



6.2.2. The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

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Introduction

IIMR believes in 'Quality is a Way of Life' in its institutions and all its endeavors. While it continuously improves on its educational service delivery, it focuses on the quality in all other aspects of campus life and also in handling its stakeholders such as students, parents, visitors, faculty, staff, vendors and service providers. It believes that it is the human resource of any institution that makes the difference. Adequate support in providing the due welfare facilities to the employees and their families, can only bring about qualitative change in the outlook towards owning the institution and full commitment to maintain excellence in whatever they do.

Organization Structure and Administration setup:

It has a well-defined Organizational structure with a hierarchy from Director General to Principals and flows to HOD's, Faculties and staff members of different branches. One of the pillars of such system is the administration and the HR. The admin setup takes care of the entire campus in terms of Housekeeping, canteen management, security of the campus etc.

Service Rules:

The institute has a defined service rules right from recruitment to pay fixation, from appraisals to promotion and to talent sharpening process. Based on the requirements received from different departments the recruitment process initiates through the various sources of recruitment, followed by interview processes for eligible candidates. Final candidates are negotiated and provided with the offer letter. **Appointment** letter is issued to selected candidates and are being inducted into the system about the service rules and prevailing systems in the Institution and departmental setup.

The purpose of Service rules is to lay down the patterns of broad employee behavior expected at IIST.

Policy:

- a) **Promotion Policy:** IIMR considers that periodic promotion of employees to higher grades/positions recognizes the accumulated experience & expertise. Promotion of faculty is as per AICTE/University norms which takes place once in a year based on satisfactory performance and appraisal report.
- b) **Reward & Recognition:** IIMR has a firm belief that it is human nature to develop a kind of affiliation and attachment with a group or institution with which he/she is associated/ employed. The recognitions practiced these days include: - giving appreciation letters, enriching & enlarging the job, multiple increments in the scale, normal & fast-track promotions.
- c) **Mentoring:** Mentoring is a process whereby a senior employee in our organization takes a junior employee under his wings and offers the junior wisdom, expertise, values, etc., thereby molding the junior in an effective way.





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- d) IIMR's basic philosophy and policy towards its employees be it the teaching faculty on one side or the supporting technical and administration staff on the other is **Creating Harmonious Work Environment to build Careers for People**. The people are taken care of with the best working conditions, good pay, providing ways for continuous learning and knowledge enrichment, guest lectures and a flexible system.





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Strategic Plan 2023- 2028





PROLOGUE

2023-2028

I am delighted to share our Vision, Mission and Strategy for 2023-2030.

Our vision is to deliver excellence in all our pursuits with focus on research, best practices in teaching, exceptional education and technical knowhow, excellent faculty and ethical behavior.

I expect all of you will be inspired to join our efforts and bring this plan to fruition.

According to my belief, colleges and Universities in 2028 will be judged not by the quality of education and their technical competencies, but how students shape up as good human beings while having wider identity and perception.

Vision Document of any Institute is a roadmap or a path which will take the Institute to its desired destination, keeping in view the requirements of students, faculty, society as well as our beloved country.

In continuation with our Vision 2023, IMR is now ready with the Vision, Mission and Strategic planning for 2028, for its future goal to establish as a center of academic excellence. We aim to provide forum to our students, to achieve their fullest potential in all aspects of their persona by recognizing their inherent strength. Thus, we intent to develop a professional eco-system to enhance their technical competence in their related programs.

Education can be conclusive or complete, if our education system attains twin objectives i.e., prepare the student to take care of his inner self as well as how to meet the expectations/challenges of outer world.

When we talk about inner self, it encompasses all three aspects: body mind and soul.


Education must bring tranquility, harmony, blissfulness, dutifulness towards society and nation, along with technical competence of highest order.

In other words, our endeavor is to prepare our students for better standard of living as well as better standard of life.


The objectives of the Vision Document 2028 have been aligned with National Education Policy 2020 to make our beloved mother land 'Atmanirbhar Bharat' and to reach our goal to make \$5 trillion economy.






VISION DOCUMENT
2023-2028

To be internationally accredited as a center of excellence in the management education, assisting our students to be sound and industry ready to reach their maximum potential. Thus making students' lifelong learner coupled with high spiritual quotient to be able to contribute effectively to mankind, nature and society at large.



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MISSION

2023-2028

1. To promote an effective interdisciplinary research ecosystem for achieving Management competencies by establishing research center.
2. To enhance employability, entrepreneurship and innovation amongst the students to make them creative leaders for industry 4.2 and 5.0.
3. To provide exceptional education and management knowhow that can lead effectively in the discovery of new knowledge.
4. To develop an environment friendly, green campus equipped with state of art infrastructure and amenities.
5. To improve our internal mechanisms and support system for retaining and recruiting highly qualified and committed faculty members.





STRATEGIC PLANNING

2023-2028

1. Strengthening our core philosophy

- a) Emphasis on enhancing employability quotient with holistic development based on our 'SAMGRA SAMUTKARSH YOJANA'.
- b) Imparting most advanced management and technical knowhow through our 'Skill Improvement Groups' (SIGs) namely:
 - I. Digital Economy, Digital Literacy and Computational Thinking: Ability to find, evaluate and communicate information by using ICT or digital media tools.
 - II. Communication Skills in Marketing: Will enable in managing relationship with staff, customers and stakeholders.
 - III. Customer-Focused Product Development: Will enable to understand customers through creating Customer Journey Maps (CJM).
 - IV. Cognitive Flexibility: Will enable to switch between multiple concepts.
 - V. Python: Programming Language to make business decisions.
 - VI. AI in Financial Services - Fintech: Will enable skillset for task automation, fraud detection and delivering personalized recommendations.
 - VII. Skill sets for Sustainable Development: Will enable the ability to balance commitment to the environment in addition of being business minded.
- c) Support meritorious and talented students regardless of their economic limitations.
- d) Retain and recruit exceptional, dedicated and committed faculty and staff members.
- e) Promote a culture of integrity, mutual respect, excellence, team work and innovation amongst students, faculty & staff members.





2. Establishing research center and incubation cell
 - a) Through strategic investment in research, library and infrastructure.
 - b) Focus on emerging research areas such as
 - I. Business Innovation and sustainability
 - II. Resources Management and sustainable development
 - III. Business Process Re-engineering
 - IV. Decision and Risk Analysis
 - v. AI and ML for Business Excellence
 - VI. Corporate strategy and Business Leadership
 - vii. Social Entrepreneurship
 - viii. Small Business and Entrepreneurship skill
3. Interaction with industry leaders, founders of startups, alumni and entrepreneurs at least once in two months.
4. Ensuring a robust ecosystem to enable our students, faculty and staff to achieve excellence in all their endeavors.
5. Enabling faculty and students to work across traditional boundaries by promoting multidisciplinary approach.
6. Broadening our Horizon by developing new partnership with international universities, student exchange programme, MOUs with institutions of repute, MNCs and big industrial houses etc.
7. New branches in emerging areas: To open new branches in emerging areas like data analytics, nanotechnology, robotics and automation.
8. School of Data Science:
"School without Walls"
Specially intended to leverage the power of data across all discipline.
We plan to start with certificate program for under graduate and post graduate programs in of fline and online mode.





9. Third-Century Faculty:

This initiative aims to expand the existing Bicentennial system and open new world to engage online best researchers, teachers, and mentors to us and will definitely strengthen our capabilities in strategic and emerging fields.

In future, we plan to recruit diverse doctoral students and post-doctoral fellows to develop future scholars and faculty to enhance our research and training.

10. Providing outstanding and affordable health care system for faculty, staff and students.

11. Social responsibilities programs

We will work collaboratively with all due humility with local panchayats, municipal corporations, district authorities; schools to assist them in different ways like imparting quality education in village schools, advance technical support to higher secondary schools and work for sustainable development with authorities.





Strategic Plan 2018-2023

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Pithampur Road, Opposite Indian Institute of Management,
Rau, Indore, Madhya Pradesh 453331

Strategic Plan (2018 -2023)

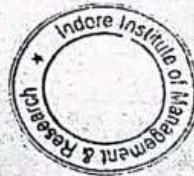
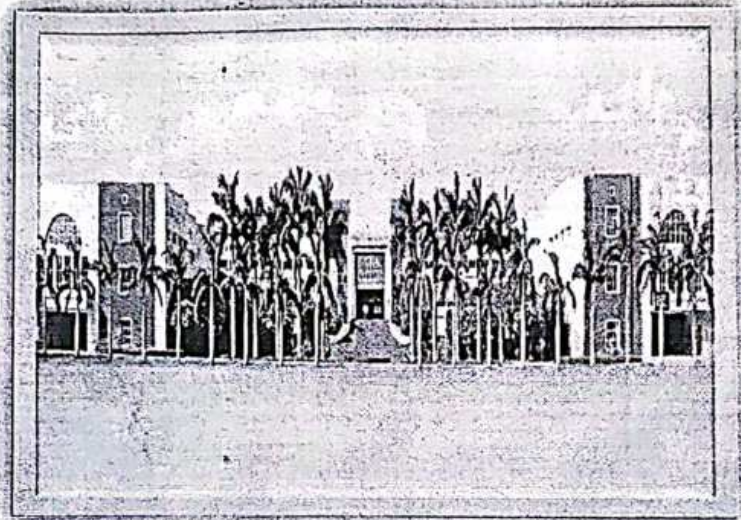




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About Indore Institute of Management and Research

Indore Institute of Management and Research (IIMR), established in the year 2012, is amongst the best management and commerce colleges in Indore. The Institute is approved by DAVV and the Government of Madhya Pradesh offering degrees in MBA, BBA, BBA-FT, B.Com, and B.Sc. At IIMR, we are committed to enhancing the employability quotient of the students with "holistic development". Towards this, we have Special Interest Groups/Skill Improvement Groups (SIGs) in emerging areas like Digital Marketing, Design Thinking, Advanced Excel, SPSS, Tally, Banking, Technical and Fundamental Analysis of Stocks, etc. These SIGs focus on the capacity building of the faculty and students and enable them to take up activities related to training, research, and development in emerging fields.





Vision of the Institute

"To be a nationally recognized institution of excellence in management and commerce education and produce competent professionals capable of making a valuable contribution to society."

Mission of the Institute

- To promote academic growth by offering state-of-the-art undergraduate and postgraduate programs.
- To undertake collaborative projects which offer opportunities for interaction with academia and industry.
- To develop intellectually capable human potential who are creative, ethical and gifted leaders.





Introduction

To grow and develop any institute, it should have a development planning system in place. Development planning is an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy. It may also extend to control mechanisms for guiding the implementation of the strategy.

The long-term plans have been laid down in the strategic plan in consultation with Department committees, and joint workshops of senior professors for strategy formulation. Indore Institute of Management and Research (IIMR) will sustain its excellence and distinctiveness by following a strategic plan that is built upon five sub-areas namely

- Academic area
- Administrative & Infrastructural Improvement
- Student Connect Initiative
- Student Support System
- Development of Eco-system
- Extracurricular activities
- Teaching/ Non-teaching staff empowerment
- Initiation of environment consciousness programs and societal contribution

IIMR has formulated a comprehensive and progressive 5 years strategic plan in tune with its vision and mission, to provide quality education and commitment towards enhancement of the employability quotient of the students along with Holistic Development.

In December 2017 new management takeover, the institute with a 5-year plan (Vision-2023). To develop a complete 5- years plan for the institute various stakeholders were involved in designing, developing, and deploying with filling the gap between the past and future.





Strategic Plan (2018 -2023)

Main Objective of Vision- 2023 will be enhancing the employability Quotient of the students with Holistic Development.

I Academic area

1. Class apart Educational Destination for Aspiring Students.

- 1.1. To Redefine Teaching Delivery methodology through student inclusive system of classrooms Various Associations for certification, skill training and other academic activities to promote beyond the books learning.
- 1.2. Skill enhancement Program through Special Interest Groups to keep the Students in synchronization with industry development and demands
- 1.3. Various Associations for Certified Skill Training Courses to promote beyond-the-books learning
- 1.4. Initiation of project-based learning
- 1.5. To introduce the emerging area program

2. Best practices in teaching & learning areas

- 2.1.Emphasis on the quality combination of pedagogy, content, and technology in lecture deliveries.
- 2.2.Adopt flipped class room technique & record the lecture for reference.
- 2.3.E-library initiatives.
- 2.4.Teacher's Feedback on Curriculum

II. Administrative & Infrastructural Improvement

1. Developing Digital & IT Infrastructure.
2. Initiate CRM.
3. Robust presence on various digital marketing platforms.
4. Digital Payment System to facilitate transparent and speedy transactions.
5. Started the construction of new indoor stadium.
6. Up gradation of canteen.
7. Strict Quality initiative in Canteen.
8. Strengthen the security of campus.
9. To introduce SOP of purchase & maintenance.





III. Student Connect Initiative

1. To develop a two-way and transparent communication channel between students and teachers.
2. To create a hassle-free communication link between students and management.
3. To strengthen the student grievance redressal mechanism.
4. To initiate feedback system from students on various aspects.

IV. Student Support System

1. Formation of Career Development Cell
2. Reorganisation of Placement Cell.
3. Student profiling and early SWOT Analysis to facilitate clarity to the students for aiming companies and profiles.
4. Utilization of CSR funds for meritorious students belonging to Economic Weaker Groups.
5. Development of infrastructure for an improved learning experience for the Students.
6. MOU & Association with National level institutions and industries.
7. Merit based scholarship structure to academically encourage students.
8. Development of syndicate system.

V. Development of Eco-system

1. Establishment of IPR cell.
2. Establishment of an Entrepreneurship Development Cell (EDC).
3. Promotion of research publication.

VI. Extracurricular activities

1. Conduct Guest Lectures with Intellectual minds and Giants of Government Services, Corporate and Society, for students to learn from them.
2. Formation of various clubs as per the interest of students to provide a free platform to bring out their hidden talents.
3. Encouragement of sports through various in-house tournaments.
4. Guided Motivation and preparation for students to participate in various national and international events and competitions.
5. Celebration of events of National and Regional Importance at a mass scale.





VII. Teaching/ Non-teaching staff empowerment

1. Strict implementation of Minimum Wage System, ESIC, PF and Gratuity.
2. Encourage faculty members for higher studies.
3. Encourage and support teaching and non teaching staff to attend seminar, conference, certificate, etc
4. Subsidized system in canteen.
5. Free transport for all staff members.
6. Free Uniforms for Non Teaching Staff.
7. Interest Free Loans and Advances for staff.

VIII. Initiation of environment consciousness programs and society contribution

1. To make campus plastic Free, Non Smoking Zone and Non Alcoholic Zone.
2. Conserving biodiversity by Planting Trees.
3. Promoting Agro forestry.
4. Organic Farming- Cultivating Organic Vegetables & Crops.
5. Water Harvesting in Campus & Water Management in Our Day to Day Usage.
6. To encourage activities contributing to society and the environment.

Monitoring of Strategic plan

The implementation of the strategic plan will be monitored from time to time by Academic Executive Committee (AEC). The Committee head will prepare a detailed progress report and present it in the review meetings once a year. All these reports will be forwarded for further discussions and implementation to Director General.

Arun Bhatnagar





Various Committees at IIMR

Institute Industry Cell



IIMR/Nov.-2023-24/02

Date: 06/11/2023

Institute-Industry Cell
For the Academic Year 2023-24

In view of the Academic Year 2023-24, the Institute constitutes Industry-Institute Cell as mentioned below:

Sr. No.	Name	Designation	Contact No.	Email ID
1.	Prof Aradhana Chouksey	(Principal) Chairman	9425906731	aradhana.chouksey@indoreinstitute.com
2.	Dr. Rohit Inani	Head Corporate Relation	9511661335	corporate.relations@indoreinstitute.com
3.	Mr. Abhay Sahasrabuddhe	CAO	7471130010	abhay.sahasrabuddhe@indoreinstitute.com
4.	Mr. Biplab Dey	Joint Director- Corporate Relations	8878339258	biplab.dey@indoreinstitute.com
5.	Dr. Shiji Shukla	Coordinator (Assistant professor)	8120172110	Shiji.shukla@indoreinstitute.com
6.	Dr. Vinayak Khare	Member (Associate Professor)	9425901764	vinayak.khare@indoreinstitute.com
7.	Mr. Nayan Bhidodiya	Member Assistant Professor	9399540532	nayanbhidodiya@gmail.com

(Prof. (Dr.) Aradhana Chouksey)
Principal, Indore Institute of Management and Research
Opp. IIM, Pithampur Road,
RAU, INDORE (M.P.)

- C.C. to:-
1. All Students
 2. All Faculty and Staff
 3. Dean/HOD
 4. Admin Dept.
 5. DG Office
 6. Office Board



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Student Grievance Redressal Committee



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Date: 06/11/2023

Students' Grievance Redressal Cell
For the Academic Year 2023-24


The Students' Grievance Redressal Cell is constituted for the Institute. The Students' Grievance Redressal Cell is aimed to ensure transparency, prevent unfair practices and to provide a mechanism to innocent students for redressal of their grievances as per Clause No. 37-3/Legal/2012 of the AICTE.

The following are the members of the Students' Grievance Redressal Cell:

Sr. No.	Name	Designation	Email ID	Mobile No
1	Prof Aradhana Chouksey	Principal (Chairman)	aradhana.chouksey@indoreinstitute.com	9425906731
2	Dr. Rakshita Puranik	Member	rakshita.puranik@indoreinstitute.com	9425312578
3	Dr. Vishal Geete	Member	vishal.geete@indoreinstitute.com	9826024755
4	Dr. Anuradha Pathak	Member	anuradha.pathak@indoreinstitute.com	9993295853
5	Dr. Ajay Patil	Member	ajay.patil@indoreinstitute.com	9926631179
6	Dr. Aastik Dave	Member	astik.dave@indoreinstitute.com	9827246982
7	Dr. Asha Mishra	Member	asha.mishra@indoreinstitute.com	9302412554
8	Dr. Vinayak Khare	Member	vinayak.khare@indoreinstitute.com	8889571818
9	Mr. Nayan Bhidodiya	Member	nayan.bhidodiya@indoreinstitute.com	9399540532
10	Mr. Wasim Khan	Member	wasim.khan@indoreinstitute.com	9755753352
11	Mr. Hemang Kataria	Student Representative	Hemangkataria0077@gmail.com	6263975810
12	Aashil Joshi	Student Representative	aashil.joshimba2023@indoreinstitute.com	8120391598

Grievances include the following:

- Marketing admission contrary to merit determined in accordance with the declared admission policy of the institute;



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2. Irregularity in the admission process adopted by the institute;
3. Refusing admission in accordance with the declared admission polity of the institute;
4. Withhold or refuse to return any document in the form of certificates of degree, diploma or any other award or other document deposited with it by a person for the purpose of seeking admission in such institution, with a view to induce or compel such person to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue;
5. Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be changed by such institution;
6. Breach of the policy for reservation in admission as may be applicable;
7. Complaints of alleged discrimination by students from Scheduled Caste, Scheduled Tribes, OBC, women, minority or disabled categories;
8. Non-payment or delay in payment of scholarships to any students that such institution is committed, under the conditions imposed by AICTE, or by any other authority.
9. Delay in conduct of examinations or declaration of results beyond that specified in the academic calendar;
10. On provision of student amenities as may have been promised or required to be provided by the institution;
11. Denial of quality education as promised at the time of admission or required to be provided;
12. Non transparent or unfair evaluation practices;
13. Harassment and victimization of students including sexual harassment; and
14. Refund of fees on withdrawal of admissions as per AICTE instructions from time to time.

Roles and Responsibilities:

It shall be the duty of the members to ensure that there is appropriate redressal of any grievance filed by any student. The committee is to ensure that there is no discrimination amongst students based on caste or creed, or gender or any other reason. The student is to be assured no discrimination, unfair evaluation practice or harassment and victimization of the students shall be entertained and the welfare and wellbeing of the students shall be the prime.

(Signature)
U.S. PARADHANA
 Principal
 (Prof. Indore Institute of Management
 Research
 Opp. IIM, Pithampur Road,
 Indore (M.P.))

C.C. to:- 1. All Students, 2. All Faculty and Staff, 3. Dean/HO 4. Admin Dept. 5. Office
 6. Office Board



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Internal Complaints Committee



IIMR/Nov.-2023-24/07

Date: 06/11/2023

**Internal Complaints Committee
(Anti-Sexual Harassment)
For the Academic Year 2023-24**

In view of academic session 2023-24, the Institute constitutes **Internal Complaints (Anti-Sexual Harassment) Committee**. As per AICTE Regulations of 2016, The Committee aims to prevent sexual harassment of women at workplace and deals with the sexual harassment complaints of women at workplace.

The following are the members of The Internal Complaints (Anti-Sexual Harassment) Committee:

Sr. No.	Name	Designation	Contact No.	Email ID
1.	Prof Aradhana Chouksey	President	9425906731	aradhana.chouksey@indoreinstitute.com
2.	Dr. Rakshita Puranik	Member	9425312578	rakshita.puranik@indoreinstitute.com
3.	Dr. Vishal Geete	Member	9511661335	vishal.geete@indoreinstitute.com
4.	Dr. Anuradha Pathak	Member	9926064830	anuradha.pathak@indoreinstitute.com
5.	Dr. Ajay Patil	Member	9926631179	ajay.patil@indoreinstitute.com
6.	Mr. Gajendra Dubey (Registrar)	Member	9522562065	gd@indoreinstitute.com
7.	Ms. Kirti Chaubey (Warden-Girls Hostel)	Member	9454814820	kirti.chaubey@indoreinstitute.com
8.	Ms. Anshita Jain	Member	9977475979	rdanshita62204@gmail.com
9.	Ms. Anushree Rai	Member	7447077166	anushrera2705@gmail.com
10.	Ms. Humera Qureshi	Member	9826014224	humera.quereashema2022@indoreinstitute.com
11.	Ms. Priyanka Soni	Member	7024500499	Priyanka.sonimba2022@indoreinstitute.com

(Prof. (Dr.) Aradhana Chouksey)
Principal

C.C.to:-

1. All faculty and staff, 2. Dean/HOD, 3. HR Dept. 4. Registrar Office & Office of Management and Research
6. Office Record.



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Anti Ragging Committee



Indore Institute of Management & Research
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IIMR/Nov.-2023-24/08

Date: 06/11/2023

Anti-Ragging Committee For the Academic Year 2023-24

Reference to:

1. Letter Number Sanvik/ Ragging Roktham/(31) 2018-19/1320 Dated 5/7/2018 of Registrar DAVV
2. D.o No I-15/2009 (ARC) pt III dated 28/5/2018 of UGC
3. UGC Regulation on curbing the menace of Ragging in Higher Educational Institutions, 2009 and subsequent amendments of 2016

In reference to the above order of competent authorities for formation of **Anti-Ragging Committee**, the committee for the Institute is modified as below, for the session 2022-23.

