DPU Dr. D. Y. Patil B-School

(Program Approved by AICTE, Ministry of Education, Govt. of India)

INSTITUTIONAL POLICY MANUAL

Dr. D. Y. Patil Unitech Society
Dr. D. Y. Patil B-School
Sr. No. 87-88, Bengaluru-Mumbai
Express Bypass, Tathawade,
Pune - 411033, Maharashtra, India

About the Institute

Dr. D. Y. Patil B-School was established in 2014 under the umbrella of Dr. D. Y. Patil Unitech Society. Dr. D. Y. Patil Unitech Society (Formerly Dr. D. Y. Patil Vidya Pratishthan Society) was established by Pad. Dr. D. Y. Patil, in 1984, developed educational institutes to cater to the needs of deserving students.

In 2014, a plan to start a standalone PGDM institute in Tathawade Campus which would aim to emerge as an institution of excellence imparting management education and an institution of choice for students from Pan India even while remaining rooted in Indian ethos and social values was envisaged by the management.

The institute started its journey by offering the Post Graduate Diploma in Management (PGDM) program with an intake of 60. Today, the institute offers two programs, i.e. Post Graduate Diploma in Management (PGDM) with an intake of 180 and a Post Graduate Diploma in Management (PGDM) in Business Administration with an intake of 120. Both programs are approved by the All India Council for Technical Education (AICTE), New Delhi.

The curriculum is designed to adhere to the prescribed framework even as it strives to meet the industry's expectations. The teaching methodology combines experiential learning with case studies, analysis, projects, exercises, company visits etc. While our robust curriculum is delivered with a multicultural and multidisciplinary approach, we strive to implement the National Education Policy (NEP) 2020 provisions in our programs.

The institute is well supported by a team of qualified full-time and visiting faculty who come from diverse cultural, academic and professional backgrounds with a wide spectrum of experience and expertise in the corporate world and the field of management education.

The institute has sufficient modern classrooms supported by suitable IT infrastructure for connectivity and access to academic resources. Institute also has a strong interface with the industry, thus a good placement track record since inception offering multiple placement opportunities to students.
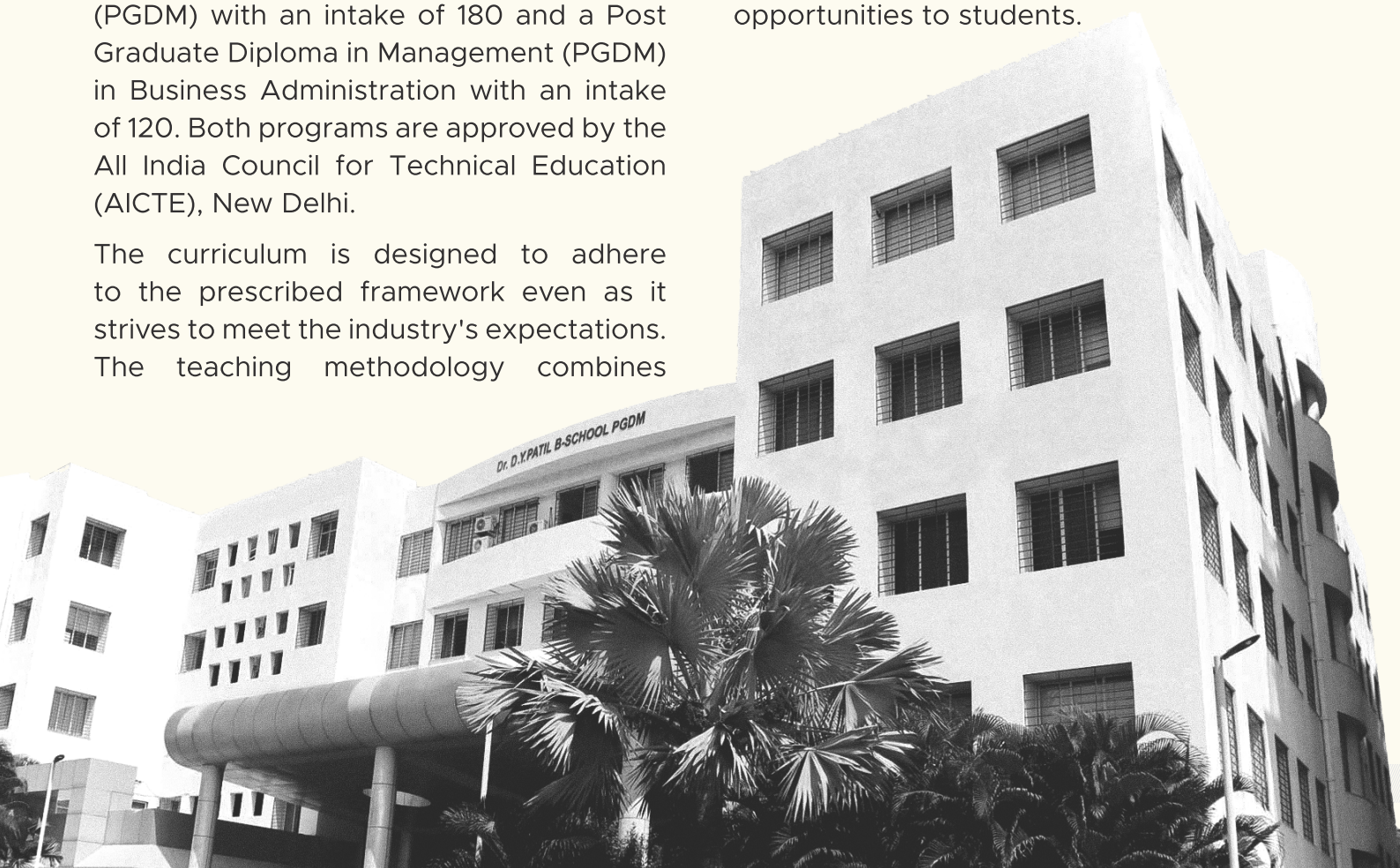
VISION

Dr. D. Y. Patil B-School is committed:

➤ To be an institution of excellence imparting management education that creates professionals for contributing towards innovation, business and society.

PROGRAM EDUCATIONAL OBJECTIVES

Dr. D. Y. Patil B-School prepares graduates for:

➤ Taking up careers related to management specializations offered by the institutions with the needful core competencies acquired in an assessment-driven learning environment.

➤ Execution of projects that require professionalism and knowledge in multiple managerial domains.

➤ Pursuing entrepreneurship with the breadth of exposure experienced.

MISSION STATEMENTS

Dr. D. Y. Patil B-School will put sustained efforts to:

➤ Develop curriculum and delivery approaches to provide wide exposure and experiences to the learner to gain horizontal exposure and vertical expertise.

➤ Provide opportunities for faculties to upgrade their knowledge and skills in the management and supporting domains required for the programs offered.

➤ Establish local, national and global connections to share, utilize, and exchange managerial expertise.

➤ Conduct outreach activities for the society that involve the use of managerial concepts to deal with societal issues.

➤ Create and upgrade contemporary facilities for offering management education.
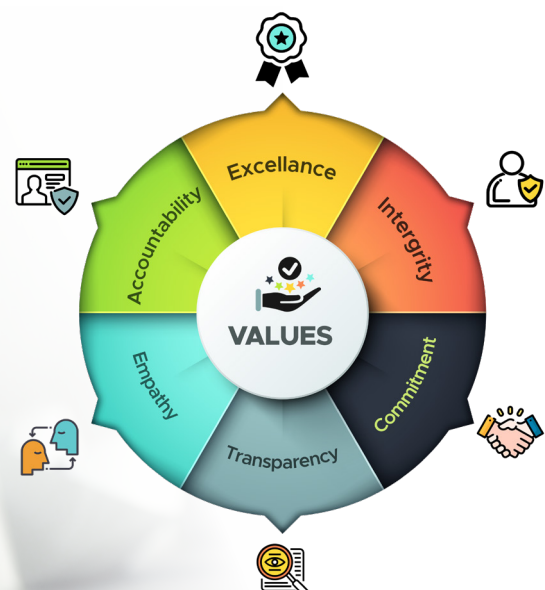
Preface

The Internal Quality Assurance Cell (IQAC) was constituted to plan and systematically implement various activities to assure and enhance the quality level of academics by Dr. D. Y. Patil B-School. Apart from the IQAC, there are various other committees to ensure the smooth functioning of the Institute. These committees are expected to set up the right environment in the first place for the various activities to be carried out. In this direction, we have developed policies that spell out our intentions and goals.

Another objective behind framing the policies was to synchronize things and align the direction of these committees with the vision and mission. These policies are the bridge between our overall vision and mission and the actions we take in various areas. The policies are guides to specific actions, but they are also a constant reminder of our ultimate goals. Policies set up the framework for actions. While they are not expected to specify things in detail, they are valuable in controlling the direction of various activities. They facilitate goal congruence, which is a critical aspect for achieving any task.

Policies should not be confused with procedures. While the former is a reflection of the strategic intent of the organization, the latter is a detailed, sequential, and step-by-step method of executing tasks. Sufficient care has been taken in devising the policies to achieve both these aspects – of reflecting the strategic intent and of avoiding procedural details.

It was also felt that if we put all the policies together in the form of a Policy Manual, it shall provide a good reference point for our actions. An integrated Policy Manual shall always be handy when it comes to understanding the entire gamut of activities that we carry and the way we are supposed to carry them. The Policy Manual is expected to be a guiding torch for enabling all of us to take actions that are in complete sync with the broader and bigger goals that we have set. Thus, the Policy Manual shall standardize and systematize our approach to actions in various areas. It shall reflect a unified attitude in various diverse areas that we handle.

At the stage of its initial launch, there were around 25 policies that were compiled together in the form of a manual. After a periodic review, it was found that we need to add a few more policies in light of the recent developments and enhancement in the scope of our operations. Hence, we are releasing this first updated version of the Policy Manual. We hope that the manual shall act as a strong enabler to realize our vision, mission, and goals.

Director
Dr. D. Y. Patil B-School, Pune

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Operational Guidelines for the Manual

Common operational guidelines in respect of policy formulation, implementation, review, and revision

Context

The policies have been developed as part of the governing body's commitment to academic excellence and provide general direction and greater clarity to teachers and other members to translate quality objectives into reality.

Objectives

Apart from guiding specific issues, all the policies would try and bring about uniformity of purpose in various actions.

