



**Jagannath International Management School  
Kalkaji, New Delhi**

# JIMS BYLAWS



## **JAGANNATH INTERNATIONAL MANAGEMENT SCHOOL**

**Official Address:** MOR, Pocket – 105, Kalkaji  
New Delhi- 110 019

**Contact No.:** 011- 40619200 (100 lines)

**Fax:** 26220998

**E-mail:** [jnims@vsnl.com](mailto:jnims@vsnl.com)

**Website:** [www.jagannath.org](http://www.jagannath.org)

## TABLE OF CONTENTS

<b>S. No.</b>	<b>Particulars</b>	<b>Page No.</b>
1.	The Society	3-5
2.	Vision, Mission & Core Values	6-9
3.	Objectives of bylaws	7-10
4.	Definitions	11-12
5.	About The Institute	13-14
6.	The Governing Body	15-17
7.	Strategic Plan (2017-22)	18-20
8.	Powers and functions of various authorities and bodies	21-42
9.	Organization Chart	43
10.	Regulations Relating to Admission and Enrollment Procedures For Post Graduate Diploma in Management (PGDM-Full Time)	44-46
11.	Regulations Relating to Conduct and Evaluation of Examinations for PGDM & PGDM(IB)	47-60
12.	Regulations Regarding Award of Scholarships, Medals and Prizes	61
13.	Regulations Relating to Student Conduct and Discipline	62-64
14.	Duties and Responsibilities of Officers, Faculty and Staff of the Institute	65-71
15.	Recruitment, Selection and Promotion Policy	72-79
16.	Performance Management Policy	80-83
17.	Training and Development Policy	84-89
18.	Leave Policy	90-93
19.	Research Policy	94-95
20.	HR Incentives / Rewards Policy for Faculty and Staff Members	96-99
21.	Procurement Policies and Guidelines	100-102
22.	Code of Conduct	103-106

## 1. THE SOCIETY

JIMS Kalkaji, New Delhi and many of its sister institutions of higher learning have been established by the Jagan Nath Gupta Memorial Educational Society, a registered non-profit organization. In pursuance of its belief that standard of living can be improved through Quality Education, the society has been imparting high quality professional education for the past 19 years in NCR-Delhi and Jaipur. It has already set up a good number of quality educational Institutes and is making efforts to establish itself across the country.

**JIMS**, Kalkaji was founded in 1997 with a clear vision and purpose. It was envisioned that in the foreseeable future it would evolve into a world class business school recognized for its commitment to high powered quality education and research. The institute is fully committed to developing outstanding professionals and entrepreneurs who exemplify humanistic values, are socially responsible stewards and create and disseminate practitioner-oriented knowledge that will uplift society.

The society has performed a stellar role in spreading education in science and management in India by establishing a number of campuses in Delhi and Jaipur. The students after completing their courses successfully take up the role of entrepreneurs or join industry and business as professionals. They are readily accepted by both the public and private sector in India and abroad.

The society has set up high quality educational institutions as given below:

"Jagannath International Management School"

MOR, Pocket 105, Kalkaji, New Delhi  
Ph :26442957-59, 26232914  
Website:www.jagannath.org  
E-Mail: jims@vsnl.com



"Jagannath International Management School"

OCF, Pocket-9, Sector-B, Vasant Kunj, New Delhi.  
Ph: 26134201-03, 26137191

"JIMS Engineering Management Technical Campus"

48/4, Knowledge Park - 3,  
Greater Noida, U.P



"Jagan Institute of Management Studies"

3, Institutional Area, Sector-5, Rohini-85  
(Near Rajiv Gandhi Cancer Research Institute)  
Tel.: 27042296, 27042284,27042347,27058896.  
Website: www.jimsindia.org  
E-Mail: admissions@jimsindia.org



"Jagannath Gupta Institute of Engineering & Technology"

Plot No. IP-2 & 3, Phase IV, Sitapura Industrial Area,  
Jaipur- 303905, (Rajasthan) Ph: 2771516, 5122341,  
5122337

website: [www.jnit.org](http://www.jnit.org)

E-Mail: [jnit@jnit.org](mailto:jnit@jnit.org)

"Jagan Institute of Management Studies"

Plot No. IP 2 & 3, Sitapur Industrial Area, Phase -IV, Jaipur  
(Rajasthan)

website: [www.jimsjaipur.org](http://www.jimsjaipur.org)

E-Mail: [admissions@jimsjaipur.org](mailto:admissions@jimsjaipur.org)



"Jagannath University"

Village Rampura, Tehsil Chaksu, Jaipur, (Rajasthan)

Ph: 0141 - 5122270, 2771617

website: [www.jagannathuniversity.org](http://www.jagannathuniversity.org)

E-Mail: [admissions@jagannathuniversity.org](mailto:admissions@jagannathuniversity.org)

"JaganNath University"

Bahadur Garh

Haryana



## **2. VISION, MISSION AND CORE VALUES**

### **2.1 Vision and Mission statements**

Jagannath International Management School, Kalkaji, New Delhi was set up in 1997. It functions as a part of the JIMS group of institutes which function under the aegis of the Jagannath Gupta Memorial Educational Society. The Society which runs 08 institutes in the states of Delhi, UP and Rajasthan also operates two private state Universities in Rajasthan and Haryana.

The institute was founded in 1997 with a clear vision and purpose. It was envisioned that in the foreseeable future it would evolve into a world class business school recognized for its commitment to high powered quality education and research. The institute is fully committed to developing outstanding professionals and entrepreneurs who exemplify humanistic values, are socially responsible stewards and create and disseminate practitioner-oriented knowledge that will uplift society.

Our cultural statement is clearly expressed in our core values. These defining values express the way our employees and students conduct themselves at all times. These values are now drawing our operations including admission, hiring, alumni relations etc. All our above processes are free of bias with regard to gender, language, region, religion etc.

#### **Vision**

We visualize JIMS as an institute of higher academic learning known for its total commitment to excellence in management and professional education, research and consultancy with a holistic concern for quality of life, environment, society and ethics.

#### **Mission**

To serve society and improve the quality of life by imparting high quality education in management and professional courses, providing training and development services, fostering research, giving consultancy services to industry and disseminating information through publication of books, journals and magazines.

#### **Core Values**

- Integrity and Ethics
- Transparency and Accountability
- Innovative Learning and Development
- Entrepreneurship and Diversity
- Environment and Social Responsibility

## **2.2 PEOs Statements**

The following Programme Education Objectives (PEOs) have been formulated for the PGDM programme.

To equip students with necessary conceptual, human and technical skills for managerial decision making and their implementation.

To develop a suitable platform wherein, the students learn and perform simultaneously in multi – disciplinary settings.

To nurture in students the capabilities for setting standards of excellence in their managerial work and personal ethics.

To aid potential managers with requisite tools and techniques for developing their professional skills and competence.

To develop insight into multifunctional linkages in order to facilitate solving complex problems at the individual and team levels.

To foster learning of new technologies and innovations and their impact on business.

## **2.3 Formulation process**

The Mission, Vision and PEOs of the PGDM programme were formulated in the year 2006 at the time of introduction of the programme and periodically reviewed.

The institute's Governing Board had appointed an Advisory Group comprising of three senior members representing Industry and academia. The Advisory Group had initial discussions with the institute's Chairman on what future he envisioned for the institute. The discussion revolved around crucial questions such "What do we want to become" and "What is our purpose or the reason of our being?"

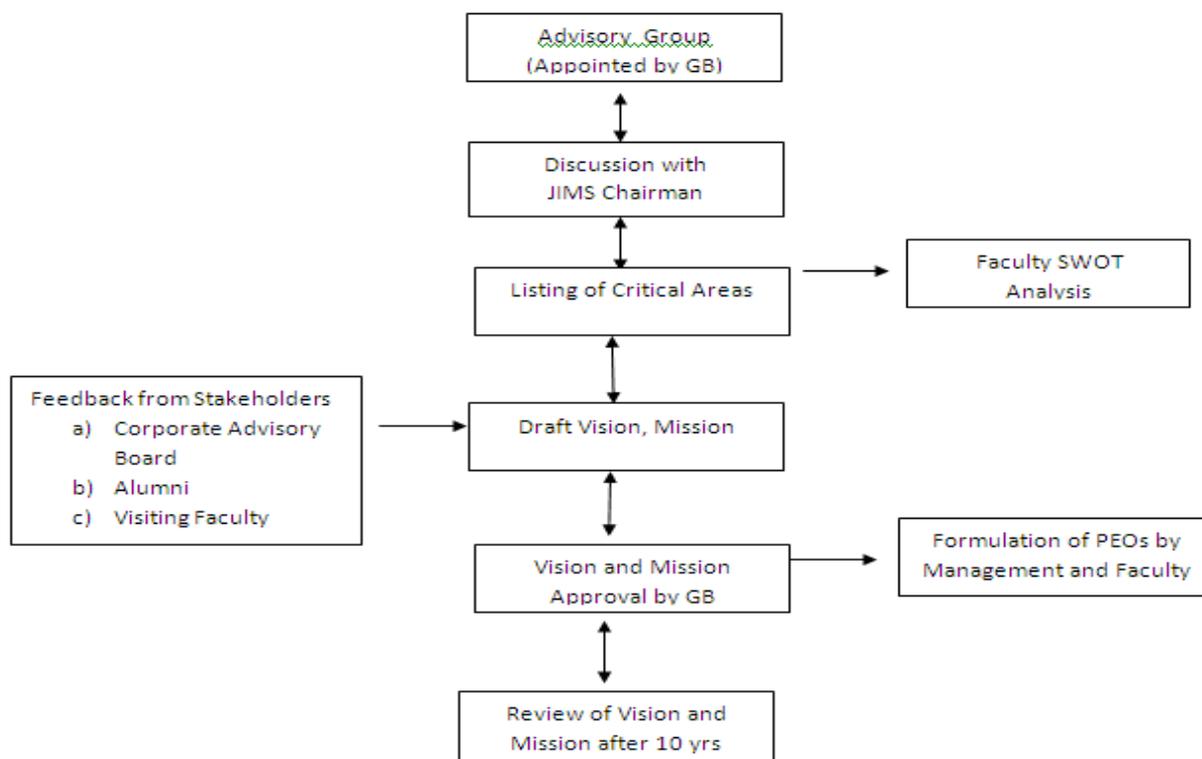
The Advisory Group thereafter considered Vision and Mission statements of leading Indian and Global business schools also. It listed critical areas and prepared a draft Vision Mission and PEOs statements. These statements were discussed at faculty level and opinion of other stakeholders such as our Corporate Advisory Board and Visiting Faculty members was also sought.

Based on suggestions received from above stakeholders the advisory group finalised the draft statements and presented them to Governing Body members. Consequent to discussion the Governing Body approved the Mission, Vision statements. The PEOs were thereafter formulated by JIMS Management and faculty.

The Governing Body, which meets every six months has recommended introduction of several initiatives from time to time on how to achieve effective implementation of PEOs. These include periodic curriculum review, modern pedagogy, faculty and student development, industry interface, foreign university collaborations, alumni development etc.

The process adopted for formulation of Vision, Mission and PEOs is shown below:

### Vision, Mission and Program Educational Objectives



#### 2.4 Consistency of PEOs with the mission

Sr. No.	PEO Statements	M1 Serve Society by Imparting High Quality Education	M2 Foster Research and disseminate Knowledge through publications	M3 Provide Training Development and Consultancy services
1	To equip students with necessary conceptual, human and technical skills for managerial decision making and their implementation	3	2	2
<p><b>Justification:</b> Primary focus of the programe is to provide graduates with high quality education through implementation of world class curriculum, and rich industry and international exposure. They are also encouraged to execute research-based projects to develop their domain knowledge, problem solving and analytical skills. Equipped with strong domain knowledge and skill sets the graduates are able to excel in their new jobs.</p>				
2	To develop a suitable platform wherein, the students learn and perform simultaneously in multi – disciplinary settings.	3	2	2

<b>Justification:</b> The programme curriculum provides ample scope for graduates to acquire diverse knowledge in areas such as Finance, Marketing, Economics, Project Management, Business Analytics, Information Systems etc. so that they are able to effectively apply the tools and execute complex technical projects of social and environmental nature.				
3	To nurture in students the capabilities for setting standards of excellence in their managerial work and personal ethics.	3	2	2
<b>Justification:</b> The programme curriculum covers courses in Governance, Values and Ethics and Social Responsibility which help to develop high standards of professional excellence and personal integrity amongst graduates. Research – based Projects, Case-Studies and assignments on Moral Leadership and Ethical Governance are executed by graduates which help to instill in them strong sense of ethics and moral values.				
4	To aid potential managers with requisite tools and techniques for building their professional skills and competence.	3	2	3
<b>Justification:</b> As a part of the curriculum Graduates undergo comprehensive laboratory training in communication, team and leadership skills. As a consequence they are able to effectively apply these skills in the workplace to achieve the aims and objectives of the organization.				
5	To develop insight into multifunctional linkages in order to facilitate solving complex problems at the individual and team level.	3	2	2
<b>Justification:</b> The Curriculum provides ample opportunity for graduates to undertake various projects and assignments in Statistics, Business Analytics etc and develop skills to analyse complex data and solve problems.				
6	To foster learning of new technologies and innovations and their impact on business.	3	2	2
<b>Justification:</b> It is important for graduates to keep abreast of technological developments taking place and to develop skills on how to deal with their short and long term impact on business. Such exposure helps to develop lifelong strategic skills in graduates.				

### 3. OBJECTIVES OF THE BYLAWS

These Bylaws have been prepared with the following aims and objectives:

- To provide a comprehensive view of the organization with regard to its structure, facilities, programmes, publications, pedagogy and people.
- To acquaint the officers / Authorities of the Institute, faculty and staff members with their duties and responsibilities the various rules / guidelines governing examination, leave, office schedule, general conduct and discipline etc. and the various academic programmes, along with the academic calendar.

The Institute presently conducts Post-graduate Diploma in Management and the Post graduate Diploma in International Business programmes which are both two year, fulltime and are approved by All India Council for Technical Education, Ministry of HRD. The programmes are designed to achieve the following objectives.

- a) To equip students with necessary conceptual, human and technical skills for managerial decision making and their implementation.
- b) To develop entrepreneurial capabilities in students and groom them as effective leaders and change agents.
- c) To nurture in students the capabilities for setting standards of excellence in their managerial work and personal ethics.
- d) To provide a suitable platform wherein, the students learn and perform simultaneously.
- e) To develop insight into multifunctional linkages in order to facilitate solving complex problems.
- f) To aid present managers with requisite tools for building the strength of competitiveness.

The institute in affiliation with the GGSIP University also runs the BBA and B.Com (H) programmes.

#### 4. DEFINITIONS

1. The "Society" means the Jagan Nath Gupta Memorial Education Society, having Registration No. S16165, dated 4.11.1985, registered under the Societies Registration Act, 1860 (Act No. 21 of 1860);
2. Jagannath Group of Institutions includes all educational and other institutes promoted by Jagannath Gupta Memorial Educational Society.
3. "Institute" means Jagannath International Management School, New Delhi;
4. Jagannath International Management School, "JIMS, Kalkaji" is an institution promoted by this Society.
5. "AICTE" means All India Council of Technical Education established under All India Council of Technical Education Act, 1987 (Central Act No. 52 of 1987);
6. "employee" means a person appointed by the Institute to work in the Institute and includes teachers, officers and other employees of the Institute;
7. "fee" means collection made by the Institute from the students by whatever name in may be called, which is not refundable;
8. "higher education" means study of a curriculum or course for the pursuit of knowledge beyond 10+2 level;
9. "NAAC" means the National Assessment and Accreditation Council, Bangalore, an autonomous institution of the UGC;
10. "regulating body" means a body established or constituted by or under any law for the time being in force laying down norms and conditions for ensuring academic standards of higher education, such as AICTE and includes the Society;
11. "student of the Institute" means a person enrolled in the Institute for taking a course of study for a diploma instituted by the Institute;
12. "UGC" means the University Grants Commission, established under section 4 of the University Grants Commission Act, 1956 (Central Act No. 3 of 1956); and
13. "AIU" means the Association of Indian Universities registered in 1967 under the Registration of Societies Act 1860.
14. "Governing Body" means the principal executive body of the institute.
15. "Board of Studies and Research (BOS)" means the principal academic body of the Institute.

16. 'DIRECTOR' means the Head of the Institution; and includes when there is no Director, the person for the time being duly appointed to act as Director and in the absence of the Director or the acting Director, a Deputy Director/ Dean duly appointed as such;
17. 'DEAN' means the academic head of the branch/ school/ faculty. For example: Dean Management faculty, IT faculty.
18. "**teacher**" means a Professor, Associate Professor, Assistant Professor or any other person required to impart education or to guide research or to render guidance in any form to the students for pursuing a course of study of the Institute;

## 5. ABOUT THE INSTITUTE



### Jagannath International Management



Jagannath International Management School was set up in 1997 under the aegis of the Jagan Nath Gupta Memorial Educational Society.

As an Institute of excellence in the fields of management and information technology, JIMS has always strived to rework the curriculum in consonance with the changing needs of the corporate world. Regular interaction with leaders in business and academics has helped the Institute in achieving the goal of moving ahead of time.

The standards it has set for the quality of its courses and programmes and the delivery system adopted, have enabled the Institute to attract students from across the country. Its PGDM Programme, recognised by AICTE has gained immense popularity with the graduates seeking higher educational opportunities and new challenges. It is evidenced by the ever increasing number of applicants for this Programme over the years. The ready acceptability of its post-graduates by the corporate entities may be considered a stamp of approval to the PGDM Programme.

**Powers and functions of the Institute:** The Institute shall have the following powers and functions, namely:-

- (a) To provide for instruction in the management disciplines and to make provisions for research and for the advancement and dissemination of knowledge;
- (b) To grant, subject to such conditions as the institute may determine, diplomas on the basis of examinations, evaluation or any other method of testing on persons, and to withdraw any such diplomas for good and sufficient cause;
- (c) To institute professorships, associate professorships, assistant professorships and other teaching or academic posts required by the institute and to make appointment thereto;
- (d) To create administrative, ministerial and other posts and to make appointments thereto;
- (e) To appoint persons working in any other institute or organization having specific knowledge permanently or for a specified period;
- (f) To co-operate, collaborate or associate with any other university or authority or institution in such manner and for such purpose as the Institute may determine
- (g) To institute and award scholarships, medals and prizes
- (h) To make provisions for research and consultancy, and for that purpose to enter into such arrangements with other institutions or bodies as the institute may deem necessary
- (i) To determine standards for admission into the institute, which may include examination, evaluation or any other method of testing
- (j) To demand and receive payment of fees and other charges
- (k) To make special arrangements in respect of women students as the institute may consider desirable
- (l) To regulate and enforce discipline among the employees and students of the institute and take such disciplinary measures in this regard as may be deemed necessary by the institute
- (m) To make arrangements for promoting the health and general welfare of the employees of the institute
- (n) To receive donations and acquire, hold, manage and dispose of any movable or immovable property
- (o) To borrow money with the approval of the society for the purposes of the institute
- (p) To mortgage or hypothecate the property of the institute with the approval of the society
- (q) To ensure that the standard of diplomas and other academic distinctions are not lower than those laid down by AICTE, UGC and other similar bodies established by or under any law for the time being in force for the regulation of education
- (r) To do all such other acts and things as may be necessary, incidental or conducive to the attainment of all or any of the objects of the institute.