Sr. No.	Name	Designation	Email ID	Mobile No
1	Prof Aradhana Chouksey	Principal (Chairman)	aradhana.chouksey@indoreinstitute.com	9425906731
2	Dr. Rakshita Puranik	Member	rakshita.puranik@indoreinstitute.com	9425312578
4	Dr. Vishal Geete	Member	vishal.geete@indoreinstitute.com	9826024755
5	Dr. Anuradha Pathak	Member	anuradha.pathak@indoreinstitute.com	9993295853
6	Dr. Ajay Patil	Member	ajay.patil@indoreinstitute.com	9926631179
7	Dr. Vaibhav Modak	Member	vaibhav.modak@indoreinstitute.com	9926064830
9	Mr. Puneet Duggal	(CAO) Member	puneet.duggal@indoreinstitute.com	9893186681
10	Mr. Abhay Sahasrabuddhe	(CAO) Member	abhay.sahasrabuddhe@indoreinstitute.com	7471130010
12	Mr. Gajendra Dubey	(Registrar) Member	gd@indoreinstitute.com	9165360604
13	Dr. Sukhdev Bamboriya	(Dean- Physical Education) Member	sukhdev.bamboriya@indoreinstitute.com	8959363653
14	Ms. Rohit Dwivedi	(Warden-Boys Hostel) Member	rohit.dwivedi@indoreinstitute.com	7974596699
15	Ms. Kirti Chaubey	(Warden-Girls Hostel) Member	kirti.chaubey@indoreinstitute.com	9454814820
16	Ms. Girish K Kataria	Member	girishkataria72@gmail.com	8989549596
17	Mr. Sanjay Joshi	Member	sanjayjoshi6519@gmail.com	9977633102
18	Humera Qureshi	MBA – IInd Year Student	humera.quereashema2022@indoreinstitute.com	9826014224
19	Aashil Joshi	MBA – Ist Year Student	aashil.joshimba2023@indoreinstitute.com	



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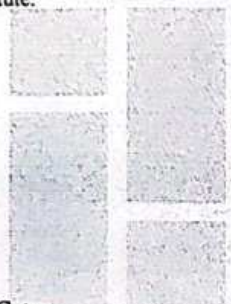
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20	Mr. Dipak Patel	BBA Plain- IIIrd Year Student	dipak.patel2021@indoreinstitute.com	8827437329
21	Mr. Aryan Chouksey	BBA Plain- Ist Year Student	Aryanchouksey841@gmail.com	6265426989
22	Ms. Deepika Dubey	(NGO-R.E.S.W.S.) Member	deepadubey652@gmail.com	9826802082
23	Sub. Inspector (Thana Rau, Indore)	Representative of Superintendent of Police		
24	Representative of District Administration			

The above committee will also work as Proctorial board also as per norms of University and Institute.



(Handwritten Signature)
 (Prof. (Dr.) Aradhana Chouksey)

Principal

Indore Institute of Management & Research
 Principal
 Indore Institute of Management and Research
 Opp. IIM, Pithampur Road, RAU, INDORE (M.P.)

- C.C. to:-
1. All Students
 2. All Faculty and Staff
 3. Dean/HOD
 4. Admin Dept.
 5. DG Office
 6. Office Board



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Anti Ragging Squad



Indore Institute of Management & Research
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IIMR/Nov.-2023-24/06 Date: 06/11/2023

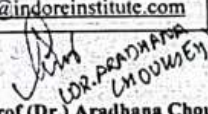
Anti-Ragging Squad For the Academic Year 2023-24

Reference:


1. Letter Number Sanvik/ Ragging Rokham/(31) 2018-19/1320 Dated 5/7/2018 of Registrar DAVV
2. D.o No I-15/2009 (ARC) pt III dated 28/5/2018 of UGC
3. UGC Regulation on curbing the menace of Ragging in Higher educational institutions, 2009 and subsequent amendments of 2016

In reference to the above order from the competent authorities for formation of **Anti-Ragging Squad**, the committee for the Institute is modified as below, for session the 2022-23.

Sr. No.	Name	Designation	Email ID	Mobile No
1	Prof Aradhana Chouksey	President	aradhana.chouksey@indoreinstitute.com	9425906731
2	Dr. Rakshita Puranik	Member	rakshita.puranik@indoreinstitute.com	9425312578
3	Dr. Vishal Geete	Member	vishal.geete@indoreinstitute.com	9826024755
4	Dr. AnuradhaPathak	Member	anuradha.pathak@indoreinstitute.com	9993295853
5	Dr. Ajay Patil	Member	ajay.patil@indoreinstitute.com	9926631179
6	Mr. NayanBhidodiya	Member	nayan.bhidodiya@indoreinstitute.com	9399540532
7	Mr. HanishKukreja	Member	hanish.kukreja@indoreinstitute.com	7879653019
8	Dr. ShijjiShukla	Member	shijji.shukla@indoreinstitute.com	8120172110
9	Ms. Dimple Sukhija	Member	dimple.sukhija@indoreinstitute.com	7389711010
10	Mr. Wasim Khan	Member	wasim.khan@indoreinstitute.com	9755753352
11	Mr. Gouri Shankar Saini	Member	gourishankar.saini@indoreinstitute.com	9826829863
12	Mr. Vikky Kushwah	Member	vikky.kushwah@indoreinstitute.com	9630246650


 (Prof. (Dr.) Aradhana Chouksey)
 Principal
 Indore Institute of Management and Research

C.C. to:- 1. All Students 2. All Faculty and Staff 3. Dean/HOD 4. Admin Dept 5. DG Office 6. Office Board



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Proctorial Committee



IIMR/Nov.-2023-24/03

Date: 06/11/2023

Proctorial Board

For the Academic Year 2023-24

In view of the Academic Year 2023-24, The Institute constitutes Proctorial Board with following Members:

Sr. No.	Name	Designation	Email ID	Mobile No
1	Prof Aradhana Chouksey	(Principal) Chairman	aradhana.chouksey@indoreinstitute.com	9425906731
2	Dr. Rakshita Puranik	Member	rakshita.puranik@indoreinstitute.com	9425312578
3	Dr. Vishal Geete	Member	vishal.geete@indoreinstitute.com	9826024755
4	Dr. Anuradha Pathak	Member	anuradha.pathak@indoreinstitute.com	9993295853
5	Dr. Vinayak Khare	Member	vinayak.khare@indoreinstitute.com	9522562065
6	Dr. Ajay Patil	Member	ajay.patil@indoreinstitute.com	9926631179
7	Dr. Shubhangi Jain	Member	shubhangi.jain@indoreinstitute.com	8989699292
8	Mr. Hanish Kukreja	Member	hanish.kukreja@indoreinstitute.com	7879653019

Indore Institute of
Management & Research

(Prof. Dr.) Aradhana Chouksey
Principal
Principal
Indore Institute of Management
and Research
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RAU, INDORE (M.P.)

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Committee for SC/ST

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Management & Research**
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**Indore Institute of
Management & Research**
Affiliated to - DAVV (Indore) | Approved by - AICTE (New Delhi)

Date: 06/11/2023

Committee for SC/ST/OBC
For the Academic Year 2023-24

In view of the Academic Session 2023-24, The Institute constitutes SC/ST/OBC with following members as mentioned below:

Sr. No.	Name	Designation	Email ID	Mobile No
1	Ms. Simnalika Kushwah	Chairman	simnalika.kushwah@indoreinstitute.com	9424599613
2	Dr. Asha Mishra	Member	asha.mishra@indoreinstitute.com	9302412554
3-	Dr. Vaibhav Modak	Member	vaibhav.modak@indoreinstitute.com	9926064830
4	Mr. Gouri Shankar Saini	Member	gourishankar.saini@indoreinstitute.com	9926088439
5	Mr. Anil Panchal	Member	anil.panchal@indoreinstitute.c	9754661937
6	Mr. Vikky Kushwah	Member	vikky.kushwah@indoreinstitute.com	9630246650
7	One Member from DTE (As nominated by the DTE, Bhopal)			
8	One Member from University (As nominated by the DAVV, Indore)			

(Prof. Dr.) **Priyanka Chouksey**
Principal
Indore Institute of Management
and Research
Opp. IIM, Pithampur Road,
RAU, INDORE (M.P.)

C.C. to:-

1. All Students
2. All Faculty and Staff
3. Dean/HOD
4. Admin Dept.
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Institute Discipline Committee



IIMR/Nov.-2023-24/05

Date: 06/11/2023

Institute Discipline Committee For the Academic Year 2023-24

In view of the academic session 2023-24, the institute constitutes Discipline Committee as mentioned below:-

Name	Designation	Email ID	Mobile No
Prof Aradhana Chouksey	(Principal) Chairman	aradhana.chouksey@indoreinstitute.com	9425906731
Dr. Rakshita Puranik	Member	rakshita.puranik@indoreinstitute.com	9425312578
Dr. Vishal Geete	Member	vishal.geete@indoreinstitute.com	9511661335
Dr. Anuradha Pathak	Member	anuradha.pathak@indoreinstitute.com	9926064830
Dr. Vaibhav Modak	Member	vaibhav.modak@indoreinstitute.com	9893186681
Dr. Ajay Patil	Member	ayaj.patil@indoreinstitute.com	9926631179
Mr. Puneet Duggal	(CAO) Member	puneet.duggal@indoreinstitute.com	7471130010
Mr. Abhay Sahasrabudhe	(CAO) Member	abhay.sahasrabudhe@indoreinstitute.com	9165360604
Mr. Gajendra Dubey	(Registrar) Member	gd@indoreinstitute.com	9522562065
Dr. Vinayak Khare	Member	vinayak.khare@indoreinstitute.com	8889571818
Ms Dimple Sukhija	Member	dimple.sukhija@indoreinstitute.com	7389711011
Mr. Nayan Bhidodiya	Member	nayan.bhidodiya@indoreinstitute.com	7879653019
Mr. Hanish Kukreja	Member	hanish.kukreja@indoreinstitute.com	9425901764
Ms Simnalika Kushwah	Member	simnalika.kushwah@indoreinstitute.com	9424595613

(Prof (Dr.) Aradhana Chouksey)
Principal

Principal
Indore Institute of Management
and Research
Opp. IIM, Pithampur Road,
RAU, INDORE (M.P.)

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Women's Grievance Redressal Cell



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IIMR Nov.-2023-24/04

Date: 06/11/2023

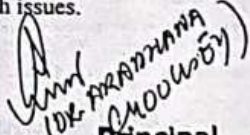
The Women's Grievance Redressal Cell
For the Academic Year 2023-24

In view of the Academic Session 2023-24, the institute constitutes Women's Grievance Redressal Cell with the aim to settle issues apart from sexual harassment at workplace: The following are the members of the Cell:

Sr. No.	Name	Designation	Email ID	Mobile No
1	Prof Aradhana Chouksey	(Principal) Chairman	aradhana.chouksey@indoreinstitute.com	9425906731
2	Dr. Rakshita Puranik	Co-Chairman	rakshita.puranik@indoreinstitute.com	9425312578
3	Dr. Vishal Geete	Member	vishal.geete@indoreinstitute.com	9826024755
4	Dr. Anuradha Pathak	Member	anuradha.pathak@indoreinstitute.com	9993295853
5	Dr. Shijji Shukla	Member	shijji.shukla@indoreinstitute.com	8120172110
6	Dr. Asha Mishra	Member	asha.mishra@indoreinstitute.com	9302412554
7	Ms. Sushma Ingle	Member	sushma.ingle@indoreinstitute.com	8120033099


There are various problems faced by female members in an organization. Especially, due to the lack of awareness amongst females, they become an easy target of harassment and face problems. The Cell is required to work in the direction of providing help to any female complaining of discrimination, either gender discrimination or otherwise, such as abuse, loneliness, peer pressure, groupism, home sickness, insecurity and/or inferiority complex in terms of physical appearance, hostel issues, harassment from room-mates, adjusting and adopting to the new environment, etc.

Roles and Responsibilities:
The members are to ensure that no act or incident as mentioned hereinabove, and reported is ignored. The members must go to the roots of the harassments faced by students and sort out the matter harmoniously. The members to ensure that the students feel free to discuss such issues and rest assured that the members shall be by them to tackle such issues.



(Prof. (Dr.) Aradhana Chouksey)
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Student Activity Committee



Student Activity Committee (SAC) (2023-2024)

Student activity cell has been constituted at Indore Institute of Science and Technology. The institute has well organized structure of 19 student activity clubs. The clubs include **Co-Curricular, Extra Curricular, and technical activity** clubs. These student driven clubs aim to the holistic development of students along with curriculum. To support the students, faculty coordinators have been assigned to each activity club. The detailed list of clubs, their student coordinators and faculty coordinators are mentioned in attached list.

1. **Society for Contemporary Affairs (Lexicon Club):** To organizes various literary activities like debates, quiz, and panel discussion and paper presentations on contemporary/national/international issues to inculcate the habit of reading and bring about awareness for contemporary affairs.

S. No	Faculty Coordinator	Contact No
1	Dr. Ajay Patil	9926631179

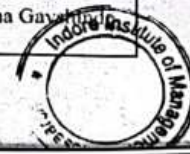
Club	President	Vice- President	Secretary
Lexicon	Arham Ali Rizvi	Amisha Patil	Ishika Singh

2. **Cultural Society:** To promote opportunities for students to experience culture, participate in educational programs and develop their creative abilities. The society also aims to give the students a chance to have fun while pursuing their passion for dance, drama, music and playing musical instruments.

- a) **Dance & Drama Club**
b) **Music Club**

S. No	Faculty Coordinator	Contact No
1	Dr. Shubhangi Jain	8989699292
2	Dr. Asha Mishra	9302412554
3	Dr. Ajay Patil	9926631179

Club	President	Vice- President	Secretary
Cultural	Arundhati Dehadraya	Sargam Sharma Aditya Roy	Swarna Gayatri





3. **Sports Club (Outdoor & Indoor):** To develop sense of unity and teamwork among students, learning how to work with others in reaching the same goals, the sports club of IIST is constituted. It also aims to build positive attitude, self-confidence and patience with sportsmanship and promoting physical fitness through activities like yoga, meditation, and exercise among students. The committee works under two heads - "indoor games" and "outdoor games".

S. No	Faculty Coordinator	Contact No
1	Dr. Sukhdev Bamoriya	8959363653
2	Mr. Nayan Bhidodiya	9399540532

Club	President	Vice- President	Secretary
Sports Club	Shivansh Patel	Mayank Mali	Harshal Tiwari

4. **Entrepreneur Development Cell:** To provide a dynamic entrepreneur that helps entrepreneur and business leaders to be inspired to create connections and to share knowledge that leads to business graduate and success.

S. No	Faculty Coordinator	Contact No
1	Dr. Vishal Geete	9826024755

Clubs	President	Vice- President	Secretary
EDC	Harshita Kasliwal	Manasvi Joshi	Arshpreet Kaur

5. **Society for Creative Arts:** To encourages the budding talents by providing opportunities through various activities to express their creativity in painting, sketching, art and craft with freedom of choices, thoughts & feelings.

S. No	Faculty Coordinator	Contact No
1	Dr. Shubhangi Jain	8989699292

Club	President	Vice- President	Secretary
Art Club	Khushboo Jain	Ishita Mehta	Anshita Jain





6. **IPR Cell:** The main objective of an IPR Cell under academics is to integrate IPR with the education process to enhance the quality of thinking, propagate a culture of regard and respect for IPR, ensure speedy and accurate identification and protection of innovations arising out of the research work carried out in the Institute.

S. No	Faculty Coordinator	Contact No
1	Mr. Kaushal Yadav	8720857060

Club	President	Vice- President	Secretary
IPR Cell	Anushri Vishwakarma	Mandakini Tiwari	Chetan Singh Thakur

7. **Green Waves:** "Learning to live sustainably" is the core idea of constituting "Green Waves" Club. It is not just a club for extracurricular activities but an integral part of the value system followed by IIST to promote awareness about environment not only inside the campus but to the wider world.

S. No	Faculty Coordinator	Contact No
1	Dr. Vaibhav Modak	9926064830

Club	President	Vice- President	Secretary
Green Waves Club	Sakshi Sharma	Arpit Gupta	Yamini Patidar

8. **Photography Club:** The club aims to provide a supportive environment to the students interested in photography/Videography through workshops, exhibitions, and competitions and to give them opportunity to share their creativity in presenting the world around them.

S. No	Faculty Coordinator	Contact No
1	Dr. Shubhangi Jain	8989699292
2	Ms. Simnalika Kushwaha	9424599613

Club	President	Vice- President	Secretary
Photography Club	Vishal Dhakad	Ashwini Patidar	Prakhar Sharma





9. Society for Film Making: Film making club trains the students about the techniques of scripting, editing, movie making, create and analyze moving images through various advanced technology and ability to present all the characters of a story within the frame in presentable way.

S. No	Faculty Coordinator	Contact No
1	Ms. Simnalika Kushwaha	9424599613

Club	President	Vice- President	Secretary
Film Making Club	Urvashi Shriwas	Anurag Yadav	Aman Gour

10. Samagra Samutkarsh: This club is to assist the aspirants to frame an accurate and separate strategy and plan at every level of civil service examination, i.e., preliminary, main and Interview.

S. No	Faculty Coordinator	Contact No
1	Dr. Asha Mishra	9302412554

Club	President	Vice- President	Secretary
Samagra Samutkarsh Club	Harish Tiwari	Devkinandan	Swapnil Tiwari

11. Sadashay Charitable Club: With the objective of "Charity begins at home" this club encourages faculty, staff & students at institute to donate stationary, clothes and other useful stuffs in good condition to the poor & needy section of the society.

S. No	Faculty Coordinator	Contact No
1	Dr. Vaibhav Modak	9926064830

Club	President	Vice- President	Secretary
Sadashay Charitable Club	Harsh Jain	Nancy Goyal	Anushree Rui





12. Poetry Club (ABHIVYANJANA/SRIJAN): With the aim of providing our students a platform to nurture their poetic feelings and engaging the students' senses towards the beauty of language Poetry competitions based on various themes are organized under this club.

S. No	Faculty Coordinator	Contact No
1	Dr. Shubhangi Jain	8989699292
2	CS Aastik Dave	9827246982

Club	President	Vice- President	Secretary
Poetry Club	Itisha Gupta	Khyati Asatiya	Neha Shikhawat

13. Club of Trekkers: This club aims at overall improved physical & mental fitness of students along with opportunity to explore natural beauty and nurture their passion for trekking as well as adventure sports.

S. No	Faculty Coordinator	Contact No
1	Mr. Nayan Bhidodiya	9399540532

Club	President	Vice- President	Secretary
Trekkers Club	Riya Kanoujia	Ayushi Parihar	Yogesh Sengar

14. Club for Campus Beautification and Cleanliness: The objective of this club is to get the active participation of students for the beautification of the campus by applying their innovative ideas and creativity to make campus beautiful & lively.

S. No	Faculty Coordinator	Contact No
1	Dr. Vaibhav Modak	9926064830
1	Dr. Vishal Geete	9826024755

Club	President	Vice- President	Secretary
Campus Beautification and Cleanliness	Diksha Keswani	Yashika Raj	Nishpreet Kaur





15. Marketing Club: The marketing club strives to put the marketing theories into practice through industry interactions, on-campus activities and management games and make the student community aware of the latest happenings in the marketing world.

S. No	Faculty Coordinator	Contact No
	Mr. Kaushal Yadav	
1	Dr. Geetanjali Bhambhani	7974991698

Club	President	Vice- President	Secretary
Marketing	Prashansa Jain	Vedika Vaishnav	Prem Sachdev

16. Finance Club: To provide an opportunity for students to improve their understanding of the world of finance and make students aware of the latest happenings therein.

S. No	Faculty Coordinator	Contact No
1	CS Aastik Dave	9827246982

Club	President	Vice- President	Secretary
Finance	Khushbu Bhujade	Shaurya Tiwari	Tanu Maltare

17. HR Club: The purpose of HR club activity is to bring together the students interested in the field of Human Resources Management and help them develop interpersonal skills, leadership skills, team building etc. to meet future challenges.

S. No	Faculty Coordinator	Contact No
1	Mr. Nayan Bhidodiya	9406822410

Club	President	Vice- President	Secretary
HR	Humera Qureshi	Manasvi Joshi	Abhilasha Tiwari





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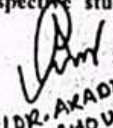
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18. Analytics Club: To help students understand the best practices, applications and latest industry trends in the data science and analytics domain and to provide analytics knowledge and its applications in the real world to the future managers.

S. No	Faculty Coordinator	Contact No
1	Ms. Dimple Sukhija	7389711010

Club	President	Vice- President	Secretary
Analytics	Ishika Chouhan	Drashti Jain	Arpit Singh

To join the clubs of their interest students can contact respective student and faculty coordinators of clubs.


 DR. ARADHANA CHOUKSEY
 Principal, IIMR

CC: All HODs





Library Advisory Committee

**INDORE INSTITUTE OF MANAGEMENT AND
RESEARCH**

Office Order

Date- November, 2023

Subject: - Revised Library Advisory Committee

As a practice of vigilance and continuance to maintain and upscale the operations, quality and deliverance of the Institute Library, the following members are being appointed as Library Advisory Committee.

1. Dr. Aradhana Chouksey (Principal) will be the chairman to the committee
2. Dr. Rakshita Puranik
3. Dr. Anuradha Pathak
4. Dr. Shijji Shukla
5. Dr. Vishal Geete
6. Dr. Vaibhav Modak
7. Mr. Anil Panchal
8. Mr. Vikky Kushwaha (Librarian) will be the secretary to the committee

The committee shall be responsible for all the activities pertaining to the operations of the Institute Library. Library belongings, Conduct, and quality measures, thus ensuring best library experience for the users.

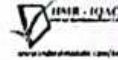

DR. ARADHANA
CHOUKSEY

Dr. Aradhana Chouksey
Principal
Indore Institute of Management
and Research
Opp. IIM, Pithampur Road,
RAU, INDORE (M.P.)



Various Faculty Coordinators





IIMR/ 2023-24/Academic/133

Date: - 25/11/2023

OFFICE ORDER

This is to inform all the faculty & Staff members that administrative roles & responsibilities are assigned to all faculty members for session 2023-24.

(Handwritten signature)
DR. ARADHANA CHOUKSEY

(Prof. (Dr.) Aradhana Chouksey)
Principal
Indore Institute of Management
and Research
Opp. IIM, Pithampur Road,
RAU, INDORE (M.P.)

