

# Post Graduate Diploma in Management PGDM

Approved by All India Council for Technical  
Education (AICTE), Ministry of HRD, Government  
of India

## Service Rules



**Mulshi Institute of Business Management, Pune**

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## **INTRODUCTION**

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

Management, Faculty and Staff of Ignited Minds Society's Mulshi Institute of Business Management (MIBM) firmly believes that stakeholders in higher education system includes management, administrators, community, industry, employers, teachers, parents, students and alumni. In fact, the community as a whole is a stakeholder in the education system. Therefore, education is a vital aspect that helps the whole human entity in the socio, economic, cultural, scientific and technological fronts.

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.

MIBM has come a long way since its humble beginning. Motto is to produce employable youth. The faculty members, commensurate with the work culture of MIBM, demonstrate dedication and commitment towards preparing market and industry ready graduates.

As a policy of imparting high-quality education, the PGDM program offered by MIBM undertook the project of NBA accreditation. Institute is preparing itself by discussions and consultations to welcome the NBA's expert peer team with the motivation to acquire NBA accreditation for period of six years and subsequent to their valuable observation and recommendations for continuous quality improvement of all operations and activities of the Institute.

### **Vision**

*To develop a world class education to change the lives and careers of youth through business and enterprise driven education, to maintain spirit of responsible and justice to demonstrate superior professional competence.*

### **Mission**

To develop well rounded professionals who can work in a global environment with comfort.

To develop innovative professionals, entrepreneurs, and researchers

To develop superior quality network with high quality educationists and professionals in corporate and social arena

## 1. Title and Coverage

These Standing Orders shall be called the Mulshi Institute of Business Management, Pune Service Rules (referred to herein as “Rules”), and are applicable to all employees of Mulshi Institute of Business Management, Pune as indicated.

These service rules are not exhaustive and may be notified by the institute from time to time, as per the perceived need, and such modifications come into effect from the date of their notification by the Governing Body.

These services rules are deemed to be in consonance with the provisions of the societies Registration Act XXI of 1860.

## 2. Effective date

These rules are effective from **1-6-2017** on matters covered by these rules.

## 3. Interpretation and Amendment

- These rules shall be interpreted to be consistent with the Memorandum and Bye- Laws of Mulshi Institute of Business Management, Pune and they may be amended from time to time as per the perceived need.
- If there is any ambiguity or conflict between these rules and the Bye – Laws, the interpretation is given by and ratified by the Governing Body.
- The Governing body reserves the right to amend, modify, delete or supersede any of these rules and to issue such orders or instructions as may be considered expedient and appropriate. Such amendments, as and when approved by the Chairperson will become effective from the date specified thereon.

## 4. Categories of Employees

On the basis of their offices and the duties assigned to them, employees are graded as follows:

**Class I:** Director, Registrar, Professors, Associate Professor

**Class II:** Assistant Professor, Librarian, Computer In-charge Controller of Examinations, Office Superintendent

**Class III:** Lab Assistant, Store Keeper, Assistant Librarian, Clerk, Driver, Maintenance Engineer, Receptionist

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**Class. IV:** Watchman, Helper, Office Assistant and Unskilled worker such as Gardener, Sweeper, Canteen Staff etc.)

## 5. Employment

- No person shall be deemed to be an employee of the Institution unless and until she/he has received a letter of appointment signed by the Appointing Authority and the employee signs a letter of acceptance. Any appointment is subject to medical fitness for employment as certified by a duly authorized medical person approved by the Management.
- The services of a temporary employee are liable to be terminated at any time during the period without prior notice or may be extended for further period not more than six months at a time from the reasons to be given in writing till his/her requirement period is declared as satisfactorily completed.
- Even at the end of the extended period, if the employee's performance is still found to be unsatisfactory his/ her service shall be dispensed with, without furnishing any reason whatsoever. During this period, if any employees commit any misconduct, he/she shall be given a 'memo/charge sheet' and proceeded against as per rule of the institution.
- In case a regular employee in a particular post is elevated (not promoted) to a new post in a different stream other than a regular promotion, he/she has to relinquish his/her existing post before joining the new post and shall be on probation for a period of one year thereafter and is liable at any time during probation period, to be reverted to the original post at the discretion of the management.

## 6. Regularization

- No employee is entitled to be confirmed or treated as a regular employee by reason alone of having completed the temporary period.
- Regular status is not effective until the employee has satisfactorily completed the temporary period and until regularization status is confirmed in writing by the appointing authorities.

## 7. Bio-data

It shall be incumbent on every employee to furnish in writing, his/her correct and complete Biodata in the prescribed form to the correspondent for the purpose of record.

### 7.1 Record of Age

The Management shall verify and record the age of every employee. Any of the following

documents shall be deemed to be satisfactory proof of the age of the employee.

## **7.2 Identity card**

The employee shall wear the Identity Card provided by the Management at all times in the course of employment on the Institute premises and, on demand, shall show the card for inspection by Management or any person authorized by the Management.

## **8. Service Rules**

In agreement with the Governing body, the institute has set up rules for both teaching and non-teaching staff. These rules govern the following:

### **8.1 Recruitment**

- Faculty and staff at different cadres are recruited based on vacancy as per AICTE norms.
- Applications are invited from the prospective employees for the position through an advertisement in reputed newspaper.
- Short listed applications are called selection after thorough scrutiny of applications.
- Online examination is conducted for entry level post. Subsequently, interview process conducted by board of selections.
- For Professor and Associate Professor Cadres interviews are conducted by Board of Selection directly.
- Finally, the appointments shall be approved by the competent authority.

### **8.2 Probation and continuation rules**

- The newly appointed staff will have a probation service period of one year during which his/her services will be evaluated by the Management.
- An employee is expected to do his/her duty honestly, without moral turpitude, favoritism and bias. Any willful violation of these will call for disciplinary action, including termination from service.
- If an employee causes any damage directly or indirectly to any equipment, infrastructure or property of the institute willfully, he/she may be terminated from service forthwith without prior notice.
- In compliance with the terms and conditions of the appointment, the staff may be terminated in case of underperformance of his/her duties under any circumstances.

