

STAFF POLICY DOCUMENTED PROCEDURE

HR Policy



Ignited Minds society's

Mulshi Group of Institute

Gat No.241-243, At Post- Sambhave, Tal-
Mulshi, Pune- 412108.

Academic Year 2025-26

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Hon. Dr. Pramod Kumar
President,
Mulshi Group of Institute.

Ph.D. (Organizational Behavior), IIT Mumbai, formerly with IIM Ahmedabad, Former Chairperson Placement, XLRI, Jamshedpur; Ex-Director, Symbiosis Institute of Business Management, Pune; Consultant to over 80 companies worldwide. Author of over 100 research papers, cases and management games. Research quoted internationally in textbooks and journals. Served on Government of India Committees on Management Education.

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Hon. Dr. Saroja Asthana,
Founder Director,
Mulshi Group of Institute.

Founder Director MIRM, MIBM and ISB&M PhD (IIT, Kharagpur) Contributed to NOBEL PEACE PRIZE 2007 to IPCC, Former Scientist NCL & NML, CSIR. Former Faculty XLRI, Jamshedpur. Consultant to IPCC, SDC, GTZ, UNFCCC Ministry of Environment and Forest, GOI and several industries globally. Author of several highly reputed research papers and PhD Guide

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Chapter 1- About the Trust

Name of the Trust: Ignited Minds Society, Pune.

Registered Address: Pinnac Gangotri, Building-B, Flat No-104 Aundh, D.P.
Road, Pune-411007.

Registration Number:

1. Mha. 1411/2007/Pune 29-08-2007
2. F-22845 (Pune) 04-12-2007.

- 2. Board of Trustees:** Mulshi Group of Institutes, Mulshi is working under the umbrella of Ignited Minds Society. The rules and regulations for governance of the institutes are framed by the governing body. The Board of Trustees is the apex body.

Name	Designation
Dr. Pramod Kumar Harishankar Srivastava	President
Dr. Saroja Rajendra Asthana	Secretary
Dr. Bhishmaraj Pramod Srivastava	Trustee
Dr. Anup Kumar Rajendra Asthana	Trustee
Mr. Santosh Srivastava	Trustee
Mr. Shiv Kumar Srivastava	Trustee
Dr. Shaily Vinai Asthana	Trustee

The trust and society members effectively manage the trust's activities. Their responsibilities include employment, strategic planning and policy development, ensuring accountability and reporting, handling publicity and public relations, maintaining premises, and fulfilling all financial and legal obligations.

- 3. Office Bearers:** Office bearer is the team who carries the office administration task and activities. The team comprises of Director / Director, Registrar, Assistant Registrar and Office superintendent.

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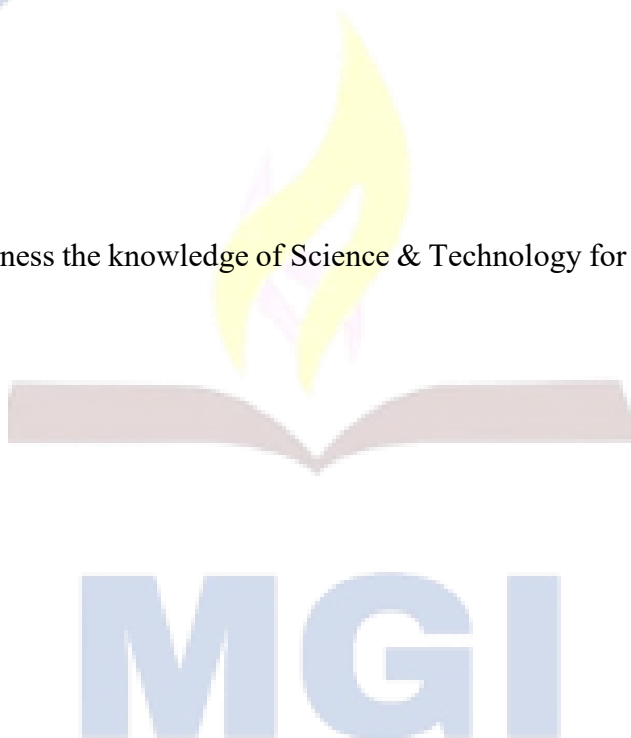
4. **Vision of the Trust:** The trust believes in the teachings of the thirteenth century Saint Philosopher Shri Dnyaneshwar “The whole universe is a manifestation of pure intelligence and consciousness”. The trust further identifies itself with Albert Einstein's assertion “I believe in God, who reveals himself in the orderly harmony of the universe and I believe that intelligence is manifested throughout nature.” All the great saints, sages and seers and the learned scientists of the world have a common goal i.e., Welfare of the Humanity.

Vision of MGI:

To promote the "**Culture of Peace**" through value based "**Universal Education System**", with a firm belief that "**Union of Science and Religion and Spirituality alone will bring peace to mankind**".

4.1. Mission of MGI:

“To harness the knowledge of Science & Technology for the welfare of the society.”



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Chapter 2- General Information

About the Institute:

- a. **Name of the Institute:** Mulshi Institute of Business Management
Sambhave, Pune-412108.
- b. **Address of the Institute:** Gat No. 237/-243, Sambhave, Mulshi, Pune-412108.
- c. **Contact Details:** 020 – 25887645 / 9960281813
Website: www.mgi.ac.in
Email: director@mgi.ac.in
- d. **AICTE Permanent ID:** 1-12346111
- e. **Vision of the Institute:**
To be a pioneer in shaping the future by transformative education, empowering students to become innovative business leaders who drive meaningful change through business excellence, equity, and inclusion for the betterment of communities and the global society.
- f. **Mission of the Institute:** To advance the frontiers of management knowledge skills and nurture responsible leaders of tomorrow equipped with managerial skills coupled with research and entrepreneur competencies.

M1: Business Leadership:

To empower students with transformative **knowledge** and **Education**, fostering professional excellence and entrepreneurial skills through innovative **leadership** in business.

M2: Impact:

Our commitment is to **inspire and ignite minds**, changing lives to enhance organizations, **uplift communities** and contribute to a better world.

M3: Community:

By **promoting DEI and sustainability**, we strive to cultivate resilient change agents who drive global growth through **innovative research, social development and ethical practices**.

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g. Program Educational Objectives:

PEO1: To cultivate **innovative business leaders** to drive transformation and adapt to market changes.

PEO2: To prepare **business excellence and entrepreneurial leadership** as an integral program strategy.

PEO3: To integrate **Diversity, Equity, and Inclusivity** principles into **future business leaders'** development to meet **global practices**.

h. **Quality Policy:** The institute is committed to create quality professional to meet the emerging industrial and social through

- Innovative quality education.
- Technology oriented system administration.
- State of art infrastructure.
- Congenial and disciplined learning environment.
- Inculcating moral and ethical values among faculty and students.
- Aiming at continual improvement in all activities.

2.2. Details of the Institute:

Encouragement of higher education for our youth is critical to the success of our collective future – Charles B. Rangel.