Please Find: - Attached List





ADMINISTRATIVE ROLES AND RESPONSIBILITIES					
Administrative Roles	Convenor/Coordinator	Member/s	Responsibilities	Frequency of Meeting and Reporting	Signature
Administration and University Affairs	Dr. Rakshita Puranik	NA	Day-to-day monitoring of Institutional Administrative activities (IE, AISCHE, AICTE, University Examinations and Redressals, Internal Marks, University Compliances/Reporting etc.)		
HOD- MBA	Dr. Vishal Geete	NA			
I Year	Mr. Nayan bhidodiya (Section A) Mr. Hanish Kukreja (Section B)	NA	Overall Coordination, smooth class conduction, attendance monitoring, coordination with students and parents through whatsapp, mails, letters etc		
II Year	Dr. Vinayak Khare	NA			
HOD- BBA FT	Dr. Anuradha Pathak	NA			
I Year	Dr. Shubhangi Jain	NA	Overall Coordination, smooth class conduction, attendance monitoring, coordination with students and parents through whatsapp, mails, letters etc		
II Year	Dr. Shilji Shukla				
III Year	Dr. Anuradha Pathak	NA			
HOD- B.Com	Dr. Vaibhav Modak	NA			
HOD- BBA	Dr. Ajay Patil	NA			
I Year	Ms. Dimple Sukhija (Section A) Dr. Asha Mishra (Section B)	NA	Overall Coordination, smooth class conduction, attendance monitoring, coordination with students and parents through whatsapp, mails, letters etc		
II Year	CS Astik Dave	NA			
III Year	Dr. Ajay Patil	NA			





Newsletter	Dr. Reshu Agrawal	NA	Collection of data and content evident to the newsletter and Bi-Annual release	Reshu
Time Table	CS Astik Dave	NA	To ensure, subject preferences, subject allotment, load chart preparation, draft classroom time-tables and remedial schedules for smooth academic conduct	Ashtik
MST	Dr. Shijji Shukla	Mr. Nayan Bhidodiya	To ensure timely and smooth conduct of MSTs, Marks Display, handling of student grievances related to MSTs etc	Shijji
Feedback and Analysis	Mr. Hanish Kukreja	NA	Coordinate with Mr. Nilesh Naik sir for Online Feedback at the end of each program by sharing links, analysis and reporting UG / II Year and MBA / I/ II/ III Semester - Course End Feedback UG and PG Final Year- Program End Feedback Parent's Feedback Teacher's Feedback Alumni Feedback Collect Employer's Feedback from CRC	Hanish
Convenor- ERP / Website	Ms. Dimple Sukhija	NA	Regular website updation and handling ERP issues as and when reported	
Attendance	Mr. Hanish Kukreja	NA	To circulate updated attendance sheets and necessary data to all faculty members.	Hanish
Student Satisfaction Survey	Dr. Anuradha Pathak	Ms. Dimple Sukhija		Anuradha
FDP/MDP/SDP/ Workshops/IPR etc	Dr. Ajay Patil	NA	To plan and execute FDP/MDP/SDP/ Workshops etc, primarily on entrepreneurship, research methodology, etc	Ajay





STATUTORY TECHNICAL REPORTS

Administrative Roles	Convenor/ Coordinator	Member/s	Responsibilities	Frequency of Meeting and Reporting	Signature
IPR	Mr. Kaushal Yadav	NA	To plan and execute minimum 2 activity on IPR	Monthly reports to be submitted in DG Office and copy to Principal's Office	
IC, Incubation, Yukti, Kapila	Dr. Vishal Geete	Dr. Vinayak Khare	To register, plan and execute relevant events under each category	Monthly reports to be submitted in DG Office and copy to Principal's Office	
IIC	Dr. Vinayak khare	Dr. Vishal Geete Dr. Shiji Shukla Mr. Kaushal Yadav Mr. Wasim Khan	To register, plan and execute relevant events under each category	Monthly reports to be submitted in DG Office and copy to Principal's Office	
NIRF/IRIIA	Dr. Anuradha Pathak	NA	To collect relevant data and reports	Monthly reports to be submitted in DG Office and copy to Principal's Office	
NSS	Dr. Vaibhav Modak	CS Astik Dave	to plan and conduct the events as per NSS Calendar and event wise reporting.	Monthly reports to be submitted in DG Office and copy to Principal's Office	
NISP	Dr. Reshu Agrawal	NA	To ensure compliance as per NISP and conduct related activities	Monthly reports to be submitted in DG Office and copy to Principal's Office	
NPTEL/ MOOC	Dr. Shubhangi Jain	NA	To promote NPTEL/MOOC amongst faculties and students, while encouraging maximum registrations, certificate collection and look for financial assistance (if any)	Monthly reports to be submitted in DG Office and copy to Principal's Office	
Uurat Bharat	CS Astik Dave	NA	Registration and sourcing of financial assistance/grants for Moksai/rural areas and conduct activities thereto	Monthly reports to be submitted in DG Office and copy to Principal's Office	





CLUBS

S. No.	Administrative Roles	Convenor/Coordinator	Member/s	Responsibilities	Frequency of Meeting and Reporting	Signature
1	Lexicon Extension Activities/Green Waves/ Sadashya/ Campus Beautification and Cleanliness	Dr. Ajay Patil	NA	To plan and conduct the events as per Lexicon Club Calendar and meeting minutes along with event wise reporting.	Annual Summary Report	
2	Group and Institutional Events (Related to Gender Equity/ Communal Harmony/Energy, Water, Green Conservation/ Samagra Samudharsh Club/ Constitutional Obligations, Values, responsibilities)	Dr. Vaibhav Modak	CS Asitk Dave	to plan the calendar and conduct the events along with event wise reporting	Annual Summary Report	
3	Group and Institutional Events (related to Cultural, commemorative, Festivals, Art, Poetry, photography, film-making)	Dr. Asha Mishra	CS Asitk Dave	Calendar to be planned and executed for an Academic year and event wise reports (minimum 1 activity under each category)	Annual Summary Report	
4			Ms. Samalka Kushwah	Calendar to be planned and executed for an Academic year and event wise reports (minimum 1 activity under each category)	Annual Summary Report	
5	Finance Club	CS Asitk Dave	NA	to plan and conduct the events as per Club Calendar and event wise reporting (minimum 1 activity/workshop/experiential learning/guest lectures/ hands-on training etc.)	Annual Summary Report	
6	Marketing Club	Mr. Kaushal Yadav	NA	to plan and conduct the events as per Club Calendar and event wise reporting (minimum 1 activity/workshop/experiential learning/guest lectures/ hands-on training etc.)	Annual Summary Report	
7	HR Club	Mr. Nayan Bhambhaniya	NA	to plan and conduct the events as per Club Calendar and event wise reporting (minimum 1 activity/workshop/experiential learning/guest lectures/ hands-on training etc.)	Annual Summary Report	
8	Analytics Club	Ms. Dimple Sukhija	NA	to plan and conduct the events as per Club Calendar and event wise reporting (minimum 1 activity/workshop/experiential learning/guest lectures/ hands-on training etc.)	Annual Summary Report	
9	Sports Club/ Physical Fitness/ Yoga etc.	Dr. Nayan Bhambhaniya	NA	To coordinate with Dr. Subhdev Bhamhaniya Dean Physical Education and conduct regular events and event wise reporting	Annual Summary Report	





CELLS AND COMMITTEES

Administrative Roles	Convener/Coordinator	Member/s	Responsibilities	Frequency of Meeting and Reporting	Signature
Research	Dr. Rakshita Purnik (Dean)	Dr. Ajay Patil (Member) Dr. Shiji Shukla (Member) Mr. Kaushal Yadav (Member)	To plan, draft an yearly calendar and implement conferences, research grants, project proposals, etc. accordingly		
Anti Ragging Committee and Squad	Dr. Vishal Geete	Refer to Office circulars	Comply with University requirements, submission of student anti-ragging forms, report generation, to address issues related to ragging	Bi-annual Reports or as per case/s reported	
IQAC/AQAR	Dr. Anuradha Pathak	Dr. Shiji Shukla Dr. Ajay Patil	To suggest and implement quality initiatives and monitor the institutional developments	Bi-Annual Meetings and Minutes	
Alumni Association	Ms. Dimple Sukhija	Dr. Vinayak Khare Dr. Shubhangi Jain	Calendar to be planned and executed for an Academic year and event wise reports	Annual Report	
Student Grievance Cell/ Student Counsellor	Dr. Vinayak Khare	Dr. Adha Mishra	Monthly meetings, minutes and reports	Annual Report	
Committee for SC/ST	Dr. Reshu Agrawal	Refer to Office circulars	Conduct meetings to address relevant issues	Bi-Annual Meeting, Minutes and Annual Report	
Placement	Dr. Shiji Shukla	Refer to Office circulars	To coordinate with CRC and smooth conduction of placements. To procure all relevant records from CRC at the end of the year	Annual Report	
SC/Anti Sexual/Women Cell/ Women Grievance redressal/Library Committee- MoMs	Dr. Shiji Shukla	Refer to Office circulars	To call meetings, address relevant issues and prepare minutes	Bi-Annual Reporting	
Discipline Committee	Mr. Nayan Bhiddodiya	Refer to Office circulars	To address disciplinary issues as and when reported, conduct meetings, take necessary action and submit reports/documentation thereto	Bi-annual Reports or as per case/s reported	





INDUSTRY EXPOSURE AND TRAININGS

No.	Administrative Roles	Convenor/Coordinator	Member/s	Responsibilities	Frequency of Meeting and Reporting	Signature
	Skill Improvement Group	Mr. Hanish Kulkreja	Dr. Reshu Agrawal	Mr. Hanish- Overall Planning and Monitoring Dr. Reshu- Execution and Documentation	SIG wise reports and Year-end Summary report	<i>[Signature]</i>
	MOU	Dr. Ajay Patil	NA	To execute quality MoUs along and ensuring activities to be conducted as per the MoUs (minimum 1 activity under each MoU)	Annual Report	<i>[Signature]</i>
	MRP/Internship/Field Work/Vocational Projects	Dr. Vinayak Khare (MBA) Dr. Asha Mishra (BBA) Dr. Shubhangi Jain (BBAFT) Dr. Vaibhav Modak (BCom)	NA	Student Notices for guide/mentor allotment, follow-ups with mentors, conduction of viva and related activities		<i>[Signature]</i>
	Industry Visits	Dr. Simnalika Kushwah	Mr. Kaushal Yadav	To ensure minimum 1 Industry Visit in each program in each semester. Meetings, Liaisoning and visit-wise report submission	Annual Report	<i>[Signature]</i>
	IMA	Dr. Simnalika Kushwah	NA	IMA Coordination, conduction of activities and event wise report submission	Annual Report	<i>[Signature]</i>
	MSME Membership	Dr. Simnalika Kushwah	Mr. Kaushal Yadav	IMA Coordination, conduction of activities and event wise report submission	Annual Report	<i>[Signature]</i>

Mr. Nayan Chidolija
Question bank for MBA Students

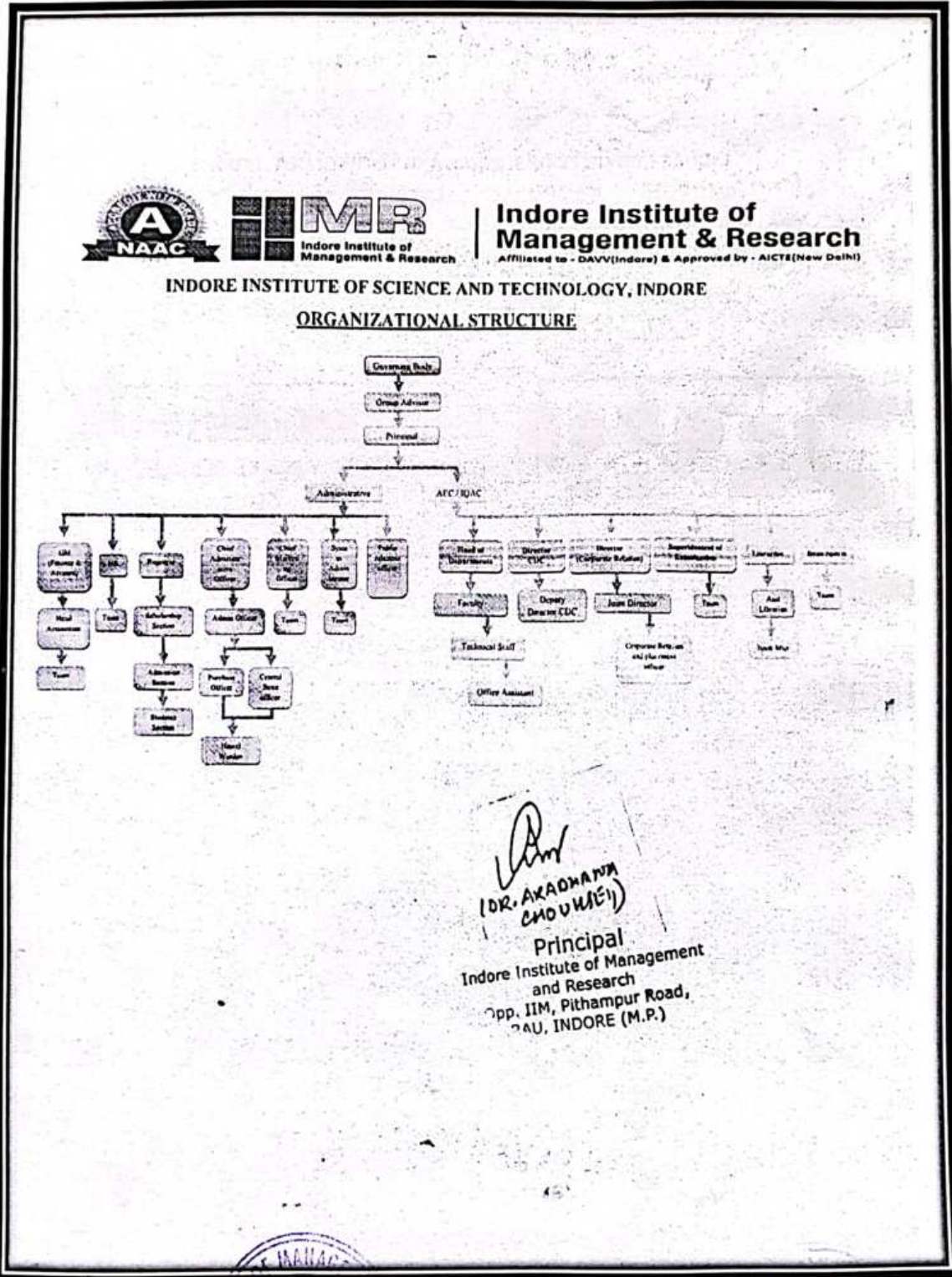


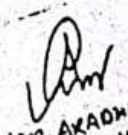


Indore Institute of Management & Research
 Affiliated to - DAVV(Indore) & Approved by - AICTE(New Delhi)

Administrative Set-Up

Organogram/ Organizational Structure




(DR. AKADHANA CHOUKSEY)
 Principal
 Indore Institute of Management and Research
 Opp. IIM, Pithampur Road,
 DAU, INDORE (M.P.)





Roles and Responsibilities



INDORE INSTITUTE OF MANAGEMENT AND RESEARCH

The major positions of Indore Institute of Management and Research include –

1. The Governing Body/Management
2. Group Advisor
3. Principal
4. Head of the Departments
5. Faculty
6. Technical Staff/Laboratory Staff (Lab I/C)
7. General Manager Finance
8. HR Manager
9. Registrar
10. Chief Administrative Officers
11. Chief Marketing Officers
12. Director of Corporate Relations and Team
13. Director CDC and Team
14. Public Relations Officer
15. System Administrator
16. Librarian
17. Exam Controller
18. Hostel Warden
19. Sports Officer
20. Central Store Officer

All the above said personnel are expected to follow the mentioned key responsibilities. This will serve as a roadmap for the said officer. However, any ac/innovation over and above, benefitting the Institute is always well appreciated.

[Signature]
DR. ANAND KUMAR
INDORE INSTITUTE OF MANAGEMENT & RESEARCH





ROLES AND RESPONSIBILITIES

I. The Governing Body/Management: The Management of IIMR is highly committed and dedicated to serve the contemporary requirements in the field of technical education. To fulfill their commitments the GB decides a road map for achieving the goals of the institution.

1. Examine the budget proposals and approval of the annual budget.
2. Checking the audited income and expenditure accounts and approve the same.
3. Approval of the new program.
4. To fix the salaries of teaching and non teaching staff
5. Approval of appointment of teaching and non teaching staff
6. Approval of Institute Scholarship
7. Review and approval of fee structure for a program, hostel, canteen and transport.
8. Approval and review of draft of strategic plan
9. Approval of prize, medal, awards, certificate etc.
10. Approval of Special Interest Groups (SIG's).
11. Welfare measures

II. Group Advisor: -Group Advisor is the signing authority on behalf of the GB. He guides to run the institute aligns with the vision and mission. He is honorary member of IQAC. He regularly monitors the functioning of the institute.

III. Principal - The Principal of institute is a leader and a role model to all his colleagues. The Principal is vested with the following responsibilities -

1. Looks after all the Academic and related administrative activities falling in line with the AICTE and DAVV norms, in all aspects.
2. Overall in-charge of maintaining strict discipline, punctuality, attendance of students as well as of faculty.
3. Assess the requirement of Faculty & Staff according to the norms of AICTE and affiliating university and also manage faculty and staff.





4. All University & Statutory / Regulatory compliances.
5. Emphasis on R&D Activities (Academic Research/ Sponsored Research / Development Activities) / Entrepreneur / start up and Publications / Consultancy
6. Monitoring smooth conduct of Quality Management System in accordance with NBA and NAAC & all related process
7. Monitor the admission process.
8. Conduct of all examinations as per university norms in coordination with Exam Department.
9. Updation of Labs, workshops and stock verification.
10. Create an environment for industry institute interaction.
11. Arrange performance appraisal of faculty and supporting staff and also take feedback from students and put up to DG regularly.
12. Regular updation and monitoring of Library / e Library / Journal / Website etc
13. Monitoring of program specific budget utilization for training / workshop / FDP etc
14. Implementation of PDP and Aptitude Training in coordination with Director, CDC Cell
15. Membership of international reputed institutes and societies
16. Implementation of ERP in Coordination with CAO and System Administrator
17. Collaboration with reputed Institutes/ Industry across the world
18. Organizing FDPs / Conferences / Seminars / Eminent Guest Speakers / Technical Events
19. Launching and effective implementation of various SIGs
20. Identifying & strict implementing of the USPs
21. Any other work assigned by the Governing body from time to time.

IV. Head of the Departments: - HODs of every dept provide academic leadership to the department works under the guidance of principal sir. They assign responsibilities to all the faculties and staff of their department. He has following responsibilities

[Handwritten Signature]
DR. ANA
CNO





1. Prepare departmental Activity Calendar in align with Institute academic calendar.
2. Responsible for all the academic affairs of the Department
3. Prepare the annual budget in consultation with Principal Sir for the financial year.
4. Ensures allocation of workload (teaching load and practical load) to all faculty members and technical non-teaching staff
5. To co-ordinate with the teaching and non teaching staff of the department for smooth function of conduction of academic, co-curricular and extracurricular activities of the department.
6. Organize Seminars / Conferences / Symposium /Workshop/training programmes in topics of relevance and importance to the department with financial support from external agencies.
7. Motivate faculty to attend FDP, Conference, seminar & promotion of Research culture.
8. Appoint Class coordinator, syndicate in charge, various coordinators like technical club coordinator, library coordinator, R&D coordinator etc.
9. Inculcate Internship and Value added courses in the department.
10. To take the lesson plan from the teachers and ensures they follow the plan and syllabi is completed in the stipulated time.
11. Ensure proper time table followed in coordination with time table coordinator and class coordinator.
12. Monitoring & Review the attendance register, daily dairy align with lesson plan, course file etc
13. To ensure Quality, Maintenance and cleanliness of the department.
14. Ensure properly and transparent student's feedbacks conduct.
15. Review and analysis of result of the students
16. Ensure properly PO / CO Assessment and attainment process follow.
17. Guide the students and faculty for career

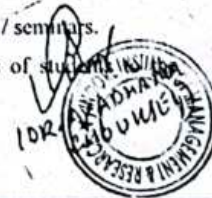




18. To manage and motivate all departmental staff, to enable the students to receive skilled education in the subject. in a positive, encouraging and effective working environment.
19. Promote the visibility of the department both internally and externally.
20. Maintain departmental Academic file.

V. Faculty - Roles and Responsibilities of the Faculty are as follows:

1. A faculty shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the Head of the Department / Principal shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
2. Prepare of course handout material / Notes / PPT
3. Prepares and executes Lesson Plan.
4. To implement the dress code among the students.
5. Completing syllabus within the stipulated time.
6. Counsel the students who are absent for the assessment tests or irregular to the class.
7. Show the MST marks for all students in their allocated classes
8. Coordinate for students' feedback.
9. Coordinator for various committees like time table coordinator, club coordinator, event coordinator etc as per assign by HoD/ Principal.
10. Monitoring and controlling students discipline in the campus.
11. Conduct students' activities in the college.
12. Encouraging the innovation and creativity ideas of the students.
13. Consolidated the evaluation and submit to the class coordinator for preparing university marks within the stipulated time.
14. Motivate the students to attend/ present papers in Conferences / seminars.
15. Communicate the attendance particulars and internal marks of students to concerned parents.





16. Work as syndicate Incharge assign by HoD

VI. Technical Staff / Laboratory Staff (Lab I/C):

1. The Laboratory In charge (Lab I/C) is responsible for the safety, upkeep of all the equipment in room as listed in the inventory for the room.
2. The Lab I/C should maintain the following documents
 - a. The inventory of the laboratory
 - b. Layout
 - c. Room Time Table.
 - d. Organization Chart
 - e. Log Book for daily usage
 - f. Complaint Register
 - g. Lab Manuals
 - h. List of Experiments
3. The Lab I/C should ensure proper discipline at laboratories by ensuring the following:
 - a. No bags or eatables are to be allowed into the lab
 - b. Excess talking/unnecessary movement of the students is avoided
 - c. Chairs are in proper position at the time of leaving
 - d. Equipment is switched off or made inactive as per authorized procedure before leaving
 - e. All fans/ lights wherever not needed are in OFF condition
 - f. Room and equipment are maintained neat and clean at all times
4. Assist the class teachers in the laboratory proceedings.
5. Suitable motivation boards and list of experiments are displayed.
6. Lab I/C should be conversant with all the lab experiments and exercises.
7. Lab I/C should be conversant with the key, location, locking procedure of the room, emergency procedures in case of fire, accident etc.
8. Is responsible to maintain stock register & service register of the laboratory.
9. Update the lab manuals continuously.



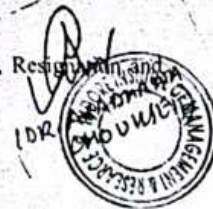


VII. General Manager Finance – GM (Finance) is overall In-charge of the finance & Account function of IIMR. He has following responsibilities....