### **8.3 Pay and incentives**

- The pay scale is fixed basing on experience, qualifications, and other relevant requirements fulfilled by the candidates. The Institution offer VI pay scale for the faculty.
- The faculty are promoted with the change of rank to either Associate Professor/ Professor after a careful assessment of his/her skill, length of experience and several other factors.
- Increment is provided for all the staff.
- Those who are doing research, are given seed money by the management to carry out their research.

### **8.4 Training and Progression**

- The new staff members have to attend the orientation program along with other staff inorder to insert them into the already existing social structure and to familiarize them with the organization's culture.
- The staff members are also encouraged to take induction programs, refresher's coursesand FDPs in their respective branches.
- The staff can enroll for self-paced online courses offered on MOOC platform as part of a web-based design for training a large number of academicians.
- Based on the appraisal description of the staff, the need for training and development will be proposed by the management.

### **8.5 Leave**

- The working hours for faculty members are from 9 am to 6 pm for both teaching and non-teaching staff members with a one-hour break for lunch.
- All the staff members are eligible for 12 days of casual leave per year.
- No staff should be absent or take leave from duty without the written approval or priorintimation from higher authorities.
- If an employee desires to resign, he/she can do so with a prior notice of one months or a one-month salary in lieu of, or as specified in the appointment order.



## **8.6. Provident Fund**

- All the employees are covered under the gratuity scheme.
- Employees whose wage amount is below Rs. 15,000.00 per month are covered under EPF.
- Non-teaching staff members are covered in EPF.

## **8.7 Extraordinary termination of service**

A staff may be terminated from service without any prior notice or pay in lieu of one of the following grounds:

- Absurdity reinforced by medical report.
- Persuasion of criminal wrongdoing involving moral turpitude.
- Violation of rules and regulations.
- However, before the act of such termination, a thorough domestic enquiry will be conducted by a committee following the course of natural justice.

## **9. The role of Director**

- Ensure overall faculty development, and to create future leaders.
- Enable implementation of reforms.
- Ensure proper utilization of funds, timely submission of financial management reports, and utilization certificates.
- Develop and implement academic enhancement programs for students
- Create an environment favorable for learning.
- Collaborate with other institutions nationally and internationally.
- Adopt annual statement of accounts and submit it to Government.
- Create quality policy, quality manual.
- Make the institution enterprising.
- The Director has authority to constitute committees, formulate policies in concurrence with Apex body as and when required for smooth functioning of the Institute.

- As the Correspondent of the institute, he/she keeps in touch with the educational authorities and seeks speedy solutions for administrative problems. He/ She needs to be familiar with all the GOs issued from time to time.
- Director along with the principal plans for expansion and improvement of the institution, propose them in the institute -men meet, seeks the approval of the community and house consult and when approved by the governing body, he executes and completes them within fixed time frame. He /She also takes efforts to mobilize funds from fees, rents and from different sources for the development of the institute.
- He /She supervises the maintenance of the properties directly connected with the institute and provides facilities for a smooth functioning of the departments.
- For any extraordinary expenses, the permission of the director is needed. However, Rector or the Superior could forward the request of the academic chairperson for the final approval. Director is the final authority to approve any request for extraordinary expenses at the institution.
- The Director of the institute has the following administrative functions: appointment of the teaching, non-teaching and contingent staff, whether permanent or temporary; confinement of their appointment; promotion of the staff; maintenance of their service register, disciplinary action against errant staff; sanction of increments; provident fund, gratuity, approval of advance, recovery of advance and closure; income tax; all kinds of leaves except casual leaves forwarded by the principal; requirements of the departments, offices and classrooms, telephones, electricity and water; stationary; office and other than lab equipment; cleanliness; sanitation and hygiene in the campus; repairs of the building and furniture; and legal matters.
- The Director is an ex-officio member of the Governing Body of the institute, and finance committee. He/ She also serves as a member in important policy -making committees of the institute as and when invited.
- He/ She supports the principal achieving the academic excellence and accreditation of the institute.
- Documentation of establishment files such as government permission etc., evaluation and other records of each individual and staff are maintained by his/ her office and he /

she is responsible for it.

## 10. The Role of Academic Chairperson

- To formulate institute level policy and coordinate as well as review the following:
  - a) Curriculum/Syllabus
  - b) Time- schedules
  - c) Evaluation of academic performance of student's
  - d) Academic awards
  - e) Academic planning with regard to new activities and review of existing departments and centers
- As the leader of the academic community of the institution, he provides a climate for the intellectual pursuits of the staff and the students. He has to play a vital role in motivating and inspiring the academic community towards excellence. He is totally responsible for the educational standards of the institute in all aspects.
- He supervises all the academic programs of the institute and keeps the Director informed of all matters of general and financial administration. He represents the institute in all academic bodies like the AICTE, ASHAE the representative state council of higher education. He needs to be familiar with GOs issued from time to time and the rules and regulations of the AICTE.
- The Academic chairperson has the following functions in the institute:

day-to day administration of the institute; planning and executing all academic programs; Supervision of the teaching, non-teaching and contingent staff; allotment of work to the teaching, non-teaching and contingent staff in consultation with the Director; forward the leave application (other than casual leave) to the Director ; drawing almanac and timetable; curriculum and research; attendance of staff and students; allotment of classrooms; facilitating co-curricular activities, extra -curricular activities and extension services; admissions of students; orientations program for staff and students, staff meetings and meetings of different institute bodies; maintaining student and staff discipline administering scholarships and helping poor students; officially in charge of the hostels, self-assessment report NBA Accreditation, NIRF and monitor placement related activities.
- When the atmosphere is not conducive to run the institute smoothly owing to outside

elements for a day or two, Principal will decide to close or run the institute after consulting with director except under emergency situation.

- He is the unifying force between the Management and Staff. He communicates the vision, mission and values of the institute as well as guidelines and the policies of the management and ensures their translation into action.
- He is responsible for safeguarding and protecting minors and vulnerable adults in the institution from sexual harassment and abuse. He must take action based on the province policy.

## **11. The Role of Research Chairperson**

- To contribute to the Education Sector in the Country for achieving academic excellence and recognition.
- To continuously evolve a new body of knowledge for its dissemination to ensure social and economic prosperity.
- To facilitate management, industry and community research towards creating PIBM for PGDM as a leading organization in India & in the International arena that will help in boosting Indian economy globally.
- To aim for highest level of research and position MIBM for PGDM amongst one of the top research organizations.