Responsibilities

Director of Dr. D. Y. Patil B-School as the policy owner

Publication and currency of the policy and support material Notification to the staff of any changes to this policy

Registrar of Dr. D. Y. Patil B-School as Policy Contact Person

Provision of advice on the interpretation and implementation of the policy

Operational Guidelines for the Manual

Common operational guidelines in respect of policy formulation, implementation, review, and revision

IQAC/ Academic-Coordinator / Convener

Management and oversight of the policy and its implementation Provision of advice and assistance to respective groups on policy development, implementation, and evaluation

Monitoring, evaluation, and reporting requirements

Respective committee heads shall monitor the policies' implementation and report annually, or as required, to the Director of the B-School and Management.

The Director of Dr. D. Y. Patil B-School

shall supervise the implementation of the policy in the Institute.

Review / Revisions / Additions

Respective Committee Heads shall, from time to time, review the policies and, if need be, can revise the same after taking approval from the governing body and the Director of Dr. D. Y. Patil B-School. Further, in line with changing requirements, additional policies can also be developed and added to the manual.

ADMISSIONS POLICY, VERIFYING STUDENT QUALIFICATIONS PROCEDURES AND REFUND POLICY

ADMISSIONS POLICY, VERIFYING STUDENT QUALIFICATIONS PROCEDURES AND REFUND POLICY

The aim of this policy is to provide a basis for taking decisions related to admission of students in general including those of verifying student qualifications and for refunds

POLICY

a. In line with the vision, mission and strategy, the thrust shall be on providing a platform for students from all strata to acquire professional education and develop a variety of skills.

b. Further, students from the lesser privilege groups shall be encouraged to acquire professional education and develop a variety of skills. In this regard, the admission cell and other faculty members shall make efforts to increase the awareness level amongst parents and students about the benefits that are available from the Government in the form of various scholarships.

c. Adequate efforts shall be taken to publicize the institute's presence so that students across the district including interior and remote parts are aware of the opportunity available to them for pursuing higher education.

d. Amongst the applicants, admissions shall be purely on the basis of merit and the entire process shall be absolutely transparent. Instructions and rules from various authorities shall be diligently followed and the students' section shall get all the admissions approved by the concerned regulatory authorities.

e. Admissions through Association CAT, MAT, CMAT, XAT, ATMA, and state CETs shall also be carried in a fair and transparent manner and shall be driven by merit as the key criteria for selection of the students as instructed by AICTE and DTE.

f. Procedures for verification of students' qualifications shall be carried with due diligence. Reasonable documentary evidence including declarations shall be taken from the students to ensure that the admission documents are genuine and true.

g. Charging of fees would be strictly as per the internal guidelines issued by the Trust office. They would also comply with norms of the State and other fee regulatory authorities as would be applicable to the course(s) concerned.

h. Similarly, policy of refund of fees shall be in line with the requirements of internal guidelines issued by the Trust office. They would also comply with the norms of State and other fee regulatory authorities as would be applicable to the course(s) concerned.

STUDENT
RECORD
MANAGEMENT
POLICY

My Files

STUDENT RECORD MANAGEMENT POLICY

Students' records constitute an important source of data for the Institution. It serves various purposes and is also an input for the alumni database.

POLICY

a. In consultation with the IT department, the students' section shall devise and maintain a reasonable student database system.

b. The students' records shall be treated with due care and diligence, as they constitute a statutory record since many students are utilizing scholarships from the Government, and other sources.

c. The students' dataset shall be treated as confidential information, and access to the same shall be limited.

d. Personal information of the students shall not be used in any way that would infringe the privacy of the student.

e. Any person found guilty of misusing the students' personal information or using it for personal purposes shall be punished.

f. Every year at the end of the semester, the details of the passed out batch shall be appended to the Alumni records.

g. The students' section shall ensure that they have reasonable backup systems in place to ensure the safety of the students' records.

ATTENDANCE POLICY

Student's records constitute an important source of data for the Institution. It serves various purposes and is also an input for the alumni database.

POLICY

a. The rules shall govern students' and faculty attendance in this regard, and those shall be strictly followed.

b. Normal deviations (absenteeism for short periods) shall be duly backed up by written applications and approvals from the faculty members.

c. Exceptional deviations (absenteeism for prolonged periods) shall be duly backed up by written applications and approvals from the faculty members and the Director.

d. Before taking disciplinary action for persistent non-attendance, the concerned student shall be duly counseled by the course conveners.

e. Faculty shall observe due discipline in respect of their attendance in the Institutional premises. This shall include the reporting time, the departure time, the breaks, and related matters.

f. In case of outstation duties or for any reason when the faculty cannot record his or her attendance, it should be backed up by a formal written form duly approved by the Director. In case of such instances with the Director, the approval shall be from the Head Office.

g. Non-attendance of office duties without any information shall be considered as serious misconduct.

EXAMINATION AND ASSESSMENT POLICY

EXAMINATION AND ASSESSMENT POLICY

Examination and assessment are important processes in the teaching-learning process. They call for clear policies to facilitate excellence in academics.

POLICY

a. All the rules and regulations, Comprehensive Concurrent Evaluation (CCE) and End Semester Evaluation, about examinations and assessments shall be observed scrupulously.

b. Examination and assessment are highly sensitive issues and hence should be handled with due diligence and care. An injustice in these areas hurts the students badly, and hence extra precaution should be taken to ensure that the conduct of the examination and the assessment is fair and free of any discrepancies.

c. The principle of equity, fairness, and justice should be the overriding considerations in case a problematic situation arises during the examination and assessment.

d. It should also be remembered that examinations and assessments are only the mediums of acquiring knowledge. They are intermittent points in the overall teaching-learning process. Hence, they should not be unnecessarily overemphasized as ends in themselves.

e. With due consideration to discipline, decisions to tackle problems in the conduct of examinations and assessments should be taken in a balanced manner with a broader perspective of understanding that they are only a part of the overall teaching-learning process. For example, in the case of a misconduct of mild nature in examination, very harsh punishment does not make sense as the examination is not an end in itself but is only one element of a much bigger and broader process. Such decisions should be implemented consistently.

f. Internal assessment programs should be prepared at the beginning of the semester, and they should be duly communicated to the students well-in-advance.

g. Wherever the Institute or other authority allows a choice of the assessment method, the choice should be exercised with due care and considering the appropriateness of the assessment methods for a given subject and the course.

h. Faculty members shall have the flexibility to design the assessment methods for their respective subjects in consultation with the course convener. They can employ more than one method of assessment for a given subject.

i. The internally developed assessment methods deployed by the faculty shall provide for a reasonably objective basis for evaluation. The course conveners shall pay specific attention to this aspect that the internally developed methods are not subjective as the same can lead to chaos and conflicts.

POLICY FOR DEALING WITH UNFAIR MEANS IN EXAMINATIONS AND ASSESSMENTS

POLICY FOR DEALING WITH UNFAIR MEANS IN EXAMINATIONS AND ASSESSMENTS

Unfair means in examinations and assessments are punishable offenses, and this policy provides a framework for actions in this regard.

POLICY

a. All the procedures, internal and external (set at the Institute level) and external (set at the university level), should be scrupulously observed in dealing with cases of unfair means in examinations and assessments.

b. Reasonable communication should be done with the faculty members and students before the examination to make them understand the scope of the term "unfair means."

c. Levels of authority to make decisions in the matters like the exam supervisor, exam coordinator, overall internal exam supervisor, and the external supervisor should be made known to all concerned so that in case of disputes, there is clarity about the deciding authority and also of the possible levels of appeals against the decision if the need arises.

d. With due consideration to discipline, decisions to tackle problems related to unfair means in examination and assessments should be taken in a balanced manner with a broader perspective of understanding that they are only a part of the overall teaching-learning process. For example, in the case of misconduct of mild nature, very harsh punishment does not make sense as the examination is not an end in itself but only one element of a much bigger and broader process. Such decisions should be implemented consistently.

e. Before punishing the alleged students and faculty of misconduct in the examination and assessment, they should be provided with a reasonable opportunity of being heard.

f. Those alleged of adopting unfair means can appeal to higher levels of authorities, offering their clarification and say in the matter.

g. Punishments shall be given only after the concerned student and faculty have exercised their choice of offering defense, or they have admitted their offense.

h. If the matter becomes serious and involves the summoning of police, the Director shall inform the Head Office about the same.

LIBRARY
POLICY

LIBRARY POLICY

Nothing is more pleasant than exploring a library. The Institute aims at creating and maintaining a state-of-the-art library facility.

POLICY

a. The Institute is strongly committed to create and maintain a top-class library for the benefit of its students and faculty.

b. Institute shall ensure that the Library is not only well-equipped in terms of quantity of books and resources, but it reflects due care for the quality dimension of a library.

c. Quality dimensions of the Library shall include aspects like quality of library service.

d. The Librarian shall regularly seek feedback on the quality of library service, and a report shall be submitted to the Director regularly.

e. The library service quality shall follow standard service quality models like SERVQUAL.

f. The Librarian shall be a professionally qualified person and shall receive due training in library maintenance.

g. The Institute shall strive to network its Library with repository systems like the Shodhganga, the Shodhgangotri, and others.

h. Impetus shall be making maximum use of the IT resources and software to manage a computerized library system.

i. With the help of the IT department, the Librarian shall make provision for creating repositories to store things like project reports, dissertations, and thesis.

j. The Librarian shall regularly submit budget proposals for the procurement of books, journals, and other library resources.

k. The Institution shall ensure that adequate funding is available every year for adding library resources.

l. Digitalization of the Library shall be a special endeavor, and the Librarian shall collaborate with the IT department in this pursuit.

m. The Librarian shall prepare a set of library rules that shall include dos and don'ts.

n. In case of books borrowed and not returned within a stipulated time, the Librarian shall issue a deduction intimation to the accounts department mentioning the book's price.

o. The Librarian and the Director shall carry a periodic stock-taking of the library resources, and a formal report signed by both shall be forwarded to the Head Office.

p. Any discrepancies found in the Library resources shall promptly be reported to the Head Office, and after due inquiry and actions, due adjustments shall be made in the property registers and books of accounts.

q. The Librarian shall periodically identify library items that have become redundant.

r. Such redundant resources shall be disposed of by donation to another Library or in any other appropriate manner.

s. The Librarian shall make judicious use of the library space so that access to books is facilitated.

t. Books that have been received on grant shall be identified properly so that they are not mixed with the regular books.

PLACEMENTS POLICY

PLACEMENTS POLICY

The Institute recognizes the fact that placement is amongst the key parameters of success for the Institution. Just like for a company, profit earned is a strong indicator of effectiveness & efficiency for all of its functions, including marketing, production, purchase, human resource management, finance, etc. Final placements of students at companies of repute are an indicator of effectiveness & efficiency for all the activities of an educational institution.