## 6. THE GOVERNING BODY

The Governing Body shall be the executive body of the Institute, and its constitution and the terms of office of its members, other than ex-officio members, shall be prescribed by the AICTE norms. The Governing Body shall have at least eleven members including the Chairman and the Member-Secretary. The Society shall nominate six members including the Chairman and the Member-Secretary and the remaining five members shall be nominated as indicated below:

- Chairman to be nominated by Society
- Director of the Institute – Member-Secretary
- Two to five members to be nominated by the Society.
- Nominee of the AICTE
- An Industrialist/ technologist/ educationist from the Region to be nominated by the concerned Regional Committee as nominee of the Council, out of the panel approved by the Chairman of the Council.
- Nominee of the Affiliating Body/ University/ State Board of Technical Education.
- Nominee of the State Government – Director of Technical Education (ex-officio).
- An Industrialist/ technologist/ educationist from the Region nominated by the State Government.
- Two faculty members to be nominated from amongst the regular staff one at the level of Professor and one at the level of Assistant Professor.
- The number of members can be increased equally by adding nominees of the registered Society and by adding an equal number of educationists from the Region keeping in view the interest of the Technical Institution. The total number of members of a Governing Body shall, however, not exceed 21.
- Given below is the constitution of the governing body

**Chairperson**

**Mr. Anil K. Agarwal**  
President, Cosmos Group

**Vice-Chairperson**

**Dr. T. N. Kapoor**  
Former Vice Chancellor  
Punjab University

**Members**

**Dr. Amit Gupta**  
Chairman  
Jagannath International Management School

**Dr. Mahesh Gupta**  
Chairman & MD  
Kent RO System Ltd

**Mr. Rajesh Agarwal**  
Co-founder & Director  
Micromax Informatics Ltd.

**Prof. D.K. Banwet**  
Vice - Chancellor  
University of Engg. And Mgmt.,  
Kolkata

**Mr. Vijay Rai**  
President & CEO  
Powercon

**Mr. Deepak Maheshwari**  
Head, Govt. Affairs  
Symantec

**Mr. Kamal Singh,**  
Executive Director  
UN Global Compact Network India

**Mr. G.P. Rao**  
Fmr Vice President (HR)  
Reliance Industries Ltd.

**Dr. (Cdr.) Satish Seth**  
Director-General  
Jagannath International Management School

**Mr. C.M. Krishna**  
Hony Advisor  
PHDCCI

**Dr. Sanjay Sehgal**  
Faculty of Finance & Control,  
Department of Financial Studies,  
(South Campus) University of Delhi

**Dr. R.K. Mittal**  
Vice Chancellor,  
Ch.Bansilal Univ, Bhiwani

**Mr. Anupam Datta**  
Head International Business  
VE Commercial Vehicles

**Mr. Subhash Bhaskar**  
Addnl. Gen. Mgr. (HR)  
MMTC Ltd.

**Mr. G.K. Agarwal**  
Professor  
International Management Institute

**Mr. Ramesh Behl**  
Director  
IMI, Bhubaneswar

**Dr. Poonam Verma**  
Principal, SSCBS  
University of Delhi

**Dr. Simrit Kaur**  
Principal, SRCC  
University of Delhi

**Dr. A.K.Sengupta**  
Fmr, Director  
Jagannath International Management School

**Dr. J.K. Batra**  
Director  
Jagannath International Management School

**Kumar Abhinav**

National Sales Manager (IT Platforms & Display  
Solutions Business), NEC India  
(Alumni)

**Vijay Singh**

Manager (HR&MS)  
LG Electronics  
(Alumni)

## **7. STRATEGIC PLAN (2017-22)**

### **External Environment**

The landscape of business education is being reshaped by globalization and new technologies, leading to heightened competition, complexity, and change. Business schools compete for students across the globe, offering programs on multiple continents, using myriad technologies that minimize the importance of physical distance. The marketplace for faculty is global, creating unprecedented demand for faculty talent. The new landscape requires business schools to ensure their educational experiences and research meet the emerging needs of students, businesses, and society. Students need to be prepared for the challenges of cross-border and cross-cultural commerce, rapidly evolving technologies, and the need to manage limited resources. Employers seek students with a global mindset, who are entrepreneurial in their thinking and actions, with strong communication and analytical skills. Faculty need to be prepared to work on solutions to the complex and multidisciplinary problems facing businesses and society. Business schools need to develop a culture of continuous innovation and experimentation to keep pace with change in the external world, and identify better ways to serve existing markets while at the same time exploring opportunities in new markets.

### **Assets**

JIMS is a leading business school, recognized for its excellence outside constituents and rating agencies. We are privileged to possess unique assets that build our reputation, attract students, faculty, and staff, and enhance our relevance to alumni, corporates and strategic partners. Our assets include:

1. A B-School on the rise that is dedicated to impart world class education while also valuing imagination, entrepreneurial thinking, collaboration, adaptation, and ethical and social perspectives.
2. A central location in metropolitan New Delhi one of India's economic, social, cultural, and intellectual hubs, and a national trendsetter.
3. An extensive alumni base.
4. A network of relationships with individuals and institutions in India and abroad built over the past 20 years.
5. A diverse body of outstanding students.
6. Dedicated, talented and experienced faculty.
7. A portfolio of educational programs that serve students using a variety of teaching methods.

### **Vision**

We visualize JIMS as an institute of higher academic learning known for its total commitment to excellence in management and professional education, research and consultancy with a holistic concern for quality of life, environment, society and ethics.

### **Operational Vision of JIMS for next 5 years (2017-22)**

“To become one of the top five Private Business schools in NCR”

## Mission

To serve society and improve the quality of life by imparting high quality education in management and professional courses, providing training and development services, fostering research, giving consultancy services to industry and disseminating information through publication of books, journals and magazines.

## Measurement Targets

To be ranked among the

- ✓ Top 5 business Management programs in This region
- ✓ Top 5 in PGDM and MDP in the Region
- ✓ Top 5 business schools for research contributions In the Region
- ✓ Top 5 in terms of attracting quality students and placement
- ✓ Top 5 in terms of attracting Intellectual Capital (faculty)
- ✓ To get Accredited by National & International Agencies

## Key Success Factors

We believe that there are six major factors that will determine the success of JIMS in fulfilling

Our mission and vision:

- ✓ People,
- ✓ Placement,
- ✓ Scholarship/research
- ✓ Academic programs,
- ✓ External relations and
- ✓ Internal processes.

Each of these factors is described as follows:

KSF	Goals & Objectives (To be achieved by 2017-2022)
People	<ul style="list-style-type: none"><li>✓ Have a mixed/diverse faculty (qualified And seasoned) constituted of academics and industry in 70:30 ratio with strong brand values.</li><li>✓ Boost admission process and tactics to Pull students to JIMS in terms of quality and strength.</li><li>✓ Let's have a <b>mission catch---line---</b>'Best Institution in NCR' by 2019. And the management must work on In that direction.</li></ul>

Placement	<ul style="list-style-type: none"> <li>✓ Double the number of company visiting the campus by 2018.</li> <li>✓ Put efforts to have consortium of Companies who would be willing to Participate with JIMS in selection process, developing joint course curriculum, summer and final placement</li> <li>✓ Conduct at least 3---4 round tables of corporate doyens on emerging Business issues</li> </ul>
Research, Scholarship and Training	<ul style="list-style-type: none"> <li>✓ Yearly Increase the average number Of JIMS faculty---authored articles/cases accepted for publication In <b>premier journals</b> and high quality journals.</li> <li>✓ Have funded research project---At Least two large and two medium in A year.</li> <li>✓ Have MDPs at least with a target of 10% increase in each year.</li> <li>✓ Have appropriate increase in research/ conference grant for faculty every year</li> <li>✓ Develop a Research Policy</li> </ul>
Academic Programme	<ul style="list-style-type: none"> <li>✓ Develop unique courses of high value and demand in consultation with corporate experts</li> </ul>
External Relationships	<ul style="list-style-type: none"> <li>✓ Introduce the practice endowed chairs/chair Professors. This will help JIMS in Attracting quality faculty.</li> <li>✓ Develop consortium of industries to Take responsibilities</li> <li>✓ Have a highly evolved and functional Office of communication</li> <li>✓ Create a brand image through Centre for Excellence and expect to have regular and Authentic media coverage</li> <li>✓ Allocate funds to students scholarships.</li> </ul>
Internal Process	<ul style="list-style-type: none"> <li>✓ Develop culture of excellence and Conduct climate survey yearly</li> <li>✓ Constitute strategic committee to steer and evaluate quarterly the important processes such as communication, placement, admission, research and training.</li> <li>✓ Have regular benchmarking processes at least once in a year</li> <li>✓ Develop evaluation measures to strengthen internal processes at all levels and domains.</li> </ul>

## **8. POWERS AND FUNCTIONS OF VARIOUS AUTHORITIES AND BODIES**

### **8.1. Meetings of the Governing Body:**

The Governing Body shall meet at least twice a year.

There should not ordinarily be a gap of more than six months between two meetings of the Governing Body.

### **8.2 The Governing Body:**

- a. The Governing Body shall be the principal executive body of the Institute. All the movable and immovable property of the Institute shall vest in the Governing Body. It shall have the following powers, namely:-
- b. To provide general superintendence and directions and to control the functioning of the Institute by using all such powers as are provided by the Bylaws or the Regulations or rules made there under.
- c. To review the decisions of other authorities of the Institute in case they are not in conformity with the provisions of the Bylaws or the Regulations or rules made there under.
- d. To approve the budget and annual report of the Institute;
- e. To lay down the policies to be followed by the Institute;
- f. To ensure utilization of funds as per budget.
- g. To consider the progress report of the institution.
- h. To confirm the appointments and resignations of all staff members.
- i. To fix the admission criteria and fee to be charged from the students.
- j. To suggest ways and means of improve the functioning of the institute.
- k. Such other powers as may be prescribed by the governance.

### **8.3 Powers of Chairman-**

- a. The Chairman shall, by virtue of his office, be the head of the Institute.
- b. The Chairman shall preside over all policy meetings concerning the long term strategic growth and development of the institute. In the absence of the Chairman at any particular meeting, the Director General shall preside over the meeting.
- c. In any emergency, in which, in the opinion of the Chairman, immediate action is required, the Chairman shall after considering the opinion of the Director General of the Institute, take such action subject to these "Rules" as he thinks necessary and report the action taken by him to the Governing Body at its next meeting for approval and confirmation.

#### **8.4 Role of Director – General (DG)**

- 8.4.1 The DG shall be the principal executive and academic officer of the Institute and shall exercise general superintendence and control over the affairs of the Institute and shall execute the decisions of the authorities of the Institute.
- 8.4.2 The DG shall be responsible for formulating policies for growth and development of the institute and all promotion and branding activities.
- 8.4.3 The DG shall sanction leave of all types, within the rules prescribed, to all teaching and non-teaching staff and officiating arrangements, wherever necessary, will also be made by him in accordance with the Rules.

#### **8.5 Role of Director-**

- 8.5.1 The Director shall be responsible for the organization of teaching and co-curricular activities of the Institute.
- 8.5.2 The Director will decide the policies regarding Examination (Institute) and admission to the Institute after consultation with the Director-General.
- 8.5.3 The Director shall convene meetings of the faculty, as and when required, in consultation with the HODs and shall preside over the same. He shall formulate the policies and development programmes of the faculty and present the same to the appropriate authorities for their consideration.

#### **The Board of Studies and Research (BOSR):**

The Board of Studies and Research shall be the academic body of the Institute and shall, subject to the provisions of the Bylaws, have the control and general regulation, and be responsible for the maintenance of standards of instruction, education and examination within the Institute, and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Bylaws. It shall have the right to advise the Governing Body on all academic matters. The constitution of the Board of Studies and Research and the term of office of its members, other than ex-officio, members, shall be prescribed by the Bylaws.

- 8.5.4 The Board of Studies and Research shall consist of the Director-General, Director and such other members as may be prescribed by the Bylaws.
- 8.5.5 The Director shall be the member secretary of the Board of Studies.
- 8.5.6 The Board of Studies shall be the principal academic body of the Institute and shall, subject to the provisions of the Bylaws made there under, co-ordinate and exercise general supervision over the academic policies of the Institute.

##### **Chairperson**

Prof. Sanjay Sehgal  
Dean, Department of Financial Studies,  
South Campus, University of Delhi

##### **Members**

Dr. Ajay Pandit, Former Professor, FMS, University of Delhi  
Ms. Anju Uppal, General Manager – HR, AIMIL LTD.

Mr. Manmohan Bhutani, VP(HR) & Business Operations, American Cyber Systems

Dr. (Cdr.) Satish Seth, Director General, Jagannath International Management School

Dr. J K Batra, Director ,Jagannath International Management School

8.5.7 The quorum for meetings of the BOSR shall be such as may be prescribed by the Bylaws.

**8.5.8 Duties and responsibilities of the Board of Studies and Research**

- I. To make arrangements for the instruction and examination of persons not being members of the institute as may be necessary;
- II. To promote research within the Institute and to require, from time to time, report on such research;
- III. To consider proposals submitted by the Faculties;
- IV. To appoint Committee for admissions to the Institute;
- V. To fix, subject to any conditions accepted by the Society, the time, mode and conditions of competition for Fellowships, Scholarships and other prizes and to award the same;
- VI. To make recommendations to the Institute in regard to the appointment of Examiners and, if necessary, their removal and the fixation of their fees, emoluments and travelling and other expenses;
- VII. To approve the results of the various Institute examinations, or to appoint Committees or officers to do so, and to make recommendations regarding the conferment or grant of -, honours diplomas, licenses, titles and marks of honour
- VIII. To award Stipends, Scholarships, Medals and Prizes and to make other awards in accordance with the Bylaws and such other conditions as may be attached to the awards. The list of examinations of other Universities/Boards, etc. recognized for purposes of admission to a course of study in this Institute, is given in the Regulations part of the Institute's brochure.
- IX. To publish lists of prescribed or recommended text-books, and to publish syllabii of the prescribed courses of study;
- X. To perform, in relation to academic matters, all such duties and to do all such acts as. May be necessary for the proper carrying out of the provisions of the Bylaws.

**8.6 Internal Quality Assurance Cell (IQAC)**

8.6.1 The institute has established an Internal Quality Assurance Cell (IQAC). Since quality enhancement is a continuous process, the IQAC will become a part of the institute's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent & caterlytic improvement in the overall performance of institutions.

8.6.2 The dates and responsibilities of the IQAC are as below:

- Development of quality benchmarks/parameters for various academic activities.
- Facilitating the creation of a learner-centric environment conducive to quality education.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related process.
- Dissemination of information on various quality parameters of higher education
- Organisation of inter and intra institutional workshops, seminars on quality related themes.
- Development and maintenance of institute's database for the purpose of maintaining/enhancing the institutional quality.
- Development of Quality Culture in the institute
- Preparation of the Annual Quality Assurance Report (AQAR)

8.6.3 The IQAC shall comprise of Director General, Director and Head of Department, a senior University Professor, industry representative and one/two alumni

8.6.4 The Director shall be the Member secretary of IQAC

8.6.5 The IQAC members are :

- Dr.(Cdr) Satish Seth, Chairman
- Dr.J.K.Batra, Member Secretary
- Prof.R.K.Mttal Vice Chancellor, Ch. Bansilal Univ,  
Bhiwani
- Mr.Ankur Wahal, Director (Finance), Mazars India
- Dr.Preeti Singh, HOD, PGDM(B)
- Dr. Rshmi Bhatia, HOD, BBA
- Dr. Seema Agarwal, Joint Registrar
- Dr. Komal Khatter, Associate Professor
- Dr. Ashish Kumar, Asst.Manager, SS & C, GlobeOp

## 8.7 Selection Committee

The Selection Committee for appointment of the faculty Members shall consist of the Chairman, the Director-General, the Director and the persons as specified.

8.7.1 The Chairman, or in his absence, the Director-General, if any, shall preside at the meetings of a Selection Committee.

8.7.2 The meetings of a Selection Committee shall be convened by the Chairman, or in his absence, by the Director-General, if any. The meetings shall be fixed at a time convenient to the nominee of the Governing Body and other persons nominated by the Board of Studies and Research

- 8.7.3 The quorum for a meeting of the Selection Committee shall not be complete unless, in addition to the Chairman, in a case where the persons nominated by the Board of Studies and Research/ Governing Body on the Selection Committee is four, at least three of them and where such number is three, at least two of them are present in the meeting. If the quorum is not complete, the meeting shall be adjourned.
- 8.7.4 The Selection Committee shall consider and submit to the Governing Body recommendations as to the appointment referred to it. If the Governing Body is unable to accept the recommendations made by the Committee, it shall record its reasons and submit the case to the Chairman for final orders.

## **8.8 Other Committees:-**

### **8.8.1 Academic Development Committee:-**

#### **The Composition of the Committee:**

- a. Director General
- b. Director
- c. HOD
- d. Faculty members
- e. Student CRs

#### **The Roles and Responsibilities of the Committee:**

- I. Curriculum Updation
- II. Up dating Academics Calendar for all courses
- III. Conduct of Examination
- IV. Finalization of Time Table
- V. Introduction of new value added courses (MOOC etc)
- VI. Introduction of new pedagogy
- VII. Modernisation of Computer Labs and Library
- VIII. Conduct of internal audit of ISO 9001:2015
- IX. Preparation of all exam related activities like Identification of paper setters, typing & photocopying of question papers, seating plan, Invigilation Roster etc.
- X. Interaction with AICTE, University, external agencies & other institutions
- XI. Any other issue aimed at enhancing quality of education.

### **8.8.2 Committee for Prevention of Ragging**

Ragging in any form is strictly prohibited in the Campus and it is a punishable offence as per the directions of the Hon'ble Supreme Court of India.

As per the UGC DRAFT REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009 Ragging means the following

“Any disorderly conduct whether by words spoken or written or by an act which the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or indiscipline activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or any other student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or any other student.”

The following acts will be regarded as acts of Ragging:

- a) Abetment to ragging;
- b) Criminal conspiracy to rag;
- c) Unlawful assembly and rioting while ragging;
- d) Public nuisance created during ragging;
- e) Violation of decency and morals through ragging;
- f) Injury to body, causing hurt or grievous hurt;
- g) Wrongful restraint;
- h) Wrongful confinement;
- i) Use of criminal force;
- j) Assault as well as sexual offences or unnatural offences;
- k) Extortion;
- l) Criminal trespass;
- m) Offences against property;
- n) Criminal intimidation;
- o) Attempts to commit any or all of the above mentioned offences against the victim(s);
- p) All other offences following from the definition of "Ragging"

Ragging in all its forms is totally banned in this institution including in its departments, constituent units, all its premises (academic, sports, cafeteria and the like) whether located within the campus or outside and in all means of transportation of students whether public or private. The institution shall take strict action against those found guilty of ragging and/or abetting ragging.

**Actions to be taken against students for indulging and abetting ragging in the Campus**

The punishment to be meted out of the students found to indulge in ragging would be justifiably harsh to act as a deterrent against recurrence of such incidents and every single incident of

ragging a First Information Report (FIR) will be filed without exception by the Institute with the local police authorities.