Inspired by Dr. APJ Abdul Kalam's book entitled Ignited Minds, a team of academicians drawn from IIT, IIM, Medical and Educational background formed Ignited Minds Society in 2007. Subsequently, MIBM is established in 2010 with approval from AICTE for PGDM program with 120 intakes.

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Chapter 3 - Guiding Principles

Leadership

The Institute's leadership actively communicates its goals and values, promoting teamwork, collaboration, and continuous learning. It recognizes achievements, encourages innovation, and empowers employees to take ownership of the mission and contribute through their individual strengths.

Quality of Employment

The Institute is wholly committed to building a qualified, engaged workforce by fostering a positive, inclusive, and supportive work environment. It promotes professional excellence, personal growth, and work-life balance, ensuring long-term satisfaction, retention, and effectiveness through continuous support and development opportunities.

Compensation, Reward and Recognition

The Institute's compensation program is built on fairness, transparency, and equity. It aligns individual performance with institutional goals, rewarding merit and commitment to foster accountability and motivation. Regular reviews ensure the program remains competitive, effective, and supports talent recruitment, retention, and overall employee satisfaction.

Continuous Learning and Development

The Institute values continuous learning as essential in a dynamic academic environment. It views professional growth as a shared responsibility, encouraging employees to actively pursue development. To support this, the Institute provides structured opportunities aligned with its mission and goals, fostering lifelong learning, adaptability, and excellence.

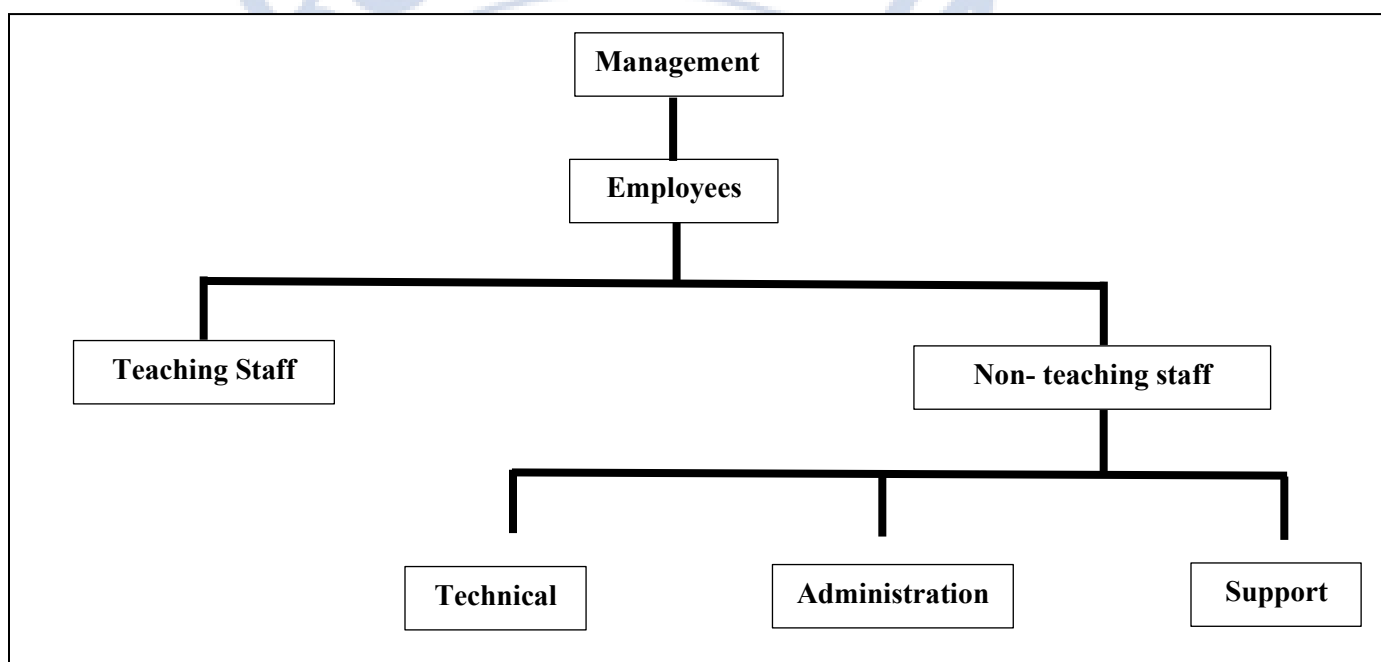
Response to Change

The Institute is committed to preparing for future challenges by creating opportunities for employees to develop new skills and continue contributing effectively. During workforce changes, it aims to rely on natural attrition over abrupt actions. It also ensures fair support, professional development, and smooth transitions for all affected employees.

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Chapter 4 – Classification of MGI Employees, Hierarchy, Eligibility, Duties and Responsibilities

At MGI, employees are classified based on functional roles to optimize institutional efficiency and ensure clarity in the distribution of authority and responsibility across all levels of the organization. This structured classification enables better coordination, accountability and alignment with organizational objectives. Broadly, employees are categorized as per the below chart:



Teaching Faculty: It comprises of people who are involved in teaching/Research at the Institute on a full-time basis i.e. all those employees whose salaries are paid on a monthly basis.

Full Time Faculty:

1. Faculties enrolled on institutional Pay roll.
 2. Salary is credited monthly as per the rules and the discretion of the management and is revised from time to time based on annual performance appraisal.
 3. Applicable for yearly Appraisal, increments, and government rules and regulations.
- Teaching faculty is categorized under:

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i. Professor:

1. Must be Ph.D.
2. Must have Thirteen years' experience in Industry or teaching field or both.
3. The management can offer eminent faculty as Professor, who has large contribution in the area of:
 - a. Research and Development.
 - b. Having huge experience with sound expertise.

ii. Associate Professor:

1. Must be Ph.D.
2. Must have Ten years' experience in Industry or in teaching field or in both.
3. The management can offer eminent faculty as Professor, who has large contribution in the area of:
 - a. Research and Development.
 - b. Having huge experience with sound expertise.

iii. Assistant Professor:

Must have completed UG & PG in respective branch with first Class.

* These qualifications are subject to change as per AICTE norms.

A full-time faculty may be:

- i. **Regular:** The faculty member approved by SPPU and has completed two years' probation.
- ii. **Ad-Hoc:** The faculty member not approved or in the process of approval or approved with one-year ad-hoc approval by SPPU and yet not completed two years' probation.
- iii. **Adjunct Faculty:** A retired expert employee (Educational/ Industrial) as a faculty in the honor of his expertise as per AICTE/UGC guidelines.

Non – Teaching Staff:

- a. **Technical Staff:** It comprises of technical assistants, Lab assistants, Workshop Instructors, Librarians, and Library Assistants, Network administrators, Computer Programmers, Librarian, Internet Centre Receptionists, Electricians.
- b. **Administrative Staff:** It comprises of Registrar, Human resource Executive, Accounts and

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Finance Officer, Head of Students' Section, Stores and Purchase Officer, Medical officers, Executive Assistants, Hostel Rectors, Accountants, Assistants, Clerks, Data Entry Operators, and Front Office Executives and receptionist.

