



Institute of
Management Technology

Dubai



STAFF MANUAL DECEMBER 2022

About IMT

Established in 2006 Institute of Management Technology Dubai (IMTD) was envisioned to become a leading institute for research and teaching in the field of management. To make an impact in the region and globally, IMTD was one of the earliest to obtain Commission for Academic Accreditation (CAA) recognition for all its programs from the Ministry of Education UAE. IMTD is an entrepreneurial, modern, research focused institute that is located in the heart of Dubai International Academic City (DIAC). IMTD boasts of a serene campus that has not only the best in class academic infrastructure and learning resources but also provides campus housing and extracurricular facilities for students that enable a world class living and learning experience.

In its continuous pursuit of excellence IMTD recruits qualified faculty from across the world with Ph.D. degree. Over the years this has enabled IMTD to offer high quality programs at graduate and under graduate levels and also maintain a steady focus on research and publications. The quality of programs at IMTD coupled with the scholarly contributions of the faculty has enabled us to take confident strides towards getting AACSB accreditation.

IMTD has an ever-growing network of international partners who bring both academic and cultural diversity to our programs. IMTD students continue to participate in international exchange programs with our partner institutes.

With over 2000 Alumni globally dispersed and engaged in large MNCs and government bodies, IMTD continues to make a mark in the world of business and society. Over the years our graduates have excelled in the corporate world and many have risen the ranks to become well known leaders in their respective industries. It is a testimony to the uncompromising commitment that IMTD has for student success and the quality of its human capital.

Vision

IMT Dubai aspires to become a leading university in the region for nurturing high quality professionals in management.

Mission

Our mission is to impart quality education to prepare the next generation of ethical business professionals. We adopt interactive teaching pedagogies and undertake applied research by engaging in real issues of the corporate and social sectors.

Strategic Goals and Objectives

Goal-1: Offer high quality programs relevant to business and Industry in the region.

Obj 1a: To design and deliver a portfolio of programs and courses in the areas of business, management, and allied fields.

Obj 1b: To sensitize students to sustainability, environmental and ethical issues related to business and society.

Goal-2: Create a conducive and productive environment for student learning and professional development.

Obj 2a: To adopt innovative pedagogical methods that will enrich student learning and experience.

Obj 2b: To actively pursue student and faculty mobility with international partner universities.

Obj 2c: To develop high quality teaching materials, text books, cases, and reference books to augment teaching and learning experience.

Obj 2d: To provide IT enabled processes for teaching, learning, and related activities.

Goal-3: Attain National, Regional and International Recognition for high quality Academic Programs.

Obj 3a: To benchmark and improve curriculum and academic processes every five years.

Obj 3b: To strive and achieve international accreditations for the programs.

Goal-4: Foster partnerships with industry and government bodies for experiential learning

Obj 4a: To offer executive education programs for professionals and executives.

Obj 4b: To engage with the industry for collaborative projects and strengthen the industry-academia interface.

Goal-5: Promote international outreach with recognized universities and institutions.

Obj 5a: To have a diversified mix of students and faculty from different geographical regions.

Obj 5b: To create and develop a partnership with institutions of repute.

Goal-6: Focus on applied business research relevant to industry, business, and society.

Obj 6a: To support high-quality applied research in corporate and social sectors

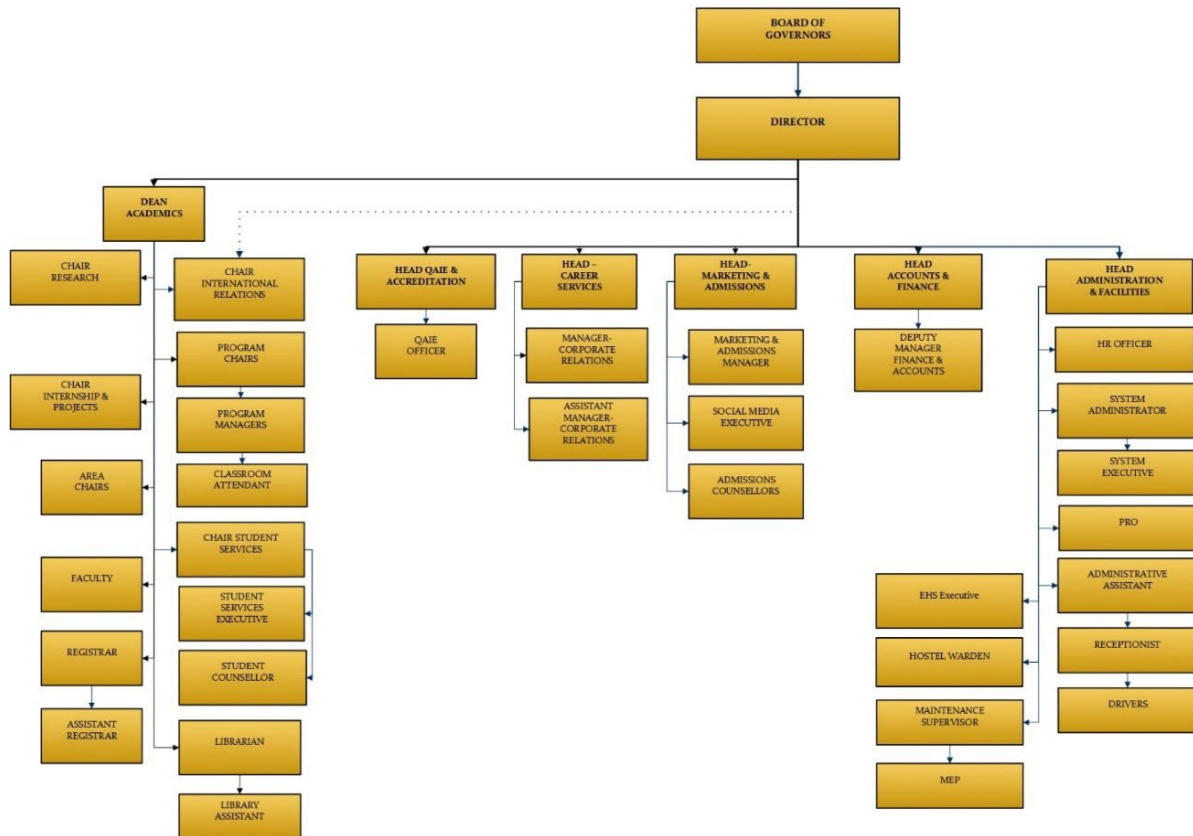
Obj 6b: To encourage faculty and students' research publications in conferences and journals

