

STUDENTS' CHARTER STUDENTS' RIGHTS:-

- 1) EVERY STUDENT HAS A RIGHT TO EQUITABLE TREATMENT BY THE INSTITUTE.
- 2) STUDENTS HAVE THE RIGHT TO MAKE WITHOUT FEAR OF REPRISAL, A COMPLAINT TO THE DIRECTOR.
- 3) EVERY STUDENT HAS THE RIGHT TO BE FREE FROM HARASSMENT OF ALL TYPES.
- 4) EVERY STUDENT HAS THE RIGHT TO JOIN & TAKE PART IN THE DULY AUTHORISED ACTIVITIES OF THE INSTITUTE.
- 5) STUDENTS HAVE THE RIGHT TO USE FACILITIES DESIGNATED BY THE INSTITUTE AS AVAILABLE FOR STUDENT USE & AGREE TO ABIDE BY ANY REGULATIONS OF THE INSTITUTE IN REGARD TO SUCH USE.
- 6) EVERY STUDENT HAS THE RIGHT TO A QUALITY EDUCATION.
- 7) STUDENTS HAVE THE RIGHT TO KNOW WHAT IS EXPECTED WITH REGARD TO THE CLASS ATTENDANCE & PUNCTUALITY.
- 8) STUDENTS HAVE THE RIGHT TO HAVE ADEQUATE WARNING OF ANY PROPOSED PROGRAMME CHANGES.
- 9) STUDENTS HAVE THE RIGHT TO BE GIVEN AT LEAST ONE WEEK'S NOTICE FOR MAJOR TESTS/ASSIGNMENTS.

 GPS Map Camera

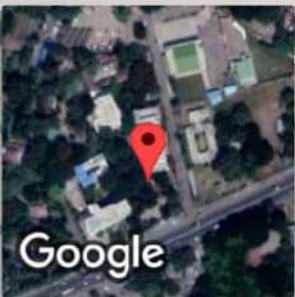
Ahmednagar, Maharashtra, India

IMS Campus Station Road Near Chandni Chowk, College Area, Ahmednagar, Maharashtra
414001, India

Lat 19.092309°


Long 74.744762°

27/09/23 12:05 PM GMT +05:30



STUDENTS' CHARTER
STUDENTS' RESPONSIBILITIES:-

- 1) INSTITUTE IDENTITY CARD MUST BE CARRIED BY THE STUDENTS AT ALL TIMES WHILE ON CAMPUS.
- 2) STUDENTS ARE EXPECTED TO ATTEND ALL THE CLASSES & PRACTICALS REGULARLY.
- 3) SMOKING, TOBACCO CHEWING, SPITTING ETC. ARE STRICTLY PROHIBITED IN ALL PARTS OF THE INSTITUTE CAMPUS.
- 4) STUDENTS ARE EXPECTED TO TAKE PROPER CARE OF THE INSTITUTE PROPERTY & HELP IN KEEPING THE PREMISES NEAT & CLEAN.
- 5) STUDENTS ARE RESPONSIBLE MEMBERS OF THE INSTITUTE COMMUNITY & ARE FULLY ACCOUNTABLE FOR THEIR ACTIONS AT THE INSTITUTE.
- 6) ANY ACTIVITY IN THE INSTITUTE INVOLVING STUDENTS REQUIRES THE PRIOR APPROVAL OF THE DIRECTOR.
- 7) PASTING ANY POSTER OR NOTICE IN THE PREMISES REQUIRES THE PRIOR APPROVAL OF THE DIRECTOR.
- 8) RAGGING IS STRICTLY PROHIBITED.

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MISSION STATEMENT

THE MISSION OF I.M.S.C.D. & R. IS TO PROVIDE EQUAL OPPORTUNITY FOR QUALITY EDUCATION FOR STUDENTS FROM DIVERSE BACKGROUNDS, WHICH WILL HELP TO ENRICH THEMSELVES AND MAKE THEM RESPONSIBLE CITIZENS OF INDIA AND THE WORLD.

Management

 **GPS Map Camera**

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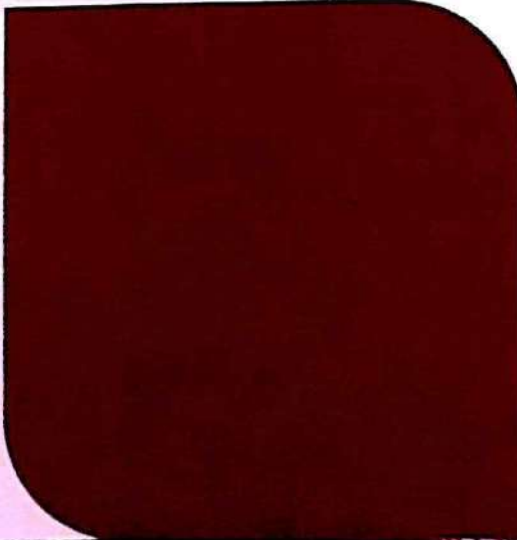
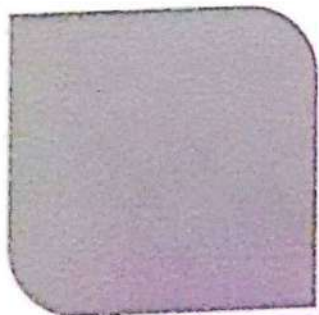
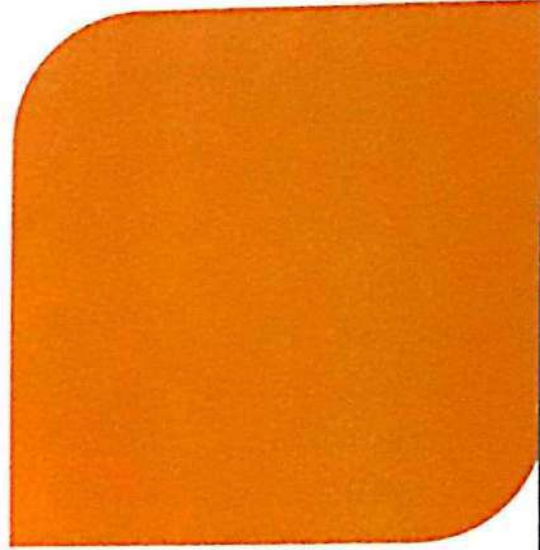
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**B. P. H. E. SOCIETY'S
INSTITUTE OF MANAGEMENT STUDIES
(CAREER DEVELOPMENT & RESEARCH)
AHMEDNAGAR**

**PERSPECTIVE PLAN
2020 - 21 to 2024 - 25**



PIONEERS



PIONEERS

Rev. Dr. Bhaskar Pandurang Hivale

(1889 - 1961)

Founder - Ahmednagar College, Ahmednagar
& Visioner under whose name B. P. H. E. Society is formed



Dr. Thomas Barnabas

(1920 - 2015)

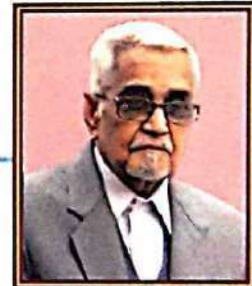
Founder - Secretary, B.P.H.E. Society
Ex. Principal - Ahmednagar College



Rev. (Prof.) J. Barnabas

(1922 - 2007)

Ex. Principal - Ahmednagar College
Ex. Secretary - B.P.H.E. Society
Founder - IMSCD&R



Mr. Philip Barnabas

(1927 - 2021)

Ex. Secretary - B.P.H.E. Society



B. P. H. E. Society's Motto

"Not things but men, I dare you!"



Vision

'To Create World Class Management Institute'

Mission Statement

'The mission of IMSCD&R is to provide equal opportunity for quality education for students from diverse backgrounds, which will help to enrich themselves and make them responsible citizens of India and the World'.

Quality Policy

'We are committed to impart to our students leading knowledge and experience for developing appropriate attitude, skills and competency to meet the corporate and organisational requirements'.



DIRECTOR'S

MESSAGE



"Education is not preparation for life, education is life itself"

John Dewey

IMS is in the field of providing quality management & IT education. IMS has always been striving to better its own performance through constant evaluation of its working and discussion amongst the stakeholders. The result of this is the perspective plan which gives a brief outline of what IMS intends to achieve in the coming year and has it intends to achieve the same. The objective of this is to ensure that the fundamental vision of the founder and the stated mission of IMS is achieved.

Success in any field is always a result of hard work and teamwork. I am sure that all the stakeholders including the management, the teaching, non-teaching and staff of IMS, the alumni, parents and students will join hands to make an effective team to implement this perspective plan and to achieve the goals.