1. He takes care of statutory compliances in accordance with Income tax, GST, Management of finance in educational society and account keeping.
2. Prepare and present budget estimates, Prepare the budget and income expenditure statement, maintain all accounts and get them audited.
3. He shall be responsible for the proper implementation of the financial transactions as per Accounts Code/Statutes/Ordinances/rules and regulations.
4. Takes care of insurances and bank related issues.
5. Preparation of MIS.
6. Financial Risk management
7. Monitoring in SOP in purchases
8. Fee Collection
9. Monitoring & reviewing of accounting policies.

VIII. IIR Manager – The roles and responsibilities of the IIR Manager are as follows-

1. IIR/Operations
2. Manpower planning and recruitment and advertisements in coordination with Principal.
3. Overall responsibilities of faculty and staff requirements as per the norms of regulatory bodies.
4. Takes care of HR policies of the institution including service and service rules, Annual Performance Appraisals, Annual Increments, PF, Medical Claim, Gratuity, leave rules, Service EXIT process like resignation etc.
5. Maintenance of Annual Confidential reports, personal files of the faculty and staff members of the institute and related issues.
6. Maintains faculty members leave records like casual leave, vacation leave, on duty leaves and its permissions.
7. Legal issues related to faculty and staff salary, PF, Gratuity, Arrears, Resignation and leave etc.
8. Grievances redressal for faculty and staff members.





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IX. Registrar – The roles and responsibilities of the registrar are as follows –

1. Liaison with regulatory bodies AICTE/DTE/UGC/DIIE/MHRD/other ministries/Departments of GOI, Central/State/Universities etc.
2. Being the custodian of the student section, which deals with academic matters such as enrollment, admission procedure and operations, migration, bonafide and transfer certificates.
3. Maintenance of records in respect of students belonging to SC, ST, Minority and OBC and their scholarship along with Institute scholarship details.
4. Issuing identity cards and bus card.
5. Maintaining personal record of admitted students.
6. Maintaining the record of legal cases arising out of academic matters.
7. General administrative assistance of Principal and GB in all matters.
8. Coordinator of admission module of ERP.
9. Nodal officer of AISHE

X. Chief Administrative Officers – Roles and responsibilities of the CAO are as follows –

1. All issues related to security and housekeeping and effective implementation of all statutory compliances in the campus.
2. Overall maintenance of Hostels, Staff Quarters and DG residence as well as all issues related to discipline in hostels.
3. Proper maintenance of buses/cars/other vehicles and medical checkup of all the drivers and cleaners and all statutory compliance in this regard.
4. Store and stock verification, Vendor management.
5. Implementation of ERP and coordination with the provider.
6. Fire and electrical safety, drinking water and other amenities.
7. Purchases for the institute requirements.
8. New projects
9. General maintenance.



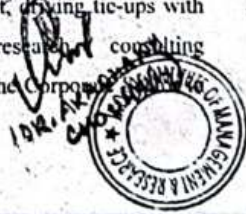


XI. Chief Marketing Officer – The roles and responsibilities of the CMO are as follows:

1. Implementation of Comprehensive and Marketing Policy both organic as well as Inorganic.
2. Situational Analysis (Sort Analysis) Based on SORT Analysis Differentiating IIST/IIMR/IIP from top Competitors
3. Pre-Admission Activity & Risk Management
4. Sourcing advertising opportunities and placing adverts in the press - local, regional, national and specialist publications - or on the radio, depending on the work and the campaign and also video updates & new video development for all college activities
5. Coordination with various Schools and arranging their visits, Exhibition and their Training to the institute
6. Communicating with target audiences and managing customer relationships

Target Audiences – Prospective Senior Sec. Students, UG Students, Parents of Senior Sec. Students, Prospective Graduate students, Perspective faculty, Influencers and decision makers, current students & their parents

XII. Director of Corporate Relations and Team- Director of Corporate Relation of IIMR acts as a link between Students, and company for their job placement. He works with his team & prepares and provides the list of students eligible for placements. The career development process includes self-awareness, career exploration and job placement. The Training and Placement Office performs the following activities, arranging in plant training/ Internship for final year students, Industrial/ Professional Tour, Campus Placement, Career Fair. He also arranges the trainings which prepare IIST students to be responsible, enterprising individuals who become entrepreneurs or entrepreneurial thinkers and contribute to economic development. He also develops a Placement Preparation Module along with CDC cell which provides guidance / preparation to the students for campus placement, doing tie-ups with top notch companies for manpower requirement / training / research / consulting requirements and reviewing the performance of students working in the Corporate.





various capacities (Final Placement, Summer Training, Projects etc.) by taking feedback from companies.

XIII. Director CDC & Team- Career develops cell works for the students' professional skills growth along with his team members. The CDC team works for improving the skills and competencies of the students, teaching new skill sets to meet the demands of the industry.

Roles and Responsibilities of the CDC team are as follows:

1. Organizes regular Classes/sessions for Soft Skills Development / PDP and Aptitude training of students for better performance in Placements as well as in their future exams in higher studies
2. Faculty Development Program in consultation with Principals
3. To develop appropriate methodology for gradual up-gradations of their capabilities
4. Arranging various Competitions like Debate/ Public Speaking, mock Parliament for students
5. Arranging motivational movies.

XIV. Public Relations Officer. Responsible for designing and printing of all the publications related to Electronic, print and social media, coordinates and liaison with Media agencies

XV. System Administrator- System administrator plays very important and crucial role in IIMR.

Roles and Responsibilities of the System Admin are as follows:

1. Manages all the activities relating to the IT Service, Computer systems and networking.
2. Looks after the Updation, repair and maintenance of Computer system, Software and hardware and networking system.
3. Responsible for all matter related to data security & leakages.
4. Data Analytics
5. e-Library and Maintenance of ERP

XVI. Librarian - A librarian is in charge of management of library, collecting, organizing, and issuing library resources such as books, magazines, journals, publication and other study material.

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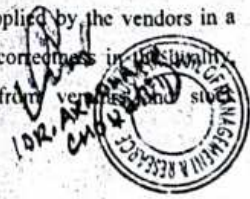


XVII. Exam Controller- The Superintendent of Examinations cell of IIMR shall be responsible for making all the arrangements necessary from holding examinations as per the University standards. Ensure necessary items to conduct examination i.e. question paper, answer sheets, mark sheets, to appoint examiners and moderators as prescribed in the rules & regulations; maintain data of examination held and result, Prepare guidelines for teachers to prepare question paper for different examination.

XVIII. Hostel Warden - IIMR is having well facilitated separate Hostels for Boys and girls. The institute appoints separate warden for both the hostels (boys & Girls) for taking care of everything. The wardens are completely responsible for allotment of rooms to the students, maintenance of the hostels, looks after the quality of food served in the hostels, Keeps strict discipline among students of the hostels, reports to the Principal in case of any indiscipline or misbehavior by the students, looks into the grievances/complaints of the students if found genuine and responsible for students safety and security.

XIX. Sports Officer- Sports officer of IIMR is tasked with creating and implementing programmes which encourage sports activity among students. He develops and delivers a varied range of sport activities, events and competitions at nodal, state, and national level. He makes requirements and prepares budges for all kinds of sports and gets approvals from the Principal. He works with NGBs/ clubs and plan and implements different activities for social cause, health initiatives and environment awareness. He maintains records and produces written reports, and press releases of all activities.

XX. Central Store officer- The central store officer is responsible for the following duties and responsibilities: he will plan the store activities like estimating, budgeting, purchasing etc., receive the materials ordered by the purchase department and supplied by the vendors in a proper condition as per the laid down procedure, to ensure the correctness in the quantity, quantity, specifications, condition of the materials received from vendors and student verification.





Various Policy Documents

To ensure the smooth functioning of the institute, various committees are formulated. The list of committees is enlisted as under

Research and Development Policy

Indore Institute of Management and Research Policy for Promotion of Research and Publication

FOR STUDENTS

Student at IIMR, can gain valuable research experience and contribute to the academic community through publishing their work. To encourage the efforts of students, IIST offers financial support.

Publication Incentives:

Category 1: Rs. 1,000 for article publication in conference.

Category 2: 50% of registration fees for article publication in International/National Conferences, IEEE / Scopus-indexed conference.

Category 3: Rs. 5,000 for article publication in UGC CARE Journal/ ABDC (B and C Category)

Category 4: Rs. 12,000 for article publication in ABDC (A Category)/SCOPUS/WoS indexed journal.

Category 5: Rs. 40,000 for article publication in SCI / SCIE indexed

Category 6: Rs. 20,000 for article publication in ABDC (A*) indexed journal.

Distribution of incentive amount:

- First author: 100% of publication incentive (if applicable).
- Second author: 70% of publication incentive (if applicable).
- Third author: 40% of publication incentive (if applicable).

Additional Notes:

- Only one grant will be given for one publication.
- Students can claim only one grant in one category during their program tenure. (Except SCI/SCIE publication category).
- All publications and presentations must acknowledge IIMR affiliation.
- All grants are subject to the availability of funds.
- Students must apply for funding through the Research and Development Cell (RDC).





FOR FACULTIES

IIMR encourages faculty members to engage in scholarly pursuits through financial incentives for various publications and research activities.

Category 1: Journal Publication Incentives:

- Rs. 5,000 for article publication in UGC CARE journal/ ABDC (Category B and C)
- Rs. 12,000 for article publication in SCOPUS/Web of Science indexed journal/ ABDC (A)
- Rs. 40,000 for article publication in SCI / SCIE/IEEE indexed Journal.
- Rs. 20,000 for article publication in ABDC (A*) indexed journal.

Category 2: Conference Publication Incentives:

- Rs. 1,000 for article publication in the conference.
- Rs. 6,000 for paper publication in SCOPUS/ABDC/IEEE/Web of Science indexed conferences.

Category 3: Book Publication Incentives:

- Book publication with National Publisher and with ISBN No: Rs. 7,000
- Book publication with International Publisher and with ISBN No. Rs. 15,000

Category 4: Book chapter Publication Incentives:

- Edited Book chapter with International Publisher and with ISBN No. Rs 2,000.

Category 5: Patent/ Copyright / Design Patent Incentives:

- Registration fees of Copyright and Patent will be paid by the Institution. (As per recommendation of institute R and D Cell).

Category 6: Workshop / Conference Attended / Professional Membership Incentives/NPTEL :

- National and International Conference / Workshop attended in India: 50% of registration amount + Duty leave.
- Conference / Workshop attended outside of India: 50% of registration amount or Rs 15000 whichever is minimum.
- Membership in professional bodies:- 50% of the registration amount (once in a year)
- NPTEL:- As per NPTEL Policy





Distribution of Incentive amount:

- First author: 100% of publication incentive.
- Second author: 70% of publication incentive.
- Third author: 40% of publication incentive.
- Fourth author: 20% of publication incentive.

Additional Notes:

- Budget Allocation for one publication year.
 - Professor: Rs. 1,00,000 *
 - Associate Professor: Rs. 60,000 *
 - Assistant Professor: Rs. 30,000 *

- Category-wise limit for publication incentive in one publication year: *(for faculty/for faculties)*

Category	The maximum you can apply in one publication year
Category - 1	03*
Category - 2	01
Category - 3	01
Category - 4	01
Category - 5	02
Category - 6	01

- All publications and presentations must acknowledge IIMR affiliation.
- All grants are subject to the availability of funds.
- Faculty must apply for funding through the Research and Development Cell (RDC) and respective departments.
- Only one grant will be given for one publication.
- Policy is effective from 1st Jan 2024.

***Funding limitations are not applicable for SCI/SCIE publications.**

(Dr. Vishal Grete, Dr. Anurag Pathak, Dr. Ajay Patil, Dr. Vaibhav Modak, Dr. Shijli Sankla, Dr. Reshu Agrawal)
Research Committee

(Dr. Rakshita Puranik)
Dr. Rakshita Puranik
Dean Research

(Dr. Aradhana Chouksey)
Dr. Aradhana Chouksey
Principal, IIMR

(Prof. Ankit Jain)
Prof. Ankit Jain
(Director- Academics- IIST Group of Institutes)

(Shri Arun S Bhatnagar)
Approved By: -
Shri Arun S Bhatnagar
(Group Advisor-SPARSH and IIST Group of Institutes)





IIMR/RDC/Sept.-21/369

Date: 09th Sept., 2021

Policy for promotion of Research and Publication

With reference to the notice *IIMR/RDC/Even Sem. 18-19/01, Dated:29.01.2019*, R&D policy norms are revised to be considered with immediate effect with respect to sponsoring the faculty & students for publication in National/International Conferences.

1. For students - Rs. 1000/- (*one time only as cash award for the first author*) to publish their research work in good quality conferences and journals.
2. For students - 50% of registration charges (*one time only as cash award for first author subjected to a max of Rs. 5000/-*) to publish their work in IEE-Explore indexed conferences / SCI /Scopus/UGC/ WoS Indexed journals.
3. Research grant will be released to only either first or corresponding author belongs to the Institute. Paper published in SCI/IEEE Journals will be awarded Rs. 5000/-
4. Paper published in SCOPUS indexed Journal will be awarded Rs. 3000/- maximum 3 papers in a year.
5. Paper published in UGC World Science Indexed Journal will be awarded Rs. 2000/-
6. Conference/Seminar/Workshop fees for paper presentation at International level will be awarded up to Rs. 5000/- (for paper presented outside India).
7. Registration fees of Copyright and Patent will be paid by the Institution. (*As per recommendation of institute RD Cell if considering Institution affiliation name along with claimant is must*).
8. Book publication will be awarded as per following norms :-

Book with National Publisher and with ISBN No.	Rs. 1000/-
Book with International Publisher and with ISBN No.	Rs. 2000/-
Edited Book chapter with National Publisher and with ISBN No.	Rs. 500/-
Edited Book chapter with International Publisher and with ISBN No.	Rs 1000/-

Faculties are advised to publish their paper in SCI/Scopus Indexed free journals. The quality of the journal and that of the paper be reviewed by the RDC before they proceed for the registration.



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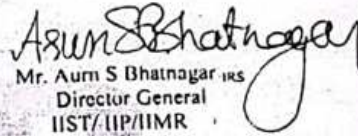


All the papers published should bear the institutes name in the affiliation part to be considered for the above mentioned incentive is towards promoting the culture of research among the faculty and students. However, the expenses related to travel and accommodation needs to be borne by the faculty and students themselves.


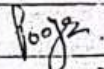
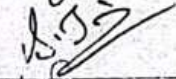


Faculty and students who wish to apply for the rewards are required submit the following,

1. Copy of the entire paper duly attested by the HoD, Dean A&R & Principal.
2. Conference Brochure/Journal first page.
3. Proof for paper Selection (email) & any other information required by RDC.


Dr. Ajay Kumar Singh
Principal
IIMR


Mr. Aum S Bhatnagar IIS
Director General
IIST/IIP/IIMR

Kindly acknowledge the receipt of the notice: IIMR/RDC/Sept.-21/01, Date: 09th Sept., 2021

Sr. No.	Name	Department	Signature
1.	Dr. Rakshita Puranik	Administration Associate Professor MBA	
2.	Dr. Pooja Srivastava	HOD BBA Associate Professor	
3.	Dr. Shubhangi Jain	HOD BBA-FT Assistant Professor	
4.	Dr. Jaikishan Sahu	HOD B.COM Assistant Professor	
5.	Mr. Umesh Gupta	Assistant Professor BSC	



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Institute Scholarship Policy



Indore Institute of Management & Research

Policy Document for Institutional Scholarship (2023-24)


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Indore Institute of Management & Research

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**Indore Institute of
Management & Research**

Introduction

Indore Institute of Management and Research has decided to introduce a reward cum scholarship system for students showing a high level of Merit during their academic program. It is aimed at bringing in an academic rigor among students and keeps them focused on their academic track as well as in sports. This policy document details the various Merit Scholarships that will be bestowed upon the students and the framework to implement and disburse the Scholarship. There will be two types of rewards cum scholarship for the students:

1. IIMR Merit Scholarships (Concession in Fee)

IIMR Merit Scholarships (Concession in Fee)

The Institute offers scholarships to the meritorious candidates based on her/his academic performance in examinations prescribed by Department of Higher Education and DTE, viz 10+2 and Graduation, Rank/Score in All India/State Level Entrance/ Aptitude Test.

Procedure for Grant of Scholarship The scholarships will be automatically granted on admission based on academic performance in examinations prescribed by DHE and DTE, viz 10+2 or Graduation, Rank/Score in All India/State Level Entrance/ Aptitude Test.

Graduation/12 th	MBA	BBA	BBA(FT)	B.Com
90-100%	48,000	48,000	38,000	32,000
80-90%	52,000	52,000	42,000	36,000
70-80%	60,000	56,000	46,000	40,000
60-70%	70,000	64,000	54,000	48,000
55-60%	80,000	74,000	64,000	58,000
Below 55%	1,00,000	84,000	80,000	70,000

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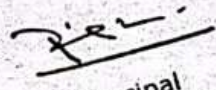
Scholarship Award Committee The Scholarship Award Committee shall be constituted by the Director General. The Composition of Scholarship Award Committee will be as under:

- a. Head of the Institute
- b. Head of the Department or Nominee by Head of Department
- c. Dy. Registrar, Student Section
- d. Finance Officer or Chief Finance officer

The recommendations of the Scholarship Award Committee will be placed before the Director for approval and sanction. The grant/renewal of the Scholarship or decisions to revoke scholarships will be communicated by the Dy. Registrar to the concerned Head of Department, the student and the Finance officer.

The Institute is situated in the rural region. Most of the students of the Institute desire to get admission but because of the financial issues they could not get it. Institute offers financial aid to needy students who opt admission in UG and PG program through concession in fee or CSR Fund.

The students who are intending to avail this facility have to submit their application in a prescribed format to the student section. The head of the Institute based on the applicant's academic performance and the economic background scrutinize the application and the same is discussed with Director General. The recommendation of the Director General is forwarded to the GB and received final approval.


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Massive Open Online Courses Policy



INDORE INSTITUTE OF MANAGEMENT AND RESEARCH

Date: -05.07.2022


IMPORTANT CIRCULAR

In order to motivate students and faculties for enhanced participation and performance, IQAC and incubationcenter team suggested they could avail 50% of registration fee submitted for any MOOCs Certification like NPTEL, Swayam etc.

Student and faculties can benefit of this with following conditions:-

1. Candidates must have cleared the exam with more than 50% marks.
2. In case of NPTEL and Swayam only Elite with Gold and Elite with Silver will be considered for financial benefits.

It is suggested to all avail this facility and submit the application to SPOC along with result copy in every semester.


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1. All Students
2. All Faculty & Staff
3. Dean /HOD
4. Registrar Office
5. Account Office
6. DG Office
7. Office Record






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Green Campus Policy





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POLICY DOCUMENT ON GREEN CAMPUS POLICY

Green Campus Policy

A Green Campus is a place where environmental friendly practices and education system jointly promote sustainable and eco-friendly ambiance in the campus. The objective of this policy is to foster a culture of self-sustainability and make the entire campus environmental friendly.

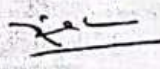
Institute protects its own environment with its green campus policy and keeps its campus pollution free. We undertake green audit to ensure balance between environment and educational performance of the institution. The college administration is having environmental consciousness. Therefore, a special focus is given on the plantation of saplings and their nourishment. Every year, tree plantation is done on the college campus during the rainy season. Thus, college undertakes environment friendly practices to maintain eco-friendly balance in the college campus.


Policy include points related to the institutional initiatives for greening the campus is as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Single use plastics
5. Landscaping with trees and plants
6. Green waves club
7. Green Audit Committee

Restricted entry of vehicles

- All the vehicles of college staff/ faculty members are encouraged to get the emission certification before entering the vehicle in college campus.





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- The college encourages the employees and students to frequently use public transport, bicycles, etc. to limit the emissions.

Use of Bicycle/ battery powered vehicles

- College uses the Battery-powered vehicles for in- house transport.
- All electricity use within a new building space maximizes the use of renewable energy.

Pedestrian-friendly pathways

- Campus follows the Pedestrian-friendly pathways in all the buildings.
- Pedestrian-friendly pathways are properly marked with suitable logos/sign.

Ban on use of single use Plastic

- The college continuously committed to work towards plastic-free campus.
- In the campus, there is complete ban on single-use plastics in classroom, labs canteens in the institution's premises and hostels.

Landscaping with trees and plants

- As per the green practices in the campus is moving in the direction of a Green Institution is planting more trees within and outside the campus.
- Medication plants and more fruit plants and trees have been planted to clean the atmosphere
- Promoting of plantation drive with newly admitted students every year.

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Disabled Friendly Policy





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POLICY DOCUMENT ON DISABLED FRIENDLY CAMPUS

Disabled Friendly Policy


The Government of India formulated the national policy for persons with disabilities in February 2006 which deals with educational rehabilitation of persons with disabilities. In view of this IIMR, has implemented these policies in the teaching and learning process. Our policy recognizes that persons with Differently Abled (Divyangjan) are valuable human resource and seeks to create an environment that provides equal opportunities, protection of their rights and full participation in the academic environment.

Objectives of Policy:

1. To provide equal opportunities to explore their educational potentials.
2. To provide a nurturing and motivating environment for students with learning disabilities to accommodate their pedagogical needs.

The major provisions/facilities/steps are taken in to consideration for disabled friendly campus:

1. Design of the building such as ramp/ lift according to the disabled persons.
2. Placement of proper text and pictogram signage for tactile path, lights, display boards, signposts, located at visible sites.
3. To provide a barrier free environment so that the differently abled students can move without obstacles anywhere in the campus.
4. Availability of software tools and technology for the people with disabilities.
5. Provision of accessible, gender-sensitive, safe, usable and functional washroom facilities for differently abled persons.
6. Availability of toilets, that is differently abled friendly.



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7. To ensure easy access to the classrooms, library, seminar halls and canteen ramps should be set up in appropriate places for the differently abled students.
8. Provision of wheelchair if demanded.
9. The use of signage of male and female symbols, in accordance with local customs and standards, with raised outlines and bright color contrast will be more evident to everyone.
10. Learners with disabilities need to be adequately and appropriately supported in and out of the classroom with the right resources and assistive technology.
11. Provision of enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading.
12. It is the duty of all the staff and students to offer help to differently abled students without waiting.
13. No stakeholder should ever discriminate a student belonging to Divyangjan.
14. A subject-wise list of books should be provided to the differently abled students so that they don't have to search for the books they need in the racks.
15. The library staff should provide the books to the differently abled students if they request through e-mail.
16. In the college canteen, a table set apart for the differently abled students.
17. The vehicle of a differently abled student parking must be at nearest point where his/her classroom is situated.
18. Scribes are allowed to the differently abled students on request.

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E-Governance Policy





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**Institutional Policy
 Indore Institute of
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 On**

E-Governance

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E-Governance Policy

Indore Institute of Management and Research, Indore has designed E- Governance Policy, with primary purpose of implementing E-governance in various interactions and services of the institution. This policy will help in achieving efficiency in all the various operation of the instructions in an integrated manner in order to enable transparency, clarity in different functionalities of the instructions.

