

International Institute of Management Studies

Approved by AICTE, Ministry of HRD, Govt. of India

NAAC Accredited



Institute's Policy Manual

Program: PGDM

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ABOUT THE INSTITUTE

International Institute of Management Studies Pune, popularly known as IIMS Pune, is the flagship institute of the prestigious SaiBalaji Group of Institutes, Pune. Ranked 6th Top Private MBA Institutions in Pune by Outlook, India's Best B School Survey, 2023. IIMS has Triple Crown Accreditation Membership of AACSB, BGA - AMBA and EFMD Global. IIMS Pune offers a postgraduate diploma program in the discipline of Management. The institute run-through innovative internship programs like Winter Internship (45 days), Summer Internship (90 days) and round year academics and corporates events like Conclaves and Seminars make IIMS Pune students' industry-ready. Leading recruiters at IIMS Pune include top companies such as PwC, Ernst & Young, Deloitte, Kellogg's, Accenture, Mondelez, Britannia, Berger Paints and many more. The Institute has observed an increase in highest package offered from INR 14.9 LPA to INR 26.10 LPA for the batch 2021-23, whereas the average salary package offered is INR 7.5 LPA.

Vision:

To be a leading management school, developing future leaders, who can create a positive impact in business and society.

Mission:

- M1. To create student centric, socially sensitive workplace, nurturing innovation, entrepreneurship and techno functional managerial and leadership skills.
- M2. To impart quality management education at par with international standards, promoting diversity and inclusivity.

- M3. To foster professional ethics, values and integrity amongst all stake holders.

Core Values:

Core values of IIMS are:

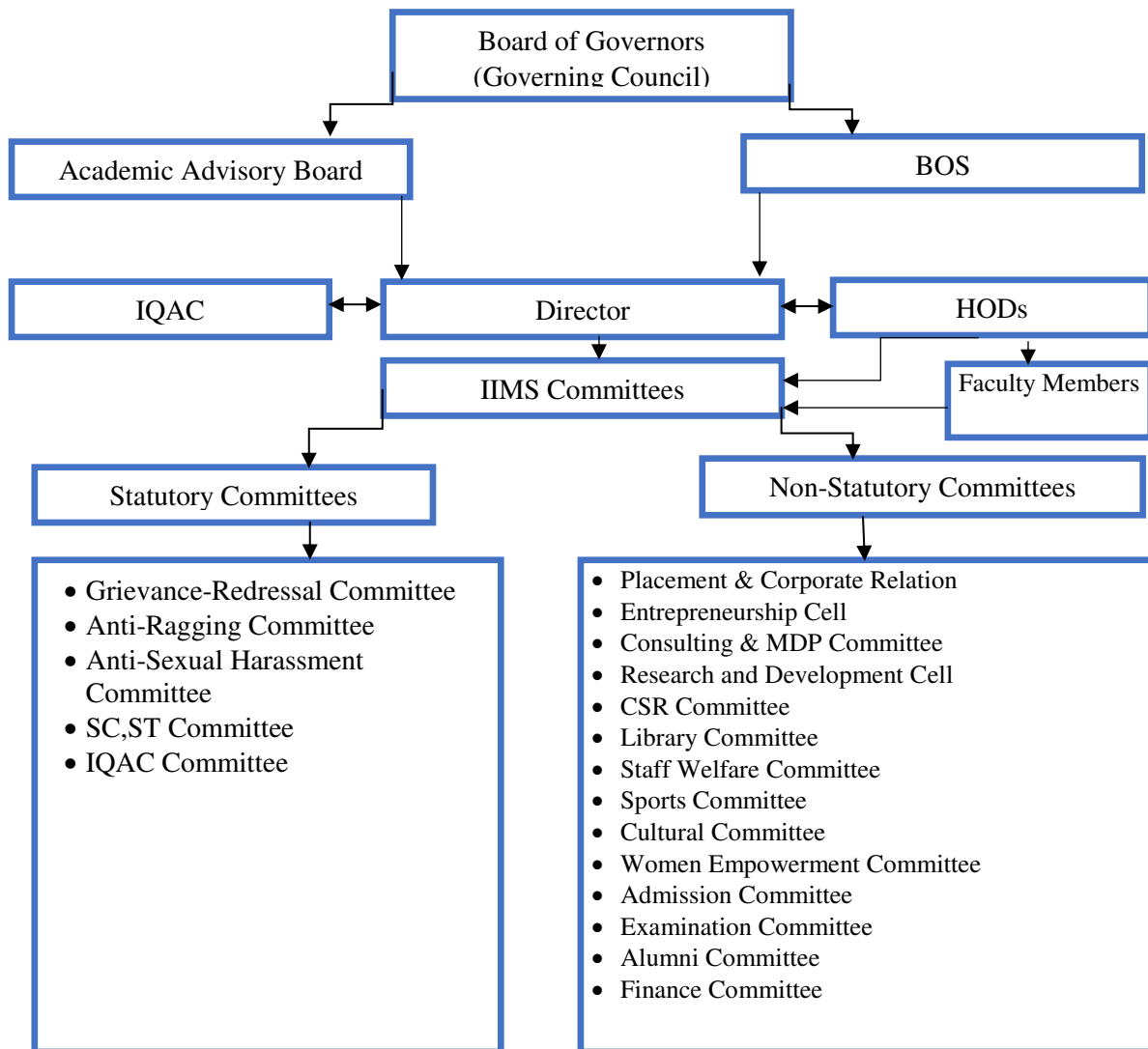
- Student Centric,
- Ethics and Dignity,
- Professionalism,
- Integrity,
- Transparency,
- Diversity

2) GOVERNANCE STRUCTURE

Decentralised governance is supported by the International Institute of Management Studies, Pune (IIMS), as it facilitates cooperation, speedy resolution, and diversification of decision-making. The Board of Governors (BOG) is IIMS's highest level of governance. They have given the Academic Advisory Board (AAB) the duty of academic review, while the Board of Studies (BOS) has been given the duty of operational review. The Director and the Board of Studies work on the suggestions made by the various functional committees. The Institute's Board of Governing Members is crucial to the decision-making process. They help regarding choices made in the teaching and non-teaching categories of policy. The Director and the Council of Bodies are two parent structures that are included in the Board of Governing Member Body.

The Academic Council and the Board of Studies, two academic council bodies, jointly make significant decisions and approve actions pertaining to the introduction of new academic courses, the creation of additional teaching and administrative positions, policies to promote and strengthen the research culture, industry know-how exchange with institutes, consulting, collaboration, and extension activities in institutes, and the use of information and

communication technology in teaching and learning. The organisational chart, which is displayed below, illustrates the structure of the Governing Body of IIMS:



Board of Governors:

Academics and highly experienced business figures make up the Board of Governors of the institute. The management is guided by the industry professionals, who provide knowledge and insights from a variety of industries to keep the academic setting cutting-edge and up to date. With experience from IIMs, IITs, and other top management universities, the

academicians guarantee that the institute's contributions are on par with the best in India and rise to worldwide standards.

ACADEMIC ADVISORY BOARD

The Academic Advisory Board provides guidance to the Institute and the Director concerning the PGDM course and curriculum design, content and delivery of PGDM program. They help provide a strategic vision and ensure that the curriculum includes relevant knowledge students will need in the field. The AAB also provides advice related to faculty sourcing, evaluation and retention. Some of the most highly regarded names in management education are giving IIMS the benefit of their experience. External stakeholders from local businesses, industries, government and education provide value in helping to deliver academic programs.

Board of Studies:

Board of Studies (BOS) At International Institute of Management Studies (IIMS), Board of Study (BOS) identifies, facilitates and approves the academic matters of the institute. It is the Program level committee which signs of on all academic and institute level policies.

IQAC (Internal Quality Assurance Cell):

IQAC is the primary academic body responsible for initiating all or any proposal concerning academic matters of the institution including but not limited to, course structure, development and review of curriculum, syllabus, question paper pattern, question paper standards, introduction of new courses etc.

3) CODE OF CONDUCT

- a) Working Hours: The working days and time can be changed as per the direction of the IIMS Administration
- b) I-card: All Employees should compulsorily come in formal Dress Code on all working days. ID card should be worn by all employees within the campus and must produce the Card when requested by the authorities at any time.
- c) Reporting on duty upon arrival: Employees are expected to register their attendance in the Attendance Muster and/or Biometric system on or before their scheduled duty hours.
- d) Leaving the campus before time: Employees are not allowed to leave the campus before the official working hours. The only exception to this rule is Permission from Concerned authority or On-duty leave. If irregularities are found in this process, will be reported to the disciplinary committee for further necessary action.
- e) On-Duty leave: Employees should fill up the ON-DUTY form and take preapproval from Head of the Department signature and submit the same to Director. The On-Duty form must be accompanied by suitable proof. In case where proof is not available, it is the responsibility of the sanctioning authority to judge the genuineness of the case.
- f) Equal Employment Opportunity: It is policy of the Institute to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age.
- g) Sexual Harassment: Sexual harassment of employees or students at the institute is prohibited and offender is dismissed, or other disciplinary action is taken based on the process of Internal Complaints Committee and as per Provision of the Act.
- h) Discipline: All employees must follow rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquettes as expected by the Institute.

Following are examples of actions, which are unacceptable to the Institute and often result in disciplinary action or termination of employment.

- Theft
 - Falsifying, grafting, or forging of any record, report, or information
 - Discourteous behaviour
 - Any other misconduct interfering with performance of job/tasks
 - Unauthorized absence from assigned work area
 - Sleeping on duty
 - Interfering with the work performance of another employee
 - Favouritism
 - Wasting materials
 - Wilful damage to equipment or property of the IIMS
 - Entering an unauthorized work area
 - Habitual absence or tardiness
- i) Security & Vigilance on campus: Institute is equipped with security office. They manage the security on campus. Everyone on campus should positively participate to assist the security personnel if he suspects anything odd in campus. Institute has also installed cameras in prominent and important locations as outdoor security monitoring.
- j) Private Coaching / Outside Employment: No employees should be involved in part time coaching and will not seek employment/deliver part- time lectures anywhere else whether gainful or otherwise without the written sanction from the Institute. All copy rights, patents, papers published or discoveries/ideas developed by the faculty during employment shall bear a joint ownership between faculty and the Institute.
- k) Internet Facility: Employees must use the internet facility only for office and academic purpose. Employees must not be involved in sending unsolicited mails through institute's internet facility. Employee must not download material from internet without proper acknowledgement of original source. Employees must not watch unsolicited videos.
- l) Non-smoking, non-alcohol and no-tobacco chewing: No tolerance is observed regarding smoking, drinking and tobacco chewing on campus. It is viewed as serious

issue and strict action will be initiated against the employee members and student found indulged in smoking, drinking and tobacco chewing.

- m) Dress Code: All the employees must adhere to proper dress code during all working days. Faculty members must not come in Casual cloths like jeans etc. during any working day. The dressing etiquettes must be maintained by all employees all time.
- n) Vehicle parking: All the employees are required to park preferably at the designated parking slots for proper administration.
- o) Teaching Load & Other Responsibilities: The engagement should not be less than 40 hours a week, of which teaching-contact hours should be at least as follows as per AICTE norms:
 - 1. Director - 4 hours/week
 - 2. Professor - 8 hours/week
 - 3. Associate Professor - 12 hours/week
 - 4. Assistant Professor - 16 hours/week

- p) Additional Responsibilities: Director IIMS can assign additional roles and responsibilities as required by the department to teaching staff like Program Chair, Deputy Director, Dean etc. Faculty is expected to abide by administrative orders of the Institute as amended from time to time. The work time may include weekends and evenings. No additional remuneration would be provided for the same.

4) FACULTY RECRUITMENT AND SELECTION POLICY

Minimum qualifications for appointment of teachers and other academic staff in IIMS, Pune and measures for the maintenance of standards in Higher Education for PGDM Program.