### **11.1 Faculty members shall research focused areas of research**

- Faculty members are encouraged to identify inter-disciplinary research in their chosen field of research.
- Faculty publication in either SCOPUS or WEB of SCIENCE (WOS) or ABDC indexed journals shall be acknowledged with appropriate weightage in the faculty appraisal system currently followed in Institute.
- All publications and research papers of faculty have to go through rigorous plagiarism checks through Plagiarism checking tools like TURNITIN, etc.
- Final Research Projects of PGDM Year II students under the guidance of faculty members shall be research-focused. Efforts shall be made so that every such project shall lead to at least one research publication in a journal indexed in either of the aforementioned databases.
- To publish a minimum of two research papers in the Scopus and ABDC (each

academic year) listed journals

- To present a minimum of two Research papers to be presented in IIM and IIT or any reputed International Conference (each academic year)
- To manage Research Department and MIBM for PGDM research Journals
- To guide faculty members of the department to write research papers

### **11.2 International Relations**

- To check and update the international MoUs with different universities.
- To check and update the students exchange and faculty exchange programs
- To understand and analyze the need of Faculty Development Plan and execute the same.
- To organize the seminars, FDP activities, research seminar, and faculty conclave etc.

## **12. Responsibilities of Teaching staff**

- It shall be the duty of every faculty to disseminate the knowledge he has in his subject to all the students. He/she shall endeavor ceaselessly to acquire adequate and up to date knowledge in his/her subjects, keep abreast of the latest advances in the particular field, make extensive use of the library and cultivate proficiency in his/ her subject or subjects.
- It shall also be the faculty's duty to discover new knowledge, maintain high professional standards, strive for academic excellence and serve the cause of education with spirit of dedication and with interest in work and environment.
- The faculty should carefully and thoroughly prepare himself/herself for his /her work in the class and employ suitable techniques such as audio-visual aids, charts, models, and maps to make teaching more effective.
- He /She shall also conduct tutorial, seminars, group discussions and give assignments to students to supplement the classroom teaching and shall maintain a record of such work. It is obligatory on the part of every faculty to conduct and correct the number of essays or home assignments during a week and maintain a record of such work.
- It shall be the duty of every faculty to systematically and methodically complete the prescribed syllabus as per the trimester Academic Plan of teaching schedules, drawn up by the Department well in advance leaving sufficient time for revision before the Trimester End Examination. He/she shall furnish a statement of work done, every month to the Academic chairperson.

- He/she shall conduct periodical examination as per the trimester plan.
- It shall be the duty of every faculty to actively participate in all programmes of institutionalized coaching, both for academically and socially backward students, as assigned to him/to her by the Head of the Institution.
- To submit lesson plan on weekly basis and trimester plan at the beginning of the academic year.
- To teach the prescribed subjects during the allotted periods.
- To guide the junior teachers in their subjects.
- To correct the answer scripts relating to all assignments, weekly tests, mid - trimester and pre-final examinations within the stipulated time.
- To develop aptitude for professional advancement participation.
- To implement the academic program chalked out in the subjects.
- To diagnose student's backwardness and plan for remedial teaching and supervision.
- To undertake activities, research and innovative practices in their teaching.
- To participate in the seminars/lectures arranged by the Management.
- The faculty should maintain a teaching diary in the given proforma. This should be submitted to the academic chairperson, through in charge of department every month.
- The faculty should participate in the Students Counselling Programs organized by the academic chairperson. He/she should give necessary counselling to mentees 10 to 12 students allotted to him.
- Guidance should be given on opportunities in the field of collegiate education and employment opportunities. As a counsellor, the faculty should act as a liaison between institute administration and his/her wards. He/she should enlighten the wards about the facilities in library, games etc., and orient them to the traditions, rules and regulations of the institute.
- The lecturer working in technical or IT related subjects should see that the practical classes are conducted immediately after the theory class of a particular topic is completed. There should be a perfect co-ordination of theory and practical classes. In practical classes, the lecturer should bestow personal attention on every student and verify his/her work. The practical classes should be continued till the end of the specified period.
- The faculty should attend all examination duties without fail.
- The faculty should assist Academic chairperson in the maintenance of the discipline in the institute.
- He / she should remain in the institute premises during the institute working hours

and even beyond the working hours, if required.

- The faculty should also as a community service, conduct such programmes such as usefuleminars, interface-discussion, etc. involving local experts, and the users for the benefit of the community. The faculty of the subject concerned can act as moderator.
- The faculty should attend to any duty assigned to him/her by the academic chairperson or any other higher authority.
- As per the orders of the Government, the professor have to adhere to the work load prescribed.
- The faculty is accountable to the Director and Academic chairperson of the institute.

### **13. Faculty welfare Measures for Teaching / Non-Teaching**

- The Institute has set up welfare measures for the physical, psychological well-being of the teaching and non-teaching staff. Various medical-related camps were conducted for all the staffmembers.
- A number of health and hygiene related talks are arranged to ensure preventive medical care. Besides these, all the employees are covered undergratuity scheme.
- Special assistance like registration fee, dearness allowance and travel allowance are sanctioned for those attending conferences, workshops and faculty development programs.
- Non-teaching staff members are covered under EPF. Interest free salary advance is given to deserving non-teaching staff members.
- In-house dispensary and sick- room and Counselling Service
- Financial assistance by interest free salary advance
- Non-teaching staff members are covered under EPF
- Faculty members are given registration fee, dearness allowance, travel allowance for those attending conferences, workshops and faculty development programs
- Infrastructure Facilities like Free Canteen, Free internet, Free stay in Hostel facility is given to employees

## **14. Employee Leave Rules**

### **14.1 Short title and commencement**

These rules may be called “Mulshi Institute of Business Management Employees Leave Rules”.

### **14.2 Definitions**

In these rules, unless the context otherwise requires:

- a) “Competent authority” means the Registrar or Office Superintendent to whom the powers are sub delegated to exercise any of the powers under these rules.
- b) “Employees” mean regular employees working as Teaching and Non-Teaching staff
- c) “Year” means Calendar Year / Academic Year as applicable.

### **14.3 Extent of application**

These rules shall be applicable to all employees of MIBM except persons not in full time employment / visiting faculty or any other persons or class of people who may be specifically excluded from these rules by the orders of the competent authority.