- a. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
- b. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination as under:-
  - (i) Cancellation of admission
  - (ii) Suspension from attending classes
  - (iii) Withholding/withdrawing scholarship/fellowship and other benefits
  - (iv) Debarring from appearing in any test/examination or other evaluation process
  - (v) Withholding results
  - (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
  - (vii) Suspension/expulsion from the hostel
  - (viii) Rustication from the institution for period ranging from 1 to 4 trimesters.
  - (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
  - (x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggars.

#### **Roles and Responsibilities of Anti-Ragging Committee**

- I. The committee will take all the necessary preventive actions to prohibit the Ragging in the Campus.
- II. The committee shall intimate the incidents of Ragging occurred in their premises along with actions taken to the Director from time to time.
- III. The committee will ensure the following at the time of Orientation Programme of the New Batch:
  - I. The Instructions and Guidelines Manual of Prevention and Prohibition of Ragging in the Campus is issued to all the students. The Manual comprises of the following.

- a. Anti Ragging Monitoring Mechanism in the Campus
- b. Detail of Anti Ragging Committee
- c. Detail of anti Ragging Squad
- d. Detail of Anti Ragging Mentoring Cell
- e. The information on the acts of Ragging
- f. Action against the students to be taken for indulging and abetting Ragging.

### **The Composition of Anti-Ragging Committee**

1. Director General
2. Director
3. Representative of Police
4. Representative of Civil Administration
5. Representative from Media
6. Representative from NGO
7. Dean/HOD
8. Faculty
9. Parent Representative
10. Student Representatives

### **Roles and Responsibilities of Anti Ragging Squad**

- I. The member of the squad shall remain alert, mobile and active at all times in the campus.
- II. The squad is required to make surprise raids in the Cafeteria, the area near Generator, back side of the Cafeteria and other places vulnerable to incidents and having the potential for ragging. The visit report is required to be submitted to the Anti Ragging Committee.
- III. The squad is to conduct an on-the-spot enquiry into any incidents of ragging referred to it by
  - The Head of the Institute
  - Any Faculty Member
  - Any Staff Member
  - Any Student
  - Any Parent or Guardian
  - Any Employee of the service provider
  - Any other person

The report is required to be submitted to the Anti-Ragging Committee

- IV. On the spot enquiry should be conducted by observing a fair and transparent procedure and the principles of natural justice.
- V. The student or students accused of ragging should be given reasonable opportunity to place the facts, documents and views concerning the incidents of ragging and considerations such other relevant information as may be required.
- VI. The members are required to take preventive Anti-Ragging measures.

### **Roles and Responsibilities of Senior Student Mentors**

- I. To ensure that the Anti-Ragging notices are always displayed on the notice boards of the respective floors, in the library, in the Computer labs, and at gates of the Campus. The notices should be visible.
- II. To ensure that any incidence of ragging of the junior students by senior students is immediately reported to the Anti-Ragging squad without delay.
- III. To forward all the suggestion received by anti-ragging squad for taking preventive action with this regard.
- IV. To hold fortnightly meetings with the mentors and suggest measures to be adopted to ensure no ragging takes place in the campus.

### **Roles and Responsibilities of Mentoring Cell**

Each student mentor from the senior batch will be taking care of 6 junior students under his/her supervision assigned by the Institute. The role and responsibilities of the mentors will be as follows.

- I. To ensure that the Anti-Ragging notices are always displayed on the notice boards of their respective classes.
- II. Any incidence of ragging of the junior students by senior students should be immediately brought into the notice of Head Mentor and Anti Ragging squad.
- III. To conduct meetings with the junior students of their respective batches and seek valuable suggestions for anti ragging activities.
- IV. To motivate the juniors that they should not have any fear of ragging in their mind as no senior can force them to do the activities/ act, for which they are not comfortable to act upon.

### **The Composition of Anti-Ragging Squad**

1. Director General
2. Director
3. Dean/HOD

4. Joint Registrar
5. Faculty Member
6. Manager Admin.
7. Library Head

### 8.8.3 Committee for Prevention of Sexual Harassment

“Sexual Harassment” includes such unwelcome sexually determined behaviour (whether directly or by implication) as

- (a) Sexually offensive physical contact or advances;
- (b) A demand or request for sexual favors.
- (c) Sexually colored remarks;
- (d) Showing Pornography; And
- (e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Where any of these acts is committed in circumstances, where under the victim of such conduct has a reasonable apprehension that in relation to the victim’s employment or work, whether she is drawing salary, or honorarium or doing voluntary service, in the institute, such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory when the woman has reasonable ground to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection there to

### Who Can Make a Complaint?

Sexual harassment also includes unwelcome

- Loaded comments having sexually offensive connotations.
- Remarks or jokes having sexually offensive connotations;
- Obscene, e-mails or phone calls having sexually offensive connotations
- Sexual physical gestures, lewd stares;
- Physical contact having sexually offensive connotations and stalking;
- Exhibition of pornography;
- Making of sounds having sexually offensive connotations;
- Playing of music or songs having sexually offensive connotations.
- Relating sexually explicit anecdotes;
- Threat to take vindictive action for denial of sexual favours;

- Singing lewd songs;
- Any act or behaviour that is sexual, based on sex or on sexual orientation, towards a person, that has the aim or effect of compromising that person's right to dignity, equality in employment, and to working conditions that are respectful of that person's dignity, their moral or physical integrity, their right to receive ordinary services offered to the public in full equality.
- The act or behaviour can notably take the form of: pressure (pressions), insults, remarks, jokes based on sex, touching, assault, all sexual exhibitionism, all unwelcome implicit or explicit sexual solicitations, all threats or all sexual blackmail.
- Any pressure, constraint of sexual nature carried out through words, gestures, threats, promises, writing, drawings, sending of objects, all sexually discriminatory remarks, targeting a person during a hire or while conducting his professional activity.
- Any behaviour is unacceptable if
  - (a) Such conduct is unwanted, unreasonable and offensive to the recipient
  - (b) A person's rejection of, or submission to, such conduct on the part of employers or workers (including superiors or colleagues) is used explicitly or implicitly as a basis for a decision which affects that person's access to vocational training, access to employment, continued employment, promotion, salary or any other employment decisions; and /or
  - (c) Such conduct creates an intimidating, hostile or humiliating work environment for the recipient; and that such conduct may, in certain circumstances, be contrary to the principles of equal treatment within the meaning of Articles 14, 15, 16 and 21 of the Constitution of India.
- Act or conduct creating sexually hostile and intimidating environment.
  - (a) A person who is –
    - (i) A student of this Institute
    - (ii) Seeking to be an employee or employed in this Institute
    - (iii) A member of the staff of this Institute or is a member of any committee, Governing Body, Board of Studies or holds an administrative or consultative position in the Institute
    - (iv) An applicant for admission into any course offered by this Institute.

Subject to the condition that:

Where a complaint instituted before the Complaints Committee is found to be frivolous or vexatious, the Committee shall, for reasons to be recorded in writing, dismiss the complaint and make an order that the complainant shall pay to the opposite party a fine of minimum Rs. 5000/- (five thousand rupees).

## **The Complaint Committee**

There shall be an 'Institute Complaint Committee'. The Institute Complaint Committee shall comprise of 3 ordinary members. At least two members of the Committee shall be women. The Chairperson of the Institute Complaint Committee shall be nominated by the Director and shall be a woman. Presence of all members in the meeting shall be essential.

## **Eligibility for Membership of the Complaint Committee**

A person employed as a teacher or in equivalent grade shall be appointed as ordinary members of the Committee, taking into consideration their seniority, ability and background.

The Committees as (i) and (ii) above, may co-opt as many members as are necessary to make an informed, reasonable and expeditious decision. Students, Staff, NGO's or other relevant persons can be co-opted as members.

## **Jurisdiction**

The territorial jurisdiction of the Institute Complaints Committee shall extend to acts of sexual harassment committed in the Institute Campus. The campus shall also include hired hostels, car parks and other properties owned, maintained or under the control of the Institute.

In the case of sexual harassment of a third person by a student or staff of this Institute or of any affiliated college or institution, the Complaints Committee may in its discretion provide information regarding the student or staff to facilitate a proper determination of the third person's complaint.

## **Conducting Enquiry by the Complaint Committee**

- i) Any person aggrieved shall prefer a complaint before the Complaint Committee at the earliest point of time and in any case within 15 days from the date of occurrence of the alleged incident.
- ii) The complaint shall contain all the material and relevant details concerning the alleged sexual harassment including the names of the contravene or and the complaint shall be addressed to the Complaints Committee
- iii) If the complainant feels that she cannot disclose her identity for any particular reason the complainant shall address the complaint to the Director of the institute and hand over the same in person or in a sealed cover. Upon receipt of such complaint the Director of the institute shall retain the original complaint with himself and send to the Complaints Committee a gist of the complaint containing all material and relevant details, other than the name of the complainant and other details, which might disclose the identity of the complainant.
- iv) The Complaint Committee shall take immediate necessary action to cause an enquiry to be made discreetly or hold an enquiry, if necessary.

- v) The Complaint Committee shall after examination of the complaint submit its recommendations to the Director of the institute recommending the penalty to be imposed.
- vi) Director of the institute upon receipt of the report from the Complaint Committee shall after giving an opportunity of being heard to the persons complained against, confirm with or without modification the penalty recommended after duly following the prescribed procedure
- vii) In cases, pertaining to the officer holding the posts of Asstt. Registrar / Assistant Professor or above the case shall be submitted to the Governing body of the college, which shall with or without modification confirm the penalty recommended, after duly following the prescribed procedure.

### **Disciplinary Action**

Where the conduct of an employee amount to misconduct in employment as defined in the conduct rules, appropriate disciplinary action in accordance with the relevant rules shall be initiated.

Where the conduct of a student amount to misconduct, appropriate disciplinary action in accordance with the relevant Regulations on 'Maintenance of discipline amongst students' shall be initiated by the competent authority.

### **Third Party harassment**

Where sexual harassment occurs as a result of an act or omission by any third party or outsider the employer and the persons in charge shall take all steps necessary and reasonable to assist the affected persons in terms of support and preventive action.

The Complaints Committees shall prepare an Annual Report giving a full account of its activities during the previous year and forward a copy thereof to the Director of the Institute who shall report to the Governing Body.

### **Saving**

Nothing contained in this code shall prejudice any rights available to the employee or prevent any person from seeking any legal remedy under the National Commission for Woman Act 1990, Protection of Human Rights Commission Act 1993 or under any other law for the time being in force.

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the Institute shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

In particular, it should ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassments. The victims of sexual harassments should have the option to seek transfer of the perpetrator or their own transfer.

#### **The Composition of Sexual Harassment Committee**

1. Director General
2. Director
3. Dean/HOD
4. Joint Registrar
5. HR & Admin. Head
6. Manager (Corporate Relations)
7. Faculty Member
8. Representative from NGO

The Chairman of the Committee will be a Lady member.

#### **8.8.4 Grievance Redressal Committee**

A Grievance Redressal Committee will be formed to ensure transparency in admissions and with paramount objective of preventing unfair practices and to provide a mechanism to the students for redressal of their grievances which may include the following complaints of the aggrieved students as follows:-

- (i) making admission contrary to merit determined in accordance with the declared admission policy of the Institute;
- (ii) irregularity in the admission process adopted by the institute;
- (iii) refusing admission in accordance with the declared admission policy of the institute;
- (iv) withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, with a view to induce or compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue;
- (v) demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such institution;
- (vi) breach of the policy for reservation in admission as may be applicable;
- (vii) complaints of alleged discrimination by students from Scheduled Caste, Scheduled Tribes, OBC, women, minority or disabled categories;
- (viii) non payment or delay in payment of scholarships to any students that such institution is committed, under the conditions imposed by AICTE, or by any other authority;
- (ix) delay in conduct of examinations or declaration of results beyond that specified in the academic calendar;
- (x) on provision of student amenities as may have been promised or required to be provided by the institution;
- (xi) denial of quality education as promised at the time of admission or required to be provided;
- (xii) non transparent or unfair evaluation practices;
- (xiii) harassment and victimization of students including sexual harassment; and

(xiv) refund of fees on withdrawal of admissions as per AICTE instructions from time to time.

**The Composition of Grievance Redressal Committee** The members of the committee are as follows:-

<b><u>S.No</u></b>	<b><u>Member</u></b>	<b><u>Designation</u></b>
1.	Director-General	Committee Chairman
2.	Director	Committee Head
3.	Registrar	Member
4.	Controller of Examination	Member
5.	Faculty representative	Member

### **Procedure in Redressal of Grievances**

1. The aggrieved student or person seeking redressal of grievance may submit an application to the committee head.
2. On receipt of an application the committee head shall inform the Committee Chairman and shall immediately provide a copy to the Chairman for furnishing its reply within seven days.
3. The Committee Chairman shall fix a date for hearing the complaint which shall be communicated to the institute and the aggrieved person either in writing or electronically, as may be feasible.
4. An aggrieved person may appear either in person or represented by such person as may be authorised to present his case.
5. The Committee Chairman shall be guided by principles of natural justice whilst hearing the grievance.
6. The Committee Chairman shall ensure disposal of every application within one month of receipt for speedy redressal of grievance.
7. The Technical institution shall be expected to co-operate with the Committee Chairman in redress of grievances and failure to do so may be reported by the Committee Chairman to AICTE.
8. On the conclusion of proceedings, the Committee Chairman shall pass such order, with reasons for such order, as may be deemed fit to redress the grievance and provide such relief as may be desirable to the affected party at issue.
9. Every order under clause (8), under the signature of the Committee Chairman shall be provided to the aggrieved person and the institution and shall be placed on the website of the Technical institution.
10. The Technical institution shall comply with the order of the Committee Chairman.
11. Any order of the Committee Chairman not complied with by the institution shall be reported to the AICTE for appropriate action as deemed fit by the Council.
12. A complaint shall be filed by the aggrieved student, his/her parent or with a special permission from the Committee Chairman, by any other person.

13. In case of any false/frivolous complaint, the Committee Chairman may order appropriate action against the complainant.
14. The principles and procedures outlined above shall apply to the working of the Grievance Redressal Committee in the Technical Institute except.
  - a) In case of lack of unanimity, the Grievance Committee shall take decisions by majority;
  - b) The Grievance Committee shall communicate its decisions within ten days of receipt of complaint.
15. The Institute shall provide detailed information regarding provisions of grievance redressal mechanism, Committee Chairman and the duties and rights of students in their prospectus prominently.

#### 8.8.5 Library Committee

##### **The Composition of the Committee:**

1. 3 Faculty members – Professor, Associate Professor, Asst. Professor
2. Head Librarian

##### **The Roles and Responsibilities of the Committee:**

- I. Books purchases
- II. Finalization of prescribed books / reference books
- III. Procedure for staff / students for issuing of books
- IV. Duration for the books to be issued each time
- V. Recommend purchase/ Exchange of Journals.
- VI. Library timings
- VII. Identification and Liaison with Book-sellers / Publishers
- VIII. List of new books / areas to be prepared and put up for approval
- IX. Budget allocation / approval from management
- X. Rules for Non-compliance of Library rules
- XI. Suggestions for imparting Library Functioning
- XII. Compilation and circulation of the following reference materials
  - a. Brand equity (from ET)
  - b. Industry specific newspaper cuttings
  - c. Cutting on contemporary issues
  - d. Specific series started by any newspaper
  - e. Course Manuals
  - f. Previous Year Question Papers
  - g. List of articles downloaded

- h. Online Journals
- i. Floppy/ CD data bank : Down loaded from the internet

#### **8.8.6. Canteen Committee**

##### **The Composition of the Committee:**

1. 2 Faculty Members
2. HR & Admin.
3. One Class Representative of each programme

##### **The Roles and Responsibilities of the Committee:**

- Looking after the cleanliness and hygienic conditions of the canteen.
  
- Deciding on the menu and Rate of the items.
  
- Supervising the service provided by the canteen staff.
  
- Supervising the quality of the items supplied and services rendered in time.

#### **8.8.7. Examination Committee**

##### **The Composition of the Committee:**

1. Controller of Examination
2. Dean Management
3. Joint Registrar
4. HOD

**The Roles and Responsibilities of the Committee:** It shall deal with the finalization of date sheet, moderation of question papers and answer sheets, unfair means and all such matters related to mid-term and annual exam.

#### **8.8.8. Students Welfare Committee**

##### **The Composition of the Committee:**

- 2 Faculty Members
- 4 Students Representatives

##### **The Roles and Responsibilities of the Committee:**

Identification of Student representative

- Collection of data from different departments including Merit positions and extra curricular achievements of students.
- Budget allocation
- Collection of articles from students and faculty

### **8.8.9 Alumni Committee**

#### **The Composition of the Committee:**

- Director
- 2 Faculty Members
- 4 Students Representatives

#### **The Roles and Responsibilities of the Committee:**

Interaction with Alumni (Meeting with Director/Chairman, Meeting with faculty, JIMS students visit) through Bi-annual/quarterly meetings.

- Maintaining the updated data bank of alumni
- Placement cell to interact with alumni
- Alumni events - organising an Annual Event (preferably in December)
- Finalizing the list of Alumni to be invited as guest faculty to share their experiences.

### **8.8.10 Sports Committee**

#### **The Composition of the Committee:**

- 1 Faculty Member
- 2 Students Representatives

#### **The Roles and Responsibilities of the Committee:**

- Identification of Sports / Games (Indoor / Out door)
- Faculty for organizing different tournaments
- Venue booking - Stadium, Indoor / outdoor
- Approval / utilization of funds
- Guidelines for the games
- Co-ordination of the event
- No. of sports in each semester (Intra-college & Inter-Campus)
- Student Representatives
- Selection of teams, which can participate in Institute tournaments

### **8.8.11 Committee for Extra-Curricular Activities:**

#### **The Composition of the Committee:**

- 4 Faculty Members
- 8 Students Representatives

#### **The Roles and Responsibilities of the Committee:**

- Identification of extra –curricular activities
- Preparation and conduct of weekly quiz (Management & IT)
- Organising Intra College competitions
- Organising Inter Campus activities like: Presentation & Project competition.
- Organising annual cultural Festival : ZEST & DANDIYA NITE
- Organising Inter College Cultural Festivals: KSHITIJ, PRISM, CYNET, POP STAR NITE
- Motivate students for raising sponsorships and promoting brand building publicity of Institute’s activities
- Identification of Venue and other details
- Co-ordination of the events.
- Responsibility chart of the concerned activity
- Drawing up and finalizing Number of events to be conducted in each Semester
- Selecting Student Representatives
- Designing the material for extra-curricular activities
- Monitoring the proper management of extra-curricular activities
- Selection of students, who can participate in the events organized by other Institutions.

#### **8.8.12 Disciplinary Committee**

##### **The Composition of the Committee:**

Director General

Director

4 Faculty Members

2 Students Representatives

Disciplinary Committee is constituted for the purpose of ensuring disciplined behaviour amongst students and maintains record of any disciplinary actions taken thereof for future reference.

##### **The Roles and Responsibilities of the Committee:**

- Finalizing Students representation from each class
- Periodic meeting with class – representatives and Chairman
- Areas Identified for enforcing discipline :
  - Ragging
  - Canteen discipline
  - Class – Room discipline
  - Passage / stair –case discipline
  - Preventive actions

- Corrective actions
- Interaction with Parents

### **8.8.13 Placement Committee**

#### **The Composition of the Committee:**

Director  
 Manager Corporate Relations  
 2 Executive from Placement Department  
 6 Students Representatives

#### **The Roles and Responsibilities of the Committee:**

- Providing summer/ final placements to students of every batch.
- Helping students in designing their curriculum vitae (CV's).
- Building up of data base CV's of students so that they can be sent to the organizations as and when required.
- Identification of student representatives from each class and having weekly meetings with them regularly.
- Giving them a feedback on their performance in interviews/ summer training.
- Help students to improve their performance on the basis of the feedback given.
- Organise one guest lecture per month for each class.
- Organise one Industrial visit per trimester for each batch.
- Identification of Industry mentors for PG Students.