POLICY

a. The placement cell shall adopt a holistic approach by analyzing the students' entire "learning chain" starting from the admissions till the final placements.

b. Due recognition shall be given that the Institute shall receive a sizable number of students from rural backgrounds. For the grooming of such students, a special program shall be used.

c. Rigorous monitoring of the students' progress shall be done through mechanisms like "student advisory cell," etc.

d. Training needs of the students shall be identified by the faculty members based on their feedback. Attempts shall be made to identify these needs as early as possible so that adequate provisions shall be made to arrange training resources.

e. The placement cell shall make efforts to organize general programs based on higher frequencies of deficiencies. In case of unique needs, adequate counseling shall be done.

f. Students shall be actively involved in the placement activities. They shall be encouraged to accompany the faculty members during visits to organizations for summer and final placements.

g. The placement cell shall impress upon the students to look at their summer internships as the first potential source of employment to work sincerely and grasp the dynamics of the corporate work environment culture.

h. It would also be an endeavor of the placement cell to encourage entrepreneurship amongst the students. For this, due support shall be taken from the ED Cell.

i. Due ethics shall be observed while carrying out training and placement activities. Absolute transparency shall be maintained in all transactions involving monetary and other resources.

j. The placement cell shall also ensure that students develop clarity on the roles that they are expected to carry and the terms of their remuneration. Adequate clarity shall be provided on pay package elements like CTC, Take-home, Fixed, Variable, and all such salary elements.

k. The processes shall be standardized, and the placement cell shall prepare an annual activity plan for achieving its objectives. The Director shall duly approve this activity plan.

HOSTEL
POLICY

HOSTEL POLICY

This policy aims at providing guidelines for allotment, stay, and other such aspects related to hostels.

POLICY

a. Admission to hostels shall be based on the availability of adequate rooms, Head Office policies, admission of students, and other such factors.

b. The Institute does not look at hostels as profit centers. The fees to be charged shall be very reasonable and shall be in line with policies framed by the Head Office in this regard.

c. Hostel fees shall be charged uniformly for all the students without any discrimination.

d. Wherever there are more students demanding Hostel accommodation than the number of rooms available, the decision of allotment shall be based on the meritorious performance of the students. Those who have secured higher marks in tests shall be given preference over others with lesser scores.

e. Stay and conduct at the hostel shall be strictly governed by the hostel rules.

f. Misconduct and indiscipline shall be dealt with strictly.

g. In case of any disputes or issues, the matter shall be decided on principles of equity and fairness.

h. Before any disciplinary action is taken for misconduct in the hostel, the student concerned shall be given full opportunity of being heard.

i. The right to terminate a Hostel facility for a student shall be with the Director, and this decision shall be taken in due consultation with the warden.

CAFETERIA / CANTEEN POLICY

CAFETERIA/CANTEEN POLICY

The Institute notes that a cafeteria or canteen is essential to support the students.

POLICY

a. The Cafeteria / Canteen shall operate on a self-sustaining basis, and charges would be reasonable to cover the costs.

b. Administration and operation of the Cafeteria / Canteen shall be with a Cafeteria / Canteen contractor who shall be selected through a tendering system as per the provisions laid down by the Head Office.

c. A Cafeteria / Canteen committee shall be constituted every semester and shall include a faculty member and two student representatives.

d. This committee shall supervise and control the operations by the Cafeteria / Canteen contractor.

e. Self-service shall be followed in all the Cafeteria / Canteens.

f. The food shall be available in unlimited quantity except in the case of special items.

g. Students can bring guests along with them with prior permission and subject to guest charges. Students themselves cannot dine with guest passes.

h. No student could claim mess reduction unless he/ she intimated his / her absence in advance by applying for mess reduction in the form prescribed and signed the Mess Leaving Register at the time of his/ her leaving the mess.

i. Students shall not cook any food inside their hostel rooms or mess.

j. Students shall not be permitted to take food outside the mess. They cannot also take mess utensils such as plates, spoons, tumblers, and other things to their rooms.

k. Typically, no food shall be served inside the hostel rooms except for medical emergency needs.

l. No one shall waste food. Paying a mess bill does not entitle a diner to waste food.

m. Students are expected to maintain the mess and surroundings neat and clean.

n. After finishing the food, diners shall leave the cup, plate, waste food, etc., in the designated bins.

SPORTS
POLICY

SPORTS POLICY

Even though committed to academics, the institute recognizes that academics alone is not enough and encourages sports activities.

POLICY

a. Institute recognizes that the all-around and well-balanced development of the students is the essence of the development of a complete persona and shall strive to encourage its students and faculty members to participate actively in sports.

b. The policy endeavors to develop concepts such as fair play, competition, and sportsmanship

c. It shall adopt a three-pronged approach to developing sports culture - providing facilities, providing coaching, and incentivizing and motivating.

d. Reasonable facilities shall be offered to the Institute's students, including a playground for cricket, hockey, football, and athletics, a ground for basketball and volleyball, and other sports.

e. The Institute shall also help its students and faculty members to seek membership of central sports facilities of the Trust.

f. Apart from the physical facilities, the Institute provides various essential materials and equipment for sports.

g. The Institute shall engage the services of expert coaches and trainers based on the actual requirement.

h. The Institute shall offer incentives to the achievers like the Institute's medal for high achievers at the state or national level and declaration of cash prizes to the individual players.

HOBBY CLUBS POLICY

HOBBY CLUBS POLICY

The Institute encourages its students and faculty to develop extra-curricular activities and participate in various hobby clubs.

POLICY

a. The hobby clubs shall endeavor to promote students' and faculty's passions and hobbies.

b. Hobby clubs are extra-curricular, and the Institute looks at them as complementary to academic activities. The Institute shall encourage these activities to bring about an all-round development of its students and faculties.

c. The hobby club shall be managed by a two-member committee of one faculty and one student. However, the faculty member shall play a role more of a mentor, and the club shall be managed largely by the students themselves.

d. The faculty dealing with the hobby club shall seek regular budgetary allocation to meet the club's expenses.

e. The faculty dealing with the hobby club shall develop a framework for the conduct of members of the hobby club to maintain discipline.

f. Students shall be encouraged to find corporate sponsors for the hobby club.

g. The Institute shall encourage participation in various inter-college competitions and shall bear expenses towards that.

h. The hobby club shall present a gist of its activities during the annual day or such functions.

ALUMNI
POLICY

ALUMNI POLICY

The Institute looks at its Alumni as important stakeholders. Policy in this regard is spelled out below.

POLICY

a. Alumni are an integral part of the Institute, and they are an important stakeholder in the Institution.

b. A senior faculty shall be given the responsibility of overseeing the Alumni management.

c. The Institute shall create adequate records to maintain details of its Alumni. In this regard, the faculty with responsibilities for Alumni shall meet at the end of the semester, tie-up with the students' section to procure new additions to the Alumni.

d. The Institution shall try to establish a formal Alumni Association. Such an arrangement shall be in line with the overall policies of the Head Office.

e. The Institute shall hold once a year, an alumni meet inviting the alumni to come to the Institute and share their memories and experiences with the ongoing batches of students.

f. The Institute shall follow the overall alumni policy of the Head Office regarding charging of alumni membership fees and such aspects.

g. The Institute shall seek help from the Alumni for different academic and non-academic purposes like placements, contribution to the incubation cell, and others.

ANTI-RAGGING
POLICY

ANTI-RAGGING POLICY

The Institute shall have zero tolerance for any ragging activity. The Institute is there to support the new joiners in every aspect.

POLICY

a. Regulations in this regard issued by apex bodies like the UGC/AICTE and others shall be duly followed.

b. A formal committee shall be constituted to deal with the cases of ragging that are officially registered.

c. The Committee shall be headed by a senior faculty and include four student representatives, out of which one shall be from the senior batch while three shall be from the junior batch.

d. Due confidentiality shall be provided to the complaining student or staff to avoid further harassment from the offenders.

e. Those in charge shall make conscious efforts to identify risk areas that may lead to a case of ragging. For instance, Hostel is a place where the risk of ragging is generally high. Due protection at Hostels, hence, shall be offered. Such potential risk areas shall be addressed in advance to prevent problems.

f. The Institute shall make special efforts to create awareness on the issue in both formal and informal manners.

g. Important rules in this regard shall be displayed at the Institute's premises so that they are prominently visible. Such displays shall also carry Help Line numbers.

h. Informal channels like mentoring arrangements shall be used to spread awareness on the matter amongst the mentees.

i. The committee shall follow principles of natural justice while dealing with ragging complaints.

j. In case of serious offenses due consultation from the Head Office shall be obtained.

INTERNATIONAL COLLABORATION POLICY

The Institute envisions being a part of the global education hub. It shall therefore make special efforts to seek international collaborations.

POLICY

a. Conscious efforts shall be made to seek international collaboration in the areas involving the exchange of students, faculty, and other knowledge-sharing initiatives.

b. In the case of students, attempts shall be made to create opportunities for on-site campus visits to foreign colleges and universities. This is desirable from the viewpoint of the students getting a chance to travel abroad & understand other nations' cultures.

c. Similar efforts shall be made for the exchange of faculty.

d. Special thrust shall be given on collaborations to facilitate research. In the current academic scenario, several research papers are co-authored by international authors. Such a collaborative effort has many advantages. Hence the Institute shall make the best possible attempt to promote collaborative research at the international level.

e. Special budget provisions shall be made to facilitate international collaborations in different forms.

f. Efforts shall be made to arrange International seminars and conferences at least once every three years.

g. Selection of the international speakers, their remuneration, and other terms shall be finalized in consultation with the Head Office.

h. Attempts shall be made to execute formal Memorandum of Understanding (MoUs) with foreign universities/institutions to facilitate international collaboration.

i. The academic convener(s) shall be the custodian of the MoUs, and they should ensure that they are generally renewed as and when they expire.

INCUBATION CELL POLICY

INCUBATION CELL POLICY

An incubation cell at an educational institution enables its students to get firsthand experience in entrepreneurship, promotes innovation-driven activities at the Institute and provides a comprehensive and integrated range of support, including space, mentoring, training programs, networking, and an array of other benefits.