### **14.4 Right to avail leave**

Leave cannot be claimed as a matter of right. For availing any kind of leave, obtaining prior permission of the competent authority is compulsory and leave shall be applied only through ERP. In case of exigency, the discretion to refuse, postpone, curtail or revoke the leave of any kind or to call for duty, any employee already on leave, is reserved to the competent authority.

### **14.5 Type of Leaves**

#### **a) Casual leave**

- Every employee of MIBM is eligible to avail up to a maximum of 12 days of casual leave in a year. Casual Leave at credit will automatically be declined at the end of the year.
- Normally one day casual leave will be sanctioned in a month.



- Leave including public holidays / RH and compensatory leave available should not exceed 10 days. If the eleventh day or subsequent day(s) are unexpectedly declared as holiday(s), then the total leave may exceed ten days. Even otherwise, if the leave days exceeds a total period 10 days; the whole period of absence will be treated as Earned Leave.
- When CL is not available at credit, the absence / leave shall be treated as earned leave (EL). If Earned Leave is also not available, then it will be treated as Leave on Loss of Pay (LOP).

#### **b) Compensatory Leave**

- It is the leave sanctioned to an employee in lieu of having attended office on
- The maximum compensatory leave is 20 days in a year and leave accumulation exceeding 20 days in a year will lapse.
- This leave may be combined with holidays or casual leave and total of all these leave taken at a time should not exceed 10 days.
- This leave should be availed within 6 months from the date of performing duty on holidays.
- If the employee is required to attend duty on holidays, or while on leave the orders to this effect should be obtained from the competent authority in writing and it must be submitted to the attendance section within two working days of the date of holidays, so that the leave can be credited to the compensatory leave account of the individual concerned. If no orders are obtained from the authority, compensatory leave cannot be credited to the leave account.
- Compensatory Leave will not be granted to any employee for conducting special classes and MIBM examinations.

#### **c) On Duty**

On duty work relating to MIBM should be specifically allocated by the competent authority and for obtaining “On Duty”, the employee should apply through ERP.

**d) Earned Leave**

- Earned Leave is the leave earned by an employee by virtue of his/her duty. Every non-teaching employee is eligible for Earned Leave of 12 days during the period of probation i.e., first one year.
- On completion of probation period, they are eligible for 30 days of Earned Leave per year. 50% of Unavailed Earned Leave shall be carried over to the next year leave account. Teaching employees are not eligible for Earned Leave.

**e) Medical Leave**

- Medical leave exceeding two days at a spell will be granted only on producing of medical certificate.
- An employee who has been granted Medical Leave shall resume duty after producing a certificate of fitness from a registered medical practitioner. If the medical leave exceeds 7 days including holidays the employee shall be referred to the Director.
- No medical leave will be sanctioned to an employee during the first year of service. After one year, all teaching and non-teaching employees are eligible for 7 (Seven) days of medical leave per year.
- The medical leave can be accumulated for a maximum of 120 days in the entire period of service.

**f) Maternity Leave**

- Every female employee is eligible for maternity leave for 90 days after completion of three years of continuous service.
- Maternity leave is allowed for only one living child. That is, where a female employee is already having one child alive, she is not eligible for maternity leave.
- Those employees who are availing benefits from ESI will be sanctioned maternity leave as Leave on Loss of Pay.

**g) Restricted Holiday (RH)**

Every employee is eligible for two days of restricted holiday irrespective of the religion and leave can be availed as per the list of Restricted Holidays (annexed to this Leave Rules) specified for this purpose. RH can be combined with Casual Leave and Compensatory Leave.

**h) Late / Permission (LP)**

Every non-teaching employee can avail two permission or late during a salary month. [i.e. from 21st of previous month to 20th of current month] either in the morning or in the evening. If an employee avails permission both in the morning and evening on the same day, then one day casual leave will be deducted. If an employee attends late with or without permission for more than two times in a salary month, each late attendance will be treated as half-a-day casual leave. If no casual leave is available at credit, one day Compensatory Leave/Earned leave will be deducted for each permission.

**i) Special Casual Leave on Medical Grounds**

Every employee is eligible for Special Casual Leave for the reasons mentioned below on production of necessary medical certificate.

6 days for undergoing sterilization

14 days for undergoing non puerperal sterilization

7 days for Chickenpox

## **15. Students Progression**

MIBM has a unique aim to help students attain intellectual, psychological, mental and spiritual growth through personal discipline and value-centered education. Various value-based programs in the form of guest lectures, extension activities, seminars are incorporated into the curriculum for the holistic development of the students. MIBM being an autonomous institute, accepts the responsibility to abide by the syllabus developed at institute as per AICTE norms. MIBM being self-financed standalone institute is striving very hard for upgrading and improving the overall quality of academics on regular basis. The survival of Institute depends on placement activity and for good placement there is no substitute to the knowledge.

**15 .1 Merit Scholarships:** MIBM awards Rs.1,50,000 to the TOP 20 students who obtain all of the following:

- a) 80 Percentile & above in CAT or XAT

- b) 70% & above or equivalent CGPA in Graduation
- c) 85% & above in 10 Standard
- d) CGPA of 5 & above in 1<sup>st</sup> Trimester of PGDM program
- e) 85% & above in 12 Standard

## 15.2 Mentoring

- Mentoring play a predominate roles at MIBM. The freshers are introduced to the mentoring system and its objectives, immediately after they join the institute.
- The mentor-mentee ratio is 1: 10. The main focus of the mentor during this period is to facilitate the students with the chosen course and institute environment.
- All students are under the mentorship of faculty of the respective specialization. The focus of mentorship ranges from basic attitude building to career planning.
- Regular mentoring classes are conducted once in a month. Apart from this, need based mentoring is given to the students as per the needs of individuals.
- Mentoring given by a qualified full-time psychologist is an added feather. A separate mentoring record of every student is maintained by the mentor.
- The mentor records career goals, academic progress, attendance, student performance and mentoring sessions in that record book and the same is informed to the parents on regular basis.
- Along with this, the mentor sends a letter to the parents of the students who have less attendance before first mid examinations so that regularity of the students can be improved. Mentoring is initiated in the institute to accompany the students to achieve academic competence.