### **8.8.14 Admissions Committee**

Jt. Registrar/HOD  
 Faculty Members  
 Counsellors

#### **The Role and Responsibilities of the Committee**

To ensure that admissions process is conducted in a fair and transparent manner  
 To maintain high quality of student intake.  
 To visit reputed colleges and make presentations to aspirants

### **8.8.15 IT Website and System Administration Committee:**

#### **The Composition of the Committee:**

The Head of the IT  
2 IT Faculty Members  
3 Lab Assistants  
2 Students Representatives

#### **The Roles and Responsibilities of the Committee:**

- Monitoring the functioning of computer labs and reporting problems, if any.
- Maintenance of Feedback Register and ensure that necessary action has been taken on the suggestions.
- To ensure appropriate Infrastructure required
- To monitor and update the institute's website.

### **8.8.16 Research & Publications Committee**

HOD  
Faculty Members  
2 Student Members

#### **The Roles and Responsibilities of the Committee**

- Encourage faculty members to write papers
- Ensure research meets high quality standards
- Encourage faculty to engage in research with industry output.

## **8.9 Delegation of Financial Authority**

### **Objective**

The purpose of this guideline is to ensure financial responsibility and accountability for expenditures made on behalf of Jagannath International Management School (JIMS), New Delhi

The delegation of authority for approval of financial expenditures is limited to Approving Officials. Approving Officials are defined as management level staff comprising Director General, Director, Joint Registrar and Manager (Administration). Exceptions may be granted with written approval by the Chairman, JIMS

### **Applicability**

The approval of expenditures governed by these guidelines includes :

- Purchase of general building equipment, tools and materials.
- Purchase of equipment, tools and materials for facilities (Labs, Canteen, Library)
- Maintenance and repair of building structure, equipment, machinery and fittings

- Travel expenses of Faculty and Staff on official duty (Local and Outstation)
  - Training and Development expenses of faculty (FDPs, Workshops etc.)
  - Expenditures relating to Seminars, Conferences, Workshops, Guest Lectures etc.
- a) Professional Services of Experts
  - b) Hospitality
  - c) Administrative
- d) Hospitality expenses in connection with visit of International faculty

### **Financial Limit**

Approving Officials will approve transactions upto Rs. One Lakh per week.

### **Approving Financial Expenditures**

Approving Officials will approve final transactions based on document review.

Approving officials may not approve transactions that involve reimbursements for themselves such transactions are to be approved at Director General/Chairman's level.

### **Effective Date**

01 July 2016

**9. ORGANIZATION CHART**

**In Separate Sheet**

## **10. REGULATIONS RELATING TO ADMISSION AND ENROLLMENT PROCEDURES FOR POST GRADUATE DIPLOMA IN MANAGEMENT (PGDM – FULL TIME)**

### **PG Programmes**

The admissions for PG programmes are governed by AICTE regulations and the admission procedure for two years full time PGDM and PGDM(IB) programmes is as follows:

### **Eligibility Criteria:**

A candidate seeking admission to PGDM/PGDM(IB) (Full Time) programme must have:

- Bachelor's Degree in any discipline from an institution duly recognized by Association of Indian Universities (Bachelor's degree signifies that the degree has been obtained under 10+2+3 system of education and equivalent) with 50% marks.
- Candidates appearing in final year examinations of their Graduation may also apply. The admission of these candidates will be provisional and undertaking shall be required to be submitted by the candidate that he/she will be furnishing the proof of Graduation on or before 30<sup>th</sup> September of the year. However, in case where the result of qualifying examination is not declared by the Universities by the date specified above, the last of submission of final year result may be extended by another one month i.e. 31<sup>st</sup> October of the year. In case the candidate fails to submit his/her final result to prove his/her eligibility by the above specified date, whatsoever the reason may be the admission will be treated as null and void and the entire fee will be forfeited.

### **Selection Process:**

The procedure for selection has been duly approved by Board of Studies & Research constituted by the Institute to ensure transparency in the Admission process.

- The admission to PGDM (Full Time) program will be made on the basis of the merit determined by the score of CAT/XAT/ATMA/GMAT/MAT(entrance examination conducted by AIMA in September, December, February and May), and the performance of the short listed candidates in GD & Interview conducted by the Institute.
- All the candidates desirous of seeking admission to PGDM (Full Time) programme of JIMS shall be required to apply to JIMS on its prescribed application form which can be obtained by sending Demand Draft of a specified amount to be notified at the time of admission, in favor of JIMS, New Delhi. The form can also be downloaded from the institute's website. The students are required to send a Demand Draft of notified amount while submitting the application form. The result of entrance examination and attested copies of their educational certificates by Gazetted Officer/ Head of the Institute last attended/ Sub-Divisional Magistrate/

Judge of High Court are to be sent along with the application form. The last date for submission of application form will be notified as per the schedule decided by the admission committee.

- Short-listed candidates shall be called for GD and Interview in Institute. The purpose of the Group Discussion will be aimed at measuring communication ability, social behaviour, leadership, persuasiveness etc. of the candidates. The Interview process in general will be aimed at assessing aptitude, subject knowledge, business awareness, communication and problem solving ability. Dates of GD and Interview will be communicated to the short-listed candidates individually. However, the list will also be displayed on Institute's website ([www.jagannath.org](http://www.jagannath.org)).
- The final merit list of selected candidates waiting list will be drawn up on the basis of entrance examination result, GD score & Interview performance and individual letters will be dispatched to the selected candidates notifying the last date of document verification and submission of first fee installment. If a candidate does not complete the necessary formalities for admission as per the notified/extended date, the seat will be considered as vacant as a matter of policy and may be offered to the next candidate in the merit list drawn by the institute.
- After the list of selected candidates gets exhausted, the candidates will be admitted from the waiting list on the basis of first come first serve basis.
- After the candidate has been admitted and if he/she wishes to withdraw admission till 30<sup>th</sup> June (The academic session begins on 1<sup>st</sup> July). Rs. 1,000/- will be deducted as processing fee and amount deposited will be refunded.
- Any guidelines / directions issued by AICTE / Government or any directions issued by courts on the subject of admission & procedure thereof to be strictly adhered to and complied with.

The selected candidates seeking admission are required to submit two sets of the following documents one in Original and the other in photocopy at the time of admission:

1. Class 12<sup>th</sup> Mark sheet.
2. Date of Birth Certificate.
3. Bachelor's Degree final year mark sheet or degree certificate Showing marks or division.
4. Character Certificate from the institute last attended.
5. Medical Certificate
6. Result of qualifying entrance examination
7. Category certificate, if any.
8. Experience certificate.

The original set of documents will be returned to the students after the necessary verification process is completed.

The whole admission process will be documented and all relevant information will be preserved for two years by the Institute.

The academic session will commence from first week of July of the academic year.

### **U.G. Programmes**

The admissions to the BBA and B.Com (H) programmes are done annually through Common Entrance Test (CET) conducted by the GGSIP University. The University Conducts Counseling session and students are given admission to affiliated institutes based on their merit (rank) in CET and their choice of institute. The detailed eligibility criteria for admissions is outlined in the University website: [www.ipuadmission.nic.in](http://www.ipuadmission.nic.in).

**11. REGULATION RELATING TO CONDUCT AND EVALUATION OF  
EXAMINATIONS FOR PGDM & PGDM(IB)**

1. Definitions
2. Approval of Examinations
3. Examination for Regular Students
4. Programmes Content & Duration
5. Trimester
6. Academic Programme Committee
7. Examination Fees
8. Attendance
9. Evaluation & Examination
10. Criteria for Passing Courses, Marks and Divisions
11. (a) Use of Unfair Means  
(b) Students Grievance Committee
12. Award of Diploma
13. Schemata of Evaluation
14. Follow up of Approved Guidelines
15. Applicable Regulations for Unforeseen Issues
16. Regulations for Proper Conduct of Examinations
17. Guidelines for Invigilators
18. General Rules for Examinations
19. Instructions for the Students during the Exam

**Applicability :** These Regulations shall apply to PGDM (Full Time) Programme following Trimester System.

**11.1 Definitions:**

1. **Academic Programme** shall mean a programme of courses and/or any other component leading to Post Graduate Diploma in Management Programme duly approved by AICTE.
2. **An Academic Year** is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations.
3. **Trimester System** – a programme wherein each academic year is apportioned into trimesters.
4. **Board of Studies (BOS)** shall mean the Board of Studies & Research of the School.
5. **Course** means a component of the academic programme, carrying a distinctive code no. and specific credits assigned to it.
6. **External examiner** shall mean an examiner who is not in the employment of the Institute.
7. **Student** shall mean a person admitted to the Institute for any of the academic programmes, to which this Regulations is applicable.
8. **Institute** shall mean Jagannath International Management School.

**11.2 Approval Of Examination**

The Institute shall hold examinations for award of Post Graduate Diploma in Management by whatever name called duly approved by AICTE, as per the prescribed Schemes of Teaching & Examinations and Syllabi as are approved by Board of Studies.

**11.3 Examination For Regular Students**

Examinations of the Institute shall be open to regular students of the Institute i.e., candidates who have undergone a regular course of study in the institution for a period specified for that course of study in the Scheme of Teaching & Examination, and the Syllabi.

**11.4 Programmes Content & Duration**

- (a) A Post Graduate Diploma in Management (Full Time) programme shall comprise of a number of courses and/or other components as specified in the Scheme of Teaching & Examination and Syllabi of the concerned programme, as are approved by the Board. Each course shall be assigned a weightage in terms of specified credits.
- (b) The minimum period required for completion of the programme shall be the programme duration as specified in the Scheme of Teaching & Examination and Syllabi for the concerned programme.

- (c) The maximum permissible period for completing a programme for which the prescribed programme duration is  $n$  academic year(s), shall be  $(n + 2)$  academic years. All the programme requirements shall have to be completed in  $(n + 2)$  academic years.
- (i) A student may be allowed to study “audit” course(s) not included in the Scheme of Teaching & Examination, or one of the elective course(s) in the Scheme of Teaching & Examination and Syllabi, which the student is not opting for as a credit course.
- (ii) The Institute may ask a student to undergo one or more courses, so as to make up any pre-requisite deficiency.
- (iii) Such audited course(s) shall be shown in the final mark-sheets under a distinct head of “Audited Course(s)” provided the attendance requirement of the course is duly certified to have been met by the concerned teacher(s). However, a student shall neither be entitled to any credits for such course(s) nor these shall be considered for the purpose of declaration of results.

### 11.5 Trimester

- (a) An academic year shall be apportioned into three terms. Each of the three terms shall be of a working duration of 12 weeks along with a break of 1 week after the trimester term. In addition and after the third term there shall be Summer Training in 4<sup>th</sup> Term of 8 weeks duration.

The Academic Calendar shall be notified by the Institute each year, before the start of academic year.

- (b) The academic break-up of the trimesters devoted to work shall be as below:

Imparting of instructions and/or laboratory work (Including class tests)	-	10 weeks
Preparatory Leave	-	1 week
Trimester examination, including practical/Computer Laboratory examination / Viva voce	-	1 week

### 11.6 Academic Programme Committee

- (a) There shall be an Academic Programme Committee in the Institute.
- (b) All the faculty members of an Institute shall constitute the Academic Programme Committee of which the Dean of the Institute shall act as its Chairman. This

Committee shall coordinate the implementation of the courses for optimum utilization of resources.

- (c) The Academic Programme Committee shall also perform other tasks as are assigned to it by the Board of Studies of the Institute, or by the Director of the Institute.
- (d) The Academic Programme Committee shall meet as and when required but at least once in every trimester. The Chairman of the Committee will convene the meetings.
- (e) The Committee shall coordinate the implementation of the academic programme to include timely coverage of courses (syllabus) and uniformity in internal assessment/class tests. The Committee shall also assist in preparation of model question papers if required, prepare guidelines for practical examinations and suggest names for panels of examiners. The Committee may also suggest any modifications in the syllabus, undertake comprehensive review of syllabi, or draw up draft syllabi for new courses.

### **11.7 Examination Fees**

The Controller of Examinations shall notify the fees payable by the students for various examinations after the same is approved by the Director. A student who has not paid the prescribed fees before the start of examinations shall not ordinarily be eligible to appear in the examination. The Director may at his discretion allow in certain cases of genuine hardship, an extension in the last date of payment of fees. The results of such students shall, however, be withheld till all the dues are cleared.

### **11.8 Attendance**

A student shall be required to have a minimum attendance of 75% in the aggregate of all the courses taken together, in term, provided that the Director of the Institute may condone attendance shortage up to 10% for individual student for reasons to be recorded. However, under no condition, a student who has an aggregate attendance of less than 65% in term shall be allowed to appear in the term examination.

A student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next Academic year and he/she will be required to take re-admission and repeat all courses of the said term with the next batch of students. The Institute's Enrollment number of such student shall however, remain unchanged and he or she shall be required to complete the programme in a maximum permissible period of (n+2) academic years as mentioned in clause 4(c).

In case any student appears by default, who in fact has been detained by the Institute, his / her result shall be treated as null and void.

### 11.9 Evaluation & Examination

- (a) The overall weight age of a course in the Syllabi and Scheme of Teaching & Examination shall be determined in terms of credits assigned to the course.
- (b) The evaluation of students in course shall have two components unless specifically stated otherwise in the Scheme of Teaching & Examination and Syllabi:
  - (i) Evaluation through an end term trimester examination
  - (ii) Continuous evaluation by the teacher(s) of the course.
- (c) The distribution of weight age for various components of evaluation shall be as below:
  - A. A. THEORY COURSES
    - (i) End Term Examination - 60%
    - (ii) Internal Assessment - 40%
  - B. PRACTICAL/LABORATORY COURSES
    - (i) End Term Examination - 60%
    - (ii) Continuous Evaluation by teacher - 40%
  - C. PROJECT REPORT ASSESSMENT
    - (i) Assessment by External Examiner - 60%
    - (ii) Assessment by Internal Examiner - 40%
  - D. For any other component of a programme not covered by the above, the weight age shall be prescribed by the Board of Studies/Academic Programme Committee, with the approval of the Director.
- (d) Conduct of Trimester-end-term examinations
  - (i) All trimester examinations shall be conducted by the Controller of Examinations.
  - (ii) The schedule of examinations shall be notified by the Controller of Examinations at least 10 days prior to the first day of the commencement of trimester end term examinations.
  - (iii) For theory as well as practical examinations and project report/training report all examiners shall be appointed by the Controller of Examinations out of panel

of examiners recommended by the Academic Programme Committee with the approval of the Director.

Provided that, the Director may, at his discretion, delegate his authority for approval of examiners.

For programmes being run in the Institute, recommendations for names of examiners shall be obtained from the concerned Board of Studies / Chairman of the Academic Programme Committee / Dean. Where there is an exigency and the Board of Studies cannot meet, the Director, may decide the names, stating clearly why the meeting of Board of Studies could not be convened.

The Controller of Examinations shall be authorised to add one or more names in the panel of examiners received by him from Academic Programme Committee/authorised Dean, before the list is submitted to the Director for approval.

After the receipt of the question paper(s) from the paper setter, the same shall be moderated by the moderator(s) to be appointed subject wise by the Controller of Examination with the approval of Director. Controller of Examination shall ensure that minimum of two question papers duly moderated in each subject are available in the question paper bank.

(iv) The Examiner appointed by the Controller of Examination, out of the approved panel for setting the Question paper shall set the Question paper, using the last year question papers wherever applicable, as a guide. The question paper shall be set out of the entire syllabus of a course.

(e) Teacher's Continuous Evaluation:

(i) Theory Courses : The teacher's continuous evaluation shall be based on the following:

- Mid Term Examination - 20 Marks
- Assignment/Group Discussion/Groups  
Projects / Viva Voce/ Class Test/ Quizzes etc. - 10 Marks
- Class Participation and Attendance - 10 Marks

Mid Term Examination shall ordinarily be held after about 06 weeks of teaching in each trimester in accordance with the Institute's Academic Calendar.

(ii) Laboratory/Practical Courses

The teacher's continuous evaluation shall be based on performance in the laboratory, regularity, viva-voce, quizzes etc. The assessment shall be given at three nearly equi-spaced intervals out of 20 and 10 marks.

- (f) The Institute shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit, in any specific case(s).
- (g) Practical examinations/Viva Voce shall be conducted by a Board of Examiners (one internal and one external) for each course.
- (h) For any other type of examination, not covered by sub-clauses © above, the mode of conduct of examination shall be as specifically provided in the syllabus/scheme of examination and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board of Studies/Academic Programme Committee concerned, with the approval of the Director.
- (i) The results of each term (including the Mid Term Examination, End Term Examination and teacher's continuous evaluation) shall be declared by the Controller of Examination. However, after scrutiny of the detailed result, if it is observed by Controller of Examination that there has been a distinct change of standard in the examination as a whole or in a particular course, he may refer the matter to the Moderation Committee, specially constituted for the purpose by the Director.
- (j) The award list containing the marks obtained by a student in various courses shall be issued by the Controller of Examinations, at the end of each term, after the declaration of the result.

#### **11.10 Criteria For Passing Courses, Marks And Divisions**

- (a) (i) Obtaining a minimum of 50% marks in aggregate in each course including the end term examination and the teacher's continuous evaluation shall be essential for passing the course and earning its assigned credits. A candidate, who secures less than 50% of marks in a course, shall be deemed to have failed in that course.
- (ii) A student may apply, within one week from the date of the declaration of the result, for re-checking of the examination script(s) of a specific course(s) on the payment of prescribed fees. Rechecking shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totaling of marks. In the event of a discrepancy being found, the same shall be rectified

through appropriate changes in the result as well as marks sheet of the concerned end term examination.

- (b) (i) A student obtaining less than 50% of maximum marks (including mid term, end term examination and Teacher's Continuous Evaluation) assigned to a course and failing in the course shall be allowed to re-appear in an examination of the course in a subsequent year the course is offered, subject to maximum permissible period of (n+2) Academic year as mentioned in clause 4(c). The re-appearing students who secured less than 50% marks in the teacher's continuous evaluation have the option to repeat and improve the class test performance with the next batch of students, in such cases the improved internal marks, if received from the Academic Programme Committee concerned at least 7 days before the commencement of term examination shall be considered, otherwise the previous internal marks already obtained by the student shall be taken into account without any modification.

No extra fee shall be charged from the students in this regard.

- (ii) A student who has to reappear in an end term examination in terms of clause 10 (b) (i) above shall be examined as per the syllabus which will be in operation during the subsequent year(s). However, in case the student(s) claimed that there are major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his/her joining the concerned programme and the Dean of the School/Director/Co-ordinator of the Academic Coordination Committee so certifies, the examination may be held in accordance with the old syllabus, provided such request shall be received by Controller of Examination at least 3 weeks prior to commencement of examination.

Students who are eligible to reappear in an examination shall have to apply to the Controller of Examinations through the Director and pay the fees prescribed by the Institute.