Scope of the Perspective Plan

This includes the following :-

- Institute level future plan of action.
- Management Department Plan
- IT Department Plan
- Learning Resource Centre Plan
- Placement Cell Plan
- Skill Enhancement and Entrepreneurship Development Centre (SEEDC) Plan


Dr. M. B. Mehta
Director

IMS - ANNUAL

ACTIVITIES

Admission and Counseling	Orientation to MBA, MCA Students
Parents Meet	Fest-Der-Tech
Management Games	Authors Speak
National Level Workshop	State Level Workshop
Inter College Competition 'Aagneyum'	CET Orientation
Short Term Courses	Management Day
Alumni Meet	Tree Plantation Drive
Founder's Day Celebrations	Blood Donation Camp
Social & Industrial Visit	Lectures by Experts

PUBLICATIONS

INSTITUTE NEWSLETTER	STUDENTS MAGAZINE 'REFLECTION'
RESEARCH JOURNAL	LIBRARY NEWSLETTER
STUDENT'S RESEARCH JOURNAL 'PRAYAS'	
ALUMNI NEWSLETTER	SEED-C NEWSLETTER

SOCIAL ACTIVITIES



Donation to 'Anand Sadan Shelter Home' and 'Navjeevan Pratishtan' on the occasion of 'Christmas Celebration'



IMS donating 'Face Masks' during 'COVID - 19' to Mr. Sandip Mitke, Dy. SP, Maharashtra Police, Ahmednagar



PERSPECTIVE PLAN

INSTITUTE LEVEL

- The Institute has NAAC re-accreditation from the academic year 2018-19 for a period of 5 years. After that it will go for 3rd round of re-accreditation in the year 2023.
- The Institute already publishes a Research Journal which is a referral one. It now plans to upgrade the journal to have an impact index.
- Institute has received AICTE approved for Bachelor of Vocation in 'Banking, Financial Services and Insurance' and Bachelor of Vocation in 'Travel & Tourism'. The Institute plans to create awareness amongst the students & encourage them to take these courses which are job oriented. Institute plans to ensure that these courses are run at full intake capacity.
- The Institute plans to apply for NBA accreditation for its MBA programme.
- The Institute also plans to have a tie-up with a foreign University for Joint Research Projects, Faculty and Student visit programmes etc.
- Creation of brand - IMS, Ahmednagar is already a registered trade name. IMS is making a continuous efforts to enhance the brand value. Efforts will continue to be made in this direction. Conducting Workshops, Seminars, Students Activities and Management Games, participation in B-School ranking etc.
- Effective Implementation of Enterprise Resource Planning / Management Information System. This will ensure a better functioning of the Institute.
- Encourage the remaining faculty to register/complete their Ph.D. at the earliest. Also take steps to encourage them to take up quality research work and publish papers in referred and International publications, having substantial impact factor.
- The demand for computer courses is increasing in the country. Keeping this in mind, the Institute would make efforts to increase the MCA intake from 60 to 90 and eventually to 120 students.
- IMS has a Ph.D. Research Centre in Management. It intends to increase the number of Ph.D students by encouraging faculty to gets Ph.D. guide registration.
- Encourage the faculty to conduct short term courses and training programmes which will help the Institute to generate funds.





PERSPECTIVE PLAN

MANAGEMENT DEPT.

STUDENT CENTRIC

- Preparing students for organizing and participating 'MANAGEMENT GAMES' and executing Inter College Competition 'AAGNEYUM' in the district. Managerial functions are experienced and learnt during the two events.
- To create awareness building of local challenges, National and Global dilemmas, initiating sessions with those in leadership positions and key decision makers to be arranged regularly.
- To become confident, contributing proactive and sensitive corporate citizen. For this exposure to leading knowledge, skill and right attitude is to be incorporated.
- Ethical and impactful corporate citizens are to be made ready to serve businesses and thus the Nation.

FACULTY EFFICIENCY

- For faculty members delivering leading knowledge for understanding of 'Young Adults', regular Faculty Development Programmes are arranged in domain specific FDP areas, relevant research and conduct of MDP, FDP and industrial training is an important focus in the department. Through all the above initiatives, faculty members are ready to handle contemporary management situations in the class room.

- To ensure that all the faculty members have Ph.D. in their respective specialization.
- To ensure that atleast 50% of the faculty become Ph.D. guides.

IMPACTFUL CONTRIBUTION TO SOCIETY

- As an active member of the society, both students and faculty members are to contribute and have an annual plan for such action.
- To organize at least two National / International Workshop or Conference on the recent developments in the education field.
- To ensure that the newly started Bachelor of Vocation programs are run with full capacity of 30 students as sanctioned by AICTE.





PERSPECTIVE PLAN

IT DEPT.

TO INCREASE FINANCIAL STABILITY

- To increase the MCA intake from 60 to 90 and to prepare for the same.
- To extend our area of MCA admission campaign in Aurangabad, Beed districts. We will aim to reach more than 700 under graduate students of computer stream. This will ensure that all the seats are filled up.
- To arrange CET orientation in 10 colleges, so that number of under graduate students appearing MCA CET will increase
- To invite more than 500 students to 'FEST-DER TECH'. So that more under graduate students will have awareness about institute, faculty, infrastructure, facilities
- To start five new short term courses related to IT. This will include Data Science, Artificial Intelligence, Security etc.
- To collaborate with TCS, MKCL, Sify for online conduct of examination in our computer center
- To arrange national level, state level conferences, seminars for under graduate students to get acquainted with institute.
- To search organizations for sponsorship for various programs

TO MOTIVATE STUDENT TO BE 'ENTREPRENEURS'

- To form Entrepreneurship Development Cell in IT department to focus on entrepreneurship. Call at least three successful entrepreneurs from IT industry to guide students.
- To help students in preparing business proposal, bank proposal.

TO EXTEND THE HELP FOR PLACEMENTS

- To conduct at least 10 aptitude test. Questions of aptitude test would be of industry standards. Only

students passing these test will be given further chance.

- To arrange training related to popular tools used by IT industry. Students undergoing these training will be referred to IT industry
- To spend at least 10 hour per week time on personal interview, communication, group discussion, attitude building.
- To encourage at least 25 alumni for interaction with current students. These alumni should refer these students in IT industry
- To collaborate with naukri.com, monster.com etc for placement opportunities

TO ACHIEVE GREATER ACADEMIC EXCELLENCE

- To impart at least 10% additional knowledge from latest trends, latest tools.
- To arrange at least five experts lectures from academic and industry.
- To arrange at least 10 co-curricular activities to improve knowledge.
- To extend computer facility and provide at least 100 practical hours in one term.
- To focus more on live projects of the students.

TO MOTIVATE FACULTY TO IMPROVE THEIR CAPABILITIES

- To arrange at least one faculty development program every year on current as well as new technologies
- To arrange at least one counseling training and one soft skill training session to faculty.
- To provide latest configuration computers to learning purpose.
- To ensure that at least 3/4th of the faculty members get their Ph.D.
- To have atleast one faculty member as Ph.D. guide in Computer Management.



PERSPECTIVE PLAN

LEARNING RESOURCE CENTRE

LEARNING ORIENTED ACTIVITIES

(i.e. online and offline Information Literacy Programs for library users through NDLI Club and fulfill NEP 2020 mandate of learning oriented activities.)

- To enhances students' knowledge personality traits and leadership quality and get benefitted by certificate and reward points.
- Institute continues to create vibrant environment for students to achieve academic excellence and further development and promote culture of reading and learning.

CONDUCT INTERNAL & EXTERNAL LIBRARY AUDIT

(by appointing eminent Library professionals outside the library as auditors.)

- As a part of monitoring quality the different criterions to be covered and focused are Administrative and Academic Information; Library Services; Library Infrastructure; Research Activities.
- The report serves as base document for discussion; decision making; library related issues and growth.

PARTICIPATE IN DELNET

(best practice of data sharing initiative and accessibility.)

- Data sharing is one of the most important ways to promote equitable access to information by the students, faculty, researchers and scholarly community.
- Contribute in enhancing information sharing and accessibility of library resources among the users of the member-institution would promote to contribute for making a Digital India.

UPGRADE THE LIBRARY

(automated using Integrated Library Management System (ILMS) to Web based library system.

- To extent the present ILMS and make it accessible on the internet.
- It will lead to an extensive and optimum use of library

resources for the benefit of users for their academic, research and reference purpose.

PARTICIPATION AND COLLABORATION

(with Central Govt. initiative of 'Fit India Movement' and 'Unnat Bharat Abhiyan' for extension and outreach programs.)

- The mission of FIT India Movement G.O.A.L.S. (Goals for Active Life Style) launched by Hon'ble Prime Minister is to bring about behavioral changes and move towards a more physically active lifestyle; Nutrition : Health & fitness and Life skills : Inner peace and happiness.
- The Ministry of Education's Unnat Bharat Abhiyan's mission is to enable higher educational institutes to work with the people of rural India in identifying development challenges and evolving appropriate solutions for accelerating sustainable growth by adopting villages and work at grass root level.

TO EMBRACE DIGITAL LITERACY

(in learning & teaching by introducing electronic information services.)