## 15.3. Benefits for Slow learners and Quick learners

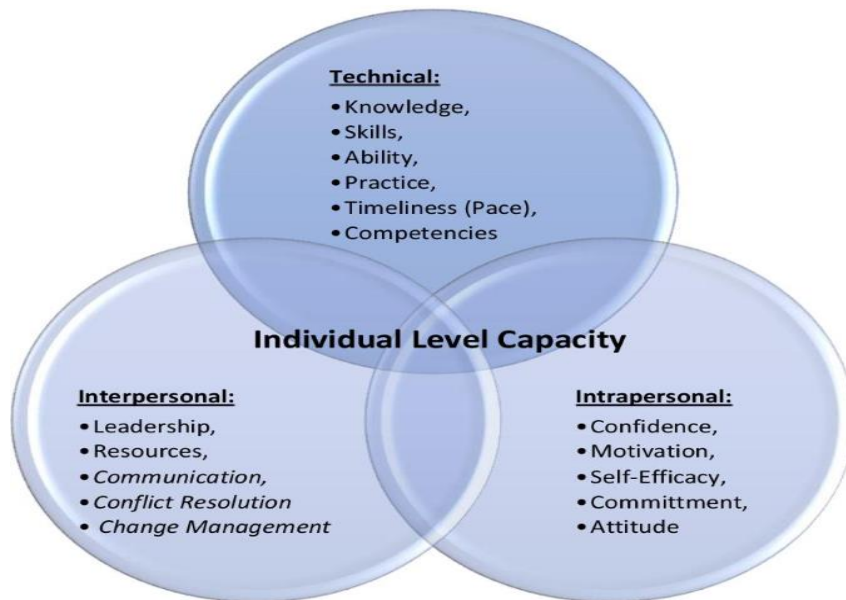
- Students with varied abilities and interest are identified with the help of Mentors, from the brief profile submitted by mentees. The mentors take the responsibility of communicating the same to the teacher in charge. Every course teacher of all programs spends a few teaching hours in reviving the basics of the respective courses. This helps them to identify quick learners, slow learners.
- Quick learners are trained to focus on areas that go beyond their curriculum. The institute encourages the advanced learners through the following means: Quick

learners are encouraged to publish their papers in reputed Journals. They are invited to participate in paper presentation/conferences and in aptitude tests of their choice.

- As a regular process for improvement, feedback from alumni, employer and students is considered and suitable changes are incorporated. However, more intense analysis is done for courses where target could not be achieved. Course objective wise attainment is analyzed and reasons of gap in target and attained is studied. Further focused actions were taken to improve the target attainment.
- For example, more emphasis is given to strengthen the fundamental concepts of the courses so that the students may be able to understand and solve the business problems without much difficulty. In some cases, faculty has been suggested to adopt more activities-based learning using games and role play session. This has enhanced value-based leadership among the students. Additional support is given by organizing more expert lectures from corporates.
- In order to increase confidence level of students in business decisions, more emphasis is given on methodological part in analytical and critical thinking for data-based decision making specially in the analytical and critical thinking for data-based decision making.
- **For slow learners**, institution has designed extra classes, make up exams and assignments. There are also mentors assigned to each student for consultation. Second year students and alumni also act as mentors to first students of first year. Institute has a Grade Improvement Program for all students desirous to improve their CGPA. Students are re-evaluated in their chosen subjects and best of two is considered for final CGPA. For the Theory courses, the students scoring 50% or less mark in the respective course are provided counselling and guidance by the course teacher separately.
- **About Skill Development**

Students with different backgrounds from different states and different strata of family backgrounds join this program. Therefore, for slow learner MIBM has specially designed an **Individual Capacity Building (ICB)** Program.

The necessity of such program is depicted in figure below:



The ICB program helps:

- Individual Assessment of student with consultancy
- Expectation Sharing by Corporate people
- Special coaching with Corporate Trainers
- All above activities with no extra cost to student

This is how adequate and equal attention is given to both slow and quick learners.

**15.4 Peer Group Teaching:** Advanced learners are given opportunity for peer group activity. Project work is assigned to them in order to promote research culture in them. Curricular, Co-curricular, Extra-curricular activities are encouraged for the extension of formal learning experience. The Institution organizes extra activities to foster the overall development of the students, such as:

1. Introduction of new courses in curriculum e.g. Introduction to data science and business Analytics
2. Foundation Courses
  - a. Accountancy for managers
  - b. Basics of data and Analytics
  - c. Technical orientation and IT for Managers
3. Expert Lectures
4. Co-curricular and social activities (Also jointly with ISB&M, Nande, Pune)
5. Details of value-added course to faculty and Students
  - a. Statistics for data science and analytics
  - b. SQL for data science
  - c. Python for data science

- d. Data visualization and wrangling using python
  - e. Applied machine learning using python
  - f. Advance Excel
6. Seminars on contemporary themes

### **15.5 Remedial Coaching**

The institution provides a supporting system to the academically weak students in the form of Remedial Coaching. This coaching is imparted after identifying the students' performance in the internal and external examinations. The targeted students are given special attention after the institute hours and are personally tutored by the faculty members to enhance their performance in their academics.

### **15.6. Students' clubs and Participation in the committees**

Students' council plays a key role in process management. Highly active in development activities & energetic life @ MIBM.

#### **a) Campus recruitment**

This cell is the conciliator between the recruiters and the students. The paramount objective is to deliver well positioned campus recruitment program and a remarkable value to the recruiters. This division is responsible for handling complete placement procedure and work as an interface between the institute and the corporate world.

#### **b) Corporate Relation Cell**

The Corporate Relation Cell works towards professional engagement and enhancement of public relations for the institution. The cell is entrusted with the task to liaison with the top companies of various industries and to identify itself with the responsibility of building new relations and working on inconsistent ones. Conceptualization and Implementation of guest lecture is one of the key responsibilities of the cell.

