

WORK NORM POLICY



INDIAN INSTITUTE OF FOREIGN TRADE
(DEEMED TO BE UNIVERSITY)

INDIAN INSTITUTE OF FOREIGN TRADE
Incentive Scheme for IIFT Faculty
(w.e.f. AY 2021-22)

This incentive scheme will be applicable from the Academic Year **2021-22**.

Minimum Basic Workload for Faculty Members

Each faculty member of the Institute would be required to earn the following credits (Hours) through Teaching, Training and Research Project (s) or Research Publication(s) in an academic year:

- 12 Credits (120 hours) from teaching and training (including paper setting and evaluation).
- 06 Credits (60 hours) from Research Project (s) or Publication of Research Article (s) /Paper (s) as specified under the Research Incentive Scheme.
- 06 Credits (60 hours) from Other Institutional Activities specified below.
- Minimum 15 Invigilation Duties.
- Any other task assigned over and above the minimum basic workload by the Director.

Work norms are payable to faculty members for Credits/hours earned over and above the minimum basic workload indicated above.

To simplify the incentive scheme, the basis for incentives is moved from “points” to “Credits” wherein 1 credit = 10 hrs. of teaching, training and research listed in (I) and (II) below.

(I) Teaching, Training and Research Project or Research Publications Credits

Number of minimum credits to be earned by each faculty from Teaching, Training and Research Project or Research Publications will be 18 in a year (180 hours). The maximum teaching, training and research credits permissible for each faculty will be 35 (350 hours).

If any faculty earns 18 credits (180 hours) from Teaching, Training and Research Project (s) or Research Publication(s) and 6 credits (60 hours) from Other Institutional Activities

then the credits above 12 (120 hours) from Teaching, Training and Research will be encashable upto 35 credits, that is, a maximum of 23 credits may be encashed. For undertaking any activity in A and B (specified below) beyond 35 credits equivalent, no credit or incentive will be earned.

Computation of Credits:

A. Each faculty should earn minimum 12 Credits (120 hours) through teaching & training (including paper setting and evaluation) in the following Academic Programmes of the Institute:

- Ph.D.
- MBA (Full-Time)
- MA (Economics)
- MBA (Weekend)
- Executive Diploma Programmes (On-Campus and Hybrid)
- Certificate Programmes (On-Campus and Hybrid)
- MDPs (Short-term and Long-term)

B. Remaining 6 Credits (60 hours) can be earned from any one or combinations of the following:

- Research Project(s)
 - 2 months project = 1 credit (10 hours)
 - 4 Man-months = 2 credits (20 hours)
 - 6 Man-months & above = 3 credits (30 hours)
 - Research Proposal submitted to Govt. and Private organisations = 0.5 Credit (5 hours)

(The payments for faculty for Research Project(s) undertaken will be done after confirmation from the Finance Section that complete payment related to the project has been received by IIFT. Project leader and members may pursue the payment from the Sponsoring Organisation.)

- Publishing of Research Article(s) /Paper(s) as under the Research Incentive Scheme

(Table-I)

S.No.	Journal Category	Amount to be paid for each published paper (amount Rs. In lacs)	Credits* (Based on current work norm rate of Rs. 3500/- per hour)
1.	FT 50 or ABDC – A* or ABS 4* and 4 or AMS A* journals	10	28.5
2.	ABDC – A or ABS 3 or AMS A journals	06	17.1
3.	ABDC – B or ABS 2 or AMS B journals	04	11.4
4.	ABDC – C or ABS 1 or AMS C journals	02	5.7
5.	Scopus/Web of Science Listed Journals	0.5	1.4
6.	Case Publication in International house (Harvard management review/levy/equivalent)	0.5	1.4
7.	Case Publication in International House (ECCH/Case centre and other international publications)	0.25	0.7

$$* \text{Credits} = \frac{\text{Amount to be paid for published paper}}{\text{Work Norm Rate during the Academic Year} \times \text{No. of hours in a credit}}$$

(II) Other Institutional Activities

Number of minimum credits to be earned by each faculty from Other Institutional Activities will be 6 in a year (60 hours). The following Activities will fetch Credits as given below:

(Table-II)

Activities	Credits (Hours)
Dean	5 Credits (50 hours)
Chairpersons/ Head (Kolkata Centre)/ Head of Divisions/ Chairperson - Admission Committee (Management and Economics)	4 Credits (40 hours)
Controller of Examinations, Member of the Admission Committee (Management and Economics), Programme Director (Degree/Diploma Programmes)	3 Credits (30 hours)
Programme Director (Certificate Programmes and Long-term MDPs -more than three months)	2 Credits (20 hours)
Programme Director (Short-term MDPs) <ul style="list-style-type: none">• Less than three days of MDP• More than three days of MDP	0.5 Credit (5 hours) 1 Credits (10 hours)
AACSB Member	1.5 Credits (15 hours)
Head of Department (Discipline Group)/ Purchase and Contract Committee/CVO	1 Credit (10 hours)
Warden	4 Credits (40 hours) or 50% HRA
Editor/Co-editor of Foreign Trade Review (FTR)	1 Credit (10 hours)
Assistant Warden	3 Credit (30 hours) or 50% HRA
GD/PI and Viva (for any programme/research project) -per session	0.5 Credit (2.5 hours)
Members of various Institutional Committees like Investment Committee, FDP Committee, POSH Committee, Library Committee, etc.	0.5 Credit (5 hours)

Guide for Ph. D. Scholar	1.5 Credit (15 hours) (upto three years only)
Research Project Guidance for final year students	0.45 Credit (4.5 hours per student)
<p>Research Publication(s) published by IIFT and those not covered under the Research Incentive Scheme e.g.</p> <ul style="list-style-type: none"> • Book published by IIFT • Edited Book published by IIFT • Each Chapter in Book published by IIFT(max. of two in a book) • Book Review published by IIFT • Working Paper/Occasional Paper published by IIFT • Articles in National Newspapers • Articles in National Magazines <p>In case of more than 01 author, the points will be divided proportionately between all the authors (payable only to IIFT faculty)</p>	<p>3 Credit (30 hours) 2 Credit (20 hours) 1 Credit (10 hours)</p> <p>0.5 Credit (5 hours) 1 Credit (10 hours) 1 Credit (10 hours) 0.5 Credit (5 hours)</p>
Academic Administration related to the Division in which Faculty is presently attached based on the certification of the work by Head of the Division/Chairperson concerned	1 Credit (10 hours)

The following points may be noted:

- (i) Each faculty member will have to earn a minimum of 24 credits (240 hours) in academic year, of which atleast 18 credits (180 hours) through teaching, training & research projects or research publications indicated in (I) above and 6 credits (60 hours) from Other Institutional Activities indicated at (II) above. If any faculty fails to achieve minimum 6 credits (60 hours) of Other Institutional Activities, then the shortfall will be adjusted against incentive payments from teaching, training and research project(s) or research publication(s).
- (ii) In the case of newly joined faculty, the work norm policy will be made applicable after their confirmation.
- (iii) As far as possible, the core courses in all the Programmes (cited in A above) are to be taught by IIFT Faculty only. Before approaching Guest Faculty in any course in a particular Programme, the Heads of the Departments (Discipline Group) would ensure that all options for teaching with the help of internal

Faculty are exhausted. Before utilizing the services of Guest Faculty, the Heads of the respective Department must ensure that the rules laid down under AACSB guidelines are met.