Following are the AICTE regulation on minimum qualification for appointment of faculty

Programme	Cadre	Qualification	Experience
Management (PGDM)	Assistant Professor	First Class or equivalent in Master's Degree in Business Administration or equivalent and 2 years relevant Experience is desirable	
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and Ph.D. or equivalent, in appropriate discipline. Post Ph.D. publications and guiding Ph.D. students is highly desirable.	Minimum of 5 years' experience in teaching / research /industry of which 2 years post Ph.D. experience is desirable.
	Professor	Qualifications as above that are for the post of Associate Professor, applicable. Post Ph.D. publications and guiding Ph.D. students are highly desirable.	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years' experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at

			managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications/IPR/patents, etc., as deemed fit by the expert members of the Selection committee
	Director	Qualifications as above that is for the post of Professor, as applicable Post Ph.D. publications and guiding Ph.D. students is highly desirable	<p>Minimum of 10 years' experience in teaching / Research / Industry out of which at least 3 years shall be at the level of Professor.</p> <p>or</p> <p>Minimum of 13 years' experience in teaching and/ or Research and/or Industry In case of research experience, good academic record and books / research paper publications / IPR / patents record shall be required as deemed fit by the expert members of the Selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Professor level with active participation record in devising / designing, developing, planning, executing, analyzing, quality control, innovating, training, technical books / research paper publications / IPR / patents, etc. as deemed fit by the expert members of the Selection committee.</p> <p>Flair for Management and Leadership is essential.</p>

Eligibility for teaching assignments for Visiting Indian and Foreign Faculty

IIMS, Pune which has been engaged in teaching, research and development proposes to create a pool of eminent visiting / adjunct faculty from national and international universities to promote excellence in teaching and research. The core faculty of the institute is comprised of leading scholars with a passion for research and teaching.

It offers dynamic and rewarding opportunities to visiting professors.

The institute lays a lot of emphasis on understanding foreign culture, using foreign experiences as a reference point and being abreast of international pedagogy and teaching and learning processes. In the seamless world of today it is important that the education at IIMS, Pune includes academic inputs from the best-in-class global faculty as this ensures the university is at the forefront of the international academic arena.

Hence the Institute invites applications for visiting / adjunct faculty positions on purely short-term basis from national and foreign faculty. The Institute looks for faculty possessing excellent academic background commitment to quality teaching and a track record of cutting-edge research for all programs of the Institute.

IIMS, Pune provides clean, safe and comfortable accommodations for foreign teachers besides providing enthusiastic, thoughtful and efficient service for foreign teachers and helping each college and department with the visas, expert certificates and stay permits needed; periodically organizing diverse activities to enrich foreign teachers' free time.

Eligibility:

- Foreign Nationals holding a valid passport as proof of Nationality
- Fluency in English
- Holding at least a Doctorate degree in relevant discipline duly recognized by UGC, India.
- Has a current full-time teaching or consulting assignment in the home country or one of its territories. Home country refers to the country the candidate is residing presently.
- Is in at least the tenth year of full-time teaching / corporate or consultancy.
- Is not involved in any criminal activity or not being prosecuted by legal authorities of the home country or there is no inquiry pending against the candidate.

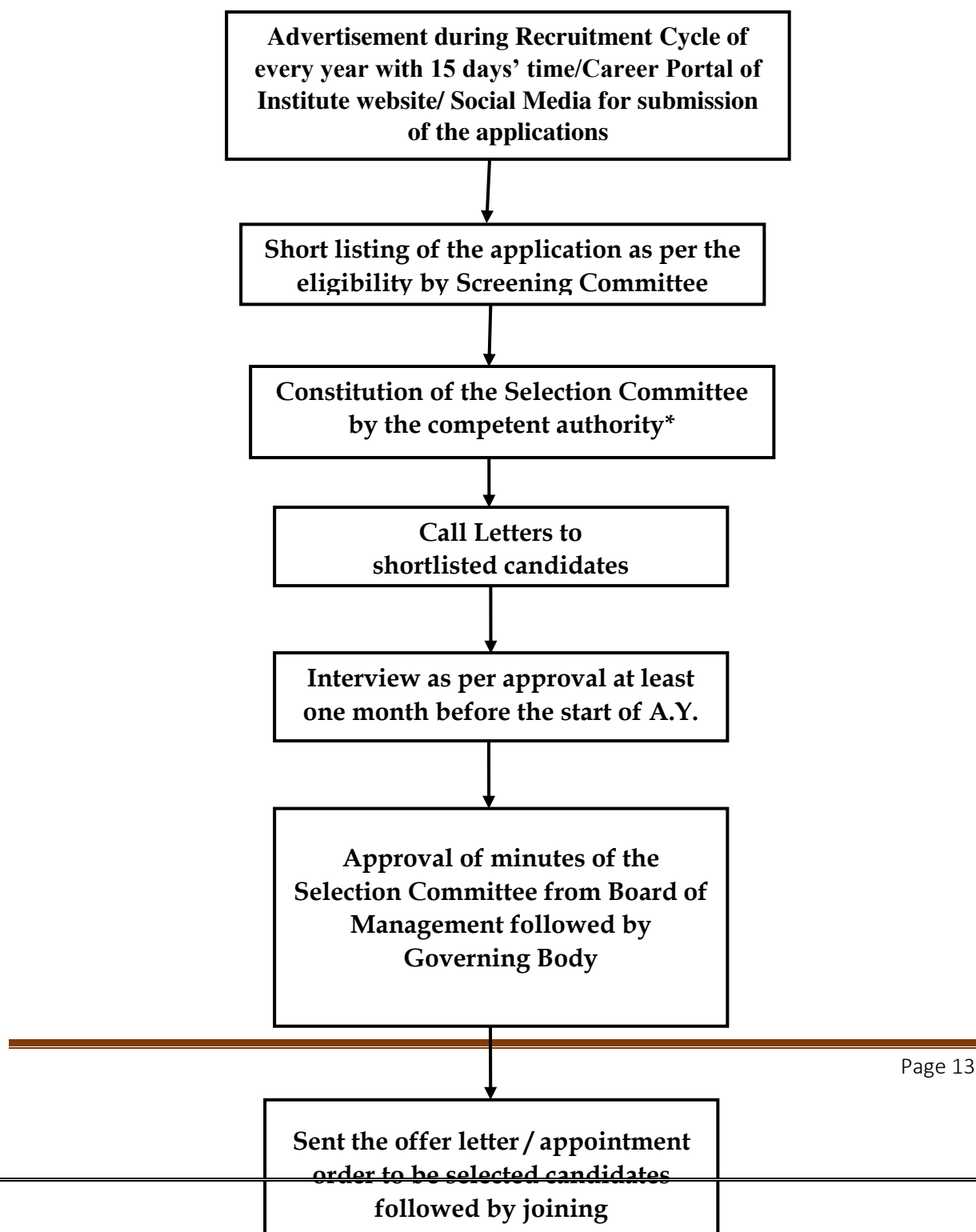
Required Application Materials

- Letter of recommendation from the University / Institution where you are presently working.
- Curriculum Vitae
- List of patents / copyrights (if any)

- List of up to 10 best publications.
- Specific contributions to teaching, research, design, projects, development of course material and teaching methodology etc.
- A photocopy of the first page of applicant's passport
- Names and addresses (e-mail address and fax numbers) of at least three referees.

FLOW CHART

SELECTION COMMITTEES / SELECTION PROCEDURES:



Time Lines for completion of the above-mentioned activities:

- Short listing of the application as per the eligibility by Screening Committee to be completed within two Weeks from the last date for submission of applications.
- Constitution of the Selection Committee by the competent authority to be completed within a week from the final screening and shortlisting of candidates.
- Call Letters to shortlisted candidates to be done within a week once the final screening and shortlisting of candidates.

For Teaching Staff

The teaching staff shall be appointment by a Committee constituted as per the AICTE Regulations in a transparent manner as under:

- Chairman – Chairperson
- Director -Member
- Head of the Department Concerned – Member
- Two External subject expert nominated by Chairman

For Non-teaching and Administrative Staff

All positions are advertised in the papers or in the local notice boards. After scrutiny of applications received, the shortlisted candidates will be called for personal interview. The selection Committee consists of some or all of the following:

- Chairman – Chairperson
- Director -Member
- Head Concerned – Member

All appointments (Faculty/ Staff) made after selection are forwarded to the chairman (BOG) and ratified by the Board of Governors.

5.) PROMOTION POLICY

IIMS, Pune aims to create an organizational environment which will motivate employees and foster their personal growth and professional development. These efforts are underpinned by an integrated set of systems for Performance Management, Staff Development, and Rewards. The group seeks to provide its staff with opportunities for professional growth and advancement, consistent with the requirement. An employee career may progress in several ways. Career progression may arise from his/ her appointment to a vacant position within a higher category. All newly created or newly vacant positions will be announced internally. Employees are encouraged to apply for any announced opening for which they believe they are appropriately qualified, especially if the open position represents an opportunity for career advancement. Alternatively, career development may result from re-grading the employee's current position, if there has been a substantial change in job responsibility or promoting him to higher positions, if there has been a substantial change in job responsibility or promoting him to higher positions based on performance.

Promotion Policy

The purpose of employee promotion is to recognize the achievements and professional development of employees and their demonstrated capacity to contribute to IIMS, Pune's mission by undertaking duties at a higher level than their current appointment.

Principles

This policy is based on principles of:

- a) Recruitment, retention and development of high performing employee who contribute to, its mission and operate in accordance with its Code of Conduct
- b) Fairness and flexibility in workplace,
- c) Organizational productivity and performance,
- d) Commitment to transparency of process, based on merit and equal opportunity for all academic staff

Eligibility

Employee of Institute who hold a fixed-term or continuing appointment in a full-time or fractional capacity may apply to be eligible for promotion; the following conditions must be met for promotion to the next employment level.

- a) Employees at all levels have successfully completed probation; and
- b) Individual performance meets or exceeds requirements, as determined through the Performance Management Scheme.

Promotional Policy for Academic Staff

The faculty shall be considered for promotion only if their performance has been assessed as “Significant Contributor” or must have scored 70% on the Performance Appraisal Scale. The faculty should have at least three years of service with IIMS, Pune from the date of which the promotion order is being issued.

Group Promotional Committee (GPC): Academic Staff

A committee comprising following members shall review the performance of the faculty members to promotions to be awarded:

- 1. Chairman(Trust)**
- 2. Director**
- 3. Two Members (nominated by the Chairman)**
- 4. HR**

The appraisal form duly completed in all respect shall reach the HR department by 1st March and 30th July every year. The individual faculty members shall also submit their own evaluation of scores duly authenticated by HOD along with documentary proof in support of their claim.

The committee shall evaluate the documents and arrive at their recommendations. They may call upon the faculty member to discuss/ make a presentation of his/her achievements. The recommendations so arrived at shall be submitted to the Chairman for their approval.

Promotional Policy: Non-Academic Staff

- a) An employee is promoted if a suitable vacancy at a higher salary grade exists, the employee has the requisite skills and competencies to perform the new job and the performance appraisal proves consistently high achievement levels. In such a case, the employee is promoted if the Head of department recommends him for an existing vacancy at a higher salary grade within the department to GPC.
- b) A promotion is also given if the existing job increases in content, scope or level of responsibility and is re-evaluated at a higher grade level.
- c) The employee may also apply in writing for an internal vacancy when a notification is issued.
- d) The employee goes through the promotion process as prescribed by the Institute.
- e) A promotion is given at any time during the year and is not linked to the timing of the appraisal process. All promotions are effective from the date of the promotion decision.
- f) All recommendations for promotions shall be coordinated through Departmental Heads and HR.

Group Promotion Committee: Non-Teaching

For promotion to posts equivalent to the grade of Assistant Registrar/Admin officer and above

- 1) Chairman(Trust)
- 2) Director
- 3) Two Members nominated by Chairman
- 4) HR

Appeals

- Decisions of Promotion Committees at academic and non-academic levels shall be made on the merits of the applications for promotion. Such decisions shall be final and not subject to review or change.
- An unsuccessful applicant may only seek a review on the grounds that a breach of fair and proper procedures was committed, which materially and adversely affected a decision about promotion. The decision of the Managing Director in relation to such a review shall be final and not subject to further review or appeal.

6) PERFORMANCE APPRAISAL POLICY

The Performance Management System exists to help faculty be as successful as possible in their careers. It enables HODs to ensure that the institute strategic and operational objectives are linked to the faculty member's annual performance planning; HODs periodically review each staff member's progress throughout the year and conduct a structured review of the faculty member's performance and achievement at the end of the year.

This Evaluation will determine whether the faculty's performance meets the required standards of the post he/ she temporarily or permanently occupies. To identify the strengths and weaknesses of the faculty the reviewer will record significant achievements and shortcomings based on various assessment criteria.

The emphasis of the system is developmental, aimed at assisting and motivating individuals to attain their maximum potential and ultimately excel in their profession and increase efficacy of the system. Each reviewer has a vital role to play in ensuring that the evaluation process is conducted accurately and objectively and to assist in realization of the objectives of this program.