POLICY

a. The Incubation cell shall function as a subunit of the Institution like the other cells.

b. A separate set of books of accounts and bank accounts may be maintained for the incubation cell.

c. A senior faculty member shall head the Incubation cell.

d. The Incubation cell shall strive to help students, alumni, or other external parties to set up start-ups.

e. The cell shall carry two main activities: first in creating general awareness about entrepreneurial initiatives through start-ups and second in providing consultancy to start-up entrepreneurs to set up their units.

f. In the case of setting-up entrepreneurial units, the activities to be guided would include preparing a business proposal, identifying the target market, creating a minimum viable product/service, technological guidance, industry exposure, pre-launch activities, consumer feedback, and exposure to the investor community.

g. For screening and approval of the proposals, a committee of at least three members shall be constituted, and it shall, after due study of the proposal, accept or reject the proposals.

h. The cell may also provide post-incubation support like branding, mentoring, and networking.

i. A Memorandum of Understanding (MoU) shall be signed with the incubates wherein their commitment to employ the Institute's students shall be obtained.

j. If required, services shall be availed from industry experts on a case-to-case basis. The commercial terms about such engagements shall be subject to the approval of the Head Office.

k. Due help shall be taken from the Head Office for commercial and legal matters such as funding arrangements, registration of patents, and other such aspects.

RESEARCH AND CONSULTANCY POLICY

RESEARCH AND CONSULTANCY POLICY

Research constitutes a vital element of the teaching, learning and development of a higher educational institution. Research fosters development of knowledge which is the ultimate aim of the overall system of education. This policy spells out guidelines for research and consultancy projects carried out at the Institution.

POLICY RESEARCH

a. Faculty members shall be encouraged to research various areas, including interdisciplinary and multidisciplinary research.

b. Twin principles of efficiency and effectiveness shall guide the overall research activity. While efficiency measures the input-output ratio, effectiveness measures the achievement of the preset objectives of the research.

c. The research activity shall be duly controlled by the Director, the Research Cell Head, and other senior faculty members.

d. To make the research broad-based, faculty shall be encouraged to collaborate with students, peers from other institutions, and international institutions.

e. The grants received for faculty research from funding or other agencies shall be utilized strictly as per terms of sanction of the grants.

f. Faculty shall be provided monetary and other support to carry research studies based on empirical data and publish its results in reputed journals.

g. In case of highly deserving cases, the Institution, based on approval of the Director, may sponsor the Open Access charges for publications of research papers of faculty members in Scopus Indexed Journals.

h. Patents shall be registered in the joint name of the faculty and the Institution and shall be subject to policies in this regard as framed by the Head Office.

i. Considering the importance of research as an outcome area for the faculty, if the Director feels that a particular faculty or faculties, in general, are not taking research activity seriously, he shall make some minimum research contributions mandatory for such faculty members. He may also communicate with the faculty member that a poor research contribution is bound to affect the overall performance of the faculty concerned adversely and would attract negative appraisals.

CONSULTANCY

j. Faculties shall be encouraged to secure consultancy projects from outside agencies.

k. The Institution looks at such consultancy projects as an opportunity for the students

to gain hands-on practical experience on lines similar to their summer internship programs and dissertations.

l. Consultancy projects executed at the Institutes thus have benefits for all the parties involved, including the party seeking consultancy, as being an Institution the charges would be quite less than a professional consultant.

m. The consultancy charges shall be negotiated by the concerned faculty and approved by the Director up to an amount of Rs.5 lakhs, beyond which the Head Office would approve them.

n. The consultancy charges shall be distributed liberally between the concerned faculty and the students to motivate them financially. In any case, the Institution shall not take a share of more than 10% of the consultancy charges for itself.

o. The financial benefit to students follows the principles of "earn-and-learn" schemes.

p. The director shall decide the distribution and sharing of the consultancy charges on a case-to-case basis.

q. The concerned faculty member shall document a synopsis of the consultancy project and use it as a learning resource.

r. The director and the faculty members shall ensure that the consultancy projects shall not clash with their regular academic and administrative duties.

CASE STUDY
DEVELOPMENT
CELL POLICY

CASE STUDY DEVELOPMENT CELL POLICY

Case studies provide a practical approach to learning concepts through application to real-life situations.

POLICY

a. The Case Study Development Cell shall function as a subunit of the Institution like the research cell.

b. A separate set of books of accounts and bank accounts may be maintained for the Case Study Development Cell.

c. The cell shall endeavor to prepare cases covering various functional areas of management. Some case studies shall involve inter-disciplinary and multi-disciplinary contents.

d. Case studies shall be in the form of caselets and elaborate cases, and they should address contemporary issues in management.

e. At the beginning of every academic session, the course conveners shall prepare a plan for the cases to be prepared for different categories.

f. If required, services shall be availed from industry experts or other academicians on a case-to-case basis to develop case studies.

RESEARCH INCENTIVE POLICY

RESEARCH INCENTIVE POLICY

The Institute believes strongly in incentivizing research activities carried by faculty and students.

POLICY

a. Research constitutes a vital element of the teaching-learning and development of a higher educational institution. Research fosters the development of knowledge which is the ultimate aim of the overall system of education. Therefore, the Institution is committed to providing the best possible incentives to promote research.

b. The incentives shall be provided at three stages of research – before the commencement of the research, during the research, and after the research.

c. Incentives before the commencement of the research shall be in the form of provision of leaves and other facilities to enable researchers to prepare themselves for the research.

d. Incentives during the research shall be providing leaves, monetary incentives, and making available services of students and other staff for executing the research plan.

e. Special instructions shall be issued to the Computer Laboratory to install statistical softwares like MS XLSTAT, SPSS, and others to enable statistical data analysis of the researcher's data. All these are indirect incentives to researchers to motivate them with a highly research-friendly environment.

f. Incentives in the form of payment of Article Processing Charges (APC), payment of training program fees, and other such payments shall be provided by the Institution to the researcher during the research.

g. Institutions shall extend maximum cooperation in enabling the researcher to fetch research grants from the AICTE, the UGC, and other such institutions.

h. Institutions shall assist researchers in fetching sponsorships of research from industry, alumni, and other external agencies.

i. Post completion of the research, the incentives shall include a monthly allowance in line with the overall HR policies of the Head Office. Other incentives shall be in the form of payment of the Open Access charges for papers that have been accepted for publication in Scopus indexed journals.

SEED FUND
ALLOTMENT
POLICY

SEED FUND ALLOTMENT POLICY

Government and other specialized institutions provide the seed fund in case of special projects. For instance, some agencies provide seed funds to encourage the installation of solar energy systems.

POLICY

a. The Institute shall strive continuously to look for such opportunities where seed capital funding is available, as these are generally at highly subsidized rates of interest.

b. The Institute shall take all steps to meticulously and efficiently follow instructions from the Head Office when such schemes have been identified for all the institutions operating under the Head Office.

c. In no case, funds earmarked for such special projects shall not be diverted to any other application.

d. The funds earmarked for such special projects shall be allotted only for the procurement of assets under the said scheme and in the manner as prescribed by the terms and conditions of the scheme.

e. The Institute shall service the repayment of the seed capital along with interest, as per the terms of the scheme on a timely basis, and shall not default in the repayments.

DIVERSITY,
INCLUSION AND
EQUITY POLICY

DIVERSITY, INCLUSION AND EQUITY POLICY

Diversity, inclusion, and equity are highly desirable attributes, and they lend richness to the organizational culture.

POLICY

a. The Institute shall make conscious attempts to encourage diversity among groups of people – students, faculty members, advisors, etc. Diversity offers a rich learning experience, and hence the Institute shall strive to inculcate diversity wherever possible.

b. It shall endeavor to bring together students with diverse domicile backgrounds like rural and urban to ensure student diversity. It shall also ensure that due gender diversity is achieved with adequate enrolments of students from both genders.

c. To ensure diversity in faculty, the Institute shall strive to engage people from diverse educational backgrounds and the industry.

d. To promote inclusion, the Institute shall make the best possible efforts to provide scholarships to the students, especially where there are possibilities of exclusion.

e. The Institute shall remain committed to the principle of equity and fairness. In no case decisions and actions that are against equity shall be encouraged. On the other hand, equity shall be one of the major guiding principles while executing the Institute's operations.

f. The Institute shall make special efforts to encourage the values of diversity, inclusion, and equity through its co-curricular and extension activities.

FINANCIAL POLICY

Financial resources are like the oxygen that keeps the Institution moving. Without finances, things would not be executable.

POLICY

g. The Institution shall follow the overall financial policy established by the Head Office.

h. The Institution shall be a part of the central pool of funds if the Head Office operates such a system.

i. On the other hand, if the finances are decentralized, the Institution shall function independently in managing its finances.

j. The Institution shall strive to ensure that adequate financial resources are available for both strategic and operational endeavors.

k. If the need arises, the Institution shall take recourse of borrowing funds for meeting its long-term and short-term financial requirements.

l. The borrowings shall be from two sources – internal and external.

m. In case of internal sources, the Institution shall borrow funds from the Head Office and other units under the Trust.

n. In the case of external sources, the Institution shall borrow funds from institutions like banks by offering the security of its assets in due consultation from the Head Office, centralized finance department shall be taken in this regard.

o. The Institution shall install funding systems to ensure a steady supply of working capital finances to the Institution so that salaries to the staff are paid on time despite delays in receipt of fees from the students, including the scholarships (if any) from the Government.

p. The Institution shall opt for facilities like Cash Credit from banks to address working capital issues.

q. It shall endeavor to enter into arrangements with banks to sanction working capital limits taking into account the fact that the cash flows in respect of fees are most of the time erratic.

r. It shall offer the fee receivable as a security to the bank against which funds from the cash credit limit would be used to meet the operating fund's requirements of the Institute.

s. If the need arises, the Institution shall use advanced financial methods like factoring services to ensure that adequate liquidity is maintained.

t. The Institute shall ensure that the cost of capital is lowest and funds are used judiciously. In this regard, it shall duly negotiate for competitive rates of interest for the supply of funds from external sources.

IT POLICY AND
ELECTRONIC MEDIA
POLICY, INFORMATION
SECURITY POLICY

IT POLICY AND ELECTRONIC MEDIA POLICY, INFORMATION SECURITY POLICY

IT resources are a great enabler in improving the efficacy of the teaching-learning system. Their efficient management helps teaching-learning excel in more than one way.