- (iv) For teaching assignments at weekend/gazetted holidays, an additional 25% weightage will be given on actual teaching hours.
- (v) Faculty will be permitted to take Compensatory-off in lieu of the classes taken on Saturdays/ Sundays and gazetted holidays. Faculty members would need to mark their attendance in the biometric machine for this purpose. The off should be taken on a day which has the least dislocation. The conveyance is subsumed in the additional 25 % weightage given on weekends/gazetted holidays.
- (vi) Faculty Deployment (academic year wise) may be prepared by the respective Department (Discipline Group) and CPs/Head of Divisions for balanced distribution of activities among all faculty members.
- (vii) All examination related duties (invigilation, all types of viva, etc.) will be initiated by the concerned Divisions and handled by Examination Cell. The Dean (Center Head in case of Kolkata) will be monitoring all such activities. All such duties to be performed by the faculty must be equally distributed among all faculty members as far as possible. Each faculty member will perform a minimum of 15 invigilation duties. A Roster may be prepared to ensure balanced distribution of such activities among the faculty.
- (viii) The penalty for late submission of results will continue as per already notified rules (Office Order no. Admn.10(10)/97 dated 16th May 2008).
- (ix) For each faculty member in the research project, the credits (stated in B above) will be counted, provided the faculty costs are suitably incorporated in approved budget.
- (x) In case of EL, CCL, EOL, Maternity leave, resignation etc., no pro-rata calculations of work norms is allowed.

III. Integration of Research Publications Incentive Policy:

Research Incentive Policy of IIFT will continue and integrated into the Work norm Incentive Scheme. The eligibility for publications incentive will ensue only after completing the mandatory 18 credits in an academic year from the activities mentioned in 'A' and 'B' above. If a faculty publishes research paper(s) in a particular academic year, he / she can incentivize the publication(s) in one of the following two ways:

- (a) The faculty can claim financial incentives as per the research publication incentive policy in vogue (provided the faculty has completed the mandatory 18 Credits in that year based on A and B sections of this policy); or
- (b) The faculty can opt for not monetizing the publications award in that year, and thereby be eligible to carry forward the credit equivalent for next academic year upto a maximum of 6 credits, as fulfillment of mandatory 18 credit requirement, mentioned in Section A and B of this policy.

Concordance of credits with the research publication incentives in vogue is given in the B above (Table-I).

IV. Consulting Incentive

Consulting Incentive Policy of the Institution would also stand integrated into the Work norm policy. All consulting incentives of faculty will be permissible subject to fulfillment of the Mandatory credits requirements in the previous AY.

- Each faculty will be permitted only upto 60 hours of teaching including short-term sessions in an AY outside the Institution. The faculty has to furnish the required information of engagement in terms of hours whenever they seek approval as per the Consulting Policy.
- Each faculty will be permitted to take up a maximum of two assignments which involves a maximum of 15 days duty leave in each assignment in a year.
- The revenue sharing in both Teaching and consulting projects will continue to be as per the current policy.

- Any kind of out-reach activities which does not involve honorarium is permitted as per the existing policy.

V. Procedure for Feeding and Checking the Data in Campus 360 and Processing the Payments:

The Computer Section would devise a suitable template and incorporate the same in Campus 360 for regular updation by faculty and the designated officials of Administration (concerned Section Officer). Work norm dashboard on Campus 360 will have three sections namely, Teaching & Training, Research and Other Institutional Activities.

As a part of incentive system to be effective, timely feeding and reconciliation of data needs to be undertaken by all concerned (Section Officer and Programme Assistant/Research Assistant) on regular basis. Efforts should be made to capture the data as soon as the relevant activity is being undertaken/completed.

Faculty and Programme/Academic Division administration should check the data on regular basis every week and inform to Computer Centre of any discrepancies. This will be verified by respective Divisions every month and wherever necessary, corrections will be made. Division Heads should validate the data at the end of each trimester/semester.

At the end of the trimester/semester on validation of data by concerned Head of the Division, the data will be checked and reconciled by a Committee of administration officials i.e. DR(Academics), ASM, SO(GSM), SO(EMPD), SO(MDP), SO(Research) and SO(Exam Cell). At the end of the Academic Year, the final compiled data along with the complete file would be forwarded by the Committee to Finance Section for further processing.

The data shall remain visible to faculty members even after vetting by the Committee of administration officials for ensuring complete transparency in the process. However, any alteration or request of alteration will be within specified period i.e. not beyond 15 days of completion of the trimester/semester concerned.

IIFT administration would ensure that a proper monitoring process is in place to enable and facilitate the calculation of entire work norm and payment related issues at the earliest after completion of academic year.

This Work Norm Policy would supersede all existing orders on the subject unless and otherwise specified above. In case of any need for interpretation of rules, the decision of the Director, IIFT will be final.