Annexure 6.7

INTERNATIONAL INSTITUTE OF MANAGEMENT STUDIES

APPRAISAL FORM

ACADEMIC YEAR 2021-22

(The details are required from: 1st July 2021 to 30th June 2022)

Name	
Designation	
Department	
Area of Specialization	

SECTION – I: Teaching Faculty

A. TEACHING, LEARNING AND EVALUATION

S. No.	Nature of program	Description	Remark
1	Use of innovative teaching methodology (Case study, Presentation, Management Games conducted)		
2	Additional examination work such as exam coordination, paper correction etc		
3	Extra-Curricular activities conducted		
4	Organizing Or conducted Conference, Conclave, FDP, Workshop, Seminar, Panel Discussion		
5	Socio-Cultural and Sports Programs		
6	Membership in profession related committees at state and national level		

7	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance		
8	Corporate connect (For live projects, Sponsored projects, Survey, Collection of primary data etc.)		

B: PARTICIPATION IN CONFERENCE/FDP

Details of Additional Training/Faculty Improvement/Conference attended further Study undergone				
Period		Nature of Program	Institution	Remarks
From	To			

CATEGORY – III: RESEARCH CONTRIBUTIONS

S. No	Nature	Published	Accepted but not Published
1	Research Publication (Only Numbers)		
	UGC		
	Scopus		
	ABDC		
	Others		
	Case Study		
	Book Published		
	Book Chapters		
2	Sponsored Projects carried out/ ongoing/MDPs/Consultancy		
3	Invitation conference/seminar/Workshop/ symposia to deliver lecture		
4	Discipline Specific Award		
5	Honors / Recognitions Specify		
6	Post -Doctoral Degree if any		

*Please submit the details in separate sheet

SECTION-B (Applicable to Placement Department)

Sr. No	Nature	Description	Remarks
1	No. of Companies Introduced by you during the year		
2	No of Guest Speakers invited		
3	Total No of Students Placed		
4	Highest Package Cracked		

*Please submit the details in separate sheet

SECTION-C (Applicable to Admissions Department)

Sr. No	Nature	Description	Remarks
1.	Total No of Students Admitted		

Signature of the Faculty

Signature of Director

Signature of President, SBES

Appraisal System: Non-Teaching Staff

The purpose of the non-teaching staff Performance Appraisal is to evaluate job performance in the probationary term for new non-teaching staff and provide feedback on job performance for permanent non-teaching staff.

Rationale

The primary goal of the Performance Appraisal is to ensure satisfactory job performance of non-teaching staff.

Implementation

To this procedure, Supervisor shall mean:

- Immediate Supervisor / HOD
- Director

For the purpose of this procedure, non-teaching management staff shall mean the staff classified in this manual.

System is designed to:

- Encourage continual professional growth.
- Identify strengths and weakness among faculty
- Provide remedies for deficient performance that fail to contribute to productive professional and educational environment.
- Identify among teachers, those areas where good quality needs to be maintained or where improvement is desirable.
- Ensure strict system of accountability.

Components of Appraisal System

Self-Appraisal

The purpose of this self-appraisal plan is to provide the individual faculty member with an opportunity for introspection, reflection, and planning. It should point out areas of significant competence, effort and contribution made by the appraisee.

Appraisal by Concerned Reporting Officer

This policy will help to open communication channels between the faculty and his / her immediate HOD through performance evaluation and feedback. Performance management helps to ensure that salary progression, contract renewal and employment continuation decisions are transparent and based on a mutual understanding of evaluation criteria. Additionally, performance management informs decisions regarding training and development needs and opportunities.

INTERNATIONAL INSTITUTE OF MANAGEMENT STUDIES
SELF-APPRAISAL FORM NON-TEACHING
(The details are required from- DD/MM/YY to DD/MM/YY)
Academic Year 202 - 202

Name	
Designation	
Department	
Qualification	

SECTION – I: Roles and Responsibilities

S. No.	Nature of Work	Description	Remark
1			
2			
3			
4			
5			

SECTION – II: Performance

S. No.	Professional Competency	Description	Remark
1	Ability to complete the work by time		
2	Additional examination work such as exam coordination, invigilation duty etc		
3	Support in Extra-Curricular activities		
4	Ability to Learn new things		
5	Ability to maintain Files/ Records		
6	Accuracy and Speed of Work		
7	Completion of work on time		
8	Support with Colleagues		
9	Regularity and Sincerity in Work		
10	Any other Contribution		

Signature of the Staff

Signature of Director

7) RESEARCH POLICY

International Institute of Management Studies strives to be one amongst top-class institutes in the region within the shortest possible time. This document provides information on research policy and research promotional activities of IIMS.

1. PROLOGUE

International Institute of Management Studies is committed to the pursuit of excellence in research and aims to achieve international recognition through interdisciplinary and collaborative research programmes across all functions of management, IIMS shall ensure that research in all fields that include trans and multidisciplinary types grows exponentially, keeping the ethical norms and research standards intact.

2. OBJECTIVES

- To engage faculty members in R & I activities, which leads to innovative teaching methodologies and techniques?
- To establish relationship with various industries, R&I organizations and companies.
- To develop the research knowledge and understanding by conducting various national level and international level workshop, conferences and guest lectures.

3. IIMS – RESEARCH PROMOTION SUPPORT SCHEMES

- The institute recognizes the research carried out by its faculty members and Research students for publishing papers, contribution to h-index of the institute through citations, funded projects, and patents.
- To encourage research scholars to publish in reputed journals, an incentives scheme entitled “B.H. Agalgatti award ” has been constituted. Under this scheme, scholars will get an incentive for each of their quality publications (decided by the committee).

4. Research Incentive System:

Sr. No.	Research Publication Category		Research Incentive						Remarks
				Total Amount	Single Author From (IIMS)	First Author (75%)	Second Author (50%)	Third Author (25%)	
1	ABDC	Rating A* & A	Per Paper published	20,000	20,000	15,000	10,000	5000	When all authors are from IIMS (Ist Author 50%, Second Author 30% and Third Author 20% of total amount)
		Rating B	Per Paper published	15,000	15,000	11,250	7,500	3,750	
		Rating C	Per Paper published	10,000	10,000	7,500	5,000	2,500	
2	Scopus	Q1 & Q2	Per Paper published	15,000	15,000	11,250	7,500	3,750	
		Q3, Q4 and Indexing	Per Paper published	10,000	10,000	7,500	5,000	2,500	
3.	UGC care		Per Paper published	3,000	3,000	2,250	1,500	750	

Researchers will be paid the incentive within a year of the research paper publication as per the given policy. Approval of the Director will be mandatory for release of Incentive.

Research Article Processing Charges (APC) Reimbursement: 50% of Author's Contribution (maximum up to 20,000). Researchers will be reimbursement within a year of the research paper publication.

5. Funded Project:

- Both PI and Co-PI are eligible for a 30% percentage of the funds received from funding body as decided by the Institute level committee.
- As the institute is a socially responsible organization, preference will be given to the projects having social impact.
- Faculty members shall obtain written approval from the Director IIMS before

submitting his/her paper to open access journals.

- Once the paper is accepted, the faculty shall submit the application with the following documents to the Research Director for the financial support:
 - i. Copy of accepted article
 - ii. Reviewers' comments
- Once the article is published, the copy of the published article and payment receipt should be submitted to the Accounts office.

6. Financial Support For Research Paper Presentation In National/ International Conferences:

(i) Conferences/ Seminars/Workshops/FDP

- Faculty members are eligible to get financial assistance that consists of full conference/ Seminars/Workshops registration charges and 50% of travelling expenses only or Rs.10,000/- whichever is less.
- Faculty can apply for the same per annum for attending Conferences within India.
- A faculty member can seek reimbursement only if he/she is a presenter/ Invited speaker/orator, provided no other agency had given financial help for the same.
- A faculty is not eligible for reimbursement, for just chairing a session or attending the conference but can claim reimbursement for attending a workshop or FDP.
- Faculty can apply for one National and one International Conference/Workshop/ Seminar/FDP per annum.

For FDPs/Workshops/Training:

Expenses can be reimbursed if it is conducted by a national Association/national Institute/Industry/University and is supported by recommendations of the Director Research IIMS.

7. Guideline for Research Ethics:

The guidelines for research ethics educates and monitors researchers to ensure high ethical conduct to be maintained in their work.

The following principles are expected

- **Honesty:** Do not fabricate and misrepresent the data. Maintain honesty in report, result, methods, procedures and publications.
- **Integrity:** Commitments to be maintained. Consistency and sincerity in thought and action.
- **Objectivity:** Biasness in experimental design, data interpretation, peer review, grantwriting and other aspects of research should be avoided.
- **Confidentiality:** Should be maintained in communication and data perseverance as per requirements.
- **Respect of Intellectual Property:** Due credit should be given, do not publish unpublished data without permission.

8) MANAGEMENT DEVELOPMENT PROGRAMS (MDP) & CONSULTANCY POLICY

Introduction

International Institute of Management, Studies, (IIMS Pune) offers MDPs in all the functional areas of Management that includes Marketing, Finance, Supply Chain Operations, Human Resources and General management. We offer MDPs to the organizations, business and other institutions in both the form- customized and open.

The activities of MDP and consultancy include management development, leadership development, faculty development, advisory services, learning at work programmes and consultancy.

All such programs provide the participants with an opportunity to access contemporary thinking, exchange ideas and gain insights from a diverse range of peers, practitioners, and experts.

The programs are designed for line to mid managers across functions and organizations. It typically includes various themes in Marketing, Finance, Supply Chain Management, Project Management, Leadership (HR) and Relationship building to cater organizational needs. The open programs are designed for diverse functions and firms. The customized programs are specific to the need of the particular function and organization.

The faculty of our Institute have blend of industry and academic experience. They are competent in providing the participants the cutting-edge knowledge and insightful experiences comprising theoretical approaches and practical insights. IIMS faculties are also active in consulting works with number of firms. They offer dynamic and innovative advice and direction on various issues faced by organizations.

The Institute is equipped with state-of-the-art infrastructure and well-designed management development rooms. It also offers the organizations the option of conducting the modules of MDPs to their convenient locations.

Objectives:

- To conduct programmes for practicing managers and help the corporates in their capacity building endeavour.
- To conduct programmes in areas of contemporary interest.
- To design and develop customised MDPs to help the corporates to achieve organisational objectives.
- To ensure the quality of programme delivery.

Collective Responsibilities of Consulting & MDP Cell:

- i. Periodic review on the progress of MDP business and activities.
- ii. Periodic reporting to the Chief Mentor.
- iii. Generating & ensuring business generation through leads.
- iv. Maintaining business relations with leads.
- v. Implementation and execution of the MDP Calendar.
- vi. Preparation of reports to present to the Chief Mentor.
- vii. Collecting and maintaining feedbacks on execution of the project.
- viii. Ensure that feedback (formal or informal) is taken from the clients after execution of the project/program.

Revenue Sharing Policy

- Revenue generated through the MDP & Consulting projects is shared as below:
Institute: 70%
Consultants: 30%

Management of MDPs and Consultancy Projects:

Director of MDPS and Consultancy department shall be responsible to manage the MDPs and consultancy projects and in a timely manner as per the Terms of Reference. The MDP and Consulting Director shall be responsible for the following:

- Protecting the interest of the institute at all times and not allowing the consultancy project take precedence over the routine work of the institute.
- Ensure that an agreement is entered between the institute and the client.
- Ensure that all the original copies of the document relating to the MDPs and consultancy is made available to the repository in the institute.

9) FACULTY DEVELOPMENT PROGRAM (FDP) POLICY

The Institute believes that Faculty plays a key role in student development and thus the following policy is framed with the objective of fostering the development and excellence amongst the faculty.

Introduction

Institute's future depends on their faculties and who in turn depend on the knowledge, skills, expertise and motivation. Development is a continuous and systematic process. The process of training should necessarily be directed to give every teacher a sense of professionalism, excellence and motivation. Teacher is a professional that teaches all other profession. So, faculty development programme is essential to achieve organization's major and long-term goals. Institute has formulated policy in this regard to promote and nourish the faculties of university for continuous improvement of faculty and university profile.

Aim

To build a platform of innovation and educational leadership to strengthen the faculty profile to compete and to bring a qualitative and quantitative change in the teaching-learning process for the betterment of the students.

Objectives

1. To enhance the quality of Faculty members with faculty development training on contemporary topics.
2. To sensitize teachers about new concepts in teaching and assessment methods.

