



**IMS**  
**GHAZIABAD**

INSTITUTE OF MANAGEMENT STUDIES  
GHAZIABAD

NBA Accredited & AIU (PGDM Equivalent to MBA by AIU)

[www.ims-ghaziabad.ac.in](http://www.ims-ghaziabad.ac.in)

# POLICY ORDINANCE BOOK

- Academic Policies
- Administrative Policies
- General Policies



Estd. 1990

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**GHAZIABAD**

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**Institute of Management Studies, Ghaziabad**

G.T. Road, Lal Quan, Ghaziabad-201009, National Capital Region, INDIA

0120-4170600 (30 Lines), 4170626, Toll Free- 18001024170,

Email: [director@imgzb.ac.in](mailto:director@imgzb.ac.in), Website: [www.ims-ghaziabad.ac.in](http://www.ims-ghaziabad.ac.in)



## OUR VISION

To be a world-class institution, transforming society through value-based education with focus on management and technology, leading to all-round development of human resources, knowledge, innovation, entrepreneurship and research.

## OUR MISSION

- M1:** To cultivate competent and socially responsive business leaders by fostering in them a growth mindset, contemporary business knowledge, skills and attitude to ensure a progressive outlook and focus on sustainable business models.
- M2:** To provide best in class supporting infrastructure, learning resources, labs, enabling intellectual capital and efficient students–centric governance.
- M3:** To promote excellence by encouraging research, impactful teaching and meaningful contribution to knowledge-creation in management and technology
- M4:** To create amongst our students an understanding of and regard for human values, national heritage & culture and a keen sense of right and wrong.

## CORE VALUES

- a. **Socially Responsive:** A commitment to transform and develop individuals into highly evolved and socially responsible members of society with adequate levels of sensitivity.
- b. **Agility:** A culture that encourages continuous improvement through creativity and innovation.
- c. **Collaborative:** To promote a culture of evolving together, helping and supporting each other for achieving collective goal.
- d. **Respect:** To proliferate an environment of mutual respect within the institution, in pursuit of a shared ambition.
- e. **Ethics:** to achieve the highest standards of ethics through integrity and mutual trust.
- f. **Diligence:** to do everything with a thoroughness that impacts delivery, quality and excellence in all areas of operation for sustained growth.



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## EXECUTIVE COUNCIL OF IMS SOCIETY



**Sh. Naresh Agrawal**  
Chairman



**Sh. Rakesh Chharia**  
General Secretary



**Smt. Anshu Gupta**  
Joint Secretary



**Sh. Sanjay Agarwal**  
Treasurer



**Sh. Rajiv Chaudhry**  
Member Executive Council



**Sh. Pramod Agarwal**  
Member Executive Council



**Sh. Ashok Chaturvedi**  
Member Executive Council



**Sh. Nitin Agarwal**  
Member Executive Council



**Sh. Sudhir Shukla**  
Member Executive Council



**Sh. Apurve Goel**  
Member Executive Council



**Smt. Garima Agarwal**  
Member Executive Council



**Sh. Vidur Chharia**  
Member Executive Council



**Sh. Mayank Chaudhry**  
Member Executive Council



## GOVERNING COUNCIL

S. No.	Name	Designation
01	<b>Shri Naresh Agrawal</b> Chairman, IMS Society	Chairman
02	<b>Shri Rakesh Chharia</b> General Secretary –IMS Society	Member
03	<b>Shri Sanjay Agarwal</b> Treasurer - IMS Society	Member
04	<b>Shri Nitin Agarwal</b> Member – Executive Council IMS Society	Member
05	<b>Shri Pramod Agarwal</b> Member- Executive Council	Member
06	<b>Shri Rakesh Chharia</b> Member – Executive Council	Member
07	<b>Shri Apurve Goel</b> Member – Executive Council	Member
08	<b>Shri Shankar Aggarwal</b> (Retd IAS) Former Secretary, GOI	Member
09	<b>Prof. Sanjiv Mittal</b> Vice Chancellor Sambhalpur University, (Orissa)	Member
10	<b>Prof. D.K. Banwet</b> Former Professor DMS , IIT, Delhi	Member
11	<b>Prof. R.K. Khandal</b> Former Vice Chancellor AKTU	Member
12	<b>Prof. Madhu Vij</b> Professor FMS, DU, Delhi	Member
13	<b>Shri Mahesh Munjal</b> MD, Majestic Auto Ltd.. Noida	Member
14	<b>Shri Dinesh Jain</b> Vice President, Uflex) Noida	Member
15	<b>Prof. A.S. Chawla</b> Vice Chacellor, RIMT, Mandi	Member
16	<b>Shri Manoj K. Sethi</b> Sr.Vice President, Subros Ltd.	Member
17	<b>Shri Shivendra Tomar</b> Former MD, CEO IIDL and General Manager IFCI Ltd.	Member
18	<b>Prof. J.L. Gupta</b> Former Vice Chancellor GGU Central University   Principal Shri Ram College of Commerce (SRCC) DU   Former Professor, MDI Gurugram	Member
19	<b>Shri Srijan Pal Singh</b> CEO, Dr.APJ Kalam Centre Former Advisor to Dr.APJ Kalam Centre New Delhi.	Member
20	<b>Jt. Director – Technical Education</b> Meerut	Member Ex-officio
21	<b>Regional Officer –</b> AICTE – NRO, Kanpur	Member Ex-officio
22	<b>Prof. Urvashi Makkar</b> Director IMS	Member Secretary



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## ACADEMIC ADVISORY COUNCIL

---

### **Dr. Urvashi Makkar**

Director IMS  
Chairperson - Academic Advisory Council

---

### **Prof. Madhu Vij**

Faculty of Management Studies  
University of Delhi  
Delhi

### **Prof. Sanjeev Mittal**

Vice Chancellor  
Sambalpur University  
Burla

### **Dr. K.L. Johar**

Former Pro-VC, Kurukshetra University  
Former Vice chancellor,  
Guru Jambheshwar University

### **Prof. Vinay Kumar Nangia**

Professor Emeritus,  
Netaji Subhas University of Technology  
(Former Professor, IIT, Roorkee)

### **Prof. Debi Singh Saini**

Former Professor HR &OB  
(MDI Gurgaon)  
Consultant and Case writer  
Former Professor Emeritus (IIM, Ranchi)

### **Prof. Ajay Pandit**

Former Professor  
Faculty of Management Studies (FMS)  
University of Delhi, Delhi

### **Dr. Santosh Rangnekar**

Professor,  
Department of Management Studies, IIT,  
Roorkee

### **Dr. Bindu Gupta**

Professor  
IMT  
Ghaziabad

### **Dr. Shiv Kumar Tripathi**

Formerly, Vice-Chancellor  
Mahatma Gandhi University,  
Meghalaya

### **Prof. Rohit Joshi**

(Fulbright Scholar)  
Postdoc (UCLA, Los Angeles, USA),  
Ph.D (IIT Delhi)  
Associate Professor  
Indian Institute of Management, Shillong

### **Dr. Satish Kumar**

Associate Professor & Head  
Department of Management Studies  
MNIT, Jaipur

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Groupe Esc Dijon Bourgogne  
BSB, Burgundy School of Business  
France

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### **Prof. Brij Mohan**

Professor- Social Work  
Louisiana State University  
USA

### **Prof. Eric Charles Henri Dorion**

Professor, UFSC  
Porto Alegre, Rio Grande do Sul, Brazil

### **Mr. Ashish Patel**

Managing Director  
Morgan Franklin Consulting, Washington,  
U.S.A

### **Dr. Ka Lin**

Professor and Head  
Dept. of Social Security and Risk Management  
Zhejiang University, Hangzhou,  
China

### **Prof. Wolfgang Amann**

Affiliate Professor  
Strategy and Business Policy  
HEC Paris

### **Shri. Sushil Aggarwal**

Chairman & MD  
AVRO India Pvt. Ltd.,  
Ghaziabad

### **Prof. Jeet R. Sharma**

Managing Director  
Stemvogel Consulting (OPC) Pvt Ltd.  
Bangalore

### **Dr. Lovneesh Chanana**

Vice President-Government Affairs  
Asis Pacific & Japan  
SAP, Saket

### **Shri. Arvind Pachauri**

CHRO  
Uttam Sucrotech International Pvt. Ltd.  
Noida

### **Mr. Satya Upadhyaya**

Vice President,  
Citi Bank,  
Australia

### **Mr. Punit Mehrotra**

Senior Vice President  
HSBC, Asia Pacific Regional Office  
Hong Kong

### **Mr. Sushant Dubey**

Executive Vice President  
Sify Technologies Limited

### **Mr. Avneet Gupta**

Associate Director,  
IBM,  
Bangalore

### **Shree Rajeev Mishra**

Business Head – Retail  
Gopaljee Ananda Food Products  
Noida

### **Mr. Praveen Mittal**

Joint Director,  
FICCI,  
New Delhi

### **Mr. Rupesh Kachhal**

Head of India Business Development  
Hanwah defense India

### **Prof. Tapan Kumar Nayak**

Dean Academics  
IMS Ghaziabad  
Member Secretary

### **Prof. Ajay Kumar Patel**

Dean Student Affairs  
IMS Ghaziabad



## FROM THE DESK OF THE CHAIRMAN



“ Dream....Dream....  
Dream....Dreams  
transform into thoughts and  
thoughts result in action. ”

Dr. APJ Abdul Kalam

**A**midst globalization, instantaneous communications, and innovation ecosystems, leaders are more challenged by continuous change. Twentieth-century tools for a structured and predictable world are becoming less capable. Command-and-control management styles appear rigid, unresponsive, and fragile. Global demographic shifts, migration and reverse migration, trade protectionism, technological innovations, and changes in customers' preferences further make the education ecosystem more relevant and critical today.

IMS Ghaziabad is a 21st-century institution aimed at serving young students and society at large. At IMS, Ghaziabad, the management program is based on curricula shaped by the latest developments in business practice and research and a methodology that ensures deep engagement and collaborative learning. The leadership-enabling outbound-learning modules and rural immersion modules expose students to challenging situations outside the classroom. This pushes their boundaries in the context of self, team, leadership, community, and society at large. Each of these cosmic experiences, inside and outside, have been designed with the singular goal of helping our students become learners for their lifetime.

In our country, there is tremendous talent amongst the youth and all that is required is to guide and bring out the best in them. The paramount thrust is to create an international academic bridge by blending the advanced knowledge and modern teaching tools of the West with the rich traditional values, culture and heritage of the East. In the last thirty-one years, the institution has moved from strength to strength and is recognized by various agencies for its excellence in management education. It has integrated the needs and concerns of its multiple stakeholders and built an open culture.

I earnestly hope and trust that, my esteemed academicians and budding managers will work with sincerity, honesty and dedication and thereby contribute to make this world a better place to live in.

Jai Hind!

**Shri Naresh Agarwal**  
Chairman



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## FROM THE DESK OF THE MANAGING TRUSTEE



“ Innovation distinguishes  
between a leader and a  
follower. ”

Steve Jobs

Quality education includes learners who are ready to participate and learn; environments that are healthy, safe, protective and gender-sensitive; content that is reflected in relevant curricula; processes through which trained teachers use student-centred teaching approaches in well-managed classrooms and outcomes that encompass knowledge, skills and attitudes linked to national goals for education and positive participation in society.

It is fundamentally important for educational institutes to have implementable policies, as it forms a linking pin between. The uncompromised focus on ethics, transparency, values and outcome for all stakeholders is embedded in the entire ecosystem of IMS Ghaziabad and is duly documented in the “IMS Policy Ordinance Book” which comprehensively includes the various policies adopted at the institute. It would act as a linking pin, guideline and ready reckoner for the Management, Faculty, Students, Parents, Corporate, Alumni and all other stakeholders.

At a time when management education stands at the crossroads of keeping pace with the emerging needs of humankind alongside fast changing trends in governance and scientific development, IMS Ghaziabad is consistently proving itself as an ultimate touchpoint of quality Management Education. The constant focus on learning agility, innovative teaching learning pedagogy relevant to people and nation development renders the institute as a benchmark of quality education with a world class competitive edge.

IMS Ghaziabad is dedicated to its responsibility of creating a global knowledge disseminating hub transgressing National and International boundaries, thereby transforming each and every student into a responsible human being. It has been the meeting point of ideas and best academic practices as well as a melting pot of diverse cultures of India and many others from across the world.

My best wish to IMS Ghaziabad and all its stakeholders!!

**Shri Nitin Agarwal**  
Managing Trustee



## FROM THE DESK OF THE DIRECTOR



“ Imagination is more important than knowledge. For knowledge is limited to all we now know and understand, while imagination embraces the entire world, and all there ever will be to know and understand. ”

Albert Einstein

Achieving excellence and enhancing the benchmarks on a continuous basis is an absolute must in an era wherein technology, geopolitics and rapid innovation conspire to craft the futures of today's students very differently from that of generations before them. The relevance of standard curricular approaches, models and structures to arm students with the skills they need at the workplace need to be thoroughly relooked into. A good educational institution strives continuously for sustenance and enhancement of quality in every field of its activity. Stellar accomplishments expand the frontiers of knowledge every moment. In the contemporary interconnected VUCA world, wherein management education is at the cusp of a major shift, the obvious focus is on the quality of education. Since, there is no single yardstick of quality, documenting policies, systems and Standard Operating Procedures (SOPs) in a systematic matter is imperative in order to reach and maintain the highest benchmarks of excellence. The “IMS Policy Ordinance Book” is yet another endeavor in the perpetual journey of ensuring the ultimate standards of quality, transparency and excellence. It contains relevant information about the academic, administrative and general policies of the institute. Additionally, information about myriad innovative practices, certification programs and collaborations which are instrumental in churning out globally competitive professionals, empowered with creativity and corporate mindset is a strong focus of the painstakingly crafted document.

In the backdrop of our commitment to provide the foundation for translating into reality the dreams of visionaries by providing value based quality education to all sections of the society and to make higher education an effective instrument for socio economic transformation of the Nation, IMS Ghaziabad has been facilitating and promotion academics and research in relevant domains. Our prime focus is to design practice-oriented learning and a contemporary industry-focused curriculum. We are striving to bring a global perspective to our programs and activities. A three pronged strategy with an all-encompassing comprehensive approach towards achieving Academic Excellence, Corporate Readiness and Global Interface is interwoven throughout the PGDM Program. A plethora of novel and innovative endeavors such as Personal and Professional Skills Program (PPSP); Corporate Interface Series (CIS); Centre of Innovation and Entrepreneurship (CIE); SMART (Social Media and Related Techies) Committee; Placement Readiness & Enhancement Program (PREP), Pre Placement Preparedness Committee (PPPC); Student Outreach Committee; Competency Mapping Committee, besides many others are recently initiated to gear up the pace of student advancement.

A novel initiative- “Special Talk Series” comprising of deliberations at five different platforms namely, Global Talk Series, Expert Talk Series, Corporate Talk Series, Alumni Talk Series, Entrepreneurial Talk Series, has been started in IMS Ghaziabad for our budding managers. To further broaden the global horizons of our students, we have collaborated with reputed global experts as Adjunct Faculty delivering a 30 hours module in three subjects. The scope and the challenges before the Institute are enormous, however, with the support from all stakeholders including Students, Faculty, Corporate and Board of Governors, IMS Ghaziabad is setting new standards in the domain of management education. We are committed towards creating a global community which is vibrant and acts as an enabler in providing a lifelong learning experience and professional development.

I invite you to visit IMS Ghaziabad, interact with our students and faculty, witness the academic and research ambience and be a part of this Institution building journey.

Best Wishes!

**Dr. Urvashi Makkar**  
Director





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## Preface

Since time immemorial humans have tried to document thoughts activities and procedures. With a view to do so for our esteemed institute, a humble attempt is being made at compiling all the policies in vogue in the form of a book. There are a total of 36 policies which guide the various functions and committees of the institute to achieve their stated goals. Needless to say, making policies and modifying them vis-à-vis the changing requirements of the institution is a continuous process. Thus, publishing this Policy Ordinance Book will be made an annual affair capturing all the changes in the policy doctrine of the whole year.

The dynamic nature of educational business demands the policy structure to be fundamentally evolved. In this view, we have a need to review, revise, supplement, or rescind these policies from time to time. As a result, we continue our ongoing efforts to meet and capture a static image of the current requirements. We welcome inputs for proposed changes or adjustments with the ultimate goal of contributing towards development of qualified human resources for nation-building.

**Mr. Nitin Agrawal**  
Managing Trustee

**Prof. (Dr) Urvashi Makkar**  
Director





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# POLICY ORDINANCE BOOK

1. Academic Policies
2. Administrative Policies
3. General Policies

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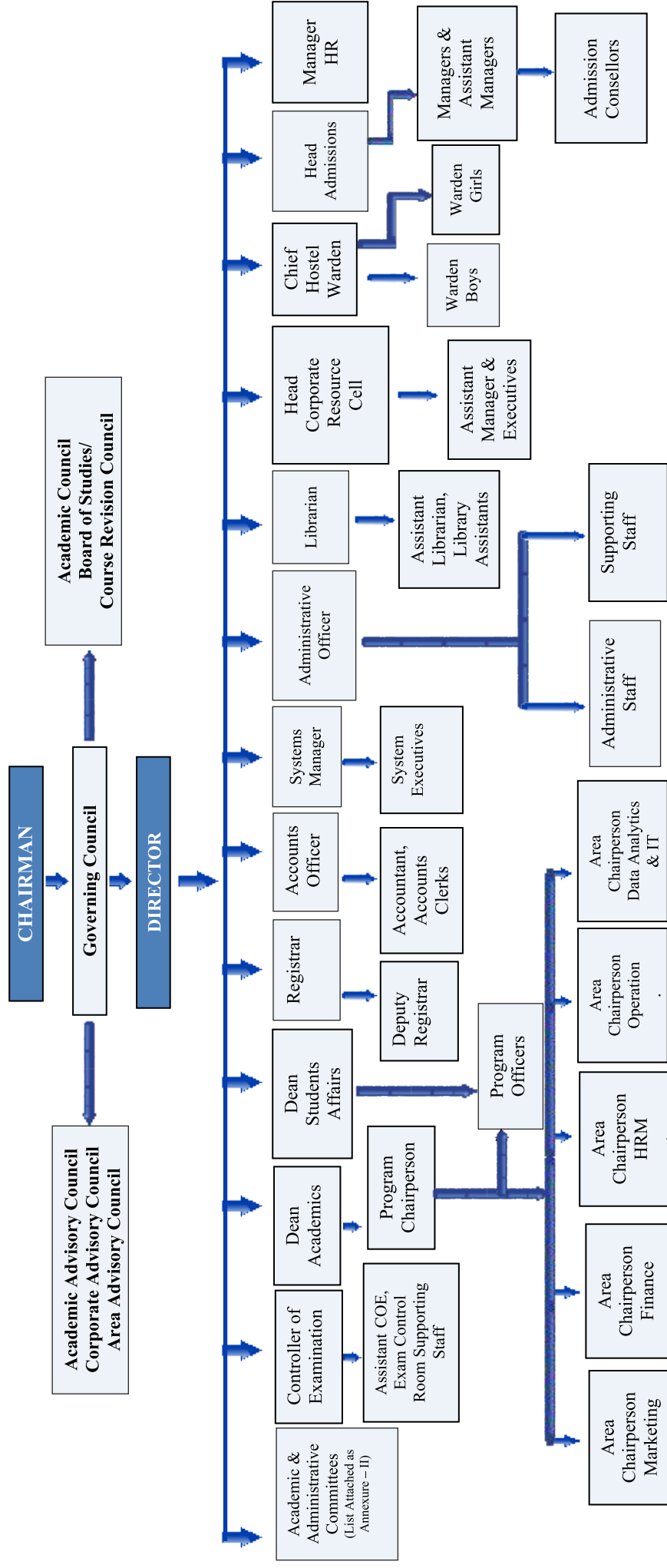


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# ORGANISATIONAL STRUCTURE





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# **Academic Policy Document (1.0)**

## **1.1 Program-Administration Policy**

Program administration policy is a document of the rules and procedures promulgated for the smooth conduct of Post Graduate Diploma in Management (PGDM) programs consistent with the requirements of best practices followed by business schools and the All India Council for Technical Education (AICTE). It lays down various rules and procedures regarding the program's conduct to bring transparency in the system and uniformity in implementation. These rules cover issues pertaining to academics, student discipline, and student affairs.

To ensure a smooth flow, the various activities of the institute are spearheaded by three horizontally placed Functional Heads (Dean-Academics, Dean- Students' Affairs, Program Chairperson & Controller of Examinations) under the overall leadership of the Director. Area Chairpersons of Marketing, Finance, Human Resource and Personal & Professional Skills Program, Operations and Data Analytics support in the process of flawless academic delivery

### **1.1.1. Administration of PGDM Programme**

- 1.1.1a** All issues about the academics, discipline, evaluation, and classroom delivery shall be referred to the Director through the Dean – Student Affairs.
- 1.1.1b** The Dean – Student Affairs will be the overall in-charge of the smooth conduct of the PGDM programs as per the guidelines & instructions issued from the Director's office.
- 1.1.1c** For smooth conduct of the PGDM programme, various functional areas have been created. Each functional area is being headed by an Area Chairperson. All Area Chairpersons have been designated in academics to take care of their respective areas, namely Marketing, Finance, HR & PPSP, Operations & IT, Data Analytics and International Business. They will be responsible for faculty allocation for their respective areas and improve the course curriculum. They will also spearhead the departmental fests, FDP's and MDP's related to their respective areas.

Coordinator- Alumni Affairs will ensure continuous updation of the alumni database and close coordination with an ever-growing list of alumni. On the other hand, Head-CRC will be a connecting link between students and Industry and will be a single point of contact for students to interact with industry. Scheduling, the conduct of examinations and Evaluations is the responsibility of the Controller of Examinations. Issues about the Library, like acquiring new books and regular modernization, will be the coordinator-Library's responsibility.

- 1.1.1d** These functional areas will operate as per the guidelines and instructions issued by the Director's office.
- 1.1.1e** The issues about Student and Faculty feedback shall be monitored directly by Director's office through Dean Student Affairs, Dean Academics and Deputy Registrar.
- 1.1.2** Programme Contents and Duration
  - 1.1.2a** PGDM program shall comprise several courses and other components as specified in the Syllabi given in the Handbook and as approved by the Academic Council for PGDM Programme. Each course is assigned a weightage in terms of specified credits.



**1.1.2b** The syllabi cater for 'Dual Specialization' wherein each student is to undergo dual specialization out of the six streams, viz. Financial & Banking Management, Human Resource Management, Marketing Management, International Business, DA & IT, Operations Management. For both the specializations, five papers in each area are chosen from the electives along with the dissertation to be conducted in the chosen stream.

### 1.1.3 Programs of study

#### PGDM - Two years Full Time

**1.1.3a** The minimum period required for completing a program shall be two academic years (six trimesters).

**1.1.3b** The maximum permissible period for completing the PGDM program shall be four academic years from the date of admission.

## 1.2 Academic Calendar Development Policy

PGDM offered by the Institute is a regular program of two years duration. Each academic year has been divided into three terms. The break-up of the academic year intense classroom sessions shall be as given below:

**1.2.1** Imparting of instructions (including midterm examinations): 30 Weeks in each Academic year. Online classes may also be conducted up to 25%.

**1.2.2** End Term Examination: 6 weeks in each Academic year Total: 36 Weeks

**1.2.3** The detailed annual calendar is notified as under. However, the Institute may modify the yearly calendar for effective teaching and learning processes and balance the co-curricular and extracurricular activities.

### ANNUAL CALENDAR FOR THE YEAR 2021-22

#### PGDM

##### July 2021

<i>Date</i>	<i>Day</i>	<i>Activity/Events</i>
09 <sup>th</sup>	(Fri)	Faculty Orientation Programme (Pedagogical Innovations through Academic Excellence)
30 <sup>th</sup>	(Fri)	Faculty Development Programme on Pedagogical Innovations through Academic Excellence

##### August 2021

<i>Date</i>	<i>Day</i>	<i>Activity/Events</i>
1 <sup>st</sup>	(Sun)	Reporting of Students in Hostel: Term-I
2 <sup>nd</sup> – 6 <sup>th</sup>	(Mon-Fri)	1st Phase Induction Programme: Term – I
7 <sup>th</sup>	(Sat)	Classes Begin for Term-I
9 <sup>th</sup>	(Mon)	Reporting of Students & Registration Process for Term-IV at Institute (10.00AM-11.30AM) & Classes Begin: Term-IV (12.00Noon onwards)
10 <sup>th</sup>	(Tue)	Re-Orientation Programme: Term-IV



<i>Aug – Sept</i>		<i>30 Hours Global Talk Series on Management of Change, Innovation and Technology (MCIT) by Mr. Ashish Patel, MD, Morgan Franklin, Washington, USA: Term-IV</i>
<i>9<sup>th</sup></i>	<i>(Mon)</i>	<i>Pre-Submission Presentation of SIP Report: Term-IV</i>
<i>11<sup>th</sup> &amp; 12<sup>th</sup></i>	<i>(Wed-Thur)</i>	<i>12 Hours VA-CP on Super Power Job Seekers/Google Analytics by Ministry of Micro, Small &amp; Medium Enterprise (MSME) &amp; Panel Discussion in Atmanirbhar Bharat- Vocal for Local Make in India for the world by CIE: Term-IV</i>
<i>11<sup>th</sup> &amp; 12<sup>th</sup></i>	<i>(Wed-Thur)</i>	<i>12 Hours Advanced MS-Office Certification: Term-I</i>
<i>13<sup>th</sup></i>	<i>(Fri)</i>	<i>Pre-Submission Presentation of SIP Report: Term-IV</i>
<i>14<sup>th</sup></i>	<i>(Sat)</i>	<i>Photo shoot session for Placement Brochure: Term-IV</i>
<i>15<sup>th</sup></i>	<i>(Sun)</i>	<i>Independence Day Celebrations</i>
<i>18<sup>th</sup></i>	<i>(Wed)</i>	<i>Final Submission of SIP Report: Term-IV</i>
<i>20<sup>th</sup> – 21<sup>st</sup></i>	<i>(Fri-Sat)</i>	<i>Final Presentation &amp; Viva-Voce of SIP (in the presence of Exert Panels from the Corporate): Term-IV</i>
<i>22<sup>nd</sup></i>	<i>(Wed)</i>	<i>Corporate Talk Series on Problem solving and Ideation workshop by CIE : Term-I</i>
<i>27<sup>th</sup> -28<sup>th</sup></i>	<i>(Fri-Sat)</i>	<i>IInd Phase Induction Programme: Term-I</i>
<i>Aug.-Sept.</i>	<i>-</i>	<i>Industrial visit by CRC: Term-I &amp; IV</i>

## **September 2021**

<b>Date</b>	<b>Day</b>	<b>Activity/Events</b>
<i>1<sup>st</sup> – 4<sup>th</sup></i>	<i>(Wed-Sat)</i>	<i>Placement Readiness Enhancement Programme : Term –I &amp; IV</i>
<i>7<sup>th</sup></i>	<i>(Tue)</i>	<i>Vataayan: Inter Institute SIP Competition</i>
<i>9<sup>th</sup></i>	<i>(Thur)</i>	<i>Workshop on Case Study Analysis: Term-I</i>
<i>11<sup>th</sup></i>	<i>(Sat)</i>	<i>Faculty Development Programme (Data Analytics)</i>
<i>13<sup>th</sup> – 17<sup>th</sup></i>	<i>(Mon-Fri)</i>	<i>Mid Term Exams: Term –I &amp; IV</i>
<i>18<sup>th</sup></i>	<i>(Sat)</i>	<i>Global / Corporate Talk Series</i>
<i>18<sup>th</sup></i>	<i>(Sat)</i>	<i>Notification of Dissertation: Term-IV</i>
<i>18<sup>th</sup></i>	<i>(Sat)</i>	<i>HR Conclave</i>
<i>21<sup>st</sup> – 22<sup>nd</sup></i>	<i>(Tue-Wed)</i>	<i>Workshop on SPIN Selling: Term-IV</i>
<i>25<sup>th</sup></i>	<i>(Sat)</i>	<i>99<sup>th</sup> Alumni Talk Series (Workshop on Entrepreneurship Development Phases by CIE)</i>

## **October 2021**

<b>Date</b>	<b>Day</b>	<b>Activity/Events</b>
<i>1<sup>st</sup></i>	<i>(Fri)</i>	<i>Workshop on design thinking, critical thinking &amp; Innovation design by CIE</i>
<i>6<sup>th</sup></i>	<i>(Wed)</i>	<i>Students Seminar (Sustainability &amp; Sustainable Goals): Term-I &amp; IV</i>
<i>12<sup>th</sup> - 13<sup>th</sup></i>	<i>(Tue-Wed)</i>	<i>AICTE Sponsored Online National Conference</i>
<i>25<sup>th</sup></i>	<i>(Mon)</i>	<i>SAMAAGAM: Academic Fest of IMS Ghaziabad (Orientation session for all students and faculties of Institute by Innovation Ambassador by CIE)</i>

29 <sup>th</sup>	(Fri)	Submission of Dissertation Synopsis (50 Marks) : Term-IV
30 <sup>th</sup>	(Sat)	Convocation (For Batch 2018-20 & 2019-21), Mega Alumni Meet & 100 <sup>th</sup> Alumni Talk

