected vendor is reasonable and consistent with the quality required.

2.6 Continue to support longstanding vendors. They will be given the right of first refusal when their quotes are higher than other vendors, and will be preferred if they can match the price and the quality.

2.7 Price will not be the only criterion for selection. Quality will also be factored in. The detailed considerations/decision shall be placed on record for each purchase, in precise terms.

3. Budgeting for procurement

3.1 For all items involving expenditure of more than Rs. 50,000/-, a budget provision should be made at least one year in advance.

3.2 The purchase of equipment, machinery, furniture, maintenance etc must be prioritized based on the needs & priorities.

3.3 In order to meet emergency requirements, a certain amount of the budget allocated should be kept as reserve and such Purchases should be made from within this reserve. However, this decision will be taken in consultation with Accounts Department and with the approval of the Deans / Director / the President & CEO.

4. Stages of procurement

4.1 A reasonable timeline should be set for the procurement process. Time expectations for getting quotes to final delivery of the goods should be considered while initiating the process.

4.2 Preparation of specification/identification of the exact requirement by the indenting staff / faculty member (through Pre-Indent discussion/presentations, in case of high value purchases). The requisition should be complete in all respect and should be signed off by all concerned staff. The requirements should be well thought through and any change should be avoided.

4.3 Placing of the Indent by the concerned faculty/staff after verifying the non-availability of stock.

4.4 Consideration of the indents by the Purchase Committee, wherever required.

4.5 Call for required number of quotations, as explained in point 6 below.

4.6 Evaluation of the quotations by the Indenter/Purchase Committee (PC) and recommendations of the committee for final decision.

4.7 Submission of the proposal to the Director / the ED with recommendations and reasons thereof, for financial sanction, at least one month before the item is needed / contract is to be renewed.

4.8 Placement of orders/Award of contract.

4.9 Arrival of equipment, inspection, installation, commissioning and certification by indenter for processing payment.

5. Process of indenting

5.1 A detailed description of the equipment/material including brief description about its function and detailed specifications including whether the requirement is fresh or additional or replacement.

5.2 The specifications must meet the essential requirements of the user department.

5.3 Specifications should have emphasis on factors like efficiency, optimum fuel/power consumption, use of environmental-friendly materials, reduced noise and emission levels, low maintenance cost etc.

5.4 Specifications should aim at procuring the latest product and avoid procurement of obsolete goods. The details, such as availability of spares, arrangement for maintenance etc should be provided.

5.5 The estimated cost of equipment/item including quantity required and additional costs such as installation, cartage, loading/unloading etc.

5.6 Buy back of old existing items should be negotiated carefully while purchasing the new one.

5.7 The list of available vendors, their addresses, past experiences if any and their website address may be given by the indenter wherever available.

5.8 A description of space requirement for the equipment/material, the installation area and other infrastructural requirements such as, power, civil works etc. wherever applicable.

5.9 The approximate period required for the equipment/item to become operational from the date of its arrival.

The following budget approval system will be followed:

S.No	Expenditure Head	Budget Approval System
1	Travel (Air fare, Hotels etc)	Prior approval needed; entire budget indicating purpose of travel and estimated expenditure to be submitted for approval; account to be settled within 2 weeks after return

2	Stationery	Annual budget approval based on last 2 years' consumption; monthly expenditure target; flag if monthly deviation is more than 5%. Purchase from approved vendor (s).
3	Housekeeping Material	Annual budget approval based on last 2 years' consumption; monthly expenditure target; flag if monthly deviation is more than 5%. Purchase from approved vendor (s).
4	Repair & Maintenance / AMCs (Other than minor expenses managed through petty cash)	Prior approval required with need assessment, 3 quotations, purchase order / service contract with terms & conditions, invoice with verification of satisfactory completion of work. First right of refusal to existing vendor.
5	Events	Prior approval needed; entire event budget with head wise estimated expenditure and comparison with last year budget to be submitted for approval; mode of payment to be clearly mentioned, closure with comparison of budgeted expenditure with actual expenses.
6	Recurring expenditure such as internet charges, printer rent	Annual approval mentioning frequency of payment (monthly, quarterly, half –yearly etc)
7	Corporate / employee / student gifts	Annual budget with occasion wise requirements; item wise amount and number of gifts needed by different departments
8	IT related purchases	Prior approval required with need assessment, 3 quotations, purchase order / service contract with terms & conditions, invoice with verification of satisfactory completion of work. First right of refusal to existing vendor.
9	Knowledge Centre	Annual budget approval based on last 2 years' expenditure; flag if deviation is more than 5%. Purchase from approved vendor (s).
10	Approvals / accreditations	Annual budget approval based on last 2 years' expenditure; flag if deviation is more than 5%.
11	Meetings & Honorarium	Annual budget approval based on last 2 years' expenditure; flag if deviation is more than 5%.