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A. Organization Chart and Governing Body

The Organization Chart provides a glimpse of overall governance structure of the institution. The Board of Governors is the apex governing body of IMTD and approves and monitor policy and functioning of the institute. Director is the head of the institution and in charge of day to day operations of the institution. In particular, the Board carries out the following functions.



Board of Governors

The Board of Governors (BoG) is the apex governing body of IMTD and approves and monitor policy and functioning of the institute as per the By-Laws stated in **Section-1D** of the PPM.

Refer to **Section 1B.6 (III-XIII)** of the PPM for major responsibilities of various professional staff members.

B. Definitions of the categories of staff

I. Staff Definitions

IMT Dubai recruits both full-time and part-time staff members according to its requirements. A full-time employee is expected to work for 40 hours a week unless specified otherwise.

Jobs at IMT Dubai are divided into three categories:

- Administrative,
- Professional
- Maintenance

II. Staff Recruitment

IMTD follows transparent and fair staff recruitment policy. Director constitutes an *ad-hoc* Staff Selection Committee comprising of the Head Administration and Facilities, HR Officer, one faculty member and one more staff member. The HR officer maintains all the relevant records relating to staff recruitments. All staff appointments are made in accordance with the UAE Employment Laws and Regulations [refer to **Appendix A**]. Up-to-date information on the documents required by the institute for employment including visa sponsorship is provided at the time of signing the contract. For terms of service, refer to **Section G**.

III. Staff Duties

All staff members at IMT Dubai are expected to:

- a. Perform all their duties effectively as outlined in their job description and any additional job as assigned by the department head.
- b. Behave appropriately in all situations. Deal people with respect and abstain from any verbal or physical offence against colleagues, students, parents or other visitors to the Institution.
- c. Be loyal to the institution.
- d. Make sure that the property of IMTD is well maintained and kept in good shape.
- e. Inform the administration about any delinquent act which might defame IMTD.
- f. Provide constructive ideas for improvement of the institution.

Staff members are strictly prohibited from:

- a. Disclosure of confidential information.
- b. Immoral behavior which may affect IMT Dubai's reputation.
- c. Taking advantage of his / her position to serve personal benefit.
- d. Involvement in any political activities that are prohibited in the UAE.
- e. Working outside IMTD premises without the permission of the Director in writing.

Refer to **Section 5K** of PPM, October 2021 for further details on General acts of Misconduct, IT related acts of Misconduct and Action Against Misconduct.

C. Definitions of the work week for staff and information on overtime

Working Hours

The normal working hours are 9:00 AM to 5:30 PM from Sunday to Thursday with a 30 minutes break for lunch. The timings for prayer and rest are in accordance with the prevailing UAE laws. Employees who are manage essential services follow a 6-work day in a week schedule. All staff members are required to provide their biometric impression time of in and out of office.

Work During Holidays

Any staff required to work on a holiday by the HoD is entitled to get a compensatory day off which must be availed within 30 days from the date of the duty performed.

D. Leave Policies including vacations, Maternity, Hajj, Emergency and bereavement leave

I. Leave Sanctioning Authority

Staff members can apply for leave online and such applications are approved as per the sanctioning authority below

- i) All heads of departments – The Director
- ii) All other staff – respective Head of the Department

II. Leaves of Absence

IMTD grants various types of leaves such as annual leave, medical leave, maternity/ paternity leave, bereavement/ emergency leave, Hajj leave and other religious leave. Staff members are not entitled to avail of any leave except medical leave during the probation period.

Annual Leave

The leave calendar year is from April 1st to March 31st. The annual leave entitlement is as follows:

- A staff member is entitled to a maximum of twenty-four working days annually (for those having 6 working days in a week shall have twenty-six working days of annual leave), if his / her service exceeds one year.
- Nine working days' leave can be carried forward subject to the maximum accumulation of 40 working days during the entire service tenure.
- Annual leave is pre-sanctioned by the HoD.