**November 2021**

<b>Date</b>	<b>Day</b>	<b>Activity/Events</b>
8 <sup>th</sup>	(Mon)	Last Day of Teaching: Term-I & IV
9 <sup>th</sup> – 15 <sup>th</sup>	(Tue-Mon)	End Term Examinations: Term – I & IV
13 <sup>th</sup>	(Sat)	Management Development Programme (HR)
16 <sup>th</sup>	(Tue)	Classes Begin: Term – II & V Nov-Dec 30 Hours Global Expert Talk Series on Digital Business Transformation (DBT) by Global Adjunct Faculty
17 <sup>th</sup> – 20 <sup>th</sup>	(Tue-Fri)	Placement Readiness Enhancement Programme – Term-II & V (Idea/POC pitching and validation and institute level POC competition. Submission of Idea/POC on IIC portal by CIE)
22 <sup>nd</sup> – 23 <sup>rd</sup>	(Mon-Tue)	12 Hours VA-CP on Digital & Social Media Marketing (DSMM) by Ministry of Micro, Small & Medium Enterprise (MSME): Term-II
26 <sup>th</sup> – 27 <sup>th</sup>	(Fri-Sat)	Melange-2021 (An Inter Institute Annual B-School Fest)

**December 2021**

<b>Date</b>	<b>Day</b>	<b>Activity/Events</b>
1 <sup>st</sup>	(Wed)	Result Declaration: Term-I & IV
3 <sup>rd</sup> – 4 <sup>th</sup>	(Fri-Sat)	12 Hours VA-CP on Financial Markets, Products & Planning/Sales and Negotiation Skills by Ministry of Micro, Small & Medium Enterprise (MSME) : Term-V
8 <sup>th</sup>	(Wed)	Panel Discussion by Finance Area
11 <sup>th</sup>	(Sat)	Expert Talk Series on National Innovation and start - up Policy (NISP) by CIE
14 <sup>th</sup>	(Tue)	SPARDDHA (Annual Sports Event)
20 <sup>th</sup> – 24 <sup>th</sup>	(Mon-Fri)	Mid Term Examinations: Term – II & V
25 <sup>th</sup> – 31 <sup>st</sup>	(Sat-Fri)	Winter Vacation 2021

**January 2022**

<b>Date</b>	<b>Day</b>	<b>Activity/Events</b>
1 <sup>st</sup>	(Sat)	New Year Celebrations
4 <sup>th</sup>	(Tue)	APJ Abdul Kalam Inter Institute Debate Competition
8 <sup>th</sup>	(Sat)	Management Development Programme (Finance)
11 <sup>th</sup>	(Tue)	Vikreta: Marketing & Selling Competition: Term-II & V (Workshop on Prototype/Process Design and Development – Prototyping, by CIE)
15 <sup>th</sup>	(Sat)	One Day Certification Training Program on CMIE's Prowess: Term-II (Batch 2021-23)
22 <sup>nd</sup>	(Sat)	Last Day of Teaching of Term – II
24 <sup>th</sup> – 29 <sup>th</sup>	(Mon-Sat)	End Term Examinations: Term – II
31 <sup>st</sup>	(Mon)	Class Begin: Term-III

## February 2022

<b>Date</b>	<b>Day</b>	<b>Activity/Events</b>
1 <sup>st</sup>	(Tue)	Live Streaming & Post Analysis of Union Budget 2022
5 <sup>th</sup>	(Sat)	HR Panel Discussion
7 <sup>th</sup>	(Mon)	1 <sup>st</sup> Dissertation Progress report (50 marks): Term-V
8 <sup>th</sup>	(Tue)	Business Chronicle-A Case Challenge: Term-II & V
12 <sup>th</sup>	(Sat)	101 <sup>st</sup> Alumni Talk Series on "Successful start-up founders" (Entrepreneurs in campus), by CIE
14 <sup>th</sup>	(Mon)	Last Day of Teaching of Term-V
15 <sup>th</sup> – 19 <sup>th</sup>	(Tue-Sat)	End Term Examinations: Term-V
21 <sup>st</sup>	(Mon)	Result Declaration: Term-II
21 <sup>st</sup>	(Mon)	Class Begin: Term-VI 22 <sup>nd</sup> (Tue) Business plan / Prototype competition to invite Innovation Business models from students by CIE.
25 <sup>th</sup> – 26 <sup>th</sup>	(Fri-Sat)	12 Hours VA-CP on Yellow Belt Six Sigma by Ministry of Micro, Small & Medium Enterprise (MSME): Term-III

## March 2022

<b>Date</b>	<b>Day</b>	<b>Activity/Events</b>
2 <sup>nd</sup>	(Wed)	Stock Mind by ICICI Securities: Term-III & VI
3 <sup>rd</sup>	(Thurs)	2 <sup>nd</sup> Dissertation progress report (50marks): Term-VI
March-April		30 Hours Global Talk Series on Strategic Management by Mr. Ashish Patel, MD, Morgan Franklin, Washington, USA: Term-III (Orientation session for all students and faculties of Institute by Innovation Ambassador(s), by CIE)
8 <sup>th</sup> – 12 <sup>th</sup>	(Tue-Sat)	Mid Term Examinations: Term-III
10 <sup>th</sup>	(Thur)	Result Declaration: Term-V
19 <sup>th</sup>	(Sat)	Entrepreneurial Talk Series on Angel investment/VC funding opportunity for Early Stage Entrepreneurs by CIE
23 <sup>rd</sup> – 24 <sup>th</sup>	(Wed-Thur)	Mid Term Examinations: Term-VI
25 <sup>th</sup>	(Fri)	Pre-Submission Presentations of Dissertation: Term-VI
26 <sup>th</sup>	(Sat)	Faculty Development Programme (Marketing)
30 <sup>th</sup> -31 <sup>st</sup>	(Wed-Thur)	Dissertation Presentations: Term-VI

## April 2022

<b>Date</b>	<b>Day</b>	<b>Activity/Events</b>
4 <sup>th</sup>	(Mon)	Final Submission of Dissertation Report-Term-VI
6 <sup>th</sup>	(Wed)	Panel Discussion with Innovation & Startup at State/National level by CIE
8 <sup>th</sup> -9 <sup>th</sup>	(Fri-Sat)	Final Presentations of Dissertation Report (in the Presence of Expert Panel from the Corporate): Term-VI
12 <sup>th</sup>	(Tue)	Special Session on SIP & Areas of Specialization : Term-III
15 <sup>th</sup> -16 <sup>th</sup>	(Fri-Sat)	AICTE Sponsored International Conference
18 <sup>th</sup>	(Mon)	Last Day of Teaching for Term-VI
19 <sup>th</sup> – 20 <sup>th</sup>	(Tue-Wed)	End Term Examinations: Term-VI



23<sup>rd</sup> (Sat) Last Teaching Day: Term-III  
25<sup>th</sup> – 30<sup>th</sup> (Mon-Sat) End Term Examinations: Term – III

**May 2022**

<b>Date</b>	<b>Day</b>	<b>Activity/Events</b>
2 <sup>nd</sup>	(Mon)	Result Declaration: Term-VI
2 <sup>nd</sup>	(Mon)	Summer Internship-PGDM Batch: 2020-22
7 <sup>th</sup>	(Sat)	Academic Advisor Council Meeting
14 <sup>th</sup>	(Sat)	Governing Council Meeting
16 <sup>th</sup>	(Mon)	Result Declaration: Term-III
21 <sup>st</sup>	(Sat)	Faculty Development Programme (Finance)
28 <sup>th</sup>	(Sat)	Board of Studies Meeting (Curriculum Revision Meeting for Batch 2022-24)

**Notes:**

- 1. Placement Activities of Batch 2020-22 will begin from July 2021.**
- 2. Information related to Industrial Visits/other activities will be shared by CRC with all students and trips will be organized in accordance with instructions from local authorities.**
- 3. Participation in Intra Institute Academic Festival (Marketing, Finance, Operations, HR & Data Analytics) is mandatory for the students and weightage will be reflected in the evaluations.**
- 4. Different Talk Series: Under the banner of Talk Series the Institute is going to arrange lectures of some highly acclaimed academicians from highly reputed Universities and Institutions and corporate leaders from reputed Organizations.**
- 5. Live Project opportunities will be shared by the CRC throughout the session with all students and faculty members.**
- 6. The proposed calendar is subject to change and will be modified according to prevailing/unavoidable circumstances (Especially with reference to the examination dates).**

**Prepared by:**

**Approved by:**

**Dr. Tapan K. Nayak**  
Dean-Academics

**Dr. Ajay K Patel**  
Dean-Students Affairs

**Dr. Urvashi Makkar**  
Director

**Faculty/Staff Coordinators of Various Academic Activities/ Events  
(Academic Session 2021-22)**

Sr. No.	Event/Activity	Term	Day & Date of Event	Faculty/Staff Responsible	Timeline for Preparation	Follow-up & Review
<b>July 2021</b>						
1	Lecture Plan Submission	I & IV	Wednesday, June 16, 2021	Respective Faculty Members	June 16, 2021	Dr. Tapan K Nayak
2	Lecture Plan Presentation	I & IV	June 21-29, 2021	Dr. Tapan K. Nayak Dr. Ajay K Patel Mr. Bijendra Singh	June 18, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
3	Faculty Orientation Programme (Pedagogical Innovations through Academic Excellence)	All Faculty Members	July 15, 2021	Dr. Tapan K. Nayak Dr. Ajay K Patel	July 10, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
4	Faculty Development Programme on Pedagogical Innovations through Academic Excellence	Faculty Members	July 31, 2021	FDP/MDP Team	July 20, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
<b>August 2021</b>						
5	Induction Programme-21 (Phase-I)	I	Aug 02-06, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel Dr. Vaishali Agarwal Dr. Sushmita Biswal Mr. Rajnish Jain Mr. Asjad Iqbal	July 20, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
6	30 Hours Global Talk Series on MCIT by Mr. Ashish Patel, MD, Morgan Franklin, USA	IV	August-Sept	Dr. Naveen Virmani Mr. Bijendra Singh	July 20, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
7	Reporting of 2 <sup>nd</sup> Year Students (Batch 2019-21)	IV	August 09, 2021	Dr. Tapan K. Nayak Dr. Ajay K Patel Mr. Bijendra Singh	July 15, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
8	Re-Orientation Programme	IV	August 10, 2021	Dr. Tapan K. Nayak Dr. Ajay K Patel Mr. Bijendra Singh	July 15, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
9	12 Hours VACP on Super Power Job Seekers/Google Analytics by Ministry of Micro, Small & Medium Enterprises, Govt. of India & Panel Discussion in Atmanirbhar Bharat-Vocal for Local Make in India for the world by CIE	IV	August 11-12, 2021	Dr. Surabhi Singh	July 25, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
10	12 Hours VACP on MS-Office by Microsoft	I	August 11-12, 2021	Dr. Surabhi Singh	July 25, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
11	Pre Submission Presentations of SIP Report	IV	August 13, 2021	Ms. Varsha Sharma	July 25, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel



Sr. No.	Event/Activity	Term	Day & Date of Event	Faculty/Staff Responsible	Timeline for Preparation	Follow-up & Review
12	Photo shoot for Placement Brochure-2021	IV	August 14, 2021	Mr. Asjad Iqbal Mr. Mirza Ali	July 20, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
13	Independence Day Celebrations	I & IV	August 15, 2021	Cultural Committee	Aug 05, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
14	Final Submission SIP Reports	IV	Aug 18, 2021	Dr. Rajeev K Ranjan Ms. Varsha Sharma	Aug 05, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
15	Final Presentation & Viva-Voce of SIP (in the presence of Exert Panels from the Corporate	IV	Aug 20-21, 2021	Dr. Rajeev K Ranjan Ms. Varsha Sharma	Aug 10, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
16	Corporate Talk Series on Problem solving and Ideation workshop by CIE	I	August 22, 2021	Ms. Saloni Chitkara	Aug 17, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
17	Induction Programme-21 (Phase-II)	I	Aug 27-28, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel Dr. Vaishali Agarwal Dr. Sushmita Biswal Mr. Rajnish Jain Mr. Asjad Iqbal	Aug 10, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
18	Industrial Visits	I & IV	Aug-Sept 2021	CRC Team	Aug 10, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
<b>September 2021</b>						
19	Placement Readiness Enhancement Programme (PREP)	I & IV	Sept 01-04, 2021	Dr. Monika Agarwal Dr. Sushmita Biswal	Aug 20, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
20	Vataayan-Inter Institute SIP Competition	I & IV	Sept 07, 2021	Ms. Saloni Chitkara Dr. Parul Yadav	Aug 20, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
21	Workshop on Case Study Analysis	I	Sept 09, 2021	Dr. Vaishali Agarwal (Marketing Area) Dr. Harsh P Singh (Finance Area)	Aug 25, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
22	Faculty Development Programme (Data Analytics)	For All	Sept 11, 2021	FDP/MDP Team	Aug 20, 2021	Dr. Tapan K Nayak
23	Pre Mid Term Faculty Feedback	I & IV	Sept 11, 2021	Mr. S P Singh Mr. Bijendra Singh	Sept 08, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
24	Mid Term Examinations	I & IV	Sept 13-17, 2021	Dr. Vaishali Agarwal Dr. Parul Aggarwal Dr. Pushender Kumar	Sept 01, 2021	Dr. Tapan K Nayak
25	Global Talk Series	I & IV	Sept18, 2021	Ms. Saloni Chitkara	Sept 05, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
26	HR Conclave	For All	Sept 18, 2021	Mr. Asjad Iqbal Dr. Sushmita Biswal	Sept 05, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
27	Workshop on SPIN Selling	IV	Sept 21-22, 2021	Dr. Vaishali Agarwal	Sept 10, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
28	99 <sup>th</sup> Alumni Talk Series	I & IV	Sept 25, 2021	Ms. Saloni Chitkara	Sept 15, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel

Sr. No.	Event/Activity	Term	Day & Date of Event	Faculty/Staff Responsible	Timeline for Preparation	Follow-up & Review
<b>October 2021</b>						
29	Workshop on design Thinking, critical thinking & Innovation design by CIE	IV	Oct 01, 2021	CIE Team	Sept 20, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
	Students Seminar on Sustainability & Sustainable Goals	I & IV	Oct 06, 2021	Dr. Rajeev Ranjan Ms. Saloni Chitkara Dr. Shikha Dubey	Sept 20, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
30	AICTE Sponsored National Conference	For All	Oct 12-13, 2021	Dr. Nripendra Dwivedi Mr. Rajanish Jain Ms. Preeti Sirohi	Sept 20, 2021	Dr. Tapan K Nayak
31	SAMAAGAM (Annual Academic Fest) & (Orientation session for all students and faculties of Institute by Innovation Ambassador by CIE)	II & IV	Oct 25, 2021	All Area Chairpersons	Oct 10, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
32	Dissertation Synopsis	IV	Oct 29, 2021	Dissertation Committee	Oct 15, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
33	Convocation & Mega Alumni Meet (100 <sup>th</sup> Alumni Talk Series)	Batch 2018-20 & 2019-21	Oct 30, 2021	Dean Academics Dean Student Affairs	Oct 15, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
<b>November 2021</b>						
34	Pre End Term Faculty Feedback	I & IV	Nov 07, 2021	Mr. S P Singh Mr. Bijendra Singh	Nov 05, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
35	End Term Examinations	I & IV	Nov 09-15, 2021	Dr. Vaishali Agarwal Dr. Parul Aggarwal Dr. Pushender Kumar	Oct 25, 2021	Dr. Tapan K Nayak
36	Management Development Programme (HR)	For All	Nov 13, 2021	FDP/MDP Team	Oct 15, 2021	Dr. Tapan K Nayak
37	Placement Readiness Enhancement Programme (PREP) & (Idea/POC pitching and validation and institute level POC competition. Submission of Idea/POC on IIC portal by CIE)	II & V	Nov 17-20, 2021	Dr. Monika Agarwal Dr. Sushmita Biswal	Oct 05, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
38	30 Hours Global Expert Talk Series on Digital Business Transformation (DBT) by Global Adjunct Faculty	V	Nov-Dec 2021	Dr. Tapan K Nayak Dr. Ajay K Patel	Oct 15, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
39	12 Hours VACP on Digital & Social Media Marketing by Ministry of Micro, Small & Medium Enterprises, Govt. of India	II	Nov 22-23, 2021	VACP Team	Nov 05, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
40	Melange-21 (Annual Inter Institute Cultural Fest)	For All	Nov 26-27, 2021	Cultural Team	Nov 01, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel



Sr. No.	Event/Activity	Term	Day & Date of Event	Faculty/Staff Responsible	Timeline for Preparation	Follow-up & Review
<b>December 2021</b>						
41	Result Declaration	I & IV	Dec 01, 2021	Dr. Vaishali Agarwal Dr. Parul Aggarwal Dr. Pushender Kumar	Nov 25, 2021	Dr. Tapan K Nayak
42	12 Hours VACP on Financial Markets/Negotiation Skills by Ministry of Micro, Small & Medium Enterprises, Govt. of India	V	Dec 03-04, 2021	VACP Team	Nov 15, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
43	Expert Talk Series on National Innovation and start-up policy (NISIP) by CIE	II & V	Dec 11, 2021	Ms. Saloni Chitkara	Dec 01, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
44	SPARDDHA (Annual Sports Event)	II & IV	Dec 14, 2021	Dr. Rajeev Ranjan Mr. Prem C Giri	Dec 01, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
45	Pre Mid Term Faculty Feedback	II & V	Dec 18, 2021	Mr. S P Singh Mr. Bijendra Singh	Dec 16, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
46	Mid Term Examinations	II & V	Dec 20-24, 2021	Dr. Vaishali Agarwal Dr. Parul Aggarwal Dr. Pushender Kumar	Dec 10, 2021	Dr. Tapan K Nayak
<b>January 2022</b>						
47	New Year Celebrations	for all	Jan 01, 2022	Cultural Committee	Dec 24, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
48	Dr. APJ Abdul Kalam Debate Competition	II & V	Jan 4, 2022	Ms. Saloni Chitkara	Dec 15, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
49	Management Development Programme (Finance)	For All	Jan 08, 2022	FDP/MDP Team	Dec 15, 2021	Dr. Tapan K Nayak
50	Vikreta: Marketing & Selling Competition & (Workshop on Prototype/Process Design and Development – Prototyping, by CIE)	II & V	Jan 11, 2022	Dr. Surabhi Singh Dr. Lalit Singla	Dec 20, 2021	Dr. Tapan K Nayak Dr. Ajay K Patel
51	Training on CMIE's Prowess Data Base	II	Jan 15, 2022	Dr. Laxmi Pandey Dr. Puspendra Kumar	Jan 01, 2022	Dr. Tapan K Nayak Dr. Ajay K Patel
52	Pre End Term Faculty Feedback	II	Jan 22, 2022	Mr. S P Singh Mr. Bijendra Singh	Jan 20, 2022	Dr. Tapan K Nayak Dr. Ajay K Patel
53	End Term Examinations	II	Jan 24-29, 2022	Dr. Vaishali Agarwal Dr. Parul Aggarwal Dr. Pushender Kumar	Jan 10, 2022	Dr. Tapan K Nayak
<b>February 2022</b>						
54	Live Streaming & Post Analysis of Union Budget 2022	II & V	Feb 01, 2022	Dr. Ajay K Patel Dr. Harsh P Singh	Jan 25, 2022	Dr. Tapan K Nayak Dr. Ajay K Patel
55	HR Panel Discussions	For all	Feb 05, 2022	Dr. Sushmita Biswal Dr. Parul Agarwal	Jan 15, 2022	Dr. Tapan K Nayak Dr. Ajay K Patel
56	Business Chronicle	II & V	Feb 08, 2022	Dr. Naveen Virmani Ms. Saloni Chitkara	Jan 20, 2022	Dr. Tapan K Nayak Dr. Ajay K Patel



Sr. No.	Event/Activity	Term	Day & Date of Event	Faculty/Staff Responsible	Timeline for Preparation	Follow-up & Review
57	101 <sup>st</sup> Alumni Talk Series on "Successful start-up founders" (Entrepreneurs in campus), by CIE	II & V	Feb 12, 2022	Ms. Saloni Chitkara	Feb 01, 2022	Dr. Tapan K Nayak Dr. Ajay K Patel
58	Pre End Term Faculty Feedback	V	Feb 14, 2022	Mr. S P Singh Mr. Bijendra Singh	Feb 12, 2020	Dr. Tapan K Nayak Dr. Ajay K Patel
59	End Term Examinations	V	Feb 15-19, 2022	Dr. Vaishali Agarwal Dr. Parul Aggarwal Dr. Pushender Kumar	Feb 01, 2022	Dr. Tapan K Nayak
60	Result Declaration	II	Feb 21, 2022	Dr. Vaishali Agarwal Dr. Parul Aggarwal Dr. Pushender Kumar	Feb 15, 2022	Dr. Tapan K Nayak
61	Business plan/Prototype competition to invite Innovation Business models from students by CIE.	II	Feb 22, 2022	CIE Team	Feb 10, 2022	Dr. Tapan K Nayak Dr. Ajay K Patel
62	12 Hours VACP on Yellow Belt Six Sigma by Ministry of Micro, Small & Medium Enterprises, Govt. of India	III	Feb 25-26, 2022	VACP Team	Feb 10, 2022	Dr. Tapan K Nayak Dr. Ajay K Patel
<b>March 2022</b>						
63	30 Hours Global Talk Series on SM by Mr. Ashish Patel, MD, Morgan Franklin, USA &(Orientation session for all students and faculties of Institute by Innovation Ambassador(s), by CIE)	III	March-April 2022	Dr. Ajay K Patel Mr. Bijendra Singh	Feb 15, 2022	Dr. Tapan K. Nayak Dr. Ajay K Patel
64	Stock Mind Game by ICICI Securities	III & VI	March 02, 2022	Dr. Harsh P Singh Dr. Puspender Kumar	Feb 20, 2022	Dr. Tapan K Nayak Dr. Ajay K Patel
65	Pre Mid Term Faculty Feedback	III	March 06, 2022	Mr. S P Singh Mr. Bijendra Singh	March 04, 2022	Dr. Tapan K Nayak Dr. Ajay K Patel
66	Mid Term Examinations	III	March 8-12, 2022	Dr. Vaishali Agarwal Dr. Parul Aggarwal Dr. Pushender Kumar	Feb 25, 2022	Dr. Tapan K Nayak
67	Entrepreneurial Talk Series on Angel investment/VC funding opportunity for Early Stage Entrepreneurs by CIE	III & VI	March 19, 2022	Ms. Saloni Chitkara	March 05, 2022	Dr. Ajay K Patel
68	Pre Mid Term Faculty Feedback	VI	March 20, 2022	Mr. S P Singh Mr. Bijendra Singh	March 18, 2022	Dr. Tapan K Nayak Dr. Ajay K Patel
69	Mid Term Examinations	VI	March 23-24, 2022	Dr. Vaishali Agarwal Dr. Parul Aggarwal Dr. Pushender Kumar	March 10, 2022	Dr. Tapan K Nayak
70	Pre-Submission Presentations of Dissertation	VI	March 25, 2022	Dissertation Committee	March 10, 2022	Dr. Ajay K Patel
71	Result Declaration	V	March 10, 2022	Dr. Vaishali Agarwal Dr. Parul Aggarwal Dr. Pushender Kumar	March 05, 2022	Dr. Tapan K Nayak



Sr. No.	Event/Activity	Term	Day & Date of Event	Faculty/Staff Responsible	Timeline for Preparation	Follow-up & Review
72	Faculty Development Programme (Marketing)	For All	March 26, 2022	FDP/MDP Team	March 05, 2022	Dr. Tapan K Nayak
<b>April 2022</b>						
73	Final Submission of Dissertation Report	VI	April 04, 2022	Dean Students Affairs Dissertation Committee	March 25, 2022	Dr. Tapan K Nayak Dr. Ajay K Patel
74	Panel Discussion with Innovation & Startup at State/National level by CIE	III	April 06, 2022	Dr. Ajay K Patel Dr. Varsha Sharma	March 20, 2022	Dr. Tapan K Nayak Dr. Ajay Patel
75	Final Presentations of Dissertation Report (in the Presence of Expert Panel from the Corporate)	VI	April 08-09, 2022	Dean Academics Dean Students Affairs Dissertation Committee	March 28, 2022	Dr. Tapan K Nayak Dr. Ajay K Patel
76	Special Session on Areas of Specializations and SIP-22	III	April 12, 2022	Dr. Tapan K. Nayak Dr. Ajay K Patel	March 15, 2022	Dr. Tapan K Nayak Dr. Ajay K Patel
77	AICTE Sponsored International Conference	For All	April 15-16, 2022	Dr. Tapan K. Nayak Mr. Rajanish Jain Dr. Harsh P Singh	March 15, 2022	Dr. Tapan K Nayak Dr. Ajay K Patel
78	Pre End Term Faculty Feedback	VI	April 17, 2022	Mr. S P Singh Mr. Bijendra Singh	April 15, 2022	Dr. Tapan K Nayak
79	End Term Examinations	VI	April 19-20, 2022	Dr. Vaishali Agarwal Dr. Parul Aggarwal Dr. Pushender Kumar	April 05, 2022	Dr. Tapan K Nayak
80	Pre Mid Term Faculty Feedback	III	April 22, 2022	Mr. S P Singh Mr. Bijendra Singh	April 20, 2022	Dr. Tapan K Nayak Dr. Ajay K Patel
81	End Term Examinations	III	April 25-30, 2022	Dr. Vaishali Agarwal Dr. Parul Aggarwal Dr. Pushender Kumar	April 10, 2022	Dr. Tapan K Nayak
<b>May 2022</b>						
82	Summer Internships	III	May 02, 2022	CRC Team	April 01, 2022	Dr. Tapan K Nayak Dr. Ajay K Patel
83	Academic Advisory Council Meeting	For Next Batch	May 07, 2022	Dean Academics Mr. S P Singh Mr. Bijendra Singh	April 15, 2022	Dr. Tapan K Nayak
84	Governing Council Meeting		May 14, 2022	Registrar	April 20, 2022	Dr. Tapan K Nayak
85	Result Declaration	VI	May 02, 2022	Dr. Vaishali Agarwal Dr. Parul Aggarwal Dr. Pushender Kumar	April 25, 2022	Dr. Tapan K Nayak
86	Result Declaration	III	May 16, 2022	Dr. Vaishali Agarwal Dr. Parul Aggarwal Dr. Pushender Kumar	May 10, 2022	Dr. Tapan K Nayak

<b>Sr. No.</b>	<b>Event/Activity</b>	<b>Term</b>	<b>Day &amp; Date of Event</b>	<b>Faculty/Staff Responsible</b>	<b>Timeline for Preparation</b>	<b>Follow-up &amp; Review</b>
87	Faculty Development Programme (Finance)	For All	May 21, 2022	FDP/MDP Team	May 02, 2022	Dr. Tapan K Nayak
88	Curriculum Revision Meeting	For Next Batch	May 28, 2022	Dean Academics Dean Students Affairs Mr. S P Singh Mr. Bijendra Singh	May 05, 2022	Dr. Tapan K Nayak Dr. Ajay K Patel

**Note:**

- The proposed dates may be changed under unavoidable circumstances (Especially with reference to the Examination Dates).*

*Prepared by:*

*Approved by:*

**Dr. Tapan K. Nayak**  
Dean-Academics

**Dr. Ajay K Patel**  
Dean-Students Affairs

**Dr. Urvashi Makkar**  
Director

## 1.3 Students Attendance Policy

**1.3.1 Classroom Attendance:** Students are required to have at least 75% attendance in each subject in a term for being eligible to appear in the End-Term examination. The Dean - Academics in consultation with the Area Chairpersons and then after getting the final approval of the Director shall announce the names of all such students who are not eligible to appear in the End-Term examination. This announcement should be made at least two calendar days before starting the examination and simultaneously intimate to the Controller of Examinations.

### 1.3.2 Participation in Co-curricular & Extra-curricular Activities

Institute will carry out many co-curricular and extracurricular activities during the conduct of the term. All the students must participate in these activities and be present. Failure to do so shall be reflected in the evaluation.

**1.3.3 Students' participation in placements, Aptitude & Club Activities:** Each student must participate in placement, Aptitude, and different Area wise club activities assigned by the concerned area from time to time. Each student will have to earn specific credit points to be eligible for the final PGDM at the end of the year. The details of participation hour and credit point will be displayed by each area separately.

**1.3.4 Adherence to Time Table:** The Dean-Academics shall announce the timetable/ schedule for classes and all other academic related activities. Students are expected to be present ten minutes before the commencement of every action.

## **1.4 Students Leave & OD Policy**

In the academic ecosystem of IMS Ghaziabad, leave is a privilege and not a right. It may be refused or revoked by the authority empowered to grant it.

**1.4.1.** 75% Attendance is Mandatory:

**1.4.2** Students must maintain at least 75% attendance in each subject in a term for being eligible to appear in the End-Term examination.

**1.4.3** No leaves will be granted for any social obligations, passport verifications, family problems, except few unforeseen circumstances (Death in the family, etc.). No leave can commence unless recommended by the Dean - Academics and the Director has granted it.

### **1.4a. Medical Leaves:**

**1.4a.1** There is no policy of granting leaves on medical grounds except on-campus/on-Hostel medical emergencies with the Dean - Academics and Hostel Wardens' verification.

**1.4a.2** Students are instructed neither to submit any Medical Leaves to the Dean - Academics nor to approach the Director for the same direction.

**1.4a.3** Students must have at least 75% attendance in each subject in a term for being eligible to appear in the Term-end examination.

**1.4a.4** Students are advised to cover their medical and other leaves within 25% of the leverage in the attendance.

### **1.4b Guidelines for Submission of OD**

In the case of Official Duty (OD), students must submit their OD forms within 48 hours for the dates on which they were on Official Duty after the recommendation of the faculty/concerned department. No OD's will be accepted after 48 hours under any circumstances.



## 1.5 Students Dress Code Policy

The Institute has laid down a dress code comprising a black suit with white/light-colored shirt and matching tie for boys and girls (excluding tie for girls). The girls can also wear traditional Indian suits. This dress code is to be observed on all official engagements such as seminars, guest lectures, visits of companies for placement, Industrial visits, etc. A formal dress code is mandatory during all formal occasions and regular classroom sessions (Coat/Blazer may be exempted).