#### **c) Alumni Cell**

Alumni Cell creates and maintains a life-long connection between the institute and its alumni. There are over 9350 alumni of MIBM around the globe. In collaboration with an extremely dedicated volunteer board of director, The Alumni cell works to connect alumni support students and build an unforgettable institute experience through a diversity of events, programming and services.

d) **HR Club**

The HR Club of MIBM has been established with a vision to enhance knowledge skills and capabilities of HR students. It is ignited with a mission to accelerate and stay ahead in the dynamic universe of HR Professionals. The range of activities conducted by The HR club of MIBM always reflects a constant goal of delivering learning outcomes to the budding management professionals of our institution.

e) **Digital moments cell**

DIGI-Eye- The Digital Moments cell, also Known as the “third Eye” of MIBM is a team of visual minds who are passionate about seizing moments with a click and filling them up with memories that last forever. The team captures every moment and renders technical minds as true lenses of the shutter and reveals how rich reality truly is! “The Team is like a SAVE button for the mind's eye and we call it – DIGI-Eye.

f) **Debate cell**

“The Debating Society” organizes discussions, public speaking events, and board room conferences. This helps in providing a platform for the students to express their views, understand different viewpoints and to structure their thought process in a meaningful way.

g) **Medios**

MIBM Media and Movie Club is the hub that transforms Imagination to Reality. We also arrange Media Workshops, with highly reputed Media Corporates to give the students an opportunity to directly communicate with them, so that they can get an Insight on the recent happenings of the corporate world.

h) **Digital Marketing Cell**

The Digital Marketing Cell works on increasing the reach and visibility of MIBM. The mission and vision of this cell is to promote ISB&M globally. We are responsible to bring in engagement on part of the aspirants, thus promoting cultural diversity along with individual enlightenment. It works on social media marketing, blogging, display advertising, remarketing.

i) **I-Talk**

The platform of the Intellectual Development Cell works with a motto of fulfilling the



intellectual needs of the students. It aims to introduce the students to a number of motivational and influential speakers, which will help them gain insight into a number of issues and changes in the world. Its aim is to ensure that MIBM is a place where wisdom meets excellence and to build up the interaction between finest industry experts and the students.

**j) CSR cell**

CSR at MIBM is a student driven initiative that works towards making the world a better place to live in. We leverage our talent, geographical reach and resources to make a positive and long-lasting impact on the up-liftment and empowerment of the society at large. The aim is to share what we have, to bring some light and happiness into the lives of the less privileged. This includes activities like road safety campaigns, skill development programs, advocacy practices, cleanliness drives, women empowerment campaigns and many more.

**k) Sports academy**

The Sports Academy offer facilities for several out-door and indoor games like Basketball, Volley ball, Cricket, Table Tennis etc. Its main aim is to inculcate values of team spirit, hard work, enthusiasm and passion.

**l) lifestyle Development cell**

The lifestyle Development cell of MIBM is meant to make the life more fun filled, artistic and interesting. It provides a platform for the students to participate and manage cultural and social events successfully.

**m) Marketing Club**

The idea of this council is to look beyond the books and plan to extend this by organizing field trips and workshops on untouched areas by top industry professionals to get insights into the exciting and dynamic world of marketing. It is a platform where students get an opportunity to blend marketing theories with real time application. Marketing Club, keeps on organizing Quizzes, Guest Lectures, Seminar, inter and intra-college competitions.

**n) Fitness club**

Fitness club of MIBM is the club that focused on the physical and mental aspect of the students. This club houses exercise, personality development program, yoga, Zumba, Self-defense and all other activities that makes students ready for corporate

challenging schedules and working hours. The fitness club helps students feel good about themselves which boosts their confidence and gives the motivational to lead a healthy life.

They get involved in planning, organizing and execution of events. Faculty members are restricted to play the role of facilitators. By encouraging students to get actively involved in these activities, they are given an opportunity to fine tune their communication skills, essential skills, team work, problem solving skills and leadership qualities etc. Vibrant student council exist in the institute.

### **15.7 Value Education**

To sensitize the students, girls are encouraged to participate in orientation programs, awareness programs, guest lectures and literary competitions with a special emphasis on women and their role in the present-day society. To all the freshers, “value education” is also imparted and it deals with issues like gender sensitization

### **15.8 Soft skills and communication skills**

Soft skills are an outcome of various influences and interactions one has had in his or her life. These skills leave a lasting impression on one’s life-both positive and negative. Hence, to sharpen these skills, which lead to more employability opportunities, the institution imparts soft skills training to the students. To bring awareness about the importance of soft skill development.

Students with different backgrounds from different states and different strata of family backgrounds join this program. Therefore, for slow learner MIBM has specially designed an **Individual Capacity Building (ICB)** Program.

**Corporate Finishing School** to improve communication skills of the students along with learning of global etiquettes and manners is conducted in first year of program itself. This enables students to adopt expectations of Corporate World with ease for Summer and Final Placements.

### **15.9 Career Counselling**

The institute imparting Career counselling to the students. The In-house trainers of Training and placement cell take sessions to bring awareness among the students on various career options available in the industry. These targeted students are determined to choose the suitable career after the completion of their graduation. The T&P Cell trainers focus on benefits of career planning, guidelines for choosing a career, tips for successful career

planning etc.

### **15.10 Personal counselling**

The Institute provides Personal Counselling to the students to form them as potential qualified personnel. The institution introduced Mentoring, which paved a way to personal counselling. The students who are suffering from personal and academic challenges are personally counselled by the mentors to help them overcome their problems. A qualified Personal Counsellor is appointed to take care of academics, physical and psychological growth.

Apart from these the students are provided with hostel Facility, Canteen Facility and Sick room and First Aid

### **15.10 Hostels**

There is hostel facility for all girls at campus. The Director of each hostel holds the privilege to decide the eligibility of students to be admitted in the hostel.

## **16 Code of Conduct for Students**

MIBM insists on the following rules to help the students grow in responsibility.

- Students are expected to be punctual to all classes. They should be present in the class room or laboratory when the first bell is given.
- No one is allowed to enter the class late without obtaining LATE SLIP signed either by the academic chairperson
- If a student reaches after the class begins, he / she will not be allowed to the class until the next session.
- During class hours, students are not expected to loiter on the institute campus, enter the canteen or transact any work in the institute office.
- Those who abstain from class for some genuine reason should admit a LEAVE LETTER duly signed by their parent / guardian / warden, preferably before they avail their leave or as soon as they return to attend classes. Due permission must be obtained from either the Academic Chairperson or Director before they attend classes.
- In case of a medical problem, a medical certificate has to be submitted immediately after the student recovers and returns to the institute.