A staff member, who has completed probation but not one year of service, can avail off annual leave on a *pro-rata* basis.

Medical Leave

As per the UAE Labor laws, all Staff members are entitled up to ninety consecutive or intermittent days of medical leave as follows:

- First 15 days: Full pay
- Next 30 days: Half pay
- Following Period: No Pay

Any medical leave of two consecutive days or more needs to be supported by a Medical Certificate issued by competent government authorities.

Maternity / Paternity Leave

- a. A Staff member, who has completed one year of employment with IMTD, is entitled to 45 days of maternity leave with full-pay and allowances including the period before and after delivery, for first two children. In addition, concerned staff member is also entitled up to 100 days of leave without pay on medical ground.
- b. A Staff member, who has not completed one year of employment with IMTD, is entitled to 45 days of maternity leave with half pay and allowances including the period before and after delivery, for first two children. In addition, concerned staff member is also entitled up to 100 days of leave without pay on medical ground on the basis of medical certificate issued by a competent authority.
- c. Maternity leave in either of the above cases (a) and (b) is not deductible/adjustable from any other leave of the female staff member is entitled to.
- d. A staff member, who has completed one year of employment with IMTD, is entitled to paternity leave of 7 days for first two children.

The management reserves the right to recover an amount equivalent to the salary paid to the employee during the period she had been on maternity leave as stated in (a) or any extended leaves as stated in (b), should the concerned staff member choose to leave the services of IMTD within six months from the date of joining back the services after the maternity leave.

Compensatory Leave

Whenever a staff member is engaged in official duty on an off day, he/she may request for a compensatory leave in lieu of that day's work. For work that is up to 4 hours, a half-day compensatory leave is granted and for work more than 4 hours, a full day compensatory leave is granted. This compensatory leave must be availed during the next week on a day when that particular staff does not have any scheduled activity. In case the staff member has scheduled activity on all the days during the following week, then carry forward of that leave to subsequent week(s) is permitted but not exceeding a maximum of 30 days from the date of accruing of compensatory leave.

Bereavement/Emergency

Bereavement leave is granted in case of death of a close family member for a period of 4 days or as may be defined by the UAE Laws from time to time.

Hajj Leave

Employees may be granted a special leave for the performance of Hajj under the provisions that the leave:

- is given without pay
- may not exceed 30 days
- is granted only once during the employment duration with the company.

Religious Holiday

A staff member can avail one day off on the occasion of religious festivals not exceeding two times in a year.

In addition, the following policies govern leave mechanism at IMTD:

i. General Conditions of Leave

- The HoD is the sanctioning authority of Staff leaves
- Sanction of all leave is at the discretion of the Sanctioning Authority. When due to exigencies of work so required, leave of any kind except sick leave may be revoked or refused or curtailed by the sanctioning authority.
- The sanctioning authority can take disciplinary action against any staff member availed sanctioned leave and not joining at the end of the sanctioned leave and/or not providing evidence of medical documents, as required.
- A staff member, who absents himself / herself without obtaining prior sanction or providing information about the cause of absence, will be treated as unauthorized absence and may also be liable for disciplinary action.
- Leave shall not be granted to a staff member against whom the acts of indiscipline is under enquiry.
- No leave can be clubbed with any other type of leaves except maternity leave.

ii. Leave Without Pay

Leave without pay may be granted to staff members for a maximum of one year. The year, in which the staff member remains on leave without pay, is not accounted for increment, promotion and annual benefits such as leaves, gratuity and medical benefits.

iii. Short Leave

- a. Maximum 2 short leaves are allowed in a month which should not exceed the time limit of 120 minutes each. Any short leave beyond the stipulated above will be considered as Half Day /Full Day leave subject to number of hours worked.
- b. All short leaves are subject to the approval from the HoD.

iv. Late IN / Early Out Policy

- a. 15 minutes of Late-IN / Early-Out is permissible 3 times in a month for all employees with subject to the approval from their Department Head.
- b. 4th Late-In / Early-Out for any Staff will be treated as half day absent and will be adjusted towards their Annual Leave balance, in case the AL balance is 0 then it will be a LOSS OF PAY.
- c. 5th late in / early out for any Staff will result in one more half day absent and will be adjusted with their Annual Leave balance, in case the AL balance is 0 then it will be a LOSS OF PAY.

- d. 6th late in / early out for any Staff will be treated as a full day absent and the same will be adjusted with their Annual Leave balance, in case the AL balance is 0 then it will be a LOSS OF PAY.
- e. 7th late in / early out for any Staff will result in issuance of MEMO and a full day absent, wherein he / she has to submit a written explanation.
- f. An employee can be terminated from the services of IMTD or as decided by the senior management after the issuance of 3 MEMO for the same / similar indiscipline.

v. Multiple Punch IN / Out Policy

During office hours if any employee goes out for any official work, he / she must punch out / In on every exit and entry.

vi. Official Public and Religious Holidays

Official Public and religious holidays are as per holidays announced by the UAE government for private sector. National Holidays and Festival Holidays will be as per the UAE Government notification. Each employee can avail one day off on the occasion of his or her religious festivals not exceeding two times in a year with prior permission from the Director.

