

Shri Jairambhai Patel Institute of Business Management and Computer Applications (SJPI)



Formerly known as the National Institute of Cooperative Management (NICM),
Post-Graduate Centre of Gujarat Technological University-MBA, Approved by AICTE-New Delhi,
Accredited as Cooperative Training Institute by C-PEC BIRD, Lucknow, NABARD



Since - 1995

Summary of Handbook for MBA & MDP Faculty Members

Shri Jairambhai Patel Institute of Business Management and Computer Applications (SJPI) formerly known as National Institute of Cooperative Management (NICM) framed the handbook for MBA & MDP Faculty members as they play a vital role in delivering quality teaching, mentoring, research, and academic administration while maintaining discipline, professional ethics, and institutional growth. MBA Faculty are required to work from Monday to Friday: 9:30 AM - 4:30 PM & Saturday: 9:30 AM - 1:30 PM, and full presence during working hours is expected. MDP Faculty are required to work from Monday to Friday: 10:30 AM - 05:30 PM & Saturday: 10:30 AM - 02:00 PM, and full presence during working hours is expected. Attendance is compulsory through biometric and is maintained for salary, leave, and appraisal purposes. The Institute provides necessary facilities such as individual workspace, internet access, library usage, labs, stationery, seminar halls, and official email ID. Faculty members are expected to follow institutional protocols, including formal dressing, mandatory use of ID cards within campus, responsible use of internet and library resources, and professionalism in interactions with students. Records such as attendance, marks, assignments, and feedback must be submitted on time. Teaching loads and credits are assigned as per University and Institute norms, along with responsibilities in research, consultancy, and administrative duties. Salary is disbursed monthly with a printed salary slip, and statutory deductions apply. Faculty may be nominated to conduct or attend guest sessions inside or outside the Institute with prior approval. Consultancy, research, and training activities are encouraged with proper intimation, subject to revenue-sharing policies. Internal promotions are based on performance, student feedback, research contributions, and overall service to the Institute. In case of applications to external vacancies, prior intimation to the Institute is necessary. Faculty are also encouraged to enhance their qualifications or pursue higher studies with prior permission. Leave rules include Casual Leave (CL), Earned Leave (EL), Vacation Leave (VL) and Medical Leave (ML) as per Institute norms, and all leave must be approved in advance, except in emergencies.

The Institute maintains the detailed Handbook document.