3. Develop conducive environment for acquisition of knowledge and clinical skills required for performing the role of effective teacher, mentor, trainer, and researcher.
4. To create & provide opportunities to faculty to represent institute at various academic & non-academic platforms through.
5. To develop, implement & strengthen various incentive schemes for faculty development.
6. To motivate teachers for educational research and publications by developing research culture in university.
7. To strengthen personal interaction through effective communication skill.
8. To organize faculty development program at institute level.

Practices

- Faculty Development committee is responsible for the development of Institute faculties and also conduct various Faculty Development programmes for the development of faculties.
- Faculty Development committee shall invite and involve the experts/specialists of faculty development from internal and/or external sources,
- Faculty Development committee also conduct training sessions focusing on enhancing overall professional & personal development of faculty interpersonal communication skills.
- Faculty Development committee motivate the faculties to participate in various seminars, conferences, work shop, fellowships, educational programmes etc conducted in the institute and outside the institute.
- Faculty Development committee promote & encourage the faculties to take up advance educational courses/ fellowships.

10) WELFARE POLICY (FACULTY & STAFF)

1. **Employee Provident Fund (EPF):**

The Institute has EPF scheme for all the teaching and Non-teaching staff joined in the service. Every month the specified amount gets deducted from the employee's salary and deposited with the Institute share to EPF Account.

2. **Employee Group Medical insurance:**

The institute has an employee Group Medical Insurance Scheme for both the teaching and non-teaching staff.

3. **Funding and Facilities for Carrying out Research and Development Work Acquiring Knowledge:**

Teachers will get financial assistance for Minor and Major projects, Purchasing Equipment to perform their research and development work in the Institute and other research projects and research competitions. Teachers can use the equipment/instruments/library facilities to obtain higher-level knowledge and for carrying out Research Work.

4. **Financial assistance to attend conferences/workshops/Seminars inland and abroad:**

Financial assistance is given for the faculty for attending conferences/workshops/seminars and presenting papers as part of the welfare of the teachers for widening their area of knowledge from outside of the campus through travel and participation in the knowledge discourses conducted by the National and International Universities/Institutes/Organisation.

5. **Faculty & Staff Grievances Redressal Cell:** The Institute has constituted an Internal Complaint Committee/Women's grievance redressal cell to address the issues related to women employees/Girl students. The mechanism has been established to register/handle and solve the women's grievances as per the norms of regulatory authority.
6. **Computer/Laptop to teacher :**
The teachers of the Institute are provided computers/laptops for the use of academic work
7. **Jobs on Compassionate Grounds to Family Members of the Staff:**
The Institute provides a job to one of the family members as per rule on compassionate grounds on the demise of the staff during the service.
8. **Gymnasium:** The institute has Gym facility for the faculty and staff.
9. **Library facilities for the non-teaching staff:**
The Institute provided Library facilities to its non-teaching staff too for widening their knowledge by availing membership in Libraries
10. **Higher learning facilities like PhD registration for non-teaching staff:** The Institute has provided Higher learning facilities like PhD registration for non-teaching staff too so that they also be benefitted the facility.
11. **Parking area for the staff:**
Separate two-wheeler and four-wheeler parking is provided within institute premises
12. **Felicitation and appreciation:**
The Students and Staff of the Institute is felicitated and appreciated whenever they get special award and honour from the different Institutions/Organisation/Universities etc.

13. Transport facility: The Institute has a transport facility faculty and staff members of the institute for daily commuting to and from the institute. Employees can avail the transport facility for official work.

14. Festival Advance: Festival advance when requested are given to faculty and staff members

15. Other Benefits

- Periodical Awareness programmes are conducted for Non-Teaching Staff
- Free Wi-Fi and email addresses using the institutional domain name
- Free lunch and Dinner for faculty and staff members
- Banking and ATM facility
- Day-care facility for the children of staff
- Celebration of festivals and National days
- Promotions to Teaching Staff as per performance appraisal policy

PROCEDURE OF APPLYING FOR THE SCHEME AND APPROVAL

The procedures are well discussed and defined to avail the welfare scheme for teaching and non-teaching staff. Employees shall follow the procedure and apply through proper channels to avail the welfare schemes. The higher authority shall provide the decision based upon the eligibility criteria and norms of management. Any dispute or disagreement will be addressed by a higher authority as per the norms and employees shall bind to the same.

11. Leave Policy

Preamble:

Leave: - It is an authorised absenteeism of the person from the place of work with prior sanction of respective HOD/Director.

Holiday:- It is an authorised absenteeism of the person from the place of work without prior approval of competent authority, unless specifically called through an office order.

Guidelines by AICTE/ UGC

- As per the norms of approving /affiliating bodies (like AICTE / UGC), minimum 240 working and 180 teaching days are required. In view of this, leave rules are being framed as given below
- No leave shall be claimed as a matter of right by an employee. The Director / Management reserves the right to grant or refuse or revoke leaves depending upon the exigencies of services/ in the interest of the Institutions. The leave application should be submitted to the concerned HOD for the recommendation and then to the Director for approval.
- The academic year starts from 1st July of a calendar year to the 30th June of next calendar year.
- No kind of leave shall be admissible to casual and part time employees, if any. Adhoc/ purely temporary employees shall be entitled for consideration only for casual leave.
- No member of staff will leave Head Quarter at any time whether on leave or otherwise without the prior permission of the Director/ Management. The application for leaving headquarter must be submitted and got sanctioned before proceeding on leave.

Leave account shall be maintained for each employee by the Director Office (H.R Office).

Leave status can be ascertained by the employee from the HR Office.

Kinds of Leaves Admissible to Faculty & Technical Staff:

The following kinds of leaves shall be admissible:

Casual Leave:

- **Ten (10) days** Casual Leave with full pay shall be admissible to an employee in an academic year
- Casual Leave is intended to meet urgent, personal requirement / circumstances.
- Casual leave will not ordinarily be combined with other leaves. It may be combined with holidays and Sundays.
- Application for leave be ordinarily made at least one or two days in advance except for some emergency situation to the satisfaction of Director / Management.
- Casual leaves will lapse after expiry of Academic year.

Medical/sick Leave:

- An employee shall be eligible for Medical Leave under special circumstances, such as injury in the body or serious disease forcing him/her on bed rest. For short illness Medical Leave will not be permissible. However the Competent Authority will examine seriousness of incidence and his/her decision will be final.
- **Twelve (12) days** Medical Leave with full pay shall be admissible to an employee in an academic year on the basis of medical certificate of the District Hospital or famous private hospital.
- The employee will be required to submit his/her fitness certificate at the time he/she resumes his/her duty.
- Sundays, holidays and off days falling in between the leave shall be counted as a part of the Medical Leave.

Maternity Leave:

- Maternity Leave facility will be admissible to only those female employees who have completed one year of service in the Institute.
- A female employee shall be eligible for 6 months Maternity Leave with full pay in case of delivery

- A female employee who has been on Maternity Leave shall produce a satisfactory medical certificate of her fitness when she resumes her duty from the concerned hospital or a registered medical practitioner.
- A female employee will also have to sign a bond certificate to serve the Institute for at least two years after availing such leave.

Annual Leave/ Vacation Leave

- A faculty and technical staff will be entitled for a total of 24 days' vacation during summer (14days) and winter (10days) in the academic year.
- A minimum of one year service will be needed in the Institute to avail summer & Winter Vacations. One year will be counted from July to June for entitlement of Summer & Winter vacations.
- Employee who have not completed one year of service will be entitled for summer/winter vacations on prorata basis (1 leave for every completed month of service). In this case if employee joined before 15 of any month than only she/he will entitled for summer/winter leave for that month.
- Sundays, holidays and off days falling in between leave shall be counted as a part of the vacation leave.
- Availing Vacation is not a right of a faculty member /teaching supporting staff. Head of the Department can recommend detention of any faculty member / teaching supporting staff. The Competent Authority may cancel part or whole of the Vacation, already sanctioned in the interest of college.
- All faculty members/ teaching supporting staffs in any department will not be allowed to avail Vacation during the same period. Head of Department will recommend period of Vacation to faculty members/ teaching supporting staffs in batches such that during Vacation adequate faculty members/ teaching supporting staffs will always be available for Institute / Department work, such as, Time-Table preparation, Lab Development work, ISO/NBA preparation etc.

OD/ DL:

OD – Official Duty: An employee who has gone for official work, assigned by the Director / Management in the interest of Institute will be treated as on official duty.

DL- Duty Leave may be granted to the Teaching Faculty for:

- Attending one conference / seminar / workshop in an academic year.
- Delivering lectures at other Colleges or Universities on invitation..

Duty Leaves will be granted subject to the condition that the academic programme of the college is not adversely affected by the absence of the concerned person. The forwarding authority shall ensure alternative arrangement made before forwarding the application for such leave.

Study Leave:

- A request of faculty member may be considered for study leave for Pursuing part time Ph.D. programme. The said leave will be 15days.
- A faculty member shall have to sign a bond on a Rs 100 non-judicial stamp paper to serve the College for a least three years to avail Study Leave for regular/part-time Ph.D. programme
- A faculty member will be required to send application for admission to higher study through duly recommended by the Head of Department and forwarded by the Director to the University/College where he/she wants to be applicant. On receiving acceptance, he/she will be required to submit application for Study Leave along with relevant documents of admission/sponsorship undertaking on the bond-paper.

Short Leave:

Short Leave of 2 hr. Per month may be allowed.

Leave Without Pay:

- If the leave applied for is not due or it has been availed without sanction and /or rejected by the Competent Authority shall be treated as Leave without Pay.
- If the Competent Authority finds that the employee has absented intensely to avoid duty assigned to him or he/she is in the habit of abstaining himself without due sanction of leave, then, such act shall invite disciplinary action as deemed fit.

➤ Irrespective of above said leave, following Restricted Holidays are also available in our institute.

1. National Holidays – 15th August , 26th January, 2nd October – 3days
2. Optional Holiday – 11 days

STUDENT'S RELATED POLICY

12. ADMISSION POLICY

Eligibility

The candidate must be a graduate of a recognised university with a bachelor's degree in any discipline, obtaining at least 50% marks or an equivalent CGPA. Candidates from Scheduled Caste (SC), Scheduled Tribe (ST), or Persons with Disability (DA) categories will receive 45% of the total. These candidates may also come from other educational institutions established by an Act of Parliament, universities deemed to be universities under Section 3 of the UGC Act, 1956, or candidates who hold an equivalent qualification recognised by the Ministry of HRD, Government of India. The candidate must have completed a minimum of three years of education towards a Bachelor's Degree or comparable qualification after completing their higher secondary schooling (10+2) or equivalent. Appearing the bachelor's degree final examination (or an equivalent exam) and fulfilling all prerequisites in order to pass and get the bachelor's degree

Entrance test:

The candidates must have a valid Score in XAT / CAT / CMAT / MAT / ATMA/ MHCET.

Application Submission:

Student can apply through online from our institute website or they can apply through offline mode.

1. Online Application:

Student can apply through following steps,

- **Step 1** – Online application through website URL - <https://www.iimspune.edu.in/admission/how-to-apply>
- **Step 2** - Documents Verification.
- **Step 3** - Admission interview process (GD/ PI) rounds conducted by faculty panel members.
- **Step 4** - If selected, student will receive Selection Letter from admission officers
- **Step 5** – Fees Payment
- **Step 6** - After seat confirmation, Fees Receipt, Admission Letter and Loan Letter will be sent to the candidates through Email.

2. Apply Offline:

Student can send offline application form through courier to institute address. Student to need to follow following instructions

- Download and print the application form
- Fill up the details
- Attach the list of documents mentioned below:
- Copies of 10th, 12th and Graduation Mark sheet
- Copy of the Scorecard of MAT/CAT/CMAT/ATMA
- Copy of experience certificate (if any)
- Send the application form to the following address.

International Institute of Management Studies, Sr.No. 54(1+2/1) Nere Dattawadi,
Near Hinjawadi IT Park. Pune – 411033

Selection Process

Candidates who apply for the admission into PGDM will be shortlisted on the basis of academic record, group discussion and personal interview and marks in entrance test.

Weightage of marks for admission process

- Entrance Test (CAT / MAT / CMAT / GMAT / CET / XAT / ATMA) Score - 40 %
- GD/PI Score - 35 %
- Past Academic Record (10th & 12th level & Graduation) - 15 %
- Sports / Cultural / NCC / NSS Merit - 10 %

List of documents to be submitted at the time of admission

- Copies of 10th, 12th and Graduation Mark sheet
- Copy of the Scorecard of CAT/XAT/MAT/CMAT/ATMA/MHCET
- Copy of experience certificate (if any)
- Any Valid Photo-ID is required at the time of Admissions

Financial Assistance

Education / Study Loan: IIMS Pune has tie ups with all the leading Nationalized Banks to avail education loan facilities to students.