- c. **Supporting Staff:** It comprises of Lab Attendants, Peons, Electricians, Drivers, Watchmen, Sweepers, Gardeners, Plumbers and Assistants to Hostel Rectors.

Organization Chart:

Organization chart is a chart showing the lines of responsibility between departments and hierarchy of institutional delegation of authority and responsibility.

Staff Pattern/ Position:

i. Teaching (Subject wise & Cadre wise full-time faculty):

I. **Teaching Load:** The teaching load in hours (minimum) is assigned cadre wise to each faculty as per his/her post and position as follow:

- | | | |
|--------------------------|---|-------------------|
| a. Director | : | 4 hours per week |
| b. Professors | : | 14 hours per week |
| c. Associate Professors: | | 16 hours per week |
| d. Assistant Professors: | | 18 hours per week |

II. **Cadre Ratio:** As per AICTE norm the cadre ratio is 1:2:6 for P –ASP-AP

III. **Teacher Student Ratio:** As per AICTE norm the faculty student ratio is 1:20. For UG and 1:15 for P.G.

ii. Non- Teaching:

As per the requirement. The desirable ratio of non-teaching (Lab/ Technical Assistant) staff should be one lab assistant per lab or essential one lab assistant per two labs.

Duties and Responsibilities of the Employees:

Each and every employee in the Institute has some responsibilities and the employee should carry all the tasks assigned to him/her with the full of his/her ability.

Director/Director (Duties and responsibilities)

- To administrate day to day smooth working of college along with ensuring better academics and research attainment.

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- To correspond with all statutory bodies, viz. AICTE, DTE, etc. and submit various reports demanded by them.
- To implement all decisions and policies of the management.
- To maintain overall discipline in the campus.
- To supervise effective execution of prescribed curriculum by continuous monitoring and periodic meetings with the faculty.
- To oversee/ monitor the work of Deans, faculty, research activities, consultancy, etc.
- To prepare long & short-term growth plans for infrastructure, facilities & equipment.
- To coordinate Faculty/staff recruitment, promotions, faculty appraisal, faculty / staff development, incentive / rewards schemes.
- To accord financial sanctions within his/her limits along with planning of budget and purchases.
- To coordinate with management in different areas viz. affiliations, starting new or closing existing courses, submission of new proposals, etc.
- To supervise daily cash flows, bank accounts, tally & fee collections.
- To get the accounts audited on a quarterly basis (statutory & internal).
- To sanction all types of leaves of employees.
- To approve final academic timetable & supervise its execution along with monitoring co-curricular and extra-curricular activities.
- To promote education activities and coordinate in submitting research proposals to funding agencies.
- To supervise training and placement activity & industry tie ups.
- To ensure smooth visits of all committees.
- To investigate the grievances of faculty, staff, and students.
- As the head of the Institute, the Director should have the vision and leadership ability to keep the institute developing.

Administration:

- To conduct the periodical meetings of the faculties for effective administration of the college.

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- To make the employee and students aware of the rules, policies and procedures lay down by the college and see to it that they are enforced.
- To initiate recruitment of non-teaching staff & teaching staff as per rules laid down by the AICTE, DTE and management
- To approve vendors for resources as required in the Institute.
- To sanction the leave of the staff as per the norms.
- To monitor and update the Institute website with complete information about the Institute.
- To communicate with affiliating bodies such as, AICTE, DTE, etc.
- To sign MoUs with industry & academia and see that all MoUs are active as per their areas of interest
- To monitor, manage and evaluate administration of the Institution, organize meetings of Governing Body, and maintain minutes of the meeting.
- To execute any other work assigned by the management.

Finance:

- To recommend allocation of budget for the departments as requested by the Director to the management.
- To authorize for cash advances for urgent purchases required in the Institute.
- To ensure that all financial transactions are conducted as per the norms.

Dean - Academics:

- To monitor and conduct academic activities of the Institute under the guidance of the Board of Studies (BoS) after approval from Board of Governors (BoG).
- To implement ERP- Academic Module effectively.
- To coordinate with faculty and examination department on various issues such as teaching learning process, Academic calendar, students feedback, internal evaluation, examination activities, academic results, etc.
- To take students and faculty feedback and accordingly take the remedial actions.
- To plan and take the necessary actions for improvement of academics.

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- To promote industry institution interaction and research & development activity.
- To coordinate with Students' coordinator on discipline, attendance, counselling, mentoring, alumni, etc.
- To prepare central Timetable and supervise smooth execution of it along with supervising proper academic load distribution to all faculty.
- To ensure disciplined academic conduct by regularly reviewing lecture plans, notes, course files, and diaries, while maintaining required academic records.
- To observe faculty lectures, if required.
- To plan and implement Staff Development activities & conduct Self Performance Appraisal
- To ensure fair distribution of term work marks to students by faculty and execute all Internal Examinations and declare their results.
- To communicate with parents and students about their academic progress and solve their problems in consultation with Director.
- To execute any other work assigned by the Director/Management.

Faculty (Incl.: Professor, Associate Professor & Assistant Professor)

- Curriculum planning and execution.
- To follow all rules and regulations as laid down by the Institute which include working time in the Institute, signing of the muster, leaves updating, submission of tax documents etc.
- Preparation of course handout, lecture plan, course notes & course file and development of Learning Resources & Laboratory
- Mentoring of assigned students for Winter/Summer Internship Projects and required support for Final Placements of the students.
- Timely update of academic diary and regular checking from Director.
- Attendance marking on daily basis.
- Up-dation of profile in personal file.
- Students' mentoring" & helping their ethical and moral development along with their

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Assessment & Evaluation including examination work.

- Up-dation of profile in the personal files.
- Self-development through upgraded qualifications, experience, and professional activities fosters new knowledge and its sharing via books, seminars, and more.
- To counsel students and conduct extra lectures/ revision lectures for students requiring help.
- To use innovative teaching aids and adopt innovative teaching–learning methodologies.
- To organize / coordinate / attend various seminars / workshops / STTP / training programs.
- To participate proactively in any research and development activities conducted in the Institute.

Research & Consultancy:

1. Research and Development Activities and Research Guidance.
2. Industry and International Connect through signing MoUs
3. Industry sponsored Projects, promotion of industry institution interaction and R & D.
4. Provide Consultancy and Testing Service.
5. Laboratory Development, Modernizations, Expansion, etc.
6. Submission of funding proposals.
7. Promotion of Research publications, writing books and chapters.
8. Participation in seminars, workshops & conferences.
9. Preparing project proposals for funding in areas of R & D work

Extension Services:

- Interaction with Industry and Society along with participation in Community Services.
- Providing R&D Support and consultancy services to industry and other User agencies.
- Providing non-formal modes of education for the benefit of the Community.
- Promotion of entrepreneurship and job creation.
- Dissemination of knowledge.
- Organizing various camps for the awareness of common people such as Blood Donation, Health Check, etc.
- Any other relevant work assigned by the Director and management.