**Note: Shorts / Bermuda / Capri / Sleeveless Tops/Jeans/ Bathroom slippers/Sport Shoes are strictly prohibited.**

## **1.6 Student Discipline Policy**

All students are to maintain good conduct and behavior during their stay in the Institute. In this respect, acts of indiscipline and penalties there off have been laid down in the succeeding paragraphs. All students must read and understand the same.

### **Code of Conduct:**

#### **1. Student Discipline**

##### **1.1. General Conduct**

All students are to maintain good conduct and behavior during their stay in the Institute. In this respect, acts of indiscipline and penalties there off have been laid down in the succeeding paragraphs. All students must read and understand the same.

##### **1.2 Rules for Misconduct and Indiscipline**

Following activities of the students shall be deemed as an act of indiscipline:

- i. Physical assault or threat to use physical force against any member of the teaching or non-teaching staff of the Institute.
- ii. She remained absent from the class, test, examination, or any other curricular/co-curricular activity, which he/she is expected to participate in.
- iii. Carrying of, use of, or threat to use, any weapon.
- iv. Misbehavior or cruelty towards any other student, teacher, or institution employee, a college or institution.
- v. Use of drugs or other intoxicants except those prescribed by a qualified doctor.
- vi. Indulging in or encouraging violence or any conduct, which involves moral turpitude.
- vii. Any form of gambling.
- viii. Practicing casteism and untouchability in any form or inciting any other person to do so
- ix. Any act, whether verbal or otherwise, derogatory to women.
- x. Drinking or smoking inside the Institute and Hostel premises.
- xi. Any attempt at bribing or corruption of any manner. Willful destruction of the property of the Institute.
- xii. Behaving in an undisciplined, intemperate or disorderly manner in the Institute's premises or encouraging or inciting any other person to do so.
- xiii. Causing disruption in any manner of the academic or other functioning of the Institutional system.
- xiv. Indulging in or encouraging any form of disruptive activities connected with tests, examinations, or any other Institute activity.
- xv. Truancy and unpunctuality.

## 2. Penalties for Breach of Discipline

Following penalties are prescribed for committing any act of indiscipline defined above:

- 2.1 The defaulter may be expelled from the Institute; in such cases, he/she shall not be re-admitted to the Institute.
- 2.2 For a stated period, the defaulter may be rusticated and shall not be allowed to attend the PGDM program till the expiry of the period of rustication.
- 2.3 The defaulter may be imposed with the fine of a specified amount of money.
- 2.4 The defaulter may be debarred from taking an examination or examinations for one or more years.
- 2.5 In some cases, the result of the concerned student of the examination or examinations at which he has appeared be canceled.

## 3. Anti - Ragging Rules

AICTE Regulations as per the Directives of Supreme Court states that Ragging constitutes one or more of any of the following acts:

- 3.1 Any conduct by any student or students, whether by bywords spoken or written or by an act which has the effect of teasing, treating, or handling with rudeness a fresher or any other student.
- 3.2 Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm, or to raise fear or apprehension thereof in any fresher or any other student.
- 3.3 Asking any student to do any act that such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment to adversely affect the physique or psyche of such fresher or any other student.
- 3.4 Any act by a senior student that prevents, disrupts, or disturbs the regular academic activity of any other student or a fresher.
- 3.5 Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- 3.6 Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- 3.7 Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm, or any other danger to health or person.
- 3.8 Any act or abuse by spoken words, emails, posts, public insults, which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.



3.9 Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority, or superiority by a student over any fresher or any other student. For every single incident of Ragging, a First Information Report (FIR) will be filed without exception by the institutional authorities with the local police authorities. Depending upon the nature and gravity of the offense as established, the possible punishments for those found guilty of Ragging at the institution level shall be anyone or any combination of the following:-

- Suspension from attending classes
- Withholding/withdrawing scholarship/fellowship and other benefits
- Debarring from appearing in any test/examination or other evaluation process and/or withholding results
- Fine with a public apology
- Suspension/expulsion from the hostel
- Rustication from the institution for period ranging from 1 to 4 semesters
- Expulsion from the institution and consequent debarring from admission to any other institution.
- Collective punishment: when the persons committing or abetting the crime of Ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential triggers.

#### **4. Undertaking**

All students are to read and understand the above stipulations and are required to give an undertaking in this respect placed at the next page.

#### **5. Procedure For Disciplinary Action**

5.1 Any complaint received against any student will be dealt with in the following manner:

5.1.1 A letter will be issued to the involved student (s) by the Dean - Students Affairs seeking an explanation for the breach of discipline.

5.1.2 On obtaining the response from the involved student, a committee comprising of all Deans, Program Chair, Area Chairs shall conduct an inquiry. During the conduct of investigations, the Director may suspend the student.

5.1.3 The involved student (s) would be given a chance to explain his/her conduct. The committee may call others to facilitate the inquiry.

5.1.4 The Committee shall submit its findings and recommendations to the Director for approval.

5.2 In all matters of discipline, the decision of the Director will be final.



## UNDERTAKING

I, \_\_\_\_\_ S/o/D/o of \_\_\_\_\_, Roll  
Number \_\_\_\_\_ of Session: 2021-22 a student of PGDM at Institute of Management Studies,  
Ghaziabad declare that

- (a) The information furnished by me in Admission Form is accurate to the best of my knowledge & belief. Suppose on a later date any information given by me is found to be incorrect. In that case, my admission from the Institute shall be canceled, and I will have no claims whatsoever on the Institute, and all my payments, including fee, security deposit, etc., shall be forfeited.
- (b) I have read and understood the rules and penalties regarding General Discipline, Ragging, and Attendance as given in Part of the Students' Handbook-2020 and undertake to abide by the same. I am aware that 'Ragging' is a Criminal Offence. I shall not indulge in any form of Ragging.
- (c) I am aware that if I fail to abide by the prescribed rules, the Institute may take any appropriate action against me as defined in Part of the Students' Handbook-2020.
- (d) I am aware that if attendance falls short by 75% in aggregate, I am liable to be detained from appearing in the Term-end Examination.

**Signature of the Student:**

**Date:**

## **1.7 Mentoring Policy**

Mentoring in itself is a crucial and thoughtful effort to improve the skill set and identifying critical development needs with the goal of overall grooming and making a person most suitable and efficient for any given group of environments. This requires an open engagement program with the mentee, and our institution is making every possible effort in this direction. We have demonstrated our conscious thought shaped in setting a formal committee on the relevant subject of Mentoring Committee.

### **1.0 Objective**

- 1.1 Provide mentees with professional and personal counseling
- 1.2 Provide guidance and support to mentees on academics, corporate internship experience, specialization options, live projects and final placement, skill-oriented courses, value-added courses, short-term certificate courses, etc.
- 1.3 Motivate mentees to achieve professional goals and thereby improve their academic performance.
- 1.4 Improved self-awareness of mentees and an enhancement in their potential
- 1.5 Enhance confidence, enhance self-esteem, guide, encourage, and advise the mentees about their upcoming lives, health, mental and emotional well-being, listen to their issues with patience and help them solve their concerns with appropriate resources, support, and referrals available.
- 1.6 Generate curiosity and interest in academics and other institutional activities such as extracurricular activities, academic activities, institutional building activities, etc. Expansion in knowledge and skills for career advancement.
- 1.7 Provision of value-added networking and collaboration opportunities.

### **2 Aim and Scope**

- 2.1 The prime objective of the mentoring program is to reduce the gap of the mentee's current and expected performance.
- 2.2 The mentoring process is most important to focus on the development need of mentees with continuous monitoring. All development is achieved in the skill set, and mentees start feeling the difference in his or her outlook of perceiving any given situation in a better and informed manner.
- 2.3 Mentors are expected to provide guidance and support to mentees by creating an open atmosphere where meaningful communication and trust can exist.
- 2.4 The Student Mentoring Program will help identify achievers and provide a mechanism to support achieve the desired outcome.

### **3 Schedule Mentoring Meetings**

- 3.1 Mentors and student mentees will meet according to a pre-arranged calendar and per the student's need or the moment.
- 3.2 They will be introduced to each other in the first few weeks after admission.
- 3.3 Mentors and mentees should meet weekly. Mentees are encouraged to initiate meetings with mentors.

### **4 Guidelines for Mentor**

- A mentor should wear multiple hats. For effective mentoring, the Mentor should embrace the ability and willingness to
- 4.1 The faculty mentors are supposed to assess the mentee's current level of expertise, consider the mentee's recent performance and areas of strengths and weaknesses and advise the mentees on accomplishing their goals.

- 4.2 Further, they have to advise and make recommendations to their mentees on the best opportunities given to them for their overall growth by providing guidance and help to increase the mentee's exposure to new experiences.
- 4.3 Mentors are expected to provide guidance and support to mentees by creating an open atmosphere where meaningful communication and trust can exist and provide learning opportunities.
- 4.4 The students' personality traits need to be assessed regularly by the mentors. This may include the formal dress code, extracurricular activities participation, communication, and other behavioral aspects.
- 4.5 Counsel to enhance the mentee's self-esteem through supportive, non-judgmental discussions.
- 4.6 Communicate through active listening. Focus entirely on the mentee and show dynamic verbal and non-verbal signs of listening.
- 4.7 Share experiences and be open to sharing mistakes, failures, and lessons learned.
- 4.8 Maintain strict confidentiality of the information shared by the mentee.
- 4.9 Be a role model to walk the talk and exhibit the behaviors essential for success.
- 4.10 If the Mentor feels that the mentees need special counseling at any time, the Mentor may encourage the students to seek counseling with the professional expert - the Student Counsellor.
- 4.11 If any student needs special academic tutoring, the Mentor may direct the mentees to an appropriate faculty and may even ask the faculty to help their mentees in a particular area.
- 4.12 All faculty members must maintain the contact details of the parents of their respective mentees in the below-mentioned format: **Student Mentoring Form – I** and keep track of their mentees in **Mentoring Record for Term Action Plan Form III** as per **Mentee Term Action Plan Form – II**.

## 5 Guidelines for Mentees

- 5.1 Mentee is responsible for initiating all contact with the Mentor and should be prepared and punctual for the mentoring sessions.
- 5.2 Mentee is responsible for establishing the agenda for the conversation. The student might even email the schedule to the Mentor ahead of time. At the beginning of each session, the mentee should briefly update progress since the last conversation.
- 5.3 Mentee should share his/her ideas, concerns, and professional goals so that the Mentor is able to place the situation in perspective.
- 5.4 Mentee should establish a mutually agreeable plan for mentoring sessions. He/she should schedule the sessions on his/her calendar and build in enough time around the sessions to prepare. By ensuring that conversations start and end on time, the mentee will demonstrate respect and responsibility.
- 5.5 Mentee should focus on the relationship, rather than outcomes. Mentor's role is not to provide a job; it is to share valuable experience with the mentee.
- 5.6 Mentee should ask direct questions about what he/she most want to know and shouldn't be shy about asking. Mentee is responsible for ensuring, the conversation meets, his/her needs.
- 5.7 Mentees are required to submit **Student Mentoring Form – I** in their first meeting with their respective Mentor and **Mentee Term Action Plan Form - II** in the beginning of each term.

## 6 Reporting Guidelines

- 6.1 Every Mentor has been allotted specific number of students and they are required to keep the proper track of their progression. The reporting formats of mentoring for PGDM 1<sup>st</sup> and 2<sup>nd</sup> year are given in **Mentoring Record for Term Action Plan Form - III**
- 6.2 Term Action Plan to be filled by each Mentees at the beginning of the term to achieve their respective aims as per **Mentee Term Action Plan Form - II**.
- 6.3 All mentors of PGDM 1<sup>st</sup> and PGDM 2<sup>nd</sup> year mentees are requested to keep the record of their weekly meetings in Mentoring Log. (**Weekly Mentoring Log Form –IV**).

6.4 The Mentor has to keep the record of attendance of Mentoring Session for their respective Mentees in attendance sheet.

**6.5 6A- Term-end Mentoring Reports (TMR)**

All mentors of PGDM 1<sup>st</sup> and PGDM 2<sup>nd</sup> year mentees are requested to submit 'Term-end Mentoring Report (TMR) of their respective mentees after the conclusion of each term.

6.1 The periodicity of submitting TMR is as follows:

<b>Term</b>	<b>Mentoring Cycle</b>	<b>Report Submission Latest By</b>
I & IV	Sept. 01, 2021– Nov. 15, 2021	Nov. 30, 2021
II & V	Nov. 16, 2021– Feb. 15, 2022	Feb. 28, 2022
III & VI	Feb. 16, 2022 – May 15, 2022	May 31, 2022

For both 1<sup>st</sup> year and 2<sup>nd</sup> year, it will be floated as the above cycle to be filled by respective Mentor.

**6 B Mentor Report for Parents (MRP)**

This is a descriptive report, to be sent to parents of all mentees with CC marked to the mentoring committee's mail-id: mentoring@imgzsb.ac.in. The periodicity of submitting:

<b>Term</b>	<b>Mentoring Cycle</b>	<b>Report Submission Latest By</b>
I	Jul. 15, 2021—Aug. 31, 2021	Sept. 07, 2021
I & IV	Sept. 1, 2021– Nov. 15, 2021	Nov. 30, 2021
II & V	Nov. 16, 2021– Feb. 15, 2022	Feb. 28, 2022
III & VI	Feb. 16, 2022 – May 15, 2022	May 31, 2022

**7 Report to Director**

Faculty Mentors shall have monthly meeting with Director for further progress and feedback.

All the mentoring reports prepared by the faculty mentors will be shared in monthly Mentoring Review Meeting with the Director.

## 1.8 Examination Policy

The examination is the most crucial part of any academic ecosystem. It is the part essential for developing and knowing thyself and to gain more understanding about the same.

### 1.8 Examination & Evaluation

#### 1.8a Conduct of End-Term examinations:

- 1.8a.1 In the end-term examinations, students shall be examined in the course/papers prescribed for the specified term as given in Chapter - V of this Handbook.
- 1.8a.2 The Controller of Examination shall conduct 2 End-Term examinations.
- 1.8a.3 The schedule of examinations shall be notified by the Controller of Examination at least 10 days before the first day of the commencement of studies in consultation with the Dean Academics and due approval from the Director.
- 1.8a.4 For appearing in the end-term examination students are to apply/register on a prescribed form provided by the Institute. The Examination Department shall issue admit card, bearing the paper code in which students are permitted to appear. Students are advised to check and notify any discrepancy in the paper code in the admit card immediately to the Examination Department. They must possess the admit card for appearing in each paper.
- 1.8a.5 Scheme of Marks: Each paper shall have 100 marks. The examination and evaluation comprise of two components, viz.
- 1.8a.6 End-Term written/online (As per the decision of exam committee based on situation) examination: 50 Marks
- 1.8a.7 Continuous evaluation: 50 Marks
- 1.8a.8 Continuous Evaluation: The continuous evaluation shall comprise of following components:
- 1.8a.9 Online Mid Term Examination: 25 Marks
- 1.8a.10 Group Discussions/Assignments, Team-Based Projects, Presentations, and Attendance: 25 Marks
- 1.8a.11 Credit of Each Paper: The numbers of credits assigned to each paper are mentioned against each paper in the Course Structure in Chapter - V of the Handbook.
- 1.8a.12 Reappear: If a student gets less than a C+ grade on any paper he/she is to reappear in that paper by paying the prescribed reappear examination fee.
- 1.8a.13 The examination question papers, as well as results, are moderated by a committee of faculty members headed by the Director.

#### 1.8b Grading System & Policy

- 1.8b.1 The evaluation of the performance of students is assessed in terms of grades linked to percentile obtained in different courses of a term.
- 1.8b.2 The students' performance will be evaluated in terms of two indices: i.e., Term Grade Point Average (TGPA) and Cumulative Grade Point Average (CGPA).
- 1.8b.3 TGPA is the Grade Point Average calculated on the basis of Grade Points secured in all the courses of the term. TGPA will be calculated for all six terms.  
$$TGPA = \frac{\sum (\text{Course credits} \times \text{Grade Points})}{\sum (\text{Course Credits of the Term})}$$
- 1.8b.4 CGPA is calculated on the basis of grade points secured in all the completed terms. It is average of TGPA of all completed terms. CGPA is calculated once at the completion of the 1st year and then after the completion of 2nd year. Final CGPA will reflect the cumulative performance of the student in both the years.

$CGPA(I\ year) = TGPA(I) + TGPA(II) + TGPA(III) / 3$

$CGPA(II\ year) = TGPA(IV) + TGPA(V) + TGPA(VI) / 3$

$CGPA(I\ \&\ II\ year) = CGPA(I\ year) + CGPA(II\ year) / 2$

1.8b.5 The secured percentage of marks in individual course shall be awarded grades A+, A, A-, B+, B, B-, C+, C, C-, D and F. The grading shall be on 10 points scale as mentioned in table below:

Grades	Equivalent Point
A+	10
A	9
A	8
B+	7
B	6
B	5
C+	4
C	3
C	2
D	1
F	0

Note: All marks will be rounded off to next whole number.

For e.g., if the score is 69.5, it will be rounded off to 70.

**1.8c Grace Marks**

A total of ten marks in a year can be given as grace marks either in one or distributed in more than one paper, if the aggregate marks (Total of Term End & Continuous Evaluation) are below the passing percentage or required to obtain 6.75 CGPA or 60 percent as per AICTE norms. The student is required to apply to the Director for the same.

**1.8d Use of Unfair Means**

All cases regarding use of Unfair Means in the examination shall be placed before an Examination Committee for decision and recommending penalties, if any.

**1.8e Conduct of Examinations**

1.8e.1 The Institute attaches great importance to integrity, honesty and discipline in all spheres of activity by the students. A sense of responsibility and a high degree of maturity is expected from all the students inside and outside the campus befitting to the future managers.

1.8e.2 The students must maintain honesty and integrity in classrooms, examinations, home assignments and all other aspects of academic work. Resorting to copying or helping to copy in any shape or form in examinations or quizzes or home assignments or other elements of evaluation and/or reproducing passages from written work of others, without necessary acknowledgement and/or passing or receiving papers in connection with any academic work to be evaluated and/or canvassing for grades is strictly prohibited.

1.8e.3 Unless specified by the faculty, the assignment should be the independent work of each student. In all cases students are to ensure timely submission of academic work.

1.8e.4 Faculty will be free to adopt suitable measure to penalize students for breach of academic discipline.

Any such violations and measures taken by the faculty shall be reported to the Director.

## 1.9 Student Academic Honesty Policy

IMS actively promotes academic and institutional honesty. Students are required to maintain high standards of conduct to avoid any academic dishonesty. Academic dishonesty covers any intentional act of deception. Students seek to claim credit for another person's work or efforts or use unauthorized materials or fabricated information in any academic career. It is the sole responsibility of students to take care of any academic submission's authenticity in the form of assignments, team projects, or any academic report. Following acts of students are in the preview of academic dishonesty.

### 1. Falsification

- Forging signatures on official documents
- Changing or attempting to change official academic records without proper sanction.
- Falsifying one's identification or falsely using another's identification.
- Logging in or otherwise gaining access to a computer, computer network, or protected website using any other person's password or identity.
- Modify, without instructor approval, an examination paper, record or report to obtain additional credit

### 2. Plagiarism

It is expected that students should cite the source of any material and practice ethics of scholarship. Students are required to avoid plagiarism in any of their scholarly. Plagiarism involves following (but not limited to)

- Intentionally representing the work of others as their own
- Paraphrasing or quoting material without citing the source.
- Taking sole credit for ideas and written work that resulted from a collaboration with others.

### 3. Cheating

Cheating is the use of any unauthorized materials or information in academic work, examination, or any other evaluation; it includes following (but not limited to),

- Taking a test for someone else or permitting someone else to take a test for the student.
- Knowingly procuring, providing, or accepting unauthorized examination materials or study aids.
- Copying another student's test answers or allowing another student to copy

### 4. The Penalty for Academic Dishonesty

The penalty for academic dishonesty is severe. Any student guilty of academic dishonesty may be subject to receive a failing grade for the examination, assignment, quiz, or class participation exercise as deemed appropriate by the instructor. In addition, the penalty could also imply that the student receives a failing grade for the course and be reported to the PGP Chairperson and the Unfair Means Committee.



## 1.10 Summer Internship Program (SIP) Policy

At the end of the third term, each student is to undergo a summer internship/training for the duration of 6-8 weeks in a company. A report of the summer training is to be submitted by each student within one week of the commencement of the fourth term in the prescribed format. The evaluation of the summer training shall be completed in the fourth term.

### About SIP

Summer Internship Program (SIP) includes:

The summer internship project is the most important project carried out by the summer interns as it provides on-the-job training and bridges the gap between theory and practice. It is the first corporate ticket for management students to learn the managerial skills and soft skills that build confidence and help students gain deeper insight into the ground reality of the Industry. Students may choose any functional area such as marketing, finance, operation, human resource for the training. The summer training project is divided into two categories.

- Research Project
- Case Study

**Research Project** - The students interested in the empirical project can conduct the study based on the survey method. They are expected to draw inferences based on quantitative facts. The research project should contain an introduction, review, methodology, hypothesis testing, data analysis, conclusion, and recommendation.

**Case Study** – Conducting a survey and using SPSS/Excel is not essential for every project. The students whose projects are predominately based on observation, formal and informal discussion may take up case studies to address the managerial problems faced by the company. The summer interns are expected to carry out 3 Cs (customer, company, and competitor) analysis, SWOT analysis. The brief information should also be given about the product mix offered by the firm. Such a project should be based on a non-grounded theory.

### General Guidelines

1. At the end of the first year (in Term-III), the students are required to work in the Industry for 6 – 8 Weeks. This allows them to show students latent capabilities.
  2. Summer Internship Project(SIP)comprises of 6credits (i.e.200marks), If a student fails to clear SIP, he/she will be awarded 2 Fs, and there is no reappear option for SIP.
  3. The students' should seek approval of faculty guide before getting the final printouts of their SIP report.
  4. All the students are required to submit two hardbound copies of the report (along with a soft copy to the faculty guide).
  5. All the summer training project reports should be bound in black leather and inscribed with golden letters. The signature of the internal supervisor should be sought before final binding of the report.
  6. Plagiarism: IMS follows an anti-plagiarism policy.
- Plagiarism is the willful representation of another person's work, without the acknowledgment or the deliberate and unacknowledged incorporation in a student's work of the material derived from another work (published or otherwise), is **UNACCEPTABLE** and will incur the penalty of outright failure.
  - If the matching text is one continuous block of borrowed material, it will be considered as plagiarized text of significant concern. On the other hand, text similarity due to the usage of common terminologies and method related details in 'Methodology' part of a manuscript should not raise a serious ethical concern. The similarity of < 25% is considered acceptable.

- Students have to submit plagiarism report for acceptance of the SIP report from Urukund / Drillbrit Software available at the Institute.

### Feedback Forms

- In order to improve and strengthen the internship programs, the faculty guide will collect feedback from the students as well as industry guides.
- For this purpose comprehensive Feedback forms have been designed.
- These include the overall feedback of the student and feedback of the industry guide regarding various aspects of the internship program.
- All the students are hereby informed that for SIP they are required to comply with the following:
- Form-I-STUDENT'S WEEKLY PROJECT APPRAISAL FORM- To be filled by the student's industry guide and has to be sent to the respective faculty guide on weekly basis (either scanned copy on mail or hard copy by post).
- Form-II-STUDENT'S AGGREGATE PERFORMANCE FEEDBACK FORM- To be filled by the Student's Industry Guide at the time of project completion. The student has to submit this form along with the summer internship project to the respective faculty guide along with the Project completion Certificate.

Form-III-STUDENT'S FEEDBACK FORM- To be filled by the concerned faculty after visiting (in Delhi/NCR: Form-III-A) and due consultation telephonically (other than Delhi/NCR: Form-III-B) to the Student's Industry Guide.

### Weightage for SIP Evaluation

Components of Assessments	Weightage
Form-I	25 Marks
Form-II	25 Marks
Form-III	50 Marks
Project Report writing to be assigned by the respective Faculty Guide	100 Marks
Blind Review (Faculty other than SIP Guide)	50 Marks
Presentation & Viva-Voce Examination by Panel of External Experts from Corporate	150 Marks
<b>Total</b>	<b>400 Marks</b>

### **1.11 Area of Specialization Policy**

1. The institute offers dual specialization policy In the areas of Marketing, Finance, Human Resource Management, Operations & IT, and International Business
2. Every candidate has to opt for a total of 10 elective subjects, (Five each from the two elective groups). This choice has to be exercised during the third term, before proceeding for Summer Internship.
3. The candidate has to opt for the five subjects from each group in the following combination-3 subjects in Term-IV & 2 subjects in Term-V.
4. The choice once exercised cannot be changed, except in certain convincing situations, with the approval of the Director.
5. The Institute may withdraw/ change some groups/ subjects on administrative grounds.
6. A particular subject/ group will be offered only if the minimum numbers of candidates opting for it are 15% of the batch size or a total of 25 in number, whichever is more.
7. Some courses may figure in more than one group of specializations. The students can opt for such courses only in one group.

## 1.12 Dissertation Policy

The dissertation is compulsory for the award of the Post Graduate Diploma in Management (PGDM). It provides you with the opportunity to show that you have gained the necessary skills and knowledge to organize and conduct a research project. It should demonstrate that you are skilled in identifying an area or area suitable for research.

### 1. Description

We all learn to do research, at whatever level, by actually doing it. The dissertation allows you to demonstrate expertise in the chosen research area. The dissertation is compulsory for the award of Post Graduate Diploma in management (PGDM). It provides you with the opportunity to show that you have gained the necessary skills and knowledge to organize and conduct a research project. It should demonstrate that you are skilled in identifying an area, or areas, suitable for research.

#### a. The Aim of the Dissertation

The dissertation aims to provide students with an opportunity to practice the concepts learned in the program by undertaking a significant practical unit of activity, having an educational value.

#### b. Objectives of Dissertation

- To provide an opportunity to study a particular topic in- depth.
- To understand the process and decisions to be made in managing a project within strict deadlines.
- To show evidence of independent investigation.
- To show the application of data collection skills, critical analysis, and concept synthesis necessary for forming conclusions and suggestions on a selected topics.
- To allow the opportunity to demonstrate an ability to draw appropriate conclusions argued from the evidence presented.
- To provide a forum to demonstrate the skills of structuring and presenting a balanced, informed, complete, clear, and concise written argument.

#### c. The Rationale and Role of the Dissertation

The dissertation is one element of diploma where students have the freedom to select what to study or investigate in their chosen stream. Because of this, it can be one of the most valuable learning experiences students could ever go through. Students should use the dissertation to develop a detailed study of a topic produce a dissertation that fully demonstrates their intellectual and personal capabilities.

- A subsidiary benefit of the dissertation is that it provides tangible evidence of student's abilities and can be shown to prospective employers to lend further support to their job application.

#### d. Planning your Dissertation will entail the following:

- Selecting a topic for investigation.
- Establishing precise focus of your study by deciding the aims and objectives of the dissertation or formulating questions to be investigated. Consider very carefully what is worth exploring and whether it is feasible.
- Drawing up an initial dissertation outline in alliance with the aims and objectives of the dissertation.

## 2. The Dissertation Topic

Deciding the dissertation topic is often the most challenging part of the dissertation process. The topic is the specific area that you wish to investigate. When you have decided on a good dissertation topic, you should simplify it. Once you have narrowed down your subject area, you can determine if you prefer to choose a specific or more general topic within that field. The next step involves further narrowing down the subject matter. It is often very helpful to take note of several questions/statements that you will attempt to answer in your dissertation. As you begin to increase the number of questions/statements, you will soon notice the main question continues to emerge. You should focus on this principal question/statement as your dissertation title. It would be best if you always chose a research topic that is of interest to you.

### Normally we would expect it to be:

- Related to the subject or area of study within the core programme.
- Clearly focused on facilitating an in-depth approach subject to the availability of adequate sources and your own knowledge of value and interest to you and your professional development.
- Title should be short (length is 10-12 words).
- Title should be relevant & reflective of the content, problem, and the main variables to be studied.

Your Career Interests may also help you in your search for a topic: such as what sort of job will you be aiming for when you finish the course? Can the dissertation help prepare you for this? What developments would be worth examining in depth? The dissertation may give you an advantage over other graduates applying for these types of jobs

## 3. Structure of the Dissertation

All students must follow the following rules in submitting their dissertation:

Front/Cover page should provide title, nature of degree, Submitted to (Left side), Submitted by (right side) and Logo & Name of the Institute which should be followed by:

- Front page should provide title, nature of degree, Submitted to (Left side), Submitted by (right side) and Logo & Name of the Institute which should be followed by:
  - i. Certificate from the Guide
  - ii. Candidate's declaration
  - iii. Preface/Executive Summary
  - iv. Acknowledgment
- Next page should be the table of contents giving page references for each chapter and section.
- No chapter number should be given to Certificate, Preface, Acknowledgment, Bibliography and Annexure.
- Give page numbering to the initial pages before introduction in Roman (smallcase).
- Start the page numbering from the introduction and continue until the report's last page (including Annexure).
- Please do not include any header or footer in any page of the report. Only page numbers should be mentioned at the bottom center of each page

The next two pages should be of the list of tables and list of figures, graphs giving titles and page references



## 1.13 Fee Payment Policy

### FEE

- 1. Payment of Fee:** Students of the first and second year pay the fees as per the schedule prescribed in the admission letter.
- 2. Late Payment Charges:** If the students do not deposit the fee by the due date, they have to pay prescribed late payment charges (As per the Institute's Policy) to the Institute.
- 3. Mode of Payment:** Fee is to be paid through a demand draft in the name of "IMS Ghaziabad" payable at Delhi or online transfer as per the following details:
- 4. Other Fee:** Students are to pay 'Reappear Examination Fee' whenever applied for, as prescribed by the Institute.