POLICY

a. The IT resources, including the electronic media, shall be under the control of the Computer / IT department and shall be manned by professionally qualified personnel.

b. The person heading the IT department shall be provided with technical and managerial training to improve these capabilities.

c. The IT resources shall be used judiciously, exercising due diligence and discipline.

d. The Computer laboratory to be used by students and the faculty members shall be subject to rules containing Dos and Don'ts while using the facilities.

e. The IT department shall continuously upgrade its resources by seeking budgetary allocation for the procurement of hardware and software.

f. It shall endeavor to provide services to other departments for faster and useful processing of in-house data. For instance, it shall provide support to faculty members to do student feedback analysis. Similarly, it shall provide researchers with support to address concerns like similarity checking and plagiarism.

g. The IT department head shall ensure that the resources are not misused in any manner whatsoever.

h. Strict actions shall be taken against those who are found guilty of misusing the Institute's IT resources.

i. Misuse of the IT resources shall include personal use of the Institute's IT resources.

j. The IT department shall control and manage the social media account of the Institute. In doing so, it shall refrain from making any unnecessary comments or statements that are out of context.

k. The social media account of the Institute shall be used in a very formal manner, and no personal or informal communication shall be passed on through these channels.

l. Adequate security arrangements shall be made to ensure a backup provision for the Institution's data and electronic resources.

m. Strong security measures shall be put in place to ensure that financial transactions carried through the IT systems are safe and secure.

n. The Institution shall refrain from using any pirated software. On the

other hand, it shall use only licensed versions.

o. For handling financial transactions the Institute shall strictly follow the protocols issued by the Head Office.

p. The allocation of rights to execute the financial transactions shall strictly follow the protocols issued by the Head Office and any changes in these arrangements shall be done only with the due consent of the Head Office.

q. The IT department head shall ensure that the IT systems are duly insured against risks of fire, theft, and others.

r. The IT department head along with the Head of the Institute shall

identify information that is classified as "confidential."

s. In case of requests made under the Right to Information Act, 2005, the Institute shall follow the guidelines issued by the Head Office for all the institutions of the Trust.

t. A periodic stock-taking of the IT resources shall be carried by the IT department head along with the Director and a formal report signed by both shall be forwarded to the Head Office.

u. Any discrepancies found in the IT resources shall promptly be reported to the Head Office and after due inquiry and actions due adjustments shall be made in the property registers and books of accounts.

ACADEMIC FREEDOM, ACADEMIC INTEGRITY AND CONDUCT

ACADEMIC FREEDOM, ACADEMIC INTEGRITY AND CONDUCT

Academic freedom is important to promote the exploration of knowledge. At the same time, maintaining academic integrity is important, and it demands ethical and mature conduct from students, faculty, and all the other stakeholders.

POLICY

a. The Institute is committed to promoting academic freedom as freedom of inquiry by faculty members is essential to the academy's mission and the principles of academia. Scholars should have the freedom to teach or communicate ideas or facts.

b. As a part of its teaching-learning process, the Institute encourages high levels of participation by students and provides a platform to express their ideas, views, and opinions freely. The Institute strongly supports academic freedom at all levels and looks at it with a highly positive orientation to unleash and discover new concepts, ideas, and thoughts.

c. At the same time, the Institute has due regard for the difference between academic freedom and freedom of speech. While the former pertains to scholarly pursuits, the latter indicates attempts to speak in areas whose knowledge and experience lack the speaker.

d. Faculty members themselves should clearly understand the difference and also mentor the students about the same. Freedom of speech stands on an altogether different footing and should not be allowed to be misused in the name of academic freedom to spread negativity of any kind.

e. The concept of academic integrity forms the cornerstone for all academic pursuits, and the Institute is committed to upholding academic integrity to the best possible extent.

f. The Director, the Research Cell Head, and other senior faculty members should conduct a special awareness program elaborating principles and details of academic integrity to uphold academic integrity. For instance, a talk can be given by the Director on the University Grants Commission (promotion of academic integrity and prevention of plagiarism in Higher Educational Institutions) Regulations, 2018.

g. The conduct of the faculty members and students should be befitting of upholding academic integrity while the environment shall be free and open enough to encourage academic freedom.

h. In case of misconduct, the person found guilty should undergo proper counselling, clearly explaining things that have gone wrong and seeking an undertaking that the misconduct shall not be repeated.

ACADEMIC QUALITY AND GOVERNANCE FRAMEWORK

ACADEMIC QUALITY AND GOVERNANCE FRAMEWORK

The aim of this policy is to inculcate quality consciousness amongst teaching staff, non-teaching staff and the students in whatever activities they do.

POLICY

a. The Institute shall strive ceaselessly to ensure high levels of academic quality.

b. In this endeavor of the Institute, the governance framework shall provide the basis for initiating and implementing various academic quality initiatives.

c. Academic quality shall cover quality assurance through provision of academic quality standards.

d. Assessment of teaching and learning quality shall be governed by student learning outcomes that can be called as graduate attributes.

e. The following table suggests mechanisms to achieve and measure the achievement of the graduate attributes, which reflect the desired outcomes:

Sr. No.	Graduate Attributes	Mechanism to achieve graduate attribute	Mechanism to measure achievement of graduate attribute
1	IQ	The teaching learning process contributes in delivering Knowledge & adding to the Intelligent Quotient of the students	Academic performance of the students.
2	EQ	Team work & group activities during various events of the Institutes helps in demonstrating Leadership Skill, Effective Teamwork, Decision making skills	Final placements of the students
3	SQ	The institute aims at creating responsible citizens for the country through various programs like Blood Donation Camp, NSS Camp.	Demonstrated social leadership by our students

g. The IQAC shall make an assessment of the desired outcomes every academic year based on academic performance and final placements of the students and shall take corrective actions if required wherever gaps are alarming.

h. In order to achieve the desired outcomes of IQ that are influenced by teaching-learning processes, faculties shall be advised to focus on achieving specific course objectives as set by the Institute while designing the curriculum. The faculties shall at the beginning of the course share with the students the course objectives and shall also measure the achievement of those on a continuous basis by way of methods of concurrent evaluation and at the end of the course through exams.

i. Faculties shall make an attempt to impress on the minds of the students that learning should be effective in terms of achievement of the course objectives and not just by way of scoring of marks in the exams. Attempts should be made to make students' knowledge oriented rather than marks oriented.

j. While there are a good number of definitions of quality, we emphasize the basic and fundamental dimension of quality, that is, fitness for use. Work done and activities performed shall be free of mistakes and shall be capable of effective usage by the users. Adequate efforts shall be made to highlight all concerned costs of poor quality in terms of loss of business, extra costs incurred in rework etc.

k. Quality shall be a responsibility of not only the teaching staff, but it shall also be shared by non-teaching staff. All members of the institute shall through their actions convey the message of quality to the students.

l. Further quality shall not just be a deliverable to the external customers it shall be a deliverable to the internal customers as well.

m. The members of IQAC in particular shall take conscious actions to assess, improve and assure quality across the entire organization. In this direction they shall prepare a policy manual to ensure that key activities of the institution are guided in such a way so as to deliver quality output.

n. Assessment of quality shall be based on various feedback, quantitative and qualitative measurements. The IQAC shall design and implement adequate quality measurement parameters. Appraisal systems like 360 degree feedback shall be encouraged so that both internal and external customers get a chance to voice their quality assessment. Apart from conventional measures like results, feedback from the employers of the students from our institute shall be obtained so as to assess the overall impression of the employers about the students placed.

COURSE AND SUBJECT SURVEYS; COURSE AND SUBJECT DEVELOPMENT AND REVIEW
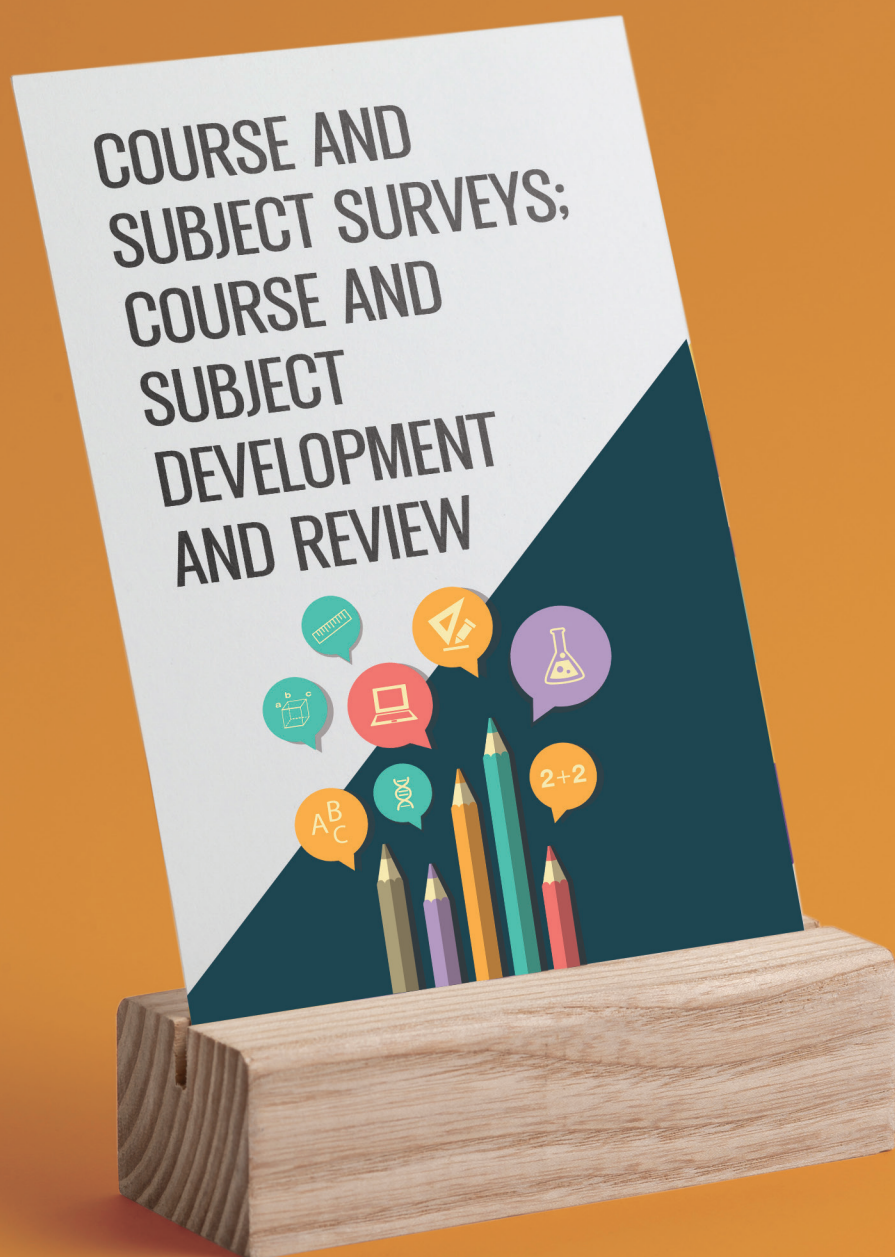
COURSE AND SUBJECT SURVEYS; COURSE AND SUBJECT DEVELOPMENT AND REVIEW

In an era of Choice Based Credit System (CBCS), the importance of Course and Subject Surveys; Course and Subject Development and Review have increased. Such reviews and development provide a continuous updating of the curriculum in sync with changes in the environment.