- Students should come to the institute only in the uniform prescribed by the institute. No alteration of the uniform is allowed without prior permission.
- A student should wear his / her identity card around the neck always.
- Boys are expected to tuck in their shirts as long as they are in the institute campus.
- Possession or usage of cell phones, cell cameras, digital cameras and any type of electrical / electronic gadgets is strictly prohibited in the class. If found with the student, the gadgets will be confiscated and will not be returned.
- EVE – TEASING and RAGGING are strictly forbidden in the institute. Those who indulge in such activities will be punished according to the State or Central government norms. Posters in this regard are displayed at different locations in the institute and students are advised to read them carefully.
- Smoking, drinking or taking drugs on the Institute campus are strictly forbidden. Any violation of this rule will be viewed very seriously and appropriate penal action will be taken against the offender/s. Any student found drunk inside the campus at any time of the day or night, will be dismissed from the institute.
- Participating in any illegal strike or stay – in – strike or abetting, inciting, instigating or acting in furtherance of a strike or stay – in – strike on the campus or within the radius of 100mts of the premises of the Institution is strictly forbidden. Squatting or remaining within the premises with a view to intimidate or coerce or threaten the management or its officials or staff is forbidden.
- Engaging in any act or conduct within the premises which is likely to endanger the life or safety of any management, superior, co – staff, students, visitors or others will be considered as a serious offence.
- Holding a meeting without permission, staging or participating in demonstration. Shouting, coercing others to join in group action within the premises or its immediate vicinity will not be tolerated.
- Organizing, holding, attending or taking part in any meeting, exhibition, sticking or disturbing any handbills, notices, leaflets, booklets, pamphlets or posters on the premises without prior written permission of the management is strictly forbidden.
- No one should spoil the name of the staff or the officials or the institution or fellow

students on the social network websites such as Face book, WhatsApp, Twitter, Viber, Orkut etc. if any one does so, legal action will be taken against the culprit based on cyberlaws.

- Two – wheelers and other vehicles are allowed in to the institute only up to the parking area. Any student found anywhere else on the campus with the vehicle will be punished accordingly. (a) Students who have bikes should compulsorily possess a driving license. (b) Students using two – wheelers are encouraged to wear helmets. (c) Rash driving, overspeeding, or moving with more than two people on a two – wheeler is prohibited.
- Borrowing of vehicles is not allowed. The institute does not take responsibility for any unfortunate accidents resulting from using other's vehicles.
- It is highly recommended to speak only English on the campus.
- All the boys should come to institute with a daily neat shave of the beard and proper grooming of hair to create a professional outcome. Damaging the property of the institute, the hostel, etc., will be considered as a serious offence and any offender will be punished accordingly.
- All the students should be present in time for any public meeting, function, seminar or workshop conducted by the institute or the respective specialization concerned. All the students have to take active part in the programs.
- The campus should be kept clean and green to avoid environmental pollution which induces health hazards. Students are advised not to throw chocolate wrappers, plastic bags or any other waste material anywhere on the campus or in the classrooms. Students should keep the floor and the walls clean. They should not dirty the walls by leaning against them or keeping the feet on them.
- Students should not sit on the rails along the corridor.
- Students should not carry food materials or plastic bags to the class rooms from the canteen. Those students who eat meals in the classroom should not throw waste food in the classrooms. The waste food material should be thrown into the dustbins provided on the corridor only.
- Drinking water taps are provided. Students are advised to water sparingly. They

should not waste drinking water by washing their face, hand and so on. There are separate places where taps are arranged for washing purposes.

- Toilets should be kept clean and tidy by flushing enough water in order to keep them neat.
- Lights and fans can be used when necessary. They should be switched off while leaving the classroom, laboratory or seminar halls.
- Classrooms should be locked before going to the labs or workshops to avoid the loss of any valuable things.
- Students are advised not to leave their belongings in the class room while going to the Laboratory. The institute does not take responsibility for loss of valuables unattended to.
- Assault in any form, verbal or physical is strictly prohibited. Serious action will be taken against offenders.

## 17 Examination

- A student will be declared eligible for the award of PGDM Degree if he fulfils the following academic regulations: A student shall be declared eligible for the award of the PGDM Degree.
- If he pursues a course of study in not less than two and not more than four academic years. After four academic years from the year of their admission. he/she shall forfeit their seat in PGDM course and their admission stands cancelled.
- The candidate must secure all the 135 credits. The medium of instruction for the entire post graduate programme will be in English only.

### 17.1 Evaluation - Distribution and Weightage of marks

The Institute has implemented complete Outcome based Education (**OBE**). The assessment of the course outcome is based on the various assessment techniques implemented in the Institute.

Assessments of all courses are divided in two broad components, Internal Assessment and End Trimester Examination; weightage is in the ratio 70:30 respectively.

The faculties regularly monitor the attainment of each student and in case the attainment of any course is less than the target attainment, supplementary activities such as assignments case studies, assignments, class test, presentation, group

discussion etc. are conducted additionally.

**Direct assessment tools and marks distribution for each course is as follows:**

Sr. No.		Assessment	
1.	A	Mid-term	20
2.	B	End term	30
3	C	Individual Assessment: Case studies /Quiz /Assignments/Report etc. Tutorial (Discussion forum) & Group activity (as decided by course faculty)	50
		<b>Total</b>	100
4.	D	<b>SIP</b>	200
5.	E	<b>Dissertation</b>	100

The performance of a student in each trimester shall be evaluated subject wise with a maximum of 100 marks including theory and practical (if any). The Summer Internship Project (SIP) shall be evaluated for 200 marks. The exhaustive list of Direct Assessment Tools used are as follows. The faculty use a combination of the assessment tools based on the

specific requirements of the course

1. Quiz
2. Class Test
3. Case Discussion
4. Class / Take Home Assignments
6. Student Seminars & Group Projects
8. Mid-Term Exam
9. End-Term Exam
10. Summer Internship Project (SIP)
11. Dissertation

### **17.2 Summer Internship Program (SIP)**

Summer Internship Program is an important component of PGDM as it is first brush of Corporate World to MIBM students. Program which provides the student with a real-life situation of an Industry and provides him/her the practical exposure.

On completion of third trimester exams students are sent to industry for SIP. The period for SIP is 8 weeks and could be stretched to 12 weeks in special cases. It will start just after Trimester 3 exams normally from second April and end in second week of June every year. SIP carries 200 marks and the 6 credit are assigned to it.

100% SIP is arranged from Campus and no student is allowed to arrange at his/her own. The selection process for SIP begins at the beginning of third trimester. There are two guides/mentors, first one from Institute and second one from Industry they are doing their SIP. They review progress of project continuously and at the end of SIP students bring certification signed by Industry mentor proving successful completion of the project.