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Non-teaching technical/non - technical staff:

a) **Technical Assistance- Supervisors and Laboratory/Technical Assistant:**

- To prepare the laboratories for smooth conduction of laboratory session.
- To update and maintain Institute website with Institute data.
- To assist faculty and students during laboratory sessions.
- To maintain dead stock register, Instrument Issue register and maintenance register.
- To administer and maintain servers, firewalls, routers, manageable switches UPS and batteries.
- To initiate purchasing of equipment, conduct installation of new equipment and maintenance of existing equipment.
- To ensure continuous internet during assigned hours.
- To provide continuous support to On-line exam, Seminar, Workshop, technical training programs, meetings, presentations, etc.

b) **Librarian**

- To implement all library rules as defined by the management.
- To ensure that library remains open for allotted hours.
- To ensure the documented Vision & Mission followed at various stages of library processes.
- To enable technology-based library using Software such and maintain digital books and journals
- To ensure that circulation section (Issue/Receipt) is working from given time.
- To take entire responsibility for overall functioning of the library such as procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books, online resources etc. and renewal of books / magazines.
- To ensure that books/journals are available at proper places.
- To circulate & distribute magazines, literature etc. to faculties & management and maintain records of the same.
- To ensure the display of all technical articles, literature and new arrivals in respect of books and journals.

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- To ensure that systems and reprographics facility in good working condition.
- To ensure stock verification every three years.
- To maintain proper discipline in library and proper behavior with the students and faculty members.
- To ensure that syllabus and enough questions papers of earlier examinations in respect of all the subjects are available in the library in subject-wise files.
- To ensure that entry registers be maintained in library.
- Compile the requirements submitted by the teacher & students and put before the Director and the management.
- To execute any other work given by management.

Corporate Connect Cell:

- To maintain complete information regarding students appearing for placement activities for the smooth conduction of placement activities.
- To ensure that proper coordination is maintained in respect of Placement among all the students.
- To ensure that in house training sessions be arranged for the students during vacation along with internships in good companies.
- To ensure that students are motivated for training in various industries and record be maintained accordingly.
- To plan and act as a marketing representative of Institute to industries.
- To maintain updated data related to academic performance of the students in format(s) required by the industries.
- To update and maintain the contact details of companies interested in recruitment activities.
- To prepare placement brochure of the college, send invitation to industries and companies for campus recruitment, to notify the students about the events and take necessary action.
- To ensure that, in addition to placement, students are motivated for other competitive examinations.
- To ensure that ample number of aptitude and technical test papers are available.
- To ensure that the hospitality is as per the culture and traditions of the institute.

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Students Affair Coordinator:

- To carry out admissions of new first year students followed by issuance of roll numbers and I card.
- To get anti ragging affidavit filled from students.
- To issue all certifications to students such as- Expenditure letter, Bonafide, TC/LC, Bus pass/ railway concession etc.
- To prepare final class wise roll call list of students clearly indicating- Year of admission, Type of admission, Gender, Cast/category.
- To carry out process of specialization/branch/college change as per norms.
- To maintain students' discipline within college premises along with ensuring timely reporting of the students, attendance, etc.
- To maintain smoke and alcohol-free environment.
- To supervise sports, cultural, annual gathering & other student events.
- To assist students for effective organization of extracurricular & co- curricular activities in and outside the campus.
- To carry out admissions of all existing students after receiving list of activated students from exam section.
- To assist Director in all students related issues such as counselling in case of any issue.
- To keep a watch on hostel and campus for ragging free environment.

Accounts:

- To prepare details of total receivable from students & clearly specify applicable fee to each student.
- To ensure that the various payments are with the sanction of competent authorities.
- To ensure accuracy in bank reconciliation statement and budget, final accounts of funds assigned.
- To submit necessary statement of accounts and attend to audit queries and to reply to audit report.
- To prepare asset, liability, and capital account entries by compiling and analyzing account information.
- To Summarize current financial status by collecting information, preparing balance sheet, profit and loss statement, and other reports.

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- To prepare payments by verifying documentation and requesting disbursements.
- To Prepare FRA Report and other reports whenever required by AICTE.
- To make all statutory payments & taxation within time.
- To maintain confidentiality by keeping financial information confidential.
- To issue fees receipt to the students on the same day
- To prepare salary list, get signature of the authorities and deposit salary in bank within time.
- To list and deduct PF and submit to competent department for all eligible faculty and staff.
- To prepare income tax calculation and deduction records of all employees including Form. No.16.

Establishment Section:

- To maintain service books & personal files of all employees including a memos/show cause notice.
- To maintain record of all employees for increments, promotions, resignations & retirements.
- To submit daily late report, leave without permission report to Director/Director.
- To record of personal information of all employees along with collecting record of all publications & achievement of employees and all awards/rewards/incentives given to employees from time to time.

Examination Section:

- To coordinate with Director for all examination related activity
- To get exam form filled from students within time.
- To bring all exam related circulars/notifications in knowledge of faculty /staff /students.
- To get revaluation/Xerox copy forms filled from students.
- To assist in smooth conduct of theory & POE.
- To prepare exam schedule & exam duties in advance & inform all concerned about the same.
- To do result analysis of exams within 5 days of the declaration of result.
- To maintain record of all stationary related to exam.

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Chapter 5- Policy Statement and Code of Conduct

General Policy

- a) **Policy for Physically Handicapped People:** Discrimination based on disability is prohibited in all employment aspects if the individual can perform essential job functions with reasonable accommodation.
- b) **Drug and Alcohol-Free Workplace Policy:** The Institute prohibits employees from manufacturing, distributing, possessing, or using illegal drugs. All employees must follow the following rules:
 - i. Abide by the Institute's policy on prohibited substances; and
 - ii. Employees must report drug-related convictions within five days. Such cases may result in disciplinary action or rehabilitation. Suspected impairment requires medical testing. Smoking is strictly banned on campus.
- c) **Equal Employment Opportunity:** The Institute ensures equal opportunity in employment and programs, regardless of religion, race, caste, gender, disability, or age, covering hiring, promotion, compensation, and termination.
- d) **Sexual Harassment:** Sexual harassment of employees or students is strictly prohibited and may lead to dismissal or other disciplinary action. It includes unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature such as:
 - Physical contact and advances. or
 - Demand or request for sexual favors. or
 - Sexually colored remarks. or
 - Showing Pornography. or
 - Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.
- e) **Soliciting / Canvassing:** Canvassing, solicitation, and unauthorized sales or postings are prohibited on campus. Employees must not use Institute resources for personal activities. Faculty conducting private tuition or coaching will face immediate suspension.