E. Procedures for the supervision and evaluation of staff

I. Supervision Procedure

Staff members are supervised by their supervisor/ HoD/ reporting manager as per the job description and organization chart.

II. Evaluation Policy

At the end of every year (April to March), the performance appraisal of each staff will be made by **Staff Appraisal Committee (SAC)**. The Director forms the committee for the year.

The SAC will consider the following inputs:

- a. A written appraisal from the respective head of the departments.
- b. Review of his / her personal file considering key areas like attendance, absenteeism, performance, interpersonal behavior, etc.
- c. A written appraisal will be forwarded by the Director for the head of departments.

Based on the above inputs, performance evaluation will be conducted according to the ten qualitative parameters listed below:

- a) Work efficiency and effectiveness
- b) Domain Knowledge
- c) Dependability & Loyalty
- d) Interpersonal relationships
- e) Communication ability
- f) Problem Solving
- g) Ability to guide subordinates
- h) Organized and systematic
- i) Initiative
- j) Punctuality

Based on the annual appraisal, the SAC will suggest the annual increment/promotion to the Director for necessary action.

The performance of each employee will be monitored and reviewed by the head of the departments as per the appraisal criteria on an annual basis. The head of the department will inform the concerned employees working under them about their performance in their respective roles and responsibilities. Suggestions for performance improvement, wherever needed, will also be communicated to the employees by their respective head of the department at the end of each annual review. All such performance reports will be submitted to the office of the Director. Refer to **Appendix B** for the Staff Appraisal Form.

F. Staff compensation ranges and benefits

I. Break-up of Gross salary

All full-time regular employees are given a gross salary with the following break-up:

- Basic – 60%
- House Rent Allowance – 30%
- Travelling Allowance / Other Allowances – 10%

Refer to **Appendix F** for Policy on Miscellaneous Allowances and **Appendix E** for Policy on Salary Advances to Employees.

Deduction will be made (as per the guest house policy) from the salary of an employee who has been provided residential accommodation inside the campus of IMTD unless the contract or appointment letter mentions otherwise. (Refer **Appendix G**)

II. Allowances and Benefits

I. Medical Coverage

The Institute shall provide medical coverage to all full time staff members and their dependent spouse and two dependent children under the age of eighteen. To avail of this, benefit the employee must be on IMTD visa and their dependents must be sponsored by the employee.

II. Leave Travel Allowances (LTA)

The Institute shall provide LTA to all full time staff members and their dependent spouse and two dependent children under the age of eighteen on completion of one year of service. To avail of this benefit, the employee must be on IMTD visa and their dependents must be sponsored by the employee. Refer to **Appendix D** for LTA entitlement.

III. Retirement Policy

The age of retirement of all full time staff members is 60 years. Reappointment of any staff member after the age of retirement may be recommended by the Director and must have the approval of the Board of Governors provided the visa (if applicable) could be processed.

End of Service Benefits: All full time staff members are eligible for payment of gratuity as per the UAE labor laws.

IV. Final Settlement in the event of Death

In the event of death of an employee while in service, settlement of his/her dues is as in the case of

resignation of an employee. In case the family is not living in the UAE and if employee demises while in service, IMTD shall cancel his/her visa as per the rules, inform the appropriate authorities, take necessary permissions and documents from the appropriate authorities for taking the body to his/her native place. His/her settlement of dues will be carried out as per the UAE laws.

V. Staff Increments

All eligible full time staff members, are given increments with effect from 1st of July every year based on their annual appraisal [refer to **Section D** for Staff evaluation process].

VI. Norms for pay and settlement of dues

Norms for pay and settlement of dues are as follows:

- The pay and allowances to the employees of the Institute for each month shall be payable latest by the first working day of the succeeding month.
- On termination/resignation, the pay and allowances shall be released only after the employee's account is settled and taking over charge from him/her including surrender or return of the Institute's assets in his/ her possession. A clearance certificate from the authorized person taking charge from him/ her will be necessary. Furthermore, a "No Dues" certificate from all relevant departments will be a pre-requisite to the final settlement with the separating employee.
- Payment is released only after the visa cancellation process is complete and removal of the employee's name from DDA records or as approved by the Director.

VII. Lunch Break

An employee may take half an hour as lunch break between 12.30 pm to 2.00 pm however, he / she must ensure that at least one person is present in the department during the lunch break. There is no lunch break during the month of Ramadan.

VIII. Transportation

An employee has to arrange his / her own transportation for coming to and returning from the office.

IX. Miscellaneous Allowances

Staff members are subjected to guidelines as per **Appendix F** for any claims and miscellaneous allowances.

X. Staff Accommodation

- a. An employee who is provided accommodation during his / her working contract with the Institute is expected to clean and maintain tidiness of the premises.
- b. Alcohol, drugs, pornographic material, gambling or any other offense against the laws of UAE are strictly forbidden in the accommodation.
- c. An employee should not damage any property. The cost of damage if any, will be charged to the employee.

XI. Business Travel Reimbursement

A. Foreign Travel

Foreign traveling expenses for employees will be borne by IMTD for the following purposes:

- a. Placement / Marketing / Admission where the travel expense is pre-approved in the budget
- b. Any other exigencies or emergent matters related to IMTD

All foreign travels are subject to prior approval of the Director.