- (iii) If a student has poor performance in a number of courses in a particular term, he may, at his option, take an academic break for one year, and re-register in the next academic year. Such a student may have the option of repeating any or all of the courses in the term and retain the credits already earned by him in other course(s). For calculating the CPI, and determining the passing/failure in a course, and eligibility for award of a diploma, the marks obtained in the repeat course(s) will be taken into consideration.
- (b) A candidate who has earned the minimum number of credits prescribed in the concerned Scheme of Teaching & Examination and Syllabi, shall be declared to have passed the programme, and shall be eligible for the award of the relevant diploma. The Scheme of Teaching & Examination and Syllabi shall clearly specify the minimum credits to be earned to qualify for a diploma. The credits included in

the Scheme of Teaching & Examination and Syllabi of a programme shall generally be 5-10% more than such minimum specified credits.

Further, the successful candidates shall be placed in Divisions as below:

1. Second Division: A candidate obtaining a Cumulative Performance Index (CPI) at the end of the programme of 50 and above but below 60 shall be placed in Second Division.
2. First Division: A candidate obtaining a CPI at the end of the programme of 60 and above but below 75 shall be placed in the First Division.
3. First Division with Distinction: A candidate obtaining a CPI at the end of the programme of 75 and above shall be placed in First Division with Distinction, provided, the candidate has passed all the courses for which he has earned credits, in the first attempt. Further, a candidate obtaining a CPI of 90 and above shall be deemed to have passed the programme with exemplary performance provided he/she has passed all the courses for which he has earned the credits, in the first attempt. Such candidates will be awarded a special Institute Certificate to this effect.
4. Cumulative Performance Index (CPI) shall be calculated as in Clause 14 and shall be based only on marks obtained in courses for which credits have been earned.

#### **11.11 (a) Use Of Unfair Means**

All cases regarding reported use of Unfair Means in the examination shall be placed before a Standing Unfair Means Committee for decision in individual cases, and recommending penalties, if any. The actions deemed as "Use of Unfair Means" shall be specified by the Academic Programme Committee and procedure for dealing with cases of suspected/alleged/reported use of unfair means shall also be approved by the Board of Studies.

#### **(b) Students Grievance Committee**

In case of any written representation / complaints received from the students within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of the Director of the institution, the same shall be considered by the Students Grievance Committee to be constituted by the Director. The Director shall take appropriate decision on the recommendations of the Students Grievance Committee, before the declaration of result(s) of the said examination.

### 11.12 Award Of Diploma

A student shall be awarded a diploma if:

- i) He/she has registered himself/ herself, undergone the course of studies, completed the project report/training report specified in the curriculum of his/her programme within the stipulated time, and secured the minimum credits prescribed for award of the concerned diploma.
- ii) There are no dues outstanding in his/her name to a Institute
- iii) No disciplinary action is pending against him/her.

### 11.13 Schemata Of Evaluation

#### 1. Credit & Marks:-

- (a) One credit is equal to one hour lecture or two hours of laboratory work per week.
- (b) The maximum marks in each course are 100, irrespective of the number of credits assigned to the course.
- (c) For passing in any course, minimum 50 marks are required to be secured.
- (d) Full credits are awarded after passing in a course; otherwise no credits are awarded.

#### 2. Formula to determine the Cumulative Performance Index (CPI) is as under:

$$CPI = \frac{\sum_{n=1}^N C_n M_n}{\sum_{n=1}^N C_n}$$

Where  $C_n$  : number of credits earned for the course n.

$M_n$ : Marks obtained in the course n.

$N$  : Total number of courses over which performance is being measured.

For calculation of CPI, best combination of credits is taken into account subject to the condition of prescribed minimum credits. The additional earned credits are also reflected in this mark sheet. The other courses in which the student has appeared but secured less than 50% marks has been treated as "Audit Course(s)" and the same are reflected accordingly.

#### 3. Division:-

- (a) CPI of 90% and above : Exemplary performance  
(Credits to be earned in first attempt)
- (b) CPI of 80% and above : First class with distinction  
(Credits not earned in first attempt)

- (c) CPI of 75% and above but below 90% : First class with distinction
- (d) CPI of 60% & above but below 75% : First class
- (e) CPI of 50% & above but below 60% : Second class
- (f) CPI below 50% : Unsuccessful

#### **11.14 Follow up of Approved Guidelines**

Subject to the AICTE Directions / Regulations, such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate diplomas, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Board of Studies and Research.

#### **11.15 Applicable Regulations for Unforeseen Issues**

Notwithstanding anything stated in these Regulations, for any unforeseen issues arising, and not covered by these Regulations, or in the event of the differences of interpretation, the Director may take a decision, after obtaining the opinion/advice of the Chairman of Academic Programme Committee / Dean of the Institute / Senior most Faculty Member. The decision of the Director shall be final.

#### **11.16 Regulations For Proper Conduct Of Examinations**

<b>Items</b>	<b>Activities</b>
<b>Answer book</b> :	Controller of Examination should assess the stock of answer books one month before the exams. If required, additional answer books should be purchased. These may be stapled, stamped and kept ready for use.
<b>Question Papers</b> :	The concerned coordinators and controller of Examination are required to issue a note to the respective subject teachers for the preparation of question papers four weeks before the commencement of examination.
<b>Typing of question Paper</b> :	Typing of the question paper should be carried out in the office of Controller of Examination by the designated typist. These should be completed one week before the commencement of examination.
<b>Photocopying and Sealing of question Papers</b>	The controller of examinations will take charge of the typed question papers and get the required numbers photocopied. The photocopies are to be put inside an envelope and sealed.

The sealed envelopes should be kept in the Director's /controller of examinations' almirah.

**Time-table :**

The controller of examinations in consultation with the Dean should prepare the date sheet at least two weeks before the commencement of examination. The date sheet will then be displayed on the notice boards indicating the room numbers and timing of the examination. One copy of each time table should be sent to the Chairman and the Director.

**11.17 Guidelines For Invigilators**

- Random seating arrangement should be displayed on the board at least 15 minutes before the schedule of examination and arrangement should be changed every day.
- Invigilators should collect the attendance sheet, answer sheets, supplementary sheets and question papers at least 20 minutes before the commencement of exam from the respective authorities.
- Extra question papers should be handed over to the concerned coordinator after the exam.
- Answer sheets, mark sheet and two question papers should be kept inside an envelope which should be then sealed and kept in Director's/Controller of Examinations' room with the following information on the envelope:
  - Course (course name, semester, etc.)
  - Date and subject
  - Number of answer sheets
  - Name of faculty whom the envelope is to be handed over.
- Before the commencement of exam it should be seen that seating arrangement is proper.
- Invigilator should sign on the answer sheet of each student and the date of the examination should be mentioned along with the signature.
- It should be ensured that each student has filled-up the first page of answer sheet properly and signed on the attendance sheet for each sheet taken by him/her

- Students are required to write their roll number on the question paper immediately after receiving it. They should not write anything except the roll number on the question paper.
- Digital diaries and mobile phones are not allowed inside the examination hall.
- Do not tear off any sheet from the answer sheet.

#### **11.18 General Rules for Examinations**

1. A candidate may not be admitted into the examination hall, if he fails to present to the officer-in-charge of the examination his admission ticket or to satisfy the officer that it will be produced within a reasonable time.
2. The Officer-in-Charge of the examination shall have power to call upon any candidate appearing at an examination to give a specimen signature for purpose of identification.
3. Permission to appear at an Institute examination may be withdrawn before or during the course of the examination for conduct which, in the opinion of the Controller of Examinations, justifies the candidate's exclusion.

#### **11.19 Instructions for the Students during the Exams**

- Students are required to write their roll no. on the question paper immediately after receiving it. They should not write anything except the roll number on the question paper.
- Digital diaries and mobile phones are not allowed inside the examination hall.
- Do not tear off any sheet from the answer sheet.
- Rough work may be done on the last page of the answer book and if a separate sheet is taken for rough work it must be attached to the answer book.
- Students should not take the question paper outside the examination hall before submitting the answer book
- No student will be allowed to leave the examination hall before the half time.
- Late Entry into the examination hall will not be permitted. However, under exceptional circumstances, a student may be allowed entry up to 30 minutes after commencement of the examination after obtaining approval from Director.

- The student may be debarred from one or more exam i.e. Class Test/Mid-Term/End Trimester exam.
- The student should not use mobile during the exam. There is provision of confiscation of mobile phone for 15 days in case it has been used for unfair means.

### **UG Programmes**

The GGSIP University conducts and evaluates the end semester examinations for the BBA and B.Com(H) programmes in accordance with guidelines stipulated in Ordinance No: 11

## **12. REGULATIONS REGARDING AWARD OF SCHOLARSHIPS, MEDALS AND PRIZES**

### **12.1. Scholarships**

- The Admission Committee will consider following guidelines for award of scholarships:

<b>Scholarship Eligibility</b>	<b>X, XII and Grad Score</b>	<b>Mat/Cat Score</b>	<b>GD/PI Score</b>
Eligible for 50% Scholarship	60%	700/80% and above	65%
Eligible for 25% Scholarship	60%	650/75% and above	60%
Eligible for 10% Scholarship	60%	600/70% and above	60%

- Eligible candidates will be awarded scholarship after seeking approval of Chairman of the Institute.
- Special scholarship will be awarded to JIMS students as follows:
  - Fee Waiver of Rs. 1 Lakh to students with MAT score of 500 and 50% marks in Graduation.
  - Fee Waiver of Rs. 2 Lakhs to students with MAT score of 600 and 60% marks in Graduation, 12 and 10 standard.
- The institute will also award scholarships to needy students who are unable to meet expenses of their education. The Admissions Committee will recommend such cases for concurrence/approved of Director/Chairman of the institute.

### **12.2. Medals and Cash Prizes**

Students who excel in academics by achieving the overall first, second and third ranks in the combined examination results of the PGDM first and second year will be awarded Gold, silver and Bronze medals. They will also be awarded book prizes of value to be determined by the Academic Committee. These medals and prizes will be awarded to students at the annual Convocation Ceremony.

**The Above regulations are subject to change.**

### 13. REGULATIONS RELATING TO STUDENT CONDUCT AND DISCIPLINE

#### 1. Code of Conduct

Each student shall conduct himself/herself in a manner befitting his/her association with an Institute of national importance. He/she is expected not to indulge in any activity which is likely to bring down the prestige of the Institute. He/She should also show due respect and courtesy to the teachers, administrators, officers and employees of the Institute, and good neighbourly behaviour to fellow students. Due attention and courtesy is to be paid to visitors to the Institute. Lack of courtesy and decorum, unbecoming conduct (both within and outside the Institute), willful damage and/or removal of Institute property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the Institute, noisy and unseemly behaviour and similar other undesirable activities shall constitute violation of the Code of Conduct for students.

***Ragging in any form is strictly prohibited and considered a serious offence and violation of the code of conduct. Involvement of a student in ragging may lead to his/her expulsion from the Institute.***

Detailed guidelines on Code of Conduct for faculty and students are given separately under section 20.

#### 2. Disciplinary Actions and Related Matter

Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as reprimand, disciplinary probation, fine debaring from examinations, withdrawal of scholarship and/ or placement services, withholding of grades and/or diploma, cancellation of registration and even expulsion from the Institute.

##### a) Indiscipline

The Faculty shall have the power to take appropriate action against a student who misbehaves in his/her class.

The Dean has the power to reprimand, impose fine or take any other suitable measure against a student who violates either the Code of Conduct or rules and regulations of the institute.

Violation of the Code of Conduct by an individual or by a group of students can be referred to the 'Discipline Committee' of the Institute.

Constitution of Discipline Committee shall be as under:

- |  |            |
|--|------------|
| i) Director General                                  | - Chairman |
| ii) Director   | - Member   |
| iii) Dean/HOD  | - Member   |
| iv) Registrar  | - Member   |
| v) Two Faculty members nominated by Director General | - Member   |

## **b) Unfair Means**

The faculty invigilating shall have the power to debar a student from the examination in which he/she is detected to be using unfair means. All such cases should be brought to the notice of the Director along with all the supporting evidences.

All such cases shall be looked by a Standing Unfair Means Committee:

- |   |            |
|---|------------|
| i) Director General                                       | - Chairman |
| ii) Director  | - Member   |
| iii) Dean/HOD   | - Member   |
| iv) Controller of Examination                             | - Member   |
| v) Two Faculties members nominated by<br>Director General | - Member   |

A student, teacher or other functionary of the Institutes can refer a case to this committee for consideration. Further, in very exceptional circumstances, the Director may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving or a number of students, which, in his/her view, may tarnish the image of the Institute. The recommendation for any action, including expulsion of a student from the Institute, shall be referred to the Chairman for its final decision. The above rules are also to be read in conjunction with para 11.11 (a) of the regulations relating to conduct and evaluation of examinations.

## **3. Rules Regarding Use Of Library And Computer Lab**

### **Library**

- The library shall be kept open from 9:00 a.m. to 6:00 p.m. on all working days
- The books will be issued till 5.30 p.m. only.
- No reference book will be issued to students in any case (not even with the prior permission of the faculty).
- All teachers and students must keep the books/magazines in the respective shelves after reading them.
- No reference book will be reissued after the due date/time to the members of the faculty.
- The Library should be kept neat and clean.
- No other office work should be done in the library.
- All syllabus and question paper files should be accurate with updated material and should be kept at an appropriate place.
- Librarians must ensure that silence is maintained in the library.
- Librarians must ensure that all books are rearranged properly on a weekly basis.

## **Exceptions**

Any exceptions to the above policy will have to be recommended by the Director and approved by the Chairman.

## **Computer Lab**

- Every student must enter his/her name into the LOG REGISTER.
- Each student must work on his/her allotted machine.
- Absolute silence has to be maintained strictly.
- Changes in the system setting are not allowed.
- Students should work in the lab only during their allotted time period.
- For any assistance regarding the subject, software etc. students are advised to get help from the concerned faculty or lab incharge.
- Students are not allowed to change the peripherals such as modems, mouse, keyboard, server, hub etc. on their own.
- Users are required to turn off the computer before leaving the Lab.
- Students should refrain from mishandling of equipment or log register.
- Students are equally responsible along with the lab incharge to keep the Lab clean.
- Students should not misuse the Internet.
- Strict action will be taken against the student if found violating the above rules, which may tantamount to suspension and/or fine.

## **14. DUTIES AND RESPONSIBILITIES OF OFFICERS, FACULTY AND STAFF OF THE INSTITUTE**

1. Duties and Responsibilities of Director-General
2. Duties and Responsibilities of Director
3. Duties and Responsibilities of Dean
4. Duties and Responsibilities of Registrar
5. Duties and Responsibilities of Controller of Examinations
6. Duties and Responsibilities of Faculty Members
7. Duties and Responsibilities of Academic Co-ordinator (Exam Cell)
8. Duties and Responsibilities of Academic Co-ordinator
9. Duties and Responsibilities of Accountant
10. Duties and Responsibilities of Librarian

### **1. Duties and Responsibilities of Director-General**

- Building the image of the institution by increasing network with industry professionals & institutions.
- Organising conference, seminars & workshops regularly.
- Liaison and coordination with senior functionaries of AICTE, UGC, Universities accreditation bodies etc. with which the courses of the institute are affiliated.
- Exploring collaboration with a foreign Universities.
- Designing and finalizing print material like News Magazine, Information Brochure, Placement Brochure etc. as per allocation of work.
- Implementing HR Policy in letter and spirit.
- Approval of all academic, academic administrative, financial documents.
- Weekly briefing the chairman and seeking approvals on policy matters.

### **2. Duties and Responsibilities of Director**

- Responsible for overall efficient and effective functioning of all aspects of academics and academic and general administration.
- All matters related to academics including implementation of curriculum, conduct of examinations, interacting with visiting faculty etc.
- Taking care of placement activities of the institution and over viewing the placement coordinator's work.
- Conducting Training programmes for corporate executives and undertaking consultancy projects.
- To ensure that all systems and procedures as laid down are followed by faculty, staff and students.
- Analysis and action on feed back report and ensure that periodic reports as laid down are initiated by all subordinates as per periodicity.
- All academic administrative matters including attendance, discipline etc.
- Ensuring that all faculty members are working to their maximum potential.
- Regular Interface with Alumni.

- Motivating, advising and monitoring the counselors during the admission process.

### **3. Duties And Responsibilities Of Dean/HOD**

- Coordinate various academic and administrative activities of the Department and also with other departments of the Institute.
- Ensure that recruitment of faculty is done as per the UGC/AICTE norms
- Recommending books for library as and when required
- Supervising as well as helping in organizing Seminars /Workshops/MDPs / Industrial Visits etc.
- Analyzing the monthly reports and submitting a report to the Chairman/Director with suggestions for improvement
- Inviting regular faculty feedback
- Conducting weekly faculty meetings
- Suggestions for improvement of respective Programme to be given to the Chairman/Director
- Helping in placement through individual contact
- Monitoring of work assigned to concerned faculties for compliance of deadlines.
- Ensuring preparations of question papers and evaluation of answer sheets on time from internal and external faculty members.
- Attending meetings of Universities.

### **4. Duties And Responsibilities Of Registrar**

- Overseeing admission /registration formalities and process.
- Approving leave of all employees.
- Processing of salary.
- Approving all payments including petty cash payments.
- Liaisoning with the AICTE.
- Monitoring the process of issuing of identity cards.
- Approving the DTC passes for the students.
- Collection and compilation of periodical reports.
- Overseeing the infrastructure and facilities management.
- Monitoring the canteen facilities.

- Coordinating the arrangement for various cultural, sports, fresher's, farewell events & seminars / Workshops.
- Conducting recruitment interviews for various positions in the Institute.
- Conducting Governing Body/Academic Board Meetings.
- Member of discipline/Administration/Sexual harassment/Alumni, committees.
- Overseeing Reception Desk, Accounts Section, Housekeeping, stock verification, Stationery purchase, etc.

#### **5. Duties and Responsibilities of Controller of Examinations**

- Documentation of guidelines for conduct and assessment of the examinations.
- Circulation / Preparation of examination documents i.e. date sheets, seating plan, duty chart, Remuneration bill, Attendance sheet, Examination Paper for the Internal and External Examinations (if applicable).
- Preparation of Debarred List (if applicable) of students who are not allowed to appear in the examination.
- Coordination for Examination paper preparation by the subject faculty.
- Moderation and printing of sufficient copies of the Examination paper.
- Conducting Regular / Re appear/ Improvement /Supplementary Examination.
- Maintaining interface with all the faculty members and the students for examination related norms and issues.
- Coordination with the head of the departments for Compilation of result and analysis.
- Liaison with the external bodies i.e. AICTE / U.G.C for Examination and results related issues.
- Preparation / Circulation of Mark lists and degrees.
- Maintaining secrecy in all Examination related activities

#### **6. Duties and responsibilities of faculty members**

The following academic responsibilities will be performed by the faculty:

- Class coordinator ship for a batch of 60 students
- Monthly report to be prepared concerning various issues of the batch which is to be discussed in a monthly meeting with Director.
- Monitoring attendance/Discipline of students, Preparation/collection of assignment.

- Preparation/updating of course manuals
- Organizing parent - teacher meeting
- Contributing articles in refereed journals and /or publishing books or chapters in books by reputed publishing houses.
- Assisting in the holding of MDPs, seminars, conference and workshops
- Preparing study manuals for various subjects'
- Regularly organizing quizzes, surprise tests and presentations for students
- Results to be prepared by academic assistants to be monitored by the faculty.
- Original documents to be collected at the time of admission by the faculty and the same to be kept in custody by the Academic Coordinators.
- Preparation of subject files to be done by Class Coordinators.
- Results of the batch to be cross verified by the faculty.