MIBM encourages students to be disciplined and perform well so that chances of Pre-Placement Offer raises.

### **17.3 Dissertation**

Students undertake dissertation during their 4<sup>th</sup> trimester on a topic related to the contemporary issues in management. The topic is chosen in consultation with faculty mentor from MIBM and external mentor from ISB&M. It provides opportunity to work largely independently and study in depth on a chosen topic. A dissertation outlines the entire problem, literature review and results obtained. It is expected that students shall provide evidence of competence in understanding varied aspects of the topic. Academic office schedules particular dates for dissertation submission. The faculty monitor the progress of the dissertation accordingly. Final copies of dissertation and records of evaluation are preserved by the academic office.

## **18 Librarian Director / Duties and Responsibilities**

MIBM firmly believes that backbone of any good institute is its Library and therefor make it accessible on all 7 days with 24hourst o all users. Library is using KOHA system. Quality of learning resources (hard/soft) are made available to students and faculty of MIBM as per AICTE norms. Unlimited Reference books can be issued by students. Now-a-days, students prefer e-books and therefore, large number of e-books is made available both through KOHA and LMS. Journals, magazines and newspapers are available to update knowledge on current affairs to our students.

The rules that are to be followed in the library are as follows:

- All the students are expected to become registered members of the library.
- Students should enter their names, roll numbers and time in the register at the time of entry and exit.
- Books, records, any printed material and personal belongings should not be carried into the library. They should be deposited at the property counter before entering the library.
- Each student can borrow three books at a time.



- All students will have open access for borrowing books.
- The borrowed books should be returned within 15 days as stamped on the due-date slip.
- An overdue charge of Rs .5/- per book per day will be collected from the defaulter.
- Defaulters will not be allowed to borrow books unless they clear the overdue.
- Students are allowed neither to sub-lend the books they have borrowed nor to borrow on behalf of another.
- While borrowing library books, students are expected to check the condition of the books. If any damage is noticed, it must be reported at the issue- counter immediately. Otherwise, the borrower will be held responsible for any damage noticed at the time of returning them.
- If there is damage to a book, the borrower has to replace the book.
- The loss of library books should be immediately reported to the librarian.
- Journals will not be issued but can be read in the reading room.
- Presentation of the identity card is compulsory for using books in the reference section.
- The books in the reference section ought to be handled with utmost care.
- Students are expected to leave the reference books on the table itself after use.
- Reference books are to be used only within the Reference section.
- Strict silence is to be observed on the premises of the library.
- No student is allowed to stay in the library during class hours

## **19 Duties of IT officer / Lab Technicians**

- The programmer should install the required softwares
- The programmer should assist the students and the lecturer in the lab practical to execute their programmes.
- They should be available in the lab sessions to handle the technical problems.
- The programmer should assist the lecturer in smooth conduct of regular practical classes and practical examination.

## **20 Duties of Class IV Employees**

- The correspondent appoints the class IV employees.
- The minimum qualification for attender is a pass in class VIII or X failed.
- They should be appointed on contract basis and subsequently they may be regularized depending on their characters and performance.
- They shall maintain cleanliness and upkeep of the institution and its premises, namely

classrooms, laboratories, library, staffroom, playgrounds, toilets, etc.

## **21 Duties of Attenders**

- The duties are assigned by the Director or Academic chairperson. However, he/ she shall follow the directions of the faculty concerned in the work place.
- He/she shall be present in the institute as per the working hours of the institute.
- All the time the attenders will remain at the allotted work place except when required to move in furtherance of official information.

## **22 Duties of Ground Man**

- Maintaining the cricket circle games enclave
- Maintaining the nets
- Maintaining the turf
- Cutting grass - mowing the entire circle.
- Maintenance of lawn mowers.
- Daily watering the turf and also placing sprinklers and keeping the circle green.
- Helping the institute when put on duty during organization and major tournaments and sports events.

## **23 Duties and Obligation of Staff**

Every staff shall at all be courteous and consideration to other employees, students, Parents, visitors, trainees, the public and every person in authority.

## **24 Termination and Resignation**

- The appointing authority can terminate the services of any term appointee with notice or salary in lieu of notice as per the term appointments.
- A regular employee may resign her/his employment with notice (as applicable) to the Correspondent to the Principal or by paying salary in lieu of notice. However, they would be relieved of their duties after handing over their charges to another employee specified by the Academic chairperson.
- If the employee is a faculty, then it is subject to the condition that the faculty will be relieved from duty only at the end of the academic year.
- In case of less than one month notice period, salary for the shortage of notice period must be remitted to the office so as to get the no dues certificate.

- The same claim is applicable for non-teaching category as well.
- The accumulation of any leave in the credit of the employee cannot be adjusted towards the notice period.
- The notice shall not be required in case of a casual or a project employee.
- The employee shall apply for his financial dues and the relieving order from the Institute only after producing “No Dues Certificate” in the prescribed form along with a copy of the handing- over charge record, duly endorsed by the Dean/ Director.
- In case an employee is leaving the institute then he/she must return the property/item belonging to the Institute which has been lent or issued to him/her. If the item/ property is not returned then the cost of it shall be deducted from the wages/salary or other sum due to him.
- Any employee who resigns service shall be entitled only to the benefits that are due to him/her according to the rules
- A permanent / probationary employee shall be terminated from employment for any misconduct as provided for in these rules.
- Any order of termination of service shall be signed by the Office Superintendent.
- During the notice period for resignation, no employee shall be allowed to avail any kind of leave at his/her credit.
- Notwithstanding anything contained in these rules, the Director on his own discretion can sanction any kind of leave under special circumstances, during the notice period.

## **25 Retirement**

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Every staff member shall retire from service in accordance with the existing rules of the State, which shall be the age of superannuation.

## **26. Service Certificate**

Every employee, other than a casual employee, who leaves service, retires or is dismissed shall be given a service certificate if he/she applies for it. If an employee wishes to apply for a job in Government institutions / organizations or desires to pursue higher studies, the application should be sent through the Registrar and the “No Objection Certificate” shall be obtained from the Office Superintendent by submitting an application.

An undertaking stating that the employee should serve at least for two years after rejoining in the university on completion of her/his higher studies for which leave was availed should be obtained from the employee.