- a. All requests for air tickets must be made sufficiently in advance before the travel date.
- b. Travelling Advance (TA) can be claimed in writing for boarding and lodging on the basis of approved tour program in the prescribed format.
- c. Travel expenses should be submitted in writing in the prescribed format within seven days of return from tour, duly supported by the approved tour program, report and original vouchers. The TA bill should be sent to the head of the department for approval. Normally, tour advance is given to the concerned employee only once the tour bill is submitted and the earlier advances are fully cleared.

- d. Ceiling for stay in hotel and daily allowance applicable to different cadre of employees and class of travel permissible are indicated in **Appendix C**.

B. Local Travel

Reimbursement for use of personal vehicle for official duties is made for each round trips per the following norms.

Dubai (all areas excluding Jebel Ali)	-
AED 35 Jebel Ali / Sharjah	-
AED 50	
Ajman	- AED 60
Other emirates including Al Ain	- AED 80

- In case of any employee traveling by any mode other than own personal vehicle, the reimbursement for local travel will be based on supporting documents.
- An employee will be required to submit his/her claim in writing in the prescribed format for the amount after each trip within 3 days from the date of journey for the approval by the Director.

Note: No person is permitted to approve his / her own expenditure of any kind. In all cases, the bills shall be recommended by the concerned Head of the Department. All bills shall be verified by HR & Administration Department. The expenses of the Director is approved by the BoG.

G. Terms of service for staff including probationary periods, length of contracts and procedures for contract renewal

I. Standards and Principles

Standard of employment with IMTD (referred to as Employer) is mainly based on the candidate's eligibility to be employed in United Arab Emirates (UAE). Failure to meet the eligibility requirements will result in termination of the offer.

II. Employment Contract

The employment contract shall be signed by both the parties, i.e. the employee and the employer (as authorized signatory assigned). The signed contract has legal obligations. Unlimited contract is offered to the staff members.

III. Employment Visa and Passport

All Staff members are required to undergo a medical check-up, whenever required, prior to their residence visa being approved by the immigration authorities. If the medical test result is negative, they will be treated as having resigned.

IV. Probation period

All Staff members are appointed with the initial probation period of 6 months. Once the probation period is successfully completed, it will be considered as part of the overall employment term and will be taken into account while calculating gratuity and other terminal benefits.

V. Deduction

IMTD reserves the right to make deductions from the wages of employees for any overpayment due to unauthorized absenteeism or where leave without pay is authorized. Deductions are also made due to:

- a. Loss or damage of any office equipment, uniform or property.
- b. Damage to staff accommodation.
- c. Leaving his/her job without giving the required notice.
- d. Cash errors or stock shortages.

The concerned employee will be informed in writing about any deductions made.

Upon termination of employment, the employer can deduct from his/her full and final settlement, any money owed for the value of any damaged property or equipment which was not settled earlier.

VI. Payment of Salary

The salary will be paid through bank transfer either on the last working day of the month or the first day of the following month. Employees may request for salary advance and the same is processed as per guidelines in Appendix E

VII. Transfer

All transfers are as per the discretion of the management. IMT Dubai reserves the right to transfer any employee to another position or any location, should there be a requirement to fill up the vacancy.

VIII. Increment / Promotion Policy

- a. An employee may be promoted based on his / her performance evaluation and subject to the approval of the Director.
- b. For all full time employees, the date of increment is 1st July every year subject to the approval of the Director.
- c. All increments, promotions and terminations are approved by the Director.

IX. Termination of Contract:

During them probation period, the employer may terminate the employment contract with immediate effect without providing a valid reason or notice. In such cases, the employer is not liable to pay end of service benefits or compensation to the employee.

X. Retrenchment/ Layoff

An employee, at any time, may be retrenched or laid off if he/she is declared redundant by the Institute due to non-requirement of the position(s) or poor performance. The Institute will give a written notice of retrenchment/ lay off and provide termination benefits to the employees per policy.

- a. The Director can terminate the services of any staff after giving due notice as per their contract terms or on payment of salary.
- b. Contractual appointments may be terminated during the contractual period as per the terms specified in the contract.

XI. Retirement Policy

The age of retirement for all full-time staff members is 60 years. The services of any staff beyond the retirement age can be extended based on the recommendation of the Director and the feasibility of obtaining regulatory clearances like visa.

H. Policy regarding provisions made in case of the staff member's death during the term of the contract

Final Settlement in the event of Death

In the event of death of an employee while in service, settlement of his / her dues will be as in the case of resignation.

In case the family of the employee is not living in UAE at the time of death and while in service, the institute shall complete the necessary regulatory formalities and obtain required approvals from the police for taking the body employee's native place. The settlement of financial dues will be carried out as per UAE laws.