POLICY

a. The Institution shall continuously scan the environment to assess the requirement of courses to cater to the changing needs of the learners.

b. If the Director thinks that there are courses that have good potential, then the same shall be put up for consideration and approval of the Head Office.

c. If the Head Office approves the courses, necessary steps shall be taken to institutionalize the new course by creating a special task force group.

d. Faculty members shall also be encouraged to scout for such courses that seem to be promising, and they can discuss their ideas with the Director.

e. within the curriculum specified by the Institute or the one that already exists, faculty members shall enrich the courses and subjects through various measures like adding new concepts, presenting different viewpoints on existing concepts, developing advanced levels of knowledge application, and others.

f. The faculty is strongly discouraged from dealing with the subject from a pure exam point of view wherein learning becomes highly ineffective.

g. On the other hand, faculties should make sustained efforts to create strong learning interest amongst the students so that there is a perceptible and genuine change in their scholastic abilities.

h. Faculties should use both enlargement and enrichment routes to develop the courses and subjects.

i. Before the commencement of the academic session, course conveners and faculties shall carry a review, and developmental initiatives should be reflected in their teaching plan for the subjects and the courses.

PROFESSIONAL SOCIETIES POLICY

PROFESSIONAL SOCIETIES POLICY

Association with professional societies provides the Institute benefits of knowledge-sharing and networking.

POLICY

a. The Institute shall actively pursue affiliation with professional societies.

b. It shall seek membership with professional societies for benefits in both academic and administrative areas.

c. There are times when joint representations must be made to statutory authorities to protect and promote all the institutions' common interests. In such cases, membership of professional societies that are more in administration is desirable.

d. The Institute shall play an active role as members of the professional societies. It shall propose initiatives, organize meetings of the association, and also try to lead the societies.

e. The Institute shall also try to encourage other peer Institutions to become members of the professional societies so that a strong network is established.

MENTOR-MENTEE POLICY / MENTORING POLICY

Mentoring is a good tool to guide people. Students as learners often require guidance on various issues. This policy sets out the guidance in this regard.

POLICY

b. here shall be a formal mentoring arrangement for the students,

c. The course conveners shall nominate faculty members as mentors for the students.

d. The course conveners shall also allot a reasonable size of students as mentees for each faculty mentor.

e. The mentoring shall be in two forms. General counseling shall be done for the respective mentees by the mentors.

f. Additionally, as and when the need arises, personal counseling shall be done by the mentors.

g. The most important aspect of the mentor-mentee relationship is the students' confidence in believing that they have 24 x 7 access to their mentor.

h. Every mentor shall strive to foster this feeling of availability of access to the mentor amongst the mentees.

i. All the mentors shall create a record listing out the most commonly faced problems by the students. Such a record shall be compiled and converted into Frequently Asked Questions (FAQs) and shall be put on the Institute's website.

ANTI-SEXUAL HARASSMENT POLICY

ANTI-SEXUAL HARASSMENT POLICY

The Institute recognizes prevention of sexual harassment as an important responsibility and policies in this regard are given below.

POLICY

a. The policy shall operate within the overall framework of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

b. A formal committee and other arrangements shall be made by the Institute in line with the Act's requirements.

c. Senior women faculty members shall be appointed to oversee the operation of the mechanism specified in the Act.

d. Those in charge shall make conscious efforts to identify risk areas that may lead to instances of sexual harassment.

e. Such potential risk areas shall be given extra protection to prevent sexual harassment.

f. The Institute shall make special efforts to create awareness on the issue in both formal and informal manners.

g. The Act's key provisions shall be displayed at the Institute's premises so that they are prominently visible. Such displays shall also carry Help Line numbers.

h. Informal channels like mentoring arrangements shall be used to spread awareness on the matter amongst the mentees.

i. Matters of sexual harassment shall be handled with extreme care and caution, along with a commitment to principles of fairness, equity, and justice.

j. No discrimination of any type shall be entertained, and those found guilty shall be duly punished to convey a strong message of non-tolerance of such acts at the Institute.

k. In case of proceedings under the Act, the Institute shall help the legal section of the Head Office and keep it posted about the developments.

PREVENTION OF HARASSMENT AND BULLYING POLICY

PREVENTION OF HARASSMENT AND BULLYING POLICY

The Institute shall have no tolerance for any harassment or bullying.

POLICY

a. The scope of the policy encompasses both staff and students.

b. Harassment in both verbal and non-verbal means shall be addressed.

c. A formal committee shall be constituted to deal with the prevention of harassment and also to deal with cases of harassment.

d. The Committee shall be headed by a senior faculty and shall also include three student representatives.

e. Anybody feeling that he/she is being harassed or bullied can complain to the Committee.

f. Due confidentiality shall be provided to the complaining student or staff to avoid further harassment from the offenders.

g. Those in charge shall make conscious efforts to identify risk areas that may lead to instances of harassment and bullying.

h. Such potential risk areas shall be given extra protection to prevent harassment and bullying.

i. The Institute shall make special efforts to create awareness on the issue in both formal and informal manners.

j. Important rules in this regard shall be displayed at the Institute's premises so that they are prominently visible. Such displays shall also carry Help Line numbers.

k. Informal channels like mentoring arrangements shall be used to spread awareness on the matter amongst the mentees.

l. The Committee shall follow principles of natural justice while dealing with complaints of harassment and bullying.

m. A separate anti-ragging policy shall be in place to protect newcomers to the Institute.

GRIEVANCE REDRESSAL POLICY / GRIEVANCES, COMPLAINTS AND APPEALS HANDLING POLICY

GRIEVANCE REDRESSAL POLICY / GRIEVANCES, COMPLAINTS AND APPEALS HANDLING POLICY

The aim of this policy is to set action guidelines to deal with grievances of general nature.

POLICY

a. Grievances if considered positively and dealt sensibly can help in bringing improvements. However, if they are stretched out too far they can be a matter of nuisance for all. Based on this principle, the Institute shall adopt a balanced approach in handling grievances.

b. Mechanisms like complaint boxes shall be used to get written complaints. However, in no case anonymous complaints shall be entertained. The complaint box shall be opened at regular intervals by the course conveners in the presence of the Director.

c. All the reported grievances shall be resolved fairly and it shall be the endeavor of the grievance resolving body to deal with the matters urgently.

d. The redressal procedure shall be standardized and would generally be in the form of a preliminary inquiry into the matter by person(s) nominated by the Director.

e. On receipt of a complaint, the 1st task would be to categorize the complaint. If the complaint is of a special type, for example, exam related or related to women, then, the same should be handled through the special redressal mechanism laid down for that particular type of complaint.

f. It is expected that member(s) who are part of the redressal process shall accept the responsibility and judiciously take all the necessary steps in handling the complaint.

g. The level at which grievances shall be redressed shall be decided on a case-to-case basis by the Director.

h. If it is felt that the matter is a bit too sensitive, then the same may be referred to the Head Office for redressal.

i. Further, if at the institute level, the outcomes of the redressal are not satisfactory, the matter may be referred to the Head Office by way of an appeal.

j. Further, wherever special mechanism is required, a dedicated grievance redressal mechanism shall be put in place. For example, for dealing with grievances of women, there can be a separate cell for handling exclusively grievances related to women.

WOMEN GRIEVANCE REDRESSAL

WOMEN GRIEVANCE REDRESSAL

The Institute shall have no tolerance for any harassment or bullying.

POLICY

a. The scope of the policy encompasses both staff and students.

b. A formal committee shall be constituted to deal with the grievances that are officially registered.

c. The Committee shall be headed by a senior women faculty and shall also include three female student representatives.

d. Due confidentiality shall be provided to the complaining student or staff to avoid further harassment from the offenders.

e. Those in charge shall make conscious efforts to identify risk areas that may lead to grievances.

f. Such potential risk areas shall be addressed in advance to prevent problems.

g. The Institute shall make special efforts to create awareness on the issue in both formal and informal manners.

h. Important rules in this regard shall be displayed at the Institute's premises so that they are prominently visible. Such displays shall also carry Help Line numbers.

i. Informal channels like mentoring arrangements shall be used to spread awareness on the matter amongst the mentees.

j. The Committee shall follow principles of natural justice while dealing with complaints.

k. Matters of sexual harassment shall be dealt separately.

HEALTH AND SAFETY POLICY

The institute, through this policy, protects the health and safety of the institute's students and staff.

POLICY

a. Students and staff should be made aware of the fire hazard and escape routes and evacuation process.

b. The institute shall provide first aid services on a 24x7 basis by keeping a safety-aid box in the security cabin at the entrance.

c. Workplace stress is a serious issue for the staff members, and they shall be encouraged to talk to the management regarding what is causing the stress.

d. The Institute shall take due steps for risk assessment and safety audits.

e. The risk assessment shall comprise of the following – Assessment of hazards, evaluating who might be harmed and whether existing precautions are adequate, record the findings, revise the assessment, if necessary.

f. All electrical devices and equipment shall be checked at regular intervals to ensure there is no damage to the equipment.

g. Personal protective equipment should be used whenever there is a risk to health and safety.

h. The safety aspects for food served in the cafeteria or hostel mess should include – preventing food poisoning and contamination, proper cleaning, pest control.

i. Waste disposal bins and containers should be provided.

j. The Institute and the hostel area shall be declared as a no-smoking site.

k. Emergency contact numbers shall be displayed at various places throughout the institute.

POLICY FOR
THE DIFFERENTLY-
ABLED

POLICY FOR THE DIFFERENTLY-ABLED

The institute shall make special efforts towards the differently-abled students and staff.

POLICY

a. The institute shall facilitate the admission of differently-abled candidates.

b. The institute shall provide counseling on what subjects the candidate should opt for.

c. The institute shall identify these candidates' special needs to procure assisting devices and equipment.

d. The institute shall create awareness regarding the needs of these candidates and general issues in their learning.

e. The institute shall celebrate certain days, such as World Disabled Day.

f. The institute shall help these students get appropriate scholarships for their studies.

g. The institute shall assist differently-abled graduates in gaining successful employment in the public as well as private sectors.

ANTI-PLAGIARISM POLICY

ANTI-PLAGIARISM POLICY

"Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own. This policy states guidance to curb plagiarism.