6. Modes of Procurement

6.1 The following shall be the modes of procurement depending on the value of the item(s) as under:

- Upto Rs. 20,000/- : Purchase of goods including minor fabrications and repairs may be made on cash or credit basis without calling for quotations and / or without placing formal purchase order by the admin department head.
- Upto Rs. 1,00,000/- : by calling quotations through e-mail/written enquiry and placing formal purchase order. At least 2 quotations need to be there. Approval of Deans/Director will be needed.
- Rs. 1,00,000/- and above: by placing proposal before the purchase committee. At least 3 quotations need to be there. Approval of President & CEO will be required.
- Emergency purchases (urgent purchases required to be made at short notice in the event of a break down or crisis): Approval from the Director / Dean / the President & CEO over phone, WhatsApp or email.

All purchases shall be duly approved in writing by the approving authority.

7. Guidelines for receiving material

7.1 The authority issuing the PO shall be responsible for receipt of the materials and its inspection, with reference to the PO.

7.2. While receiving materials, PO reference, challan and invoice shall be checked.

7.3. In the event of any shortage/damage/wrong supply, action will be initiated by the PO issuing authority to rectify the same on recommendation of indenter.

7.4 Once the purchase has materialized satisfactorily, the items must be entered in the appropriate stock register.

8. Payment to the Supplier

8.1 All the payments due to the supplier firm are made on priority basis without avoidable delay.

8.2 Advance payment to suppliers should be avoided or minimized.

8.3 For Annual Maintenance Contracts, payment should be made on half -yearly basis.

9. Purchase Committee

9.1 The purchase committee at FIIB will have a tenure of two years.

9.2 The committee would meet quarterly.

9.3 The purchase committee would evaluate all purchase proposals and make recommendations to the President & CEO for final approval.

4.2.7 Data Security Policy

Serial Number	Reference	Description
1	Name of the document	Data Security Policy
2	Purpose & scope	This policy establishes the responsibilities of individuals within FIIB to safeguard the institution's data assets. This policy applies to all FIIB faculty, staff, students, volunteers, and contractors with access to FIIB data.
3	Date of last approval/amendment	Feb 2025
4	Indicative Date of Next review	Jan 2026
5	Administering entity	Department of Technology Support
6	Approving authority	Registrar

7	Reference to related policies, procedures, guidelines & regulations	Student Handbook Faculty Handbook Staff Handbook
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1. Purpose

This policy establishes the responsibilities of individuals within FIIB to safeguard the institution's data assets.

2. Scope

This policy applies to all FIIB faculty, staff, students, volunteers, and contractors with access to FIIB data.

3. Policy Statement

FIIB generates, processes, modifies, and disposes of significant volumes of data as part of its daily operations. To ensure proper management and security of these data assets, FIIB has defined specific roles and responsibilities to protect, use, and manage data throughout its lifecycle effectively.

4. Roles and Responsibilities

4.1 Data Mining Executives

Data Mining Executives are responsible for the overall management and proper handling of administrative, academic, financial, or research data. Their duties include:

- a) Ensuring the accuracy of the data they oversee.
- b) Authorizing the use of data within the organization.
- c) Collaborating with other Data Mining Executives to resolve data conflicts.
- d) Defining and implementing appropriate controls to safeguard data from unauthorized modification, deletion, or disclosure based on its classification.
- e) Regularly reviewing and evaluating access rights to data.

4.2 Data Administrators

Data Administrators, often system administrators, are tasked with applying controls and protections to data based on its classification and required security level. Their responsibilities include:

- a) Implementing controls as specified by Data Mining Executives.
- b) Revoking data access rights when users change roles or leave FIIB.
- c) Deploying monitoring techniques and procedures to detect, report, and investigate security incidents.
- d) Supporting Data Mining Executives in assessing the effectiveness of data security measures and controls.