Scholarships

IIMS Pune is emphatic that students' merit should be acknowledged and rewarded. The Institute awards scholarships to deserving students who have shown extraordinary performance in research or sports or academics. IIMS Pune offers 5% to 8 % Scholarship to the wards of Armed Forces & Ex Servicemen of India.

Rules and Regulations

- If a student admitted to the Institute is found to have given any false information or suppressed some material information, his/her admission will be cancelled and fees will not be refunded to such candidate.
- Cost of Application Fee once paid is non-refundable.
- The total tuition fee for any programme to be paid in 3 equal instalments (as per the schedule mentioned in Fees Structure).
- The Institute does not take responsibility for delay in transit involved in receipt and delivery of any communication between the Institute and the applicant.
- All disputes are subject to the legal jurisdiction of District Pune, Maharashtra, (India).
- Those who are given provisional admission due to non-declaration of their graduation result are required to submit the marks sheet.
- A student must follow all the rules and regulations, framed from time to time by the Institute. Breach of any of these may render him/her liable for penalty under the rules and/or expulsion from the Institute
- All Programmes offered by IIMS are compulsorily residential. Staying in the Institute's hostel for 1st years is mandatory and will not be changed under any circumstances.

The Institute reserves the right to alter the course content of the programmes, rules and regulations, teaching schedule, tuition fee payable, boarding and lodging fees and/or any other matter pertaining to its working. The Management's decision will be deemed as final in all such matters.

13. ANTI - RAGGING POLICY

- **RAGGING: What constitutes Ragging:**

Ragging constitutes one or more of the following acts:

a) Any conduct by a student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

B) Indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

C) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

D) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher:

E) Exploiting the services of a fresher or any other student for completing the academic Tasks assigned to an individual or a group of students;

F) Any act of financial extortion or forceful expenditure burden put on a fresher or any other Student;

G) Any act of physical abuse including all variants of it: sexual abuse, homosexual Assaults, stripping, forcing obscene and lewd acts; gestures, causing bodily harm or any other danger to health or person;

H) Any act or abuse by spoken words, emails, post, public insults which would also include Deriving perverted pleasure, vicarious or sadistic thrill from actively or passively Participating in the discomfiture to fresher or any other student;

I) any act that affects the mental health and self-confidence of a fresher or any other Student with or without an intent to derive a sadistic pleasure or showing of power, Authority or superiority by student(s) over any fresher or any other student.

- **Action to be taken by the head of the institution:**

On receipt of the recommendation of the anti-ragging committee or on receipt of any information concerning any reported incident of ragging, the head of the institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging committee authorized by him in this behalf, proceed to file a First Information Report

(FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following namely:

i) Abetment to ragging;

ii) Criminal conspiracy to rag;

III) Unlawful assembly and rioting while ragging;

IV) Public nuisance created during ragging;

V) Violation of decency and morals through ragging;

VI) Injury to body, causing hurt or grievous hurt;

VII) Wrongful restraint;

VIII) Wrongful confinement;

IX) Use of Criminal Force;

X) Assault as well as sexual offences or unnatural offences;

XI) Extortion;

XII) Criminal trespass;

XIII) Offences against property;

XIV) Criminal intimidation;

XV) Attempt to commit any or all of the above mentioned offences against the victim(s);

XVI) Threat to commit any or all of the above mentioned offences against the victim (s);

XVII) Physical or Psychological humiliation;

XVIII) All other offences following from the definition of “Ragging”

- **Administrative Action in the Event of Ragging:**

The Institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed hereinunder:

(a) The Anti-Ragging Committee of the Institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the AntiRagging Committee members.

(b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established, award to those found guilty one or more of the following punishments, namely:

I. Suspension from attending classes and academic privileges;

II. Withholding/withdrawing scholarship and other benefits;

III. Debarring from appearing in any test/examination or other evaluation process;

IV. Withholding results;

V. Debarring from representing the Institution in any regional, national or international meet, tournament, festival etc.;

VI. Suspension/expulsion from the hostel;

VII. Cancellation of admission;

VIII. Rustication from the Institution for a period ranging from one to 2 semesters;

IX. Expulsion from the Institution and consequent debarring from admission to any other institution for a specified period; provided that where the persons committing or abetting the act of ragging are not identified, the Institution shall resort to collective punishment.

- **Regulations/instructions for banning ragging & anti-ragging measures at International Institute of Management Studies**

1. Aim

To root out ragging in all its forms from the Institute by instituting stringent anti-ragging measures and provisions for strict punishments to defaulters.

2. Terms of Reference

(a) Supreme Court Orders

(c) UGC Regulations and Guidelines

(d) AICTE Circular No.F.S.No-37-3/Legal/Approval/2009 dt.01.07.2009

3. Prohibition of Ragging

(a) Ragging within the Institute Campus including its Departments and Hostels is strictly prohibited.

(b) Ragging in any form is prohibited also in the PGs/buildings or any place where the students are staying.

(c) No person including students / staff / faculty shall participate or abet or propagate ragging in any form whatsoever.

4. Punishments:

Ragging is a cognizable offence under the law and the punishments to be meted out have to be exemplary and justifiably harsh to act as a deterrent. It may include:-

- (a) Cancellation of admission, suspension, rustication or expulsion from the Institute/ Hostel.
- (b) FIR with the police and arrest.
- (c) More severe punishment where justified, such as, fine / imprisonment etc.
- (d) Collective punishment may be imposed where involved persons are not identified.

5. Measures for Curbing Ragging

(A) Before Admission

(i) The Advertisement for Admissions will clearly mention:-“Ragging is totally banned in the Institute and anyone found guilty of ragging and/or abetting ragging will be appropriately punished.”

(ii) Admission Prospectus & Admission letters will also have full text of Anti-Ragging Regulations.

(vi) Create awareness through wide spread publicity - posters, leaflets etc. among the students, parents and guardians before start of the academic session. The posters and banners etc will be displayed at-least 10 days before the start of the semester in all prominent places including Hostels, Cafeterias and common activity areas and entry points.

(B) After Admission

(I) Special advice to Freshers

(a) Freshers should not hesitate or feel shy of reporting any incident of ragging either as a victim or as a witness.

(b) Freshers should move in groups. They may resist individually or collectively any attempt by seniors towards bullying or ragging and also immediately report to any of the authority whose contact numbers are available in this manual.

(c) The important contact numbers should be entered and saved in their respective mobile phones.

(c) Important Emergency Contact Nos. are displayed at various locations in the institute and hostel in case of emergency these members can be called

(II) Proctorial Board

The Proctorial Board will consist of faculty members to ensure proper order and discipline in the campus.

(III) Action Procedure

(a) Any incident of ragging noticed by, Faculty member, Staff or Student will be promptly reported to Anti Ragging committee.

(a) Depending upon the gravity of the matter and the urgency involved, the Anti Ragging Committee may take immediate action in the matter which may include:

1. Sending reinforcement or any medical help, if required.
2. Suspension from attending classes.
3. Debarring from appearing in any test/examination or other evaluation process.
4. Withholding results.
5. Withholding/withdrawing scholarship/fellowship and other benefits.
6. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
7. Suspension/expulsion from the hostel/Institute.
8. Cancellation of Admission.
9. Rustication from the Institution for a period ranging from 1 to 2 semesters.
10. Expulsion from the Institution and consequent debarring from admission to any other Institution.
11. The Anti Ragging Committee will examine the matter which has been reported to it and recommend appropriate penalty/punishment against the delinquent student(s)

14. POLICY FOR CONDUCT & DISCIPLINE

The Institute believes that effective learning and teaching is best achieved in a supportive, ordered and mutually respectful environment where indiscipline is at a minimum. Every student has the right to such an environment as well as bearing individual responsibility for contributing to its maintenance. Such an environment contributes well to a shared sense of security and safety in which each individual is free to strive to do their best and achieve their aims. All stakeholders have a responsibility to promote and maintain this supportive, ordered and respectful culture. Accordingly, the College has an induction process that sets out its approach to achieve this culture. The policy seeks to ensure that student discipline is maintained in a manner that promotes fair and equitable treatment of all students and provides support to them.

The Institute expects all students to conduct themselves in a sensible, considerate and well-behaved manner whilst at Institute. Every student must meet their responsibilities as set out in our Code of Conduct. The policy is here to help provide a well-ordered and safe environment for both staff and students and to ensure that student discipline is applied in a consistent and equitable way. This policy covers all types of students, however, misconduct by students who have learning difficulties or disabilities should normally be referred to the Head of Student Services for guidance, as adjustments may need to be made to procedures to ensure equality of opportunity. Institute's staff must apply the relevant procedure for any level of misconduct and are required to be consistent in the application of these procedures. The Institute reserves the right to recover the costs of any damage to Institute's property as a result of student misconduct. The Institute will monitor the application of this policy to ensure it is consistently applied.

OBJECTIVES

By this policy, Institute can maintain order, promote fairness, and protect the well-being of their members while also upholding the values and objectives of the organization. The main objectives of this policy are:

1. To clearly outlining expected standards of behavior, performance, and conduct for students within the organization or community.
2. To promote a safe, respectful, and productive work or social environment by providing guidelines on acceptable conduct and behavior.
3. To ensure that disciplinary actions are applied consistently and fairly across all students, regardless of position, seniority, or personal relationships.
4. To provide a framework and corrective action for addressing instances of misconduct through appropriate disciplinary measures, such as warnings, counseling, probation, suspension, or termination, depending on the severity and frequency of the offense.
5. To safeguard the rights and interests of both the accused and the accuser throughout the disciplinary process, while also ensuring confidentiality to the extent possible.
6. To promote accountability by holding students accountable for their actions and behaviors, thereby fostering a culture of responsibility and accountability within the organization or community.

CODE OF BEHAVIOUR

The Institute aims to provide a safe and supportive environment where everyone can study and work to the best of their ability. Enrolment onto a course means you have joined the Institute community and are expected to behave accordingly.

We expect you to:

1. Follow instructions given by a member of Institute staff or someone acting for the Institute.
2. Keep to the Acceptable Use Policy when using Institute computers (available under 'Information' on the Student Intranet)
3. Give your name and ID number to any member of staff who asks for it
4. Inform your HOD if you are absent
5. Achieve the standard of work required of you
6. Treat other students and staff with respect
7. Show respect to Institute's property and environment
8. Submit all assignments on time
9. Attend all classes and tutorials
10. Be punctual.
11. Adhere to the Student Code of Conduct.
12. Take responsibility for your own behaviour

We will not accept:

1. Unacceptable behaviour in or around Institute's buildings. Examples of unacceptable behaviour include insulting others, bullying, verbal abuse or rudeness, using language which offends others, fighting or other violent, threatening or dangerous behaviour.
2. Action which could be seen as harassment of a fellow student or member of staff.
3. Abuse, threats or rudeness to a member of staff. These may be verbal or sent electronically, for example through Facebook
4. The use of illegal drugs or alcohol in or near Institute's buildings

5. Damage deliberately caused to Institute property or seriously attempted damage to Institute's property
6. Theft, attempted theft or unauthorised possession of any items belonging to the Institute or to any student, member of staff or employer
7. Breaking the rules of an awarding body such as copying someone else's work
8. Repeated problems with the quality of work produced or of handing it in on time, affecting your own or other students' chances of gaining accreditation. This may be because of delays in producing work which affects a group project

15. HOSTEL POLICY

Allotment of hostel to newly joining students

The process of allocation of hostel to the newly joined students is as under:

- The list of students joining the institute is received from the academic section of the institute and based on the availability of various hostels the students are randomly allocated rooms in the hostels.
- In normal course any change in the room allocation is not allowed.
- The allocation is usually made keeping in mind the fact that clubbing same department student at one place them to efficiently manage their departments activities such as projects etc.
- Hostel facility available only for first year student on first come first basis with capacity of 108 for boys and 63 for girls. For remaining students' guidance is provided for PG accommodation from hostel dept.