I. Role of staff in governance and participation on committees

Staff members are expected to contribute as per their job description to the best of their abilities. In addition, staff members play an integral role in several of standing committees that support the functioning and mission of the IMTD. Refer to **Section 1.C** of the PPM, October 2021 for the list of Standing Committees. Staff members participate in decision making through the following Standing Committees:

1. School Management Committee (SMC) [Refer to **Section 1C.1** of the PPM]
2. Academic Committee (AC) [Refer to **Section 1C.2** of the PPM]
3. Student Admissions Committee (SAC) [Refer to **Section 1C.3** of the PPM]
4. Library Committee (LC) [Refer to **Section 1C.4** of the PPM]
5. Student Disciplinary Committee (SDC) [Refer to **Section 1C.5** of the PPM]
6. Purchase Committee (PC) [Refer to **Section 1C.6** of the PPM]
7. Community Engagement Committee (CEC) [Refer to **Section 1C.7** of the PPM]
8. Examination and Grade Moderation Committee (EGMC) [Refer to **Section 1C.9** of the PPM]
9. Risk Management Committee (RMC) [Refer to **Section 1C.10** of the PPM]
10. Health and Safety Committee (HSC) [Refer to **Section 1C.11** of the PPM]
11. Course Mapping Committee(CMC) [Refer to **Section 1C.13** of the PPM]
12. Student Council (SC) [Refer to **Section 1C.14** of the PPM]
13. Student Grievance Committee (SGC) [Refer to **Section 1C.15** of the PPM]
14. Information Technology Committee (ITC) [Refer to **Section 1C.17** of the PPM]
15. Employee Grievance Committee (EGC) [Refer to **Section 1C.18** of the PPM].

J. Employment/personnel records maintained for staff

HR office maintains the staff personnel record for every staff. Following information is collected in the personnel file.

- a. Updated CV with photograph
- b. Education certificates/ Training & Professional development certificates/ MOE Equivalency
- c. Appointment letter
- d. Employment Contract
- e. Job description
- f. Increment/Promotion letter
- g. Annual Appraisal Form
- h. Memos/ Other official letters
- i. Emirates ID & Visa Copy
- j. Passport copy
- k. Emergency Contact Number.
- l. Any other document

K. Staff grievance and/or appeal policies and procedures

1. Disciplinary Procedure

All employees are expected to maintain a high standard of discipline, good conduct and behavior. Refer to **Appendix H** Staff Professional Ethics. They are also to follow the Rules and procedure issued by the Director from time to time. Staff members should also avoid conflict of interest as stated in **Section 10 A** of PPM October 2021. Violation of any of these rules, will tantamount to “misconduct” and the concerned employee will be liable for disciplinary action. The detailed list of types of misconduct is mentioned in **Section 5K** of the PPM.

In event of a misconduct being reported about any staff member, any of the following steps may be taken

1. HR officer issues a letter of warning
2. Director may setup a committee to investigate the reported matter and take suitable action
3. Report matter as required by Law to Government authorities
4. Recommend to the Board of Governors dismissal of the staff member

2. Grievance Policy

A grievance is a formal complaint by a member of the staff that his or her terms or conditions of employment at the Institute of Management Technology, Dubai or ability to act in his or her professional or academic capacity at the Institute has been significantly disrupted.

Grievances are dealt with Employee Grievance Committee (EGC) [refer section 1C.18 for the compositions and terms of reference of the EGC] as per the procedure mentioned in Section 5M of the PPM.

3. Appeals

Staff members have a right to appeal against the decision taken by the Director or any other empowered authority. The appeal against any decision must be made with 7 days of being informed of the decision. The final appellate authority for all matters is the BOG. BOG may appoint a sub-committee of the Board to deal with appeals in a timely manner. The decision of the BOG will be communicated to the staff member and treated as final and no further appeals on the same decision will be entertained.

4. Dismissal policies and procedures

The Institute has set guidelines wherein a staff member may be separated from employment with the Institute prior to the end of contract. The conditions under which this applies include misconduct, negligence of duties & responsibilities, financial exigency, resignation. Institute, at its discretion, may also choose not to renew a contract.

- The Director shall have the power to terminate the services of any staff member

after giving due notice as per their contractual terms or on payment of salary in lieu thereof

- During the probation period, services can be terminated from either side without giving a notice as per the UAE Labor Law (refer Appendix-A)
- Contractual appointments may be terminated during the contractual period as per the terms specified in the contract.

For violations of any or more of the clauses as mentioned in Appendix-A, as per Article 120 of the UAE Labor law, there will be immediate dismissal of the concerned staff member. If a staff is found to be guilty for any violation of Article 120 of UAE Law, he/she will have no right to appeal under the UAE Law.

Procedure for dismissal for an adequate cause

1. The Director should notify in writing the concerned affected staff member mentioning the grounds of decision.
2. Immediate suspension can be invoked on charges of dishonesty or other serious charges that jeopardize the environment and operation of IMTD
3. A committee shall be appointed by the Director to establish the facts within a period of 7 days to investigate the charges and submit a report. The Committee shall consist of at least three faculty members and two administrative personnel who are not connected to the matter.
4. If the facts are proved in support of the charges, the Director will issue the letter of dismissal to the concerned staff.
5. The affected staff member may submit a final appeal to the Board of Governors, which will conduct a review of the facts and issues a decision within 15 days' time.

L. Promotion Policies for Staff

The following list details the criteria for promotion of an employee:

- Level of seniority.
- Rating in the last performance appraisal.
- Recommendation by the respective head of the department and head of administration.
- Availability of the position to which the staff member is to be promoted.