4.3 Data Users

Data Users include individuals who access, input, or update information. They are required to:

- a) Use data exclusively for authorized purposes defined by FIIB.
- b) Comply with the controls and guidelines established by FIIB.
- c) Prevent the unauthorized disclosure of confidential or protected information.

5. Enforcement

Failure to adhere to the roles and responsibilities outlined in this policy may result in disciplinary action in accordance with FIIB's service rules.

6. Reporting

Questions regarding this policy or suspected violations should be directed to the Registrar, FIIB.

4.2.8 E-Mail Policy

Serial Number	Reference	Description
1	Name of the document	Electronic (E-mail) Communication Policy
2	Purpose & scope	This policy governs the use of FIIB-provided email services and applies to all users, including faculty, staff, students, and visiting faculty. Its primary objective is to outline the appropriate and permissible use of FIIB email accounts while ensuring compliance with applicable laws, regulations, and institutional policies, particularly those concerning the retention, security, and confidentiality of emails and associated data.
3	Date of last approval/amendment	Feb 2025
4	Indicative Date of Next review	Jan 2026
5	Administering entity	Department of Technology Support
6	Approving authority	Registrar
7	Reference to related policies, procedures, guidelines & regulations	Student Handbook Faculty Handbook Staff Handbook

1. Definition

FIIB-Provided Email Services - FIIB-provided email services refer to the email accounts and associated functionalities made available to students, faculty, staff, and visiting faculty. These services are hosted either on FIIB's internal servers or through cloud platforms and are linked to email addresses formatted as username@fiib.edu.in.

2. Purpose

This policy governs the use of FIIB-provided email services and applies to all users, including faculty, staff, students, and visiting faculty. Its primary objective is to outline the appropriate and permissible use of FIIB email accounts while ensuring compliance with applicable laws, regulations, and institutional policies, particularly those concerning the retention, security, and confidentiality of emails and associated data.

3. Policy Statement

FIIB provides email services to facilitate communication for academic, research, administrative, and societal initiatives aligned with its mission. Recognizing email as an official medium of communication, FIIB assigns each faculty member, staff, and student a @fiib.edu.in email account. This official address will be used exclusively for all institutional communications.

4. Key Policy Guidelines:

a) **Official Communication:**

All correspondence related to FIIB functions must utilize FIIB-provided email services to ensure adherence to institutional policies and regulatory requirements.

b) **Timely Communication:**

Users are expected to regularly check and promptly respond to all official emails sent to their FIIB email accounts.

c) **Permissible**

Use:

FIIB email services are intended primarily for institutional purposes. Limited personal use is permitted but must comply with FIIB's Code of Conduct.

d) **Ownership and Access:**

- i. Emails and associated accounts provided by FIIB are the property of the institution.
- ii. FIIB reserves the right to access email accounts for legitimate institutional purposes, subject to appropriate authorization.
- iii. Unauthorized access to another user's email account is strictly prohibited.

e) **Security and Privacy:**

- i. Users are responsible for ensuring the privacy and security of emails in accordance with applicable laws and policies.
- ii. Automated forwarding of FIIB emails to non-FIIB accounts is prohibited.
- iii. Users who manually forward or store FIIB emails in non-FIIB accounts assume full personal responsibility for maintaining the security and privacy of the information contained within.

5. Enforcement

Violations of this policy may lead to disciplinary action as outlined in FIIB's service rules and regulations.

4.2.9 Conflict of Interest Policy

Serial Number	Reference	Description
1	Name of the document	Conflict of Interest Policy
2	Purpose & scope	This policy seeks to identify and manage all actual and potential conflicts of interest with transparency and integrity.
3	Date of last approval/amendment	Feb 2025
4	Indicative Date of Next review	Jan 2026
5	Administering entity	Department of Strategic Initiatives
6	Approving authority	Registrar
7	Reference to related policies, procedures, guidelines & regulations	Faculty Handbook Staff Handbook

1. PURPOSE

Conflicts of interest can compromise FIIB's pursuit of mission. This can be via an impact on brand, or perception of ethics, or via sub-optimal decisions and includes any circumstance that could cast doubt on the ability to act objectively as to the institute's mission.