- E-notification services by use of messaging app. such as Whats App, Telegram Group for daily E-Newspapers, E-Competitions, E-Learning activities and Webinar updates.
- Comprehensive eBook viewer by open source platform 'CALIBRE e-Library'. PDF format books related to university syllabus for Management Programs. The collection accessed with keywords, & can be downloaded for offline use.
- Reading out of the abstracts of the books belonging to management education; non-curricular books; inspirational books and publish on Podcast 'ANCHOR'. It is accessible on all the platforms like Spotify, Apple Podcast, and Google Podcast simultaneously.
- Continue the on going library practices including activities of 'Author Speaks', 'Library Newsletter', 'Orientation for Freshers', 'Book Bank Services' etc.

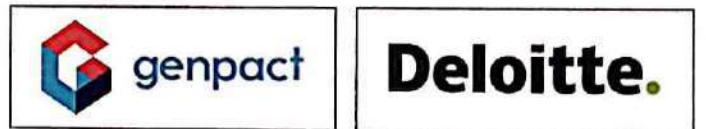
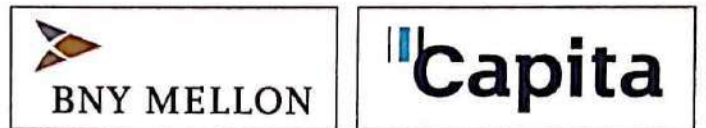
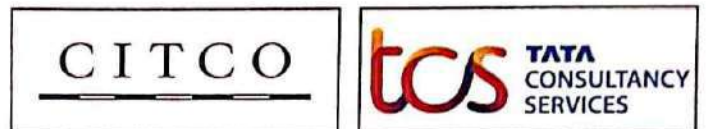


PERSPECTIVE PLAN

- To make student profile on LinkedIn, Naukri.com, Glassdoor, Monster and to train students for preparing their video resumes apart from standard resumes.
- To meet the HR Managers, CEO's of companies, organisations and establishments for promoting IMS and students database.
- To train students as per Industrial requirements and ongoing trends in the corporate world.
- To encourage startup hiring students programme.
- To prepare and focus on e-brochure for MBA and MCA students.
- To make digital Alumni Directory just like LinkedIn to that our students will easily connect with the passed out students and interact frequently with them.
- Launch Internal Job Portal of IMS for students of MBA, MCA & B.Voc.
- To ensure that suitable & highest possible package is given to the students.
- Plan to conduct Virtual and Physical Industrial Visits for students.
- The MCA course has been receiving placement response from IBM, TCS, L&T & Infotech. Efforts to be made to contact other such top companies for placements.
- For campus to corporate connect for MCA students there is a weekly conference on ZOOM meetings called as 'Alumni Katta' where passed out IMS Alumni interact with current batch students. To further popularize this concept and invite experienced Alumni for such interaction with current students.

PLACEMENT CELL

Some of the companies to be contacted for MBA and MCA Placements





PERSPECTIVE PLAN

SKILL ENHANCEMENT & ENTREPRENEURSHIP DEVELOPMENT CENTRE (SEED-C)

MISSION

To Enhance the skill and spread the spirit of entrepreneurship through education and training in order to accelerate economic growth by increasing the supply of new skilled and sustaining entrepreneurs.

ACTIVITIES

- In order to make strong base for Entrepreneurship Development first and very important task of SEEDC will be to build a team of expertise
- To register with Government organizations like Maharashtra State Board of Technical Education, Skill India Mission of Government.
- Tie up with private entrepreneurship development institutions like I Create India, Mumbai.
- To act as nodal agency of Entrepreneurship Development Institute of India (EDII), Ahmedabad. To get the sanction from EDII to conduct various programmes funded by DST-NISTEDB.
- To Create the awareness about entrepreneurship and foster the spirit of entrepreneurship in and around Ahmednagar district. For which following activities are planned :-

Name of the Activity	No. of Activities
Entrepreneurship Awareness Camp	05 per year
Faculty Development Programme	01 per year
Aspiring Entrepreneurship Workshop for Women	01 per year

LAUNCH OF IMS 'WE' ASSOCIATION - 'FACEBOOK GROUP'

- IMS - SEEDC has started Women Entrepreneur's Association. The name of the Association is 'IMS-WE

Association.' The objective of this association is to create awareness and make a dedicated platform for budding women entrepreneurs by suggesting ways of profit making strategy and embracing challenges to better serve their clients by team work and community service.

- To provide permanent and dedicated marketing platform to these women entrepreneurs.
- IMS-WE association FB group will be a place for all established and aspiring women entrepreneurs, housewives from all over Maharashtra. The objective of this group will be motivate women entrepreneurs and inspiring women and girls across Maharashtra to start, run and grow their businesses.
- Tie up with local industries for providing practical training to aspirant entrepreneurs.
- To provide marketing platform for women entrepreneurs, two exhibitions in a year will be organized.
- Short term skill base courses will be conducted. Focus will be given on demand and need base courses.
- Training on social media marketing will be provided to the Women Entrepreneurs.

SEED-C CONDUCTING VARIOUS SKILL BASED COURSES

EVENT MANAGEMENT	FLOWER MAKING
SOAP MAKING	BAKING
PAPER BAGS	HOSPITAL ADMNI.
BEAUTY PARLOR	STITCHING
FASHION DESIGNING	LAPTOP REPAIRING



PHOTO GALLERY



13th Volume of IMS - Students' Magazine 'Reflections' released by Dr. Praveen Revankar - Director - CIT Department, YASHADA, Pune



13th Volume of 'IMS - Alumni Newsletter' released by Dr. Praveen Revankar - Director - CIT Department, YASHADA, Pune,



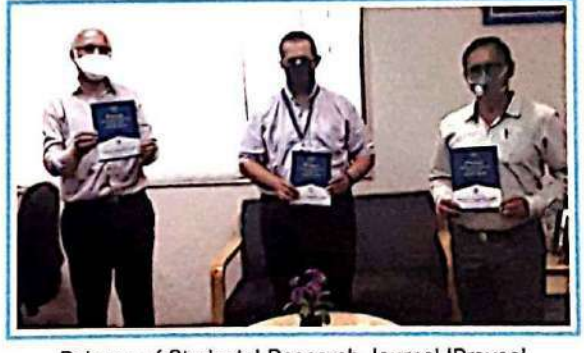
'Alumni Meet'



Release of 'IMS - Library Newsletter'



Release of 'Indian Journal of Current Trends in Management Sciences' by Dr. M. B. Mehta - Director and Faculty Members



Release of Students' Research Journal 'Prayas' by Dr. M. B. Mehta - Director and Faculty Members



IMS recognized as a Participating Institute by Govt of India, New Delhi under 'Unnat Bharat Abhiyan',



Launch of IMS 'WE Association - Facebook Group'



IMS - MAIN BUILDING



**SKILL ENHANCEMENT &
ENTREPRENEURSHIP DEVELOPMENT CENTRE
(SEED-C) BUILDING**

IMS CAMPUS

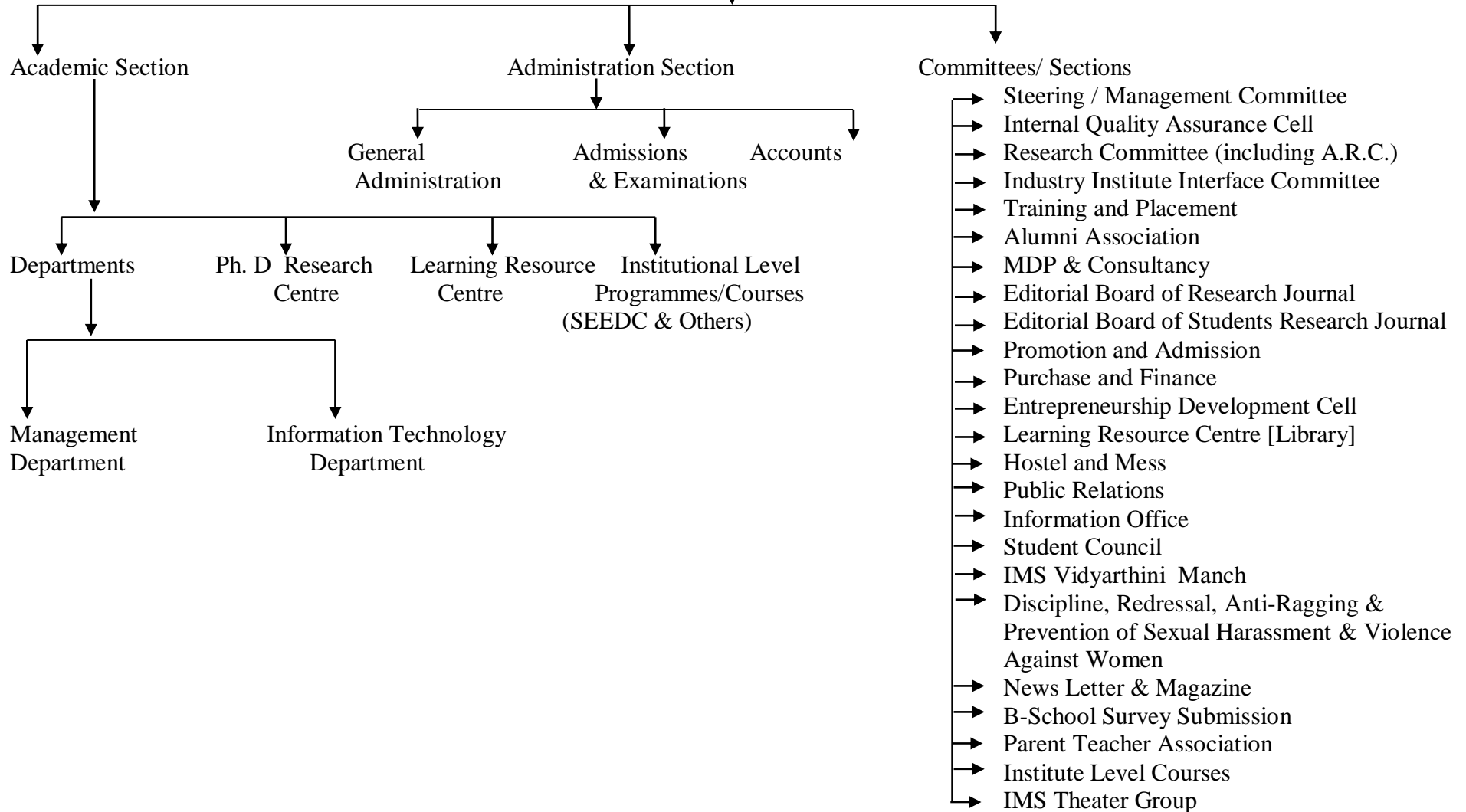
Station Road, Ahmednagar - 414 001 (M.S.) • Tel. : (0241) 2346532 / 2324830
E-mail : imscdr_anr@bsnl.in • Website : www.imscdr.ac.in