Name of beneficiary	Institute of Management Studies
Address	C 238, Bulundshahar Road Industrial Area, Lal Quan, Ghaziabad 201009
A/C No	5146-10100-00010
Bank Name	Oriental Bank of Commerce
Bank Branch Address	IMS, Lal Quan, Ghaziabad
Bank Code	5146
MICR Code	110022141
IFSC Code (RTGC/NEFT)	ORBC0105146

## **1.14 Fee Refund Policy**

### **Fee Refund Policy 2021-22**

#### **PGDM**

- If a candidate withdraws before starting the session/Registration of Induction program, there will be a deduction of Rs. 10, 000/- as a processing fee, and the rest fee shall be refunded.
- If a candidate withdraws (within a month of the start of the course – whether he attended the Induction or not)
  1. Deduction of 1st installment of the fee.
  2. If the amount is less than 1<sup>st</sup> installment, then there will be no refund.
  3. If the deposited amount is more than the 1<sup>st</sup> installment fee amount, the remaining balance amount shall be refunded (after deduction of the 1<sup>st</sup> installment)

#### **The Admission Department shall receive**

4. Applications with original fee receipts.
5. If he /she does not join the course after the start of the classes/Induction program but submit his application for withdrawal, there will be a deduction of 1<sup>st</sup> installment. Irrespective of his attending /not attending the classes)

#### **Hostel Fee Refund**

- If a candidate withdraws from the hostel after joining the hostel (within fifteen days), there will be a deduction of one month of Mess/Hostel charges.
- If a student withdraws after one month, there will be a deduction of one-quarter amount.
- If a student withdraws after three months, there will be no refund

#### **Only applications through emails shall be considered.**

**Note:** In case the rule is silent in any circumstances, the matter shall be finalized by the Director considering the facts /merits of the case in consultation with Head-Admission, Chairperson Hostel and Note copy handed over to the Director for approval of the Mgt. Trustee on 9.4.2018.

## 1.15 Library Resources Usage Policy

IMS Ghaziabad offers one of the most richly equipped libraries at both the institute campus and at the hostel to all students and faculty members. The learning resources cater to all its postgraduate programs and doctoral program on Information Technology and Management.

Presently, the library has a collection of over 44000 books, a subscription of over 5513 national and international journals in both print & online formats, and over eight lakhs ebooks. In its quest for excellence, the library has also subscribed to cases from premier publications such as Harvard Business Publishing & ET Prime. The students have 24\*7 access to resources from online databases such as Business Source Complete (EBSCO Publishing), Thomson Reuters (EIKON), CRISIL, J-GATE, CMIE Prowess, CMIE Economic Outlook, EMERALD full text, ACE Equity, ACE MF Desktop Application, ACE Knowledge Portal, Taylor & Francis, ASCE, ASME, DOAJ, Science Direct, Springer, JSTOR, IEEE and online books McGraw Hill, World ebook, NDL, DOAB and Taylor & Francis e-books.

### **For using the library facilities, students are to adhere to the following rules:**

- ID Cards, when demanded, should be shown.
- A maximum of 09 Books will be issued on ID Cards for 29 days.
- No book/reading material is to be taken outside the library for any purpose without the moral issue.
- Books should be returned within the due date.
- The overdue fine is Rupee 05 per day.
- Books can be extended for use if no other user has demanded the same book
- Books borrowed are to be returned within one week after the Exam.
- Borrowers are responsible for the safety & upkeep of books.
- On loss or damaging/disfiguring a book, the current cost of replacement will be charged.
- Students are to ensure, at the time of issue, that the book is in good condition. No plea about its requirement that it was damaged /disfigured at the time of issue shall be accepted at the time of return.
- Bags/eatables/personal books/reading material and use of cell phones are not permitted within the library.
- Students are to maintain complete silence in the library. When passing out from the Institute, a clearance is to be obtained for release of Security Deposit. Students are to return the ID Card on completion of the program. The cost of any loss or damage would be deducted from the Security Deposit.



### **1.16 Computer Lab Usage Policy**

IMS Ghaziabad campus is well equipped with multiple computer Labs with state-of-the-art facilities and equipment that includes all-in-one computers with i5- 8<sup>th</sup> generation processors enabled with video conferencing. The computer labs are also incorporated with an audiovisual system for live practical demonstration. For students' use, the Computer Center consists of eight labs, named Lab 1, 2, 3, 4, 5, 6, 7, and 8.

The following procedures and policies govern the computer facilities:

- Computer Lab timings are from 9.00 AM to 5:00 PM
- Students are required to carry their 'Identity Card' inside the Computer Lab.
- Users are required to make an entry in the LOGBOOK, available with Lab Executive.
- Carry bags and handbags are NOT allowed in the Computer Lab.
- Audiovisual equipment like radio, stereo, Walkman, etc., are NOT allowed in the Computer Lab.
- Users are advised to switch off their mobile phones inside the computer lab.
- Users are advised to keep their data files and backup on their Pen Drive/ personal computers to avoid data loss. The computer center is not responsible for any loss of data.
- Users are advised to remove their old/personal files/data from the computer disk routinely and immediately.
- CD/DVD/Pen drives/lose sheets etc., will not be provided to any student.
- Keep the lab clean. Waste material should be dropped in the waste paper basket only.
- Eatables are strictly prohibited inside the Computer Lab. Any violations will lead to disciplinary actions.
- Students are strongly advised not to visit undesirable sites or play games.
- Users are required to log out from the machine after use.

If a student wishes to use the computing resources in a Lab beyond stipulated timings, he/she has to take specific permission from Head-IT Infrastructure.

## 1.17 Placement Policy

### 1. Definitions

- 1.1 Corporate Resource Centre: A body consisting of the Placement Officer, Faculty members, and the Student Placement Committee.
- 1.2 Category of a company: The classification of a company is based on the criteria of pay package, work profile, Past record of recruitment at IMS.
- 1.3 The offer of a job: If a student's name appears on the final shortlist declared after the Company's process through the CRC, then that would be considered an offer to the student.

### 2. Introduction

The role of the CRC – IMS Ghaziabad is to facilitate and support students for placement related activities. Training and Placement department aims to provide 100% placement assistance to all registered students. CRC plays a vital role in bringing the industry and academia close to each other by providing Career Counselling, need based education and organization support. It has the task to organize campus interviews for student placement and training and also organizes corporate guest lectures and industry interaction.

CRC acts as an interface between the students, faculty and the corporate world to initiate continuous interaction with the industry, sharing industry experiences, and understanding the needs of the corporate world. CRC has been regularly inviting heads of leading Companies to the campus, who share their insights into the latest issues concerning the economy to stimulate and enhance the intellectual climate at IMS.

### 3. Ideology

The CRC – IMS Ghaziabad is not just to provide job opportunities but shape careers and ensure the jobs are suitable for each student in context of their strengths and weaknesses.

### 4. Objectives

- a) To unleash the education of its students in an environment that brings in professional values and inculcates a progressive outlook.
- b) To provide assistance to the students for completing summer internship projects.
- c) Planning and organizing on -campus and off-campus recruitment activities.
- d) Providing requisite training to students in the area of Personality Development and Communication Skills.
- e) Developing the student database and presenting their curriculum to various industries.
- f) To establish long-term relationships with the companies.

### 5. Selection Criterion of Companies

Companies will be invited and scheduled by the CRC on the basis of the following parameters:

- a) Job profile and growth prospects.
- b) The package being offered by the company.
- c) Past record of recruitment at IMS
- d) Feedback from the Alumni regarding the company.

**6. Multiple Job Opportunities.**

In the rapidly changing ecosystem, we at IMS focus on the enhancement of skills and knowledge of our students that are relevant in the future. We nurture employable students incessantly by imparting them to appear in a wide range of companies as per the selection norms. IMS is amongst the very few institutes in Delhi NCR which provides multiple job opportunities to its students based on the criterion as mentioned in point no 7. Campus placements at IMS provide the students with a foot-in- the-door opportunity, enabling them to start off their career right after they have completed their course curriculum. A student may have a maximum three job offers as per the terms and conditions mentioned in the policy.

**7. Classification of Companies**

IMS Ghaziabad classifies the companies in three categories A\*, A & B

1. A\* Category:
2. A Category:
3. B Category

Category decides on the basis of Brand, Package and the Job Profile.

7.1 If any student gets placed in B category company	he/she will be eligible for A& A* Category companies. Not in B category companies.
7.2 If any student get placed in A category company	he/she can apply in A* Category only. Not in Category A & B companies.
7.3 If any student get placed in A* category company	he/she cannot apply in any other companies

**8. Eligibility Criterion for Students**

- 8.1 As per company's laid out eligibility criteria.
- 8.2 As per Institutional Policy of Discipline/ Attendance (Minimum 75% attendance is mandatory)
- 8.3 The student with the CGPA of less than 6.75 in 1st year of PGDM (Which is Equivalent to 60%) will not be allowed to be the part of the placement activity from the Institute.

**9. Facilities for Recruiters**

- a) State-of-the-art Auditoriums with a seating capacity of 500 + for conducting pre-placement talks & other analytical tests.
- b) Conference rooms for Group Discussions and Group Interviews.
- c) 200(+) computers on LAN for computer-based
- d) Training & Placement staff support for test & evaluation.
- e) Student volunteers/Placement coordinators for assistance during the placement visit.
- f) Lunch/ Snacks arrangements for Recruiters.

**10. Registration Process**

The students who intend to seek jobs through the CRC – IMS Ghaziabad first need to register themselves:

- 10.1 Soft copy of resume to be submitted by email at placement@imgzb.ac.in
- 10.2 Students have to submit duly signed and dated Placement Policy to the CRC.
- 10.3 Signed hard copy of Resume to be submitted in CRC.
- 10.4 Student undertaking for participation in CRC activities to be duly signed. (Annexure I)

10.5 Students are given choice to choose the company for placement based on their specialization subject to all conditions mentioned above in point 6.

## 11. Special Training Programs

IMS Ghaziabad, help you improve your chances to get yourself a right career opportunity and make you industry ready. The institute seeks to assist students with professional development and career advancement process thus equipping you with the skills that are required for employment.

- 11.1 CRC - IMS Ghaziabad shall be organizing various Competencies mapping activities/PREP Sessions during I-VI trimester. The students are expected to attend these training programmes seriously and whenever the placement training programs are held it's mandatory for the students to attend it. A student who fails to attend this session shall not be allowed to participate in the placement drive.
- 11.2 Pre-Placement Preparedness Session and other related activity: post registration for a position, in case the student fails to attend the pre-placement session or any related activity; he / she will be suspended for the next two opportunities. All eligible students will have to attend Online/ Offline Preparatory Session otherwise they will not be allowed to participate in the placement drive.
- 11.3 Strict action will be taken against student who fails to attend these Special Training Programs. Whosoever has to exempt himself/herself from the training programme has to take prior permission with a genuine reason or failing which his/her name will be removed from the CRC - IMS Ghaziabad list.
- 11.4 Special Session: If a Student is not selected even after 5 interviews a special session will be conducted to address the problem areas. Students have to attend these sessions before participating in further recruitment drives.

## 12. Placement Process

Placement at IMS is student-driven. The CRC will make a plan at the beginning of the year and design a placement brochure and disburse it to companies. It is also important for students to be in touch with the CRC Office, for consultation and any specific individual issues.

## Rules and Regulations

- a) It is the responsibility of the student to check Announcements/Notices/ updated information/ shortlisted names etc. displayed on the notice boards of CRC Notice Boards. Students are expected to be on time as per the announcements. Failure to read the notice board / WhatsApp Message / Website will not be accepted as an excuse for not participating.
- b) Students not meeting the eligibility criteria mandatorily asked by the company, would not be allowed to sit for the same.
- c) Students registered must attend Pre-Placement Talks (PPT) without fail. Students should reach the venue 15 minutes before the scheduled start of the PPT by the Company.
- d) Attendance will be taken and only those students who have attended PPT will be allowed to sit for the rest of recruitment process of the said company.
- e) Students must clarify queries/doubts if any related to package, job profile, place of work, bond details etc with the HR officials of the Company during the Pre-Placement Talks (PPT).
- f) A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company. Any student who withdraws deliberately during a selection process will be not be allowed in further placement process of the academic year.
- g) Students are instructed to be dressed in Formals for every Recruitment Drive.
  - Black / Blue formal Business suit with any light colored plain shirt
  - Blazers (navy blue / black in color).
  - Tie is compulsory for boys.
- h) Students should carry a Folder comprising of

- i. Multiple copies of Resume duly signed by the student
- ii. Passport size colored Photographs (In Institute Uniform with Blazer)
- iii. Photocopy of all the Certificates (10th , 12th , Graduation Mark sheets and certificates etc)
- iv. Institute ID card
- v. ID & Address Proof (viz; Driving License, Passport, Pan card, Aadhar Card, Voter ID etc)
- i) Students should be ready to attend any screening programme conducted by CRC on the request of companies. Shortlisted students list only will be forwarded to companies.
- j) Any student who doesn't want to participate (opt out) in the placement process should write an application to the CRC about the reason for withdrawal, which shall further be sent by CRC to Director office for approval.
- k) Students should maintain discipline and decorum in every activity during the placement process.
- l) Under no circumstances should a student negotiate with a company executive about CTC offered during the course of the selection process. Any student violating this norm will be liable to strict disciplinary action
- m) It is compulsory for every student to attend the Pre-Placement Talk(PPT) of a company in formals for which he / she has applied otherwise he / she will not be allowed to sit in the placement process of that company.
- o) Students are not allowed to use mobile phones in the vicinity of a company official and also are forbidden to carry the question paper out of the examination hall after the written exam.
- p) Student misbehaving in any manner with staff of CRC and student representatives will be debarred from Placement Session.

### 13. Selection Process

Normally the sequence of campus recruitment program is followed by most of the companies as follows:

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

However HR Officials of recruiters companies are not bound to follow the above stated interview process for all students. It depends on their willingness & availability of time during the placement drives.

### 14. Post Placement Process

- Once student is placed in a company of his/her choice, he/she cannot attend any other interview directed from Institute whether off campus or on campus. But it is their liberty to search for another better job by his own effort.
- After getting placed the students will be allowed to appear in next company lies in higher category (as mentioned in point no 7 i.e. classification of companies).
- Placed students will get maximum 3 chance to apply in higher category and thereafter will not be allowed to apply in further.
- Once a student has accepted a job offer, whether via on-campus recruiting or in an independent job search, he/she must notify the CRC -IMS Ghaziabad immediately. Details should include Salary &

Hiring information by completing a CRC - IMS Ghaziabad “Successful Placement Form”. Student should also withdraw applications and resumes from all other employers and positions to which he has applied

- After getting placed, students will not get chance to apply in the same Category Companies.
- Students are informed to be in contact with the CRC - IMS Ghaziabad and are not allowed to directly contact the Company for any matter related to JD, offer, location etc..

### **15. Early Joining**

- a) Companies may indicate early joining in their offer letters. Such cases will be reported to the CRC, Deans and Director.
- b) At present, the Institute does not have an explicit policy for early joining. The Institute does not encourage early joining as it involves loss of academic credits which may potentially lead to incomplete coursework and withholding of the degree.
- c) However, such early joining may be permitted depending on the merits of the case.
- d) In all circumstances, the student would be allowed to join early, only if it is recommended by the respective Dean and approved by the Director.
- e) If a student is allowed to join early, then he/she would have to give an undertaking whereby he/she would diligently undertake the Assignments given to him/her and report to the concerned faculty member on the mutually agreed days. Failure in submitting the assignments and meeting faculty members on the assigned day(s) may result in withholding of the degree. The student must manage the leave of absence from the company, to write their Mid Term & End Term Examinations and complete other academic requirements in time.
- f) The institute reserves the right to change/modify any or all of the above-mentioned rules/regulations and procedures, whenever it is deemed necessary to do so.  
If market situation and job scenario necessitate a revision in the Placement Policy, it will be done in a manner so as to maximize the benefit to the student community as a whole.

### **16. Discipline**

Students should maintain discipline and show ethical & decent behaviour in every action they make during the placement process. Any student found violating the protocol set by the company or defaming the Institute’s name would be debarred from the placements for the rest of the academic year and it could lead to strict disciplinary action by the Institute.

Students found cheating or misbehaving in the selection process (PPT/Test/GD/Interview) will be disqualified from the placements for the rest of the academic year.

**17. Refusal/Withdrawal/Absence**

- 13.1 If any student withdraws during any placement process without consulting/approval from the CRC will be stopped from placement.
- 13.2 If any student wants to apply by their own/ wants to join the family business or wants to become an entrepreneur he/she is advised to sign the PNR form (Placement not required) .Once PNR form is filled the student shall be considered as placed.
- 13.2 Unauthorized absence for the test/interview will lead to barring from placement.
- 13.3 After the selection in any company if the student withdraws his/her offer due to any reason without consulting CRC team will not be part of any further placement activities.

**18. Resolution**

The director is the final authority, and in case of any dispute or grievance, the director's decision will be the final.



## **1.18 Scholarship Policy**

Institute considers award of scholarship based on provable merit of the enrolled students. The policy considers award of one scholarship and/or adjustment toward tuition fee and/or tuition fee waiver to a meritorious student in per academic year. However, other financial support is also considered depending the availability of sponsored funds. The selection procedure involves application by the meritorious enrolled students and consideration of partial tuition waiver to deserving students with special skill sets (Example- Sibling, Defense, Differently abled category, any other special skills etc.). The Director shall be final authority to approve the award of the scholarship.



<b>SCHOLARSHIP POLICY (PGDM -2021-2023)</b>			
1	<b>Scholarship on the basis of Qualifying Exams</b>		
	A	CAT Score >80 percentile	20% of the tuition fee
		CAT Score between 70-80 percentile	10% of the tuition fee
	B	CMAT Score > 80percentile	20% of the tuition fee
		CMAT Score Between 70 & 80 percentile	10% of the tuition fee
	C	MAT Score >90percentile	20% of the tuition fee
		MAT Score between 80 & 90 percentile	10% of the tuition fee
2	<b>Scholarship on the basis of Academic Background</b>		
	B. Tech/BE/ B.Arch	Marks 70% throughout Academics (10th, 12th & Graduation)	20% of the tuition fee
		Marks 60% - 70% throughout Academics (10th, 12th & Graduation)	10% of the tuition fee
	Chartered Accountant/ Cost Accountants/ Company Secretary	Marks 70% throughout Academics (10th, 12th & Graduation)	20% of the tuition fee
		Marks 60% - 70% throughout Academics (10th, 12th & Graduation)	10% of the tuition fee
	Other Degree Courses	Marks 75% throughout Academics (10th, 12th & Graduation)	20% of the tuition fee
		Marks 65% - 70% throughout Academics (10th, 12th & Graduation)	10% of the tuition fee
3	<b>Special Scholarship (Sister Group Institutions)</b>		
	Special Scholarship for the students of sister group institutions (IMSUC / IMSEC)		10% of the tuition fee
4	<b>Special Scholarship (Universities)</b>		
	A	Delhi University	10% of the tuition fee
	B	Jawahar Lal Nehru University	10% of the tuition fee
	C	Jamia Millia Islamia	10% of the tuition fee
5	<b>Defense Scholarship</b>		
	Defense Personnel Dependent Scholarship		10% of the tuition fee
6	<b>Merit Scholarship</b>		
	A	Gold Medal Cash Prize	Rs/-50000
	B	Silver Medal Cash Prize	Rs/-25000
7	<b>Siblings Scholarship</b>		
	A	Siblings Scholarship	20% of the tuition fee

## 1.19 Anti Ragging Policy

Students are hereby informed that following penal actions shall be taken against the defaulter students found involved in ragging with freshers'.

Depending upon the nature and gravity of the offence as established incontrovertibly, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

1. Cancellation of admission
2. Suspension from attending classes
3. Withholding/withdrawing scholarship/fellowship and other benefits
4. Debarring from appearing in any test/examination or other evaluation process
5. With holding results
6. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
7. Suspension/Expulsion from the hostel
8. Rustication from the institution for period ranging from 1 to 4 semesters
9. Expulsion from the institution and consequent debarring from admission to any other institution
10. Collective punishment: when the persons committing or abetting the crime or ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggars

## **1.20 Admission Policy**

### **ADMISSION PROCESS**

#### **Eligibility Criteria**

Applicants who have a minimum of three year Bachelor's degree with 50% marks or equivalent in any discipline recognized by the UGC/ AICTE are eligible to apply for admission to the PGDM programmes. A valid CAT/MAT/CMAT/ATMA/GMAT/NMAT/XAT Test score.

#### **Final Selection Criteria**

**A student is evaluated on the basis of five parameters given below:**

<b>Academic Performance(10th,12th and Graduation Marks)</b>	<b>20%</b>
<b>Test Score(CAT/MAT/CMAT/ATMA/GMAT)</b>	<b>20%</b>
<b>Group Case Discussion / Extempore</b>	<b>25%</b>
<b>Personal Interview</b>	<b>25%</b>
<b>Written Aptitude Test</b>	<b>10%</b>



**IMS**  
**GHAZIABAD**

INSTITUTE OF MANAGEMENT STUDIES  
GHAZIABAD

NBA Accredited & AIU (PGDM Equivalent to MBA by AIU)

# **Administrative Policy Document (2.0)**

## 2.1 HR Processes

S. No.	Name of the Process
<b>1</b>	<b>Recruitment</b>
1.1	Advertisement for vacant posts through Print Media/Social Media
1.2	Constitution of shortlisting committee for resumes of different areas
1.3	Constitution of selection committee for interview as per the direction of competent authorities
1.4	Confirmation to shortlisted candidates for interview through mail
1.5	Preparation of interview files
1.6	Preparation of Selection Committee Proceedings after interviews
1.7	Preparation of files of final selected candidates
1.8	Issuing of Letter of Intent as per approval
<b>2</b>	<b>Joining of the candidates</b>
2.1	Allotment of working station of faculty & staff members as per approval before the joining
2.2	Completion of joining formalities as per joining formats of IMS, Ghaziabad
2.3	Verification of educational certificates and other documents with originals
2.4	Issuing of IMS Welcome- Kit
2.5	Creation of official e-mail id, Bio-metric id, ERP account and website login of new joined faculty/staff member with co-ordination of concerned Departments
2.6	Sending the welcome mail to all faculty/staff members including new joined member
2.7	Issuing of Appointment Letter after completion of all required documents with approval of Director
<b>3</b>	<b>Personal file/Other files records</b>
3.1	Maintaining of personal files of faculty & staff members as per unique coding system
3.2	Filing of concerned documents in personal files
3.3	Maintaining of other files as per coding system of IMS

<b>4</b>	<b>Attendance &amp; Leave</b>
4.1	Maintain daily & monthly attendance through ERP
4.2	Compiling of leave records through ERP/Manual
4.3	Preparing monthly attendance of faculty & staff members for salary
<b>5</b>	<b>Performance appraisal form</b>
5.1	Filing of yearly Performance Appraisal Form of faculty members
5.2	Filing of yearly Performance Appraisal Form of staff members
<b>6</b>	<b>Medical insurance of faculty &amp; staff members</b>
6.1	Maintaining of data of faculty & staff members for medical insurance
6.2	Involve in process of getting premium quotations from different vendors
6.3	Preparation of comparison table for final approval of quotations
6.4	Addition/deletion of medical insurance
6.5	Co-ordination for claim settlement & cashless hospitalisation
6.6	ESI of eligible members
<b>7</b>	<b>Medical insurance of students</b>
7.1	Maintaining the data of students for medical/personal accident insurance
7.2	Processing of getting premium quotations from different vendors
7.3	Preparation of comparison table for final approval of quotations
7.4	Addition/deletion of medical/personal accident insurance of the students
7.5	Co-ordination for claim settlement & cashless hospitalisation
<b>8</b>	Issuing of promotion letter, transfer letter, Experience letter, Warning letters as per the direction of Authorities
<b>9</b>	Co-ordination for PF/ESI related issues of employees
<b>10</b>	Implementation of policies of the Institute as per the direction
<b>11</b>	<b>Relieving process</b>
11.1	Processing of resignation for acceptance of faculty & staff members
11.2	Completion of No Dues formalities as per the timeline & norms of the Institute
11.3	Preparation of full & final dues as per the norms
11.4	Preparation of Gratuity as per the norms.
11.5	Issuing of Relieving letter/ Experience letter.

## **2.2 Equal Opportunities Policy**

### **Policy Overview**

IMS Ghaziabad observes a strict Equal Opportunities Policy in all its recruitments and employments. The policy for the organization is as follows:

Statement of Equal Opportunity

IMS Ghaziabad is fully committed to the principle of equal opportunities in recruitment and employment and opposes all forms of unlawful or unfair discrimination including those on the grounds of:

- Age
- Disability
- Ethnic or National Origin
- HIV Status
- Marital Status
- Nationality (including citizenship)
- Race
- Religion
- Sex
- Sexual Orientation

### **Aim**

IMS Ghaziabad aims to treat all employees and students with dignity and respect and provide a working/learning environment free from all discrimination. It will conduct its affairs all times in a manner that is consistent with this aim.

IMS Ghaziabad believes that it is in the organization's best interests, and of those that work/study in it, to ensure that the human resources, talents and skills available throughout the country are considered when employment opportunities arise.

### **Commitment**

To this end, within the framework of the law, IMS Ghaziabad is committed to achieving and maintaining, whenever practicable, a workforce which broadly reflects the entire country.

Every possible step will be taken to ensure that employees and job applicants are treated equally and fairly and that decisions on recruitment, selection, training, promotion, pay and career management are based solely on objective and job related criteria.

## **Compliance**

IMS Ghaziabad will comply both with the spirit as well as letter of legislation. The existence of law cannot of itself ensure that any policy of non-discrimination will work effectively – it is up to the Management, employees and students themselves to promote equality of opportunity for everyone.

## **Criteria for Dismissal**

Criteria for dismissal, including redundancy and expulsion will be solely those consistent with the provisions of IMS Ghaziabad Disciplinary (Misconduct Policy).

## **Responsibilities**

### **Individual Employees**

Individual employees, therefore, at all levels are responsible for ensuring that their own conduct, in the exercise of IMS Ghaziabad's affairs, is consistent with this equal opportunities policy. In particular they must not:

- Discriminate against colleagues, other employees, job applicants or students or harass them
- Induce, or attempt to induce, other employees/students to practice unlawful discrimination
- Victimize individuals who have made allegations or complaints of discrimination or provided information about such discrimination

### **Management and Other Supervisors**

Management and other supervisors at all levels are expected to set an example in nondiscriminatory behavior and to ensure, as far as reasonably practicable, that employees/students act in accordance with this policy.

### **Monitoring of the Policy**

IMS Ghaziabad supports the principle and use of monitoring to ensure the effective operation of the policy. This will be undertaken by the Registrar of IMS Ghaziabad, who will report their findings to the Director IMS Ghaziabad from time to time in case of any breach of the policy. All monitoring will respect the confidentiality clause.

### **Breaches of the Policy**

IMS Ghaziabad will treat seriously any breaches of this policy and all instances of actual, or alleged inappropriate behavior, will be fully investigated and may be subject to IMS Ghaziabad's disciplinary procedures.

### **Grievances**

Grievances concerning discrimination will be investigated in accordance with IMS Ghaziabad's normal Grievance procedure.



**Training**

IMS Ghaziabad will identify any scope for the provision of training and encouragement to assist in overcoming barriers to progression and appointment.

In order to achieve effective implementation of the policy, IMS Ghaziabad will ensure that this policy statement is brought to the attention of all employees/students.

## 2.3 Grievance Redressal Policy

The Grievance Redressal Policy is part of the overall quality management system at IMS Ghaziabad. The objective of the Grievance Redressal Policy is to enhance stakeholder satisfaction by creating an environment that is open to feedback, grievances, resolving the grievances received and enabling the institution to improve its services provided to students and other concerned stakeholders. Anyone with a genuine grievance may approach the coordinator or member of the Grievance Redressal Committee (GRC). Grievances may also be submitted through an online portal on the institute website or sent through e-mail to [grievanceredressal@imgzb.ac.in](mailto:grievanceredressal@imgzb.ac.in).

### Grievance Redressal Process

The committee redresses the grievances promptly and judiciously. Grievances of academic nature will be redressed within 7 days and non-academic within 14 days. The committee ensures the confidentiality of the aggrieved party and the objectivity of the investigators. Process of Grievance Redressal includes the following steps

- Step 1** - All grievances to be submitted through the dedicated portal (on the IMS website) or sent through e-mail to [grievanceredressal@imgzb.ac.in](mailto:grievanceredressal@imgzb.ac.in)
- Step 2** - After the grievance is received, the Grievance Redressal Committee (GRC) meets and discusses the issue(s) of the aggrieved party and conducts a detailed investigation of the grievance.
- Step 3** - The Grievance Redressal Committee (GRC) will propose the possible solutions to the Director for the final decision.
- Step 4** - In case of dissatisfaction by the aggrieved party, the issue is referred to the Ombudsman's office. In this case, all the relevant information/documents need to be sent to the Ombudsman.
- Step 5** - The final decision, whatsoever, to be communicated to the aggrieved party, and this would follow the closure of the grievance.

### Grievance Redressal Committee (GRC)

Name	Designation	Role in Committee
Dr Urvashi Makkar	Director, IMS Ghaziabad	Head – GRC
Dr Sushmita Biswal	Associate Professor	Coordinator
Dr Tapan K. Nayak	Dean- Academics	Member
Dr Ajay Kumar Patel	Dean- Students Affairs	Member
Dr Harsh P. Singh	Associate Professor	Member
Mr S P Singh	Registrar	Member
Prof. Kavita Chauhan	Professor, Center for Management Studies, Jamia Millia Islamia, New Delhi	Ombudsman (Lokpal)

## **2.4 Incentive Policy for Research Paper & Case Publications**

### **1. Introduction**

IMS Ghaziabad aims to create and support a research culture for promoting scientific temper and research aptitudes among its faculty members. To encourage and reward faculty members for publishing high-quality research, Institute has a well-structured Incentive Policy for Research & Case Publications, effective from December 1, 2020.