Objectives:

1. Implementation of E-governance in all functioning of the institution in order to provide simpler and efficient system of governance within the institution.
2. To promote transparency and accountability in all the functions of the college.
3. To achieve and create a paperless environment in the college.
4. To provide easy and quick access to information.
5. To make campus Wi-Fi enabled.
6. To make our Classrooms ICT Enabled having Desktops, Projectors, etc.
7. To establish a fully automated Library.

Policy:

1. In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
2. Institution to embrace e-governance for the seamless access of data for better decision making at various levels of the organization.
3. To have integrated, user friendly Enterprise resource planning (ERP) solutions to automate various modules like teaching learning, administration, Examinations, Finance and accounting, library and admission.



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Standard Operating Procedure (SOP):

Various vendors/service providers are identified and called for demonstration with quotation, comparative statement with unique features have made and the basis of recommendation of the Technical committee of the intuitions followed by the directions of the Governing Council suitable ERP, Website development and maintenance, SMS Services, Digital Marketing partners are shortlisted and put into the appropriate use, required training has been given for teaching and non-teaching fraternity of the college with a view to get the optimal benefits from the software and strangle connect with stake holders.

E-Governance Domains:

1. Website & Social Media:

- The website of the college to be continuously updated taking into account the new changes. The website should act as a mirror of the college activities and information about all activities, important notices etc. should be made easily available. Important information & achievements will be posted in the Social Media
- A Website-/ Social Media Committee to be formed for the administration of the college website / Social media. The Committee will look after the process of updating, maintaining and working of the website on a regular basis will provide content for social media. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website.

2. Student Admission:

- An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the DAVV University. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. Complete Admission process is managed by DTE for MBA program and E-Pravesh Portal for undergraduate programs thus e-



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governance policy of the respective bodies need to be adopted in this regard. At college level Admission Portal to be used to manage the admissions enquiry and visit in the college.

3. Academics:

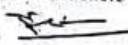
- Institution to manage student academics using a suitable ERP Solution with Real time communication.
- E-Governance will reflect in recording attendance, feedback, lesson plan, posting note, assignment and etc.


4. Accounts:

- The office continues to maintain its account on Tally. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance Sheet is generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The College also uses multiple software which helps to automatically calculate the salary, provide to staff, disburse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Almost Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

5. Library:

- The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers while





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subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

- Complete atomization of library process to include new arrival, entry, issue, return, renewal, and reference. e-journals, and projects reports.

6. Administration:

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated.
- Administrative Office should use Advanced Excel and File Management System Tools to maintain effective database.
- CCTV: Excellent and modernized coverage of the IIMR campus that includes places like corridors, class rooms, labs and canteen which helps the administration to monitor all the issues at the maximum level.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students must be able to obtain maximum services in online mode.
- The college will look for opportunities to adopt new technologies and functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

7. Examination:

- The Examination process is regulated by the DAVV University and thus e-governance policy of the University to be adopted in this regard. As per the directions of the University, it is mandatory to handle various part of examination in online manner on their prescribed portal like examination forms, uploading the marks etc.


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8. Transport:
CCTV and GPS facility must be installed for student's safety and administrative officer or transport officer monitor the bus through GPS app.


9. ICT Tools:


Hardware Infrastructure

- The College to ensure that it has adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by computer networking devices and scanners etc.

Software Infrastructure

- The College to maintain adequate configuration servers to allow fast transmission of data to desktop computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.


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Gender Equity Policy



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POLICY DOCUMENT ON GENDER EQUALITY

Gender Equality Policy

Indore Institute of Management and Research (IIMR) is committed to the promotion of gender equality and women's empowerment, where all students, academic, administrative and support staff, female and male, enjoy equal opportunities, human rights and non-discrimination in all spheres of institute life.

Policy:

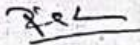
We uphold common value system of gender equality and equity as well as women's empowerment within the core functions of the Institute, namely, teaching and learning, research and innovation, knowledge transfer and networking, while specifying strategic interventions for institutional and organizational change.


Objectives of policy:

- a) To fulfill the National commitments to gender equality.
- b) To prevent violations of National Acts that prohibit gender injustices and to work towards the empowerment of women.
- c) To create a gender sensitive environment that respects gender diversity and the inter sectionality of other marginalities.
- d) To ensure equal opportunity to all women without any discrimination.
- e) To evolve mechanisms for the prevention and redressal of gender-based violence and discrimination, including sexual harassment at the institute.

Implementing guidelines:

1. Gender stereotyping will be prohibited.
2. All forms of bias and discrimination including unconscious bias against women will not be tolerated.





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3. Gender sensitivity will be employed in all recruitment, promotions and opportunity for leadership, to uphold the policy of equal representation of men and women.
4. In selection of staff for professional development opportunities and training, there will be no gender-based discrimination.
5. In formation of any Committee, the representation of women is mandatory.
6. In keeping with National policies, women specific leave will be granted.
7. No student will be denied admission on the grounds of gender.
8. In evaluating students, fair treatment of male and female students alike will be employed.
9. In organizing any event or programme, including meetings and conferences, a gender sensitive approach will be undertaken and women staff and students will be given due respect and representation.
10. Women specific infrastructure, development, renovation of existing infrastructure and other resources, women specific needs will be addressed.

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IPR Policy






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INTELLECTUAL PROPERTY RIGHTS (IPR) POLICY


1. Objectives of the Policy
 - Foster, stimulate and encourage creative activities in the widest sense in the areas of Management, Science, Arts and Commerce
 - Protect the legitimate interests of the institute, faculty, scholars, students and other members of the institute and the society at large and to help resolving possible conflicts of opposing interests.
 - Put in place a transparent administrative system for the ownership control and assignment of intellectual properties and sharing of the revenues generated by the intellectual properties developed and owned by the institute.
 - Evolve an organization structure and procedures through which inventions and discoveries made in the course of institutional research may be made readily available to the public through channels of commerce.
 - Establish standards for determining the rights and obligations of the Institute, creator of intellectual property (for example inventions, developers, authors) and their sponsors with respect to inventions, discoveries and works created at the Institute.
 - Ensure compliance with applicable laws and regulations and enable institute to secure sponsored research funding at all levels of research.
 - Enhance the reputation of the institute as an academic research institution and a member of society by pursuing the highest ideals of scholarship and teaching and by conferring the benefits of that scholarship and teaching on the institution community and society.
2. IPR Committee

The committee shall consist of

 - Head of Institute shall be the head of IPC.
 - Technical supporting staff from private agency.
 - The Dean/Director of Research.
 - Up-to three other Professors to be nominated by the Head of Institute.
 - The meeting of the IPC shall be convened by the IPC head from time to time.
 - The Institute shall provide adequate support and secretarial staff.




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3. IP Policy


The IPR policy provides the mechanism for preservation and use of intellectual property and procedures through which invention and discoveries made in the course of institutional research are disseminated to the public through the transfer of knowledge. Institute always strive in producing and disseminating knowledge, there is inherent need to encourage creativity and scholarly works for the developments of new and useful materials, devices, processes and other intellectual property in the institution. During the endeavour of promoting education, faculty members, research scholars and the students are engaged in research and development work of considerable importance. Such works may lead to evolution of intellectual property know-how, copy-rights, designs, instruments, devices, processes, specimen, software and other inventions having potential for commercialization with or without the registration under different Acts enacted by the Government for protection of intellectual properties. The creation of intellectual property not only contributes to the professional development of the individuals involved, but also enhances the reputation of the institute, provides educational opportunities for students and promotes public welfare.

To meet the goals envisaged in the preamble of the Act, the institute is committed to providing an environment where innovation can flourish and those participating in the process can be suitably rewarded for their efforts. At the same time, the institute also recognizes that certain intellectual properties can be developed as a result of the environment and the facilities provided by the institute and there exists a special relationship between the institute and its staff and scholars. The policy shall govern the intellectual property rights of the institute, faculty members, research scholars, students and other connected with the work, product, ideas and inventions created in connection with the activities of the institution.

Intellectual Property Rights shall include Patents, Trademarks, Copyrights, Trade secrets and other species such as computer software or printed material, any new and useful process, machine, composition of matter, life form, article of manufacture, software, copyrighted work, such things as new or improved devices, circuits, chemical compounds, drugs, genetically engineered biological organisms, data sets, software, musical processes, or unique and



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innovative uses of existing inventions. For the purposes of these Ordinances Intellectual Property may or may not be patentable or copyrightable.

3.1 Indore Institute of Management and Research, Indore provides for patents as follows:

- Patents: - It shall be competent for the Executive Council to take out patents in respect of any discovery or invention made by the teachers or students from the institute.
- Right to be in joint name: -The patent shall be taken in the joint names of the Institute and the person responsible for the discovery or invention.
- Expenses of registration: -The expenses in connection with the registration of patents shall be borne by the Institute.
- Sharing of profits: -Any profit accruing from the patent shall be shared equally between the Institute and the person responsible for the invention or discovery.
- Exploitation of patents: -The person responsible for the invention or discovery shall render free service to the Institute in connection with the exploitation of the patent. The terms on which patents may be offered for exploitation shall be determined solely by the Executive Council.


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3.2 Indore Institute of Management and Research, Indore is obliged to:


- Promote and encourage application oriented scientific research;
- Make reach of inventions to the common man through under Institute supervision.
- Encourage, assist and provide mutually beneficial rewards to the Institute and inventory member.
- Institute to secure sponsored research funding at all levels of research.

3.2 Ownership of Intellectual Property

- IP shall be owned by the Institute if created as a result of Institute research or substantial use of Institute facilities or resources.
- The Creator at his option may retain ownership when the IP developed without use of Institute resources.




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- The Institute faculty and students may publish their research outputs provided that are not copyrightable/patentable intellectual property.

3.3 Intellectual Property Rights can be from:

- Assignments undertaken by the Institute from external agencies or self made projects.
- Individual or a team of researchers.

3.4 The Institute Shall

- Educate faculty members, staff and others regarding Institute's intellectual property.
- Provide legal support.
- Report applicable laws and regulations in a timely manner.


3.5 The Creator Shall


- Disclose the invention in a thorough manner.
- Provide assistance throughout the period of Intellectual property rights procedures

4. Conflict of interest

All inventors/innovators, who have interest direct or indirect in any party interested in the commercial exploitation of Institutes' IP, shall make full and honest disclosure of the nature and extent of the such extent to the institute. If the inventor(s) and his/her family members have stake in a licensee company, then they are required to disclose their stake in the company and licensee or an assignment of the rights of for a patent to the licensee-company in such circumstances, shall be subject to the approval of the IPR cell.

Failure to declare his/her interest in the commercial exploitation of the Institute's IP and /or to seek approval from the Institutes, shall subject such personal liable to disciplinary or the others actions which the Institutes shall, in its sole and absolute discretions, impose.






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Startup Policy (NISP-IISP)

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IIMR INNOVATION



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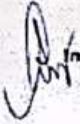
STARTUP POLICY

FOR

STUDENTS AND FACULTY

 **INSTITUTION'S INNOVATION COUNCIL**
 (Ministry of HRD Initiative)

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PREAMBLE

In order to enable us to understand the current role and involvement in streamlining and strengthening the innovation and startup ecosystem in the Institute, IIMR's Innovation Cell (MIC) along with All India Council of Technical Education (AICTE) conducted Orientation Programs on the theme "Orientation and Adoption of NISP at HEI Level" with the following learning objectives:

- ❖ Reason for adoption of National Innovation and Startup Policy (NISP) by HEIs
- ❖ Provisions and components in NISP for HEIs to implement
- ❖ Desirable approaches, expected outcomes and likely impacts which will be created both at Micro & Macro level and Short- and Long-Term
- ❖ Task Sheet preparation: To-do list for adoption.

Indore Institute of Management and Research, Indore (IIMR) constituted an eleven member committee according to MIC instructions to brainstorm and develop IIMR Innovation and Startup Policy (IISP) to address the need for inculcation of innovation and entrepreneurial culture in the Institute. This committee deliberated on various facets for nurturing innovation and Startup culture in IIMR, which covered Intellectual Property ownership, revenue sharing mechanisms, norms for technology transfer & commercialization, equity sharing, etc. After several rounds of discussion, "IIMR Innovation and Startup Policy 2023" for students and faculty of IIMR was prepared.

VISION

To promote the innovation and startup culture among the faculty and students to strengthen the education and social growth.

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MISSION

SHORT TERM GOALS

- ❖ To organize the Ideation / Hackathon / Designing competitions.
- ❖ To motivate and promote the students for participation in the state level and national level project competitions. (i.e. AICTE Hackathon, DST & Texas Instrument competitions etc).
- ❖ To organize the entrepreneurship development program.

LONG TERM GOALS

- ❖ To develop the entrepreneurs
- ❖ To promote startup culture among the faculty and students.
- ❖ To support for the incubation of the startup.

DEFINITIONS

Institute: Indore Institute of Management and Research (IIMR), Indore

Intellectual Property (IP): Set of intangible assets owned and legally protected by an institute from outside use or implementation without consent. An intangible asset is a non-physical asset that a company owns. IP includes research results, literary records, data sets, teaching and learning materials, recordings, films, broadcasts, photographs, drawings, tables and figures, databases, computer software's, trade secrets and designs created with the IIMR resources.

Institute IP. IP owned or co-owned by the Institute

Policy: This is IIMR Start-up Policy

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Incubation center: Is a unique and highly flexible combination of business development processes, infrastructure and people, designed to nurture and grow new and small businesses by supporting them through early stages of development and change.

Incubator: Workspace created to offer startups and new ventures access to the resources they need, all under one roof. In addition to a desk or office, it often provides resident companies with access to expert advisors, mentors, administrative support, office equipment, training, and/or potential investors.

Entrepreneur Development Cell (EDC): An Entrepreneurship Development Cell or E-Cell is a club run by students to practice and promote entrepreneurship in campus communities.

Faculty: Any person who is on a full time basis in the institute with an employment agreement for academic or research work.

Student: Any person who is pursuing a full time degree course at the Institute.

IIMR INNOVATION AND STARTUP POLICY (IISP - 2023)

The document of Indore Institute of Management and Research, Indore, National Innovation and Startup Policy is divided into following broad categories:

1. AIM AND PURPOSE OF START-UP POLICY:

1.1.1 Strategies for Up scaling technologies and Products

Most of the research outcomes of the faculty members and students are enough for producing the useful products and also protect their IPR. However, there is a need to match the levels of commercialization by converting products or

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innovative ideas into consumer goods as per society requirement. The main aim of this policy is to use of the innovative and entrepreneur potential of faculty members and students by establishing Start Ups.

1.1.2 Entrepreneurship Ecosystem Development

The primary aim of this policy is to establish an entrepreneurial ecosystem at students and faculty members by promoting interdepartmental research collaboration activities and product development as per the predefined policies and guidelines.

1.1.3 Creating Innovation pipeline and pathways for Entrepreneur at the institute

To establish and distinguish the interrelationship between the research happenings at the academic level and its translation to the product development and commercialization, incentives and norms are provided for hassle free pathways towards start-ups for all students and faculty at the Institute. It also differentiates research activities at academic level and its transformation into product development.

1.2 IPR and Institute involvement

The IP right and sharing of IP rights between the Institute and the inventor and the boundary limits and conditions for usage of institute resources is clearly laid out in this policy.

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2. SCOPE OF THE POLICY

2.1 Applicability

This policy applies to all the faculty and students of the Institute who are willing to commercialize their products with the commercialization set up (Company/Start-up) which may be involved with the Institute IP. The applicability will be alive till the person is retained in the position of faculty/ student Registered Alumni.

2.2 Responsibility

Entrepreneurship promotion and development should be one of the major directions of the Institutions strategy. To facilitate growth of an entrepreneurial ecosystem in the Institution, specific objectives and associated performance indicators should be defined for assessment. The entrepreneurial agenda should be the responsibility of the Head of the Institution. Heads of all departments work together to successfully implement the entrepreneurship culture.

2.3 Types of Startups / Companies

The institute encourages and promotes the following companies:

- 2.3.1 Companies/Start-ups jointly owned by one or many faculty and students/alumni along with any other persons investors/companies/mentors/CSR Govt. Affiliated Agencies
- 2.3.2 Companies/Start-Ups jointly owned by one or many faculties along with any other persons/investors/companies/mentors/CSR/Govt. Affiliated Agencies.
- 2.3.3 Companies/Start-ups owned by students/alumni along with any other persons/investors/companies/mentors/CSR/Govt. Affiliated Agencies.

In the above said cases the students/ faculty will be founding members/Directors/ Chairman members of the Board of Company/Start-up.

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3. GOVERNANCE AND OPERATION

3.1 Governance for promoting Innovation and Entrepreneurship

3.1.1 Resource Planning and Funding

Resource mobilization plans should be worked out at the institute for supporting preincubation, incubation infrastructure and facilities. A sustainable financial strategy should be defined in order to reduce the organizational constraints to work on the entrepreneurial agenda.

- ◆ 1% of the total budget of the institute allocated towards the Start-up activities.
- ◆ To support technology incubators, academic institutes may approach private and corporate sectors to generate funds under Corporate Social Responsibility (CSR) as per Section 135 of the Company Act 2013.
- ◆ Institute may also raise funding through sponsorships and donations. Institute should actively engage alumni networks for promoting Innovation & Entrepreneurship (I&E).
- ◆ The strategy should also involve raising funds from diverse sources including Government agencies (state and central) like DST, DBT, MHRD, AICTE, TDB, TIFAC, DSIR, CSIR, IIRAC, NSTEDB, NRDC, Startup India, Invest India, MeitY, MSDE, MSME, etc. and non-government sources should be encouraged.

3.1.2 Institutional Infrastructure Policy

- ◆ The pre Incubation and Incubation facilities available in the Institution shall be continuously enhanced through R&D Institutional funds.
- ◆ The Entrepreneurship Development Centre (EDC) shall be active also in providing incubation support to the start-ups.
- ◆ The labs shall be accessible 24x7 to students, staff and faculty of all disciplines and departments across the Institution based on requirement.
- ◆ Institutions may offer mentoring and other relevant services through Preincubation/ Incubation units' in-return for nominal consultancy fees initially (decided time to time by the Head of the Institution).

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3.1.3 Facility for Innovations and Startups

The institute should explore provision of accommodation to the entrepreneurs within the campus for some period of time.

- ❖ A faculty / Staff is allowed to take a semester/year break (or even more depending upon the decision of the review committee constituted by the IIMR, Indore) as sabbatical/ unpaid leave/ casual leave for working on a startup. The seniority and other academic benefits during such period may be preserved for such staff or faculty.
- ❖ Start a part-time MS/ MBA/ PGDM (Innovation, entrepreneurship and venture development) program where one can get degree while incubating and nurturing a startup company.
- ❖ Institute will facilitate the startup activities/ technology development by allowing students/ faculty/ staff to use institute infrastructure and facilities, as per the choice of the potential entrepreneur.

3.2 Institutional Human Resource Policy for Innovations

3.2.1 Norms for Students

- ❖ Students who are under incubation, pursuing some entrepreneurial ventures while studying are allowed to use their address in the institute to register their company with prior written permission.
- ❖ Student entrepreneurs are allowed to appear for the examination, even if their attendance is less than the minimum permissible percentage, with due permission.
- ❖ Students are allowed to take a week's / months break to work on their startups and rejoin the academics to complete the programme, with prior permissions from the authorities.
- ❖ A review committee shall be framed by our institution for review of startup by students and shall be awarded based on the progress made.

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- ◆ Provision of accommodation to the student entrepreneurs within the campus for maximum period of 6 months shall be provided, subject to availability.

3.2.2 Norms for Faculty

- ◆ The faculty / Staff are allowed to undertake a start-up on the technology developed by him/her in the lab at the Institute or previously developed elsewhere.
- ◆ The permanent faculty / contract faculty / Research staff who wish to be involved in Startup on a part time basis can spend a day in a week in the Startup in addition to their teaching, research and other official activities.
- ◆ A faculty / Staff is allowed to take a semester/year break (or even more depending upon the decision of the review committee constituted by the IIMR, Indore) as unpaid leave for working on a startup.
- ◆ The institute can take a share of not more than 20% of the faculty share (or) 2 % @ 5% of the total stake, whichever is minimum.
- ◆ Role of faculty while teaching may be as owner/ founder/ co-founder/ Director- promoter/ adviser/mentor/consultant but cannot take the role of employee as CEO or other managerial role in his/ her startup and cannot draw salary from startup.
- ◆ He/ she can take share on profit and dividend only if any from the startup owner/shareholder.
- ◆ Faculty must not accept gifts from the startup.
- ◆ Faculty must clearly separate and distinguish on-going research at the institute from the work conducted at the startup/company.
- ◆ Faculty must not involve research staff or other staff engaged in academic projects of the institute in activities at the startup.
- ◆ If a faculty drops out from his/her academic or research career from the Institute, he/she should inform the Incubation Center at least 3 months in

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advance and request permission to continue/ exit from the programme.
Decisions will be taken on a case to case basis.

- ❖ The reward system for the staff may include office and lab space for entrepreneurial activities, reduced teaching loads and awards.
- ❖ A performance matrix should be developed and used for evaluation of annual performance.

3.3 Incubation and Pre Incubation Support

- ❖ The incubation and pre- incubation facilities for the faculty and students will be made available at the campus 24x7 on all days.
- ❖ Provision of relevant services and mentoring support like provision of space, infrastructure, mentorship, seed funding, legal and patent support and use of facilities at the institution/ Start up Cell will attract 2-9.5% of equity or stake in the startup incubated. Depending on the infrastructure and other resources utilized, time and the kind of support services extended, the actual percentage may vary.

The institute has established an EDC and Incubation center which works under the direct supervision and administrative headship of the institution and Senior faculty nominated by Institute Head and in coordination with the Institution Innovation Council (IIC). The Institute will coordinate the below said activities are as follows:

- ❖ Ensuring maximum student participation to go through the pre incubation process.
- ❖ Link and collaborate the incubation center with external agencies and ecosystem enablers to provide network and incubate start-ups.
- ❖ Institute to provide seed funds if possible.
- ❖ Encourage student participation in experience sharing, participation in business plan competitions and organize competitions/ Hackathon.


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- ❖ Recruit faculty with strong entrepreneurial/ industrial experience to foster the Innovation and Entrepreneurship culture at IIMR Indore.
- ❖ Knowledge exchange between departments and between the Institute and the existing start-ups/companies outside the Institute is highly encouraged. However, the involvement of Intellectual Property Rights and financial commitments will be decided on a case to case basis by the Institute Incubation center.