#### **7. Duties and responsibilities of academic coordinator (exam cell)**

- Be aware of all policy formulations of AICTE pertaining to academic calendar, admissions, Exams, re-exams, results and their analysis.
- Draw yearly exam calendar
- Filling of all forms as required by AICTE and ensure submission on time.
- Issue notice regarding last date for payment of fees in consultation with the director.
- Analyse that result of all our students have been declared. Bring out problem cases of non declaration of results. Follow up all the problem cases.
- Receipt and record all mark-sheets and degree certificates.
- Distribution and issue of all student documents to students and keep record.
- Making of all mark-sheets and diploma and cross check its accuracy.
- Record of all project reports, viva-voce and practical examination.
- Collecting re-appear forms of the students.
- Publish date sheets, other notifications of the conduct of Examination.
- Periodic effective follow up of all pending cases with AICTE till final resolution.

- Effective follow up of cases of JIMS alumni.
- Maintenance of all files with proper indexing.
- Safe custody of all documents.
- Systematic Storing of all pending documents of students for easy retrieval and issue.

## Internal Exams

- Collection of answer sheets after each internal exam and issuing to concerned faculty
- Ensure early checking of answer sheets of our internal exams and pursuing vigorously with defaulting faculty.
- Compilation of our internal Mid Term & End Term Exams.
- Getting checked from programme coordinators all results before putting up for approval to the director.
- Declaration of Results
- Analysis of results
- Safe custody of exam results for future reference.
- Taking approval of director for disposal of old answer sheets at the end of each semester.
- Performing any other duties as assigned by the Director
- Periodic visit to all related websites.

## **8. Duties and responsibilities of academic co-ordinator**

- Cross check whether the assignments and notes are being distributed properly in all the semesters/trimesters or not.
- Interaction with all the faculty members including visiting faculty from time to time for course coverage.
- To visit all the classes to discuss class problems and to communicate the same to the management.
- Daily Implementation of Time Table
- To coordinate with all core and visiting faculty members
- Faculty Feedback

- Conduct meetings at regular interval with all Programme Heads
- Take appropriate action in consultation with the Director in case of shortage of attendance
- Ensure proper recording of results and maintaining of files of different batches
- Collection and disbursement of honorarium of guest speakers and external examiners
- Calling up of parents for shortage of attendance and intimation of results
- Distribution of admit cards, degrees and marks sheets
- Collection of certificates after the commencement of the new semester.
- Ensure Updating of Student Database
- Distribution of bags
- Coordinate daily functioning of Academic Assistant.
- Maintain custody of students' documents (Original school marks sheets etc.)
- Supervision of subject files and attendance files at the beginning of the semester.
- Ensure data on cumulative attendance and uploading on sites.
- To arrange guest lectures and industry visits
- To arrange Summer Internships and Final Placements
- Counseling for autonomous programmes and record keeping
- Ensure hospitality befitting the image of the institute be extended to visiting guest faculty etc. on each occasion

## **9. Duties and responsibilities of an accountant**

- Should maintain salary of staff (after going through the attendance and leave details)
- Maintain record of all bills / bare transactions / leave records
- Maintain petty cash for day-to-day transactions
- Arranging payment of various bills according to the due date
- Maintain Tax details.
- Maintain fee records / receipts of students
- Prepare monthly / weekly details of all transactions and submit it to the Chairman for review.
- Sit with the auditor for clarification of account details, if required
- Liaise with Banks

- Preparation of fee defaulters list and forward the same to respective programme coordinators for further action.

#### **10. Duties and responsibilities of librarian**

- To provide guidance to readers in locating and using the documents of their interest.
- To promote the use of library by publishing the library services.
- Referral of documents
- Reservation of documents & Leading service
- Maintenance of vertical files containing pamphlets, prospectus, reports etc.
- To send paper cutting of important news from economic newspaper to the Director/Chairman in a folder every week
- Readers advisory service
- Operating the inter – library loan facility .
- To guide the development of the book collection and periodical collection of the library and to be responsible for all the collections
- Keep Prospectus and placement brochure of various institutes
- Keep contact with the book distributor and work out various incentive schemes
- Look after the cleanliness of the library
- Sending reminder to faculty of books that are kept beyond the stipulated time and bring to the notice of the Chairman
- Receive the requisition of the books by the faculty members
- Ordering the books to the suppliers
- Accessioning the books in the accession register and keeping the bills in to the library records
- Technical processing of the books (cataloguing, classification and computer data feeding)
- Journal processing
- Collecting the different articles from different newspapers and magazines
- Drafting the library rules
- Conduct the annual stock taking
- Library administration
- Getting the membership of different library members
- Maintaining the discipline in the library
- Obtaining & maintaining previous year question papers.

## **15. RECRUITMENT, SELECTION AND PROMOTION POLICY**

### **15.1 Introduction**

Recruitment and Selection aim to search and hire suitable candidate to fill vacancies in JIMS with the view to satisfying human resources needs. The search may be internal like References and external like Newspaper Advertisement. Any position within JIMS that becomes vacant will be filled, as per the employment procedure. Restructured or newly created positions will only be activated upon approval from the Management. The success of an Institute depends upon the recruitment of employees who are flexible, adaptable and committed to the success of the Organization.

### **15.2 Objectives**

This section aims to promote and maintain high standards of professional recruitment practice. It depends on the requirement of the Department.

Its purposes are to:

- a) Ensure that recruitment is considered an essential part of the human resource;
- b) Ensure and explain best practice for all types of recruitment;
- c) Maintain professional standards whether recruits are easy to find or not ;
- d) Ensure that equality of opportunity is considered an integral part of good recruitment practices and procedure.

### **15.3 Recruitment Authorization Procedure**

#### ***Authorization***

All authorization procedure detailed below must be completed prior to the commencement on any recruitment procedure.

- a) Prior to the employment of any employee the concerned HOD must make a formal request.
- b) Employment of Personnel to the position of Head of Departments will require the authorization of the Management.

#### ***Procedure***

- a) The Head of Department will complete the Employment Authorization form.
- b) The Head of Department is responsible to ensure correct authorization procedures have been complied with.
- c) The Head of Department will provide the Human Resources Officer with a fully authorized Employment Authority Form and instruct commencement of Recruitment.
- d) Adherence to the Statutory requirements (like UGC/AICTE/Govt.) wherever applicable.

### **15.4 Newly Created / Restructured Positions**

Authority shall be vested in the Management to consider request for the activation of a newly created or restructured position.

- a) Activation of a position shall be allowed by the submission of a formal request by the Head of Department to the Human Resources Officer.
- b) Once the need to fill a vacancy has been identified, the Head of Department will submit a recommendation to the Management for the activation of the position.
- c) Internal References shall be sent via e-mail or other means to all employees by the Human Resources Officer, while external advertisements shall be placed in specified local newspapers.
- d) Wherever applicable, the interview panel shall be in conformity with statutory requirements.

**15.5 Employment Procedure**

- a) The Human Resources Officer shall receive all applications for employment and shall acknowledge receipt thereof in writing. All applicants for employment shall be addressed to the Human Resources Officer.
- b) The Human Resources Officer shall sort all applications that meet the minimum appointment requirements as advertised, and then forward these applications to the Head of Department concerned, together with a full list of all applications received.
- c) The Head of Department, in consultation with the Human Resources Officer, shall draw up the shortlist of candidates for interviewing.
- d) The Human Resources Officer shall invite the short listed candidates for interviews, and will ultimately make a recommendation to the Management for appointment.
- e) A summary of the interviews shall be prepared by the Human Resources Officer and kept for record purposes.
- f) The Human Resources Officer shall ensure that Reference Check on shortlist candidates is done, and then the employment offer in consultation with the relevant Head of Department to the selected candidate which upon acceptance shall be followed by an appointment letter signed by the Management or his/her delegate.

**15.6 The Selection Committee:**

- A. The Selection Committee for appointment to the posts specified below shall consist of the Chairman, the Director-General and the persons as specified against each.

Professor	<ul style="list-style-type: none"> <li>i) Chairman</li> <li>ii) Director General</li> </ul>
-----------	---

	<ul style="list-style-type: none"> <li>iii) One Professor of the Department to be nominated by the Director</li> <li>iv) Three persons not in the service of the Institute, nominated by the Governing Body, out of a panel of names recommended by the Board of Studies and Research for their special knowledge of or interest in the subject with which the Professor will be concerned.</li> </ul>
Associate Professor/ Assistant Professor	<ul style="list-style-type: none"> <li>i) Chairman</li> <li>ii) Director General</li> <li>iii) One Professor of the Department or if there is no Professor, a Associate Professor of the Department to be nominated by the Director.</li> <li>iv) Two persons not in the service of the Institute, nominated by the Governing Body, out of a panel of names recommended by the Board of Studies and Research for their special knowledge of or interest in the subject with which the Associate Professor/Assistant Professor will be concerned.</li> </ul>
Director General and Director	Three persons not in the service of the Institute of whom two shall be nominated by the Governing Body and one by the Board of Studies and Research for their special knowledge of or interest in a subject in which the institution is being provided.

B. The Panel **for non-teaching members** shall consist of the following persons:

- a. The Head of Department
- b. The experienced person of the same subject
- c. For Management Positions selected Board Members shall attend

*Note:* i) Wherever applicable, the Interview Panel shall be in conformity with statutory requirements of AICTE/UGC.

ii) The employee will be given salary in accordance with AICTE/UGC norms.

iii) The salary will be revised annually in accordance with the Institute's policy

iv) In addition to the annual compensation, employee shall be eligible for a target based performance incentive the details of which are specified in Institute's HR Policy.

The Incentive Scheme is subject to revisions at the discretion of the Institute's management.

## 15.7 Probation

Employee shall be on probation for an initial period of six (6) months from the date of commencement of duties, the period of which may be further extended at the discretion of the

Management. After the completion of the probationary period, the appointment will be confirmed in writing, subject to satisfactory performance.

### **15.8 Age**

Applicants who have age of Eighteen (18) to sixty five (65) years can only be appointed **for Non-Teaching Staff** and applicants who have age up to Sixty five (65) **for Teaching Staff** on approval by the Management. The retirement age of the teaching staff shall also be subject to the provisions in this respect by statutory bodies viz AICTE/UGC etc.

### **15.9 Appointment**

All staff members will be appointed by the Management of JIMS or Board of Trustees

**15.10 Letters of Appointment:** The formal letter of appointment will bear the signature of the Authorized person. The letter shall require the signature of the appointee before the appointment is considered effective.

**15.11 Job Description:** On appointment, an employee shall be given a job description. This shall specify the scope and terms of reference for their position. Every member of staff is expected to devote his/her time and attention to work and not engage in activities that may conflict with JIMS interests or negatively affect their performance. Job Descriptions shall be reviewed yearly.

**15.12** Unless otherwise stated, employment for all staff shall be on permanent basis subject to satisfactory completion of the probation period and availability of funds.

### **15.13 Personal Data**

On acceptance of an appointment, the new staff member is required to complete the Employee Personal Data form. New employees must also furnish JIMS with a declaration of family details, PAN no. , contact details with address and Permanent address and provide photocopies of certificates and other testimonials.

Any changes in personal status shall be reported promptly to the Human Resources Officer by completing a fresh Personal Data Form. Staff records and related correspondence shall be treated confidentially at all times.

### **15.14 Induction**

All new staff shall undergo induction training to assist them in the process of becoming integrated to the institution within the shortest time possible. The respective immediate senior in collaboration with the HR Officer shall conduct induction training.

### **15.15 Prescribed Qualification and Experience**

There are three categories of faculty in the Institute i.e. Assistant Professor, Associate Professor and Professor. Unless and otherwise specifically provided elsewhere, normally regular appointments as faculty will be by direct selection and by inviting applications through public advertisement. Procedure of Appointment of Faculty is mentioned hereunder. The qualifications for faculties shall be as prescribed by the AICTE as the case may be, from time to time.

The post of faculties to be filled in the qualifications required will be as under in accordance with AICTE Notification F No. 37-3/LEGAL/2010 dated 22 Jan 2010:

**a) Assistant Professor** (Rs. 15600-39100+AGP of Rs. 6000)

Minimum Qualification:

First class or equivalent Grade / C.G.P.A Masters Degree in Business Administration or equivalent.

Desirable:

Two years relevant Experience

**b) Associate Professor** (Rs. 37400-67000+AGP of Rs. 9000)

Minimum Qualification:

i) First Class or equivalent Grade / C.G.P.A Masters Degree in Business Administration or equivalent.

ii) PhD or equivalent in appropriate discipline.

(Equivalence for PhD is based on publication of five International Journal papers, each Journal having a cumulative impact index of not less than 2.0, with incumbent as the main author and all 5 publications being in the author's area of specialization).

iii) Minimum of five years experience in teaching /research/ industry as an assistant professor or equivalent position in regular scale.

Desirable:

Post PhD publications and guiding PhD student is highly desirable.

**c) Professor** (Rs. 37400-67000+AGP of Rs. 10000)

Minimum Qualification:

i) First Class or equivalent Grade / C.G.P.A Masters Degree in Business Administration or equivalent.

ii) PhD in appropriate discipline.

iii) Minimum of ten years teaching /research /industrial experience of which at least five years should be at the level of Associate Professor.

or

Minimum of thirteen years experience in teaching and/or Research and/or Industry.

iv) 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 in 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 in Selection committee.

Desirable:

Post PhD publications and guiding PhD students is highly desirable.

**d) Director** (Rs. 37400-67000+AGP of Rs. 12000)

- i) Minimum of ten years teaching and/or research and/or industrial experience of which at least 5 years should be at the level of Associate Professor or minimum of thirteen years experience in teaching and/ or Research and/or Industry.
- ii) 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 in Selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Professor 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 in Selection committee.
- iii) Flair for Management and Leadership is essential.

Desirable:

Post PhD publications and guiding PhD students is highly desirable.

The Above qualifications and the remuneration is subject to change as per AICTE/UGC Guidelines

### **15.16 Transferability**

Employee shall ordinarily be required to work at local office of the Institute, but is liable to be transferred to any other unit of the Institute, as required by the exigencies of the business at the discretion of the Institute.

### **15.17 Notice Period; Termination**

- i) During the period of probation as prescribed in Clause (b) above, the services of the employee are subject to termination at any time. After confirmation, the institute has the right to terminate this contract by giving a notice of one month or by paying an amount equal to one month salary, in lieu of the notice period. The notice may be delivered by hand or registered post and the notice period shall commence from the date of delivery in the former case and the date of dispatch in the later case. Similarly, employee will be required to give one-month notice or salary in lieu before leaving the service.
- v) The Institute may terminate / suspend employee's services at its discretion at any time immediately upon written notice if an act of moral turpitude or financial irregularity is established against him/her.

### **15.18 Code of Conduct and Policies**

- i) The employee shall at all times carry out such duties and responsibilities as may be assigned by the Institute and shall faithfully and diligently perform

these in compliance with established policies and procedures, endeavouring to the best of his/her ability to protect and promote the interests of the Institute.

- ii) During his/her employment, the employee shall devote the whole of his/her time and attention to the business of the Institute as directed by the Management, and shall not be interested in or employed at any time (either directly or indirectly) in any other business/undertaking what so ever so long as he/she is in our employment.
- iii) If at any time employee is involved in any legal/administrative/quasi-judicial proceeding(s) he/she shall immediately inform the Institute the details thereof.
- iv) Employee shall not at any time use his/her association with the Institute to gain unfair advantage for personal purposes.

#### **15.19 Confidentiality**

- i) **Use of Institute's name:** Employee shall use the Institute name, logos, trademarks or other identifiers strictly in the manner permitted by the Institute's policies, or for the purposes of provision of Services delegated to him/her to the extent required. Upon termination of his/her employment with the Institute, he/she shall not use the Institute's name, logo, trademark or other identifier for his/her personal or professional benefit.
- ii) **Information:** Employee shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Institute which may be known to him/her or confided in by the Institute its representatives, authorised personnel's, vendors, sub contractors, clients etc and by any means and he/she will use such records, documents and information only in a duly authorised manner in the interest of the Institute.

#### **15.20 Non Compete**

Employee represents and warrants to the Institute that he/she is under no contractual, fiduciary, professional or other obligation or commitment that prevents him/her from entering into this contract, or is otherwise inconsistent with his/her obligations under this contract. If he/she were previously employed with another organisation, he/she represents and warrant to us that he/she has returned all property and confidential information belonging to any prior employer and does not have any outstanding issues/ unfulfilled employment obligation pending with his/her previous employer having legal ramifications / consequences for us.

#### **15.21 Other T&C**

Hours of work, Leave rules, incentives, rewards etc. are as specified in Institute's HR Policy.

**General Parameters:**

1. All staff members shall be appointed as per the eligibility rules and procedure laid down by the relevant regulatory authorities and statutory bodies.
2. In addition the Institute can frame its own set of criteria for recruitment as per the local/institute level requirement.
3. The staff salaries and other benefits shall be in conformity with the rules laid down by statutory authorities.
4. The principal of equal pay for equal-work shall be adopted in all cases. In case an anomaly arises, the employee(s) with lower pay shall be upgraded to bring them at par.
5. Pay revision and promotion shall normally be done at the beginning of the academic session (July -June) and shall be applicable w.e.f July.

**15.22 Promotion Policy**

**15.22.1** The promotion of faculty to higher cadre/grade pay and post is not only on the basis of qualifications and number of years served but also on the basis of his/her contribution in teaching, research and extension/institutional development. A teacher aspiring for promotion in any academic year should provide relevant information through or along with the Appraisal Form. All promotions will be made by the Institute's Promotion Committee in accordance with University/AICTE regulations.

**15.22.2** The promotion of non-teaching staff shall be made on the basis of seniority-cum-fitness, quality of annual performance appraisal for preceding three years. The benchmark for all promotion will be consistently "Good" grade and that the employee should not have had any adverse entry or been awarded penalty on disciplinary grounds for the past five years. All promotions will be made by the Institute's Promotion Committee.

**15.22.3** The Promotion committee will comprise of following members:

- Director General
- Director
- Head of Department

## **16 PERFORMANCE MANAGEMENT POLICY**

### **16.1 Introduction**

Decisions concerning career development, promotion, succession planning and compensation depend on information provided through effective performance management. Employees in JIMS must understand the requirements of their jobs as well as the expected results. The actual assessment of how well they have done will be undertaken at the end of each year through a comprehensive appraisal of their performance in relation to these expectations.

### **16.2 Objectives**

Staff appraisal is often viewed as a punitive measure where most juniors regard it as an exercise when their seniors would get even with them for whatever reason. JIMS therefore seeks first to promote a healthy understanding of this process in terms of being an avenue to promote dialogue between staff and management as well as a system through which specific needs of staff are identified and brought into the limelight. Specifically, the appraisal process at JIMS is undertaken to:

- a) Review performance of the staff against assigned tasks and responsibility
- b) Identify the areas of weaknesses and provide positive feedback to the staff on their individual and team performance;
- c) Identify the areas of strength in each staff
- d) Identify staff who can be developed to take up increased responsibilities
- e) Identify the staff training needs
- f) Plan for the following year
- g) Feedback Analysis

### **16.3 Responsibilities of Dean/HODs**

Dean/HODs are responsible for conducting substantive discussions and taking conclusive performance-related actions. These actions include selecting or developing performance plans, communicating outcomes and expectations to employees, establishing employees' development plans, providing performance-related feedback to employees at prescribed intervals, preparing end-of-cycle summaries, and discussing the summaries with employees.