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- f) **Employment of Relatives:** No one may be employed in a department where a relative holds a superior-subordinate position within the same line of authority.
- g) **Attendance:** Employees must report to work on time and stay until the end of the day unless excused by the Director. Expected absences should be reported in advance. Repeated tardiness or unexcused absences may lead to pay loss or disciplinary action.
- h) **Conflicts of Interest:** An employee of the Institute avoids actual or apparent conflicts of interest between his/ her Institute's obligations/ responsibilities and outside activities.
- i) **Code of Conduct:** All employees must follow the Institute's rules, conduct standards, ethics, and etiquette. The following are examples of unacceptable behavior that may lead to disciplinary action or termination:
- Insubordination
 - Theft/ Willful damage to equipment or property of the Institute/ Wasting institutional property
 - Entering an unauthorized work area
 - Falsifying, grafting, or forging of any record, report, or information including Forgery, alteration, or un-authorized use of MGI's letterheads/ documents, records or instruments of identification, including but not limited to any e-mail id., website, mobile application, platform etc. with intent to deceive or trick people
 - Harassment in any form—including threats, stalking, abuse, or demeaning behavior—is strictly prohibited, especially when intended to cause discomfort or embarrassment
 - Unauthorized absence from assigned work area
 - Dereliction of duty – e.g. negligence, failure to report absence, habitual absence/ tardiness and job abandonment
 - Interfering with the work performance of another employee
 - Favoritism
 - Continued failure to perform assigned duties
- j) **Safety:** Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits.

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Employees must immediately report any unsafe conditions or workplace injuries, no matter how minor, to the Director. A qualified doctor and clinic are available on campus during work hours and on call for emergencies. Basic medicines are provided free to all employees and students.

- k) **Confidential Information:** Employees handling confidential information must not share it without proper authorization. Unauthorized use or disclosure shall lead to immediate disciplinary action which includes immediate termination or reporting to police.
- l) **Disrespect to the defined codes:** Employees must strictly follow the rules and codes framed by the management. At any point of time, if any employee fails to do so, his/ her action shall lead to disciplinary action.
- m) **Gratuities:** Employees must not accept gifts or favors from individuals or organizations seeking to influence decisions or gain favorable treatment of any nature including obtaining any unfair advantage.
- n) **Political Activities:** Employees retain their constitutional rights and are free to exercise them but are not allowed to contest elections or engage in political campaigns while employed or on duty at the Institute.
- o) **Disruptive Behavior:** While respecting the free expression and peaceful dissent of every individual, who is an employee of the Institute, MGI prohibits disruptive behavior or deliberate impediment of any employee or student of any type, happening in the campus, during teaching – learning hours or any event. Any employee/ student who obstructs or disrupts campus activities or gets involved in disorderly abusive conduct will be deemed grossly in-disciplined and may face disciplinary action, including termination/ suspension.
- p) **Outside Employment:** Outside employment of any nature is not allowed without prior written approval from the Management. In case of outside employment done with the permission of the management, the employee must ensure that it must not interfere with Institute duties or involve use of Institute resources. Employees must consult their director/ management to avoid conflicts of interest.
- q) **Malpractices:** No employee indulges in or encourages any form of malpractice connected with examinations or other activities of the Institute.
- r) **Bringing discredit to the Institute:** Any behavior of the employees/ students that negatively impact the institution's reputation or public image will be not be accepted under any

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circumstances. This includes forging or falsifying the facts, spreading wrong or negative information about the institute / management, making false or misleading claims, particularly those related to financial matters, engaging in activities that violate the principles of honesty, integrity, and professionalism, public disparagement and making public statements or engaging in actions that negatively portray the institution. Any employee/ student found guilty of the same, will be subjected to immediate strict disciplinary action which includes termination/ suspension with immediate effect.

- s) **Revelations:** Employees must not speak to the media or publish statements on institutional matters without prior approval from Management. For policy-related assistance, they should contact the Director immediately.
- t) **Recreational activities:** All employees must bear in mind Recreational activities on MGI premises require prior written approval and must conclude by the time set by the authorities.
- u) **Infectious Diseases:** All employees/ students must note that infectious diseases [For e.g. chicken pox, jaundice, tuberculosis, Covid-19 etc.] must be reported to the Director immediately, and health protocols must be followed to prevent spread and further calamities.
- v) **Night movement:** Employees and students must avoid nighttime campus movement that violates this Code or disturbs others
- w) **Misuse/ Tampering:** Misuse/ tampering with equipment or violating fire safety rules—including setting fires or ignoring alarms—is strictly prohibited on the MGI campus
- x) **Environment Cleanliness:** Pollution of any kind, spoiling walls with graffiti, littering the campus, disturbing campus biodiversity is strictly prohibited
- y) **Violation of law:** Violation of any central/ federal, state or municipal/local laws, on or off campus in a way that adversely affects the functioning of MGI, is strictly forbidden and any person found guilty doing so, will be facing immediate strict disciplinary action.

SOCIAL MEDIA POLICY

MGI understands the importance of social media in current times and the impact that a social media communication can have on the reputation of the MGI as well as the people related to it. hence, MGI follows a strict social media policy. Communications made in a personal capacity through social media by any employee/ student must not have the following:

- Breach of any intellectual property rights including patents, trademarks, copyright etc.

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- Breach of any personal property or privacy or confidentiality rights of any person/ entity.
- Breach of any central/federal, state, municipal/ local laws in any jurisdiction or territory
- Depict or encourage unacceptable, violent, illegal or dangerous activities/ discriminatory behavior against anyone or bullying, or harassment of any individual
- Offensive, abusive, or discriminatory comments about anyone including any employee/ student/ management at the Institute on social media are strictly prohibited
- Posting images online that are discriminatory/offensive, or post any link to such content
- Using MGI's logo on personal social media sites.

Disciplinary proceedings:

Disciplinary actions at MGI promote responsibility and safety. While not governed by court procedures, some Code violations may also breach the law, making employees/ students accountable to both MGI and legal authorities.

Outcome of the disciplinary proceedings:

Disciplinary Warning - A formal written notice stating a Code violation and outlining expected future conduct. This warning may or may not carry future restriction of privileges.

Restitution – In case of found guilty of theft/ damage, individuals must compensate for the same.

Fines – MGI reserves the right to levy a fine for misconduct by the employees/ students.

Denial of access to MGI computer resources – Access to MGI's digital platforms may be denied for misuse or Social Media Policy violations

Suspension – An employee/ student found guilty, may be suspended. This suspension may be temporary including a strict warning or can be permanent resulting into final expulsion depending upon the gravity of the misconduct.

Any other action as decided by statutory committees as per Governmental guidelines.

MISCELLANEOUS:

Posters on the Campus:

- The Director/ management needs to approve all banners, posters, and advertisements to be posted.

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- MGI may remove posters that damage property or violate its values. Students must take them down after the event or within three weeks, whichever is earlier.
- No external organizations may place advertisements on MGI campus/ premises without the prior written permission of the Director/ management.

Changes / Modifications to this Code: MGI reserves the amend this Code at its discretion.

Employees and students should regularly check the MGI website for updates.



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Chapter 6- Probation and Salary Policy

Probation: Probation is the trial appointment for a defined period under specified conditions to assess an employee's suitability for a position. At MGI, all employees appointed on regular basis, are placed on probation for the first two years of employment.