3.4 IP Ownership Rights for Technologies Developed :

- ❖ When institute facilities / funds are used substantially or when IPR is developed as a part of curriculum/ academic activity, IPR is to be jointly owned by inventors and the Institute.
- ❖ If any one of inventor wants to start a startup based on the technology developed as above, then it can be licensed to inventor with the royalties would be 4% of sale price for hardware product and 2% for pure software product. If it is shares in the company, shares will again be 4% (after establishing SPV).
- ❖ Institute IPR cell or incubating center will only be a coordinator and facilitator for providing services to faculty, staff and students. They will have no say on how the invention is carried out, how it is patented or how it is to be licensed. If institute pays for patent filing, they shall have a committee which can examine whether the IPR is worth patenting. The committee should consist of faculty who have experience and excelled in technology translation. If inventors are using their own funds or non-institute funds, then they alone should have a say in patenting.
- ❖ Interdisciplinary research and publication on startup and entrepreneurship will be promoted to excel innovation.
- ❖ If there is a dispute in ownership, a minimum five member committee consisting of two faculty members (having developed sufficient IPR and translated to commercialization), two of the Institute's alumni/ industry experts (having experience in technology commercialization) and one legal advisor with experience

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in IPR, will examine the issue after meeting the inventors and help them settle this, hopefully to everybody's satisfaction.

3.5 Pedagogy and Learning Interventions for Entrepreneurial Development

- ❖ Diversified approach shall be adopted to produce desirable learning outcomes, which should include cross disciplinary learning using mentors, labs, case studies, games, etc. in place of traditional lecture-based delivery.
- ❖ The clubs and associations in the Institution, along with the IIC of IIMR shall focus on organizing various programs pertaining to innovation, entrepreneurship and IPR to mature students towards innovation.
- ❖ For creating awareness among the students, the teaching methods shall include case studies on business failure and real-life experience reports by startups.
- ❖ Innovation champions shall be nominated from within the students/ faculty/ staff for each department/stream of study.
- ❖ Entrepreneurship education shall be imparted to students at curricular/ co-curricular/extra-curricular / any mode of level through elective/short term or long-term courses on innovation, entrepreneurship and venture development.
- ❖ Integration of expertise of the external stakeholders should be done in the entrepreneurship education to evolve a culture of collaboration and engagement with external environment.
- ❖ In the beginning of every academic session, Institute shall conduct an induction program about the importance of I&E so that freshly inducted students are made aware about the entrepreneurial agenda of the Institute and available support systems.
- ❖ Industry linkages should be leveraged for conducting research and survey on trends in technology, research, innovation and market intelligence. More MoUs with start-ups may also be inked for knowledge sharing purpose.
- ❖ Sensitization of students should be done for their understanding on expected learning outcomes.


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- ❖ Customized video materials/learning materials should be available for the startups to guide them.
- ❖ It must be noted that not everyone can become an entrepreneur. The entrepreneur is a leader, who would convert an innovation successfully into a product; others may join the leader and work for the startup. It is important to understand that entrepreneurship is about risk taking. One must carefully evaluate whether a student is capable and willing to take risk.
- ❖ Pedagogical changes shall be carried out to ensure that maximum number of student projects and innovations are based around real life challenges. Learning interventions developed by the Institute for inculcating entrepreneurial culture shall be constantly reviewed and updated.

3.6 Entrepreneurial Impact Assessment

- ❖ Impact assessment of entrepreneurial initiatives such as pre-incubation, incubation, entrepreneurship education shall be performed regularly.
- ❖ Well defined evaluation parameters or key performance indicators shall be developed for impact assessment.
- ❖ The institute would encourage training and development of faculty and staff involved in innovations and entrepreneurship development activities in the institute.
- ❖ Faculty and departments of the institutes have to work in coherence and cross-departmental linkages would be strengthened through shared faculty, cross-faculty teaching and research in order to gain maximum utilization of internal resources and knowledge.
- ❖ Periodically some external subject matter experts such as guest lecturers or alumni would be engaged for strategic advice and bringing in skills, which are not available internally.


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4. VIOLATION OF POLICY

Violations of this policy will be dealt with by the normal procedures of the Institute and in accordance with the rules and laws in force.

4.1 Dispute Redressal and Resolution

- ❖ Any Internal disputes with respect to the interpretation of the policy should be brought forth to the Incubation Center authority- NISP coordinator / IIC Coordinator of the Institute.
- ❖ If the dispute cannot be resolved within two months, then it may be referred to the Principal of the Institute through the Institute Innovation Council for mediation.
- ❖ The Principal holds the power to set up a separate committee for arbitration or appoint arbitrator/Empire to resolve the problem as per Arbitration and Conciliation Act, 1996 amended in 11th March, 2021. The decision made by the Arbitrator/Empire will be binding & final.

5. ACKNOWLEDGEMENTS

We thank National Innovation and Startup Policy (NISP) Implementation Team for this initiative and providing guidance throughout the process. We express my sincere thanks to our Hon'ble Director General Shri Arun S. Bhatnagar sir for her encouragement and support to develop IIMR Innovation Startup Policy (IISP). Our special thanks to Dr. Rishi Dubey, Principal Indore Institute of Management and Research, Indore (IIMR). I sincerely appreciate the members of IISP Brainstorming team who worked for creating this guideline document and gave their inputs throughout its preparation. We thank all the members of the IIMR Innovation and Startup Policy committee.

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Library Policy

INDORE INSTITUTE OF MANAGEMENT AND RESEARCH

Library policy

IIMR Library aims at providing the best library services to Students, Faculty, and Staff. To ensure the same, this Library Policy document envisages the rules and guidelines that the IIMR library Users must follow to enhance their library experience. These rules are designed to ensure that all users can benefit from Library facilities.

- IIMR Library is under CCTV surveillance.
- The Students, Faculty, and Staff of the IIMR Indore are automatically eligible to avail of the facility of the library.
- All users should exercise self-discipline, respect, and consideration for others when using the library.

By using any facility of the Library a user agrees to abide by following rules.

- A. General rules
- B. Lending/ Borrowing rules
- C. Conventions for Lending/Borrowing
- D. Renewal rules
- E. Reservation facility
- F. Late returns
- G. Loss and damage of library resources
- H. Photocopying facility
- I. Computers and Internet access
- J. Library Updates

A. General Rules:-

1. The library is to be used for the purpose of academic study and other related material. Everyone in the library shall respect the rights of other users.
2. Only registered members are permitted to enter the Library, after scanning the ID card on the barcode reader.
3. Users will not be allowed to bring the issued book(s) inside the library. However, they will be permitted if they wish to Re-Issue/Return the book(s) during Issue/Return Timings. Notebooks, writing materials, laptops, etc. may be carried inside.
4. Books, Journals, etc. taken from the shelves for reading should be left on the reading tables after use.

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5. Readers are requested to handle Library property carefully to avoid any damage: -
 - a. No users may misfile, misuse, disarrange, damage, or attempt to damage any library resources
 - b. Users must not bring their personal belongings like personal books, briefcases, umbrellas, boxes, bags, etc. into the library. The same may be left in the dedicated space provided at the entrance of the library. Users are advised not to keep their valuables in these property counters. The library is not responsible for the loss or damage of any such article.
 - c. Users should not mark, underline, write, or tear pages. Users shall be responsible for any damage to the documents or any other property belonging to the Library and shall be required to replace such library resources property damaged or to pay the value thereof.
6. Silence must be strictly observed both by the users and the library staff. Engaging in loud Conversation discussions or group study inside the reading halls is strictly prohibited.
7. Use of Cell phones is not allowed. If readers wish to keep them while using the library, they must be switched off or to be kept on silent mode.
8. Use of eatables, drinking, smoking, and sleeping in the Library is strictly prohibited.
9. Notices, broadsheets, handbills, newspapers, or other materials will be displayed in the Library only after prior approval of the Library authority.
10. Improper use of library facilities by the user(s) will lead to the suspension/termination of his/ her membership or may lead to suspension of library privilege.
11. Users should inform the library as soon as possible of any circumstances (such as illness or hardship), which might affect their use of the library and their ability to comply with the Rules and Regulations. The Library Authority has the discretion to grant special privileges on compassionate grounds.
12. Enforcement of these rules for users may take the form of any of the following actions, depending on the severity of the misconduct that will be determined by the library staff on Duty at that time.
 - a. In the case of minor disruption, the user receives two warnings. At the third warning, the user must leave the library for the rest of the day.
 - b. Library Users causing destruction/misconduct on repeated visits will be warned by the Librarian that they will not be allowed to enter the Library if the behavior continues.
 - c. Library Users who engage in destructive behaviors that interfere with others' use of the Library, and who engage in behaviors that violate Library rules may be banned permanently from the Library premises and disciplinary action may be taken with due approval of the competent authority.
13. The library rules and regulations may be modified from time to time and shall be binding on all concerned.

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B. Lending/ Borrowing Rules:-

1. Library timings are 09:15 AM to 04:00 PM on all working days.
2. Timings for borrowing and returning books: 9:20 AM to 4:00 PM on all working days.
3. It is essential to show IIMR ID Cards during check-in and checkout transactions of library items.
4. Membership IDENTITY CARD is Non-Transferable. A borrower should not borrow documents in any other person's name. Borrowers are responsible for books issued against their names.
5. The borrower should check the fitness of the document before getting it issued. Any discrepancy should be brought to the notice of the library staff at the Circulation Counter, who will put necessary remarks on the document before issuing it. Otherwise, the last borrower will be held responsible for any defect/damage found at the time of the return of the document, if not recorded on it earlier, and will be liable to pay the penalty as decided by the Library Authority.
6. Any document issued, may be recalled by the Library before its due date and the borrower has to abide by the decision.
7. The Library Authority has the discretion to restrict certain categories of material(s) held by the Library from being borrowed such as standard reference documents, theses, items of special value or rarity, and loose issues of periodicals, maps/atlas, special collections, CDs, data documents and damaged documents, etc.
8. If a user does not pay off the Library due(s), or returns overdue documents, the privilege of borrowing library resources may be suspended till the clearance of previous dues.
9. During power/system failure or during Internet downtime, the circulation counter services will be suspended until services resume.
 - a. In case of the due date of library items submission, and the library has internet downtime, the user may return the material on the very next day without any late charges.
 - b. In case any user already crossed the due submission date and submit the library material and the library has internet downtime, the user will be charged for late submission for that day also.
10. Identity card is to be preserved safely. If misplaced/ damaged, a duplicate ID card will be issued by the student section, after depositing a charge of Rs 100/.

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C. Conventions for Lending/Borrowing:-

1. The Number of the book(s) that user(s) can borrow is as follows:

- a. Students*: UG Students: 8 Books for 20 days
PG Students: 8 Books for 20 days
- b. Faculty*: 10 Books for 180 days
- c. Staff*: 8 Books for 180 days

#If books are not returned by the student by the due date, a fine will be charged to them. A reminder mail will be sent to them periodically. However, No-Dues certificate will not be issued until the library dues are cleared.

**If books are not returned by Faculty/Staff by the due date, the fine is not charged to them. A reminder mail will be sent to them periodically. However, No-Dues Certificate will not be issued until the library dues are cleared.*

- 2. Reserve/Reference Collection consists of books and other reading materials recommended by the respective faculty members for different courses for each semester. These are kept in the Reference Section. Reference books are not issued.
- 3. Major Research Project Reports, Theses, dissertations, and CDs, are not lent out of the Library.
- 4. Issued books must be returned on or before the last date stamped on the due-date slip of each book. Sending reminders to defaulters is not obligatory on the part of the library.
- 5. Library resources in demand may be issued only for such limited periods, as the Library Authority deems desirable.
- 6. Loan periods may be adapted to take account of vacation/examination requirements. In exceptional circumstances, extended loan periods may be negotiated.
- 7. Pre-Approval of the competent authority will be required for any exceptional cases.

D. Renewal Rules:-

- 1. Book(s) may be renewed if the same are not in demand or not reserved by the other users.
- 2. Borrowers can get the book(s) reissued on or before the due date by personal visit to the library.
- 3. Already overdue items will not be renewed.
- 4. Already reserved items cannot be renewed.
- 5. Borrowed Book(s) cannot be renewed more than once. After that, the borrower must return the book(s).
- 6. The borrower has to bring the material physically to the library for renewal

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E. Reservation facility:-

1. Users may reserve the book(s) to issue at the Circulation Counter in case they are already issued.
2. A user cannot reserve more than one book.
3. If the reserved library book is not taken within one day, it will be issued to another user in the queue or it will be put back on its shelf.

F. Late Returns:-

1. If the book(s) are not deposited by them on the date last stamped on Due Date Slip, Rs. 5 per day per book will be charged.
2. Defaulter List of students will be sent to the concerned department at the end of each semester for recovery purposes. These students will be restricted from registration for the next semester unless dues are cleared.
3. If the book's due date falls on a holiday of the library, the next working day will be taken as the due date.
4. Absence from the Institute will not be allowed as an excuse for delay in the return of book(s).
5. Borrowers are advised to return the books while proceeding on long leave, semester break, or winter/summer break.
6. If a book is not returned within the loan period, the issue of another book(s) may be stopped until the overdue items have been returned and fines are paid.
7. Faculty and Staff members are advised to deposit the books on time and reminders will be sent 15 days after the due date. However, sending reminders to defaulters is not obligatory on the part of the library.
8. Library Authority may exempt the late fee depending upon the circumstances of delay, any human error in issuing a book by the library circulation staff, etc.

G. Loss and Damage of Library Resources:-

1. The borrower will be responsible for the loss of any book(s) and other resource(s) issued against his/her ID card.
2. If a user loses or damages library resources, he/she should report the loss in writing to the Librarian, otherwise he/she pays the accrued fine from the date the documents are due for return.
3. Replacement Process: -
 - a. The borrower may replace a lost library document with the same edition of the document or by the latest edition.
 - b. The cost of an out-of-print document will be:


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- i. 2 times the cost of the lost document at the current exchange rate in case of a foreign document,
 - ii. 2 times the cost of the lost document on the date of purchase of books INR in case of Indian book.
 - c. The replacement cost of a CD/DVD or other electronic library resources will be based on the replacement cost of the same.
 - d. If a book/journal of a set is damaged/lost or misused, the entire set has to be replaced and a processing fee should be paid.
 - e. If an accompanying material is lost or damaged, the original library resource or entire set has to be replaced.
4. If the item's original price is in foreign currency, compensation will be calculated based on the present exchange rate.
5. If the lost item does not show any price, is without any price, users will be charged the requisite replacement cost.

H. Photocopying Facility:-

The photocopying service is provided in the library to cater to the requirements of the library users. This service is limited to library material, and documents including copying research papers published in journals, and conference proceedings for academic and research work without violating the Copyright Act.

• **Charges:**

- o Copies (1 to 10 Number pages) Rs. 1.00 (One Rupee) per page for A-4 size paper
- o Copies (11 to 30 Number pages) Rs 0.75 Rupee Per page for A-4 size Paper
- o Copies (31 to the maximum number of pages) Rs 0.50 Rupee Per page for A-4 size Paper
A-3 size Paper Rs 2.00 (two Rupees) Per Page.

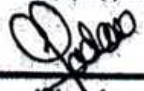
Payment Mode: Cash only

Timings: 10 AM to 1 PM and 2 PM to 4 PM on all working days only.

Note: Photocopy service is not available on Saturdays, Sundays and Institute declared holidays.

• **Rules for Photocopying:-**

1. Library staff will review and evaluate all material before photocopying.
2. Request for photocopies from bound items and special collections will be evaluated, based on criteria, such as the tightness of the binding, the fragility of the paper(s) and the size of the


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piece, tipped in maps, illustrations, and charts are all unacceptable photocopy requests since the handling cannot be done without risk of tearing.

3. Only standard paper size (A4, A3 size) will be used.
4. No refunds will be given for any reason other than a mechanical malfunction, e.g. unintentional multiple copies, etc.
5. Users may be requested to limit the number of copies when others are waiting for the service.
6. Photocopying will be done subject to the availability of staff and time.
7. Photocopy services may be delayed if any machinery or power default occurs.

• **Copyright:-**

1. Users should be aware of Copyright rules and regulations. Please remember that photocopying a complete document is a violation of copyright rules.
2. Users are solely responsible for upholding copyright laws and the library is not responsible for any Copyright infringement by users.

I. Computers/ Laptop and Internet Access:-

- Computers are placed in the e-library in the Library for access of resources for academic and research work.
- These should be used exclusively to access OPAC (Online Public Access Catalogue) of IIMR Library, subscribed/purchased e-resources. Because these computers are shared resources, users may be asked to limit the time spent on these computers.
- Users should not use the Library Computers facility in a manner, which will bring disrepute to the name of the Institute. Disciplinary action will be taken against those breaking the rules.
- One computer is placed at the main Gate for OPAC (Online Public Access Catalog) search. Users need to turn off the computers they are using.

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Please note that the following are not allowed:

1. Accessing of undesirable Internet sites and downloading, printing, and circulating of undesirable materials.
2. Unauthorized use of passwords. Computer accounts and passwords must be kept strictly Confidential.
3. Installing and running computer software(s), which is not owned by the library.
4. Changing the PC system setup.
5. Duplicating any software or audio-visual programmer. This infringes copyright regulations and offenders will be liable for legal action
6. Chatting and game-playing on the Internet
7. Creation, display, importation, circulation, or storage of offensive material
8. Online chatting, audio /video streaming, and browsing of social networking sites is strictly prohibited, and strict disciplinary action will be taken against the defaulters.
9. Playing games on computers or laptops is strictly prohibited in the entire Library premises.
10. Readers are not allowed to share their Internet access ID and Password with other students.
11. Use of laptops in the cubical systems where computers are already installed is not permitted.
12. Changing the setting and display of the computer kept in the library is not permitted.
13. Readers should not remove /unplug computer cables /connections, network cables and other peripherals /accessories in the library.
14. Personal keyboard, mouse, etc. are not allowed inside the library.
15. Downloading, accessing /opening of pornographic sites, or storage of offensive material are not allowed inside the library.
16. Illegal /Unlawful activities such as (but not limited to) hacking, deleting of files, and changing / tweaking of system configurations/passwords resulting to damage of systems and networks are prohibited.
17. User may not temper any equipment inside the facility, especially the computer unit. In case of hardware /software problems, ask for assistance from the staff on duty.
18. Library will not be responsible for any kind of missing items of students' (Pen drives, Laptop, CD/DVD ROMS, earphones, eye bird etc).

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J. General Library Updates:-

1. All general notices about Library Resources will be displayed on the Library Notice Board and other Notice Boards.
2. Electronic mail is the default means of communication between the library and users. Users are requested to check their email regularly.
3. Library is fully Wi-Fi enabled. Reading hall facility with Wi-Fi connectivity, Keeping open before and after Institute timing.
4. Library timing/ hours can be extended during examination.
5. There is provision of additional switches for connecting, PCS / Laptop in the library.
6. Non- registered members can use/ access the library material only with the permission of the Librarian.
7. Taking News papers out of library or any other area is not allowed. It must read only in the library.
8. Readers / users suggestions are always welcomed.
9. Readers should not mark, underline, dog-ear, write, tear pages or other damage the library documents.


Dr. Rishi Dubey
Principal


Dr. Shijji Shukla
Library Committee (Member)


Mr. Chandrapal Yadav
Librarian


Librarian
Indore Institute of Management & Research





IT Policy



IT - Policy

Guidelines for Usage of Computing Resources

The Guidelines concerning usage of Computing Resources provided by Institute

Indore Institute of Management & Research provides a strong information technology environment to support its students and faculty in the pursuit of their instructional objectives and teaching. These resources are to be used for educational purposes and to carry out the legitimate business of the Institute.

Understanding that for the Institute to maintain an environment of open access to networked computing resources is important, those who use these facilities must comply with the written policies covering their use as well as the "spirit and intent" of those policies.

Appropriate use of the resources includes instruction, independent study, academic research, and the official work of the offices, departments, recognized student organizations, and the agencies of the Institute. Any activity that intentionally obstructs or hinders the authorized use of campus computing and network resources is prohibited. Examples of inappropriate activities include (but are not limited to):

1. **Interfering with system security or integrity by:**
 - Unauthorized breaking into a system/network and/or accessing data files and programs without authorization.
 - Releasing a virus or other malicious program/software that disables system network performance or hinders other clients.
 - Exploiting security gaps.
 - Hindering/changing supervisory or accounting functions of the systems.
 - Tapping network lines and changing of IP Address.

Dishonestly moving data from Institute System or through emails that belongs to SGI.
2. **Obstructing users from authorized services by:**
 - Monopolizing computing resources or computer access.
 - Obtaining, possessing, using, or attempting to use someone else's user account or password without notification or permission.



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- Unauthorized Accessing, or attempting to access, another user's data or information without proper authorization.

3. Email

- Sending unsolicited e-mail, junk mail, or propagating chain letter • E-mail "bombing", "spamming", etc.

Any activity of a person or group of persons have violent effects upon another person or a social group comes under definition of cyber violence.

4. Offensive Material

- Transmitting or storing / sharing offensive material like racial or religious hatred messages, pornography data/pictured/video/audio/text etc.

5. Forging electronic Information

- Creating, altering, or deleting the attribution of origin (e.g., "From" in e-mail, IP address in headers).

- Sending messages under someone else's address (e.g., hoax messages, even if intended as a joke).

6. IPR Violations: -

Including with software piracy, copyright infringement, trademarks, violations, theft of computer source code, patent violations, etc.

Attempting Cyber Squatting- Domain names are also trademarks and protected by ICANN's domain dispute resolution policy and also under trademark laws.

7. Online gambling: -

Any attempt to indulging any form of gambling, betting, money laundering unauthorized money transfer using Institute computing and network resources is Prohibited.

8. Defamation: -Indigenous in any form of online derogatory, defaming, character assassination or degrading any person, Institute, Group, Sector, religion, caste, political party etc is prohibited.

9. Physically damaging a computer system: - Physically damaging a computer or its peripherals either by shock, fire or excess electric supply etc. DESCRIPTIONS of Sample Violations (Not Exclusive).



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10. Mishandling email: You must not overload the communications servers; do not abuse your communications privileges. E-mail is a fast, convenient form of communication. This makes it easy to send mail to multiple recipients and puts a strain on shared systems.

11. Do not help propagate chain e-mail letters: Forwarding chain e-mail is a violation of Institute computing policy. Phrases in the subject line can usually identify chain e-mail, such as "Forward - do not delete," "don't break the chain," etc. Some chain e-mails promise good luck, promise easy money, tell stories and ask for help, or warn of false e-mail viruses. If there are a large number of addresses in the message, chances are very good that it is a chain e-mail. "Get rich quick" schemes will invariably claim to be "completely legal". Do not be fooled. Delete all chain e-mail from your account. Contact IT DEPT. for any clarifications.

12. Do not "bomb" e-mail accounts: Sending numerous or large e-mail messages to one person is considered "e-mail bombing." This may or may not be done in an attempt to disrupt the recipient's network services. Sometimes e-mail "bombs" are used as a method of retaliation. Even if no harm was intended or it was simply a "harmless prank," a e-mail "bomb" can disrupt service to hundreds of users.