### **16.4 The Performance Management Process:**

#### **a) Performance planning:**

A Performance Plan is a written document between an employee (and team) and his or her senior. The performance plan describes what has to be done during the performance cycle, how well it has to be done, and how the accomplishment will be measured. This part of the plan is based primarily on the goals of JIMS and the employee's job description.

## **b) Monitoring**

Monitoring is the process of making accurate and objective performance observations based on the outcomes and expectations contained in an employee's performance plan. In addition, the Director/Dean/HOD will provide timely feedback throughout the performance cycle to encourage employees to maximize their performance. Performance observations will be provided from multiple sources.

Employee's role: Provide self-evaluation twice per performance cycle, and provide upward feedback once during the performance cycle. If applicable, provide performance input as a peer, customer, or key members of cross functional teams/interface groups.

Dean/HOD's role: Collect data, provide feedback, make performance observations, document results, and manage overall process.

Application to teams: When using this process in a team setting, the following need to be considered:

A) Team has a strong peer input feedback mechanism in place.

B) Each team member must be willing to supply self-evaluation of the team's performance.

Managing unacceptable performance: If at any time during the performance cycle the employee is not performing to the level agreed upon in the performance plan, the employee is placed into an opportunity to demonstrate performance, or any other applicable performance improving tool in an attempt to bring the employee's performance up to an acceptable level.

## **c) Performance summary**

The performance summary is a consolidation, discussion, and acknowledgement of employee accomplishments and effectiveness throughout the performance cycle.

- Provides an assessment of actual achievements based on the outcomes and expectations contained in the performance plan.
- Includes a synopsis of formal feedback received during the performance cycle.
- Contains highlights of developmental activities undertaken during the period.

The performance summary represents the review of record for the performance cycle.

### ***Purpose:***

Performance summaries may be used for:

1. Identifying developmental needs.
2. Determining compliance with the agreed upon performance plan.
3. Analyzing individual [or team] performance.
4. Basis for individual recognition.
5. Basis for team acknowledgement/recognition.

6. A point of consolidation of feedback from the performance cycle.

**Frequency:** Typically the performance summary is an annual process of documentation and discussion between a Head of Department and an employee. This discussion shall occur within 30 days from the end of the performance cycle.

There are several conditions under which a performance summary may occur more frequently. They include instances where

1. The performance plan represents a cycle shorter than a year.
2. The performance plan changes significantly during the year.
3. An employee transfers to another job, department, section, team, division, etc.

Time under performance plan: An employee must be in his or her current performance plan for 90 days to receive a performance summary. This 90-day requirement also applies to details. If a performance cycle includes a detail of 90 days or greater, the performance summary for the performance cycle may include the performance summary for the detail period.

**Documentation:** A narrative discussion of the individual performance compared to the outcome(s)/expectations(s) as spelled out in the performance plan. The summary is a narrative describing employee accomplishments of the agreed upon outcomes/expectations in the performance plan. The relationship of the narrative and the plan represents the employees' annual performance review.

Recordkeeping requirements: The performance summary of record shall be maintained in the Personnel File.

Relationship to performance based pay systems: The performance summary may be used as a factor in determining eligibility for a pay increase in a performance based pay system.

**Application to Teams:** Teams can receive performance summaries; however, the accomplishments of a team cannot be a primary or secondary outcome of an individual's performance plan. Additionally, a team performance summary does not eliminate the requirement for an individual performance summary.

**Requirements for departing/transferring Dean/HODs:** A departing/transferring Dean/HOD should provide a performance summary for each of his or her employees before leaving. In a situation where a Dean/HOD leaves his or her position within the last 90 days of a performance cycle, the departing/transferring Dean/HOD should close out the current performance cycle by completing and providing a performance summary for each of his or her employees. As a result, the new performance cycle may cover up to 15 months.

#### **d) Recognition**

A means of acknowledging employees for sustained outstanding performance/service and providing incentives to continue provide outstanding performance/service. Recognition should

be linked to performance outcomes. For example, employees should be recognized/rewarded for being results-oriented and customer-focused. Other contributing factors could be increased morale, contribution to team cohesiveness, contribution to the success of the performance management process.

**e) Pay Revision and Promotion:**

**Teaching Staff:**

- i. All promotions from lecturer (re-designated as Asst. Professor) to Assistant Professor (re-designated as Asso. Professor) to Professor to Dean etc. shall be in conformity with the procedure and qualifications laid down by the statutory bodies.
- ii. Pay revision shall be done as per University/AICTE regulations.

**For non-teaching staff:**

The performance appraisal of non-teaching staff shall be done on the basis of the inputs/confidential report of their immediate superior; self-assessment report and the report of the Head of the Institution.

Pay revision shall be done as per the than prevailing scales of pay.

**f) Annual Confidential Reports**

- i. Annual Confidential Report (ACRs) of employees of the school shall be rendered and maintained once a year. However for faculty reports will be rendered twice a year.
- ii. The aim of the Annual Confidential Reports (ACRs) is to record an objective assessment of an employee's demonstrated performance and of his potential, as observed ONLY during the academic session under report. The report should not be influenced by any previous knowledge of the individual or by other ulterior considerations.
- iii. It is the duty of the initiating officer to know the good and bad qualities of employees serving under him. He should invariably apprise the members of staff of their deficiencies/shortcomings in the course of the year under report and endeavour to eradicate them rather than having to record them. While mentioning any shortcomings in the report, the initiating officer should also give an indication-of the efforts made by him by way of guidance/admonition to reform the employee.
- iv. For exceptional good performance the management may reward the employee in any manner they deem fit.

## **17 TRAINING AND DEVELOPMENT POLICY**

### **17.1 Introduction**

JIMS strongly believes that a well-trained and efficient workforce is crucial for the development of any institution. As such, JIMS will always strive to attract and retain employees of the highest caliber.

To achieve this, JIMS will recruit all levels of staff strictly on merit. After their engagement, the trust will further provide them with opportunities to advance skills and professional expertise as well as give them adequate exposure.

### **17.2 Objectives**

The objectives of the Training and Development Policy are:

- a) providing teachers with training opportunities to achieve maximum effectiveness;
- b) ensuring that they develop their skills and capabilities to be able to work efficiently and respond rapidly to changes within the organisations;
- c) improving performance of their present duties;
- d) ensuring that the best use is made of their natural abilities and individual skills for the benefit of the organisation and their career.

In fulfilling above objectives care is to be taken to:

- a) Ensure that need-based training and development interventions are equitably distributed to all categories of staff and at all levels, with particular emphasis on the lower ranks;
- b) Equal opportunity is provided in training and development within all Department.
- c) An environment that is conducive to self-development and career advancement of faculty members is created.

### **17.3 Focus Areas**

Faculty development in general refers to those programs which focus on the individual member. The most common focus for programs of this type is the faculty member as a teacher. Faculty development specialists provide consultation on teaching, including class organization, evaluation of students, in class presentation skills, questioning and all aspects of design and presentation. They also advise faculty on their aspects of teacher/student interaction, such as advising, tutoring, discipline policies and administration and give some instructions and information about Curriculum development.

A second frequent focus of such program is the faculty member as scholar and professional. These programs offer assistance in career planning, professional development in scholarly skills such as publishing, committee work, administrative work, supervisory skills, and wide range of other activities expected of faculty.

A third area on which faculty development programs focuses is the faculty member as person. This includes wellness management, interpersonal skills, and a host of other programs address the individual's well-being.<sup>1</sup>

A fourth area is development of skills for successful research careers getting funded, conducting innovative research, getting published and giving scientific presentations.

Special area for improvement in teaching is development of interpersonal and communication skills.

Developing of Faculty Leadership Skills is also an important criterion and different programmes are to be organized for leadership, management skills and business of management.

#### **17.4 Knowledge and Skills Development**

At JIMS Faculty development has three aspects or characteristics: enhancing knowledge, developing skills, and improving understanding.

Each of these characteristics requires a different approach to faculty development activities. Activities focusing on enhancing knowledge are those that help the teacher to increase his/her understanding and knowledge in his field of interest. As regards improving of skills (delivery methods), activities are to be performed in order to improve teacher's proficiency or ability to implement or apply what he or she learned. It is also important to work on improving of interpersonal skills and communication abilities in which a teacher observes another teacher. All three aspects are to be combined together.

Quality faculty development has the power to increase teacher' knowledge and skills, while changing what educators believe about student learning and how they interact with students.

For effective faculty development following are necessary:

- Teachers realize that continual learning is essential to student success
- Creation of faculty development plans, based upon student learning data
- Creation of individual faculty development plans
- Regular evaluation of faculty development program to ensure experiences are high quality,
- learning is research based and should meet plan goals.

## **17.5 Process and Criteria**

JIMS will as much as is possible handle staff training as an integral part of its institutional development. It will endeavor to train its staff continuously and impart them with new skills, through some of the following ways:

1. JIMS shall from time to time identify training courses, seek funding, and identify staff to attend such courses.
2. JIMS regularly organizes FDPs for faculties and MDPs for the management and the staff.
3. JIMS will also encourage staff to pursue further training on their own, which it could also support whenever there are funds available;
4. Professional staff such as certified accountants, economists, bankers, etc, shall be encouraged to attend functions organized by the institute.
5. Training or Development Programme shall only be offered as per feedback of MDP (Management Development Program) for teaching as well as non-teaching staff, it depends on person to person in different conditions.
6. JIMS shall encourage faculty to design and deliver MDP/Workshops programmes for corporates.
7. JIMS shall motivate faculty to write and publish quality research papers/present them at conferences suitable incentives to be provided to faculty in this regard.
8. Annual Research Paper Competition to be held and suitable cash prizes awarded to faculty for the Best Research paper and the Second Best Research published by them in reputed journals.

In the event where an employee cannot attend a particular Seminar/Presentation training for one or the other reason, such employee should inform the Human Resources Officer in writing at least three working days before the commencement of the course through his/her senior. Shorter notice through the same procedure shall only apply in the event of unforeseen circumstances, such as illness, death, unplanned leave, and the like.

## **17.6 The nature of faculty training and skills development could take the following forms:**

- a) Development in Teaching Techniques  
(Classroom Management, Curriculum Development, Learning Styles, On-Line Delivery etc.)
- b) Special Skills Development  
(Computer Software Training, Diversity Awareness Training, Communication/Inter personal Skills Training etc.) FDPs, Refresher Courses Workshops etc to be conducted.
- c) Job Skills Development

- (Learning New technology or methodology, Industry internship experience, Project Guidance/Mentoring etc.)
- d) Community/Civic Service  
(Active Participation in Rotary, Lions etc., Leadership of College Committees, Working with student in Community Welfare projects, Bharat Swacch Programme etc.)
- e) Faculty members are also encouraged to pursue higher studies such as M.Phil/Ph.D programmes for which leave and incentives are provided as per the institute's HR Policy.

### **17.7 Non – Teaching Staff**

Professional Development of staff is based on following principles:

- The institute is committed to supporting the development of its staff
- The staff are encouraged to improve their own and other people's performance
- The institute will strive to recognise the contribution made by all staff
- The institute is committed to ensuring equality of opportunity in the development of the staff
- HODs will work towards supporting the development of staff within their areas.

Professional Development :

- Will give equality of access to training for non-teaching staff.
- Is available for individual staff to plan their careers and to identify career opportunities
- Involve guidance and support before, during and after training as appropriate
- May include a variety of Strategies, including ,in-house training

### **17.8 Student Development**

Balancing study work and the ongoing pressure of daily life all at once isn't easy. We equip students with targeted strategies and skills to help them better manage their studies and more effectively plan their careers.

Student Development in JIMS focuses on following aspects:

- Academic Development
- Industry Interaction
- Co-curricular Activities
- International Study Tours/Exchange Programmes
- Personality Development
- Consulting and Mentoring

#### **Academic Development**

Academic Development of student is ensured by providing a vibrant learning environment characterized by diversity and inclusiveness. The Curriculum is reviewed and enriched every

six months by expert members of the Board of Studies and Research. The curriculum course structure is designed by drawing from curricula of top B-Schools in India and abroad. It offers flexibility of choice by offering five specializations from which two need to be opted for.

The curriculum is implemented by well qualified faculty with requisite industry experience. Teaching - learning effectiveness is ensured through application of innovative pedagogical techniques. Experts from Industry are also invited to conduct supplementary classes and Guest Lectures to provide a practical view of trends as obtaining in industry.

### **Industry Interaction**

Students are provided ample opportunities to engage with Industry managers and benefit from first – hand perspectives and experiences shared by these managers.

- Summer Internship
- Live Mentoring Project
- Final Placements

### **Co-Curricular Activities**

Students attend various events such as Conferences, Seminars, Workshops and Guest Lectures where they meet and interact with Industry managers at all levels. The workshops in particular offer a valuable experience as students are given assignments on topical issues to work on.

### **Personality Development**

A special one year Personality Development programme has been designed which helps students to enhance their self-confidence by developing an array of personal, interpersonal and team Skills. They are taught key concepts such as Self-Awareness, Self-Esteem, Management of Time and Stress, Conflict Resolution Techniques etc. They also undergo regular drills in GDs and PIs which help them to prepare for the final placements with a good measure of confidence and optimism.

### **Career Development**

The students receive continual consulting and Mentoring assistance by faculty, placement counselors and Industry mentors to help them decide on what job profile or industry sector they should opt for. The introduction of entrepreneurship specialization during which students get to execute two projects with start-ups has enthused many of them to consider starting their own ventures as an option to campus placement. The planned establishment of an incubator in the campus will act as further impetus to aspiring student entrepreneurs.

### **Counselling and Mentoring**

Apart from Counselling and Mentoring assistance that is provided to students during SIP and final placement students also turn to their faculty coordinators to seek solace during times of work and examination stress. An external Counsellor is on call to assist students should any request be made for such service

### **International Study Tours/Exchange Programmes**

Students are offered various opportunities to opt for study tours abroad or visit foreign universities on student exchange programmes. These programmes are organised in collaboration with our partners such as Cologne University, Germany, NNBS, Holland, Westminster, UK, NTU, Singapore etc.

## 18 LEAVE POLICY

### 18.1 Objective:

Every employee in the Institute has an important role in ensuring the smooth and efficient flow of daily business activities. Employees are therefore, expected to be at work, on time on each business day. The rules on attendance and punctuality have been framed to ensure better work place practices.

### 18.2 Hours of Work:

#### Faculty:-

- Working hours: 8 hours a day with 30 minutes of lunch break.
- The official work timings will be from 09.00am to 05.00pm with lunch break from 2.00pm to 2.30pm.
- Faculty Members will work for six days in a week. However two Saturdays in a month will be off days. Based on the academic and other requirements these may be specified at the beginning of each month.
- Director/HODs will be required to work on two full and one half Saturday.
- Off days will be decided by the Director General as per academic load.

#### Staff:-

- Working hours: 9 hours a day with 30 minutes of lunch break.
- Staff Members will work on two full Saturdays and one half Saturday in a month. These Saturdays will be pre-defined by the Director General/Director of respective campus.

#### Common

- Effort should be to ensure that all faculty and staff members are present on the fourth / fifth weekly off day so that FDP or any other formal academic event may be organized.
- A grace of 5 minutes is allowed to all members from their reporting time.
- Reporting for work after one hour of reporting time will be counted as half day. This late coming will also be counted towards other late coming in the month for deduction of leave / pay beyond three days.
- In case an employee is late for the fourth time then one day casual / one sick leave will be deducted. If an employee does not have any leave to his/her credit salary will be deducted.
- For Habitual offenders who come late frequently beyond three days in a month the penalty will be deduction of one day leave for every three late comings. For the purpose of this deduction, all late comings in the month will be counted.
- In case any Month has five Saturdays than faculty and staff members will be required to work an additional full Saturday in that month

### **18.3 Tracking Attendance:**

1. It is mandatory for all employees to sign the attendance register as soon as they enter the office premises and again before going home, else their attendance for the day will not be recorded and hence the individual will be marked absent for the day.
2. The Head of each department will assist HR with all Leave and Attendance clarifications for their respective teams.
3. All employees traveling on work who are unable to report to office to mark their attendance are expected to send a mail/or call to HR after obtaining appropriate approvals from their Head/ Senior. This may be done post reporting in to work, in the absence of which they will be marked absent for the day.
4. Disciplinary actions may be initiated against the employees who have been reporting in late to work on frequent basis.

### **18.4 Leave Rules**

- a) Faculty and staff members can avail 10 casual leaves and 05 sick leaves in a year.
- b) Casual leave is to be availed only after obtaining prior approval. Faculty and staff should ensure that leave is spread evenly over the complete year.
- c) If an employee takes an unapproved leave, it will be adjusted against sick leave and if there is no sick leave to the credit of his/her account, deduction of one summer leave and one day salary will be made. However, if an employee takes more than one unapproved leave during a month, it will be considered as leave without pay with deduction of casual/sick leave.
- d) Faculty and staff may also avail 15 days leave during summer i.e between 15<sup>th</sup> May and 30<sup>th</sup> June. The summer leave will preferably not be split into parts, it should be taken in one go. Leave plan will be drawn for faculty and staff based on the requirements of Institute and approval of Director General
- e) All leave applications should be routed through Director/HOD, who are controlling the daily implementation of time table, to the Director General.
- f) The Chairman will have the prerogative to cancel leave of any faculty and staff.
- g) Prefixing and suffixing of holiday/Sundays can be made along with the leave period. However, when an employee takes leave wherein the holiday/Sunday falls within that period then that holidays/Sunday will be considered as part of the leave period.

- h) Provision of short leave: - Faculty and staff will ensure that they do not leave the campus before stipulated time. However, in case of some urgent requirement they may apply for short leave not exceeding one hour once a month.
- i) Compensatory Leave – Due to exigencies of service employees may be called for duty on holidays / off days of the employee. Compensatory off for such duties will be entitled. All compensatory off must be availed within thirty days of performance of duty by prior approval of the Director General. No carry forward will be permitted in normal course.
- j) **Half Day Leave –**  
The day will be divided into two halves one before lunch and the other after lunch. Half day leave can be avail for any of the halves. The lunch period as specified is from 2.00pm to 2.30pm for a normal 9.00am to 5.00pm (faculty) and 9.00am to 6.00pm (staff) session.

### **18.5 Public Holidays**

Employees are entitled to a set of public holidays that will be determined by the organization at the beginning of every calendar year.

### **18.6 Bi Annual Appraisal**

All faculty and staff members will submit the filled in Performance Appraisal forms on 1<sup>st</sup> January and 1<sup>st</sup> July to the Director-General. The same will be evaluated by the management including the Chairman and the Director-General.

### **18.7 Separation by Resignation**

In case an employee wishes to resign from the services of JIMS, the following procedure is to be follow:

The exiting employee has to give a resignation letter in writing to his/her reporting authority, stating his/her date of joining and reason for leaving.

Efforts are to be made to explore ways of retaining the employee.

In case the employee is not retainable and once the resignation has been accepted by the Director, the same must be forwarded to the Chairman along with an Exit Interview form duly filled in by the Dean / Director stating the date of relieving. The date of relieving is also to be communicated to HOD / course coordinator and accounts department.

The employee is required to give one month notice prior to the date of resignation. In case notice period is not served then one month salary will be debited for the dues owing to the employee.