The following furniture is provided in the hostel rooms:

- Bed
- Chair
- Study Table
- Cupboard
- Buckets
- Mattress
- Bedsheets
- Pillow

Following common amenities are provided

Television with DTH connection, Wifi enable hostel with 375 mbps speed, Common washing machine, Iron press, Water Cooler RO, Mini Library, Basic Gym equipment's

Hostel Rules and Regulations

1. Student only will be allowed to stay in hostel
2. Drinking of alcoholic beverages, smoking, tobacco, drug, abuse etc is strictly prohibited.
3. Misuse of hostel infrastructure wifi internet is prohibited.
4. Hostel timing and discipline will be maintained by all students.
5. All medical problem treatment taken etc. should be brought to the notice of hostel management committees, who will be in touch with the respective parents for further action.
6. Discipline and observance of rules for peace and order in the hostel premises is strictly implemented and all have abided by the rules framed by the authorities from time to time.
7. All the students should be present during the attendance time at night every day at 10 pm.
8. No friends, relatives of any student is permitted to stay in hostel. Strict action will be taken against those students, whose friend or relatives are found staying in the hostel.
9. Students are responsible for their vehicle, Management is not responsible
10. 10. Don't damage/misuse the hostel property, if any damage done by the students, penalty will be levied.
11. Keep the hostel premises neat and clean.
12. Don't disturb the study hour
13. If there is any power cut in the night, then generator backup will be given up to 12 midnight
14. All the students are responsible for their valuable goods like laptops, mobiles, jewellery and money etc. Not the responsibility of hostel management.

16. LIBRARY POLICY

Introduction:

IIMS library is committed to provide high level of services and access to all users. It aims to serve student, faculty and staff with best quality possible. IIMS library provides access to printed resources such as journals/books/magazines etc., the library maintains 8000 plus books. The library maintains periodic range of national and international Journals.

Purpose:

To create a conducive learning environment and to supplement and complement teaching, learning, and research possibilities of the Institute.

Scope

It covers all the stakeholders (students, teaching, non-teaching, scholars of IIMS and any other knowledge seeker).

Objectives:

1. To Promote Library Resources and increase awareness of library resources and facilities.

Enhance Resource Management:

2. To Optimize access, conservation, and availability of materials to meet the needs of the students and faculty members
3. Support Knowledge Creation by maintaining a rich repository of teaching and research materials.
4. To maximize subscribed resources utilization through efficient resource allocation and promotion of underutilized materials.

Scope of the collection

The Library collection holds resources designed to support the learning, teaching and research needs of the Institute. Resources are provided in a variety of formats including:

|| Books and other hard-copy printed materials

|| Serials (i.e. journals, periodicals or newspapers in both electronic or hard-copy format)

|| Multimedia material (including CDs, DVDs,)

Purchasing policy

This ensures that the library is equipped with the requisite resources in these areas:

- Hard copies of Books, Journals and Periodicals
- Requisite digital and online resources as and when needed.
- Audio-Visual aids

Sources of purchase

- Online search
- Faculty suggestions
- Book reviews
- Direct contact with publishers on new arrivals
- Compared, improved with best libraries
- Advertisement in magazines / newspaper
- Study – visit other libraries

Purchase of Books Process

1. Books received on approval
1. The Librarian calls for books on approval and shows it to the concerned department faculty.
2. The Librarian asks for the invoice for the books selected and returns the unselected ones.
3. Once the invoice is received, the Library Assistant tallies the book with the invoice received.
4. The books are checked for damages, if any, by the Library Attendant.

5. The books are then entered in the library database by a Library Assistant.
6. The Librarian then adds the ownership stamps,
7. Librarian verifies whether the ownership stamp, are in order and ready for keeping the books on shelves.
8. The books are then transferred to the respective shelves.
9. The Librarian checks the invoice for any errors and omissions.
10. The invoice details are entered in the bill tracking register before forwarding it to the Office of Accounts.

Selection Criteria

Library collection Development Guidelines are used in the selection of resources. The following criteria are considered when purchasing Library resources:

- Relevance of content
- Quality of content
- Suitability for the defined client group
- Demand – copies of prescribed texts and required readings as identified by course coordinators are purchased. Multiple copies of prescribed texts and required readings may be purchased to meet the needs of courses taught.
- Currency of content
- Format – a variety of formats may be purchased according to learning, teaching and research needs. Electronic is the preferred format for serials and high use titles.
- Adequacy of current holdings in the subject area
- Availability of resources
- Cost
- Space and storage issues
- Accreditation requirements

Book purchasing procedure

- Benchmarking and communication with libraries and portals of premier institutions govern the purchasing philosophy of the library.
- The faculty and students recommend books and other publications for purchase.
- The library committee consists of faculty who evince keen interest in the requisitions placed and review recommendations for purchases as and when needed.
- The library would then check for duplication and place the list of recommended books before the library committee for review.
- On the recommendation of the faculty the library may purchase multiple copies of only those books which are found to be in great demand.
- The library places orders with well recognized vendors.
- Some books which are not available with our book vendor are bought from online book stores like amazon.in, flipkart.com, Bookswagon.com etc

Book Bank

In the beginning of every semester, the library is 5 books to each student which he/she can keep for the entire semester. At the end of semester student need to submit the book bank to the library

New Book Acquisition Policy

1. **Book selection** : It has been customary for the faculty and students to take part in book selection in the Institute. The Library staff usually recommends general reference books and those materials not covered by management subjects. Publishers and Vendors are increasingly providing electronic lists of titles available for purchase, printed catalogues and other printed announcements. These are being forwarded to the faculties from time to time. Besides catalogues, book reviews in important magazines and databases are also a basis for recommending books for the library.
2. **Book Purchasing Procedure:** The Faculty and students can recommend books and other publications for purchase to the Library. It is desired that the list of books requisitioned by the Faculty for purchase for each specialization be always routed through the Deans/Program in-charge. The requisitions of students can be got approved by the concerned faculty and Dean/program in-charge.

3. **Duplication check:** The Library would then check for duplication and place the list of recommended books before the Library Advisory Committee (LAC) for its review. However some very urgent requirements of books forwarded by the Deans/program in-charge may be purchased with the approval of Director and President. The Library then prepares the final list of books and obtains financial sanction for their acquisition from the president as. On the recommendations of the faculty the Library may purchase multiple copies of only those books which are found to be in great demand.
4. Whenever, the faculty are in need of books urgently, they may purchase books for the library from online book stores like amazon.com, flipkart.com etc. using their own credit/debit cards after checking with the library about its non-availability and with due certification from the library to that effect. Same procedure of obtaining approval and financial sanction from the appropriate authority will be followed. The faculty may be reimbursed full amount paid on such transactions on the basis of credit/debit card statement and the bill generated through the online transaction.
5. **Bill Processing:** Once the books are received in the library along with the bills, the price of each book and the discount rates are verified by the concerned staff responsible for entry in the accession register. Entry for each book is made in the register which has all the relevant details of a book like its price, publisher, vendor, year of publication, date of entry, title of the book and author etc. Then the bills are processed for payment with the accession numbers entered against each item.

Issue of books to students

- Unless otherwise mentioned, books are issued for a period of 15 days. Before the due date, the students can renew the permission to retain the book for another 15 days.
- However, if a book which has been issued to a student, is urgently required, the library May call back the same from the student.

- Books must be returned on or before the due date, so that fellow students also have access to these books.
- If a book is not returned on the due date, the borrower will have to pay an overdue charge at the rate of Rs10/- per day.
- The overdue charges will be collected at the time of returning the book.
- Repeated failure to return the books on time may lead to cancellation of the library facility.
- Before borrowing a book, the student should make sure that the book is in good condition.
- Mutilation of books, including underlining the books with pen or pencil, dogearing of pages, or removal of pages etc. is strictly prohibited. Students indulging in such practices, will be asked to replace the book and pay a fine of Rs.250/-.
- In case a book is lost by the student, the Librarian's should be informed of the Loss immediately in writing. If the book cannot be traced within two weeks, the borrower will be asked to pay the cost of the book.
- If the lost book forms a part of a set or a series, the borrower will be charged for the replacement of the entire set. No appeal for any concession will be entertained.

Issue of Reference shelf books

- Reference shelf books are to be used in the library itself.
- Certain books that are much in demand will be placed on the Reference shelf.
- Reserved shelf books will be issued for overnight use at on the condition that they will be returned the next day morning. An overdue charge at the rate of Rs.50/- per hour will be imposed for the late return of such books. If a student fails to return reserved books on time repeatedly he/she will not be given any such books for overnight reading thereafter.
- No student will be allowed to borrow more than one reserved book on any day.

Issue of journal / magazine

- Journals / magazines on the display rack (latest issue received) are to be read in the library only

- Back issue of a journal/magazine is issued for a period of 2 days.
- Only one journal/magazine will be issued at a time.
- If a journal / magazine which has been issued to a student is urgently required.
- The library may call back the same from the student any time.
- If a journal/ magazine not returned on the due date, the borrower will have to pay an Overdue charge at the rate of Rs.2/- per day for the first five days and thereafter Rs.10/- per day.

General Rules for the Faculty & Staff Member

- Faculty / Staff can borrow books from library against Library Card / Identity Card only.
- Faculty / Staff can be issued maximum TEN books for ONE SEMESTER only.
- Books must be returned on the due date and certainly before starting of the new semester at the latest.
- When a book is in high demand and not available in the ready stock of library, the faculty member has to return the book within seven days from the intimation given by the Librarian to this effect.
- Only those books that are for the lending purpose can be borrowed. Reference books not meant for lending will not be issued.
- Faculty and Staff members are requested to return or renew the overdue books within specified time limit.
- Faculty / Staff can borrow FIVE books only at a time for the purpose of READING.
- Books issued for reading purpose are to be returned on the same day of issue and within the library hours i.e., from 9.00 AM to 9.00 PM on Monday to Saturday.
- Visiting Faculty can also borrow books for the purpose of reading only and the books borrowed must be returned on the same day.
- Journals / magazines on the display rack (latest issue received) are to be read in the library only
- Back issue of a journal/magazine is issued for a period of 2 days.
- Only one journal/magazine will be issued at a time.

Issue of CD /DVD

- CD /DVD to be browsed in the library.

Issue of Projects

- Projects reports are to be used in the library only.
- Photocopying the project is strictly prohibited.
- At the time of borrowing projects reports, the student has to surrender his / her ID card at the counter. After returning the same, the ID card can be claimed.

Access to Other libraries: Dhanajayaroo Gadgil Library (Gokhle Institute of Politics and Economics) /JaykarLibrary (Savitribai Phule Pune University)

- British Council/JaykarLibrary cards are issued for a period of 3 days. Before the, due date, the student can renew the permission to retain the card for another 2 days.
- If the card is not returned on the due date, the borrower will have to pay an overdue charge at the rate of Rs.50/- per day.
- In case the card is lost by the student, the librarian should be informed of the loss immediately in writing: If the card cannot be traced within two weeks, the borrower will be asked to bear the charges imposed by the library concerned.

Fine and Lost Book Policy

Students are responsible for the books they check-out from the Library. If a book is lost, damaged or stolen the student will be responsible for paying the full replacement cost of the book. The student will not be allowed to check-out any more books until the replacement cost has been paid in full. The Library is not responsible for notifying borrowers that materials are overdue. Email notices for overdue, lost materials, and recalled materials are sent as a courtesy. If you think that the library has made an error that resulted in a financial charge, or if you have a unique situation or extenuating circumstances that made it difficult to return or renew Library materials on time, please contact the librarian to appeal your

charges. Charges may then be upheld, reduced, or waived. The following reasons are NOT generally regarded as valid for cancelling or reducing charges:

- Forgetting or not knowing due dates, amount of fines.
- Disagreeing with fee structure or Library policy
- Loaning the item to a third party, or checking material out on their behalf
- Being too busy or out of town
- Claiming that your need was greater than that of another patron's, or that you were not done with an item
- Not receiving or not reading courtesy notices, overdue notices, or other library communications sent to your email address.
- Transportation problems
- Financial problems

If a borrower believes that they have returned material that is being billed as overdue or lost, they should inform the main Librarian. Library staff will search for the material twice or more, but the material will remain on the borrower's record until it has been located. If the material is found within the library by library staff, the item (and all charges) will be removed from the borrower's record. If the material is not found in the library, the borrower will be responsible for the replacement charge. A borrower may return an item owned by the Library which has been declared "Lost" within one year of its being lost and billed. The item will be returned back to the borrower after removing the barcode and the date due slip. All late fees and lost or damaged book charges are charged only to the borrower.