13. Copyright Infringements: For your use, the Institute provides many software and data that have been obtained under contracts or licenses stating that they may not be copied cross-assembled, or reverse-compiled. You are responsible for determining whether or not programs or data are restricted in this manner before copying, cross assembling, or reverse compiling them in whole or in any part. If it is unclear whether or not you have permission to do so, assume that you do not have permission to do so. IT DEPT. will assist with any questions regarding software usage and licensing issues.

14. Interfering with a User's Authorized Services: Any activity that causes disruptions in service to other users is considered interference. In some cases, using more resources than you are entitled to can also be considered interference (e.g., using excessive storage space on the shared systems, flooding chat channels or newsgroups). More importantly, you must not monopolize computing resources for nonacademic activities such as game playing and other trivial applications locally or over an affiliated network; printing excessive copies of documents, files, images or data. You should refrain from using unwarranted or excessive amounts of storage; printing documents or files numerous times because you have not checked thoroughly for all errors and corrections; or run grossly inefficient programs when efficient alternatives are known to be available. You should be sensitive to special needs for software and services available in only one location, and cede place to those whose work requires the special items.



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15. Sharing Resource Accounts and Passwords or Sharing Objectionable material on Institute : Your network login and password are for your personal use. If you share your login and password with your colleagues, friends or roommates, then you are giving them access to services they are not authorized to use. They may embarrass you by sending e-mail, posting messages, or even chatting with people while posing as you. Do not share your account or password with anyone.

If you suspect that someone may have obtained your password, change it immediately. If you suspect that someone has repeatedly accessed your login and password, notify IT DEPT. or send e-mail to IT DEPT. at systeadministrator@indoreinstitute.com Conversely, using someone else's password to access services or data is also a violation of policy, regardless of how the password was obtained. Do not use anyone else's password, account, or e-mail.

Further, sharing any form of objectionable material (pornography, religious hatred mails etc.) on your PC hard-drive on SGI Network is strictly prohibited.

Disruption of System Security or Integrity: Tampering with the operation of any server or network resource is prohibited. Any such activity constitutes a threat to the normal operation of that resource and can potentially effect hundreds of users. Any attempt will be regarded as malicious in intent and will be pursued in that perspective.

Unauthorized access: Legitimate use of the Group Institutes computer systems does not extend to what one is capable of doing on that system. In some cases, there may be security loopholes through which people can gain access to a system or to data on that system, a network, or data. This is unauthorized access. If a student accidentally permits access to his or her files through the network, you do not have the right to access those files unless you have been given explicit authorization to access the material. This is similar to accidentally leaving your door room unlocked. You would not expect your neighbor to use that as an excuse for entering your room.

Do's & Don't

Forgery: You must not alter any form of electronic communication (especially via forged electronic mail and news postings). Messages, sentiments, and declarations sent as electronic mail or sent as electronic postings should meet the same standards for distribution or display as if they were tangible documents or instruments. Forgery includes using another person's identity. Forgeries intended as pranks or jokes are still violations. Attempts to alter the attribution of origin (e.g., the "from" or "addressee" lines) in electronic mail, messages, or postings, will be considered transgressions of Institute rules. You are free to publish your opinions, but they should be clearly and accurately identified as from you, or, if you are acting as the authorized agent of a group recognized by the Institute, as coming from the group you are authorized to represent.



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- Always use official mail id for professional communication within & outside the organization also use of personal mail id is prohibited. Please check your mail accounts regularly.
 - If you have received a mail containing an attachment, from an unknown sender don't open it, you need to scan the attachment through Antivirus, if you found virus with the attachment then please delete it.
 - If you receive a mail containing an attachment, from a sender you know, but without any mention regarding the attachment, don't open it. It may be carrying a virus, which gets automatically attached with mails. You can confirm from the sender if he has sent you this attachment and only then open it.
 - Please ensure that attachments sent by you are free from virus and worms. Always use official Mail id for communication within & outside the organization also use of personal mail id is prohibited
 - If you don't have official email id contact to SGI Administrative Department for new official email.
- Also these mail ids are for official use only.

CONSEQUENCES OF MISUSE: Infractions of this shared use policy will result in loss of system and network privileges and will be referred either to the Dean of Department /Principal/Director.

When IT department has reason to believe a user has violated the shared system policy, it may suspend the user's account(s) pending the outcome of an inquiry into the matter. IT Department will notify the staff or student of the alleged violation and the facts on which the alleged violation is based. The staff or student will have an opportunity to respond to the alleged violation. After gathering and considering all the facts available, and in consultation with the Dean of Department /Principal/Director, the user's privileges to the shared use systems may be withdrawn for the remainder of the Semester/Course.

If, in addition to withdrawing privileges, IT Department believes the violation is sufficiently serious to warrant more severe disciplinary action, including restitution, they may refer the matter to the Dean of Department/Principal/Director for appropriate disciplinary action.



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Conclusion: The IT Department recognizes that SGI Information System users are extremely diverse in their needs and requirements. Providing this large range of services for research and instruction necessarily entails providing a relatively in restricted and flexible system and network organization. To this end, we expect that our users practice considerate and responsible computing and adhere to common sense standards.

When problems arise, they will be dealt with to ensure the unimpaired operation of our systems and network, but we request that all users are considerate and prudent in their use of the resources.

The shared system are an extremely important and ever-changing resource for the SGI. As a member you are responsible for staying informed about the policies and procedures updates.

System Administrator

Indore Institute of Management & Research



Principal

PRINCIPAL
 Indore Institute of Management and Research
 Opp.IIM, Pithampur Road.
 RAU, INDORE (M.P.)



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Code of Conduct for Students and Staff

Institute website link for code of conduct

<https://iimr.indoreinstitute.com/wp-content/uploads/2023/01/Code-of-Conduct.pdf>



Indore Institute of Management & Research

Code of conduct handbook exists for students, teachers, governing body, and administration including Director / Principal /Officials and support staff.





CODE OF CONDUCT

Message from Director General



Shri Arun S. Bhatnagar
(IRS, Ex. Principal Commissioner)
Exe. MBA, IIM (B)
Director General (IIST, IIP, IIMR)
arunbhatnagar@indoreinstitute.com
Ph: 0731-4010565

Dear Contributors,

Education, in essence, should bring to the fore the inner and inherent potential of the student. Educational institute, therefore, has to distinguish itself by providing sound infrastructure for higher education to leverage knowledge and innovation. More so, since the society and the nation look up to these centers for fulfilment of their aspirations and expectations. Education, be it primary or higher, need to go beyond its scope of merely imparting information and skill. It is precisely here that educational institutes have to play a pivotal role. It is rightly said that the child is not vessel to be filled but a lamp to be lit. Besides proactively providing an environment conducive to foster and nurture the inherent potential of the students, the institute need to consciously promote an inquisitive spirit among the students. The students would then be able to get acquainted with latest and upcoming research and inventions in science and technology. Hence, the institute has the onus of providing a platform for overall development of ethical, moral and human aspects of the personality of the students. The teachers are to be epitome of all that is good and need to maintain a professional demeanor by embracing traits like honesty, integrity and sincerity. This would go long way in bringing about quantitative and qualitative expansion of the student personality. Let us, therefore, pledge ourselves to rebuilding our institution and thus live up to the expectations and the trust reposed in us. Let us make concerted and sincere efforts to restore the glory and eminence to this institute. Together we march ahead to achieve the excellence.





CODE OF CONDUCT

Message from Principal



Dr. Rishi Dubey
Principal, IIMR
principaliiimr@indoreinstitute.com

At IIMR, we strive to provide students and environment where they have an enriching and life changing experience and "learn with fun" through various pedagogical tools like lectures, presentations, discussions, guest lectures, industry visits, case studies, internships, research projects along with host of co-curricular and extra-curricular activities like SIGs, certifications, management quizzes, ad campaign etc. The case based and project-based learning helps students to get the simulated practical exposure along with the underlying theory. The challenges to the modern world require future managers to be familiar with latest technology and design systems which are affordable and sustainable. We focus on converting young, enthusiastic individuals to dynamic managers who can create and manage socially responsible and sustainable organizations.

Education, without values is of no relevance to society. The value system is inculcated in our students through honest systems and procedures. Students are also encouraged to take service projects which not only broaden their horizon but also make them understand other's need and the importance of coexistence. We are committed to nurture young minds through unparalleled experience which equips students with the latest management techniques to guide them in their professional as well as personal journey. I invite students from diverse backgrounds to this journey of discovering oneself.

In the ever-changing and complex business scenario, management education is expected to develop young minds to become industry ready, enlightened and responsible professionals who can take up the challenges with confidence and excel in their careers.





CODE OF CONDUCT

CODE OF CONDUCT FOR STUDENTS

It is incumbent upon students to abide by this Code of Conduct and Professional Ethics (hereinafter referred to as the "Code") and the rights, responsibilities including the restrictions flowing from it. The institute endeavors by means of enforcing this Code, to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and time bound; and to provide a system which promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also viewed on the official website of the Institute.

1.1 DISCIPLINE

The student must observe and strictly follow the disciplinary rules and regulations set down by the institute from time to time. Any act of indiscipline or misbehavior by any student will attract punishment as per the rules.

- The student should follow the academic calendar as per the instructions of Head of the Department/Principal of the institute.
- Students must reach their lecture halls five minutes before the scheduled time.
- Damage to institute's property due to negligence/lack of care/malicious action would attract punishment and compensation for loss caused.
- Students shall only use the waste bins for disposing waste materials in classrooms, hostels and offices to make the college campus free from plastic and other litter.
- Students have to park their vehicles in parking zone only. Any student found breaking the rule will be punished.
- Students are strictly prohibited to bring and park four wheeler i.e. cars in the campus of the institute.
- Students may not invite any person(s) to the institution to address or participate in any type of event without the prior permission of the appropriate institute authorities.
- Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels.
- Disciplinary action will be initiated against students indulging in eve-teasing, molestation, ragging, harassment, bullying and any other untoward incidents.
- All Educational tours or Industrial visits shall be accompanied by the faculty members after obtaining necessary undertaking from the Parents/Guardian of the students and with the written consent of the concerned authority.





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- Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited.
- Without specific permission of the authorities, students shall not bring outsiders to the campus schools, hostels or other facilities.
- Any case of criminal activity or violation of law and order in the Campus will attract strict action and if need be, reported to the police.

I. CARD

- Every student must carry institute I-card every day while attending lectures and appearing for various examinations.
- The student should carry identity card with him / her regularly and the identity card should be produced when demanded by the authorized persons of the Institute.
- I-Card will be issued as per the given schedule after the student has fulfilled all requirements.
- The student should have his/her Identity Card and Library Card issued for lending of books from the library at the beginning of the year.
- Students should obey the rules set down by the library in borrowing/return/maintenance of books.
- At the time of issuing a book, the Identity Card must be presented along with the Library card. Without I-Card the reader may be refused the use of the library.
- If student has lost library card or I-Card, it should be reported immediately to the principle of the institute along with an application.

II. HUMAN VALUES

Be scrupulously honest in all academic activities and with all the stakeholders of the institute. Be attentive, fair and cooperative towards your teachers and peers in various academic and non-academic activities. Practice empathy and sharing towards your fellow citizens and care towards your surroundings.

III. DRESS CODE

We believe in inculcating a sense of discipline, belongingness and commitment in students through the strict maintenance of decorum on campus, in dress, speech and action. Students are expected to dress appropriately while in the institution and while representing the institution.





CODE OF CONDUCT

IV. MOBILE PHONE & ELECTRONIC DEVICES

- The student should switch off their mobile phones while in the classroom, laboratory, library, etc.
- Mobile phone is strictly prohibited in the exam hall during the examination. Mobile phones/other electronic devices such as smart watches, etc. shall not be allowed inside the examination hall.
- Loss or theft of mobiles, modern means of communications, valuables and other belongings are at students' risk.

V. ATTENDANCE

- Students should be regular in attendance for all sessions during the day.
- Students should have at least 75% attendance in the Lectures of every subject. If the student is found irregular in attendance, disciplinary action will be taken.
- The student coming late shall not be allowed to enter the class.
- The student must report about any type of illness to the Institution.
- On no account will students be allowed to remain absent for any mid-semester, term-end examination conducted by the Institute or continuous assessment conducted by faculty in class. The student will be entirely responsible for such absence. This may be detrimental to the overall performance and results of the student.
- The student should complete all the Practical's, assignments and Projects as per the rules set down by the institute, Examination section and the university.

VI. SOCIAL MEDIA USE

Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institution on the social media or indulge in any such related activities including cyber bullying, or any other activity on social media which may have grave ramifications on the reputation of the Institute.

VII. ANTI-RAGGING

Action will be taken against students indulging and abetting in Ragging as per the regulations set down by the University Grants Commission in "Regulations on Curbing the menace of ragging in Higher Educational Institutions, 2009" updated up to the 3rd Amendment of 2016, which is displayed on the institute's website. Ragging is legally banned. It is a punishable offence. In view of the increasing number of events of ragging, the University Grants Commission has passed the "UGC Regulations on Curbing the Menace of Ragging in Higher Educational





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Institutions, 2009. Ragging is any conduct by "any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or including in rowdy or undisciplined activities by any student which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in any ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing of power, authority or superiority by a student over any fresher or any other student."

Also "Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background." is considered as ragging.

The Anti-Ragging Committee may, depending on the nature and gravity of the guilt, award, to those found guilty, one or more of the following punishments namely;

- i. Suspension from attending classes and academic privileges.
- ii. Withholding / withdrawing scholarship / fellowship and other benefits.
- iii. Debarring from appearing in any test / examination or other evaluation process.
- iv. Withholding results.
- v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vi. Suspension/expulsion from the hostel.
- vii. Cancellation of admission.
- viii. Rustication from the institution for period ranging from one to four semesters.
- ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- x. Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
- xi. All students and their parent/guardian must sign the anti-ragging affidavit. The students are advised to contact the Anti-Ragging Committee in case of emergency.

d) EXAMINATIONS

The rules concerning examinations are notified by the institute as well as by exam controller in every semester/year. The students must strictly follow these rules. The institute pursues a zero tolerance policy concerning violation of examination rules and regulations.





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ii) HOSTELS

- Visitors are not permitted to stay in the hostel after 8.00 p.m. and guests are not allowed to stay in the hostel except with prior permission of the Warden / Admin office.
- Ragging is banned in the campus and anyone indulging in ragging will be punished, which may include fine with a public apology, suspension from the Institute or class for a limited period, or even expulsion from the Institute. Broadly speaking, ragging is: "any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student". Any student who is subject to ragging or is aware of any such incident should report the same immediately to

1. Hostel Warden (Boys hostel) – Mr. Santosh Upadhyay
2. Hostel Warden (Girls Hostel) – Mrs Kirti Choubey
3. Welfare Officer - _____
Prof In Charge (Hostels) – Dr Puneet Duggal

HOSTEL MESS RULES:

- Entry into the kitchen is strictly prohibited, except for the Resident Warden and mess committee members.
- Students are required to wear decent attire in the Mess Dining area and shall maintain the discipline.
- Food should not be taken to the rooms, except in case of illness, with the specific permission of warden.
- Complaints regarding the quality of food and suggestions should be entered in the suggestion /complaint register available in the mess.
- Avoid wastage of food and water.





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RULES FOR VACATING / LEAVING THE HOSTEL:

1. Students who wish to vacate the hostel are permitted to leave on 30th Jun and 31st Dec in the academic year.
2. Students applying for vacation of hostel must take consent of his father in writing or by telephonic conversation with warden.
3. In case hosteller wishes to vacate hostel on dates other than that quoted in Para 1 above, he/she will have to pay any one of the following amounts, whichever is less.
 4. (a) Boarding charges for additional two months.
 - (b) Boarding charges for the days left till 30 June/31st Dec.
5. Hosteller must put up application for vacating hostel giving valid grounds. Application must be submitted minimum one month earlier to the desired date of vacation.
6. On approval of application by Prof In Charge - Hostel, he/she will be issued no dues Performa by the respective wardens for getting clearance from various departments/section.
7. After receiving No dues Performa duly completed and clearance from admin, the hostellers name will be deleted from the hostel records.
8. Failing to adopt above said procedure name of hosteller will continue in the hostel records. He/she will need to pay till the date of submission of complete no dues certificates.
9. Application submitted by the hosteller will be considered. If grounds framed in the application are genuine and reasonable then only he/she will be permitted to vacate hostel. Decision of the authorities will be final. Students expelled on Discipline grounds will be dealt separately.





CODE OF CONDUCT

2. CODE OF CONDUCT FOR EMPLOYEES

2.1 Rules and Regulations for the Employees

The purpose of these rules is to lay down the patterns of broad employee behavior expected at SEWS, which are.

- Expectations related to work place discipline while interacting with superiors, colleagues, subordinates, clients and customers (students & parents etc.)
- All employees at all levels are expected to behave in a manner befitting a higher technological institution of relevance in the state of MP, as a shining example of politeness, dignity and commitment. It is expected that they shall always remember that even when they are not on official duty, they still carry the responsibility of building SGI's image in every situation, - professional or personal.
- Rules and procedures for initiating disciplinary action and provisions for appeal against the proposed punishment for deviant behavior are essential requirements to monitor the expected behavior.

i) Appointment Letter & Employment:

- Every permanent employee is given an Appointment Letter as per requirement of the place of work in the form which may be introduced by the Management from time to time and will form a permanent contract of service.
- Recruitment for the service in SGI will be made by the competent authority. Every candidate seeking an employment shall make a written application in the prescribed form.
- A candidate selected for an appointment is required to submit to the Medical Examination which will be arranged by SGI at the cost of the company. Medically unfit person may be rejected even if found suitable professionally.
- Appointments requiring technical knowledge and skills (particularly in faculty positions) the candidate may undergo practical test of teaching. Finally, the appointment of the candidate is subject to the rules of AICTE/DAVV and if appointed he/she will be a probationer.
- Unless, in any case, it is otherwise distinctly provided, the whole time of the employee shall be at the disposal of SGI and he/she shall serve on such a capacity and at such place and time, as may be, from time to time be directed.





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- Undertaking outside employment (even part-time) is considered breach of service conditions and liable for disciplinary action.

ii) Personal Records & Record of Age

Administration/HR department would maintain Service Book of all employee. This essentially will include the record of academic accomplishments/qualifications and related certificates of experience and expertise as well as the periodic performance reports and also assessment and appraisal records - including promotions, etc. correspondence related to administrative actions. This is a kind of dossier for each of the employee.

At SEWS, special importance is given to the records of age of each of the employee. SEWS may, at any time asks the employee to produce any of the following documents to support his age:

- Birth Certificate
- School Leaving Certificate &
- Insurance Policy wherein the Date of Birth has been duly attested / admitted;

In cases of any disputes, the employee-age as recorded at the time of his employment or later (whichever being the earliest time), shall be treated as conclusive and shall be binding.

An employee who is unable to produce Original Documentary evidence of his age, shall state his age in the Application for employment and shall also give an Affidavit to the fact that the age as stated by him in the application is correct.

i) Change of Address

Each employee will have to notify to SEWS immediately of any change of his address, otherwise communication forwarded by the employer on the address given by the employee shall be regarded sufficient for the purposes of giving any notice or any other communication.





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ii) Working Systems & Discipline

The following are the working rules that govern the behavior and conduct of the employees during the operational system of teaching & research as well as support facilitation activities essential for effective functioning of SGI.

iii) Attendance & Identity Card

- Every employee shall be given an attendance card (Smart Card) which shall contain his particulars and he is expected to carry it with him to mark his attendance through the computerized system for subsequent use in all administrative purposes. This is also to serve as identity card for him.
- If an employee loses his Identity Card, it shall be his duty to notify about its loss immediately to administration in writing and get a Duplicate Card issued for which, he will be liable to pay Rs. 100/- (Rupees Hundred only).
- Management would reach to all employees (faculty & staff) through notices displayed at the Time-keeping Machine and at or near the Main Entrance of the institution building blocks. Such notices specify:
 - > The starting, re-starting, alteration and discontinuance of working times;
 - > The closure and reopening of the Department or Division or Section of a Department;
 - > Notices specifying (a) the days observed by SGI as Holiday, and (b) Pay Day, in English or Hindi shall be displayed on the Notice Board maintained at or near the Entrance of the Establishment and at the Time-keeping machine.
 - > The closure and reopening of the institutes; a day on which the salary-disbursement were due but not paid on the usual day
 - > The weekly holiday & compensatory holiday;
 - > Any employee reporting for work after the grace time (not more than 15 minutes from the appointed time) must first seek the approval of the person in charge for admittance. Habitual late attendance shall be treated as Major Misconduct.
 - > The employee who is not at his work place by the appointed time or any time during the day, will lose his salary for the said period, in addition to other disciplinary action that may be taken against him.
 - > An employee who remains absent continuously for 10 days or more without getting any leave sanctioned, he shall be deemed to have left the services of the company of his own accord and his name will be removed from the Rolls after giving him an opportunity to explain the reasons to the satisfaction of the Management.





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2.2 Entry – Exit and Search

- No employee shall enter without the smart card or leave the premises of the institute/campus with the authorized gate pass, signed by the person appointed for the purpose; otherwise it will be counted as a major Misconduct.
- A employee who is off his duty or has resigned or has been discharged, suspended or declared by a competent Medical Authority to be suffering from a contagious or infectious disease shall immediately leave the campus and shall not enter any part of it except for bona-fide purpose and with the express permission of the Management.
- No employee will bring with him any person(s) who are visitors without proper authorization and no employee will take with him any such visitor inside the departments/institutes.
- Any article belonging to an employee (either of high value or objectionable in normal conditions in an academic institution), he wishes to bring inside the campus; he shall get the said article entered in the Gate Register, when permitted.

2.3 Closure of Department or Course/Institute

The Management may, at any time in the event of adverse enrollment of students, difficult market conditions be called upon either to truncate or close down a course or a branch/department. It would do so by giving due consideration to the employees affected by such an action – such as redeployment through re-training and lay-off (temporary & permanent with adequate compensation as per the rules) etc. However, due advance notice would be given to one and all in cases of such developments. No compensation would be awarded to a laid off employee, incase,

- if an employee refuses to accept any alternative employment situated in the same place or situated within a radius of ten miles,
- If he does not present himself for work at the new place at the appointed time during normal working hours, at least once a day during lay off period.

2.4 Transfer

The management may transfer an employee from one department to another, one institute to another, whether in Rau, Indore or any other place, provided further that the salary-grade, continuance of service and other conditions of service are not adversely affected by such transfer.





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2.5 Retirement

Retirement age of Principal will be 65 years and for other faculty it will be 70 years. But on account of physical or mental incapacity he may be retired earlier too.

The Management may in its discretion give any further extension of service beyond the retiring age for such period as it thinks fit to any employee.