### **2. Scope/ Applicability of the Policy**

This Incentive Policy for Research Paper & Case Publications will apply to all IMS Ghaziabad Faculty members involved in publishing Research Papers and Teaching Case studies (with Teaching Notes) as per the classification of this policy.

### **3. The incentive for Research & Case Publications**

#### **3.1 The incentive for Research Publications**

Recognizing and rewarding academic research by incentivizing the publication of research papers in top-quality journals is a vital initiative in promotion of research and innovation. The existing categorization has been done of journals to set standards for the quality of research papers published by the faculty members. The classification has been made into four categories A, B, C and D on the quality scale of the journals. This was done because the broad objective of this exercise is to encourage research by faculty, but at the same time, there is also a need to see that genuinely high-quality research papers be recognized appropriately. The classification of the journal has been done as per the best practices followed by the premier institute in India and abroad.

**The definition of A, B, C and D categories journal in the policy is as under:**

<b>IMS Categorization</b>	<b>Indexing and Listing of Journal</b>	<b>Incentive for Publication</b>
A category	A* and A Category of Current ABDC Listing	<b>INR. 1,00,000/-</b>
B category	B Category of Current ABDC Listing/SSCI List/SCI List	<b>INR. 50,000/-</b>
C category	C Category of Current ABDC Listing/	<b>INR. 25,000/-</b>
D category	Scopus Indexed/ESCI list /WOS Indexed	<b>INR. 10,000/-</b>

### 1.1.1 Guidelines for Incentives for Research Paper Publication:

**3.1.1.1:** If the publication is jointly authored by the faculty members, then the reward amount will be distributed 50% to the first author, and the remaining 50% will be distributed equally to all the other contributing authors.

**3.1.1.2:** Incentive for Research publication will be given to the faculty members of IMS Ghaziabad only provided they mention affiliation to the Institute of Management Studies, Ghaziabad, in the published paper.

**3.1.1.3:** If a faculty member has left the institute or in the notice period will not be considered for the incentive.

### 3.2 Incentives for Publishing Cases

Publishing case studies is essential for improving course delivery of teacher as well as students learning. The classification has been made into two classes, A and B, on the quality scale of the publishers for the purpose of incentives for publishing the cases.

**The definition of A and B Category of Case publishing is as under.**

<b>IMS Categorization</b>	<b>Description</b>	<b>Incentive for Publication</b>
A category	Case published in Harvard publishing / Richard Ivey School of Business	INR 50,000/-
B category	Case published in Emerald/ Elsevier/ SAGE/Taylor & Francis/Wiley Publishing	INR 25,000/-

#### 3.2.1 Guidelines for incentives for Case Publication:

**3.2.1.1:** If the case publication is jointly authored by the faculty members, then the reward amount will be distributed 50% to the first author, and the remaining 50% will be distributed equally to all the other contributing authors.

**3.2.1.2:** Incentives for case publication will be given to the faculty members of IMS Ghaziabad only provided they mention affiliation to the Institute of Management Studies, Ghaziabad, in the published case.

**3.2.1.3:** In case a Faculty member has left the institute or in the notice period, will not be considered for the incentive.

## 1. Operative Mechanism to avail the Reward of Research Incentive

**Step 1:** The request for invoking the policy should come from the concerned faculty to the Director's office. The request should have the following enclosures:

1. Details of the research publishing (Research Paper/ Case Study).  
Soft/Hard copy of Publication (Research Paper/Case Study)

- Step 2:** Manager HR will validate and scrutinize the veracity of the request in coordination with the Research Promotion Committee.
- Step 3:** Manager HR, in coordination with Research Promotion Committee, will send the recommendation of the financial reward to the office of the Director
- Step 4:** The Director will approve/disapprove the financial reward on the merits of the genuineness of the claim.

## 2.5 Executive Ph.D. Policy

### (UNDER MOU WITH JAMIA HAMDARD UNIVERSITY)

(w.e.f. July 1, 2021-22)

- A sum of ₹50000 shall be payable as registration fee and user charges before NOC is issued by the Institute of Management Studies, Ghaziabad. This comprises ₹2000 towards non-refundable Registration fee and ₹48000 towards user charges.
- Registration fee shall be accepted after recommendation of the Dean Research and approval of the Director
- Registration at IMS GHAZIABAD shall be provisional and subject to final enrolment by the Jamia Hamdard University, Delhi
- In case, the Jamia Hamdard University do not enroll the candidate, the registration fee shall be refunded to the candidate after retention of ₹ 2000 (one time non-refundable registration fee)
- The Ph.D. Scholar shall be allowed to use the library and e-resources facilities of IMS and will be provided appropriate seating arrangement
- Xerox of copies, printing of the documents shall be procured by the candidate on his own cost. These facilities shall not be covered in the Registration fee and user charges
- ID Card of the IMS as Ph.D. scholar shall be issued for a period of one year and shall be renewed for another year
- The Ph.D. scholar may be engaged in other academic work/teaching also to his Ph.D. work to prepare him/her for future academic career
- The Ph.D. Scholar will not disclose any passwords and other information of IMS Ghaziabad to anyone nor will share any physical/intellectual property thereof.
- The Ph.D. Scholar shall adhere to the highest standards of ethics and guidelines of UGC/AICTE regarding plagiarism
- The Dean (Research) will advise the candidate the names of faculty members of IMS Ghaziabad approved by Jamia Hamdard University to act as co supervisors. The candidate shall contact them directly to discuss and obtain consent from one of them
- Any conflict arising between the Co-supervisor and the candidate, the grievance can be addressed to the Director of the Institute.

## **2.6. MDP/FDP Policy**

1. The individual MDP/FDP teams with a marketing expense of ₹7500 (max) to meet the expenses of Brochure printing and conveyance for marketing the MDPs/FDPs. However the expenses under this head need to be accounted for (with proper bills) from the revenue generated for the MDP.
2. An MDP/FDP should be held with minimum 8 participants at least and a minimum revenue of ₹ 20000 (this will serve as the break even required for the respective MDP/FDP from the participation fees.
3. Conveners are to ensure revenue collected from the participants is as advertised in the MDP/FDP calendar 2020-21. In case of any deviation prior approval from the Director's Office is to taken and submitted to MDP/FDP cell.
4. Each convener of the MDPs/FDPs will maintain the registration forms of each participants with all essential details and provide copies of the same to the MDP/FDP cell for record.

## 2.7 Infrastructure Policy

Procedures for maintaining and utilizing physical, academic and support facilities – laboratory, Library, sports complex, computers, classrooms etc.

- At Institute of Management Studies, Ghaziabad there are established systems and procedures for maintenance of Infrastructure facilities : physical, academic, Computer Labs, Computer center, class rooms, projectors, audio systems, Master class rooms , Library, E library resources, sports facilities, vehicles etc.
- The Institute has maintenance committee under the supervision of Sr. Manager (Administration), Administration (Admin.) Department, that looks after the maintenance of buildings, classrooms, laboratories, vehicles, electrical, etc.
- The maintenance committee under guidance / supervision of Associate Dean Infrastructure. Registrar. Associate Dean IT Infrastructure, Librarian, Sr. Manager Administration and other level (jr.) members execute and monitor the work of the Administration Department including outsourced functioning related to department Assistant Admin Officer and Admin Supervisor reports to the Sr. Manager Administration and the Director. The Admin Department efficiently organizes the workforce, maintains duty files, timings, leave, etc. of Admin staff and outsourced agencies. The Sr. Manager Administration conducts periodic checks to ensure the efficiency / working condition of the infrastructure.
- Adequate in-house staff and out-sourced agencies staff are employed to meticulously maintain hygiene, cleanliness, greenery development, security and infrastructure on the campus so as to provide a congenial learning environment. Classrooms, Staffrooms, Seminar halls and Laboratories, etc are cleaned and maintained regularly by Admin staff and out-sourced staff assigned for each floor. Wash rooms and common rooms, amenities areas, lawns are well maintained. Dustbins are placed in every floor. The Greenery of the campus is well maintained by out sourced full time staff.
- Optimum working condition of all electrical equipment's on the campus is ensured through annual maintenance schedule. This includes maintenance of Generator, Air Conditioners, projectors, copier machines, CCTV cameras and Water Purifiers. Apart from contract workers, the college has trained in-house electricians and plumbers and IT staff.



- Parking facility is well organized. It is efficiently maintained by annually renewed contract employees. The campus maintenance and security is monitored through surveillance Cameras.
- Every department maintains a stock register for the available equipment.
- Proper inspection is done and verification of stock takes place at the end of every year.
- The civil and electrical work is adequately monitored and maintained by the Admin Department.
- Sr. Manager Administration and his team are involved in the maintenance of infrastructure facilities. This team looks after the regular maintenance of civil works such as furniture repairs, masonry and plaster works, painting, carpentry, plumbing and housekeeping amenities etc. The requirements for maintenance are collectively processed in every term break so as to keep things ready for the new terms. Repair work is done immediately.
- Pest control of the entire campus including library books, all labs and classes' rooms and records is done every year by the admin department.
- Sr. Manager Administration also looks after the maintenance of common rooms, approach roads and neatness of the entire premises. Housekeeping services, Security etc. are regularly executed and monitored.
- Maintenance of Library and its infrastructure : Librarian in consultation with Faculty Coordinator and other members of the - Library Committee discusses and recommends the details of the maintenance of the library such as binding of the books, requirement of new racks, pest and control, maintenance of copier equipment, IT resources etc. to the director.
- After approval of the Director Sr. Manager Administration execute the related maintenance work with the help of the Administration Department.
- Maintenance of the IT infrastructure: Maintenance of the IT infrastructure and resources is looked after by a IT infrastructure committee headed by Associate Dean – IT infrastructure. The committee recommends the proposal of all the requirement with regards to the purchase, AMC, maintenance, repairs of IT infrastructure, Bandwidth to the Director for approval. After approval System Manager executes the maintenance work.

## 2.8 IT Usage Policy

### Whom this Document Concerns

All Users of IT infrastructure (Computers and the Network) at Institute of Management Studies, Ghaziabad.

### Reason for Policy

This policy outlines the responsible use of the Information Technology Infrastructure at IMS, Ghaziabad.

### Statement of Policy

All users of IMS, Ghaziabad will be subject to the following Acceptable Use Policy

1. I shall be responsible for all use of this network. In case I own a computer and decide to connect it to IMS, Ghaziabad network, I will be responsible for all the content on it, especially that which I make available to other users. (This provision will also apply to any computer or device for which I am responsible, and is included in the meaning of “my computer”.) In case I do not own a computer but am provided some IT resources by IMS, Ghaziabad, I will be held responsible for the content stored in the designated workspace allotted to me (examples: file storage area, webpages, stored / archived emails, on Computer Centre or Department machines).
2. I will be held responsible for all the network traffic generated by “my computer”. I understand that network capacity is a limited, shared resource. I agree that physically tampering with network connections/equipment, sending disruptive signals, or making excessive use of network resources is strictly prohibited. Repeated offenses of this type could result in permanent disconnection of network services. I shall not share the network connection beyond my own use and will not act as a forwarder/masquerader for anyone else.
3. I understand that the IT infrastructure at IMS, Ghaziabad is for academic use and I shall not use it for any commercial purpose or to host data services for other people or groups. Also, I shall not host or broadcast information that might harm others or may be otherwise considered objectionable or illegal as per Indian law.
4. I shall not use Institute Logo on the social sites without prior permission from competent authority. Further, I shall not air my grievances on the social sites/media until I exhaust all remedies available in the Institute.

## **2.9 Internal Complaints Committee Policy**

### **Grievance Redressal Mechanism —**

- (1) Every Executive Authority shall constitute an Internal Complaints Committee (ICC) with an inbuilt mechanism for gender sensitization against sexual harassment.
  - (a) A Presiding Officer who shall be woman faculty member employed at a senior level ( not below a professor in case of a university, and not below an Associate Professor or Reader in case of a college) at the educational institution, nominated by the Executive Authority ;  
Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-action.  
Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization.
  - (b) Two faculty members and two non – teaching employee ,preferably committed to the cause of women or who have had experience in social work or have legal knowledge ,nominated by the Executive Authority ;
  - (c) Three Students, if the matter involves students who shall be enrolled at the undergraduate, master’s and research scholar levels respectively, elected through transparent democratic procedure ;
  - (d) One member from amongst non-government organization or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment, nominated by the Executive Authority.
- (2) At least one-half of the total member of the ICC shall be women.
- (3) Person in senior administrative positions in the HEI (Higher Education Institution), such as vice –chancellor , Pro vice- Chancellor Rectors, Registrar, Deans, heads of the Departments, etc. shall not be members of ICCs in order to ensure autonomy of their functioning.
- (4) The term of the office of the members of the ICC shall be for a period of three years. HEIs may also employ a system whereby one – third of the members of the ICC may change every Year.

### **Responsibilities of the Internal Complaints Committee (ICC) - The Internal Complaints Committee shall:**

- (a) Provide assistance if an employee or a student choose to file a complaint with the police.
- (b) Provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant’s rights, and minimize the need for purely punitive approaches that lead to further resentment , alienation or violence;
- (c) Protect the safety of the complainant by not divulging the person’s identity and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint or also provide for the transfer of the offender;
- (d) Ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment ;and
- (e) Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.

**The Process for making complaint and conducting Inquiry –** The ICC shall comply with the procedure prescribed in these Regulations and the act for making a complaint and inquiring into the complaint in a time bound manner. The HEI shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy.

**Process of making complaint of sexual harassment** – An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident.

Provide that where such complaint cannot be made in writing, the Presiding Officer or any member of the internal Committee shall render all reasonable assistance to the person for making the complaint in writing; Provided further that the ICC may for the reason to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period.

Friends, relatives, Colleagues, Co – Students, Psychologist or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

**Process of Conducting Inquiry –**

- (1) The ICC shall upon receipt of the complaint send one copy of the complaint to the respondent within a period of seven days of such receipt.
- (2) Upon receipt of the copy of the complaint the respondent shall file his or her reply to the complaint along with the list of documents and names and addresses of witnesses within a period of ten days.
- (3) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the HEI. Copy of the findings or recommendation shall also be served on both parties to the complaint.
- (4) The Executive Authority of the HEI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report unless appeal against the findings is filed within that time by either party.
- (5) An appeal against the findings or / recommendation of the ICC may be filed by either party before the Executive Authority of the HEI within a period of thirty days from the date of the recommendations.

## **General Policy Document (3.0)**

## **3.1 Service Rules and Regulations**

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## 1. Introduction

The Institute of Management Studies, Ghaziabad (IMS) was established by the *Institute of Management Studies Society Ghaziabad* in the year 1990. IMS is recognized as one of the foremost and dedicated providers of higher education in Management and Computer Science. Institute of Management Studies is a premier Institute in north India and serving the society since its inception in 1990.

Institute of Management Studies, Ghaziabad is approved by AICTE (MHRD) and affiliated to UP Technical University (UPTU), Lucknow for Technical and Management courses in higher education.

### 1.1 Vision

To be a world-class institution, transforming society through value-based education with focus on management and technology, leading to all-round development of human resources, knowledge, innovation, entrepreneurship and research.

### 1.2 Mission

**M1:** To cultivate competent and socially responsive business leaders by fostering in them a growth mindset, contemporary business knowledge, skills and attitude to ensure a progressive outlook and focus on sustainable business models.

**M2:** To provide best in class supporting infrastructure, learning resources, labs, enabling intellectual capital and efficient students – centric governance.

**M3:** To promote excellence by encouraging research, impactful teaching and meaningful contribution to knowledge-creation in management and technology.

**M4:** To create amongst our students an understanding of and regard for human values, national heritage & culture and a keen sense of right and wrong.

### 1.3 Core Values of the Institute (SACRED)

- a. **Socially Responsive:** A commitment to transform and develop individuals into highly evolved and socially responsible members of society with adequate levels of sensitivity.
- b. **Agility:** A culture that encourages continuous improvement through creativity and innovation.
- c. **Collaborative:** To promote a culture of evolving together, helping and supporting each other for achieving collective goal.
- d. **Respect:** To proliferate an environment of mutual respect within the institution, in pursuit of a shared ambition.
- e. **Ethics:** to achieve the highest standards of ethics through integrity and mutual trust.
- f. **Diligence:** to do everything with a thoroughness that impacts delivery, quality and excellence in all areas of operation for sustained growth.



**IMS**  
**GHAZIABAD**

INSTITUTE OF MANAGEMENT STUDIES  
GHAZIABAD

NBA Accredited & AIU (PGDM Equivalent to MBA by AIU)

## **1.4 Courses Offered**

Institute of Management Studies, Ghaziabad offers following AICTE approved Course:

### **Post Graduate Diploma in Management (PGDM)**

Approved by AICTE and accredited by National Board of Accreditation (NBA) & Equivalent to MBA by Association of Indian Universities (AIU).

## **1.5 Admissions**

The students are admitted to the above courses as per norms of the concerned University/statutory bodies.



## **2. Administrative Structure**

The Executive Council is the supreme body of the Institute. Its primary interface with the Institute is the Chairman and General Secretary. The Director of the Institute reports for all matters on a day to day basis to the Chairman. The Institute has a Director and an Advisor to oversee the academic and other matters to facilitate the Chairman's responsibilities.

The Director is the chief officer of the Institute. Broadly speaking, the Director is directly responsible for all administrative functions, training and placement functions and extension services in the form of revenue earning programmes to be carried out by the Institute.

The Dean-Academics looks after the academic matters and reports to the Director. The Dean-Students Affairs & Program Chair shall look after all matters relating to indiscipline and ragging problems. The Dean Students Affairs shall look after the welfare activities of the students. The COE shall be responsible for the smooth conduct of examinations. The Departmental Heads report to the Director with regard to all the matters of their respective Departments.

### **Governing Council**

Governing Council is constituted as per norms of the AICTE/UGC. Governing Council is a supreme body and all the policy decision are approved by the Governing Council.

### **Academic Council**

Academic Council constituting of representative from Corporate, Academics Institutions approve the recommendation of board of studies. Academic council meets after 2 years. The academic council consists of 7-9 members including Director and Dean Academics.

### **Board of Studies**

Board of Studies is constituted after 2 years to update the course curriculum of Post Graduate Diploma in Management. The Internal faculty members forward their recommendation to board of studies for consideration.

### 3. Service Rules

#### 3.1 General

These rules shall be called the Institute of Management Studies, Ghaziabad "Service Rules". These rules apply to all employees, whether ad-hoc, temporary, part-time, contractual or permanent, in the service of Institute of Management Studies, Ghaziabad and at any other Institute or Institute by whatsoever name called, which is or may hereinafter be established or managed, anywhere in India, by INSTITUTE OF MANAGEMENT STUDIES SOCIETY.

The Executive Council of "Institute of Management Studies", Ghaziabad hereinafter called "EC" reserves the exclusive right, at any time hereafter and without notice, to amend, alter, modify, add or delete any provision(s) to all or any of these service rules, from time to time and, to bring such amendments, alterations, modifications, additions, deletions into effect from a date to be notified by the "EC".

Such amendments, alterations, modifications, additions, deletions if any shall become binding on all the employees covered by these service rules from the date of their notification by the "EC".

The Chairman "EC" shall have the exclusive power to clarify any issue or to remove any doubt relating to these "Service Rules" and or its implementation.

#### 3.2 DEFINITIONS

In these rules, unless there is anything repugnant to the subject or context:

**The INSTITUTE OF MANAGEMENT STUDIES SOCIETY** means "**Institute of Management Studies Society Ghaziabad**" registered under the Societies Registrations Act of 1860, which is responsible for the establishment and management of Institute of Management Studies, Ghaziabad.

The Institute means "Institute of Management Studies" and its sections, wings, departments and centers at Ghaziabad or at any other location in India, established or managed by **INSTITUTE OF MANAGEMENT STUDIES SOCIETY (Regd.)**.

The "Governing Council" means the Governing Council of "Institute of Management Studies, Ghaziabad" which has been constituted in accordance with the provisions laid down in this respect by All India Council of Technical Education. The Chairman of the "Governing Council" shall be the Chairman/ member of **INSTITUTE OF MANAGEMENT STUDIES SOCIETY** and shall be nominated by all other members of **INSTITUTE OF MANAGEMENT STUDIES SOCIETY** on the "EC".

The "Director" means the person appointed by the "Governing Council" who shall be the principle academic officer of the Institute and who shall be responsible for the proper and efficient administration of the Institute in accordance with the rules and guidelines laid down in this respect by the "Governing Council" and for the imparting of instruction and maintenance of discipline therein.

"Employee" includes all employees, without exception performing whatsoever function assigned to him/her and is in the whole or part time employment of the Institute, whether such employment is probationary, ad-hoc, temporary, permanent or contractual.

"AICTE" means the All India Council of Technical Education, which is an autonomous body of Ministry of HRD, Government of India.

"Affiliating University" means the Uttar Pradesh Technical University, Lucknow responsible for according affiliation to the Institute of Management Studies, Ghaziabad.

### **3.3 Code of Conduct**

#### **3.3.1 Application**

The provisions contained in this schedule shall apply, without exception, to all employees of the Institute whether, ah-hoc, probationary, temporary, part-time, contractual or permanent.

Every employee of the Institute, whether ad-hoc, temporary, contractual, part-time or permanent shall be governed by the Code of Conduct, as specified herein and every employee, without exception shall be liable to strict disciplinary action, including suspension and or termination, for the breach of any provision(s) of the code of conduct.

The Director shall initiate disciplinary proceedings for non-compliance of the code of conduct/service rules/leave rules or any other rules of the Institute that may be in force from time to time by any employee and shall have the power to appoint an enquiry officer(s) to conduct an inquiry into the charges against such an employee.

#### **3.3.2 Definitions**

"Members of the family" in relation to an employee includes: the wife, child or step-child of such employee residing with and dependent on him and in relation to an employee who is a woman, the husband residing with and dependent on her, and any other person related, whether by blood or by marriage to the employee or to such employee's wife or husband and wholly dependent on such institute employee, but does not include a wife or husband legally separated from the employee or child or step-child who is no longer in any way dependent upon him or her, or whose custody the employee has been deprived of by law.

"Service" means service under the institute.

#### **3.3.3 General Guidelines**

1. Every employee shall at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his / her official dealings.
2. An employee should at all times be courteous in his / her dealings with other members of the staff, students and members of the public.
3. Unless otherwise stated specifically in terms of appointment, every employee is a whole-time employee of the Institute, and may be called upon to perform such duties as may be assigned to him/her by the Director or his/her higher officer, beyond scheduled working hours and on closed holidays, and Sundays. These duties *inter alia* shall include attendance at meetings of committees to which he/she may be appointed by the Institute.

4. An employee shall be required to observe the schedule hours of work, as may be notified from time to time, during which he/she must be present at the place of his/her duty. Unless otherwise stated, all employees of the Institute are required to work effectively for at least 42 hours per week.
5. Except for valid reasons and/or unforeseen contingencies no employee shall absent himself/herself from duty without prior permission of the designated authority.
6. No employee shall leave station except with the prior permission of the Director and in his/her absence, the Head of Department.
7. Whenever leaving the station, an employee shall inform the Director and in his/her absence, the Head of the Department to which he/she is attached, the address where he/she would be available during the period of his/her absence from station.
8. All employees are expected to be exemplary in their public as well as private life. Their loyalty, sense of dedication and integrity should at all times be a model and inspiration to the youth and other learners committed to their care.
9. All employees are expected to behave according to the ideals of national integration showing love, concern, respect to all without any discrimination whatsoever of caste, creed or community. Any act or speech against this rule will be considered as a serious breach of discipline and will invite strict disciplinary action including suspension and /or termination from service.
10. Every employee shall strive to instill in the students under his/her care a high sense of values, social conscientiousness, and pride in their Institute and loyalty to the country. It is the sacred duty of all the employees to work for the intellectual, moral, social and physical development of all students.
11. Any association, active or passive by any employee with any unlawful organization is strictly forbidden.
12. Consumption or distribution of alcohol, drugs or any other intoxicant including smoking by whatsoever name called, by an employee within the Institute's premises, is strictly prohibited.
13. All correspondence addressed to an employee or by him/her or by the Institute including press and other such copies of correspondence, all vouchers, books including all notebooks containing all notes or records or prices or other data and apparatus, samples and/or other goods belonging to the Institute , circulars and all other papers and document of any nature whatsoever, relating to the Institute 's affairs which shall come into his/her possession in the course of his/her employment, shall be the absolute property of the Institute and he/she shall, at any time, during service or termination thereof or upon his/her leaving the services of the Institute for any reason whatsoever deliver up the same to the Institute on demand and without claiming any lieu thereon.
14. An employee shall receive all correspondence sent to him/her by Institute of Management Studies and not refuse to receive it. Any such correspondence shall be deemed to have been served to him in the event of refusal or non-availability. It is the responsibility of the employee to ensure that the home address/telephone number etc. are kept up to date in the office of the Registrar by suitably informing the office.

15. Employee shall only be relieved from their duties upon resignation etc. at the end of the semester or upon fulfillment of their notice period whichever is later. For this purpose, end of semester shall be defined as the time when all attendance, marks, project evaluations etc have been evaluated and submitted to the appropriate office.

#### **3.3.4 Attendance**

Attendance in IMS, Ghaziabad is being maintained in 03 tiers i.e.,

- (a) RFID - By accessing the card at main gate.
- (b) Bio-metric attendance - By accessing finger in bio-metric machine at the time of coming IN and going OUT of the institute.
- (c) By mode of signature affixed in the attendance register.

In some occasions a bio metric attendance is not admitted by the bio-metric machine due to rash in finger or due to some reason otherwise. On such occasions Faculty/staff has to get his/her attendance regularizes by the Director on the very same day to avoid the audit observation in attendance.

#### **3.3.5 Institute Schedule**

IMS Ghaziabad, a prime institution is functioning from 09:00 AM to 05:00 PM in all days including lunch break between 1:00PM to 1:30 PM, other than Gazetted Holidays and Sundays. Faculty members are permitted to avail holidays on I & III or II & IV Saturdays. (As per list authenticated by the Director). Timing and the list of holidays are subject to the approval of the Director.

#### **3.3.6 Grace period in Attendance**

The system of accounting for late coming shall be applicable to all Faculty/staff members w.e.f. February 01/2014 as under :

- (a) There shall be 04 times grace of 15 minutes in a month i.e. upto 9:15 AM.
- (b) Further if a faculty/Staff member comes late on 5<sup>th</sup> time in a month, he/she shall automatically forfeit ½ (half) day leave without fail.
- (c) Also if a faculty/staff member has no leave in his/her credit, and arrives upto 10 AM he/she shall apply for ½ (half) day LWP.
- (d) There shall be a provision of short leave of 01 hour twice in a month.

#### **3.3.7 Guidelines for Faculty Members**

**No Faculty Member (Teacher) shall**

- a. Knowingly or willfully neglect his/her duties.
- b. Propagate through his/her teaching lesson or otherwise, a communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activities.
- c. Discriminate against any student or any other person on grounds of caste, creed, sex, language, place of origin, social and cultural background etc.
- d. Indulge in or encourage any form of malpractice connected with the examination or any other activity of the Institute.

- e. Show negligence in correcting term or assessments or exam work of the students.
- f. While being present at the Institute, absent himself/herself, except with the prior permission of the Director, from class which he/she is required to attend provided that where such absence without leave or without the prior permission of the Director is due to reasons beyond the control of teacher, it shall not be deemed to be a breach of discipline and or the code of conduct, if on return to duty, the teacher has applied for and obtained, ex-post-facto, the necessary sanction for the leave availed.
- g. Accept or give private tuition to any student of the Institute or any other person without the written permission of the Director.
- h. Prepare or publish any book(s) commonly known as guides, or assist, in their publication other than under authority of the Institute, obtained through the Chairman "Governing Council".
- i. Enter into any monetary transactions with any student or parent; nor shall he/she conduct his/her personal matters in such a manner that he/she has to incur a debt beyond his/her means to repay;
- j. Accept or permit any member of his/her family or any other person acting on his/her behalf to accept any gift or receive advantage from any student, parent or any person(s) with whom he/she has come into contact by virtue of his/her being in the employment of the Institute.

**Note:** A casual meal, lift or other social hospitality of a casual nature shall not be considered as a gift

- k. On occasions such as weddings, anniversaries, funerals or religious functions when the making of a gift is in conformity with the prevailing religious or social customs, a teacher may accept a gift from students/parents if the value thereof does not exceed Rupees One Hundred only.
- l. Hesitate to provide individual attentions to a student(s), if required. Besides academic problems, teachers are encouraged to solve personal and behavioral problems of student(s) as well. If in any event student(s) does not show any improvement despite counseling and, if the teacher is convinced that the student(s) needs special help, he/she must immediately bring this fact to the notice of the Director and in his/her absence the concerned student(s) and the Head of Department.

Not be unreasonable in his/her demands from student(s) and should avoid favoritism of any kind. Whilst the teacher may be firm and consistent with his/her students(s), every teacher must remember that student(s) have their self-respect and must not be subjected to any threat, ridicule, sarcasm, or unreasonable punishment.

### 3.3.8 Every Employee Shall

- a. be punctual in attendance and in respect of his/her class-work and also for any other work connected with the duties assigned to him/her by the Director/ Head of Department abide by the rules and regulations of the Institute and also show due respect to his/her higher authority.
- b. on every working day sign the staff attendance register, or punch his card/thumb impression on biometric machine at the time of arrival and at the time of leaving the Institute located at the gate or elsewhere as the case may be, and be ready at least, five minutes before the commencement of classes. Overwriting on the attendance register, or marking attendance wrongfully either the previous day or subsequently, impersonation in attendance or not punching the card is a serious violation of the rules.
- c. be responsible for the discipline of students even outside the classrooms. Since supervision during the break or off time is vital for the protection of the property of the Institute and its students, employees may, from time to time, allotted such duties to maintain discipline and orderliness at the Institute.
- d. be responsible for the proper care, operation and maintenance of all equipment and machinery, learning aids, furniture and fixtures and sports equipment etc. under their care. The

appropriate authority should immediately be informed of any damage caused or any repairs / replacements that may be required.