Temporary appointment: Temporary appointment is the appointment done purely either for a permanent post for temporary period or in tenure post or against a temporary post. All regular employees serve the first eleven months of employment on a temporary basis.

Evaluation in Probation Period: The probation period allows the Director and management to assess an employee's ability, suitability, and potential for long-term success, while also giving the employee time to evaluate job satisfaction. Fifteen days before the end of the probation period, the management will inform the employee of his/her performance status. Based on this evaluation and with the Director's approval, the employee may either be confirmed in service or terminated. However, in case of termination or disciplinary action during probation is not subject to progressive discipline or the grievance procedure.

Continuance of Probation: If an employee's performance during probation is found unsatisfactory but warrants continuation, the Director may recommend an extension of the probation period to the Management. In such cases, the employee must be counselled and formally notified in writing. The probation extension may not exceed one additional year.

Salary Policy

Type & fixation of Initial salary: In general, the type and fixation of initial salary is subject to statutory requirements of DTE Government of Maharashtra. All India Council of Technical Education (AICTE) and at the discretion of management.

- **Consolidated salary:** Non-teaching staff are typically paid a consolidated salary upon joining, until regularization based on individual performance. Salary fixation depends on the post, qualifications, experience, and service at MGI, and is determined at the discretion of

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the management.

- **Salary and increments as per pay commission / Pay Scale cadre wise:** Teaching and Non-teaching staff are eligible for getting pay scale as per eligibility, experience, performance and management's discretion.

Salary Increments (Rationalization):

- **Time scale of pay:** All regular employees are eligible for an annual salary increment, subject to the recommendation of the Director and approval from the management, after the successful completion of the probation period. The recommendations are based on annual performance appraisals and are reviewed by the Director and management. Increments are generally disbursed in July each year.
- **Debt Repayment and Monetary Responsibility:** The management reserves the right to withhold or deduct amounts from an employee's paycheck for any fines, fees, penalties, outstanding dues to the Institute, or deductions required under legal or statutory obligations.
- **Payroll Schedules:** Employees are paid for all days of the month. Salaries are directly deposited into the employee's designated bank account. For employees engaged in visit-based or menial roles, payments may be made in cash. Upon joining, all employees are required to open a savings account with the designated bank and provide the account details to the Accounts Department.
- **Payment mode of salary:** Every employee opens a salary account at the bank designated by the management and the salary is transferred to employee's account.
- **Payroll Deductions:**
 - Income-tax, professional tax and contributory provident funds are deducted wherever applicable. All other deductions will be notified to the employees. Employees are not allowed to commit any deductions from salary directly to any outside agency / bank / financial institution / Co-operative society, etc. without explicit written permission by the

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Management / Director.

- **Income-tax:** It is mandatory that all staff must present their deduction scheme to the Administration by the end of February, and final proof for savings by the end of December of each calendar year in order to finalize tax deducted at source for the year.
- **Salary advance:** All regular staff with at least six months of completed services is eligible for applying for salary advance in case of medical emergencies or special events. It will be approved by the management on case-by-case merit basis. In any case it will not be more than three months' salary to be recovered in maximum six installments.

Working Time

- **Muster:** Employee attendance is recorded daily through the ERP/muster register. Entry and exit times must be accurately maintained. Employees leaving the premises for official work must inform the competent authority before doing so; failure to do so will result in being marked absent for the day.
- **The Standard Workweek:** Since the requirements of the various operations of the Institute are diverse, different work schedules are adopted to meet different needs. However, the standard Workweek of the employees is Monday to Saturday.
- **Change of Workweek:** Any changes to the workweek, breaks, or work timings require prior approval from the Management. Employees will be informed of any such changes by the management from time to time. It is the employee's responsibility to ensure that Management is aware of any changes in their assigned schedule.
- **Overtime:** Overtime pay is not provided to any employee. However, administrative and support staff are eligible for compensatory off only within same academic year, if they work on public holidays or weekends, at the discretion of the management. The CF, in any case will not be carried forward to subsequent academic years. The Director may adjust staff workweeks as needed to support student access to additional lectures, training, the library, internet center, workshops, or admission-related activities.

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Chapter 7- Performance Evaluation Policy

The performance evaluation policy is a structured process for assessing employees' work-related achievements, strengths, and areas for improvement. It provides constructive feedback to individuals and teams, aligning personal performance with institutional goals. The evaluation also serves as a link between goal setting and reward decisions, promoting alignment between individual targets and the Institute's objectives.

Job Evaluation: It is a systematic process to determine the relative value of each position in the Institute, based on job content rather than individual performance. At the end of each academic year, all staff are required to complete a Self-Appraisal Form as part of the performance review process.

Performance Appraisals: Performance Appraisal is a benefit given to the employees in order to form a proper job matrix in the Institute.

Appraisal Factors: Factors used to appraise an individual's performance in a job are the following:

- **Education** - Depth of knowledge acquired through education or specialized formal training
- **Experience** - Depth and breadth of knowledge or skill in terms of related work experience and on-the-job training
- **Job scope** - Decision-making requirements including job complexity, independence of action, analytical and creative job requirements
- **In campus relationships** - Responsibility for contacting and dealing with administrative staff, faculty, students and others within the Institute. Relationship with seniors, subordinates, juniors, etc.
- **Out campus relationships** - Responsibility for representing the Institute
- **Managerial responsibility** - Influence the importance of decisions including responsibility for budgeting, managing human resources, utilization of assets, revenue control, planning, policy and strategy development
- **Position conditions** - Degree to which the position has certain undesirable working conditions present.
- **Integrity**- Integrity with Institute, initiative, ability to shoulder responsibility, etc.

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Chapter 8- Promotion and Transfer Policy

- Promotion refers to the advancement of an employee to a position with greater responsibilities or skill requirements. Promotions are based on merit and relevant qualifications. While a pay rise generally accompanies a promotion, it is subject to Management's discretion.
- A transfer is the reassignment of an employee to a position of the same classification or one requiring comparable skills within the same pay range. Transfers are implemented with the mutual agreement of the Institute and the employee, and require the employee's consent.
- Transfers and promotions during probation period are subject to an administrative approval for the same, by the Director and management.
- Employees are encouraged to apply for any position for which they are qualified and should contact the Director for specific information.
- When an employee is promoted—either by applying for an advertised position or through reclassification—remuneration may be adjusted based on the individual's exceptional experience, qualifications, and the responsibilities of the new role.
- A faculty desiring of promotion to a higher post faces the interview taken by the management and is selected only on the recommendations of the competent authorities present during the interview.

Parameters of Evaluation: Each employee of the Institute is systematically evaluated on an annual basis. The Director leads the performance appraisals, which are then reviewed by the Management. Evaluation areas include adjustment to the position, attitude, cooperation, attendance, punctuality, potential for future development, productivity, capability, goals & efficiency.