2.6 Basic Code of Conduct at SEWS

i) Work Ethics

At the basic level, SEWS expects its employees follow certain dictums of discipline, namely, coming to work on time, behaving with respect and dignity in relation to subordinates, colleagues and superiors, staying at the work place during working hours, not wasting other employees' time by wandering around for fruitless chatter, etc.

At the highest level work ethic is about commitment and accountability, when the employee is expected to demonstrate his full responsibility of the task assigned to her / him and does make all possible efforts to complete it in time and in a satisfactory manner.

Towards, protecting the interests of SEWS, employees should not denigrate their organization to outsiders, not creating poor morale within the organization by negative comments and not doing anything in relation to the organization that could create problems for the organization if the action was made public.

ii) Personal Conduct - General Guidelines

The basic service conditions are as specified in the contract of employment, i.e., the Appointment Letter and what's expected from them is given in the Role/Job-chart or job-description. All employees are expected to sign secrecy-cum-service agreement at the time of joining the service of SEWS and the management reserves the right to alter the terms and conditions along with a written and up-dated job description.

- All employees in principle are whole time employees of SEWS and they are expected to be available on call, irrespective of the formal working hours.





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- No Employee (Class III & above) shall leave the station (where they are posted) without prior permission of his superior. Before leaving station, the out-station contact address must invariably be left with the immediate superior.
- No Employee shall accept outside work or get himself engaged in any business or calling, paid or honorary, directly or indirectly, without prior written permission of Management /Chairman.
- No Employee shall have any private financial dealings with the persons / firms / organizations who or which have commercial/professional relations with SGI for the sale or purchase of any material or equipment or supply of labor / services or for any other purpose.
- No employee shall divulge any information / document that comes into her / his possession as a result of her / his work with the institutes to anyone else. He shall treat all information and its work as confidential and classified. Disclosure of information for pecuniary gain or otherwise is a major misconduct and severely punishable.
- Employees must know and accept the SEWS's Mission - Vision - Objectives and its HR Policy in respect of all matters and follow and support in effective implementation of the rules and procedures laid down to carry out these policies.
- Employees are expected to serve SEWS with utmost honesty and faithfully and shall always endeavor to promote the interest of the company.
- Safety and Security of the SEWS properties, fire protection, pollution control, maintaining discipline, cordial relations and healthy work environment are the personal and collective responsibility of all.
- Employees are responsible for safe keeping and in returnable condition, all the equipments, instruments, tools, books, PCs, Laptops, etc. which may be given to him for use, custody or charge. The company shall have the right to deduct the cost of all such items from his dues and take other action as may be deemed proper in the event of failure to account for such property and returning the same, when due.
- Desktop/laptop computers provided to employees for discharge of their work responsibilities should be used with care and diligently (without violating any rule or law) considering the country's Cyber Laws & IPR Act Unauthorized use of company's email facility is strictly prohibited.
- Employee (in particular the faculty) must keep themselves technically competent at all times. He must keep herself / himself updated with the technological innovation of his field through study, training courses and other means known as CPD.
- Supervising employees like Managers/HODs & Principals must be fair, firm, impartial and equitable in taking decisions, distributing work, rewards and in disbursing justice. They must lead by example and influence subordinates' behavior as desired by SGI
- All employees need to give special attention to issues of curbing 'Student Ragging' as per the renewed statues brought out by the government and promote camaraderie and teamwork as an essential part of the SGI environment.





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- Employees while dealing with female employees, his behavior and conduct does not violate rules and guidelines set by Government of India for putting a check on sexual harassment of female employees at workplace. In case of any such error, the company shall be free to take suitable recourse to penal action as per the law of the land, apart from its own disciplinary procedure.

iii) Free / Drug Free Workplace

SGI commits itself to maintain completely Smoke Free / Drug Free Work Environment in Indore

iv) Dress Code

Employee dress must align with SEWS and hence appropriate dress code acceptable to the student community need be followed. Some restrictions on Attire at Work

- Too tight, too loose or too short clothing.
- Un-tucked shirts
- Too colourful clothes (Attire that is too bright, too faded and too trendy)
- Poorly matched outfits
- Clothes that are worn for partying, exercising.
- Rugged outdoor wear
- Clothes that are worn hiking, picnicking, camping, painting, sleeping.
- Attire that remains unaffected by changing fashion styles.
- Hats / caps of any kind, unless necessary considering nature of work
- Oversized accessories
- Dirty sport shoes

All employees are requested to strictly adhere to the dress code, whereby Jeans, Sweat Shirts, Sneakers, Tennis Shoes and garish colored clothes should not be worn in office.

Ladies are advised to wear conservative Indian or Western clothing. The Class IV staff are provided with SGI's stipulated uniform

Winter dress code for all male employees is prescribed the use of neck tie. On all working Saturdays, employees can use casual clothing like jeans; sweat shirts and sports shoes etc.





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All employees interfacing external stakeholders are expected to ensure appropriate, formal and presentable attire.

v) Misconduct

Such a conduct, if they are subversive of discipline falls within the purview of the general meaning of Misconduct. Misconduct means all acts of misconduct and other acts, or omissions specifically provided herein below (illustrative and not an exhaustive):

- Insubordination, refusal to work or disobedience whether alone or with others, of any lawful and reasonable order of superiors
- Theft, fraud or dishonesty in connection with the academic pursuits in the Institutions including plagiarism & unauthorized retention/use of SGI property (Hardware and Software & IPR Knowledge)
- Habitual absence without leave or absence without leave or overstaying the sanctioned leave without sufficient cause and also habitual late attendance for more than 3 times in a month; including willful absence from duty or making application for leave on false grounds.
- Soliciting or collecting financial benefits from students & parents and other stakeholders towards admissions, concessions and certifications, award of contracts etc.
- Engaging in trade including money lending or borrowing within the campus without the written permission of the Management
- Riotous, disorderly or indecent behavior or wrongfully interfering with the work of other employees or any improper act including preaching or inciting violence.
- Hunger strike within the institutions, Go-slow, Dharna, Stay-in-Strike or any reason whatsoever; including intimidating, beating, threatening and behaving in a disorderly manner inside the campus or outside with other employees
- Distribution or exhibition of Bills, Pamphlets, Posters and / or such other things causing disrepute to SGI, including making false, derogatory, defamatory or malicious statement against Institutions





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- Disclosing to any unauthorized person any information in regard to SGI's line of activity - particularly in the admission process, fee and personnel matters, policies and programs
- Willful falsification, defacement or destruction of records of SGI.
- Smoking in the premises of the institute buildings & Sleeping, napping or dozing while on duty.
- Conviction by a Court of Law for any offense involving moral turpitude.
- Committing or including in anti-social or involvement in an act of moral turpitude, making passes and obscene remarks with opposite sex (in particular - indecent remarks to female employees)
- Borrowing money from a subordinate.
- Drunkenness or intoxication or gambling while on duty. Reading of Novels, Magazines and News Papers etc. on duty including unlawful use of internet.
- Refusal to undergo training for CPD
- Refusal to receive official communications
- Making false complaints, statements, representations to anybody which is likely to bring disrepute to the person and SGI.
- Refusal to be transferred from one position to another, from department to another, from one institute to other campus.
- Divulging of official secret or trade secret or giving out information on IPR of SGI

vi) Punishments

If an employee is found guilty of the Major Misconduct, the following punishment can be administered:

- Dismissal or Discharge from the service.





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- Suspension without wage (as per the rules)
- Demotion to the Lower Grade or Cadre
- Stopping, withholding of increments and promotions for a period of a few years.
- Warning (for which a Domestic Enquiry shall not be a must)

vii) Procedure for Taking Disciplinary Action

Where a disciplinary proceeding against an employee is contemplated, the employee is put under suspension; however, a charge sheet has to be served on him within 10 days from the date of suspension and an enquiry committee is constituted

Employee is given an opportunity for explaining the circumstances alleged against him. In case of refusal of acceptance of charge-sheet and employee not appearing to participate (even with another employee of his choice), the enquiry will proceed ex-parte.

An employee placed under suspension paid a suspension Allowance at the rate of half the basics wages & DA and other compensatory allowance etc. for the first 90 days of suspension and $\frac{1}{2}$ of basic beyond.

On the conclusion of the enquiry of the criminal proceedings and on the basis of recommendations of the committee, the management (after applying its discretion) will pass suitable punishment order.

viii) Termination of Service & Resignation

Where it becomes necessary to terminate the service of a permanent workman due to such reasons other than Misconduct, Retrenchment or close down, develops serious defect in eye-sight or hearing or mental deficiency, etc.; 3 months' notice in writing shall be given by the Management or salary in lieu thereof to the employee concerned, along with other benefits as given to a retrenched employee.

The services of a permanent employee may be terminated by the Management by 3 month's notice on the grounds of continued ill-health, loss of confidence or any other bonafide reasons.





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During the probation period, the employment can be terminated by either side with one month notice or salary in lieu thereof. However, the notice period shall be for 3 months or salary in lieu of that if the employment is terminated by either side after the confirmation of the employee.

In case where an employee resigns and his resignation is accepted then, it will be necessary send him a letter accepting the resignation, may be after an exit interview. A resignation once submitted cannot be withdrawn except with the consent of the Management and giving reasons in support of the withdrawal before the acceptance.

ix) Job Responsibility of the Teaching Employees

Job Responsibilities and Duties of Professor / Dean/ Hod

- Providing leadership in both postgraduate and under graduate in relevant field of specialization.
- Research and research guidance.
- Consultancy services.
- Teaching, including laboratory development & writing of books & monograph.
- Evaluations of tutorials, assignments, journals, answer papers.
- Interaction with industry.
- Continuing education activities.
- Student's counseling.
- Interaction with other institutions, Universities at state, national and international levels.
- Organizing seminars, workshops, summer schools and winter schools for teachers and professionals.
- Publishing papers in national and international journals.
- Fellowship of professionals' bodies.
- Review of academic activities of the department periodically.
- Maintenance of dead stock, semi consumable, consumable registers with the help of lab in charges.
- To prepare & display notices, mark sheets attendance sheets etc. pertaining to the students of the department.
- To send attendance records, letters regarding attendance, discipline and other activities with the help of class teachers.
- To organize for accreditation and make presentations to the visiting expert terms.





CODE OF CONDUCT

- To undertake and implement consultancy projects to identify various funding agencies and harness funds for the development of the department/institutions.
- Any other duties assigned by the Principal from time to time.
- Organize parents meet/HR meets in association with T & P.

Job Responsibilities of Associate Professor/Assistant Professor

- Teaching and ensuring attendance of students as per University norms.
- Planning and implementation of instructions received from Head/principal.
- Student's assessment and evaluation.
- Developing resource material for teaching and learning.
- Extension of services to the industry and community.
- Continuing education activities.
- Co-curricular and extra-curricular activities.
- Students counseling/ mentoring scheme implementation.
- R & D work on industrial problems & consultancy.
- Liaison with parents and community.
- Publication of research papers, at least one in a semester/2 in a year.
- Participate at least in one seminar/conference/workshop in an academic year.
- Participation in departmental administration. (Lab Management)
- Shall become member of at least two relevant professional bodies at his/her own cost.
- Contribute to the activities sustaining accreditation of the institute.
- Assist in summer and final placement activities.
- Examination work pertaining to College University such as organizing supervision and assessment etc. 18. Arrangement of remedial classes.
- Generation of resources from various funding agencies.
- Upgrading of qualifications.
- Writing of books & monographs.
- Any other duties assigned by the Management and Principal from time to time





CODE OF CONDUCT

3. CODE OF CONDUCT FOR NON-TEACHING EMPLOYEES

Job Responsibility of the Non -Teaching Employees

Job Responsibilities of Placement Officer

- Prepare a data bank of potential industries for placements and keep updating.
- Initiate correspondence with industries and organize recruitment process for placements.
- Organize HR meet to strengthen relationship with corporate world.
- Organize printing of placement Brochures/soft copies of information regarding student's placements.
- Obtain feedback from industries regarding strength and weaknesses of students who have been placed finally.
- Obtain feedback from industries regarding performance of placed students (one year or more) and obtain inputs additional training/grooming of current students.
- Grooming the students for placements by organizing soft skill trainings.
- Counseling of students regarding emerging areas of job opportunities.
- Organize talks by experts to motivate students to seek job opportunities in emerging areas
- Give feedback to the faculty about strength & weaknesses of students to enable them to initiate appropriate grooming activities.
- To pay regular visit to industries & establish close repo with placement/consultancies /R& D/training and establishment of linkages under guidance of principal.
- Any other duties assigned by the principal from time to time.

Job Responsibilities of System Administrator

- To maintain the network and PCs.
- To allocate login and passwords to students and staff.
- To attend any complaints received from students and staff regarding PC or network.
- To maintain peripherals like printers, scanners etc. in serviceable condition all time.
- To assist the management in procurement of hardwares, softwares and equipments.
- To ensure back up of critical information regularly and at specific intervals.
- To maintain discipline in the lab and the server room.





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- To maintain internet connectivity and take steps to prevent misuse.
- To assist faculty member in conducting lab sessions of their students.
- Any other duties assigned by the Principal/Head/Professor.

Job Responsibilities of Librarian

- To prepare and issue of Library cards to students and staff.
- To receive demand slips from students and issue books to students as per their demand and library rules.
- To follow up return of books issued to students and staff members.
- To maintain fine collection register and instruct students to deposit the fine.
- To receive requisitions and issue and receive books from students, staffs by following complete procedure.
- To display new arrivals by photocopy of the cover page of the books and journals
- To receive international journals & magazines and highlight important articles, newsitem pertaining to management education/ institutes etc.
- To update and maintain files of paper cuttings.
- To compile back volumes of journals and periodicals and arrange for binding and stacking.
- To see that library is in a presentable and tidy condition at all the time.
- To attend to problems of the staff members, if any, and redress the same promptly.
- To maintain the day wise records of visits of students /staff faculty members in library.
- Display of cuttings of news papers on education /social matters on notice boards.
- To conduct the meeting of library committee as per guideline & work as a secretary of library committee.
- To Compile requirement of books & periodical periodically & submit to the principal for further procurement.
- To take care of library automation & update the same from time to time
- To carry out 100% annual verification prepare list of book which one outdated & damaged beyond use.
- To regularly under take binding of books which are damaged.
- To make report to HOD/section heads books not at all referred by faculty and students.
- To receives expert committee & present to them effectively.
- Any other matter assigned by Principal from time to time





CODE OF CONDUCT

Job Responsibilities of Sports Officer

Sports officer of IIST is tasked with creating and implementing programmes which encourage sports activity among students. He develops and delivering a varied range of sporting activities, events and competitions at nodal, state, and national level. He makes requirements and prepares budges for all kinds of sports and gets approvals from the Principal. He manages all in house and our side sports activities. He works with NGBs/ clubs and plan and implements different activities for social cause, health initiatives and environment awareness. He maintains records and produces written reports, and press releases of all activities. His work can be demanding, with long hours and some evening, weekend and public holiday work.

Job Responsibilities of Hostel Warden

IIST is having well facilitated separate Hostels for Boys and girls. The institute appoints separate warden for both the hostels (boys & Girls) for taking care of everything. The wardens are completely responsible for allotment of rooms to the students, maintenance of the hostels, looks after the quality of food served in the hostels, Keep strict discipline among students of the hostels, reports to the Principal in case of any indiscipline or misbehaviour by the students, looks into the grievances/complaints of the students if found genuine and responsible for students safety and security and takes care of their basic needs too.





CODE OF CONDUCT

4. CODE OF CONDUCT FOR ADMINISTRATION

Job Responsibilities of Principal

Overall responsibility for academic and administrative functioning of an institution in its discharging the role and responsibilities as well as contribution as a higher-technical institution to its stakeholders under the relevant statute of a state/country. Enjoys the authorities vested in the position as per the statute in the academic and technical administration of the institution and essentially includes coordination with students (admissions, teaching, curricular activities & examinations etc); faculties (teaching & research, pedagogy and other institutions activities of excellence); parents (contact & liaison for student welfare & development); management (productivity & effective policy formulation and enhancing the ethical & social behavior -CSR); higher authorities and govt. officials (compliance and adherence to rules and regulations, maintaining sound academic and administrative behavior in the environment) and governmental & non-governmental agencies (accomplish distinctions and scholarships and promote harmony and development and image building etc.) and also liaison with the media and related public agencies.

- Admissions-administration/supporting directing counseling and admission process with necessary technical cum academic personnel & also dealing with parents and students etc.to achieve the set targets of admissions.
- Advising and getting the academic administration organized through preparation of calendar, time tables and allocation of faculty for academic work – teaching, practical and field work, tutorials, external education, including engaging of external/part-time faculty etc
- Overseeing and supervision of the class-conduct and examining and reviewing teaching records, lesson plans and student performance and networking and interacting with students for getting realistic feedback for further improvement and taking up teaching the subject of specialization
- Monitoring and guiding and improving upon the staff performance and facilitative support of the non-teaching functionaries
- Undertaking performance analysis of student's performance vis-à-vis involvement of the faculty.
- Ensuring peaceful conduct of exams (Internal/University) and good student behavior & smooth functioning of the institute as a whole and develop an academic brand in the academic circles.
- Conducting seminars, workshops and discussion & presentation meetings departmentally so as to enhance the continuous learning process of the faculty department (subject wise or branch wise) and promote self-learning by faculty and students, by constituting technical clubs etc.





CODE OF CONDUCT

- Conducting periodic meetings to evolve strategies for academic enhancement as well as R&D in the departments so as to enhance the quality of academic activity & student professional development, in addition to taking up research and developmental projects.
- Evolving strategies and plans for improvement of academic and laboratory as well as research facilitation & infrastructure and implementing the same with the support of the management
- Ensuring that the personality development as well as grooming of the students takes place taking support from internal student development department and also from external sources/experts etc.
- Ensuring the placement of all students and ensure that the output from the institute is fit for the market as well as placement activity results in 100% placement before the student leaves the institute.
- Handling correspondence and specific academic and administrative issues with statutory institutions like RGPV, DAVV, AICTE etc. and also with governmental agencies



शैल

Shail Group of Institutions

Service Manual

Shail Educational & Welfare Society

Service Manual

(Service Rules and Procedures)





**Indore Institute of
Management & Research**
Affiliated to - DAVV(Indore) & Approved by - AICTE(New Delhi)

FOREWORD

Dear Team Members,

Academic excellence is sine-qua-non of any institution of higher education which is striving for excellence. We understand that academic excellence isn't mere enhancing technical competence and deploying qualified faculty. It is also about creating suitable academic environment which is conducive for all round growth. Attracting best of faculty, compensate them adequately for their growth, enable them to live with dignity and putting in place such systems that enable an employee to perform to his full potential is central to maintain excellence in learning and proliferation of knowledge. Considering this need, we have created this Service Manual on Human Resource Management & Development for institutions of Shail Educational & Welfare Society (SEWS).

I expect each and every member of my team to study, absorb, and internalize the values, ethos and systems and strive to follow them as outlined in this manual.

Arun S Bhatnagar

Director General

IIST/IIP/IIMR





Indore Institute of Management & Research
Affiliated to - DAVV(Indore) & Approved by - AICTE(New Delhi)

Job Description for Staff



SHAIL Group of Institutes

Rau, Indore, MP, India

HRM Manuals – JD's Compendium

Evolved

By

SAK Consultants & Associates

&

With Data Collection Support from

Ms. Kriti Vishwakarma, Admin Officer, SGI



Preface

The one of the vital keys to excellence in SGI is to have on its roll the best of teaching & & technical staff, sufficiently motivated to move on the path of continuous knowledge updating and self-up-gradation and at the same time add value to the student learning processes through committed & involved teaching and hand-holding in practical field. This pre-supposes that the academic administrators have the where-with-alls to put-in place right kind of motivated faculty & other personnel in position and these people are adequately appraised and inducted about their roles and responsibilities. In the realm of effective Human-Resource Management (HRM), this requirement is met through Job-Descriptions (JD) or Position Descriptions. In effective organizational design, JDs are considered as vital inputs to result personal efficiency and effectiveness as well as good senior-subordinate relationships, as the JDs bring in considerable clarity in the role-relationships and interdependencies and what exactly to be delivered by each and every position towards the specified overall as well local organizational objectives and targets.

JDs, in addition to facilitating the administration in selecting right persons & specialists through its clearly identified job-requirements, also enables an incumbent to understand his total job vis-a-vis other positions in the department/ section or the institute and enables him to focus on his rightful contribution. In fact, JDs could serve as a better basis for performance evaluation of all positions in an organization. Above all, JDs also help in designing and developing tailor made induction and orientation programs for new recruits. Further, a JD can never be comprehensive as a person may have to perform a variety of jobs/tasks while at his work-place depending upon the exigencies of the situation and JDs are bound to be flexible. At best, a JD is guideline of the broad content of a job and in no-way it is an exhaustive listing of duties. The spirit of mutual-understanding is essential between the faculty & staff as well with their supervisors to make effective use of these analytical tools in managing the knowledge-based workforce.

However, it has been found in practice, some kind of rigid behavior developing among the incumbents due to written down tasks/duties. Hence, due care has to be taken in advance to dispel this kind of understanding of the JDs and the employees should be impressed upon its usefulness in various components of academic administration while facilitating the incumbents to focus on the tasks/responsibilities earmarked to them exclusively.

SAK Consultants places on record with grateful thanks the cooperation extended by Ms Kriti Vishwkarma, Admin Officer, SGI in arranging the data collection through the specially drafted questionnaires. The integrated implementation of this manual along with other manuals of HRM would ultimately lead to a motivated and spirited faculty & facilitative environment that would enhance academic entropy levels of effective student-teacher relationships and enhanced learning.

SA Khader

Principal consultant

SAK Consultants & Associates, New Delhi



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Faculty Positions

1. Principal/Director
2. Dy Director
3. Dean
4. Programme Coordinator
5. Professor
6. Associate Professor
7. Assistant Professor
8. Asst. Professor (Adhoc)
9. Guest Faculty
10. Asst. Registrar

Technical & Skilled Positions

1. System Administrator/Sr. Programmer
2. System Analyst
3. Programmer
4. Sr. Lab Technician
5. Lab Technician
6. Lab Assistant
7. Lab Attendant
8. Workshop Coordinator
9. Instructor (Workshop)
10. W/S Instructor (Machinist)
11. Librarian
12. Library Assistant
13. Book Lifter
14. Sports Officer

Strategic Planning & SDP Positions

1. Director/Director General
2. Head (Student Dept. Process) or Head (Strategic Management) (or) VP (Strategic Management)
3. Manager – SDP/Marketing Manager or Business Development Manager or Admission Process Manager
4. Public Relations Officer (PRO)
5. Training Officer /Officer (HRD or CPD)/(INDUSTRIAL TRAINING OFFICER)
6. Training & Placement Officer (TPO)
7. PDP TRAINER/COORDINATOR – TRAINING & COUNSELING
8. Admission Counselor