Promotion of any full-time regular employee can be considered after the employee has completed two years of satisfactory service. However, the Director may consider an employee for promotion before the completion of two years of service based on performance evaluation report.

M. Access for staff to professional development opportunities and other services including, but not limited to, counseling services, career services and registration for courses at the institution.

Professional development policy

- a. The Management recognizes that continued success is dependent on the provision of an adequate number of trained employees at all levels within the IMT Dubai. In order to make this possible, the head of the departments along with Head Administration and Facilities, HR Officer identify their staff development needs during the appraisal process and ensure that their needs are addressed accordingly.
- b. Training opportunities are considered based on the job requirements and career development will be based on employee's abilities and merit.
- c. Announcement of training programs are extended to relevant employees through the head of the department and HR. Employees who wish to enroll will be required to have prior approval from the head of the departments.
- d. The head of the departments may allow paid release time to attend such trainings provided that the course / workshop is related to an employee's existing or future position to which an employee might be promoted.

IMTD also encourages professional staff to carry out research in accordance with the research policy as mentioned in **Appendix 2** of the PPM.

Appendix A - Article 120 The UAE Labor Law

An employer may dismiss an employee without notice in the following cases:

1. If the employee adopts a false identity or nationality or submits forged certificate or documents;
2. If the employee is engaged on probation and is dismissed during the probationary or on its expiry;
3. If the employee makes a mistake resulting in substantial material loss for the employer, on condition that the latter notifies the Ministry of Labor of the incident within 48 hours of his becoming aware of its occurrence;
4. If the employee disobeys instructions respecting industrial safety or the safety of the workplace, on condition that such instructions are in writing and have been posted up at a conspicuous place and, in the case of an illiterate employee, that he has been acquainted with the morally;
5. If the employee does not perform his basic duties under the contract of employment and persists in violating them despite the fact that he has been the subject of a written investigation for this reason and that he has been warned that he will be dismissed if such behavior continues;
6. If the employee reveals any secret of the establishment in which he is employed;
7. If the employee is finally sentenced by a competent court for an offence involving honor, honesty or public morals;
8. If the employee is found in a state of drunkenness or under the influence of a drug during working hours;
9. If, while working, the employee assaults the employer, the responsible manager or any of his workmates;
10. If the employee absents from his work without a valid reason for more than 20 non-consecutive days, or more than seven consecutive days, in any one year.

Appendix B - Staff Appraisal Form

STAFF Appraisal FORM		
Name	Job Title	Staff Id No
Department Administration	Head of the Department	Appraisal Period
Date of Joining		Date of Appraisal

1. Major Responsibilities (To be filled by the employee – list your major responsibilities in approximate order of importance)

Major activities of the department	Critical success factors	Contribution

2. Head of the Department's Review of Responsibility

Comments					
Performance Factors	Needs Improvement	Satisfactory	Good	Excellent	Not Applicable
Quality of work Accuracy, thoroughness, effectiveness in meeting Department KPIs					
Dependability Extent to which an employee completes assignment on time					

and works with limited supervision					
Interpersonal Relations Cooperative, considerate, tactful in dealing with others					
Communication Ability An employee's ability to express thoughts clearly communicate					
Facing Issues Ability to deal with unpleasant issues and to solve them at the employee level					
Staff Development Ability to provide guidance to subordinates					
Organization The extent to which an employee's work is well organized and carried out systematically					
Initiative Extent to which an employee takes the lead in developing new work practices and procedures					
Punctuality and attendance					

Signature of Head of Department

Signature of Employee

3. LEVELS OF PERFORMANCE (To be filled by Staff Appraisal Committee) The Employee's performance shall be graded into one of the following categories:

- EXCEEDS PERFORMANCE STANDARDS: An evaluation resulting from overall performance which is significantly above the performance standards of the position.
- ACHIEVES PERFORMANCE STANDARDS: An evaluation resulting from performance which fully meets the performance standards of the position.
- PERFORMANCE STANDARDS Marginal & Below: An evaluation resulting from performance which barely meets or fails to meet the minimum performance standards of the position.

Staff Appraisal Committee

Signature of Members

Appendix C - Reimbursement for out of campus trips

Ceiling for stay in hotel, daily allowance and class of travel permissible are indicated below:

1.	Hotel (actual basis-subject to a maximum of)	US \$ 150/- per day	Australia, Japan, Europe, North America, UK
		US \$ 100/- per day	Other countries including India
		AED 350/- per day	UAE
2.	Per Diem	US \$ 100/- per day	Australia, Japan, Europe, North America, UK
		US \$ 70/- per day	Other countries including India
		AED 40/- per day	UAE
Permissible Class of Air Travel to overseas journey: Economy (Non Budget airlines)			

Appendix D – Annual Leave Travel Policy for Staff

Eligibility:

- All full-time staff members who are on Institute’s visa are eligible for annual leave travel allowance.
- To avail this benefits dependent visa must be sponsored by employee.
Dependent Family members (Spouse and 2 children below age of 18) whose visas are sponsored by employee can also avail Annual leave travel allowance as per institute’s policy.
- Annual leave travel allowance can be availed as per the terms of respective contract.