Procedure of Conducting Library Stock Verification

As per general rules and practices, physical verification of library stock is generally undertaken once in year for library. The collection comprises of books, e –books, Journals / periodicals, project reports, company annual reports, contemporary reports, CD/DVD collection, Audio Visual collection, online Journal Database etc. This automated library using Autolib Software, also includes barcode labeling for the entire physical collection. This automation has greatly reduced the duplication of work in administration and further it is more cost effective in terms of man power, time and level of accuracy. The library has been

doing its house-keeping activities like the acquisitions, circulation and cataloguing through Autolib Software.

Disposition of Withdrawn Materials: All materials withdrawn from the collection should be stamped as "discarded" or "withdrawn. The Librarian in agreement with the library committee will make the final decisions regarding the disposition of materials withdrawn from the collection. Recommended disposition of discarded materials are donated to other institutions having need of such books.

Reprographic facility

A photocopy machine available in the library all the times for use for the faculty and library staff.

- Charges for photocopying are Re 1/-per copy. Payment is made directly to library staff
- when the copying is complete.
- The Library accepts cash for photocopies.
- The Library is not responsible for bad photocopies.
- For machine errors, such as lines and toner defects, the Library will provide a replacement copy.
- Library staff operates the photocopying machine.

Technology Policies

- Systems Usage
- Free Wi-Fi access
- Online Public Access Catalogue
- Access to Online databases

Maintenance of Electronic Items / Gadgets (Computers/cameras) Guidelines Refer to “Library Computer, Internet and Electronic Resources Access Policy”

The maintenance of Electronic Items/Gadgets is done with the help of Librarian

1. Prepare a list electronic items / gadgets available in the library
2. Ensure that the electronic items/gadgets have a unique number in the stock register
3. Ensure that the library computer systems work daily and non-functioning items are reported to the IT services for immediate repair or replacement
4. Maintain a register of items taken out for servicing
5. Follow up on the item taken for servicing and its return at the respective place

Library Advisory Committee: The purpose of a Library Advisory Committee is to advise the Librarian on library issues, collection development, services and facilities, but limited to library policy matters. The library is supervised by one librarian, one assistant librarian and two faculty members as in charge. The Library Advisory Committee will meet twice in a year, preferably at the end of the semester. The Composition of Library Advisory Committee

17. EXAMINATION POLICY

Objectives:

To systematically monitor the student's progress in class, industry and field-work through continuous evaluation system.

Students are evaluated continuously through assignments, case studies, role plays, project work, management games, class participation, and term paper in addition to the examination at the end of each trimester.

The purpose of this Policy and the associated procedures is to achieve coordinated and consistent examination practices across – PGDM.

The programme adopts continuous assessment and evaluation to keep on engaging the student and trying to raise the bar from different approaches. Following is the process adopted -

1. Preparation and monitoring of session plans.
2. Continuous Internal evaluation
3. Periodical Review of new pedagogies and existing pedagogies.
4. Feedback from the students
5. Arranging remedial classes/lectures for weak students

Pattern of Evaluation

Examination rules are formulated to systematically evaluate student's progress in the programme based on AICTE Guidelines. The evaluation consists the following two components:

(a) Continuous Evaluation; and

(b) End-Term Examination

Continuous Evaluation carries 50% of the total marks allotted to a subject, and the other 50% being assigned to the Term-end examination. The continuous evaluation includes 20 marks of the continuous classroom assessment on the one hand, and 30 marks of Mid- Term examination on the other. In each course, Mid term exam 30 marks for mid term (Scale

down from 50 marks of Mid Term), Class participation 05 marks, Attendance 05 marks, Assignment/Weekly test/presentation 10 marks.

General Guidelines

The schedule of end Term examinations, which will contain the details regarding dates, time, duration of each examination, will be notified in advance.

(a) Students should be present in the examination hall at least 10 minutes before the scheduled start of examination. If a student is late by 10 minutes to the scheduled time, he/she must obtain written permission from the Controller of Examination. In no case will they be permitted in the examination hall if he/she is late by 30 minutes. They will not leave the examination hall till half-an-hour before the closure time.

(b) Students are expected to carry themselves pens, pencils, ruler, and non-scientific calculator (if permitted). Borrowing materials such as calculators, pens, pencils, rulers etc. is strictly prohibited in the examination hall. Students must not carry any written material along with them to the examination hall or refer to any material pertaining to the examination, outside the examination hall during the scheduled time of examination.

(c) The students are not expected to communicate in any form with anyone else in the examination hall. Passing and receiving or seeing papers of others or copying from others during the examination is strictly prohibited. A student who will fully assists other students will be considered as guilty as the student who receives it.

(d) Students must observe strict decorum and should follow the instructions given from time to time by the invigilator. No student will take the answer book out of the examination hall. After the examination, the student is responsible for handing over the answer book to the invigilator.

(e) Violation of examination norms will be treated as a serious offence and may result in expulsion in extreme cases. The student will be asked to leave examination hall if his/her behaviour is prejudicial to smooth and fair conduct of examination.

(f) In case of any complaint from the invigilator regarding a detected malpractice, the Malpractice Committee consisting of the Controller of Examinations and the Course Coordinator concerned with the course in which the malpractice is detected, recommend suitable penalty for the same. The recommendations of this committee will be submitted to the Director for his final decision.

(g) Any grievance related to the examination should be brought to the notice of the COE in writing on the same day. If a particular student has any grievance about the marks awarded, he/she shall apply to the COE within one week of the announcement of the marks in writing. Fee for recounting is Rs.100 per subject and for re-evaluation is Rs. 200 per subject. If there is a difference while recounting/re-evaluation, the marks will be changed in marks sheet accordingly.

(h) Those students who have not put in the specified attendance will not be allowed to write examinations. However, such students will be given a chance to write their examinations as backlog on payment of the prescribed examination fees.

Students not having the required percentage of attendance in I and II semester will be allowed to write those examinations after III Semester examinations as backlogs and those with less attendance in III semester will be allowed to write them as backlogs which will be scheduled during summer vacation. Fee for appearing backlog exams is Rs.200 per subject.

(i) A student has to complete all the course requirements within a period of 4 academic years from the date of his/her admission. This period shall not be extended under any circumstance. If a candidate fails to do so, he/she will have to take admission afresh, fulfilling all the requirements for admission prevalent at that point of time.

(j) Issuance of Duplicate Certificates and Transcripts

If a student loses his/her mark sheets and wants to get a duplicate copy, he/she should apply to the COE along with the requisite fees. (in case of Diploma certificate No trace certificate from the Police and an affidavit in a prescribed format need to be submitted).

Fee for issuance consolidate marks memo /duplicate Rs.200.00

Fee for issuance of Certificate (in case of loss) Rs.200.00

Rules for promotion

- To pass a course, a student has to
 1. obtain a minimum of 50% in the end-Term examination in each subject;
 2. score at least 50% of the combined marks of both continuous evaluation and end-Term examinations in each subject.
 3. At the end of the second year of the programme the student should have 50% or more marks in aggregate to be declared pass.

The above rules of promotion do not apply to non-credit courses, where grades are awarded. However, he/she has to obtain B grade for pass.

2. There is no detention at the end of the First and Second Term Examinations. However, a student will be detained in the third Term, if he/she fails to pass at least 50% of the courses/credits in first, second and third Terms put together.
3. Project Work, part of the IV semester, will be assessed as per the following scheme:

(i) Project Proposal, Field Work and Analysis 50% marks

(ii) Final Report and Viva 50% marks

Item (i) above will be assessed by the Project Supervisor, while item (ii) will be assessed by a three faculty committee. A student will have to secure at least 60% in the project reports to be eligible to pass the examination.

4. Comprehensive Viva-Voce will be conducted by a Committee consisting of the Course Coordinator and two senior faculty members. Comprehensive Viva-Voce is aimed to assess the student's understanding in various subjects he/she studied during that Term.

There are no internal marks for the Comprehensive Viva-Voce. Credits for the CVV will be decided by the Course Coordinators in consultation with the Dean and the Director.

Award of Division

1. To be eligible for the award of Distinction or any other Prize (if any), a student must pass each of the Term examinations (mid & end) including comprehensive viva voce in a single attempt. Additionally, he/she must appear for these examinations along with the regular batches and not in the back-log examinations.
2. To be awarded a First Division, a student of any PG Programme is required to pass all the courses in the sixth Term examination in ONE attempt, irrespective of the number of attempts he/she made to pass the courses of the earlier Terms.
3. For the award of a Division the total marks scored by a candidate in all the Terms comprising the Diploma Courses is taken into reckoning. In case of non-credit courses (if any), for which Grades are awarded, a pass Grade is compulsory.
4. The award of Division is as follows:

(a) First Division with Distinction	70% marks and above
(b) First Division	60% marks and above
(c) Higher Second Division	55% marks and above
(d) Second Division	50% marks and above
(e) Fail	Less than 50%

18. PLACEMENT POLICY

The Placement cell helps students meet with employers. The Placement cell invites all recruiting firms to participate actively in the Placement Process throughout Placement Season. The Placement Process plays a critical role in providing comprehensive support to students in order to allow them successfully match their professional objectives with recruiters' expectations and achieve their personal desires. Through establishing connections with other organisations, the Placement cell aims to provide a wide range of options that satisfy the various requirements and aspirations of the students. The student's participation in each of the placement processes is controlled by the policy framework that follows. Every year, campus placements are being conducted. The selection process, which includes aptitude tests, group discussions, personal interviews, and other activities, usually follows the pre-placement talk, during which a company or organisation provides the students with information about the company profile, job description, career path, CTC, etc. Modern amenities at the Institute make campus recruitment pleasant. Additionally, available to offer support throughout the selection process to student by placement cell.

PLACEMENT & INTERNSHIP PROCESS:

The placement process will have the flexibility to accommodate the needs of the recruiting organizations.

- Invitation to organizations to conduct campus placements drives through Placement Brochure (softcopy / hard copy).
- Recruiting companies will inform the institute about their requirements, role descriptions, eligibility norms and the remuneration packages being offered.
- These details will be shared with students through the Placement Committee.
- Job Description (JD) with all details will be floated on Email Groups, & WhatsApp Group.
- Students will be able to decide about participating in the company's recruitment process depending upon their interest, suitability, specializations and career interests

- Student Placement Representatives are empowered to collect the CVs before the deadline and document the hiring process.
- Resumes of interested and/or suitable students will be sent to the recruiting organization, basis which the company will notify a shortlist of students.
- Shortlisted students will be informed about the selection process.
- Students may be required to go to the company's office or other pool campus locations for final placements as may be decided by the company.
- Pre-placement presentation/talk to students by organization representative. Recruitment process consisting of test, group discussions and interviews
- After the Pre-Placement talk for Final Placement, student/s can withdraw his/her candidature. Once the company's placement process commences, students will not be allowed to withdraw. Any withdrawal will result in debarring the student from the placement assistance process.
- Announcement of selected list.
- Offer letters / Appointment letters acceptance copy in presence of placement cell.
- Students joining family business or self-employed need to submit the details in the placement cell only after taking concurrence from mentor.
- Students interested for higher studies need to submit admission offer letters to the placement cell.
- It shall be mandatory for short-listed students to appear for the interview. Absence from the interview would result in debarring such student(s) from the placement assistance process.
- In the event of students appearing for multiple recruiting companies' selection process for final placement, it would be mandatory for the student(s) to accept the first offer and join that company.
- If a student gets a pre-placement offer (PPO) from an Organisation, he/she will be considered as campus placed.

Pre-Placement Talks and other On-Campus Recruitment Events

Information about company placement schedules, job details and compensation packages for final placement will be put up on the board and shared on Institute email. It is the student's duty to check the email, WhatsApp regularly for updates and apply. Students should prepare

well by going through the placement schedule, job description and job location and apply for the same by filling in details as per the format provided.

It is mandatory for students to dress as per Institute's Dress Code for formal occasion.

Placement Process:

Every recruiter firm has their own recruitment process & procedures. Normally the sequence of campus recruitment program followed by most of the companies is as follows:

- Pre Placement Talk
- Written Test – Aptitude/Technical and HR
- Group Discussion
- Interview – Technical and HR

However HR Officials of recruiters companies are not bound to follow the above stated interview process for all students.