- e. Train students to make extensive use of the Library facilities and to take care of the property of the Institute including, books, journals, equipment and machinery, furniture, fixtures and fittings.
- f. ensure that no student(s) indulge in ragging, canvassing and/or cause harassment of any kind to other student(s) by whatsoever name called as it strictly prohibited under law
- g. not through any act of omission or any form of speech etc. disturb or vitiate, in any manner whatsoever, the peace, dignity and harmony of the Institute .

### **3.3.9 Taking Part in Politics and Elections**

- a. No employee shall take part in politics or be associated with any party or organization which takes part in political activity, nor shall he / she subscribe and aid or assist in any manner any political movement or activity
- b. No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body or local authority.
- c. Provided that an employee of the Institute qualified to vote at such election may exercise his right to vote but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

### **3.3.10 Connection With Press or Radio or Patents**

- No employee shall, except with the previous sanction of the Director, own wholly or in part, or conduct, or participate in the editing or managing of any newspaper or other periodical publications.
- No employee shall, except with the previous sanction of the Director or any other authority empowered by him/her in this behalf, or in the bonafide discharge of his/her duties, participate in a radio broadcast or contribute any article or write any letter either anonymously or in his/her own name or in the name of any other person to any newspaper or periodical.
- Provided that no such sanction shall be required if such broadcast or such contribution is as a purely literary, artistic or scientific character.

#### **NOTE:**

- Members of the staff are at liberty however, without any sanction, to publish their original scientific works in journals of repute in India and abroad. If, however, they wish to indicate their official designations in the article they want to publish, previous sanction of the Director will be necessary.
- Such articles must be strictly confined to purely scientific subjects and should not touch upon administrative matters related to the Institute. They shall be free from all political leanings.
- Publications of articles relating to India's boundary areas and the tribal population in such areas is prohibited without previous permission of the Director and if necessary, of the Government of India.
- If during the term of his/her employment, an employee shall make any inventions or improvements relating to the manufacture of any materials or products, all rights in respect of such invention or improvement shall belong to the Institute , and he/she will, if required, at the cost of the Institute cause such inventions or improvement to be patented in such country as the Institute may desire and shall at like cost if any, when required to do and concur in all things necessary to procure any patent or patents so obtain, to be vested in the Institute or as it may be added, and in the mean time whole such patents in trust for the Institute.

### 3.3.11 Criticism of the Institute

No employee shall, in any radio broadcast or in any document published anonymously or in his/her own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion:

- which has the effect of an adverse criticism of any current or recent policy or action of the Institute; or
- which is capable of embarrassing the relations between the Institute and the Central Government or any State Government including any of their agencies or any other Institute or Organization or members of the public.
- Provided that nothing in this paragraph shall apply to any statements made or view expressed by an employee in his/her official capacity or in the due performance of duties assigned to him/her.

### 3.3.12 Evidence Before Committee or Any Other Authority

No employee shall, except with the previous sanction of the Director, give evidence in connection with any inquiry conducted by any person, committee or authority. Where any sanction has been accorded, no employee giving such evidence shall criticize the policy or any action of the Institute or the Central Government or any State Government or their respective agencies.

Nothing in this paragraph shall apply to:

- I. evidence given at any inquiry before any authority appointed by the Institute, by Parliament or by a State Legislature; or
- II. evidence given in any judicial enquiry; or
- III. evidence given in any departmental enquiry ordered by the Director of the Institute.

### 3.3.13 Unauthorized Communication of Information

- a. No employee shall, except in accordance with any general or special order of the Director or in the performance in good faith of the duties assigned to him/her, communicate, directly or indirectly, any official document or information to any person to whom he/she is not authorized to communicate such document or information.
- b. During the term of his/her employment with the Institute, or at anytime thereafter, an employee shall not use or disclose to any other society, firm, organization or person any information concerning the secrets, activities or affairs of the Institute nor countenance any act prejudicial to the interest of the Institute.
- c. By virtue of his/her assignment with the Institute, an employee will acquire technical know-how and gain access to secrets relating to the Institute's activities. It is therefore, distinctly understood that in the event of his/her relinquishing his/her employment with the Institute, he/she will under no circumstances divulge the technical know-how and secrets of the Institute or use these in any manner detrimental to the Institute. In the event of an employee violating this condition, the Institute will be entitled to claim damages at his/her cost and take any action, as it may deem fit against him/her.

### 3.3.14 Gifts

No employee shall, except with the previous sanction of the Director, accept or permit his wife or any other member of his family to accept from any person other than relations any gift of more than trifling value. The interpretation of the term 'trifling value' shall be the same as laid down in the Government Servants Conduct Rules.



### **3.3.15 Private Trade Employment**

No employee shall, except with the previous permission of the Chairman "GB", engage directly or indirectly, in any trade or business or any private tuition or undertake any employment outside his official assignments.

Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the Director which may be given subject, to as regards acceptance of remuneration, as may be laid down by the "GB".

### **3.3.16 Investments, Lending & Borrowing**

- a. No employee shall speculate in any business nor shall he/she make or permit his wife or any member of his/her family to make any investment likely to embarrass or influence him/her in the discharge of his/her official duties.
- b. No employee shall lend money at interest to any person nor shall he/she borrow money from any person with whom he/she is likely to have official dealings of any kind whatsoever.

### **3.3.17. Insolvency, Habitual Indebtness and Criminal Proceedings**

- a. An employee shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his/her salary is continuously being attached, he/she may be liable to dismissal. An employee who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the Institute.
- b. An employee who gets involved in some criminal proceedings shall immediately inform the Director through the Head of Department to which he/she is attached, irrespective of the fact whether he/she has been released on bail or not.
- c. An employee who is detained in police custody whether on criminal or otherwise for a period longer than 8 hours shall not join his/her duties at the Institute unless he/she has obtained written permission to that effect from the Director of the Institute.

### **3.3.18. Vindication of Acts and Character of Employees**

No employee shall, except with the previous sanction of the Director, have recourse to any court of law or to the press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character.

Provided nothing in this rule shall be deemed to prohibit an employee, from vindicating his private character or any act done by him/her in his/her private capacity.

### **3.3.19 Representation**

Whenever an employee wishes to put forth any claim, or seeks redress of any grievance or of any wrong done to him/her, he/she must forward his/her case through proper channel, and shall not forward such advance copies of his/her application to any higher authority, unless the lower authority has rejected the claim, or refused relief, or the disposal of the matter is delayed by more than three months.

### **1.3.20. Jurisdiction**

Dispute(s) if any, arising out of these Service Rules or any other rules that may be force from time to time or the terms of employment of any employee shall be subject to the jurisdiction of District Courts. Ghaziabad only.

### 3.3.21 Identification

It shall be mandatory for every employee of the Institute to carry on his/her person, at all times, when at the Institute and produce the same on demand, an identity card or any other mark of identification, as may be prescribed by the "Governing Body" from time to time.

An employee shall on resigning and/or termination from the services of the Institute, immediately hand over such identity card and/or mark of identification to the Director of the Institute or any other official designated for the purpose, failing which, full and final settlement of his/her account shall be withheld.

The use of 'his/her' identity card and/or mark of identification shall be governed by the terms and conditions of the Institute from time to time.

### 3.3.22 Disciplinary Action Suspension

The Director/ may place a member of the staff appointed at the Institute under suspension:

- a. where a disciplinary proceeding against him is contemplated or is pending or;
- b. where a case against him in respect of any criminal offence is under investigation or trial.
- c. An employee against whom disciplinary action is proposed or likely to be taken shall be given a charge sheet clearly setting forth the circumstances appearing against him/her, and a date shall be fixed for the inquiry.
- d. Sufficient time of not less than one week shall be given to him/her to prepare and given his/her explanation, as also to produce any evidence that he/she may wish to tender in his/her defense. He/she shall be permitted to appear before the officer conducting the inquiry, to cross-examine any witness on whose evidence the charge rests. The employee will be permitted to produce evidence/witness in his/her defense.
- e. At the conclusion of inquiry, the inquiry officer who shall be appointed by the Director / Principal in consultation with the Chairman "Governing Council" shall prepare a report of the inquiry regarding the findings of each charge.
- f. The Director shall consider the findings of the inquiry and propose to the Chairman "Governing Council" to impose a major penalty, a minor penalty or no-penalty at all. The action taken by the Director shall necessarily need to be ratified by the Chairman "Governing Council". The following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on any member of the staff:
  1. Censure.
  2. withholding of increments or promotion;
  3. recovery from the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders;
  4. reduction to lower service, grade or post or to a lower time-scale or to a lower stage in a time-scale;
  5. compulsory retirement;
  6. removal from service which shall not be a disqualification for future employment in the Institute;
  7. dismissal from service which shall ordinarily be a disqualification for future employment in the Institute;

No order imposing on any member of the staff any of the penalties specified at (4) to (7) above shall be passed by any authority subordinate to that by which he was appointed and except after an enquiry has been held and the member of the staff has been given reasonable opportunity of showing cause of the action proposed to be taken in regard to him. No order imposing on any member of the staff any of the penalties specified at (1) to (3) above shall be passed by any authority subordinate to that by which he was appointed and unless the member of the staff

concerned has been given an opportunity to make a representation to the "Governing Council" through the Director.

**Notwithstanding the above provisions, it shall not be necessary to follow the procedure mentioned above in the following cases:**

where an employee is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction on criminal charges(s);

where the "Governing Council" is satisfied that, for some reason to be recorded by it in writing, it is not reasonably practicable to give that person an opportunity of showing cause.

Pending the outcome of an inquiry, the employee may be suspended and he/she may receive a subsistence allowance, as approved by the "Governing Council", from case to case, but shall not be paid salary when under suspension.

### **3.4 General Procedure of Recruitment (Appointment Rules)**

All posts at the Institute shall normally and, as far as possible, be filled by advertisement; but, the "Governing Council" shall be the exclusive power to decide, either on its own or on the recommendations of the Director, that a particular post be filled by invitation or by promotion from amongst the members of the staff of the Institute.

All appointments on the staff of the Institute shall be made only by the "Governing Council" of the Institute, through its Chairman or authorized by the "Governing Council".

Appointments, with or without grades, in the Institute will be created on Ad-hoc, Temporary, Regular and Permanent basis by the "Governing Council" as per the requirement of actual manpower, from time to time. The manpower requirement shall be ascertained on the basis of the desirable norms prescribed by AICTE/UGC/State Govt./ or the appropriate authority from time to time. Additional posts may also be created, as required, for the extension of specific projects and or research and development activities.

The appointment of the Director and all other teaching faculty members shall be made by the "Governing Council" through its Chairman after ratification of his/her appointment by the selection committee constituted in accordance with the provisions of the affiliating university for the purpose. However, pending approval of their appointment by the selection committee, the Chairman "Governing Council" may, at his discretion, appoint the Director and or members of the teaching faculty on a temporary basis, on such terms and conditions he deems fit.

All other appointments shall be made directly by the Chairman of the "Governing Council or any member authorized by the Governing Council" on the recommendation of the Director. The Chairman of the "Governing Council" reserves the exclusive right however, to accept or not accept, any or all the recommendations made by the Director in respect of any appointment.

The selection committee will judge the suitability of all the candidates for the position concerned. Letters of confirmation in service shall only be issued by the Chairman "Governing Council" to the Director/Principal and members of the teaching faculty after their selection has been approved by the duly constituted selection committee.

Every appointment, whatever temporary, probationary, contractual or permanent is subject to a 'Certificate of Fitness' issued by a registered medical practitioner approved by the Director/Principal. This condition may, however, only be relaxed by the Chairman "Governing Council" at his discretion, in special cases.

Every appointment whether ad-hoc, temporary, contractual or part time will be made for a specific tenure and all such appointments shall become invalid from the date specified in their appointment letter/contract. Such appointments, may however, be extended, subject to a written confirmation of such extension by the Chairman/Director only, for such period(s) as he may deem fit, failing which, no extension shall be considered valid and binding on the Institute .

Candidates selected for interview for a post under the Institute may be paid such traveling allowance as may be determined by the "Governing Council"/ Director/Treasurer from time to time in this behalf.

Every appointment (except non-teaching (middle/Lower level) made at the Institute shall be reported to the "Governing Council" at its next meeting.

### **3.5 Classification of Members of the Staff**

The members of staff of the Institute shall be classified as:

**3.5.1. Academic** - which term shall include Director(s), Deputy Director(s), Professor, Associate Professor, Assistant Professor, Placement and Training Officer, Visiting Faculty, Instructor, Librarian, Deputy Librarian, Director/Asst.

Director of Physical Education and such other academic posts as may be decided by the "Governing Council".

**3.5.2. Technical** - which term shall include System Manager, System Executive, Horticultural Assistant, Store Officer, Store Keeper, Steward, Office Superintendent and such other administrative and other staff as may be decided by the "Governing Council".

**3.5.3. Administrative and others** - which term shall include Registrar, Accounts Officer, Audit Officer, Stores Officer, House Surgeon and other Medical Staff, Chief Store Keeper, Steward, Office Superintendent, Wardens / matron and such other administrative and other staff as may be decided by the "Governing Council".

**3.5.4. Cleaning and other Staff** – Presently is being outsourced, however Gardeners, Sweepers, Electricians, Plumbers, Drivers, Skilled and Unskilled Attendants, Peons etc. and such other staff as may be decided by the "Governing Board"

#### **3.5.5. Probation**

Appointment of all employees will ordinarily, be made on probation for a period ranging one year. In case of unsatisfactory performance, the period of probation of an employee may be extended for such periods of time by the Chairman "Governing Board", if recommended by the Director.

The "Governing Council" shall have the power to extend the period of probation of any employee of the Institute for such periods as may be found necessary, provided that if, after the period of probation, the official is not confirmed, and, his/her probation is also not formally extended, he/she shall be deemed to have continued on a temporary basis and that his/her services may then be terminable on a month's notice or on payment of a month's salary thereof.

### **3.5.6 Re-employment**

All appointments to posts under the Institute shall ordinarily be made on probation after which period the appointee, if confirmed, shall continue to hold his office subject to the provisions of the Service Rules, till the end of the month in which he attains the age of 65 years for teaching staff and 62 years for other staff.

Provided that where the "Governing Council" considers that in the interest of students and for the purpose of teaching and guiding the research scholars, any member of the academic staff should be re-employed, it may re-employ such a member till the end of the semester of the academic session as may be considered appropriate in the circumstances of each case. Provided further that where it becomes necessary to re-employ any such member beyond the end of the semester or academic session as the case may be, the "Governing Council" may re-employ any such member for a period up to three years in the first instance and up to two years thereafter and in no case exceeding the end of the Academic Session in which he attains the age of 70 years as per AICTE guidelines. In exceptional cases, the services of a Senior Professor may be retained as Advisor for 3 years more i.e., till he attains the age of 73 years, subject to his/her physical fitness.

### **3.5.7 Termination**

The "Governing Council" shall have the power to terminate the services of any member of the staff without any cause assigned during the period of probation. However, due notice shall be given for this.

The notice period for non-probationary staff is as under

- Director(s), Deans and Registrar: Three (03) – to one month
- Faculty members and lab staff: one month or end of semester whichever is later
- All other staff: one month

The "Governing Council" shall have the power to terminate the services of any member of the staff by giving appropriate notice or on payment of salary for the notice period in lieu thereof.

An employee of the Institute may terminate his/her engagement by giving appropriate notice in writing.

In the event of any act prejudicial to the interests of the Institute by an employee, his/her services may be terminated by the Director/Chairman "Governing Council" without any notice or payment in lieu of notice.

Service of an ad-hoc, temporary, contractual or part time employee shall come to an end on completion of the specified work for which he/she was employed or on the expiry of the period for which he/she was appointed, whichever is earlier. But, before the expiry of the said period or work, as the case may be, services of the employee could be terminated by the Director/Chairman "Governing Council" by giving one month's notice or one month's salary in lieu of notice, without assigning any reason whatsoever.

### **3.5.8 Retirement**

Every employee of the Institute shall retire on attaining an age as provided for by regulatory bodies like the AICTE/UGC/State Govt. and in force from time to time. Extension or re-employment may also be given according to such provisions, at the discretion of the "Governing Council" only, on such terms and conditions it deems fit.

### **3.5.9 Terms of Temporary Employment**

The service of a temporary employee shall be liable to termination at any time by notice in writing given either by the employee to the Director/ Chairman "Governing Council" or by the Director/Chairman Chairman Governing Council" to the employee. The period of such notice shall be one month, unless otherwise agreed to by the Institute and the employee.

The other terms and conditions of service of such employee shall be such as may be specified in his/her letter of appointment

### **3.5.10 Appointments on Contract**

Notwithstanding anything contained in these Service Rules, the "Governing Council" may, in special circumstances, appoint an eminent person on contract for an initial period not exceeding five years, with a provision of renewal for further period, on such terms and conditions it may deem fit.

### **3.5.11 Place of Posting**

Whilst the place of work of an Employee will either be at the registered office of Promoter Society/Trust at Head Office or at the Institute at location, all employees may also be transferred by the "Governing Council" to any other Institute, at any other location which may hereinafter be established or managed by INSTITUTE OF MANAGEMENT STUDIES SOCIETY. In such an event, the transferred employee shall be obligated to relocate unconditionally.

## **3.6 Salaries and Allowances:**

- AICTE/UGC guidelines shall be followed for pay fixation in general.
- The management reserves the right to offer special pay to deserving employees.
- The allowances shall be decided by the management on case to case basis.
- For traveling and DA, UP state government rules shall be used as guideline if IMS rules have not been framed.
- In the matters of medical insurance, the employees shall be governed by regulations/procedures as may be decided by the management from time to time.

## **4. Performance Incentive and Promotion/Increment Policy for Faculty Members**

## **4.1 Definitions**

### **(I) Experience**

'Experience', means the "teaching experience' in AICTE approved engineering institute s/institutions or in UGC/ICAR recognized universities or in IITs /IISc/IIMs. The 'experience' gained by working in Companies/Industries may also be considered partially/fully by the Management Committee of IMS, in exceptional cases, depending upon the 'quality' and 'relevance' (to teaching) of the experience, 'nature' of the job, designation/post held and the reputation of the company/industry at National/International level. Experience gained in sick/poor companies/industries shall not be considered for any kind of equivalence.

### **(II) Performance Incentive (PI)**

PI means the lump sum amount awarded to the faculty member for outstanding contribution by her/him during the year under consideration.

### **(III) Promotion**

Promotion means upward movement of the faculty from Assistant Professor to Associate Professor & Associate Professor to Professor.

## **4.2 Increment**

Provision of increment is based upon service period and enhancing qualifications for faculty members. Increment criteria shall be as under:

- Increment Month shall be August of every year w.e.f. August 1.
- D.A. Enhancement shall be applicable to all employees irrespective of joining time.

### **If an employee joins**

- Before 1<sup>st</sup> of Feb. (More than six months), he/she shall be entitled for one increment.
- Between 1<sup>st</sup> Feb. - 30<sup>th</sup> April (3-6 months) he/she shall be entitled for ½(half) increment.
- Between 1st May - July 31 (Less than 3 months) he/she shall not be entitled for increment.
- Calculation for Prorata basis.
- Raise in % as in case of faculty/staff as on scale

## **4.3 Promotions**

- **IMS shall adopt as far as possible as per norms of the AICTE/UGC guidelines time to time.**

## **5. Leave Rules**

### **5.1 Definitions**

These leave rules may be called the 'Leave Rules' of Institute of Management Studies, Ghaziabad (U. P.).

#### **Holiday**

Holiday means a day declared by a notification of the Institute to be non-working day for all employees except those otherwise specifically asked to attend the institute.

#### **Salary**

Salary means the monthly remunerations drawn by an employee including basic pay, dearness allowance, personal pay, special pay, HRA etc.

### Average Pay

Average pay means the average of salary of last 10 calendar months.

### Retirement

The term refers to superannuation after attaining the age of 62 years. It has all other connotations as applied to a government department including pre-mature retirement.

**Release:** The term refers to termination of employment in accordance with terms of employment.

## 5.2 General

- a) Leave is a privilege and not a right: it may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service demand otherwise.
- b) Leave application: the application shall be submitted on prescribed form well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her or any other department to keep the students engaged.
- c) No leave can commence unless it has been sanctioned: Mere submission of leave applications does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employee liable to disciplinary besides penal deductions.
- d) Acceptance of alternate employment/engaging in trade/business etc. causing him/her monetary/personal gain is an offence and the employee shall refrain from the same.
- e) No leave will be sanctioned on telephone expect in case of extraordinary circumstances/sudden illness etc. this shall however be regularized immediately on joining the duty in writing.
- f) Continued absence of more than six days or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

## 5.3 Kinds of Leave

Provision exists for the following kinds of leave:

- (a) Casual Leave(CL)
- (b) Restricted Holidays(RH)
- (c) Vacation (SV/WV) for teachers
- (d) Earned Leaves(EL) for Non Vocational Staff
- (e) Leave without Pay(LWP)
- (f) Duty Leave/On Duty(OD)
- (g) Sabbatical
- (h) Study Leave
- (i) Maternity Leave(ML)
- (j) Paternity Leave(PTL)

The rules and norms governing the grant of leave are given below. Any expectations from these rules due to emergencies or rarest of rare circumstances may be considered by the Director in its sole discretion. The decision of the Director in this regard shall be final and binding.

### a. Casual leave (CL)

- For availing Casual Leave prior information and approval must be obtained from the respective H.O.D./Chairperson appointed for this purpose so that academic work does not suffer.
- The facilities for the casual leave is provided to the employee to enable him/her personal



problem/sickness/requirement from time to time for this he/she may not be able to attend his/her duties at the Institute. As such, an employee is entitled to avail Casual leave facility after completion of one month service in the Institute. An employee is entitled to avail 20 days casual Leaves in a Calendar year on prorate basis.

- A minimum of half (1/2) day or a maximum of three (03) days of CL can be availed of at one time.
- Authorization of CL in the month of January and July shall be 2 ½ and in rest other months shall be 1 ½.
- CL can be prefixed /suffixed with all types of holidays and cannot be combined with other kind of leave.
- CL will not be carried forward to next calendar year and will lapse at the end of the ensuing calendar year.

**b. Restricted Holidays (RH)**

- The Institute shall declare a list of Restricted Holidays. Out of the total number of RH declared, an employee may avail of any two RH in a full calendar year. Restricted holidays cannot be accumulated and lapse at the expiry of the year.

**c. Summer/Winter Vacation**

- Only teaching faculty is entitled to avail Summer/Winter Vacations. The Director of the Institute will decide the dates of vacation every year. Under this clause, a maximum of 30 days Summer Vacations and 07 days Winter Vacation may be allowed.
- A Faculty will be eligible to avail the vacation facility under this clause on completion of one year continuous service in the Institute before he/she desire to avail this facility.
- The non availing of vacation for full or part period, due to a general or special order of the Director asking him/her to forgo the vacation, keeping in view the exigencies of work of the Institution, will entitle the faculty member who may be called upon from the leave period for the exigencies of work of the Institution. Left out un-availed portion of WV and SV in the credit of the faculty shall be disbursed along with the then salary of faculty in January every year. (Salary Basic + AGP + DA).

**d. Earned Leave (EL)**

- Maximum of 15 days in a calendar year: To fulfill some pressing personal family or social obligations, provision of EL is made as under:
- A non-faculty, non-teaching category of employee will be entitled to earn 1 ¼ day Earned Leave per month after completion of his/her one-month service subject to the maximum of 15 days in a calendar year.
- The un-availed Earned Leave will be carried over to next year & can be accumulated up to 30 days on the last working day and beyond 30 days will be lapsed automatically.
- Earned Leave can be pre-fixed/suffixed with other holidays/leaves but cannot combined with CL.
- Earned Leaves cannot be availed before completing six months of service.
- An employee who is other covered under this Leave Rule as and when completes his/her Six months service. Leave thus earned and not enjoyed during any part of a particular year will be accumulated and be credited to his/her respective leave account.

**e. Leave without Pay (LWP)**

- No provision as such exists for the grant of leave without pay. However, for reasons beyond ones control, if any employee has to avail leave in excess of authorization, he/she may be granted, "Leave without pay" at the discretion of the Director/Management subject to exigencies of service.
- Absence of an employee without sanctioned leave is a cause of indiscipline and does not fall under this category.
- Leave without pay shall also be got sanctioned in advance as any other leave.

**f. Duty Leave/Outdoor Duty (OD) Leave**

An activity of an employee which can bring recognition to the Institute or which has to be performed for work of the affiliating University may be considered for grant of the leave. Normally, this leave is not granted for remunerative work. Where remuneration is involved, an employee is expected to take CL/EL for the number of days of remunerative work.

OD cannot be availed of unless previously sanctioned/approved by the Director. There is no provision for post facto approval of OD.

Duty Leave may be granted for one or more of the following purposes:

- To attend meetings of the BOS, examination committees etc. of the affiliating University.
- To present a research paper in a conference/symposium of National/International level or to attend a Quality Improvement Programs QIPs when duly authorized by the Director. This should be during non-teaching period.
- Any other special case on merit as recommended by the Director and approved by the Management.

The Duty leave will normally be restricted to a maximum of 15 days during a calendar year but may be extended subject to the recommendation of the Director and approval of the Management.

**g. Sabbatical**

- Sabbatical up to a period of ONE Year may be granted once in every TEN Years for attachment to a research organization or an institute of good standing with the sole aim of pursuing research activity, subject to the recommendation of the Director and approval of the Management.
- Although the employee will hold the lien with the parent organization, yet he/she will not be entitled to draw salary from the organization.

**h. Study Leave****Ph. D. (Part Time)**

- Entitlement after completion of one year continuous service in the Institute, the faculty member may be granted study leave to pursue part time Ph. D. programme.
- The faculty member shall be granted Leave without pay who are pursuing Ph. D. programme for 6 months which is extendable to 01 year.
- Permission in each case from management/Director is required.

**I. Maternity Leave****Eligibility:**

- The permanent employees having more than one year service in the institute and having no children or at most surviving child is eligible for grant of maternity leave. A suitable medical certificate from a competent doctor must be attached with the leave application.
- Maternity leave can be granted for a period of 6 months at the maximum.
- During the leave period, a medical certificate and progress report from a competent doctor must be submitted. In the absence of such report, the leave salary not be paid.
- The salary for the leave period shall be paid in three equal installments in three consecutive months after the employee joins the duty (on completion of leave period). If the employee joins the duty in first half of the month then the first installment shall be paid in that month itself. Else the first installment shall be paid in the next month. Each installment shall be paid along with the salary.
- In case of miscarriage, leave up to a maximum of six weeks on each occasion (up to a maximum of two) may be granted, provided that the application for the leave is supported by a certificate from a competent doctor. The leave salary shall be paid in three equal installments as per the procedure given above.

## **6. Duties of Employees**

### **6.1 Duties of the Director**

The Director shall carry out all Legislation, Planning, Institutionalized, Academic & Administrative duties and responsibilities and counsel the Chairman, GB, IMS. The Director shall be a superannuated scholar of eminence having outstanding contribution to education, research and administration.

The Director of the Institute has overall responsibility for all aspects of the academic life. The Director is the chief officer of the Institute. The Director holds ultimate responsibility for all matters. In more specific terms, these responsibilities are encompassed by, but not necessarily limited to, the following areas.

#### **a. Legislative**

The Director bears general responsibility for overseeing the implementation of GB (Governing body) and Faculty legislation, bearing in mind the fiscal liabilities, which he or she may, also carry. The Director will exercise leadership in bringing forward issues, ensuring that adequate information is available to permit careful discussion so that a broad base of support is developed.

#### **b. Planning, Execution and Outcome**

Director is responsible to prepare the long term and short-term plan for the overall growth of the Institute. Long-term plan may be of 4-5 years duration and short term may be of 1-2 years duration. These plans must be made in consultation with the department and governing body. Responsibility of Planning, Execution and outcome analysis lies with the Director.

The Director is responsible for ensuring that the appropriate academic planning process is in place and functioning efficiently in the Institute, and for facilitating the production of plans in a timely manner. He or she ought to be alert to, and where appropriate, ought to shape changes in the environment, which have implications for academic planning for the unit. The Director is responsible for implementing the agreed academic plans of the Institute. An<sup>31</sup> important responsibility is the development and distribution of information to support the planning and budgeting process.

#### **c. Institutionalization**

The Director is held responsible for proposing structuring/ re-structuring the academic/administrative flow of operation to Governing Body for decision. The Director has special role to prepare the academic regulation,

teachers' guidelines, administrative manual for code of conduct, disciplinary regulations, career advancement plan or any other rules or regulations for the proper functioning and advancement of the IMS.

**d. Academic Programs**

The Director has a special role as the custodian of innovation and high standards in academic matters. It is his or her responsibility to stimulate and facilitate curriculum implementation and program development, to ensure the academic integrity of programs, to maintain and enhance the standards of those.

The Director additionally ought to animate and encourage extra-curricular programs designed to encourage the intellectual and cultural development of students in the faculty.

**e. Personnel Administration**

The Director will be familiar with the details of the collective agreements and/or University policies and administrative guidelines and conventions governing the employment of faculty and support staff in the Faculty or Institute, and will ensure adherence to those agreements and policies.

Director has an obligation to foster the professional development of faculty and staff. An important responsibility concerns the oversight of the process by which new faculty are hired. The Director has a special responsibility to ensure that within the provisions of the collective agreement, appropriate mechanisms are in place to locate and employ faculty of the highest quality, and to develop policies whereby the potential of faculty in teaching and research is maximized.