POLICY

a. The institute is strongly committed to ethical practices and those related to academic and research work are of prime importance to the Institute. Hence, all-out effort shall be made to curb plagiarism.

b. The Institute subscribes to the definition of plagiarism as given by the University Grants Commission (promotion of academic integrity and prevention of plagiarism in Higher Educational Institutions) Regulations, 2018 in clause 2 (I) which is – "Plagiarism" means the practice of taking someone else's work or idea and passing them as one's own. This policy states guidance to curb plagiarism.

c. The institute shall remain committed to curb plagiarism through various mechanisms as specified in the UGC Regulations, 2018.

d. In coordination with the Head Office it shall put systems in place including anti-plagiarism software to ensure that the academic and research work is free from plagiarism.

e. The Institute shall carry awareness and training programs at regular intervals to promote awareness of anti-plagiarism.

f. The Institute shall develop reasonable clarity to distinguish between "similarity" and "plagiarism".

g. It is bound to ensure that research work and researchers do not suffer due to alleged plagiarism that is reported without properly following the mechanism as stated in the UGC Regulations, 2018.

In order to curb plagiarism, the Institute shall follow clause 6 of the UGC Regulations, 2018 that is reproduced below:

CURBING PLAGIARISM

a) HEI shall declare and implement the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.

b) The mechanism as defined at (a) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.

c) Every student submitting a thesis, dissertation, or any other such documents to the HEI shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.

d) The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the HEI.

e) HEI shall develop a policy on plagiarism and get it approved by its relevant statutory bodies/ authorities. The approved policy shall be placed on the homepage of the HEI's website.

f) Each supervisor shall submit a certificate indicating that the work done by the researcher under him / her is plagiarism free.

g) HEI shall submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "ShodhGanga e-repository".

h) HEI shall create an Institutional Repository on the institute website which shall include dissertation / thesis / paper / publication and other in-house publications.

ACADEMIC
INTEGRITY
POLICIES

ACADEMIC INTEGRITY POLICIES

This policy states the approach of the Institute towards maintaining academic integrity.

POLICY

a. The Institute shall implement its academic integrity policy within the framework of regulations like the University Grants Commission (promotion of academic integrity and prevention of plagiarism in Higher Educational Institutions) Regulations, 2018.

b. As specified in regulation 3 of the UGC Regulations, 2018, the Institution should establish the mechanism as prescribed in these regulations, to enhance awareness about responsible conduct of research and academic activities, to promote academic integrity and to prevent plagiarism.

c. To establish the mechanism as envisaged by the UGC Regulations, 2018, the Institution shall purchase licenses for software like Urkund or Turnitin. Research work like Dissertation, Thesis, and others shall be subject to a similarity checking before they are evaluated.

d. The Institution shall strive to create awareness and train its students and faculty about various dimensions of academic integrity.

e. Special initiatives shall be taken by the Institute's Research Cell in this regard within the framework of the UGC Regulations, 2018.

f. The Institute shall instruct students, faculty, researcher and staff about proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines and in accordance with rules, international conventions and regulations governing the source.

g. The Institute shall conduct sensitization seminars/ awareness programs every semester on responsible conduct of research, thesis, dissertation, promotion of academic integrity and ethics in education for students, faculty, researcher and staff.

h. In coordination with the Head Office / University, the institute shall establish the Departmental Academic Integrity Panel (DAIP) or the Institutional Academic Integrity Panel (IAIP) to deal with cases of plagiarism.

ZERO
TOLERANCE
POLICY

ZERO

TOLERANCE

ZERO TOLERANCE POLICY

There are certain things that the institute shall not tolerate at any cost. These things shall have zero-tolerance.

POLICY

a. Each of the categories where the institute has zero-tolerance shall attract punishment.

b. Any sexual harassment shall not be tolerated.

c. The institute has a separate policy on harassment and bullying.

d. Moreover, the institute has a separate policy on ragging.

e. Similar stern action shall be taken against any use of drugs and narcotics.

f. Consumption of alcohol is also prohibited in the institute's premises.

g. Misuse of the internet shall also fall under the zero-tolerance policy.

h. Likewise, the use of unfair means during any exams or assessment shall also attract punishment.

i. The Director and other concerned authorities shall take appropriate action against the defaulters of this policy.

j. No leniency shall be shown against the defaulters.

RECRUITMENT
AND SELECTION
POLICY

RECRUITMENT AND SELECTION POLICY

The Institute's policy is to attract high-caliber staff, which is critical to the Institute's success.

POLICY

a. Recruitment shall be based on open competition and purely on merit.

b. The Institute shall provide equal opportunity in selection in terms of age, race, color, nationality, ethnic origin, creed, disability, sexual orientation, sex, gender identity, marital or civil partnership status, parental status, religion, belief, or non-belief, social or economic class.

c. A job description shall be prepared for the vacant post and should accurately define the job requirements.

d. The job shall be advertised through various channels.

e. The shortlisting should promote equality and diversity.

f. The interview should be carried out by at least two people and preferably a panel.

g. A candidate evaluation form should be filled for each candidate interviewed, and that shall be used for the selection of the final candidate.

h. Upon selecting the final candidate, the hiring manager and the HR department shall collaborate to develop an appropriate offer of employment (including position title, compensation, etc.).

i. The HR department shall conduct reference checks and background checks on the selected final candidate.

j. Upon receipt of an offer letter signed by the candidate and the successful completion of background checks, the HR department shall close out the requisition.

k. The newly recruited employee shall be given orientation training.

DISCIPLINE
POLICY FOR ALL
STAKEHOLDERS

DISCIPLINE POLICY FOR ALL STAKEHOLDERS

Discipline lays a good foundation of being selective, independent, punctual, focused, encouraged & organized in life.

POLICY

a. Following stakeholders are specifically identified as a part of this policy:

　　i. Students

　　ii. Management

　　iii. Director

　　iv. Employees

　　v. Alumni

　　vi. External agencies like suppliers

　　vii. Society at large

b. Given the importance of discipline in life, all the stakeholders shall be equally responsible for maintaining disciplined conduct.

c. In case of students' indiscipline, reasonable written guidelines, procedures, rules, and regulations are available, and their cases should be dealt with accordingly.

d. In case of indiscipline by any other stakeholder, the immediate next stakeholder in the hierarchy shall take suitable action. For instance, if the indiscipline is proven in respect of the Director, the action shall be taken by the Management.

e. Disciplinary punishment shall be more of a deterrent in nature.

ETHICS AND CODE OF CONDUCT POLICY

ETHICS AND CODE OF CONDUCT POLICY

The institute has certain values to its core, and those values drive the ethics and code of conduct policy.

POLICY

a. The scope of this policy will include students, staff, and the institute management.

b. All the activities of the institute need to be carried out with integrity and an ethical manner.

c. There is a separate policy on the use of unfair means during the exams.

d. The students, staff, and management will be held accountable for their actions.

e. Everyone is expected to discharge their duties with full responsibility.

f. The behavior of every individual towards another will be with respect and dignity.

g. The behavior of every individual will reflect the institute's environmental stewardship.

h. Anyone can report the violation of this policy to the institute's Director.

i. The authorities will take stern action against anyone who violates this policy.

FACULTY
DEVELOPMENT
POLICIES

FACULTY DEVELOPMENT POLICIES

This policy explains the role of Research as an important vehicle of faculty development. Faculty and students need to pursue the original research work relevant to their course structure, and which is beneficial to the society. For generating original research work, ethics and honesty are the two most important components of the academic activities. Teaching & research is a novel profession based on extremely high moral values, so we strongly discourage any act of plagiarism.

It is therefore important for an academic institution to formulate a research policy. Based on the requirements of UGC/AICTE norms, all staff members are motivated to pursue original research work.

POLICY

a. It shall be the endeavor of the Institute to sponsor faculty development activities (QIP/FDPs etc.) organized by well-known institutions of national/ international repute. Activities sponsored by approved related bodies in association with University/AICTE shall be preferred.

b. For pursuing courses like Ph.D. facilities like study leave shall be made available in line with overall policies of the Head Office.

c. Participation in ONE program like QIP/ FDP/ Workshop for every faculty during an academic year is highly recommended and it shall be sponsored by the institute. In case a faculty wants to participate in more programs, such cases shall also be generally approved by the Director keeping in view the work schedule and other administrative aspects.

d. Publications in journals / presentations of research papers in the conferences shall be encouraged. To ensure quality standards faculty members shall submit the abstract of the research paper to the Director for a review.

e. Faculties willing to avail of Institute's support for participation in conferences and publication of research articles in journals, following guidelines shall be applicable -

	International Conference Presentation	National Conference Presentation	State Level Conference Presentation
Allowed	01	01	01
Sponsored	50% expenses	50% expenses	50% expenses
Self-support	>01	>01	>01

f. In case of paper publications faculties shall be encouraged to publish papers in Journals of repute. Due support shall be provided for payment of Article Publication Charges (APC), in case of faculty publications in good quality Journals.

g. For faculty reading and study of research work, the Library section shall maintain the research and reference section as per the norms of UGC and AICTE.

h. Faculty members are especially encouraged to write research papers for SCOPUS indexed journals. In this regard, they can take assistance from professional writers to understand the writing requirements of SCOPUS indexed Journals.

WELFARE POLICY
FOR STUDENTS,
FACULTY AND
STAFF

WELFARE POLICY FOR STUDENTS, FACULTY AND STAFF

The Institute is committed to the welfare of its students, faculty, and staff.

POLICY

a. The Institute shall, initiate and implement welfare schemes for the benefit of its students, faculty, and staff.

b. The Government offers various welfare schemes, and the Institute is committed to passing on these benefits to the beneficiaries.

c. A major beneficiary is a student. The student's section shall collect and compile detailed information about the various welfare schemes that the students can avail.

d. The student section shall regularly update the list, and the same shall be shown to the Director.

e. The Administration department shall compile a list of such welfare schemes that apply to various categories of beneficiaries.

f. It shall take the help of the Head Office or any other external person in compiling such a list.

g. The Institute will endeavor to extend the benefits of welfare schemes to the maximum extent possible, and for doing so, emphasizes the knowledge of schemes.

h. There can be instances where the Institute can help indirect beneficiaries of the welfare schemes. For instance, if the institute building construction work is going on, the Institute shall check with the building contractor if he provides provident fund benefits to the contractual employees working on the construction site.

INFRASTRUCTURE
MAINTENANCE
POLICY

INFRASTRUCTURE MAINTENANCE POLICY

The aim of this policy is to provide a general framework for maintenance of infrastructure so that resources are made available on time and are maintained up to the mark.