“No Dues Certificate” has to be obtained by the employee from the accounts department after obtaining clearance on the same from all departments, lab, admin of own campus however library clearance will be obtained from all campuses and submitted for approval and final clearance of Director.

Employees need to hand over completed 'No Dues Certificate' to the accounts department for final settlement.

Relieving letter / Experience Certificate is to be collected from the Director.

## 19 RESEARCH POLICY

### 1. Purpose

JIMS research policy has been framed keeping in mind our mission which is to provide a life-transforming high quality world-focused teaching, research and corporate education which is internationally relevant. The policy is intended to create awareness of the role of research and how it contributes to the full range of our mission-driven activities such as teaching and outreach. The key objectives of the policy emphasise that research by faculty should help to develop curricula and course content, contribute to the intellectual climate of the institution and elevate our image and reputation in the eyes of the business and academic communities.

### 2. Policy Content and Guidelines

In line with our mission objective the following guidelines are issued with a view to encourage and ensure faculty members engage in research work:

#### a. Participation in Conferences and Seminars

Every faculty member must attend at least one seminar or conference and present a paper or participate as panel member / reporter / advisory board / discussant / chairing of session once in an academic year.

#### b. Publications

Every faculty member is expected to publish at least 1 research paper in an academic year in a national or international refereed journal.

Faculty members can consult as well as co-author research papers with other faculty from JIMS Family or outside from other Universities/Institutions to improve collaboration and lend credibility to research.

Faculty members may once a month visit reputed libraries in Delhi to improve the quality of research.

Best Researcher award of Rs. 10,000 with letter of appreciation to be given to faculty with the best research publication during the year. The Best Research paper is to be circulated to all faculty members for information/guidance.

#### c. Contribution to Books / Research Journals

Writing of a chapter in a book / writing a book / Mono gram / Book review / Home Journal 8M.

#### d. Research Policy Guidelines

- a) Granting of 06 days academic leave in a year to faculty members for attending Seminars Conferences etc.

- b) Provision of Reimbursement of registration and TA/DA for outstation seminars/conferences.

**Reimbursement of registration fees for participation in Seminars/Conferences:**

Refer para 20.12 of HR Policy

**e. Training Programmes**

One FDP and one workshop on Research Methodology and SPSS to be conducted once in six months

**f. Dissemination of Research Policy**

Research Policy to be circulated to new faculty members.

**3. Research Assistance**

The Research Committee will provide assistance to faculty members for inviting and reviewing abstracts in case they apply for research grants through Research Promotion Scheme of AICTE, ICSSR or any other external funding organization.

To promote research the institute will award annual cash incentives to faculty members publishing research papers in reputed national/international journals. The paper adjudged best by the Research Committee will be awarded Rs.10,000/- whilst the paper adjudged second will be given Rs.5,000/-

**4. Research Management**

Policy and advice in research matters will be guided by the institute's Research Committee comprising of Head of Research (Professor) and three other members (Professor/Associate Professor/Asst. Professor). The Committee will advise management on research strategies to be pursued and also review progress in respect of faculty compliance with policy guidelines.

## 20 HR INCENTIVES / REWARDS POLICY FOR FACULTY AND STAFF MEMBERS

(To be considered at the time of annual performance appraisal)

The benefits to faculty and staff members, classified into Monetary and Non - Monetary incentives are given below:

### 20.1 Annual Salary Increment:

Annual increment will be given on the basis of one's performance, as reflected in the faculty/ staff performance appraisal forms, as per the following ratings.

Rating	Increase in Salary
"Good"	5%
"Very Good"	10%
"Excellent"	15%

**PhD:** An additional 5% rise in salary (over the normal annual increment) will be given to faculty who obtains PhD degree during his/her tenure at JIMS.

### 20.2 Cash Award, Merit and Badges:

Special Annual Cash Award (Rs. 10000/- for best faculty, Rs. 10,000/- for best faculty Research Publication and Rs. 5000/- for best staff member) will be given for their outstanding overall performance in various fields like Teaching, and other academic & non academic activities. (Special talks, MDP, Seminar, Placement, Articles, Cultural Events, Etc.)

The photographs of the above award winners would be published in JIMS NEWS.

### 20.3 MDP/Articles:

It is mandatory for each professor and reader to organize at least one MDP (with minimum of 15 participants) in a year. 50% of the balance accrued after meeting all expenses from the amount received will be shared with them.

Alternatively, they should contribute well-researched articles for publication in reputed journals (both in India and abroad).

(Non compliance of this activity may affect their rating in the faculty performance appraisal.)

### 20.4 Conveyance Charges:

Faculty members using their own cars for official work will be reimbursed @ Rs. 9/- per km. and Rs. 4/- for scooter/ motorcycle.

#### **20.5 Seminar/Special Talk:**

Faculty members will be nominated to attend and participate in seminars/conferences organized by reputed institutes and organizations like CII, FICCI, PHD Commerce, and ASSOCHAM.

#### **20.6 Faculty Development Programmes:**

Faculty members will be deputed to participate in short duration training programmes in his/her areas of specialization, to reputed institutes in Delhi.

#### **20.7 Loan:**

Faculty members who complete 3 year of service would be eligible to take loan facility of up to Rs. 1 Lac from the institute, with 50% interest rate of the prevailing market rate.

#### **20.8 Medical Insurance;**

Faculty members will be covered for medical insurance for Rs. 1 Lac from Max New York Life provided they have completed 3 years of service with JIMS

#### **20.9 Legal Bindings:**

Contractual deals that enforce commitments from faculty to stay with the institute for specific periods of time proportionate to the investment in their training and development should be signed after each benefit programme.

#### **20.10 Educational Trips to Foreign Universities:**

Faculty members who complete 5 year of service with JIMS will be eligible for an educational trip to a foreign university at the institute cost, which has a tie-up with JIMS, for a period of SIX weeks. On returning they will have to sign a contract to serve JIMS for the next 3 years.

#### **20.11 Extraordinary leave for higher studies**

##### **a. Objective**

To provide a structured channel to address aspirations of the members of faculty if they wish to pursue higher studies.

##### **b. Eligibility**

To be eligible for a sabbatical leave, the faculty member must complete at least 3 years of continuous service with JIMS.

##### **c. Purpose**

The faculty member may take a sabbatical primarily for the purpose of full-time higher studies related to his/her profession.

#### **d. Duration**

The sabbatical leave may be for a period up to 1 year.

#### **e. salary and benefits**

No salary will be paid for the period on sabbatical leave.

They will also not be eligible for any fringe benefits during the above period

### **20.12 Policy Guidelines & Rules for Participation in Seminars/Conferences**

In a bid to encourage faculty members to present quality research papers at National and International Conferences/Seminars, the institute has framed the following policy initiatives and attendant facilitating rules and regulation to this end:

- Faculty members will be allowed a maximum of 6 days of Academic Leave in a year to participate in Seminars and Conferences.
- This leave will not be granted for mere attendance in a Seminar/Conference.
- A copy of the paper or power point presentation should be submitted to the HOD concerned.
- The leave will be granted only in case of the following:
  - i) That it does not hinder the smooth functioning of the institute activities
  - ii) That the paper/power point presentation is found to be of high quality by the HOD concerned.
- Reimbursement of registration fee will be granted for a maximum of 3 national Seminars/ Conferences.
  - a) For first Seminar/Conference full reimbursement of fee subject to maximum of Rs.3,500/-
  - b) For Second Seminar/Conference full reimbursement of fee subject to maximum of Rs.2,500/-.
  - c) For Third Seminar/Conference full reimbursement of fee subject to maximum of Rs.2,000/-.
- In case, the paper is co-authored by 2 or more than 2 faculty members, only one among them will be granted Academic leave and reimbursement of registration fee as per the above clause. From the Institute side, preference will be given to the first author.
- For the purposes of participating in National conferences being held in India, the institute will grant 50% of AC two tier fares or full to and

fro fare in case of travel by AC 3 tier. Travel grant will be given to one faculty per department subject to fulfilment of other conditions. Reimbursement of International Cost for participation in seminar/Conferences/Refresher Courses will be 50 percent of the Air Fare.

- Faculty applying for International Conference registration fee reimbursement should have put in at least 2 years of continuous service in JIMS.
- Faculty applying for National Seminar registration fee should have put in at least one year of service in the institute.

Best Research Award will be given to a researcher whose research paper is published in an international journal of repute.

### 20.13 Outstation Visit

Faculty and staff proceeding out of station on duty will be reimbursed as follows:

<b><u>Faculty</u></b>	<b><u>Staff</u></b>
<ul style="list-style-type: none"> <li>• By Train/Air (A/c 2 Tier/Economy class)</li> </ul>	<ul style="list-style-type: none"> <li>By Train (A/c 2 Tier / 3 Tier)</li> </ul>
<ul style="list-style-type: none"> <li>• Hotel Costs (Based on class of city)</li> </ul>	<ul style="list-style-type: none"> <li>Hotel Costs (Based on class of city)</li> </ul>
<ul style="list-style-type: none"> <li>• All Meals (Actual expense upto Rs. 500/- Per day)</li> </ul>	<ul style="list-style-type: none"> <li>All Meals (Actual expenses upto Rs. 500/-per day)</li> </ul>
<ul style="list-style-type: none"> <li>• Local conveyance (Actual Expenses)</li> </ul>	<ul style="list-style-type: none"> <li>Local conveyance(Actual expenses)</li> </ul>

## 21 PROCUREMENT POLICIES AND GUIDELINES

The following principles should be adhered to in the procurement of materials and services:

(a) Fair Competition

Organization should treat all bidders with fairness and ensure that they are given the same level of information when preparing quotations.

(b) Conflict of Interest

Situations of conflict of interest with the business of the Organization should be declared to the Organization in accordance with the code of conduct of the Organization .

(c) Cost-effectiveness

Quotations should be evaluated not only on competitiveness in pricing but also factors such as the quality of the products/services and track records of the bidders.

(d) Transparency

To ensure transparency, BOQ/ Tender documents should provide all the necessary information to facilitate submission of appropriate and competitive tenders.

### **Types of Procurement**

2. The following types of procedures should be adopted according to the amounts and nature of the procurement of goods or services:

(a) Tendering/ **BOQ** (applicable to procurements of value exceeding Rs. One lakh)

### **Notice of tender invitations should given to Approved Suppliers.**

- (b) Restricted or Single Tendering (applicable to all types of procurement) This type of tendering is applicable to procurements of goods or services that can only be provided by a limited number of suppliers or suppliers who are sole agents or patented distributors. Therefore, only one or several suppliers or contractors will be invited to submit written quotation. Sufficient justification should be made for prior approval by the authorized person before proceeding the tendering exercise. The above information should be clearly recorded in the tender evaluation report for examination by the approving officer (please refer to Paragraph 16 below).

General Procurement (applicable to procurements of value below Rs. 50,000/-)

(i) Written Quotation

After obtaining approval of Chairman/Director (please refer to Paragraph 16 below), written quotations should be sought from suppliers, including the successful tenderer in the last procurement exercise (whose goods or services meeting the requirements). If a list of suppliers is used, quotations should be sought from the suppliers on the list by rotation. The lowest quotation meeting the requirements should be accepted.

(ii) Verbal Quotation

To enhance administrative efficiency, verbal quotations from not less than two (2) suppliers or contractors may be used for procurement of miscellaneous item or service.

(iii) Exemption

All procurements must follow and comply with the above procedures. Only in acceptable circumstances should exemption from the above procedures be granted with special approval from the Chairman/Director (please refer to Paragraph 16 below).

### **Tendering Procedures**

3. The following summarizes the stringent tendering procedures to be followed :

#### **Tender documents / quotations**

4. Manager (Administration) should prepare the tender documents/ BOQ,/ Quotation proforma and provide all the required information in the documents to facilitate bidding from tenderers. The information should include tender specifications and requirements, conditions of contract, required quantity of items and service and timing of provision, assessment criteria, tender closing date and time, the place for depositing the tender, the contact person, and the officer to whom enquiries may be made.

5. As far as possible, the Mgr (Admn.) responsible for seeking quotations from the suppliers/contractors should not be the approving officer for the acceptance of the quotations in the same procurement exercise. Director is the approving offer in such case.

Of

#### **Submission of Tenders / Quotations and Opening of Tenders**

6. Unless in exceptional circumstance of urgency, tenderers should be allowed sufficient time to submit their quotation / tenders. Tenderers must submit their quotation tenders before the stipulated date and time specified in the tender documents/ BOQ.

7. Tenders/quotations should be deposited before the stipulated date. Director and Mgr (Admn.) shall open the tenders/quotations simultaneously and shall each initial beside the each quotation figures as confirmation.

#### **Tender/ Quotation Evaluation**

8. In general, tender / quotation evaluation should be carried out by an assessment panel consisting of at least two (2) members. Evaluation of quotations of small amounts may be carried out by one staff member.

9. A 'two-envelope system' should be used for procurement involving the technical aspects and service quality. Tenderers / Vendors should be required to submit price information and technical information in separate envelopes. Appropriate weights should also be given to the two areas. It is normal practice for the assessment panel firstly to evaluate and award an assessment score on technical aspects of the proposals before opening the price envelope to evaluate the price information.

10. The assessment panel should conduct a preliminary evaluation of the tenders / quotation based on the required information and documents stipulated in the tender documents. This will ascertain full compliance with the stipulated conditions and requirements.

11. The assessment panel should select the most competitive and cost-effective tender / quotation among the eligible tenders/ quotation by evaluation according to the pre-set assessment criteria. For contracts involving higher construction costs or requiring higher standards in technology and service areas, a scoring system should be adopted for giving scores in terms of tender price, tenderer's reputation, track records and management quality, as well as the professional and technical standard of staff for implementation of the project/service.

12. The assessment panel shall prepare a tender evaluation report/ supplier evaluation report to state clearly its recommendations and the justifications. Where a scoring system has not been adopted and the successful tenderer is not the lowest bidder, full and sufficient justifications must be stated in the evaluation report.

### **Acceptance of Tender**

13. The assessment panel should submit the evaluation report to Chairman/Director for approval (Please refer to Paragraph 16 below) in accordance with the guideline. After endorsement and approval of the selection result, the successful tenderer should be officially notified by post and be invited to enter into a contract with the Organization. For protection of commercial secrets, it should be ensured that disclosure of the details shall not lead to revelation of any tender quotation information provided in confidence by other tenderers.

14. Should none of the tenders/ quotation received can fulfill the required specifications and conditions, the tendering / purchasing exercise should be canceled. The original specifications and conditions should be amended as necessary for purpose of re-tendering.

### **Procedure of Handling Complaints**

15. Organization should be committed to maintaining a fair and open procurement system. Tenderers who consider themselves being treated unfairly can lodge a complaint with the Chairman/Director.

### **Approval and Authorization**

16. Approval or authorization should be sought from the Chairman/Director before inviting suppliers to submit quotations and/or selecting suppliers for seeking quotations.

## 22 CODE OF CONDUCT

### 1. Principles

This Code of Conduct has been formulated to provide a clear statement of the Institute's expectations of faculty and students in respect of academic matters and personal behaviour.

Study at the Institute presents opportunities for interacting with other members of the Institute community. The Institute recognises and values the diversity of faculty and student experiences and expectations, and is committed to treating them, both academically and personally, in a fair and transparent manner. In return, they are required to comply with the requirements set down in this Code of Conduct.

The Institute reaffirms its commitment to:

- high academic standards, intellectual rigour and a high quality education;
- intellectual freedom and social responsibility;
- recognition of the importance of ideas and the pursuit of critical and open inquiry;
- tolerance, honesty and respect as the hallmarks of relationships throughout the Institute community; and
- high standards of ethical behaviour.

All faculty and students are required to be aware of and act consistently with these values.

### 2. Ethics of the Education Profession in India.

- The faculty will value the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
- The faculty's primary professional concern will always be for the student and for the development of the student's potential. The faculty will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
- Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the faculty will strive to achieve and sustain the highest degree of ethical conduct.

### 3. Principles of Professional Conduct For Senior Management

The Senior Management of the institute comprising Director General, Director, Dean and HODs are required to act in accordance with the highest standards of personal and professional integrity, honesty, ethical and legal conduct, when acting on behalf of the Institute's or in connection with the Institute's operations or at social events.

An honest conduct is considered as such when a conduct is free from fraud or deception. We consider ethical conduct to be conduct conforming to the accepted

professional standards of conduct and include ethical handling of actual or apparent conflicts of interests between personal and professional relationships. The Senior Management shall

- Act honestly, fairly, ethically, with integrity and loyalty and conduct themselves in a professional, & courteous and respectful manner.
- Act in the best interests of the Institute and in a manner to enhance and maintain the reputation of the Institute and fulfil their fiduciary duties to the stakeholders of the Institute.
- Act in good faith, with responsibility, due care, competence, diligence and independence;
- Avoid any activity or association that creates or appears to create a conflict between the personal interests and the Institute's business interests.
- Decline to work for or receive payments for services from any competitor, customer, distributor or supplier of the Institute without approval of the Chairman/Board.
- Avoid as a general rule conducting institute business with a relative or with an entity in which a relative is associated in any significant role. In case of conflicts, disclosure shall be made to the Chairman/Board
- Avoid accepting lavish gifts or gratuities or any offer, payment, promise to pay, or authorization to pay any money, or anything of value that could be interpreted to adversely affect business decisions or likely to compromise personal or professional integrity.

#### **4. Code of Conduct for Faculty Members**

The following disciplinary rules shall constitute the Principles of Professional Conduct for the faculty members:

- a) Obligation to the student requires that the faculty:
  - Shall make reasonable effort to protect the student from conditions harmful to learning and/or to the student's mental and/or physical health and/or safety.
  - Shall not unreasonably restrain a student from independent action in pursuit of learning.
  - Shall not unreasonably deny a student access to diverse points of view.
  - Shall not harass or discriminate against any student on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition, sexual orientation, or social and family background and shall make reasonable effort to assure that each student is protected from harassment or discrimination.
- b) Obligation to the public requires that the faculty:

- Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
- Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
- Shall not use institutional privileges for personal gain or advantage.
- Shall accept no gratuity, gift, or favor that might influence professional judgment.

c) Obligation to the profession of education requires that the faculty:

- Shall not make malicious or intentionally false statements about a colleague.
- Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
- Shall not misrepresent one's own professional qualifications.
- Shall not submit fraudulent information on any document in connection with professional activities.

## **5. Code of Conduct for Students**

### **a) Personal conduct**

All students must:

- treat all faculty, staff, members of public and other students with respect, dignity, impartiality, courtesy and sensitivity;
- maintain a cooperative and collaborative approach to inter-personal relationships;
- act honestly and ethically in their dealings with faculty, staff members of the public and other students;
- respect the privacy of other students;
- ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of other students to access or use the resources of the Institute, including the Library resources, lecture halls and laboratories; and
- ensure that they do not become involved in or encourage discrimination against or harassment or bullying of other students.

### **b) Academic Conduct**

All students must:

- ensure that their enrolment and progress in their award course is lawful and consistent with the rules of the AICTE, UGC and Institute.
- read all official correspondence from the Institute, including email;

- act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests;
- avoid any activity or behaviour that would unfairly advantage or disadvantage another student academically;
- behave professionally, ethically and respectfully in all dealings with the Institute's learning partners during placements.
- use Institute resources, including information and communication technology resources, in a lawful and ethical manner and for Institute purposes only.