The Director will ensure that the workload of faculty is assigned in a fair and equitable manner. In particular, the Director bears responsibility for ensuring not only that undergraduate teaching is recognized in the workload, but also for facilitating the work of the Graduate Faculty by ensuring those faculties are available to teach graduate courses and supervise these.

**f. Research Activity**

The Director has a special responsibility to foster research and other professional activity by faculty members, not only by recognizing that research is an important component of the workload of faculty members, but also by supporting research in the infrastructure of the Faculty or Institute, by supporting attendance at academic conferences and by animating and supporting the applications of individuals and groups to external funding agencies.

**g. Career Advancement**

The Director should recognize the special role that he or she is assigned in the Promotions process. He or she will not only ensure that the process follows collective agreement, but will see that the candidate is properly advised at all stages, will endeavour to ensure that the conditions of hiring and employment will maximize the candidature of faculty members and will ensure that individuals are considered for promotion at the appropriate time. The Director is assigned the responsibility of commenting on files for tenure and promotion; those comments ought to be substantive and carefully considered.

**h. Planning**

The Director is responsible for ensuring that the appropriate academic planning process is in place and functioning efficiently in the Institute, and for facilitating the production of plans in a timely manner. He or she ought to be alert to, and where appropriate, ought to shape changes in the environment, which have implications for academic planning for the unit. The Director is responsible for implementing the agreed academic plans of the Institute. An important responsibility is the development and distribution of information to support the planning and budgeting process.

**i. External Relations**

The Director is to take responsibility of developing relationship with the affiliating University, AICTE and any other University. The Director represents the Institute in any specific local, regional, provincial, national or international constituency or deliberative body as and when assigned by GB.

**j. Reporting Relationships**

The Director is appointed by the Governing Body and is ultimately accountable to the GB. His/her routine reporting line on most academic matters is through the Vice Chairman. He or she will also interact directly with many areas of the central administration, Department, Units etc.

**k. Library**

The Director is responsible for ensuring the sufficient numbers of books, periodical, multimedia materials, newspapers and any other materials required for the teaching-learning process in consultation with the department and librarian.

**l. Projects/Publications**

The Director is responsible for minor and major projects and publications in any form.

**m. Any Others**

The Director is responsible for general discipline, Students affairs, welfare of students and teaching staff. Director has responsibility of monitoring the smooth conduct of Sessionals/ practical & university Exams and its record keeping in consultation of the Examination unit /record unit.

**6.2 Duties of the Dean (Academics)**

The Dean (Academics) shall be responsible for carrying out all academic matters under the guidance of the higher authorities as per UPTU stipulations. He shall also carry out other duties and responsibilities as assigned to him by the chairman/Director/Advisor from time to time. The Dean (Academics) shall hold the rank of a Professor.

**6.3 Duties of Controller of Examinations**

The Controller of Examinations shall look after the work related to examinations. He shall hold the rank of a Professor. The detailed rules of examinations shall be maintained separately.

**6.4 Duties of the Dean Academics, Dean Student Affairs & Program Chair**

The Dean Student Affairs & Program Chair has the responsibility to oversee the academic life at the department. Specifically, the responsibilities are encompassed to the following areas.

**a. Planning**

Dean Academics, Dean Student Affairs & Program Chair will be responsible to propose, prepare and forward the long term and short-term plan for the department. Long-term plan may be of 4-5 years duration and short term may be of 1-2 years duration.

**b. Institutionalization**

Dean Student Affairs & Program Chair will see how the departmental structure is working effectively and efficiently towards achieving academic excellence. Any changes required out of experience while implementation may be forwarded to the Dean for further processing.

**c. Academic Programs**

It is his or her responsibility to stimulate curriculum implementation to ensure the academic integrity of programs, to maintain and enhance the standards.

**d. Personnel Administration**

The Dean Student Affairs & Program Chair will be familiar with the details of the Institute /University policies and administrative guidelines and conventions governing the employment of faculty in the Department. The Dean Student Affairs & Program Chair should see that the faculty and staff are advised at all stages for their career advancement and keep their moral high.

**e. Academic Planning**

The Dean Student Affairs & Program Chair is responsible for ensuring that the appropriate academic planning process is in place and functioning efficiently in the Department. Dean Academics, Dean Student Affairs & Program Chair has a special responsibility to foster research and other professional activity by faculty members.

**f. Reporting Relationships**

The routine reporting line of the Dean Academics, Dean Student Affairs & Program Chair on most academic matters is through the Dean, Deputy Director and Director.

**g. Books/Projects**

The Dean Academics, Dean Student Affairs & Program Chair is responsible for minor and major projects. Dean Academics, Dean Student Affairs & Program Chair will ensure that sufficient numbers of required books are requested for Library/Book-bank well in time.

#### **h. Any Others**

The Dean Academics, Dean Student Affairs & Program Chair is responsible for percolating any changes in the guidelines and ensures its implementation. The Dean Academics, Dean Student Affairs & Program Chair is responsible for general discipline, Students affairs of the department. Dean Academics, Dean Student Affairs & Program Chair has responsibility of monitoring the smooth conduct of Sessionals / practical & university examinations.

### **6.5 Duties of Area Chairperson**

Area Chairperson is responsible for conducting various activities in their areas of specialization. Area chairperson shall review the subjects /papers of their area such as Marking Area, Finance Area etc. and also recommend to the director for any revision/updated of the course curriculum. Various curricular activities/annual fest/guest lectures/seminars/workshops/conferences etc shall be conducted by the Area Chairperson in consultation with other fellow faculty members of their area. Area Chairperson shall submit the proposal to the Director for approval. Area Chairperson shall ensure that sufficient numbers of required books are requested for Library/Book-bank well in time

### **6.6 Duties of the Faculty**

#### **6.6.1 Lectures**

The content of the syllabus, as prescribed by the University should be projected to the class by the teacher at the beginning. A copy of the syllabus will be made available at Institute of Management Studies library for photocopying by the students.

The faculty should project the topics, no. of lectures proposed, reference of source material etc.

An academic session at Institute of Management Studies is based on the semester system/trimester/annual (applicable as per rules of the course(s)) where we conduct two seasonal examinations of one hour duration



during a semester. The faculty, teaching the theory course, is responsible for getting questions and examination the script. When there is more than one faculty teaching the same course the questions are set jointly and the script will be evaluated by the teacher for the corresponding class he is teaching. Evaluation of the examination script has to be completed within a week as the name of the students where performance is poor has to be sent to the parents.

The faculty (consulting as well as full time) is required to ensure that, in case of inability to take any class due to unavoidable circumstances, a prior alternating arrangement is done with the help of coordinating faculty so that classes are held. An extra class should be arranged to compensate for the class not engaged. Students should not be allowed to enter a class after five minutes of the start of class.

In view of instances of students seeking the intervention of court and also as a part of professional ethics, it is essential that extreme care is taken in matters of attendance and grades.

A coordinating faculty will, in general, interact with the consulting faculty to attend to problems, if any, in discharge of teaching responsibilities.

The attendance record should be submitted to coordinating faculty at the end of each month for reporting to students / parents for cases of shortage.

The effectiveness of class teaching is assessed through feedback questionnaire and class committee discussion. The teacher is also expected to provide feedback on students.

## **6.6.2 Tutorials**

A faculty (full time/ visiting), associated with tutorials, is required to follow the framework agreed by Institute of Management Studies faculty board regarding conducting tutorial classes. Tutorial is considered as important, if not more, at IMS. The tutorial should be student centered rather than teacher centered.

Tutorial sheets are to be given in advance to students. Students are expected to submit the solutions within a stipulated time as assignment to the faculty responsible for tutorial. The 36 faculty should insist that students are made to work for assignment and grading system should reflect the weightage of the effect and output.

The tutorial sheets should preferably not indicate solution till the assignment is submitted and Institute of Management Studies faculty board thinks that 50% of the problems should be given answer or hint.

The attendance record has to be submitted to coordinating faculty at the end of each month as they have to be communicated to student/parent.

### **6.6.3 Practicals**

The experiments are to conform to the theoretical topics of the corresponding subject. The laboratory assistant has to be instructed to make materials/ components available.

If a student is found not to have done an experiment properly or to have done without conceptual clarity he should not be allowed to take up next experiment.

The student should be made to develop the understanding of data sheets, manuals and instruments used.

Professional concurrent documentation should be insisted from students.

In the beginning of a semester tutorial class may be used to explain the experiments to the students.

### **6.6.4 Meetings**

Interactive participation and co-operation between the Director, teaching faculty and other staff on an ongoing basis is of vital importance for the continuous progress and development of an educational Institute. Accordingly, regular meetings between faculty groups and others shall be held to discuss new and innovative ideas for improving and/or upgrading the activities of the Institute and to discuss problem areas, if any. Participants of such meetings shall also suggest appropriate measures to resolve problems if any.

Positive participation in the affairs of the Institute shall be reflected through active participation in such meetings. Once a quarter or more frequently, as may be prescribed by the Director, attendance of all teachers and other members of the Staff at such meetings is compulsory.

## **6.7 Duties of the Administrative Staff**

- Administrative staff shall be comprised of such functionaries as registrar, Librarian, GN, Administrative officer, Accounts, Clerks, etc, who shall be assigned duties by the Director as deemed best for the smooth functioning of the Institute.
- A service book and a leave account for each employee shall be maintained and updated from time to time.

The entries relating to family history, permanent and present address, date of birth, medical history, educational and professional qualifications, past service record, emergency contact details etc. shall also be made. The service book entries shall be signed by each employee once in a year as a token of his/her acceptance of the entries made failing which, the Institute will be at liberty to withhold the salary of those employees who have not signed.

- Employees are obliged to immediately inform in writing to the Director, any change in their particulars and ensure that the change if any has been entered in the service record.
- Suppression, concealment or misrepresentation of any information shall be a serious breach of the service rules and shall invite strict disciplinary action including suspension and or termination from service.

## **6.8 Duties and Responsibilities of Lab Asst./Workshop Technicians**

### **a. Drawing the Keys and Getting Cleanliness Done**

They will come in time for their duties and draw the keys exactly at 08:25 hrs. They should get the floors cleaned by the sweepers detailed for their labs. All tables and instruments shall be cleaned by themselves.

### **b. Security**

They will not hand over the keys of their labs to anybody except the lab incharge. They will not leave the lab unattended at any time. They will lock it whenever they go out, even for a short while. Merely closing doors without locking is not enough. They will be cautious and vigilant during practicals/classes and ensure that no single item is taken away by anybody. They will ensure that the lights and fans are put off, when not required and at long closing time. They are to make sure that all doors and windows are closed and bolted properly. If any item is missing during working hours, it will be their sole responsibility. They will hand over the keys themselves to the key orderly at 1745 hrs and make necessary entries in the key register.

### **c. Taking on Charge and Issue of Items**

They will ensure that all the consumable/ non-Consumable items are taken charge in the stock register provided for that purpose. The service-ability of the items will be checked up in the presence of Lab Incharge/ Departmental Heads of the department and checklist proforma is to be raised, which is available in the Admin Section. Items will be issued in the loan register. No item will be issued to anybody without taking his signatures in loan register.

**d. Use of Official Telephone**

They will make minimum use of the official telephone. It can be used for official purpose only. No personal call should be made.

**e. Cooperation and Assistance**

They will provide full-cooperation and assistance to all the faculty members in carrying out their duties properly. Any lapse in performing the above duties will invite disciplinary action without prior notice.

There should be **periodic check** on the working of the equipment. Any malfunction should be reported to the supervisor/co-coordinator /Departmental Heads formally and steps should be taken to remedy and malfunctioning.

Technicians should ensure that all catalogues, data sheet, laboratory manuals etc. related to equipments, components, experiments of the laboratory are available for reference. Such documents should be issued to students for photocopying only for the relevant portion.

The tables, almirahs and equipments should be maintained in an orderly fashion and cleanliness should be ensured.

### **3.2 Staff Welfare Policy**

As directed, it is notified that a sum of Rs.2100/-(Two thousand one hundred only) shall be payable as complimentary amount(shagun) on marriages of the wards of the employee of the Institute.

Manager HR shall forward a note to the Director`s office through the Registrar for approval of the same. Manager HR/ Sr. Manager Administration shall ensure that the same is handed over at the time of marriage as the case may be.

On initiative of Director-IMS, the decision has been taken after approval of the Hon`ble Managing Trustee in the meeting held on 27.1.2017.

This policy is effective since January 1, 2017.

### 3.3 Leave Policy

#### Definitions

These leave rules may be called the 'Leave Rules' of Institute of Management Studies, Ghaziabad (Uttar Pradesh)

#### Holiday

Holiday means a day declared by a notification of the Institute to be non-working day for all employees except those otherwise specifically asked to attend the institute.

#### Salary

Salary means the monthly remunerations drawn by an employee including basic pay, dearness allowance, personal pay, special pay, HRA etc.

#### Average pay

Average pay means the average of salary of last 10 calendar months.

#### Retirement

The term refers to superannuation after attaining the age of 62 years. It has all other connotations as applied to a government department including pre-mature retirement.

**Release:** The term refers to termination of employment in accordance with terms of employment.

#### General

- Leave is a privilege and not a right: it may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service demand otherwise.
- Leave application: the application shall be submitted on prescribed form well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangements/internal adjustments among the faculty members of his/her or any other department to keep the students engaged.
- No leave can commence unless it has been sanctioned: Mere submission of leave applications does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employee liable to disciplinary besides penal deductions.
- Acceptance of alternate employment/engaging in trade/business etc. causing him/her monetary/personal gain is an offence and the employee shall refrain from the same.
- No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness etc. this shall however be regularized immediately on joining the duty in writing.

- l) Continued absence of more than six days or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

### **Kinds of Leave**

Provision exists for the following kinds of leave:

- Casual Leave(CL)
- Restricted Holidays(RH)
- Vacation (SV/WV) for teachers
- Earned Leaves(EL) for Non Vocational Staff
- Leave without Pay(LWP)
- Duty Leave/On Duty(OD)
- Sabbatical
- Study Leave
- Maternity Leave(ML)
- Paternity Leave(PTL)

The rules and norms governing the grant of leave are given below. Any expectations from these rules due to emergencies or rarest of rare circumstances may be considered by the Director in its sole discretion. The decision of the Director in this regard shall be final and binding.

#### **a. Casual leave (CL)**

- For availing Casual Leave prior information and approval must be obtained from the respective H.O.D./ Chairperson appointed for this purpose so that academic work does not suffer.
- The facilities for the casual leave is provided to the employee to enable him/her personal problem/sickness/requirement from time to time for this he/she may not be able to attend his/her duties at the Institute. As such, an employee is entitled to avail Casual leave facility after completion of one month service in the Institute. An employee is entitled to avail 20 days casual Leaves in a Calendar year on prorate basis.
- A minimum of half (1/2) day or a maximum of three (03) days of CL can be availed of at one time.
- Authorization of CL in the month of January and July shall be 2 ½ and in rest other months shall be 1 ½.
- CL can be prefixed/suffixed with all types of holidays and cannot be combined with other kind of leave.
- CL will not be carried forward to next calendar year and will lapse at the end of the ensuing calendar year.

**b. Restricted Holidays (RH)**

- The Institute shall declare a list of Restricted Holidays. Out of the total number of RH declared, an employee may avail of any two RH in a full calendar year. Restricted holidays cannot be accumulated and lapse at the expiry of the year.

**c. Summer/Winter Vacation**

- Only teaching faculty is entitled to avail Summer/Winter Vacations. The Director of the Institute will decide the dates of vacation every year. Under this clause, a maximum of 30 days Summer Vacations and 07 days Winter Vacation may be allowed.
- A Faculty will be eligible to avail the vacation facility under this clause on completion of one year continuous service in the Institute before he/she desire to avail this facility.
- The non-availing of vacation for full or part period, due to a general or special order of the Director asking him/her to forgo the vacation, keeping in view the exigencies of work of the Institution, will entitle the faculty member who may be called upon from the leave period for the exigencies of work of the Institution. Left out un-availed portion of WV and SV in the credit of the faculty shall be disbursed along with the then salary of faculty in January every year. (Salary Basic + AGP + DA).

**d. Earned Leave (EL)**

- Maximum of 15 days in a calendar year: To fulfill some pressing personal family or social obligations, provision of EL is made as under:
- A non-faculty, non-teaching category of employee will be entitled to earn 1 ¼ day Earned Leave per month after completion of his/her one-month service subject to the maximum of 15 days in a calendar year.
- The un-availed Earned Leave will be carried over to next year & can be accumulated up to 30 days on the last working day and beyond 30 days will be lapsed automatically.
- Earned Leave can be pre-fixed/suffixed with other holidays/leaves but cannot combined with CL.
- Earned Leaves cannot be availed before completing six months of service.
- An employee who is other covered under this Leave Rule as and when completes his/her Six months service. Leave thus earned and not enjoyed during any part of a particular year will be accumulated and be credited to his/her respective leave account.

**e. Leave without Pay (LWP)**

- No provision as such exists for the grant of leave without pay. However, for reasons beyond ones control, if any employee has to avail leave in excess of authorization, he/she may be granted, "Leave without pay" at the discretion of the Director/Management subject to exigencies of service.
- Absence of an employee without sanctioned leave is a cause of indiscipline and does not fall under this category.



§ Leave without pay shall also be got sanctioned in advance as any other leave.

f. Duty Leave/Outdoor Duty (OD) Leave

An activity of an employee which can bring recognition to the Institute or which has to be performed for work of the affiliating University may be considered for grant of the leave. Normally, this leave is not granted for remunerative work. Where remuneration is involved, an employee is expected to take CL/EL for the number of days of remunerative work.

OD cannot be availed of unless previously sanctioned/approved by the Director. There is no provision for post facto approval of OD.

Duty Leave may be granted for one or more of the following purposes:

- To attend meetings of the BOS, examination committees etc. of the affiliating University.
- To present a research paper in a conference/symposium of National/International level or to attend a Quality Improvement Programs QIPs when duly authorized by the Director. This should be during non-teaching period.
- Any other special case on merit as recommended by the Director and approved by the Management.

The Duty leave will normally be restricted to a maximum of 15 days during a calendar year but may be extended subject to the recommendation of the Director and approval of the Management.

g. Sabbatical

- Sabbatical up to a period of ONE Year may be granted once in every TEN Years for attachment to a research organization or an institute of good standing with the sole aim of pursuing research activity, subject to the recommendation of the Director and approval of the Management.
- Although the employee will hold the lien with the parent organization, yet he/she will not be entitled to draw salary from the organization.

h. Study Leave

Ph. D. (Part Time)

- Entitlement after completion of one year continuous service in the Institute, the faculty member may be granted study leave to pursue part time Ph. D. programme.
- The faculty member shall be granted Leave without pay who are pursuing Ph. D. programme for 6 months which is extendable to 01 year.
- Permission in each case from management/Director is required.

## I. Maternity Leave

### Eligibility:

- The permanent employees having more than one year service in the institute and having no children or at most surviving child is eligible for grant of maternity leave. A suitable medical certificate from a competent doctor must be attached with the leave application.
- Maternity leave can be granted for a period of 90 days at the maximum.
- During the leave period, a medical certificate and progress report from a competent doctor must be submitted. In the absence of such report, the leave salary not be paid.
- The salary for the leave period shall be paid in three equal installments in three consecutive months after the employee joins the duty (on completion of leave period). If the employee joins the duty in first half of the month then the first installment shall be paid in that month itself. Else the first installment shall be paid in the next month. Each installment shall be paid along with the salary.

In case of miscarriage, leave up to a maximum of six weeks on each occasion (up to a maximum of two) may be granted, provided that the application for the leave is supported by a certificate from a competent doctor. The leave salary shall be paid in three equal installments as per the procedure given above.

## 3.4 Entrepreneurial Ecosystem Policy

### Introduction

This is a living document that shall serve as the framework for creating an Entrepreneurial Culture at IMS Ghaziabad.

### Vision

To create a culture of Entrepreneurship at IMS Ghaziabad

### Mission

Providing students and alumni of IMS Ghaziabad an entrepreneurial ecosystem so that they become job creators and not job seekers.

### Entrepreneurial Ecosystem

The ecosystem is a living being that comprises of multiple stakeholders who interact for mutual benefit. The current ecosystem definition since being created for the first time is internally focused. This will soon evolve to engage external participants as well.

## Objective

The objective for the ecosystem in its initial years would be

- Idea Generation & Validation
- Prototype (Minimum Viable Product) Creation &
- Transition to an established incubator registered with the Government of India

## Stakeholders

In that context, it is therefore imperative to understand all the stakeholders, role, expectations and activities.

## Funds

The institute shall set up a fund for seed money that shall help ideas to get converted to working prototypes, ideas selected for seed money shall go through a selection round. At the end of the selection round, top 3 ideas would receive funds as per below table:

1<sup>st</sup> idea: Rs. 200,000/-

2<sup>nd</sup> idea: Rs. 150,000/-

3<sup>rd</sup> idea: Rs. 100,000/-

## Teams

Teams eligible to participate for seed money should have a minimum of 1 participant from IMS Ghaziabad.

## Approach so far

The approach so far has been a mix of pedagogy and sit down for mentoring with the founding members.

The teaching consists of 5 lectures of ENVP in Term II for all sections.

- Lecture 1: Understanding of the Entrepreneurial Mindset
- Lecture 2: Planning of a new venture
- Lecture 3: Business model Canvas
- Lecture 4: Elements of a Business Plan
- Lecture 5: Bringing it all together



Stakeholders	Role	Expectations	Activities
Management Committee	Provide a nurturing environment for Entrepreneurial activities at IMS Ghaziabad	Approval of policies, funds and related items.	<ol style="list-style-type: none"> <li>1. Mentorship</li> <li>2. Network</li> <li>3. Funds</li> <li>4. Office space</li> <li>5. Policy on Placement Holiday</li> </ol>
Director's Office	Create an Entrepreneurial ecosystem at IMS Ghaziabad	Review policies & facilitate their approval	<ol style="list-style-type: none"> <li>1. Mentorship</li> <li>2. Network</li> <li>3. Policy Review &amp; facilitate approval</li> </ol>
Dream & Staff, Entrepreneurship	Management of entrepreneurial ecosystem	Facilitate numerous entrepreneurial activities at IMS Ghaziabad	<ol style="list-style-type: none"> <li>1. Policy formulation</li> <li>2. Workshop</li> <li>3. B-plan competition</li> <li>4. Guest Speakers</li> <li>5. Mentorship</li> <li>6. Inclusion in Academic Calendar</li> </ol>
Faculty & Staff	Promotion of entrepreneurial activities at IMS Ghaziabad	Review & participate in numerous entrepreneurial activities at IMS Ghaziabad	<ol style="list-style-type: none"> <li>1. Mentorship</li> <li>2. Network</li> </ol>
Students	Participate in entrepreneurial activities at IMS Ghaziabad	Setup of numerous enterprises at IMS Ghaziabad	<ol style="list-style-type: none"> <li>1. Participation</li> <li>2. Enterprise Setup</li> </ol>
Alumni	Initially provide mentorship and gradually participate in entrepreneurial	Mentorship of numerous enterprises at IMS Ghaziabad	<ol style="list-style-type: none"> <li>1. Mentorship</li> <li>2. Network</li> <li>3. Funds</li> </ol>

#### Events Conducted

The following events have been conducted so far

1. Entrepreneurship Mela on January 9, 2019: Mr. Vijay K Srivastava, Chairman & CEO, Indian Academy of Entrepreneurship and Mr. H P Singh, Senior Consultant & Incharge Entrepreneur Development Cell, NIESBUD were kind enough to grace the occasion
2. Inauguration of Incubation Center on March 7, 2019

#### Companies Incubated

The Incubation Center at IMS is currently home to the below companies:

S. No.	Name	Description	Stage	Students	Ask
1	Digital Mazdoor	Aggregator of unorganized labor market	Already in Operations	Priyanshu (MCA)	Funds for professional app development
2	City Filters	A compact outdoor mobile air purifier for vehicles	Under incubation at Nexus incubator US Embassy	Sonali (PGDM)	Help reaching out to CSR funds
3	A bulb to timberland	Gardening services at your doorstep	Launched in Noida	Ayush (PGDM)	Help selling to B2B clients
4	Marketer Hunt	Affiliate marketing	Launched in mid January	Ashish Swain (PGDM)	
5	Tech2home	Smart Home Automation	Prototype of smart mirror in place		Funds for product development
6	U Nite	Restaurant Booking App	Prototype app ready	Pooja (PGDM)	Time for marketing
7	IVS	Used book sharing for students	Prototype app ready	Anmol (PGDM)	
8	Rain Water Harvesting	Social Sector	Under research	Hiral&Pankhuri (PGDM)	Funds for prototype
9	Amulya	Chilled Milk from farm to home in glass bottles	Under research	Nimish Bansal (PGDM)	Time for research

10	Waste Conversion	Waste conversion using Biotech means	Under reseach	Dilip (PGDM)	Long gestation period project needs a low paying job after PGDM to focus on research
11	Care watch	Tech Based tracking of your loved ones	Under research	Not very serious in their approach so far	
12	Empty Stomach	Home food at your doorstep	Lacks Focus	ShubhamDubey (PGDM)	

### **Inclusion in Academic Program**

The institute shall create provision for students to devote time for entrepreneurial activities as well as create provision for students to do internship at their own startups.

### **Funds**

The institute shall set up a fund for seed money that shall help ideas to get converted to working prototypes, ideas selected for seed money shall go through a selection round. At the end of the selection round, top 3 ideas would receive funds as per below table:

1<sup>st</sup> idea: Rs. 200,000/-

2<sup>nd</sup> idea: Rs. 150,000/-

3<sup>rd</sup> idea: Rs. 100,000/-

Placement Holiday

Teams that are serious to take their prototype to the market and set up a viable enterprise should be supported by a one year placement holiday.

### **Branding and Promotion**

We seek help to promote ourselves via institute's website, social media page and newspaper insert. Also we can promote the center via video interviews of student entrepreneurs.

### 3.5 Policy for Advance Payment

Process	Description
Step. No.1  Advance upto 50,000/-	<p>Request of advance of any individual/party shall be applied on the prescribed format.</p> <p>The documents required for the advance are:</p> <ul style="list-style-type: none"> <li>- Initial proposal/documents/correspondence from the party with regard to requirement along with approval of the HOD/Director must be accompanied with the application.</li> </ul> <p>Approval of the Budget Approval of the activities</p> <p>Advance upto Rs.50000/- shall be recommended by the HOD &amp; shall be approved by the Director</p> <p>Approved Advance shall be in the name of the Party for which the banking details, Pan Number &amp; GST number is required.</p> <p>In case of individual, the advance (above Rs.10,000/-) shall be paid through digital mode /cheque in their respective account.</p> <p>Amount less then Rs.10,000/- my be advanced in cash.</p>
Advance above Rs.50,000/-	<ul style="list-style-type: none"> <li>- All documents As above-</li> <li>- Approval of the Managing Trustee shall be must.</li> </ul> <p>(approval on email will be accepted.)</p>
Travelling Advances	<ul style="list-style-type: none"> <li>- Approval of the tour plans recommended by HOD and approved from the Director.</li> <li>- Budget approval.</li> <li>- Bills of the hotels/tickets/travelagent/agency shall be required for adjustment of advance. .</li> <li>- In case of booking through the Travel App/agency , all bills of the hotels along with Travel Agency bills should be attached for adjustment.</li> </ul>



Local conveyance	<ul style="list-style-type: none"> <li>- Local conveyance shall be payable if the visit is approved by the HOD/Director</li> <li>- Parking shall be approved on the receipt of the parking bills irrespective of any amount. No hand written slips shall be entertained.</li> <li>- Own conveyance shall be allowed in case IMS Conveyance is not available. Distance may be calculated as per the information available on google. (wherever applicable)</li> </ul>
Adjustment	<p>For adjustment of advance</p> <ul style="list-style-type: none"> <li>- Bills against advance shall be submitted within 30 days.</li> <li>- In case of the vendors/parties, the bills should be submitted by the HOD/Coordinator- In-charge of the activity within 1-3 months.</li> <li>- For adjustment of the advances of the vendors, the concerned coordinator/programme in-charge/HOD shall be responsible/.</li> </ul>
Payment of Routine Bills	<p>All bills for payment shall be submitted to accounts for payment along with the following documents:</p> <ul style="list-style-type: none"> <li>- Approval of the Activity</li> <li>- Budget approval</li> <li>- Entry on the gate/stock register</li> <li>- Quotations (if applicable)</li> <li>- Comparative chart (if applicable)</li> <li>- Sample of the printed material (wherever applicable)</li> <li>- Copy of the agreements (wherever applicable)</li> <li>- All vendors should be GST Registered.</li> </ul>

### **Purchase Policy**

**All purchases are made as per the following policy:**

**Step 1:**

- Requisition from the concerned department with justification.

**Step 2:**

- Verification /Recommendation of the HOD/Programme Chairperson

**Step 3:**

- Inviting Quotations

**Step 4:**

Recommendation of the concerned department

**Step 5:**

- Approval of the Director

**Step: 6:**

- Issue Purchase /Work order /Contract etc.

## 3.6 Teaching Staff Promotion Policy

### 1. Purpose

To outline the process for the promotion of teaching staff (excluding contractual teaching staff) at Institute of Management Studies, Ghaziabad

### 2. Administering Body

- a. The Promotion of Teaching Staff will be the joint responsibility of the Academic Board and the Board of Directors.
- b. Applications for promotion from academic staff will be considered annually by a sub-committee to be known as the Academic Promotion Committee. The Academic Promotion Committee will be constituted as follows:
  - i. Chairman, Governing Council or Nominee
  - ii. Chairman, Academic Council or Nominee
  - iii. Director, Institute of Management Studies
  - iv. The Dean/ Program Chairperson
- c. A teaching staff member (excluding contractual teaching staff) may apply for promotion after completing a minimum of five years at their existing rank at this institution. Academic staff members who believe their cases are exceptional may apply for accelerated promotion after only three years at their existing rank.
- d. The Academic Promotion Committee will make its recommendations to the Academic Council for promotions to Assistant Professors, Associate Professors and Professors. The Academic Council will consider all recommendations against clear criteria and approve promotions for Assistant Professor, Associate Professor and Professor.