Organogram (Organization Chart) Showing Participation in Institutional Governance

Board of Control of IMSCDR

↓
Director

↓
Deputy Director



B.P.H.E. Society's

Institute of Management Studies, Career Development and Research (IMS)

IMS Campus, Station Road, Ahmednagar – 414001

Affiliated to S. P. Pune University, Approved by AICTE New Delhi and DTE Maharashtra

NAAC Re-Accredited Grade A+ Institute, awarded the **Best Institute** by Savitribai Phule Pune University



NAAC Re-Accredited Grade
A+ Institute

Institutional Policy Document

Institute of Management Studies, Career Development and Research (IMSCD&R)

➤ **Vision**

'To create world class Management Institute'

➤ **Mission**

"The mission of IMSCD&R is to provide equal opportunity for quality education for students from diverse backgrounds, which will help to enrich themselves and make them responsible citizens of India and the world."

➤ **Motto**

"Not Things But Men, I Dare You!"

➤ **Quality Policy**

We are committed to impart to our students, leading knowledge and experience for developing appropriate attitude, skills and competency to meet the corporate and organizational requirements.

➤ **Quality Objectives**

- To focus on the wholesome development of students.
- To maintain qualified and competent staff.
- To obtain feed-back from the stake holders.
- To maintain a suitable Infrastructure and Environment.
- To facilitate job placement for the students.
- To undertake Management Development Programmes and Research.

About IMSCD&R

The Bhaskar Pandurang Hivale Education (B.P.H.E.) Society's Institute of Management Studies, Career Development and Research (IMS) is a premier management institute conducting various quality programmes in Management and Information Technology in Ahmednagar. IMS is affiliated to the Savitribai Phule Pune University, Pune and is recognized by the All India Council for Technical Education (AICTE), New Delhi. IMS has reputation for novel and need based courses, visionary leadership, well qualified and experienced faculty members, modern and interactive teaching methodology, state of the art infrastructure, innovative student development initiatives, strong industry interface, good placements, meticulous research, meaningful consultancy, professional training, fair and transparent governance and community-oriented activities.

IMS has been Re-accredited as a Grade A+ Institute by National Assessment & Accreditation Council of India (NAAC), Bengaluru. As per the exclusive survey conducted by Nationally well known magazine Business Baron, November 2019, IMS Ahmednagar is ranked 25 in India's Top B-School Brands.

IMS has received many prestigious awards like the Best Institute Award from S. P. Pune University, National Award for Leadership in IT Education from Canon India Pvt. Ltd., Best B-School Library Award from Discovery Education Media - MBA by Choice, Most Upcoming Best B-School award by ASSOCHAM, New Delhi.

About Policy Document

The objective of policy document of IMS, Ahmednagar is to ensure the proper execution of the stated Mission of the institute based on the Vision of the institute to reflect our long - term goals. For the Institute, students are the most important stakeholders and most crucial human resource. Therefore, the inclusive and holistic development of the students, which will enable them to assist in nation-building, is our prime goal. To materialize our mission, our institute emphasizes continuous up gradation and maintenance of academic ambiance through well-set, broad-based, and interconnected policies, as framed by the Director and the B. P. H. E. Society, through coordinated efforts of different statutory committees and cells under the purview of the IQAC, reflecting participatory management system. Institute thrives to provide better administration and to improve the quality of education. Also, analyses of feedback from relevant stakeholders often indicate key areas of policy overhaul. These policies may be categorized as follows-

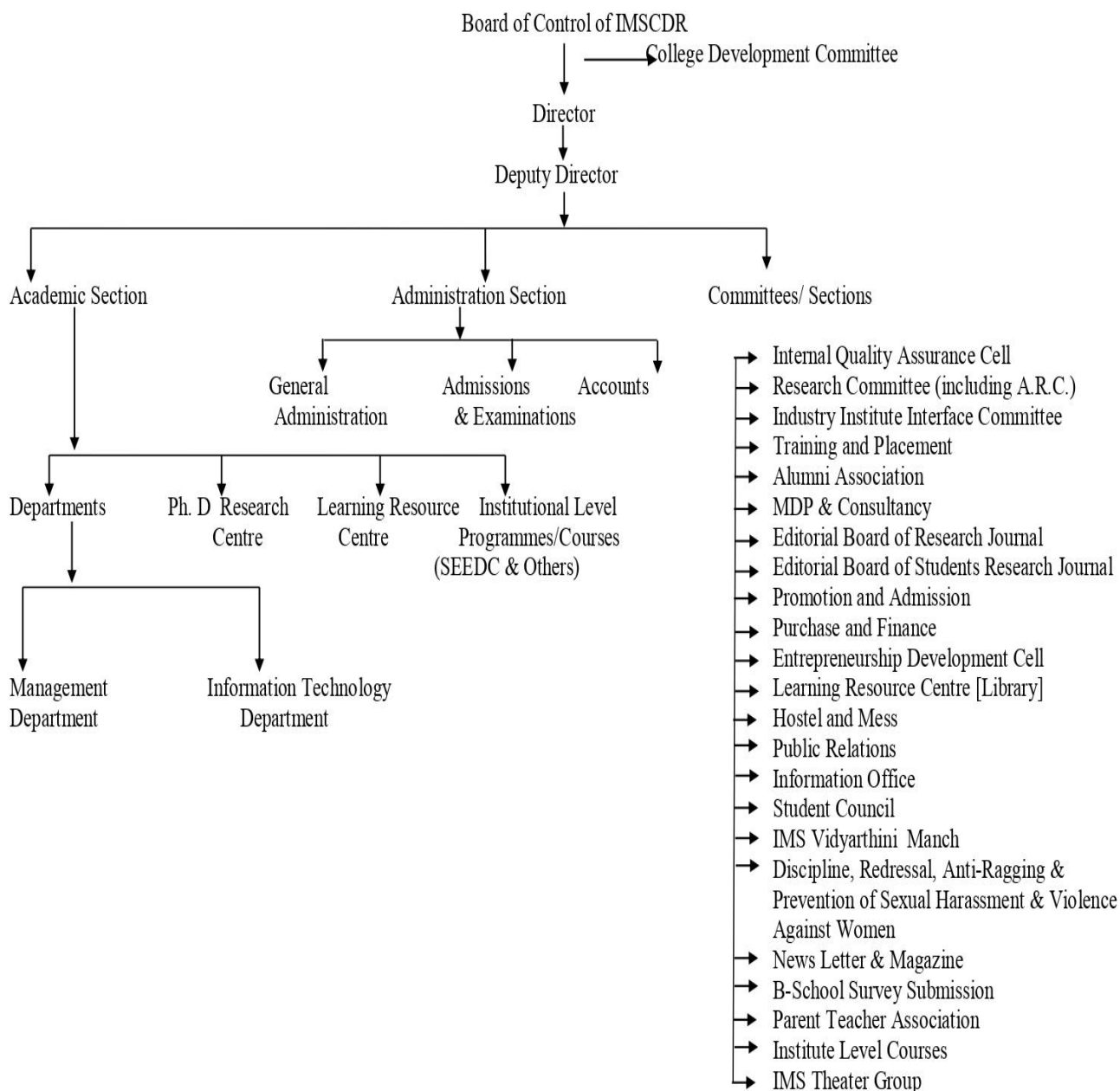
INDEX

Serial Number	Content Description	Page Number
1	Organogram of IMSCD&R	1
2	Code of Conduct for Students	2 – 3
3	Students Charter – Rights of Students	4
4	Students Charter – Responsibilities of Students	5
5	Code of Conduct for Teachers	6 – 9
6	Code of Conduct for Non-Teaching Staff	10 – 12
7	Service Conditions	13 – 16
8	Quality Policy	17 – 18
9	Infrastructure and Physical Facilities Policy	19 – 20
10	Administration Policy	21
11	Financial Management and Resources Mobilization Policy	22 – 23
12	Strategic Plan and Policy Reforms	24
13	E – Governance Policy	25 – 26
14	Teaching-Learning and Curriculum Delivery Policy	27 – 28
15	Examinations and Internal Evaluation Policy	29 – 31
16	Counseling and Mentoring Policy	32
17	Students Participation Policy	33 – 34
18	Extension / Outreach Activities Policy	35 – 36
19	Anti-Ragging Policy	37 – 38
20	Grievance Redressal Policy	39
21	Women Safety Policy	40 – 41
22	Alumni Policy	42 – 43