FIIB recognizes that not all conflicts of interest are inherently problematic, and it is the policy of the institute to seek to identify and manage all actual and potential conflicts of interest with transparency and integrity.

2. SCOPE

While it may be difficult to describe every possible relationship, situation or circumstance that may pose or lead to a conflict with one's duty to FIIB, this policy applies to any situation where a conflict arises whether or not it is detailed in this policy.

3. DEFINITIONS

Conflict of Interest

A conflict of interest occurs when an individual has a personal or outside (non-FIIB) interest that is substantial enough to affect a person's judgment or in any way interfere with his or her duty to act in the best interests of FIIB. An outside interest is considered a conflict when it:

- Affects a person's ability to make decisions based on what is best for FIIB;
- Affects a person's ability to be impartial and objective; and/or

- Introduces personal or non-business issues into what should be a business decision.

Personal Interest

A personal interest could be a financial interest in another institution / company or in a transaction, a personal relationship with someone, or any interest or relationship that could inappropriately affect one's judgment or decision-making when performing responsibilities for FIIB. Additional examples of activities that may present a conflict of interest include soliciting or accepting gifts outside of customary social amenities of modest value to the extent permitted by FIIB, influencing or attempting to influence a business transaction where a personal relationship exists.

Related Party

A related party may be a person or an entity and can include one's immediate and extended family as well as another organization where the person may have an interest, financial or otherwise.

4. ROLES & RESPONSIBILITIES

FIIB Employees

All employees of FIIB must act responsibly in conducting their duties to:

- Avoid transactions (business or financial) or relationships that conflict with the interests of FIIB or that divide one's loyalty to the institute;
- Act in good faith, using a degree of diligence, care and skill, which prudent people would use in similar positions and under similar circumstances thereby remaining loyal to and keeping the interests of FIIB paramount to all other interests as part of this decision making;
- Bring any situation in which a conflict might arise or has arisen to the immediate attention of the Director, FIIB.

FIIB Board of Governors and Academic & Business Advisory Council

It is the responsibility of individuals serving on Board of Governors and Academic & Business Advisory Council of FIIB to exercise a duty of loyalty by disclosing any activity or relationship that may have the appearance of or potential to be a conflict of interest

Additionally, the FIIB's Board of Governors is responsible for ensuring that FIIB:

- Adopts, implements, oversees, and enforces compliance with this policy, consistent with processes which set forth adjudicative roles for various types of conflicts of interest in the FIIB Conflict of Interest Procedures;
- Takes all reasonable steps to identify conflicts of interest that arise or may arise in the course of its business, and, if it so chooses, to move ahead in the case of a conflict where it has determined that moving forward is in the best interest of the institute and has disclosed such conflict;

- Maintains and operates effective organizational and administrative arrangements to prevent or mitigate conflicts of interest from constituting or giving rise to a material risk of damage to the interests of FIIB stakeholders;
- Reports any situation in which arrangements made by management in the oversight of conflicts of interest, or waivers sought to such policy (including those involving related parties), are appropriately deliberated and concluded upon; and
- Requires that all BOG or ABAC members affirm that they have received a copy of the conflict of interest policy, have read and understood the policy, agreed to comply with the policy, complete, sign, and submit the policy and include where applicable a written statement identifying any potential conflict.

5. Policy

FIIB takes all reasonable steps to identify conflicts that arise or may arise in the course of its business. When mitigation can be used to manage a conflict, the Institute will do so with transparency and documentation as well as with regular independent review. If mitigation is inadequate to manage a conflict, the Institute may choose to avoid or terminate the conflict.

6. Disclosure

Any potential or realized interest, obligation, or relationship, including those involving immediate family, must be promptly disclosed in writing – whether actual or perceived. Disclosure provides transparency to the potential for actual or perceived conflicts and is a necessary component to risk mitigation as it pertains to FIIB. Addressing a conflict of interest is the process of identifying and implementing practices to minimize the risk that may be associated with the conflict. Any person with a conflict of interest cannot be present at or participate in board or committee deliberations. That person is also prohibited from attempting to influence any board or committee deliberations.

