

BRACT's  
VISHWAKARMA INSTITUTE OF MANAGEMENT, PUNE

POLICY RELATING TO TEACHING AT SISTER INSTITUTES

1. The Director – VIM may ask any Full-time / Part-time faculty member of VIM to teach at any of the sister institutes fully or partially managed by BRACT / VIM.
2. Any institute fully or partially managed by BRACT / VIM may put up a formal request for requirement of faculty outlining details of subject, time schedule, etc. to the Director-VIM.
3. The Director-VIM may assign a Full-time / Part-time/ Visiting faculty of VIM, after considering the needs and priorities of VIM, against such a request.
4. The rates of remuneration for all such teaching activities will be mutually decided by the “Director – VIM” and the Head of the concerned institute.
5. The payment will be routed by the sister institute through VIM. VIM in turn will pay to its faculty members, subject to TDS.
6. Identification and Assignment of one or more Full-time / Part-time faculty members, from VIM, for such activity is the exclusive prerogative of the Director-VIM.
7. Such a faculty will be reimbursed as per the following norms for local assignments (based in Pune) :
  - a) If such a teaching assignment is over and above his/her prescribed work load and the faculty conducts the sessions during the office hours – the concerned faculty will be paid at the rate of 50% of the visiting faculty charges.
  - b) If such a teaching assignment is over and above his/her prescribed work load and the faculty conducts the sessions outside the office hours – the concerned faculty will be paid at the rate of 100% of the visiting faculty charges.
  - c) If the concerned faculty does not complete his/her prescribed work load at VIM, and the faculty conducts the sessions during the office hours – the concerned faculty will not be entitled for any payment.
  - d) If the concerned faculty does not complete his/her prescribed work load at VIM, and the faculty conducts the sessions outside the office hours – the concerned faculty will be entitled for payment @ Rs. 250 per hour.
8. If a faculty is asked to conduct any sessions for sister institutes fully or partially managed by BRACT / VIM, that are located outside Pune :
  - a) The faculty member will be paid at the rate of 100% of the visiting faculty charges. BRACT / VIM will make travel, stay and other arrangements.
  - b) The faculty member will be eligible for claiming visiting faculty charges after completing the assigned task in all respects.
  - c) The faculty member will not be entitled for any leave / compensatory off in lieu of this assignment.

Sd/ -  
Dr. Shailesh Kasande  
Director - VIM

Sd/ -  
Mr. Bharat Agarwal  
Chairman – LMC, VIM

Date: 1.6.2009