### 3. Promotion criteria for academic staff

#### a. Assistant Professor

- i. A doctorate or master's qualification appropriate to the relevant discipline area or equivalent qualification and standing;
- ii. A record of research work or professional practice relevant to the discipline area, which demonstrates a capacity to make an autonomous contribution;
- iii. A record of achievement in scholarship, teaching, or leadership in the relevant discipline;
- iv. Evidence of contributions towards enhancement of student experience in both in- class and out-of-class activities

#### b. Associate Professor

- i. A doctorate relevant to the discipline area; or equivalent qualification and standing;
- ii. A record of academic achievement at the national or international level through superior contributions to research, scholarship, teaching, professional practice or leadership in the relevant discipline;
- iii. clear evidence of activity enhancing student experience in both in-class and out-of- class activities; and
- iv. Presentations or conduct of sessions on areas of specialization at various academic forums.

**c. Professor**

- i. A doctorate relevant to the discipline area; or equivalent qualification and standing;
- ii. A record of academic achievement at the national or international level through outstanding contributions to research, scholarship, teaching, professional practice or leadership in the relevant discipline;
- iii. Recognition as a subject matter expert / leading authority in the relevant discipline area. The recognition can be validated in the form of invitations for keynote speeches, presentations at industry-relevant sector forums, awards, etc.
- iv. Contribution in Institutions building activities

**4. Dimensions of performance for assessment in promotions**

**Teaching (50%) :**

- Quality: use of published cases, recency of content, rigor of student assessment methods, global reach.
- Timeliness: submission of courses materials assignments grading and final assessment marks / grades within the prescribed timelines
- Student feedback: teaching evaluation scores, content coverage scores, classroom management scores.
- Collaboration: work with area head, work with faculty team prior to course to ensure content coverage is consistent and has reduced overlap with other courses.
- Innovation: contributions to curriculum development, teaching methods and assessment practice, impact of scholarly activities in learning and teaching”.

**External profile applied contributions (30%):**

- Publication in top quality ranked journals, research monographs, textbooks.
- Consulting: board memberships, external analyses.
- Conferences: presentation of papers, chairs of sessions, keynote speeches.
- Grants and Awards: private and governmental grants and sponsorships, awards by reputed national and international institutions and bodies

**Service to institution (20%) :**

- Curriculum development: active commitment to updating course content, revising teaching styles.
- Student projects: mentoring IIPs, case competition teams, mentor reflection projects.
- Committee work: assisting fellow faculty members and staff, leadership on Institute- wide needs.
- Events: contributions to development, planning, participation in events
- Promoting the brand of the institution and raising its profile externally.

**5. Performance Appraisal - Annual Review Process**

The Management of the Institute reviews the performance of faculty members every year and based on this, annual increment, career advancement, etc will be given to the faculty. The following are the important provisions

1. Every faculty member should submit his/her annual performance report in the appraisal format prescribed by the Institute. Detailed instruction issued in this regard has to be followed scrupulously. As it is a self-introspection of his/her performance, reporting by the faculty member should be factual and accurate, supported by evidence wherever necessary.



2. It is incumbent on the part of Dean / Program Chairperson, to check the entries and append his/her comments in an unbiased manner taking into account the interest of the department.
3. Academic Promotion Committee formed by the Institute shall review the performance of every faculty member and recommend annual increment; career advancement if it is due to him/her and his/her performance is good. In case, a faculty member's performance is consistently unsatisfactory, based on the recommendation of the committee, the Management would take appropriate action including termination of his/her service.
6. **Rapid Promotion Policy (RRP)**  
The Institute also has a Rapid Promotion Policy under which based on the extraordinary performance, irrespective of the duration of association with the Institute, the faculty members would be promoted to the higher position. The decision regarding the Rapid Promotion is solely on the discretion of the Management of the institute.

PROMOTION OF TEACHERS

S.No	Promotion of Teacher
01.	<b>Assistant Professor</b> Pay-band of 15600-39100 with AGP of Rs.6000
02.	<b>Assistant Professor with completed service of 4 years, possessing Ph. D Degree</b> shall be eligible for moving upto AGP of Rs.7000
03.	<b>Asst Professor</b> with Master degree <b>completed 5 years as Asst. Professor</b> shall be eligible for pay band of Rs.7000/-
04.	<b>Asst. professor who do not have Ph. D shall be eligible for the AGP of Rs.7000 only after completion of 6 years service as Asst. Professor</b>
05.	<b>Asst Professor</b> with completed service of <b>5 Years at the AGP of 7000 shall be eligible subject other requirements laid down by the AICTE to move up to the AGP of Rs.8000.</b>
06.	<b>Asst Professors completing 3 years of teaching in the AGP of 8000</b> shall be eligible subject to other conditions that may be prescribed by the AICTE as applicable to move to the pay band of Rs.37400-67000 with AGP of Rs.9000 and <b>to be designated a Associate Professor</b>
07.	<b>Associate Professor</b> shall be in the pay band of 37400-67000 with AGP of Rs.9000.
08.	<b>Associate Professor</b> completing 3 years of service in the AGP of Rs.9000 and possessing a Ph.D degree in the relevant discipline shall be eligible to be appointed and designated as Professor subject to other conditions of academic performance as laid down by the AICTE <b>No teacher other than those with a Ph.D shall be promoted, appointed or designated as Professor.</b> The pay band for the post of Professors shall be Rs.37400-67000 with AGP of Rs. 10,000/
09.	<b>Professor</b> <b>Master Degree, Ph.D or equivalent</b> <b>Post Ph.D publication and guiding Ph.D students is highly desirable</b> <b>Minimum 10 years teaching/research/industrial experience of which at least 5 years should be at the level of Associate Professor or Minimum of 13 years experience in teaching and/or research and / or Industry (with designing, training, technical books / research papers publication / IPR/Patents etc.</b> The pay band for the post of Professors shall be Rs.37400-67000 with AGP of Rs. 10,000/

- A. Discretionary award of advance increments** for those who enter the profession as Associate Professors or Professors with higher merit, higher merit. High number of research publications and experience at the appropriate level shall be within the competence of the appropriate authority
- B. Incentives for Ph.D / M.Tech and other higher qualifications.**
- i) Five non-compounded advance increments shall be admissible at the entry level of recruitment to persons having the degree of Ph.D. Awarded in the relevant discipline a University following the process of registration, course work and external evaluation as prescribed by UGC.
  - ii) M. Phil degree holders at the time of recruitment to the post of lecturer shall be entitled to two non-compounded advance increments.
  - iii) M. Tech. in relevant branch shall be entitled for two non-compound advance increments at the entry level.
  - iv) Teachers who complete their Ph.D degree while in service shall be entitled to three (03) non-compounded increments if such Ph. D is in relevant branch/discipline and has been awarded by a University complying with the process prescribed by the UGC enrolment, course –work and evaluations.
  - v) Teachers who acquire M. Phil degree or a M. Tech degree in a relevant branch discipline recognized by Statutory University while in service shall be entitled to one (01) advance increment
- C. Increments**
- I) Each annual increment shall be equivalent to 3% of the sum total of pay in the relevant pay Band and the AGP as applicable.
  - ii) Each advance increment shall also be at the rate of 3% of the sum total of pay in the relevant pay band and the AGP as applicable and shall be non-compoundable.

There shall be no additional increment on movement from the pay band of ₹15600-39100 to the pay pay of ₹37400-67000.

**A. PROMOTION OF TEACHERS**

<b>S. No.</b>	<b>Promotion of Teacher</b>	<b>Service Requirement</b>	<b>Minimum Academic Performance Requirements and Screening/Selection Criteria</b>
1.	Assistant Professor/equivalent cadres from stage 1 to 2.	Assistant Professor in Stage 1 and completed four years of service with Ph.D or five years of service with PG degree	-Minimum API score -One Orientation and one refresher/research methodology course of 2/3 weeks duration
2.	<b>Asst Professor</b> /equivalent cadre from stage – 2 to 3	Assistant Professor with completed service of five years in stage 2	i)Minimum API Score using PABS performa  ii)One course/ programme from the categories: refresher courses,workshops, methodology workshops, training, teaching-learning-evaluation technology programmes and training and FDP of 2/3 weeks duration
3.	<b>Asst. professor</b> Stage 3 to Associate Professor (Stage 4)	Assistant Professor with three years of completed service in stage 3.	i)Minimum API Scores using PABS scoring Performa developed by the concerned university as the norm ii) At least three publications in the entire period as Assistant Professor (twelve years). However, in the case of College teachers, an exemption of one publication will be given to M.Phil holders and an exemption of two publications will be given ne course/ programme from the categories: refresher courses,workshops, methodology workshops, training, teaching-learning-evaluation technology programmes and training and FDP of 2/3 weeks duration

4.	<b>Associate Professor</b> (Stage 4) professor /equivlant cadres stage t.	Associate Professor with three years of completed service in stage 4.	Minimum yearly /cumulative API scores using PBAS Scoreingperforma by the concerned university as per the norms. A minimum of 5 publications since the period is palaced in stage 3
5.	<b>Professor (stage 5 to Professor – stage 6)</b>	Professors with ten years completed service ( universities only)	i)Minimum yearly/cumulative API scores for the assessment period as the norms provided ii)Additional credentials are to be evidenced by : <ul style="list-style-type: none"> <li>a) Post –doctoral research outputs of high standards</li> <li>b) Awaras / honours /incognitions/patentes and IPR on product and processes developed /technooogy transfer achieved and</li> <li>c) Additional research degree like D.Sc., D. Lit; etc.</li> </ul>



### 3.7 Policy Rates for Payment of Travel Expenses

#### Travel Entitlements

##### I. Category and Travel Entitlement

Category	Designation	Entitlement (Class of Travel)	Local Conveyance
A	HODs, Chairpersons & Departmental Heads	I AC	Taxi (Sharing Basis)
B	Faculty Sr. Manager / Manager	II AC	Taxi (Sharing Basis)
C	Other Staff	III AC	Auto

##### Revised Category and Travel Entitlement (upto 500km)

Category	Designation	Entitlement (Class of Travel)	Local Conveyance
A	HODs, Chairpersons & Departmental Heads	I AC	Taxi (Sharing Basis)
B	Faculty Sr. Manager / Manager	II AC	Taxi (Sharing Basis)
C	Other Staff	III AC	Auto

Beyond 400km air fare is applicable

##### II. Hotel room Tariff Entitlement Limits

Category of City	A	B	C
	Single Room	Single Room	Single Room
Metro	2800	2400	2000
State Capitals	2400	2000	1800
Other Cities	2000	1800	1500

##### (Revised) Hotel Room Tariff Entitlement Limits

Category of City	A	B	C
	Single Room	Single Room	Single Room
Metro	3200	2800	2400
State Capitals	2800	2500	2200
Other Cities	2400	2200	2000

- Room tariff entitlement shown above is inclusive of all the taxes and discounts
- The reimbursement will be done only after submission of bills
- The bills must be submitted within a week after completion of tour
- The reimbursement of train fare will be subject to the submission of the tickets
- In case of bus journey the fare should not be more than the approved entitlement

##### List of classified metro cities

- Ahmedabad, Bangalore, Delhi, Mumbai, Hyderabad, Kolkata, Pune

### III. Daily Allowance on Tour

Category of Cities	A		B		C	
	Self Acco.	With Acco.	Self Acco.	With Acco.	Self Acco.	With Acco.
<b>Metro</b>	<b>1400</b>	<b>700</b>	<b>1200</b>	<b>600</b>	<b>1000</b>	<b>500</b>
<b>State Capitals</b>	<b>1200</b>	<b>600</b>	<b>1000</b>	<b>500</b>	<b>900</b>	<b>450</b>
<b>Other cities</b>	<b>1000</b>	<b>500</b>	<b>900</b>	<b>450</b>	<b>800</b>	<b>400</b>

### Revised Daily Allowance on Tour

Category of Cities	A		B		C	
	Self Acco.	With Acco.	Self Acco.	With Acco.	Self Acco.	With Acco.
<b>Metro</b>	<b>1800</b>	<b>900</b>	<b>1600</b>	<b>800</b>	<b>1200</b>	<b>700</b>
<b>State Capitals</b>	<b>1600</b>	<b>800</b>	<b>1400</b>	<b>700</b>	<b>1000</b>	<b>600</b>
<b>Other cities</b>	<b>1400</b>	<b>700</b>	<b>1200</b>	<b>600</b>	<b>900</b>	<b>500</b>

#### I. Other Guidelines

- These entitlements are for the journey undertaken which is more than 100 km single side from the campus.
- On non-production of hotel bills, self-accommodation is presumed.

### **3.8. COVID-19 Policy**

- The entire campus will get sanitized daily with high-quality sodium hypochlorite at 0.5% (equivalent 5000ppm) for disinfecting surfaces and 70% ethyl alcohol for disinfection of trim. All trash is removed daily and safely.
- PPE equipment for Guards at Gates. Sanitizers (70% ethyl alcohol) at gates of the Institute and outside all offices and classrooms.
- Thermal scanning will get exercised at Institute Gate for all entering the Institute premises.
- No one with symptoms of respiratory infections (coughing, sneezing, etc.) allowed in Institute premises.
- Class timings for students in staggered format from July 2020 with a hybrid of Classroom and Online/E-learning format of education.
- Institute Library fully digital. All bonafide students of IMS-Ghaziabad students can access it from anywhere using the id and password issued by IMS-Ghaziabad Library.
- Conferences- Seminars in Online mode. Regular webinars and Online classes along with ERP-based examinations since March 25, 2020.
- All washrooms fitted with liquid antibacterial hand wash.
- Masks are provided for all students.

A complete ban on Junk food in student canteen/mess. Only nutritious and immunity-boosting food to be made available to students. All food vendors use PPE for all their employees.

## 3.9 Work from Home Policy (WFH)

### Introduction

IMS Ghaziabad reserves the right to initiate/implement 'Work From Home' (WFH) at the time of an emergency and /or force majeure situations in the best interest of its faculty, staff, attendants, employees, students, stakeholders, and the wider community.

### Purpose

The primary purpose of this policy is to ensure continuity of operations during uncontrollable exigencies by ensuring that our employees are not exposed to any medium that can leave them susceptible to any health & safety hazards, or to any disruption or requirement for following any company or Government based request/order, for any reason. This policy provides a structure that will make provisions for employees to work from home on regular working day (s). The objective of this policy is to outline the details and provide flexibility to employees to work from home until it has been deemed safe to resume work under normal circumstances by the prevalent governing body in the state/country/invoking authority.

### Invoking Authority

The Director of the Institute has the authority or whom so ever is authorized by the Director, to invoke “Work From Home” (WFH) during any emergency and/or force majeure situations.

### Coverage

- Whether the employee is a full time employee
- Whether the employee is in his/her probation period
- Whether the employee is serving his/her notice period

### Policy Terms and Conditions

The policy lays down the terms and conditions under which a Faculty member or Staff member will be required to work from home during emergency and/or force majeure situations:

- During a war
- Endemic / Pandemic
- Breakdown of Law and Order
- Natural disaster like Floods, Cyclone, Tempest, Inundation, etc.
- Non availability/disruption of public/private transport
- Any other event which is perceived by the Management warranting WFH

Schedules of WFH will be notified by the Manager HR and can be modified by the Management at their discretion.

In situations, where request for WFH emanates from the employee, the request can or can not be accepted by the Management.

In cases the Management grants the concerned employee WFH on his/her request, the said employee will be considered as half day of LWP for every day of WFH facility availed.

## **Quality Policy (3.10)**



We at IMS Ghaziabad are committed to achieve academic excellence by dissemination of value based quality education fostering leadership, innovation and entrepreneurial spirit through sustainable best practices, leading to overall satisfaction of all stake holders and continual improvement of our EOMS-Management System for Educational Organisations and Compliance of requirements.

## **Anti-Plagiarism Guidelines For Faculty (3.11)**

**Ref. No.- IMS/POLICY/ANTIPLAGIARISMFACULTY/02**

**Date: May 24, 2021**

**3.11.**

**Institute of Management Studies, Ghaziabad**  
**Anti-Plagiarism Guidelines For Faculty**

IMS Ghaziabad is committed to providing academic quality. The Anti-Plagiarism committee has been formed to ensure academic quality and integrity. The committee has drafted the guidelines for the standard of conduct expected of IMS Ghaziabad faculty for their academic integrity and behaviour. The UGC directives about plagiarism are given in the Annexure. The Anti-Plagiarism guidelines for the faculty are as follows-

1. The institute already has a subscription to a Plagiarism Check Software-Drill Bit. It is available in the institute's library. The faculty who wishes to submit his/her academic work to the Institute will present the soft copy of the manuscript to the librarian for the plagiarism check before the final submission. The librarian delivers the soft copy of the report generated on the plagiarism checking software and the composition of the document to the concerned faculty.
2. Alternatively, the faculty members have been allocated access to an Anti-Plagiarism facility through their respective logins of ERP.
3. The academic quality of faculty's work is assessed for the following submissions: -
  - a. **Question Papers-** Plagiarism in the case of question papers is not acceptable. The examination department shall share the plagiarism report of the question papers violating the plagiarism norms set by the examination moderation committee.  
The anti-Plagiarism committee will take up the issue with the moderation committee headed by the institute's Director and impose an appropriate corrective action.
  - b. **Subject Notes-** The plagiarism in the case of subject notes is not acceptable. The academic office shall share the plagiarism report of the subject notes/ papers violating the plagiarism norms set by the academic department.  
The anti-Plagiarism committee will take up the issue with the moderation committee headed by the institute's Director and impose an appropriate corrective action.
4. The committee shall send the report to the Director of the institute within one week from the date of receipt of the request of academic Departments.
5. Suppose there is any complaint of plagiarism against any member of the Anti-Plagiarism committee. In that case, such a member shall exempt himself/herself from the meeting(s) where his/her issue is being discussed/investigated.
6. The dispute related to plagiarism shall finally be decided by the Academic Council, IMS Ghaziabad.

**Prepared by**

**Dr. Surabhi Singh**  
Coordinator-Anti-Plagiarism Committee

**Validated by**

**Prof Vaishali Agarwal**  
Controller of Examinations

**Approved by**

**Prof Urvashi Makkar**  
Director-IMS Ghaziabad



**Centre for Innovation &  
Entrepreneurship (CIE) (3.12)**

**3.12****Institute of Management Studies (IMS), Ghaziabad  
Centre for Innovation & Entrepreneurship (CIE)**

Centre for Innovation and Entrepreneurship (CIE) is a Not-for-Profit centre at Institute of Management Studies (IMS), Ghaziabad dedicated to promote innovation and entrepreneurship. We aim to encourage and facilitate idea generation and commercialisation of a product or service based with the help of emerging technologies.

**Vision**

IMS Ghaziabad believes that entrepreneurship can unlock India's prospective inventive potential. It will not only push India to the forefront of the world but also help raise the quality of life in the country. With this belief institute targets to help in the development of India's entrepreneurial ecosystem by enabling easy and efficient interaction between its major components spanning students, working professionals, aspiring and existing entrepreneurs, mentors, angel investors, venture capital firms and corporate through initiatives like interactive sessions, competitions, conferences etc.

**Mission**

The mission is to promote, sustain and practice the spirit of entrepreneurship and innovation among individuals by providing them a platform to convert their ideas into successful business.

**SMART Goals**

1. Specific: To foster the entrepreneurial skills and ability among students.
2. Measurable: To organise minimum of 3 activities related to innovation and entrepreneurship per term.
3. Achievable: To present at least 5 the ideas/products/solutions at national and international conclave/seminars/conferences or filing patents in one year.
4. Relevant: To target 3 start-ups in a year and present the solutions for their business marketability, financing and expansion.
5. Timely: To increase the target activities and achievements by 20 percent year on year basis.

**Objectives**

1. To encourage entrepreneurship and foster environment where new innovative ideas and solutions can be enterprise.
2. To promote Innovation and research in various business functions through industry-academia associations.
3. To develop an incubation centre to help budding entrepreneurs to work on their start-ups to develop into scalable, profitable and sustainable business.

### **Expected Outcomes**

CIE aims to provide an immense opportunity for the participants to learn and network through various interactions with entrepreneurs, venture capitalists and others dignitaries from the corporate world.

### **Focus Activities the centre would aim to;**

1. Organize Series of Guest Lectures
2. Organize Seminars and Panel Discussions
3. Conduct Workshops, Surveys and Research activities
4. Organize Interaction sessions with corporates/startup-ambassadors.
5. Facilitate networking with professional resources, which include mentors, experts, consultants and advisors for the incubate companies.

### **Incubation Process and Support Available**

#### **Admission to CIE involves:**

1. Submission of an application, rounds of screening by CIE (where proposals are examined with attention to financial and technical due diligence) and a final approval by the Advisory Committee.
2. Incubatee companies are required to sign an agreement commencing formal incubation under CIE.
3. Upon admission incubatee companies may be offered shared office space and infrastructure at CIE on an individual case-by-case assessment basis.
4. Depending on the stage of the startups, incubates may apply for independent office space at IMS, Ghaziabad at nominal rental rates, based on availability.

#### **In addition, CIIE will actively support incubatees with a combination of inputs including:**

1. **Branding:** incubatees may apply for permission to brand themselves as “IMS, Ghaziabad Incubated Company” or “Incubated by IMS, Ghaziabad”
2. **Business support services:** in-house consultants offering Accounting, tax, company secretary, legal and IP services (no and/or discounted fees) Permission to use laboratories, workshop facilities and equipment at IMS, Ghaziabad
3. **Mentorship:** with CIE
4. **Skill development Training workshops:** Monthly entrepreneurship meetings
5. Introduction to Angel investors, Venture capitalists and other financial institutions
6. Meetings with visitors of IMS, Ghaziabad (such as academics, alumni, VCs, industry professionals)
7. Showcasing incubatees through networking events
8. **Seed Funding for entrepreneurship:** are subject to the availability of funds/grants/ schemes meant for this purpose Incubatee companies are expected from cutting edge research at the academic departments, venture activities of students and alumni, as well as the extensive industry network available.

## Facilities@ CIE IMS

### A. Physical Infrastructure

1. Fully furnished offices
2. Personal computers, Printers
3. Telecom facilities
4. Internet connectivity
5. Computer Lab Facilities

### B. Business Support

1. Business plan assistance
2. Mentoring support
3. Access to professionals with legal, financial, accounting, IP and industry expertise Showcasing events for exhibition of products and solutions
4. Networking events to facilitate interaction with investors and industries Training programmes and seminars relevant to entrepreneurs

### C. Shared Resources

1. Meeting and conference rooms equipped with projectors & audio/video conferencing facilities
2. High-end photocopying, fax, scanning machines Pantry facilities
3. Lab facilities
4. Library Facilities
5. Entrepreneur Infrastructure
6. Common Computation facilities for the entrepreneurs have been set up. Physical infrastructure like office, workshop space on an affordable basis is made available to the entrepreneurs.

### D. Multimedia facility

1. Dedicated multimedia facilities for remote board meetings and video conferences are fully running.
2. Regular meetings are held with the CIE partners through video conferencing. This is to keep pace with the developing technologies in other countries.

### E. Library facility

1. The incubatees at CIE can have access to IMS Ghaziabad library at very nominal charges.

### F. Access to Skilled Resources

1. CIE is strongly supported by the management of IMS Ghaziabad, a reputed institute in the field of Management. IMS Ghaziabad provides the incubatees at CIE with enormous intellectual resources, laboratory and library facilities of all the departments in the institute. Our alumni network also works for CIE to foster incubation.

**Annexure I**

Institute of Management Studies (IMS), Ghaziabad  
Centre for Innovation, Incubation & Entrepreneurship (CIE)

**Application Form**

To start/participate as Student under a Faculty in a Company as Faculty Entrepreneurship

Date: .....

**A) Academic Information**

(Separate form for each faculty involved in the Faculty Entrepreneurship activities)

1. Name of Faculty:
2. Department:
3. Emp. ID.:
4. Academic/Administrative Load on the Applicant:
  - a. No of PGDM Students:
  - b. Research Projects/Consultancy Projects:
  - c. Administrative:
5. Any other relevant academic information:

**B) Enterprise related information:**

- a. Name/Proposed Name of the Enterprise:
- b. Name, designation and address of all Faculty / Staff /students of the institute involved in this enterprise:
- c. Is the enterprise a start-up (expected date of incorporation):
- d. Already Existing (year of incorporation: \_\_\_\_\_)
- e. Is the structure other than Private Limited Company?
- f. State Briefly the mission of the enterprise & the role of the Faculty in the Company: (add separate paper, if required)
6. Briefly summarize the activities you plan to carry out in the Enterprise. Please also attach a Copy of the Memorandum of Association & Articles
7. Are you, in this enterprise, planning to use knowledge /technology /intellectual property developed at the institute? If yes, then briefly describe the above, including the persons involved.
8. What is the planned equity structure/distribution of the Enterprise?
9. Please state the number of hours likely to be dedicated in Faculty Company a week
10. Please state, if there is any other information relevant to your Enterprise



**Declaration: The activities of the Company are not in conflict with the interest of the institute and my participation in the company will not be in conflict of my assigned duties and responsibilities of the institute.**

**Signature (with date):**  
**(Name of the Faculty)**

**Recommended & Forwarded by:**  
**(Signature of Area Chairperson)**

**Verified & Forwarded by:**  
**Signature of President, CIE**

**Approved by:**  
**Dr. Urashi Makkar**  
Director

**3.13.**

**Corporate Development Excellence Centre (CDEC)**

**Consultancy Policy**

**1. INTRODUCTION**

IMS Ghaziabad has constituted Corporate Development and Excellence Center (CDEC) for the upcoming training, development and consulting vertical of IMS Ghaziabad with an intent to provide world class training, development and consulting services to the organizations by providing bespoke offerings. The objectives of the CDEC are –

- To provide bespoke training and development programs to the organization to help them provide talent development programs to their employees.
- To provide consulting services to the organizations by understanding their areas of concern and sharing sustainable solutions.

Within CDEC consultancy is well recognized as an effective way for institutes to disseminate knowledge and make an early and direct impact on society. However, the balance between consultancy and the traditional roles of the academic staff needs to be managed and the interests of the Institute must be protected. This Policy provides provisions for conducting consultancy to ensure that consultancies undertaken by staff are consistent with the Institute's objectives and the costs are sustainable. IMS Ghaziabad is committed to making its expertise available through service to industry, commerce, government, professions, arts and other educational and research organizations.

**2. THE POLICY**

All Research and Non-research consultancies as described in this Policy are governed by the following guiding principles:

- (a) The Consultancy must not be in conflict with Institute policies including those governing employment such as the Code of Conduct Policy.
- (b) There should be demonstrable benefit to the Institute from the consultancy through income, enhanced reputation, and/or expanding the expertise of the staff member.
- (c) The Consultancy must not be in conflict with the functions, objectives or interests of the Institute or damage the Institute's reputation.
- (d) Staff members shall not undertake external research activities where no formal agreement been authorized by the Institute.

**2.1. Institute Research Consultancy**

A Research Consultancy exists where an academic staff member provides research skills or expertise in return for remuneration from an external funder. A Research Consultancy may be the outcome of a tender or an individual negotiation.

## 2.2. Institute Non-research Consultancy

Non-research Consultancy would include the provision of professional services to external agencies for a fee.

## 2.3. Individual Consultancy

In Principle a faculty or staff member is not supposed to undertake a Individual Consultancy unless it is approved by the institute. However, the faculty or staff conducting private consultancy shall ensure that such work does not affect their allocated duties, obligations to the Institute and the approval is taken from the institute in advance.

A staff member conducting an Individual Consultancy must ensure that the following criteria are met:

- (a) The carrying out of tasks associated with the Individual Consultancy will be accomplished without unduly affecting the duties of the position;
- (b) The Individual Consultancy is not within an area in which the Institute might be contracting to provide a service on a commercial basis, possibly utilizing the skills of the staff member involved;
- (c) IMS Ghaziabad is not bound by any agreement (written or otherwise) relating to the Individual Consultancy;
- (d) The staff member declares any real or potential conflict of interest to the authorities.

## 3. STAFF ENTITLEMENTS

The Institute allows staff to engage in Research, Non-research and/or Individual Consultancies provided they do not interfere with the discharge their duties. Consultancies shall be undertaken only with the approval of the Registrar. No limit is placed on earnings.

### 3.1. Benefits of Institute Consultancy

The Institute provides the following benefits to staff undertaking Institute Research or Non-research Consultancies:

- (a) Access to the Institute's financial management processes to support and enable invoices to external organizations for funding and expenditure of project costs.
- (b) Access to the Institute's resources such as technical and administration staff equipment and telecommunications, subject to approval by the Faculty or Office.
- (c) Entitlements to use the Institute's name and reputation, providing it is not brought into disrepute.
- (d) Ability to make reference to their Institute position and title in connection with the work.

3.4. The revenue generated from the consultancy project is shared by the member and the Institute in a 30:70 ratio after deducting the overheads and all other expenses met by the Institute.

3.5. If more than one member take-up the consultancy project the 30% amount shall be shared equally.

## 4. APPROVAL

All Institute approved Consultancies are required to be approved and managed in accordance with this Policy, associated documents, and other Institute policies. Applications to conduct Consultancy are required to be approved through.







G.T. Road, Lal Quan, Ghaziabad (NCR) -201 009 (U.P.) INDIA

Ph. : 0120-4170600 (30 Lines) Fax: 0120-2866034

E-mail: [director@imgzb.ac.in](mailto:director@imgzb.ac.in)

[www.ims-ghaziabad.ac.in](http://www.ims-ghaziabad.ac.in)



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