Functions of Placement Cell:

- Invite organizations for campus recruitment process
- Coordinate with students' preparedness for interviews and employability
- Delegate work to placement student representatives from each process
- The Placement Cell acts as an information Centre for job openings in various private and start-ups sector organizations

General Instructions for Campus Placements

- Registered students who are permitted by the placement cell only would be allowed for the placement process.
- Students should carry copies of their CVs and educational documents in a folder along with passport size photographs and ID cards for the process.
- Dress code for the process is formal. Students should be in time for the placement process and latecomers will not be entertained.
- Once a student is selected by an organization, as a rule he/she will not be allowed for further attempts in other organizations. Students are expected not to violate the same.
- Registered students are expected to stay in touch with their respective class Student Placement Representatives on a regular basis. The Student Placement Representative will in turn report to the Placement cell.

- Students will be provided a maximum of one (1) offer through on-campus placement, subject to meeting the criteria for the same.
- Students need to inform the Placement cell by email and in person as soon as the job offer has been accepted.
- Once a student has accepted an offer and/or joined a company, students will not be permitted to apply for any other company through Institute Placement Office. One-year work commitment with the company is mandatory.
- Student once facilitated job offer should abide the rules and the regulations of the employer.
- Student once terminated from internship offer or final placement offer is not eligible for campus hiring from the institute again.

➤ **GOLDEN RULE**

BEING STUDENT CENTRIC & KEEPING IN MIND THE STUDENT SATISFACTION, WE GIVE A CHANCE TO APPEAR FOR 1 DREAM COMPANY/HIGHER PACKAGE COMPANY TO THE STUDENT WHO HAS GOT PLACED EARLIER IN THE SEASON. THIS HELPS STUDENT TO PRIORITIZE THE CAREER GOALS AND MAKE A WELL BALANCED DECISION.

19. ANTI - SEXUAL HARASSMENT POLICY

IIMS follows an uncompromising zero-tolerance policy towards all forms of sexual harassment. The Internal Complaints Committee (ICC) at IIMS was formed in compliance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 to ensure strict adherence to this policy. All members of the ICC remain firmly committed to ensuring a fair, friendly and secure environment for every student and employee at IIMS.

What Constitutes Sexual Harassment?

The term and expression Sexual Harassment shall mean and include all unwelcome sexually determined behaviour committed in the institute (whether directly or by implication), such as:

- Physical contact and advances;
- A demand or request for sexual favours;
- Sexually – coloured remarks;
- Showing pornography;
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature;
- Sexual or indecent gestures and indication;
- Entry into a private place marked for male/female employees and students, with the intent to commit mischief and harassment;
- Taking of photographs of students/ staff without permission and/or converting it in to pornographic material and circulating the same by means electronic media;
- All such acts and conducts against women employees and students, which amount to commission offence defined in the Indian Penal Code.

- The following circumstances if it occurs or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment
 - Implied or explicit promise of preferential treatment for the student in class performance
 - Implied or explicit threat of detrimental treatment for the student in class performance
 - Interference with the student's work or creating an intimidating or offensive or hostile work environment for her/him, or humiliating treatment likely to affect her/his health or safety.

Who can Complain?

All employees, students and people working in the institute premises permanent, contractual or visiting.

How to Complain?

The complainant must make the complaint in writing, except in case when the complainant is incapacitated and is not in a normal state of mind due to the act of sexual harassment perpetuated; the complaint may then be made by the complainant's relative or friend.

Penalties in Case of IIMS Students

- Warning or reprimand.
- Withdrawal of hostel accommodation
- Withdrawal of the right to an official character certificate from IIMS.
- Suspension or Rustication from the Institute
- Expulsion from the Institute,
- Withholding of diploma awarded by IIMS

INFRASTRUCTURE & MAINTENANCE RELATED POLICY

20. INFRASTRUCTURE POLICY

IIMS's infrastructure development is a strategic process that uses a healthy planning framework designed to deliver the Institute's strategic outcomes. This policy supports infrastructure developments in the Institute premises while adhering to the Institute's Mission and Vision. IIMS is committed to create, develop, provide and maintain necessary infrastructure in all the domains. IIMS is committed to provide all possible modern and essential amenities and infrastructure for all the stake holders. Establishing and maintaining a well-developed infrastructure is very important for any institutions of higher learning. The infrastructure policy of the institute is to ensure the present requirements and future needs in terms of infrastructure. The policy covers the following domains.

1. Academic & support Infrastructure
 - A. Classroom infrastructure
 - B. IT Infrastructure
 - C. Library Infrastrructure
 - D. Other Infrastructure
2. Physical Infrastructure
 - A. Maintenance, Housekeeping and Annual Maintenance Contracts
 - B. Policy for write-off

1. Academic and Support Facilities

A. Classroom Infrastructure

- Classrooms are allotted as per the student strength.

- Concerned departments are given responsibility for the maintenance of their classrooms.
- Department Head informs the maintenance committee regarding maintenance and requirement of repairs / cleanliness.
- Duty chart of Associate for cleanliness is to be prepared weekly and Associates are required to maintain Classroom maintenance log and Restroom Maintenance log for efficient performance of duties.
- Stock register for the utilities to be maintained. An institute Maintenance Department retains the stock and allocations of the requirements.

B. IT Infrastructure

- Computer Laboratories are allotted for Practical session based on a timetable.
- Print-out Facilities are provided to staff and students.
- Standard Operational Procedures for handling various Equipments and instruments are to be strictly followed.
- The maintenance of computer laboratories is taken care by laboratory In-charge and the system administrators take care of the repairs and maintenance of all computers.
- Stock register is maintained and updated regularly.
- Old and out-dated Equipment's, and instruments are discarded by standard procedure.
- Software upgrade form to be made available to faculties & students for requisition of software's required.
- The institute maintains server computers to ensure better networking, sharing of computers and centralized monitoring
- The system administrator takes care of the creation, up-gradation and monitoring of the ICT infrastructure

- Technology based instruments and equipment's (such as LCD projectors, PC Cameras, Printers,CCTV) are purchased for enhancement of effective teaching and learning process.
- Free high-speed internet and Wi-Fi access for using e-resources is made available to all the students and the faculties'
- Website of the Institute is updated and upgraded periodically'

C. Library Infrastructure:

- The library is a Silent, No Mobile, No Eatables Zone
- The book list requirement is received from the concerned department as per their curriculum changes and as per the variation of intake.
- The students are instructed to procure an Identity card to access the library.
- All the functions of library i.e. book borrowing and lending etc. are monitored by fully automated library software.
- Students can utilize the library daily on all working hours as per their timetable and beyond working hours any one can access up to 8.00 pm.
- Library reading room is open 24x7 hours during and before Exam.
- Every student can access online resources through Digital library.
- The library to provide access online books, online journals, online courses, online thesis and dissertations
- Periodically, conditions of all the library books are monitored and old books are maintained by binding the books if needed.
- library services are automated and continually upgraded
- The library acquires, maintains and ensures efficient use of the latest hard copy/soft copy of books, e-books, journals, documents, reports and other learning resources

D. Other Infrastructure:

- The Institute develops basic infrastructure of buildings, classrooms, laboratories, seminar halls, meeting spaces, facilities for indoor and outdoor sports games.
- Adequate sports facilities are provided in gymnasium.
- For all dept. ERP- “Academia “software is in practice to update the records and data on day-to-day basis.
- For maintenance and utilization of Website, Biometric machine there is AMC

2. Policy for Physical Infrastructure:

A. Maintenance, Housekeeping and Annual Maintenance Contracts

- The Department which needs repair and maintenance work must register a written complaint to the maintenance committee through respective HOD.
- The details of the maintenance work and the code of equipment need to be mentioned.
- Maintenance head prepares the routine and preventive maintenance schedule for all physical infrastructures and allocate duties to the respective staff.
- The maintenance schedules are executed with the support of both internal and external agencies and accordingly annual maintenance contracts.
- Maintenance Person inspects the site and completes the task.
- Once the task is completed, Head of Department signs the job Completion report.
- Bill is generated and processed through the concerned authorities and forwarded through Director for final payment.
- All monthly maintenance bills are brought to the notice of the Director.
- Physical facilities like water supply, plumbing, water cooler, inverters, sound system, electric appliances, Xerox machines, furniture, fans, air conditioners, CCTV network, etc. are maintained by calling the experts from related agencies as per requirement.

B. Policy for write-off:

- Equipment's which are beyond repair or have lost functional significance are intimated to committee through the Heads of Department.
- Committee members personally check the Equipment's and convey the decision for further action like repair from outside agencies or write-off to higher authority.
- For write-off of equipment, records are updated by respective In-charge and same is authenticated by Head of Department and Director
- Accordingly, such equipment's are written-off at Institute's level with consent of Registrar and Director.
- The library in charge and committee identifies old books, out-dated books, damaged books, newspapers, periodicals & magazines etc. from time to time and proposes for it to be scrapped, the minutes of the meeting of the library committee are sent to the Director for final approval.

21. MAINTENANCE POLICY

The Maintenance policy of the institute aims to ensure effective maintenance, handling, and management of various amenities and resources, including buildings, computers, classrooms, equipment and laboratories etc. This is achieved through regular checking, repair and corrective measures.

OBJECTIVES

By the following objectives, institute can ensure the on-going functionality, safety, and sustainability of their facilities and equipment, thereby supporting the institution's mission of providing quality education and fostering a positive learning environment for students and faculty:

1. To ensure the upkeep and preservation of campus buildings, grounds, and infrastructure to maintain a safe, functional, and aesthetically pleasing environment conducive to learning, living, and working.
2. To ensure the reliability and optimal performance of equipment, including classroom technology, laboratory equipment, plumbing, electrical systems, and other critical infrastructure necessary for academic and administrative operations.
3. To manage maintenance activities efficiently to minimize costs associated with emergency repairs, downtime, and premature equipment failure, while also optimizing the allocation of resources and budgetary constraints.
4. To identify and address potential safety hazards, compliance risks, and regulatory concerns through proactive maintenance practices, inspections, and risk assessments to protect the well-being of students, faculty, staff, and visitors.

5. To meet the needs and expectations of students, faculty, staff, and other stakeholders by providing well-maintained facilities and reliable equipment that enhance the overall educational experience and support academic excellence.
6. To implement asset management strategies to track and optimize the lifecycle of campus assets, including equipment, facilities, and infrastructure, to maximize their value and longevity while minimizing lifecycle costs.
7. To continuously evaluate and refine maintenance processes, procedures, and performance metrics based on feedback, data analysis, benchmarking, and best practices to enhance operational efficiency and effectiveness over time.

Maintenance Personnel: Maintenance personnel include a supervisor, a team for sanitation, electricity, solar system, light & sound, and all other facilities.

Maintenance Facility: A maintenance workshop with basic carpentry unit, sanitary tools and two store rooms for the storage of replacement units shall be in place.

Maintenance Budget: Budgetary provisions shall be made for electricity, water, general maintenance and ground maintenance.

Insurance: All major infrastructure facilities shall be covered under insurance policy.

Maintenance Planning: A schedule for monthly reports of cleanliness shall be recorded by the supervisor and countersigned by the registrar. White washing and painting shall be done on a regular basis. Leak proofing and clearance of roof water storage channels and drains shall be done during the summer.

Electricity: One person shall be dedicated for electrical repairs and maintenance. Maintenance of the Diesel Generator shall be regularly done on an AMC. Electrical and plumbing maintenance shall be done by the maintenance staff.

Power System: It shall be under AMC by an agency and weekly cleaning of generators shall be done by the general maintenance unit.

Safety Equipments: An MOU shall be in force with a company with fire & safety license that shall periodically maintain the gas extinguisher equipment in adequate numbers.

Computers & Networking: Computers and networking shall be under the care of a faculty. All IT related systems shall be in good repair and maintained within 24 hours. CCTV cameras shall be maintained by a technically sound agency.

Website: The college website shall be maintained and updated regularly by IT department. The website committee shall continuously monitor the maintenance of the website.

Ground: Ground and garden shall be maintained with the help of support staff under the supervision of the registrar and Supervisor

Sports & Games: The College sports and games facilities shall be maintained by the support staff of the Department of Physical Education.

Classrooms: The classes shall be properly maintained and in case of damage, carpenters and electricians shall carry out the maintenance.

Reporting for Maintenance – (i) Any equipment/furniture/utility found in need of repair may be reported at the office. (ii) Emergency repairs could be reported to registrar.

RESPONSIBILITY FOR IMPLEMENTATION OF THE POLICY

1. The Director has overall responsibility for the implementation of the policy across the institute.
2. The HODs are responsible for overseeing operation of the policy in the departments.
3. Teaching and Support staff are responsible for meeting student entitlements.

Disclaimer:

The institute reserves the right to change any or all of the information, rules, regulation and procedures in this manual without prior notice, whenever it is deemed necessary to do so.