- **Student Feed Back:** Confidential student feedback shall be collected twice in semester and reviewed by the management. This will be maintained in the Director's office.
- **Lecture monitoring:** Once a year, each faculty's lecture is monitored and evaluated by the Director and Management using the Lecture Monitoring form, which is then submitted and maintained in the Director's office
- **Result analysis:** Result Analysis of subject taught by the faculty.

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Process of Performance Appraisal: The appraisal process begins with a self-appraisal. Employees sign the appraisal forms to acknowledge they've seen them, not necessarily to indicate agreement. Any differences can be discussed with Management, which will conduct an independent review. Productivity and activity are key evaluation criteria. Employees are responsible for ensuring they receive at least one performance appraisal every 12 months. All appraisals aim to offer positive, developmental feedback and must never be used for personal vendetta.

Training and Development Programs for Teaching /Technical / Supporting staff: From time to time the Management periodically deputes staff for training, based on recommendations from the Director. Employees are also encouraged to attend external trainings sponsored by bodies like ISTE, the University, DTE, UGC, and AICTE etc.

- The Management encourages all staff to participate in Quality Improvement Programs (QIP), trainings, and relevant seminars as part of faculty development. Based on merit and departmental budget, the Institute may cover full or partial expenses for registration and subsistence/per diem allowance.
- At the start of each academic year, departments are informed of their allocated budgets to manage expenses.
- Employees must maintain a record of their training in personal files. The Institute supports staff training and development, aiming to build a vibrant and skilled team.

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Chapter 9- Leaves and Vacation Policy

General principle for granting leaves is to follow the guideline issued by All India Council for Technical Education, Government of Maharashtra norms and the management.

The Management maintains a permanent record of leaves granted and used by each employee.

Leaves can be broadly classified as:

- i) Casual Leave [CL]
- ii) Medical Leave [ML]
- iii) On-Duty Leave (OD)
- iv) Maternity Leave (MA)
- v) Compensatory Leave [CO]
- vi) Earned Leave (EL)
- vii) Leave Without Pay (LWP)

i. Casual Leaves [CL]:

- All employees are entitled to 12 days of Casual Leave (CL) per Academic year starting from 1 July and ending on 30 June each year, proportionate to their joining date. CLs may be used at the employee's discretion with Director's approval. Unused CLs cannot be carried forward to the next year.
- Not more than 3 CLs can be availed in continuation. The Holidays or Weekend days that are sandwiched in the CL duration are counted as CLs.
- Casual Leave must not be pre-fixed or suffixed to vacation or any other type of Leave.
 - It is necessary to get prior sanction of CL by reporting to the authority through ERP logins.
- In emergencies, employees must inform the Director/ management directly by phone. Messages through others are not accepted. All CL forms must be approved by the Director and submitted to the Administration Office. The Director's CL is

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sanctioned by the Management. If not submitted in advance, the CL application must be submitted within four days of taking leave.

- CL cannot be equated with ML or vice-versa.
- In the event of transfer of an employee the unused CLs are carried over.
- CL application is reviewed and approved by Director. After the approval of the Director, the application is further submitted to Administrative Office for leave record verification.

ii. Medical Leaves [ML]

- All employees are entitled to 10 days of Medical Leave (ML) with full pay per academic year, proportionate to their joining date. ML can be availed with a written or oral request due to illness or injury (ONLY in exceptional cases).
- Request for extension of ML may be considered by the Director/ Management, after the submission of doctor's recommendation for the same. Employees returning from Medical Leave must submit a physician's certificate along with a fitness certificate.
- **Scheduled Absences:** Planned and excused absences, with or without pay, must be requested and approved in advance. Medical appointments or treatments also require approval from the Director and Management.
- **Unscheduled Absences:** In case of sudden illness or unexpected circumstances, employees must inform their superior immediately. If unable, a family member should notify the Director/ management as soon as possible, providing details and expected return time.
- Unused MLs will be carried forward into the subsequent year[s].

iii. **On Duty Leave [OD]:** OD is granted to an employee when the Director / management assigns a duty that has to be carried out for the Institute/ Society.

iv. Maternity Leave [MA]:

- A female employee with at least 2 years of continuous service is entitled to up to 180 days of MA with full pay & allowances, on submission of medical certificate.

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- A female employee with at least 1 year but less than 2 years of continuous service is entitled to unpaid maternity leave for up to 90 days, subject to submission of a medical certificate.
- A lady employee on maternity leave who fails to return within the prescribed period must justify her absence to the Director. Based on recommendations, the Director may decide on the continuity of service. Maternity pay benefits may be forfeited even if the employee is reinstated. Not more than 2 months can be availed by a lady employee while in service at the Institute.

v. **Compensatory off [CO]**

- All faculty, administrative, and support staff who work on holidays are entitled to Compensatory Off (CO) equal to the number of days worked. However, the final decision, regarding the same will be with Director/ Management.
- COs cannot be attached to casual leave. COs must not be availed when academic sessions are in progress.
- If COs are availed in continuation for 6 days from Monday through Saturday, the following weekend days will be treated as weekly off.
- COs cannot be carried over to the next academic year.
- No extra payment or compensatory leave is granted for examiner duties on weekly offs or holidays. However, examiner duty is treated as “on duty” for record purposes.

vi. **Earned Leave [EL]**

If a staff member is detained during vacation or holidays for a specific task assigned by their superior, they will be compensated with Earned Leave (EL) equal to one-third of the days worked. Such EL should be availed ONLY during non-active periods.

vii. **Special Leave [SP]**

Employees, who have completed one year of continuous service, may avail Special Leave

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with prior approval when no other leave is available. During SP, no salary or allowances will be paid.

viii. Leave Without Pay

If proper documents duly signed are not submitted in stipulated time to the administrative office, leave may be treated as LWP.

Sanction of Leaves

The Director is the sanctioning authority for all types of leave for Faculty, Technical, Administrative, and Support staff. All leaves must be informed to Management at least 4 working days in advance, or they will be treated as Leave Without Pay (LWP). The Director's leave must be approved by the management.

Vacation and Holidays

- Regular, and probationary employees with prior approval from the Director are eligible for vacations during non-working days. Administrative and support staff, are not entitled to these vacations. All the records and documents should be handed over by the concerned employees to the concerned authorities before proceeding on vacation/holidays.

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Chapter 10- General rules for Resignation and Suspension procedure

Resignation & Retention Policy:

- An employee wishing to resign must submit a written resignation to the Director or management, clearly stating the intended effective date in accordance with the required notice period. It is encouraged, though not mandatory, to provide the reason for resignation to assist in institutional feedback and improvement.
- Employees doubtful of the effective date of resignation and contractual notice period must contact the concerned authority or management for advice. A minimum of thirty days' written notice, unless a shorter period of time is acceptable to the management, is mandatory failing which, the employee will not be entitled to his/ her last month's salary.
- Employee leaving without a notice of thirty days will not receive their pay for one month or has to deposit one-month salary.
- Employee who resigns during academic's semester may be released after academic's sessions keeping in mind the interest of the students or they may be released only in exceptional cases.
- Employees who resign may be retained by MGI only after the interference of the Management.