Serial Number	Name of the Policies	Page Number
23	Faculty Empowerment Policy	44
24	Human Values and Professional Ethics Policy	45
25	Environment Sustainability, Waste Management and Green Initiatives Policy	46 – 48
26	Differently-abled Friendliness / Divyangjan Policy	49
27	Study Tour Policy	50
28	Research Policy	51 – 53
29	Scholarships / Freeship / Award Policy	54

ORGANOGRAM OF IMSCD&R

IMSCD&R Organogram (Organization Chart)



Mehta
Dr. M. B. Mehta
 Director

CODE OF CONDUCT FOR STUDENTS

- The student should obey the instructions given by the Director from time to time.
- Student will be expelled from the institute when found disobeying the orders of Director and the faculty.
- The student should be regular in attendance and his/her attendance for the day shall be marked only when he/she is present for all the sessions during the day. As per University rule 75% attendance is compulsory.
- The student is required to submit the assignments failing which he/she shall be subjected to disciplinary action.
- The student found irregular shall be expelled from the institute.
- The student should carry identity card with him/her regularly and the identity card should be produced when demanded by the authority of Institute.
- The student found guilty by an act of misconduct either in the Institute or outside shall be subjected to strict disciplinary action and may be expelled from the Institute.
- The student should not cause any damage to the Institute's property. The damage caused shall be recover from the student immediately.
- The attendance for the tests and tutorials conducted in the institute is compulsory.
- The student should read the notices displayed on the notice board regularly and the institute will not be responsible for the loss of any disadvantage due to negligence of reading notices on the part of the student.

- A student who has not collected I-card, Handbook during the academic year will have to pay fine of Rs 100/- or as decided from time to time.
- The above rules of discipline are always subject to change, modification, omission or alteration as and when the Director feels it fit and proper and the decision of the Director shall be final.
- The student is required to submit final project/field work report in the stipulated time failing which their examination forms will not be accepted.
- Student should pay the fees on time, and honour the installment plans given by the Institute for their convenience.


Dr. M. B. Mehta
Director

STUDENTS CHARTER

RIGHTS OF STUDENTS

- Every Student has a right to equitable treatment by the Institute.
- Students have the right to make without fear of reprisal, a complaint to the Director.
- Every Student has the right to be free from harassment of all types.
- Every Student has the right to join & take part in the duly authorized activities of the Institute.
- Students have the right to use facilities designated by the Institute as available for students use & agree to abide by any regulations of the Institute in regard to such use.
- Every Student has the right to a quality education.
- Students have the right to know what is expected with regard to the class attendance and punctuality.
- Students have the right to have adequate warning of any proposed program changes.
- Students have the right to be given at-least one week's notice for major tests / assignments.


Dr. M. B. Mehta
Director

STUDENTS CHARTER

RESPONSIBILITIES OF STUDENTS

- Institute Identity Card must be carried by the Students at all times while on campus.
- Students are expected to attend all the classes and practicals regularly.
- Smoking, Tobacco chewing, spitting etc. are strictly prohibited in all parts of the Institute campus.
- Students are responsible members of the Institute community and are fully accountable for their actions at the Institute.
- Any activity in the Institute involving Students requires the prior approval of the Director.
- Pasting any Poster or Notice in the premises requires the prior approval of the Director.
- Ragging is strictly prohibited.


Dr. M. B. Mehta
Director

CODE OF CONDUCT FOR TEACHERS

- The Faculty Member should report to the college at least 10 minutes before the commencement of college timing
- The work plan of teaching staff should ensure, in the most productive manner, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.
- Whenever a Faculty Member intends to take leave, the faculty member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation. In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

CONTINUOUS ASSESSMENT

- Once the subject is allotted the staff should prepare lecture wise lesson plan.
- The Faculty Members should get the lesson plan and course file approved by HOD and Principal. The course file should be maintained as per the prescribed format.
- The Faculty Members should not involve himself/herself in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare him/her academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The Faculty Members should get the feedback from students and act / adjust the teaching appropriately.

- The Faculty Members should interact with the coordinators and Head of the departments or student counselor and inform him / her about the habitual absentees, slow learner student, objectionable behavior etc.
- Every Faculty Member should maintain academic record book.
- No Faculty Member employed in a Institute shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency or morality or which involves contempt of Court, defamation or incitement to an offence.

CLASSROOM TEACHING

- The Faculty Member should engage the full 60 minutes lecture and should not leave the class early.
- The Faculty Members should use “Information Communication Technology (ICT)” for effective delivery of lectures.
- The Faculty Members should encourage students asking doubts / questions.
- The Faculty Members should take care of slow learner students and pay special attention to their needs in remedial coaching classes.
- The Faculty Members should motivate the students and bring out the creativity / originality in the students and should make him/her available for doubt clearance.

HIGH STANDARD IN TEACHING AND LEARNING

Every Faculty Member demonstrates a high standard in teaching and learning by:

- Engaging students in their learning working to achieve high level outcomes for all students.
- Maintaining records to manage, monitor, assess and improve student learning.
- Using research and student achievement data to inform professional practice.
- Engaging in reflective practice, research and developing their professional knowledge and teaching skills.
- Supporting the personal and professional development of others.
- Providing constructive feedback to colleagues that is considered positively and become helpful for further growth and development.
- Assisting in developing and mentoring less experienced staff members.
- Accepting responsibility for own professional learning and development.

TEST / ASSIGNMENTS / MID

- In problem oriented subject, regular tutorials have to be conducted.
- The Tutorial problems to be provided to the students a week prior to the actual class.
- Test, prelim, mid-term, submission and mock practical examination must be conducted as per the academic calendar.

APPRAISAL REPORT

- All the staff members are required to submit their Self Evaluation Report.
- Faculty Members are expected to update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Head of the Department/ Director.
- Faculty Members should attempt to publish research papers and articles in reputed International / Indian Journals, Magazines and Periodicals.
- Further they should also author and co-author text books as per changing curriculum.
- Every Faculty Member is expected to extend his/her beneficial influence in building up the personality of students and he/she should associate himself/herself actively in such extra-curricular activities
- In addition to the teaching, the Faculty Member should take additional responsibilities as assigned by HOD / Director in academic, co-curricular or extra-curricular activities


Dr. M. B. Mehta
Director

CODE OF CONDUCT FOR NON-TEACHING STAFF

- Every staff employed in the Institute shall discharge his/her duties efficiently and diligently and shall conform to the rules and regulations.
- It shall be mandatory on the staff employed in the Institute to do any work in connection with an examination conducted by the University or Institute, which he/she is required to do as instructed by the Director.
- No Non-teaching Staff member employed in the Institute shall remain absent from his/her duties without prior permission. In case of sickness or absence on medical ground, a medical certificate to the satisfaction of the Institute authorities shall be produced within a week.
- All Non-teaching Staff members should display the highest possible standards of professional behaviour.
- All Non-teaching Staff members should be punctual and disciplined and towards their work.
- Every Non-teaching Staff member shall maintain the appropriate levels of confidentiality with respect to student and staff records and other sensitive matters.
- Every Non-teaching Staff member should cooperate with students, colleagues & superiors.
- All Non-teaching Staff members should maintain the image of the Institute through standards of dress, general courtesy, etc.
- All the Non-teaching Staff members should respect for the rights and opinions of others.