7. Appearance of Conflict

Even if a person is certain that his or her judgment will not in any way be affected by an outside interest, if others might reasonably think the interest is substantial, the appearance of a conflict may exist which would require disclosure. No policy can possibly provide complete guidance; therefore, it is important to rely on one's good sense of what FIIB values call for.

All employees, temporary employees, consultants, board members, and academic & business advisory council members, and other external advisory board members owe a duty of loyalty and faithfulness to the Institute to advance its legitimate interests when the opportunity to do so arises and not to advance their own interests at the expense of the Institute.

To maintain the highest degree of honesty, transparency and integrity in conducting the business of the Institute, everyone must ethically handle any activities, interests, and associations in which personal interests could cause a conflict, or may reasonably appear to be a conflict, with the interests of the Institute.

8. Corporate Opportunities

Employees, temporary employees, consultants, board members, and academic & business advisory council members, and other external advisory board members may not take for themselves corporate opportunities that are discovered through FIIB. In addition, they may not engage in any activity that results in competition directly or indirectly with FIIB or could advance, or reasonably be expected to advance, the interests of a competitor. Everyone must make prompt and full disclosure in writing of any situation that may involve a conflict of interest, including the pursuit of a corporate opportunity.

9. Violations

FIIB is committed to the highest ethical standards of conduct. Appropriate action may be taken for violation of this conflict of interest policy. All FIIB stakeholders need to work together to ensure prompt and consistent application of this policy.

4.2.10 Fitness for Duty Policy

Serial Number	Reference	Description
1	Name of the document	Fitness for Duty Policy
2	Purpose & scope	To ensure the health, safety, and well-being of the FIIB community and individuals with whom employees interact.
3	Date of last approval/amendment	Feb 2025
4	Indicative Date of Next review	Jan 2026
5	Administering entity	Department of People Success
6	Approving authority	Registrar
7	Reference to related policies, procedures, guidelines & regulations	Faculty Handbook Staff Handbook

1. Background

FIIB is committed to fostering a safe and healthy workplace environment. It is essential that employees are capable of performing their duties effectively and safely. Employees who are not deemed "Fit for Duty" may pose safety risks to themselves and others.

2. Purpose

To ensure the health, safety, and well-being of the FIIB community and individuals with whom employees interact.

3. Definitions

- **Fit for Duty:** The physical, mental, and emotional capacity of an employee to perform their job responsibilities safely and effectively.
- **Fit for Duty Evaluation:** A professional assessment conducted by a **Registered Medical Practitioner** to determine whether an employee meets the required physical, mental, and emotional standards for performing their duties.
- **Registered Medical Practitioner:** A medical doctor (MBBS or higher qualifications) registered with the Medical Council of India and holding a valid registration certificate.

4. Policy Statement

FIIB reserves the right to require a Fit for Duty Evaluation in scenarios where it is job-related and aligned with business needs. Such evaluations may be initiated under the following circumstances:

- An employee exhibits observable difficulties in performing duties safely, including apparent impairment due to drugs, alcohol, or other substances.
- An employee is returning from medical leave, and there is a reasonable need to verify their fitness to resume work.
- The employee demonstrates difficulty in executing essential job functions.
- The employee poses an imminent or serious safety risk to themselves or others.

5. Responsibilities

Employees

- Ensure they are Fit for Duty at the start of their workday and throughout their shift.
- Notify their supervisor promptly if they believe they cannot safely perform their duties. Health-related details need not be disclosed to the supervisor.
- Inform their supervisor if they observe a colleague displaying signs of impairment or unfitness for duty. If the concern involves the supervisor, escalate the matter to the next level or the People Success Department.
- Provide relevant information or medical records as reasonably requested during a Fit for Duty Evaluation.
- Comply with authorized requests for Fit for Duty Evaluations. Non-compliance may result in disciplinary action, up to and including termination.

Supervisors

- Monitor attendance, performance, and behaviour of employees under their supervision.
- Act in accordance with this policy if an employee is suspected of being unfit for duty.
- Consult the People Success Department if there is reasonable belief that an employee requires a Fit for Duty Evaluation.