Entitlement:

Sr. No.	Sector	Annual Amount in AED Per person (above 2 yrs. of age)
1	GCC countries	1000
2	Indian Subcontinent, Middle East and North Africa	2500
3	Europe, Australia, New Zealand and other African countries	3500
4	North, Central and South America	4500
5	All other countries	3500

- The sector will be based on the declaration of home town given by the employee while joining.
- All full-time staff members will have to declare their dependents (Spouse & maximum 2 children up to the age of 18 years) in the beginning of the fiscal year (i.e. April) along with an undertaking that the travel allowance for the dependents is not claimed from any other organization.
- The total amount for all full-time staff -members will be based on the dependents declared to the Institute subject to the above criteria.
- Reimbursement for dependent family members (i.e. spouse & maximum 2 children up to the age of 18 years) shall be based on production of original UAE residence visa any time during the financial year. If the staff member has already produced original UAE residence visa/Emirates ID for the purpose of renewal of insurance, then this requirement is not applicable.

Appendix E - Policy on Salary Advances to Employees

1. Salary advance will be paid only to full-time staff members on the pay rolls of IMT Dubai.
2. Concerned full-time staff member will be required to make an application with proper reasons and submit the same to the Director.
3. Salary advance is not a right and is only an additional support given by the management to tide over unforeseen emergencies and should not be treated as a source of interest free finance. The decision of the Director will be final and binding on an employee.
4. Maximum advance against salary will be restricted to one-month gross salary of an employee.
5. There shall be a minimum gap of two years for fresh advance between the month of repayment of the previous advance and the next eligibility.
6. The advance given will be recovered in equal monthly installments, not more than 12 in number.
7. When an employee resigns from service or the service ceases for any reason, the outstanding advance will be recovered from the settlement amount in full.
8. An employee will be eligible to apply for advance only when he / she has completed the probation period.

Appendix F - Policy on Miscellaneous Allowances

1. Working on Holidays/ Fridays/ Saturdays etc.

Any full-time staff member working on holidays including Fridays & Saturdays will be given weekly off in lieu thereof.

2. Relocation Expenses on Joining/Transfer by Institute.

All full-time staff members selected for employment at IMT Dubai will be paid relocation expense on the production of actual receipt subject to a maximum of AED 5000 (Dirhams five thousand only).

An employee who serves IMT Dubai for at least a period of one year from date of joining / transfer; otherwise the same would be recovered from the full and final settlement on pro-rata basis.

3. Mobile Sim Card (Voice/Data)

IMT provides sim card to HODs in the areas of QAIE, Administration, Accounts, Placements, Admission (subject to approval of the Director)

4. Authorization to pass the Bills

No individual is authorized to pass his / her own bills. In all cases the bills are passed by concerned authority. All expenses of the Director is approved by the BoG.

Appendix G – Guest House Policy

1. All new employees from outside the country may be provided accommodation at the campus, free of cost, for the first 14 days from the date of arrival.
2. Employees may request accommodation at the campus by submitting an application to the head administration at least 15 days prior to the date of occupancy.
3. The charges for availing accommodation (inclusive of water and electricity) will be as follows:
 - For studio AED 2500 per month
 - For 1 Bedroom flat AED 3000 per month
4. Accommodation at campus for staff members is subject to availability and at the discretion of IMT Dubai Management.
5. Staff members availing the accommodation can be asked to vacate by giving 1-month notice, in writing.

Appendix H Staff Professional Ethics

IMTD expects staff members to demonstrate high level of professionalism and ethics in their conduct and behavior. They are expected to show high level of professional integrity, moral values and fairness in their work.

I. General conduct

- Strive to perform their duties diligently, impartially and to the best of their abilities and professional judgment
- To maintain a dignified countenance, to carry out their duties in a professional manner and to be accountable for their official conducts and decisions at all times
- To carry out duties in a professional, ethical, and collegial manner that respects the culture of the UAE
- Challenge and criticize ideas and methods in a constructive manner that avoids any derogatory situation. Academic integrity and ethical sensitivity in statements should be observed at all times
- Respect others and act with courtesy and respect. A policy of non-discrimination is to be adhered to
- Public information or communication should clearly mention if it is a personal or professional opinion.

Staff members shall comply with requirements of **Section 5K** of the PPM to avoid general and IT related acts of misconduct, **Section 10A** of the PPM to avoid conflict of interest and adhere to policies regarding Nepotism/Employment of relatives as stated in **Section 5J** of the PPM.

II. Conduct towards Colleagues

- Share dignity and respect at all times with everyone
- To observe strict confidentiality of any non-public information and not disclose it to any other person without proper and official authorization
- Avoid any misleading, damaging or false information or any act of disruption for others
- Personal relationship or special personal interest should be avoided in professional acts.

Document Change Record

Version: December 2022

Sl.no	Change summary	Section	Page no. of previous version- October 2022	Page no. of current version- December2022
1	A brief statement of the institution's history		3	3
2	Strategic goals and objectives are updated	C: Statements of Vision, Mission and Institutional goals	4	4
3	Revised Organization chart is replaced	f : Organization chart of the institution	6	6