- Every Non-teaching Staff member should follow all norms and job details assigned by the Management, Director & Superior from time to time with full dedication.
- All Non-teaching Staff members must refrain from any form of harassment or unlawful discrimination based on existing legislative norms relating to gender/sexuality/age/marital status. Violations of code of conduct by the Non-teaching staff are subject to Disciplinary action, Show Cause Notice, Memo, Enquiry Committee, Transfer to any other Institute , Suspension, Termination etc or any other action as per the Competent Authority.
- No Non-teaching Staff member employed in the Institute shall engage directly or indirectly in any trade or business. In the case of remunerative work like private tuition etc., specific sanction of the Institute authorities in writing shall be obtained.
- No Non-teaching Staff member employed in the Institute shall send any application for employment under any other agency, except through the Director.
- The Director shall not withhold any such application. It shall, however, be open to the Director to prescribe reasonable conditions for relieving him.
- When a Non-teaching Staff member employed in the Institute seeks to accept honorary work without being detrimental to his/her duties, prior permission of the Director in writing shall be obtained.
- Any Non-teaching Staff member employed in the Institute when involved in criminal proceedings shall inform the Director of each proceeding.
- No Non-teaching Staff member employed in the Institute shall bring or attempt to bring any political or other influence on his/her superior authority in respect of his/her individual service interests.

- No Non-teaching Staff member employed in a Institute shall engage himself/herself or participate in any activity which is anti-secular or which tends to create disharmony in society or in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of States, friendly relation with foreign States, Public order, decency or morality or which involves contempt of Court, defamation or incitement to an offence.


Dr. M. B. Mehta
Director

SERVICE CONDITIONS

TEACHING AND NON- TEACHING STAFF

- Service of staff will be governed by the Maharashtra University Act, 1994, statutes code of conduct, ordinance and rules and regulations laid down by the University of Pune and State Government & B.P.H.E. Society from time to time.
- Appointment is subject to approval of University of Pune, Director of Technical Education and Board of Control of B.P.H.E. Society, Ahmednagar.
- The Member of the Teaching and Non-Teaching staff shall undergo medical examination by approved medical officer or by the civil surgeon and submit the medical certificate stating that he/she is free from any disease and that he/ she is physically fit for employment as a staff of the Institution.
- He/She will not engage himself/ herself in any job paid full time, part time or otherwise, during the continuance of his/ her service without the permission of the competent authority /Management.
- (a) A Permanent employee may leave his service by giving one month's notice in writing or by paying one month's salary in lieu of such notice.

(b) In case the services of a permanent employee of the Society are terminated by the society for the reasons (other than disciplinary action) one month's notice will be given or on payment of one month's salary in lieu of such notice.
- If he / she is found absent continuously for more than thirty days without permission, his/her service will stand terminated automatically. If he/ she is found guilty of violation of any terms & conditions mentioned above he/ she will be liable for disciplinary action and punishment decided by the

management as provided for in statutes. During the period of his/ her service he /she shall not directly or indirectly do with things which are subversive to the institutes of Society / University / Institute / Students.

PAY PACKAGE AND INCENTIVES

- The faculty & non-teaching staff are being paid the salary as per AICTE scales including the allowances. The pay includes:
 - Basic
 - AGP Academic Grade Pay
 - Dearness Allowance currently paid 111%. The BPHE Society may enhance the D.A. from time to time subject to the Govt. rules and financial conditions.
 - House Rent Allowance @ 10% of Basic & AGP. However House Rent Allowance shall not be admissible to employees who occupy accommodation provided by the Society. It will not also be admissible to those employees who are staying with such employees.
 - T.A. as applicable
- Out of the total pay following deductions are made
 - Professional Tax – Maximum Rs. 2,500/- p.a. deducted in equal installments every month.
 - Provident Fund 12% of Rs. 15000/- i.e. Rs. 1,800/-. Matching amount of Provident fund is paid to each employee by the Institute's Management.
 - TDS as applicable
 - Other deductions as applicable.

- The net salary is credited to the employee's Account directly in his/her bank account at Union Bank of India, Station Road Branch, Ahmednagar.
- The Institute has PF A/C – Employees Provident Fund Organization, Nashik (Only for permanent employees).
- The Institute made provision for gratuity at LIC, Pune in group gratuity scheme.
- The incentives are offered to the faculty in the form of bearing expenses by the institute for sending them to seminars, conferences, workshops & Faculty Development Programmes.
- The promotions are given to the faculty on the basis of their qualification, experience, their performance & availability of vacancy.
- **Incentive for Ph.D. / M.Phil.:** Cash award of Rs. 20,000/- is given to faculty on completion of Ph.D.
- **Incentive for Researchers:** From the year 2021-2022 the Institute has decided to give an incentive upto Rs. 10,000/- to faculty for Research work.
- **Incentive to the faculty in the form of sharing fees for conducting training, consultancy, orientation etc.**
- The Institute has initiated health insurance of the employees. The Institute pays yearly premium to Star Health Insurance Company & the same is recovered in twelve equal installments from employees.
- The Institute has also initiated 'Personal Accident Insurance' of all employees.
- B.P.H.E. Society's Credit Co-operative society provides facility of loan to permanent staff members of the Institute.

LEAVE RULES FOR IMSCDR STAFF (PER YEAR)

- For Teaching staff:

Casual leave	Duty leave	Medical leave
8	30	10 (Only for permanent faculty members)

- For Non-teaching staff

Casual leave	Duty leave	Medical leave	Earned leave
8	As & when required	10 (Only for permanent staff)	30 (Only for permanent staff)

- Only medical leaves balance can be carried forward. The number of Medical Leaves allowed to be utilized at any given time will be 50% of the outstanding balance leaves or 30 days out of the balance leaves whichever is higher.
- In case balance leaves are less than 30 days then, all leaves will be allowed to be utilized if required. However, the Staff member will be allowed to utilize the total balance medical leave if taken just before retirement/superannuation.


Dr. M. B. Mehta
Director

Policy 1: QUALITY POLICY

- IMSCD&R has a well-designed and articulated quality policy. It serves as a guide for all of the activities of the institute.
- IMSCD&R is committed to impart quality education to the students, enabling them to develop the right attitude, professional and academic competence and inculcation of ethical values.
- Being a religious minority institution the management has a decisive role in design and implementation of quality policy and plans. They ensure well-functioning of the institute.
- Our quality policy is enshrined in our mission and vision statements. It is embodied in every activity and every plan undertaken by the institution.
- Institute has provisions for continuous monitoring and evaluation of the quality all activities.
- The IQAC of the Institute also plays an important role in sustaining the quality of enrichment programmes.
- IQAC discusses in detail about the policy changes required or the need for new policies considering the suggestions of all stake holders.
- Feedback from students, teachers, employers, parents and alumni serve as a valuable source for evaluating the quality of programmes.
- Such feedback is discussed at the department / institute meetings and measures for improvement or rectification are taken.
- Faculty members are encouraged to continually upgrade their teaching and learning methods preferably by using the latest ICT tools available.

- IMS is committed to impart the students, leading knowledge and experience for developing appropriate attitude, skills and competency to meet the corporate and organizational requirements.
- Quality Objectives
 - To focus on the wholesome development of the students.
 - To maintain qualified and competent teaching & non-teaching staff.
 - To obtain feed-back from the stakeholders.
 - To maintain a suitable Infrastructure and Environment.
 - To facilitate job placement for the students.
 - To undertake Management Development Programmes and Research.


Dr. M. B. Mehta
Director

Policy 2: INFRASTRUCTURE AND PHYSICAL FACILITIES POLICY

- The Institute has a policy for creation and development of infrastructure ensuring an excellent teaching - learning environment.
- The management and authorities ensure that the institute has an adequate and effective infrastructure for effective teaching, learning, research, arts, sports, games and other extracurricular activities.
- The infrastructure of the institute, including computer labs is used by the faculty and students in their research and academic exercises. This ensures optimum utilization of the resources. This ultimately helps the nation building effort.
- The institute provides setup for conducting examinations such as CA, CS and various Government department examinations.
- The Skill Enhancement & Entrepreneurship Development Centre (SEEDC) Auditorium is used for plethora of internal as well as external activities.
- The services of electricians, technicians, mechanics, plumber and gardener are made available to ensure proper maintenance of the premises, instruments and equipments of the college.
- Electrically sensitive equipments are provided with necessary back up of the UPS/Generator to ensure steady functioning and to safeguard against voltage fluctuations.
- The Advanced and Expensive Equipments are maintained by Annual Maintenance Contract (AMC).

- Maintenance funds obtained from the S. P. Pune University, State/Central Governments and the UGC and the college management is utilized for the maintenance and upkeep of infrastructure and support facilities.
- Institute is always willing to share its infrastructure facility for the local community as it is situated centrally in the city.
- Common facilities like ground, auditorium, conference halls, seminar halls, and multipurpose indoor facilities etc. may be provided for the conduct of academic events by other institutions, organizations after due evaluation of their prior request.
- The institute also serves as an Examination Center for the semester end, annual and End-semester Examinations of the S. P. Pune University.
- The institute is committed to share its infrastructural facilities for events such as blood donation camp, relief and e-waste collection centers etc. which are exclusively for the betterment of the society.
- Institute shall ensure that there is full utilization of Infrastructure resources. Excess space may be temporarily given to other organizations involved in educational & entrepreneurship development activities.


