

Faculty Administrative Course Waiver

For a faculty member of a given campus, courses taught in their own campus and in the other two campuses, will all count towards the total course equivalence. The aim is to give enough time to faculty members to focus on activities such as research and training. To ensure this time is available, it should be noted that external domestic teaching in other academic institutions will not be allowed. As an exception, short-term teaching in doctoral programs of domestic institutions may be allowed, as this will help develop research related skills. International teaching will be allowed, as this helps build the IMI network internationally as well as contributes to the internationalization dimension, which is important for international accreditations.

Administrative roles will have course equivalence associated with them and will be included in the calculation of the total course equivalence work load. The administrative roles in each of the three campuses will depend on the specific needs of that campus. The following is a list of possible administrative roles along with their course equivalence. The corresponding Director/Director General will decide on the specific administrative roles from this list that are necessary for a given campus.

Administrative Role	Course Equivalence
Dean Academics – responsible for all PGDM programs and student affairs. This will be applicable when multiple PGDM programs exist and also for a single PGDM program provided the approved intake for that single program is greater than 120 and no Chair exists for that single program.	2
Chair of individual PGDM programs - One chair for each PGDM program, will report to Dean Academics if that position exists. If only one PGDM program exists and there is no Dean Academics, then this will role will also include student affairs.	1
Area Chairs – one for each area	0.5
Chair, Research & FPM (includes FPM and all research activities)	1
Chair, Accreditations & Ranking	1
Coordinator of individual accreditation programs (AACSB, AMBA, EQUIS, NBA, NAAC & Ranking Nodal Coordinator) that are active at a given time, for example, Coordinator AACSB, will report to Chair Accreditation & Ranking.	0.5
IQAC coordinator	.5 (half course waiver)

NAAC coordinator	.5 (half course waiver)
Chair International Relations	1
Journal Editor	1 (for journals with four or less issues per year) 2 (for journals with more than four issues per year)
Journal Associate Editor	0.5 (for journals with four or less issues per year) 1 (for journals with more than four issues per year)
Hostel Warden (staying off campus) (If Hostel Warden staying in campus residential position and getting the HRA benefits, no course waiver will be given for the faculty member voluntarily taking on this position)	1
Chair, Sustainability & Social Impact	1
Members, Sustainability & Social Impact	.5

Other administrative roles may be added in the future as decided by the Directors' Council based on institutional requirements. A Dean's position may be created if administrative roles are combined and assigned to an individual faculty member, giving her/him two course equivalence from the administrative roles. In the future, however, this Dean's position may be withdrawn if the roles which added up to two course equivalence are separated and given to more than one faculty member. Under no circumstances will an individual faculty member obtain more than two course equivalence from administrative roles. All administrative roles will be rotational responsibilities with a maximum term of three years. The term for a given role can be reduced to less than three years at the discretion of the Director/Director General.

Duration of term of faculty in administrative role:

All administrative roles will be rotational responsibilities with a term of three years. The term for a given role can be reduced to less than three years at the discretion of the Director/Director General. In cases where continuity is required for meeting longer term institutional goals, the Director/Director General may extend the term further but not exceeding an additional three years.

Hostel warden will be a residential position where the faculty member assigned the warden's role will be given accommodation on campus but will continue receiving HRA and only maintenance related deductions as per rules will be applicable. Since the faculty member assigned as hostel warden will get highly subsidized accommodation on campus, no course equivalence will be given.