POLICY

a. In consultation with the Estate Management department of the HQ due measures should be taken to ensure that the building, equipment, and other facilities are duly maintained in a good condition.

b. The administration department should liaison with the service providers to ensure a regular checking of equipment like fire extinguishers, water coolers, vehicles, and others.

c. Heads of Departments, incharge of physical assets and properties shall with the approval of the Director submit annual budget requirements for repairs and maintenance.

d. Adequate provision shall be kept for both preventive and corrective maintenance.

e. Policies for entering into Annual Maintenance Contracts (AMCs) shall be encouraged in consultation with the Head Office.

f. Purchases should be executed in line with the overall purchase policy of the Trust.

g. In case of local purchases done at the college level, prudential norms like prior approval, seeking comparative quotations, negotiating for discounts etc. shall be followed.

h. The institute shall ensure that all if its physical assets are duly insured against risk of fire, theft, and others.

FEEDBACK POLICY

(FROM FACULTY, STUDENTS, PARENTS AND EMPLOYER, OTHER STAKEHOLDERS)

# FEEDBACK POLICY (FROM FACULTY, STUDENTS, PARENTS AND EMPLOYER, OTHER STAKEHOLDERS)

The purpose of this Policy is to provide a framework for eliciting, capturing, summarizing and documenting information on student and stakeholder perceptions of the quality and effectiveness of the Institute's curriculum for use in program evaluation, accreditation and other academic quality processes and activities. Specifically, this Policy provides a framework for:

a. Monitoring and improving the quality of students' learning experiences through the timely collection, analysis and reporting of students' feedback concerning teaching and learning.

b. Providing students with the opportunity to actively participate in the continual improvement of programs of study via a range of feedback methods.

c. Recognizing, documenting, supporting and extending good practices.

POLICY

a. The Institute shall regularly obtain feedback from the students on various academic aspects including teaching so as to provide positive inputs to faculty to improve their performance.

b. The feedback shall be obtained by the Academic Convener at the end of the semester in format appropriate for a particular subject.

c. The format need not be rigid and can be altered to match special requirements of a particular subject.

d. Even if the same faculty is dealing in more than one subject, separate feedback shall be obtained for all the subjects.

e. Students shall be explained in detail the contents of the feedback so as to get a more correct result.

f. Feedback shall be given without mentioning the name of the students so as to safeguard confidentiality.

g. Feedbacks shall be monitored over a period of time and Academic Conveners and Faculties shall strive to bring about improvements.

h. Cases of consistent poor feedback shall be referred to the Director for further action.

i. Feedback from faculty shall be obtained at regular frequency on aspects like provision of infrastructure and academic resources at the Institute.

j. Faculty members shall endeavor to provide constructive feedback.

k. Employee feedback system shall follow the protocols as applicable for all the institutes operating under the aegis of the Trust.

l. As far as possible feedback shall be obtained in an objective manner so that it becomes more specific, actionable and of value.

m. The IT faculty / cell shall extend its due support in analyzing feedback that are voluminous in nature, for instance, student feedback.

n. In this regard, necessary forms for seeking the feedback and reporting the analysis shall be developed and standardized.
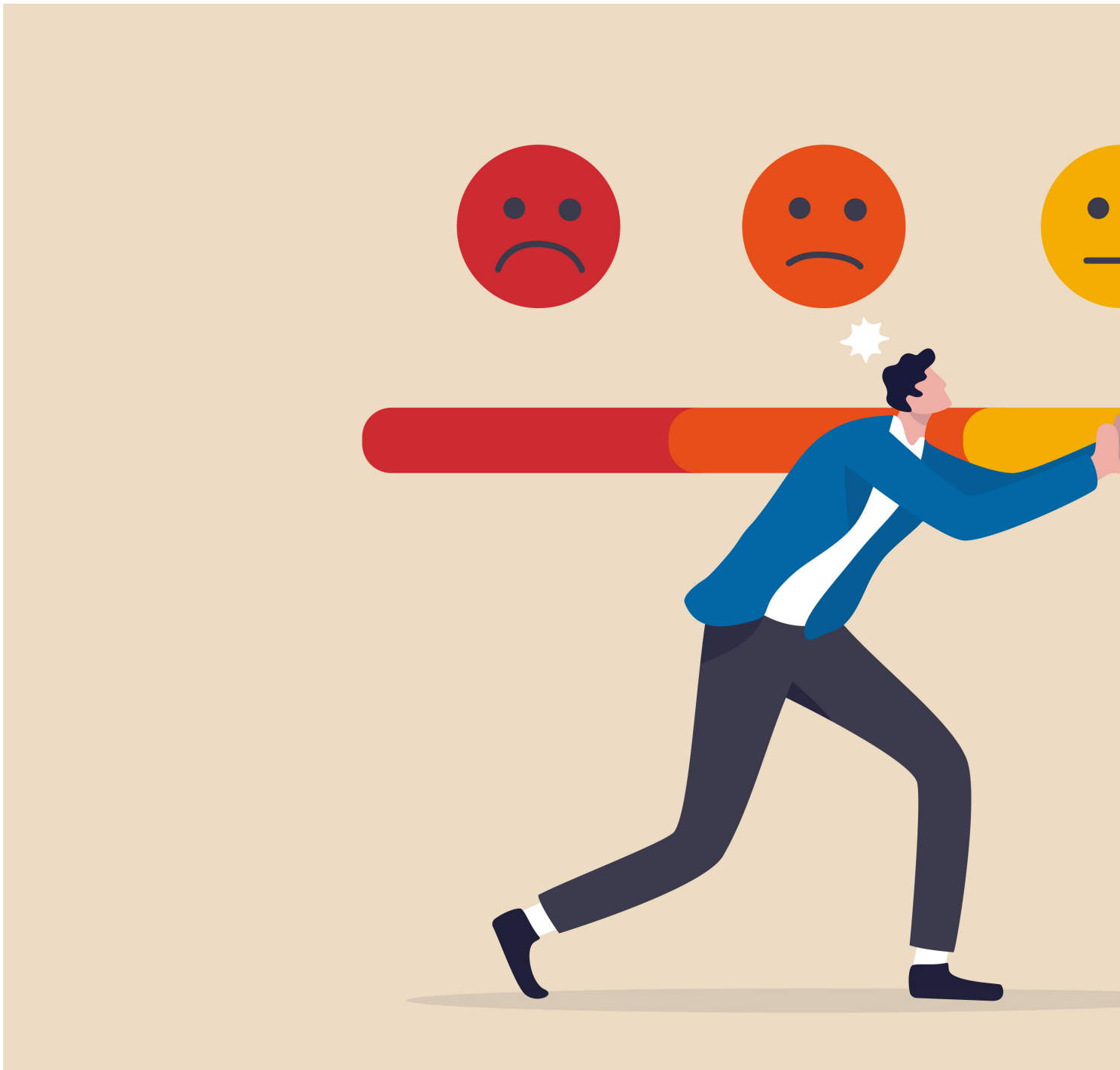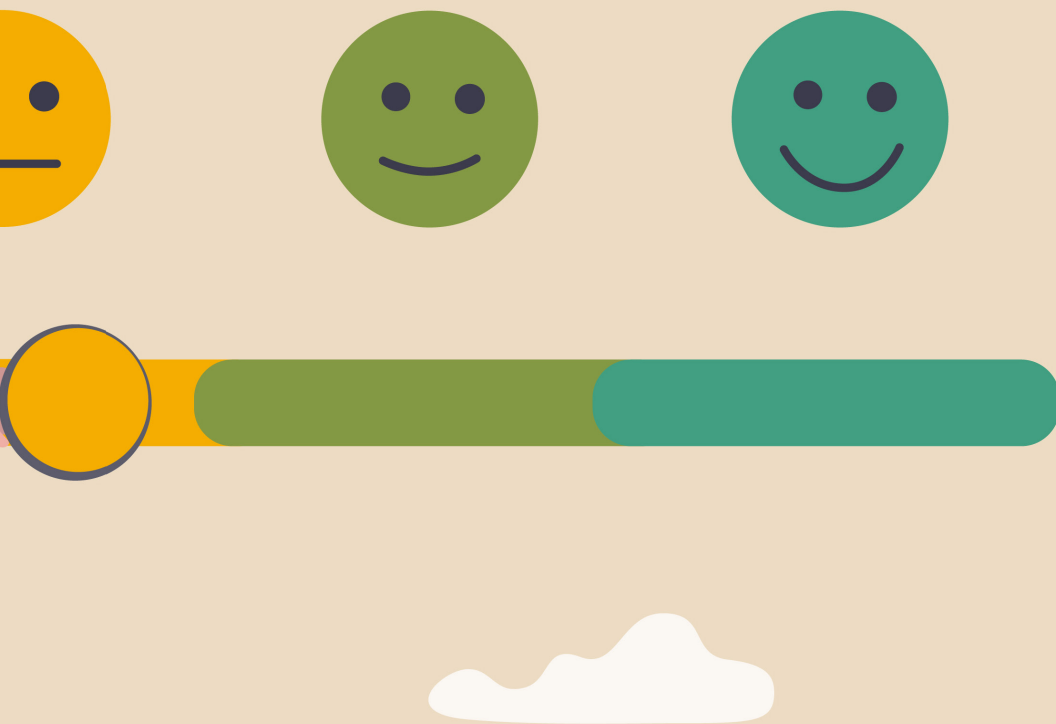
NON-DISCRIMINATION DISCLOSURE

This policy spells out disclosure requirements for non-discrimination in its actions and conduct.

POLICY

a. There are certain areas where discrimination is desirable and is required by the law. For instance, candidates from selected castes and categories are allowed to seek admission based on lesser marks. They are also given concessions in fees etc. Such cases, by their nature, are discrimination but are desirable in the larger interests of society. The Director, faculty members, course convenors, mentors, and others shall strive to put such discriminatory practices in perspective and explain their rationale to the students to be understood properly and taken in the right spirit.

b. Barring such exceptions, the Institute shall adopt highly non-discriminatory conduct in all of its activities.

c. The Institute shall duly disclose such non-discrimination. For example, while releasing advertisements for recruitment, the Institute shall mention that it is an equal opportunity employer.

d. Similarly, in other areas through written and oral communication, faculty and the Director shall try to make this policy of the Institute vocal.

Dr. D. Y. Patil Unitech Society

DPU Dr. D. Y. Patil B-School

(Program Approved by AICTE, Ministry of Education, Govt. of India)

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