Dr. M. B. Mehta
Director

Policy 3: ADMINISTRATION POLICY

- The administrative policies aim at enhancing operational efficiencies, best practices, effective and paced decision-making and compliance with laws and regulations of local, regional as well as national regulatory bodies.
- The IMSCD&R administration policy is targeted to expand institute's vision and mission.
- In an institution like ours administration and academics cannot operate as separate water tight compartments. Hence there is a sound framework for assuring quality assurance in administration along with academics.
- Complete transparency is ensured in all administrative matters creating confidence amongst students and all other stakeholders.
- Policy of decentralization is strictly adhered in effecting high quality and high paced administration.
- Student centric administrative mechanism is implemented.
- Inclusive approach is elegantly followed in all administrative matters.
- Priority is always "Student First" while undertaking any decision or activity.
- Institute has ERP in place. This ensures that all activities are carried out effectively and efficiently.


Dr. M. B. Mehta
Director

Policy 4: FINANCIAL MANAGEMENT AND RESOURCES MOBILIZATION POLICY

- IMSCD&R is committed to provide the best resources to all the stake holders especially students and staff.
- The institute has a system of managing and mobilizing its financial resources which is periodically externally audited and the process is transparent.
- The management of the institution has its own mechanism to monitor the allocation and utilization of funds sanctioned by various funding agencies.
- The management has appointed a local governing board to monitor the financial affairs of the institution.
- The involvement of Alumni Association and PTA are ensured while implementing various developmental programmes in the campus.
- The members of the faculty are encouraged to avail themselves of different research incentives / funds / aids by various agencies.
- In order to ensure complete transparency in the utilization of financial resources major purchases and expenditures are made only after inviting requisite number of quotations.
- In cases of disaster relief and social outreach programs being planned by the institute on humanitarian grounds, an appeal for sponsorship from general public, well-wishers and philanthropic institutions may also be made, wherever possible.
- Internal Control System is to be strictly followed to ensure internal audit of all transactions. This includes formation of Finance Committee, preparation of annual Budget, preparation of monthly financial review statements, vouchers are to be signed by accountant, Director and Secretary of B. P. H. E. Society.

- All payments through banking system. No cash payments shall be made. All cheques to be signed by Director & Management representative jointly.
- Temporary excess funds to be kept in fixed deposit to earn interest.


Dr. M. B. Mehta
Director

Policy 5: STRATEGIC PLAN & POLICY REFORMS

- IMSCD&R has a strategic plan for smooth regular functioning and planned development.
- The plans for development are principally influenced and modified by the necessities of the student community, university and perceived needs of the society at large.
- The top management of the Institute consisting of the central governing body, Director and the IQAC are actively involved in ensuring that the strategic plans are competent in achieving the mission of the institution.
- The Institute has a well-designed and articulated quality policy.
- In pursuance of these objectives, Institute has established an ‘Internal Quality Assurance Cell’ (IQAC) which is entrusted with the design, implementation, evaluation, assessment and up-gradation of quality policy.
- The founding fathers and the Bhaskar Pandurang Hivale Education Society (BPHE) of the institution have designed some long run policies regarding the conduct of the institution and delivery of its services to the community.
- In view of the fact that an educational institution passes through various phases and different issues, new policies are to be designed. The views of the students, industry, parents and alumni are given due care in this process.
- The IQAC of the college discusses in detail about the policy changes required or the need for new policies considering the suggestions of all stake holders.
- The decision regarding this is forwarded to the departments and faculty members, who discuss the issue seriously and make suggestions in this regard.
- When there are some new issues or some of the policies are found to be ineffective, new policies are framed.


Dr. M. B. Mehta
Director

Policy 6: E – GOVERNANCE POLICY

- E-governance is implemented at various levels in order to provide faster, smoother, simpler and efficient system of governance within the institution.
- The institute subscribes to e-governance in administrative matters, finance and accounts, library and examination related processes.
- The website of the Institute is functioning in full capacity. The homepage of institutional website is - <https://www.imscdr.ac.in/>
- The Institute staffs including administration, faculty, support staff and students are electronically connected for instant disposal and receipt of messages, notices etc.
- This is achieved by using popular workspace application (G - suite), messaging applications (WhatsApp, Telegram) and cloud based video communication applications (Zoom, Google meet) etc.
- Staff punctuality and students attendance is ensured by electronic attendance (biometric) which is secure from tampering.
- All administrative activities are efficiently performed online.
- The applications, reports submissions, statutory compliances in regard to various governing bodies at state and national level are done successfully using online systems.
- Admission process, fees installment payment is made convenient and hassle-free with the help of the Institute e website.
- The students can fill online Admission from the website.
- The accounts of the Institute are maintained with help of the accounting software Tally.

- Payments to employees, vendors, governing bodies etc. are done online through online portals.
- The ERP system adjusted supports the e – Governance of the Institute.
- The system administrator is appointed to handle the technical issues (software, hardware, networking, installations etc) related to digitalized operations of the Institute.
- The library is computerized and operated using Library Management System.
- Students can search the locations of the books from the computers.
- E-learning and e Resources facilities like N-List, e-journals and periodicals are made available in the Library.


Dr. M. B. Mehta
Director

Policy 7: TEACHING-LEARNING AND CURRICULUM DELIVERY POLICY

- The sole objective of the curriculum is to transform the students into proficient and responsible citizens of the nation and investing knowledge, values and competencies in them to contribute in the national development.
- IMSCD&R is an affiliated institute; follows the curriculum designed by Savitribai Phule Pune University (SPPU), Pune.
- SPPU has introduced Choice Based Credit System (CBCS), Grading System and Objective Based Education (OBE).
- Considering the above steps of the University, the institution has taken appropriate measures for the benefit of the stakeholders.
- Institute is very particular in offering skill oriented programmes that add colors to the lives of the stakeholders and transform them into worthy citizens.
- Institute organizes workshops and seminars to familiarize with reforms initiated by the University. Also curriculum enrichment programmes are the organized frequently.
- The Departments prepare proposed Annual Plan (Academic Calendars) having scope for modification for the changes resulting due to unavoidable situations.
- Effective implementation of the proposed Academic Calendar is ensured by constant monitoring.
- Members of the teaching staff of all Programs prepare Teaching & Evaluation Plans for each course they are dealing and submit it to the Head of the Department. Head of the Department approves these plans.
- The utmost care is taken to implement these plans.

- The faculty members are encouraged at the outset to impart the curriculum through innovative teaching methods such as presentations, assignments, discussions, workshops, seminars, industrial visits, and computer education apart from regular traditional teaching methods like chalk and talk.
- Since the Institute is highly student centric in teaching and learning, feed backs from the students are collected to understand opinion of the students regarding the curriculum, teaching and development.
- In the case of slow learners, additional guidance is provided by conducting extra classes.
- Students of all the departments are given the freedom to invite experts from industry, government, academics and non- government organizations to speak about recent developments as part of department level association.
- Curriculum enrichment is done according to the requirements of students.


Dr. M. B. Mehta
Director

Policy 8: EXAMINATIONS AND INTERNAL EVALUATION POLICY

- As per the guidelines of S. P. Pune University, the Institute has appointed a faculty member to serve as College Examination Officer (CEO) to supervise and execute all University examination related work and procedures.
- The University Examinations are conducted by carefully following the norms and regulations of S. P. Pune University including the appointment of staff in different capacities.
- The policy of assessment, passing, credit earning etc. are as per the guidelines of S. P. Pune University.
- The policy for the conduct of Examination and internal evaluation is exclusively framed to provide students with multiple options to track assessment and assuring quality of teaching learning process.
- In addition to regular Class Tests, the Institute conducts internal examinations in each semester. The following rules are applicable:
- Exemption from attendance at examinations and test papers are granted only by the Head of the Department in genuine cases.
- A prior request for such exemption must be made in person before the commencement of the examination and shall be forwarded through the Class Coordinator / Exam Coordinator.
- In case of medical reason, the HOD may insist on the production of a Medical Certificate from a duly qualified doctor.
- Absence from examination and test papers without leave will render the students concerned liable to serious corrective action.

- Malpractice of any sort in test papers and examinations will render students liable to severe punishment which may amount to suspension / expulsion from the Institute.
- Defaulters of payment of fees are not exempted from examination and test papers.
- The PG programmes envisage a mandatory continuous evaluation of students by the teachers.
- The University has laid down certain norms by which the teachers can assess the students internally and award marks.
- After paper correction, the respective Faculty member gives feedback to the students on one to one basis.
- The answer sheets and marks are shown to the students and discussed with them. Tips and guidelines for improvements are given to them.
- Students' attendance, their score in the frequently conducted test papers, their performance in assignments, and seminars etc. count together to one's internal assessment score.
- Those who fail to score the prescribed minimum for internal evaluation at shall do those papers next year and shall not be considered successful until the internals are cleared.
- Students who remains absent for the test papers / examinations shall lose the proportionate marks for internal assessment.
- The students who didn't performed well, slow learner, absent students are given chance to appear for retest in consultation with Head of the Department.
- In such exceptional cases re-exams are conducted and improved marks are given to the students.