6. Fit for Duty Evaluation

- The evaluation assesses whether the employee can perform their duties safely and effectively; it is not intended for diagnosis or treatment.
- It may include medical tests, psychological assessments, physical examinations, or simulated job tasks.
- FIIB will designate the Registered Medical Practitioner and bear the cost of the evaluation.
- Evaluations conducted by FIIB's selected practitioner are considered valid. If there is a significant dispute from the employee's doctor, a third opinion may be sought at FIIB's expense.

7. Return to Work

- The Registered Medical Practitioner will provide FIIB with a written report outlining any functional limitations, restrictions, or accommodations required for the employee's role.
- A written clearance from the practitioner is mandatory before the employee resumes work.
- Where applicable, the People Success Department will facilitate reasonable accommodation requests. This policy does not create a right to light-duty assignments.
- If an employee is deemed unfit for duty, their employment status will be reviewed on a case-by-case basis in compliance with applicable government regulations, FIIB policies, and procedures.

8. Confidentiality

- 
- Fit for Duty Evaluation records will be treated as confidential and shared only as permitted by law.
 - Information disclosed to the employee's department will typically be limited to their fitness status and any accommodations needed, as determined by the People Success Department.

9. Enforcement

Violations of this policy may result in disciplinary action in accordance with FIIB Service Rules.

4.2.11 Modified Duty Policy

Serial Number	Reference	Description
1	Name of the document	Modified Duty Policy
2	Purpose & scope	This policy encourages faculty to leverage the support available to address life events or circumstances requiring immediate attention. It does not replace or override provisions detailed under the service rules. Instead, it serves as a temporary arrangement to resolve or manage a qualifying situation.
3	Date of last approval/amendment	Feb 2025
4	Indicative Date of Next review	Jan 2026
5	Administering entity	Department of People Success
6	Approving authority	Registrar
7	Reference to related policies, procedures, guidelines & regulations	Faculty Handbook

1. Background

FIIB is dedicated to fostering an educational environment that supports faculty in achieving a balance between their professional and personal lives. Recognizing that faculty may occasionally face anticipated or unexpected personal events requiring adjustments to their academic responsibilities, FIIB has established this policy to provide the necessary flexibility.

This policy encourages faculty to leverage the support available to address life events or circumstances requiring immediate attention. It does not replace or override provisions detailed under the service rules. Instead, it serves as a temporary arrangement to resolve or manage a qualifying situation.

2. Purpose

This policy enables faculty members to request a temporary modification of their academic duties to address a qualifying life event (see Definitions). Its goal is to allow the reorganization of responsibilities for the duration of a term, ensuring immediate and short-term personal needs are met without reducing overall professional obligations.

The faculty member, in collaboration with their Area Head and/or Dean, can exchange or rearrange duties for a specific period. Modifications may include:

- a) Full-Time with Adjustments: Flexible schedules, redefined duties, remote work, or other agreed-upon arrangements.
- b) Reduced-Time Arrangement: A combination of part-time work, voluntary schedule reductions, paid leave, and/or unpaid leave, as applicable.

3. Definitions

- a) **Modified Duties:** Temporary adjustments, partial release, or full release from teaching and/or other academic responsibilities, with alternative duties assigned for a term or as determined.
- b) **Primary Caregiver:** The individual primarily responsible for the care and upbringing of a child or an immediate family member requiring medical attention.
- c) **Immediate Family Member:** For the purpose of this policy, includes a spouse, parent, parent-in-law, sibling, or child.
- d) **Qualifying Event:** Events typically include, but are not limited to:
- e) Returning from approved medical leave after the birth or adoption of a child.
- f) Short-term caregiving for an immediate family member or self on a part-time basis following an approved personal leave.
- g) Bereavement or emergencies involving immediate family members.
- h) **Exclusions:** This policy does not permit duty modifications for consulting, outside employment, or non-medical family obligations.

4. Policy Statement

All full-time faculty members serving as primary or secondary caregivers are eligible for modified duties in response to a qualifying life event involving themselves or their immediate family. Faculty must submit a formal, written request to the Dean/Director for approval before duty modifications can be implemented. Approval for modified duties does not alter the terms and conditions of employment as outlined in the service rules or appointment letters.

5. Eligibility:

Adjunct Faculty, and Visiting Faculty are not eligible for modified duties.

6. Enforcement

Violations of this policy may result in appropriate disciplinary action as per FIIB's service rules.