Handing Over: Before being relieved, all employees must hand over their responsibilities to the designated person in consultation with the Director/ management. The employee must also return all institute property, and he/she must obtain a 'No Dues Certificate' from the Director/ competent authority on or before their last working day.

Suspension:

- Advance notice is not required in cases of termination resulting from serious misconduct, including but not limited to violations of Institute policy, abuse of privilege, persistent tardiness or absenteeism, or other actions justifying immediate discharge. However, terminated employees may receive all earned salaries and wages up to the date of termination, depending upon the situation.

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- An employee may be dismissed or suspended by the Director or management if his/her performance or conduct is found unsatisfactory. In such cases, the employee will be informed in writing of the reasons and may be given two working days to respond before the action takes effect, however in emergency situations requiring immediate action, as determined by Management, the employee may be dismissed or suspended immediately, with or without pay.



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Chapter 11- Grievances and Appeals Procedure

Employees and students must present their grievances through the proper channel. The Institute acknowledges employees' right to raise concerns related to work relationships, conditions, policies, or employment practices. Grievances may also include issues of discrimination based on race, color, religion, sex, sexual orientation, national origin, age, disability, or status. The procedure of redressal applies to all employees of the Institute after the completion of two years of employment.

- 1) **Grievances Redressal Cell:** This cell is established to maintain a healthy working environment among staff, students, and parents. It enables them to record and resolve issues related to academics, resources, or personal grievances. The Cell is supported by other committees like the Internal Complaint Committee and the Anti-Ragging Committee.

Composition of Grievance Cell:

Table: General Grievance Cell Composition

No.	Constitution of Members	Category
1	Director of the College	Chairperson
2	Three regular teaching faculty members to be nominated by management	Members
3	A representative from among students at the college to be nominated by the Director based on academic merit in sports/ co-curricular activities	Special Invitee

- 2) **Facility:** Suggestion-cum-complaint boxes are placed at various locations on campus, allowing students to submit written grievances and suggestions to help improve academics and administration.
- 3) Recommendation of the members of the grievance redressal committee is forwarded to the Director for final decision and his decision shall be final and binding on the employee.
- 4) **Co-operation in internal investigation:** All employees are required to fully cooperate in

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internal investigations when directed by their immediate superior or an appointed investigative authority. Failure to do so will lead to disciplinary action, including possible termination.



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Chapter 12- Deputation for Higher Education Policy & Other Benefits and Incentives

Deputation for persuasion of Ph.D.: Postgraduate staff with at least three years of continuous service and satisfactory performance may request approval to pursue PhD from a premier recognized institution. Requests are evaluated on merit of the scholar and the institute by the authority and the management. The staff pursuing a PhD must bear all expenses incurred in the research work.

Other Benefits and Incentives:

Faculty Promotion: Faculty is promoted to higher pay scale depending upon their capability, students' feedback and annual performance appraisal and as per the discretion of the authority and management.

Consultancy Assignments: Faculty are encouraged to undertake consultancies, projects, patents, R&D products, and technology transfers as part of their academic duties, contributing to societal development through professional expertise. All consultancy proposals should be submitted to R&D Committee of MGI for prior approved. Revenue from consultancy work is shared in a 50:50 ratios between the faculty member and the institution.

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Chapter 13- Travelling allowance/ Dearness Allowance and Key Deposit Policy

Conveyance:

- a. **Local conveyance-** Staff members traveling within the city for official work are eligible for compensation according to following table-

Table: Conveyance Rates

Type of vehicle	Rs. / km.	Eligibility
Two-Wheeler	05.00	All Staff
Four-Wheeler	10.00	Director with at least two other members or Group of at least three staff members All Staff, if carrying heavy Material
Auto	At Actual	

Outstation conveyance- All staff are reimbursed at actuals. If the Head of Department is traveling with at least two other staff members (minimum group of three), a cab/ rented vehicle may be hired for the journey.

a. Journey:

- Technical Staff & Non-teaching staff-** Ordinary Sleeper class/ Bus, subject to production of tickets.
- Teaching staff-** Associate Professor, Assistant professors, Guests – Air fare in economy class or III AC or Luxury bus subject to production of tickets for proof and discretion of management.
- Director / Professor-** For short-distance- AC car/ AC chair car. For long distance – Air fare in economy class.

Staff members must clear all Travel Allowance claims within 48 hours after completion

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of the tour. They must submit the visit report to the Director.

Accommodation: In case of stay at the outstation, the staff members can avail accommodation facility as per requirement & only after the approval by the management.

Key Deposit Policy: This includes the procedures for issuing, tracking, and managing keys for employees requiring access to institutional facilities. It ensures a secure environment & accountability for all issued keys.

Key Issuance:

Eligibility: Keys will be issued by designated security personnel or the concerned department to authorized employees for legitimate work purposes. Employees must fill out the key register with their name, date, and relevant details. Approval is based on job duties and security needs. Once issued, employees are fully responsible for the safekeeping of keys, which must not be left unattended or accessed by unauthorized individuals. Key duplication is strictly prohibited and may result in disciplinary action, including termination. Lost or stolen keys must be reported immediately to security or the concerned department.

In case of resignation/ termination/ transfer/ change of duties/ proceeding on leave, keys must be returned to the security personnel or concerned department. In case of failure to return the keys, Employees may be required to pay a fee to replace the lost key and will be subject to disciplinary action including financial penalties.

In rare cases, a key deposit may be required to ensure accountability and deter misuse. This deposit will be refunded upon the return of the key in good condition. The amount of the deposit and the refund will be solely on the discretion of the concerned authority and management.

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Chapter 14- Research and Development Policy

The objective of Research and Development Policy at MGI is to encourage students and faculty to pursue research and innovation that positively impacts society and industry.

1. Paper Publication Policy:

- Faculty should publish papers only in reputed refereed journals which are indexed in WoS, SCI, SCOPUS and other good databases.
- Professor and Associate Professors should publish at-least two papers in reputed refereed journals in an academic year.
- Assistant Professors should publish at-least one paper in reputed refereed journals in an academic year.

2. Policy for participation in National and International Conferences.

- Institute may provide financial support for faculty to participate in National and International conferences depending upon the level of conference, reputation of the hosting institute and the discretion of management.
- MGI will encourage publication of the research papers of the faculty in conference proceedings having valid ISBN/ journal with ISSN number.
- In case of international conferences outside India, management may give its acceptance to pay half registration fees depending upon the reputation of the conference and the hosting institute.

3 Research Policies for Students

- Under Summer Interim Projects (SIPs), students are given full assistance to complete their projects in the form of mentorship of the faculty and experience guest faculty.

4 Patents:

Financial and legal assistance for patent registration may be provided based on the patent's quality and significance. All patents will be registered in the name of MGI, with the researcher

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credited as the inventor, costs are shared equally (50:50) between the researcher and the Institute. Commercial terms will be mutually agreed upon between the researcher and the Institute. In support of these principles, the Institute commits adequate resources for equitable support of employee development, compensation, reward and recognition across all units and among all employee classifications.