- Any grievance regarding marks given can be submitted by the student to the Head of Department or Director. The Head of Department and Director shall resolve the grievance at the earliest.


Dr. M. B. Mehta
Director

Policy 9: COUNSELING AND MENTORING POLICY

- Counseling & Mentoring includes listening, encouraging, sharing the experience, giving help, advice and guidance to the students and pointing them to other sources of support or referral.
- The whole student community is divided into different Mentee groups and they are assigned to the respective Faculty Mentor.
- The Mentors have to act on behalf of the Institute to support learners who are enrolled on a course of study.
- Counseling activity is carried out for 1st year students. Whereas Mentoring is carried for 2nd year students.
- The Mentor will act within an agreed range of confidentiality and will ensure they have the best interests of the young learner in mind at all times.
- The Mentors are good communicators, excellent and active listeners.
- Mentors are required to have sympathetic approach to sensitive issues and should be able to maintain confidentiality.
- They are required to have regular meetings with their Mentees and keep records
- Institute is responsible for providing training, advice and on-going guidance to the Mentors.
- Counseling is to be carried out in an Inclusive manner so that discrimination of any kind is avoided.
- Counseling and mentoring are also helpful in evaluating the improvement in performance of students in academic and other general aspects.


Dr. M. B. Mehta
Director

Policy 10: STUDENTS PARTICIPATION POLICY

- The institution encourages the students to participate in activities, events and competitions at International, National, State, University and Institute levels.
- The institute has got a good legacy in nurturing the academic, sports, cultural & artistic talents of students for which several initiatives like Management Games, Fest-Der Tech, Aagneyum IMS Theatre Group, etc. are conducted.
- Many students and College teams brought laurels to the College in the field of academics, sports, co-curricular and extracurricular events.
- Students are motivated and supported to take part in outdoor and indoor games.
- Our students participate in the University Championship regularly.
- In the Management games chess, carrom, badminton, Tug of war, cricket matches are organized every year between Management and IT department students.
- Various cultural events like Singing, Dancing, Quiz competition, Best Manager are organized to showcase the talent of the students.
- Commendable performance and outstanding achievements of our students in the area of academics, sports, culture etc are appreciated and they are honored on the Annual Day every year.
- These activities help the institute to discover the inherent talents of the students and organize various programmes to nurture the same.
- Students are encouraged to manage, coordinate various events in the institute through responsibilities like making arrangement, anchoring as members of organizing committees.

- Institute carries out various activities through different committee including students committees like Students Library Committee, Students Sports Committee, Students Magazine Committee, Students Placement Committee, Vidyarthini Manch, Students Research Committee etc. All the students are encouraged to take part in these committees in an inclusive manner.


Dr. M. B. Mehta
Director

Policy 11: EXTENSION / OUTREACH ACTIVITIES

POLICY

- The institute organizes its Extension Programmes with the objective of providing to offer its facilities, expertise and experience to the community.
- For the effective conduct of Extension and Outreach programmes the Director with the active involvement of institute council and IQAC entrust the faculty with different Clubs and Cells at the beginning of each academic year.
- All the extension activities organized by the Institute through various departments and clubs are designed to contribute to the holistic development of students and for the upliftment of the community to bring about social change.
- All the departments undertake extension programmes either independently or jointly with other disciplines in collaboration with Government or non-government organizations.
- The faculty in charge of Clubs and Cells are given complete freedom to plan and implement extension and outreach programmes.
- The teachers in charge of the outreach programmes consult with social workers, social activists and leaders of the local bodies to identify demand for services offered by the institute.
- The various outreach and extension activities provide hands on experience in specific areas to the students of the institute.
- It provides ample opportunities for students to display their talents and to utilize their knowledge and skills for the development of the society.
- Such activities are carried out with the help of Management, IT, Administration, Library, National Digital Library of India Club, Unnat Bharat Abhiyan Club.

- The extension activities of the college to also serve as a direct interface of the Institute with the corporate sector, the industry, public sector undertakings, social welfare organizations, Government agencies, media houses and other educational institutions.
- Extension activities shall make the students aware of their responsibilities to the Society and Nation.


Dr. M. B. Mehta
Director

Policy 12: ANTI-RAGGING POLICY

- The Institute policy is in agreement with the UGC regulations on curbing the menace of ragging in higher educational institutions, 2009 and it is committed to keep the campus ragging free.
- Ragging / teasing / intimidating/ harassing / using words of abuse etc on junior students especially female students is punishable crime under Police Act.
- IMSCDR has a '**Zero Tolerance Policy**' on ragging.
- As per the UGC ragging regulations, 2009, State and Central Government directives, anti-ragging undertakings from students and parents are to be collected at the admission entry level itself making them aware of the consequences of its violation.
- Anti-ragging policy details are also informed to the students during the induction program for the newly admitted students.
- Such matters will be immediately reported to the police. As such acts are considered criminal offences; students involved in such acts will be given adequate punishment, which includes expulsion.
- As per the directions from the Hon'ble Supreme Court of India and relevant instructions from the University & UGC authorities, Anti-Ragging Committee and Squad have been formed in the institute.
- The institute strictly observes the provisions of the acts of the Central Government and the State Governments, if any, or if enacted and /or for the time being in force, considering ragging as a cognizable offence.
- Counseling facility is provided in the institute, and if necessary any time professional counselors are made available in the campus.

- The prospectus and other admission related documents of the Institute contain the details of Anti-Ragging policy.
- Display boards on Anti-Ragging have been installed in the different locations in the Institute mentioning the details of Anti-Ragging Cell and contact number.
- Helpline numbers are made available at different places in the Institute building as well as in the girls and boys hostels.
- Details of Anti-Ragging cell are displayed on institutional website with contact details.


Dr. M. B. Mehta
Director

Policy 13: GRIEVANCE REDRESSAL POLICY

- As per All India Council for Technical Education (Redressal of Grievance of Students) Regulations, 2019, IMS has established the Grievance Redressal Cell which attempts to address problems and complaints of students of varied nature.
- The Institute closely follows the regulations of UGC (Grievance Redressal) Regulations, 2018.
- In order to give a constructive suggestion or file a grievance student can use the suggestion boxes placed at various locations at IMS; or they may approach the members of the cell; or they may express their grievances online by filling out the form on the institute website or directly give the grievance to the Head of Department or Director.
- The institute assures students that once a complaint is made, it will be treated with sensitivity and confidentiality.
- On receipt of an online complaint, the institution shall refer the complaint to the appropriate Grievance Redressal Committee, along with its comments within 15 days of receipt of the complaint.
- If a student or a group of students or the entire students have any grievance of any kind what so ever, it is to be brought to the attention of the Grievance Redressal Cell in writing.
- The Cell on its own or in consultation with the Director may take necessary steps to resolve such grievances. Director may call for the recommendations from the Discipline Committee /Institute Council, if the situation so demands.
- The institution takes special care in addressing the issues of students who comes under the titles OBC, SC/ST, Minority.


Dr. M. B. Mehta
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Policy 14: WOMEN SAFETY POLICY

- The IMS has constituted a Women’s Cell, which functions as the “Internal Complaint Committee” (ICE) as required by the “Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013”.
- This is an Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected there with or incidental thereto.
- IMS is committed to maintaining a professional environment for its stakeholders. One of the Women cell’s mandate is to forestall gender discrimination and inappropriate sexual conduct.
- Aims And Objectives Of The Committee are –
- To receive any complaints from students/Faculty Member regarding sexual harassment
- To conduct a systematic enquiry on receiving any complaints from aggrieved students/Faculty Member & submit a detailed report.
- To investigate the case based on the complaint relating to sexual harassment within 15 working days.
- To issue the inquiry report within 10 days from the date of completion of the inquiry.
- The following circumstances, among other circumstances, if it occurs, or is present in relation to or connected with any act or behavior of sexual harassment may amount to sexual harassment: Implied or explicit promise of preferential treatment in employment; or. Implied or explicit threat of detrimental treatment in her employment; or. Implied or explicit threat about her present or future employment status; or. Interference with her work or

creating an intimidating or offensive or hostile work environment for her; or humiliating treatment likely to affect her health or safety.

- The details of Committee with contact numbers are mentioned on institutional website.
- Aggrieved women & girls can fill complaint form from institutional website or contact any committee member.


Dr. M. B. Mehta
Director

Policy 15: ALUMNI POLICY

- The Institute Alumni comprises of all those people who have successfully undergone one or more courses of study during their lifetime at the Institute.
- These courses include MBA, MCA, B. Voc. and Ph. D. and previous courses like DBM, MMS, MPM, MCM.
- The Institute Alumni Association is formed with the noble objective of maintaining a lively relation between the alumni and the alma mater which may prove to be of any help to either or both of them.
- It has its own constitution/bye laws which govern all the activities, functioning and resolutions of this association.
- Institute has an Alumni Association, which it is registered with the B. P. H. E. Society.
- The Alumni Meet is held every year.
- Every department has their own Alumni Association that organize get-together at dates of their convenience.
- Alumnus personally and as an association offer financial support for the developmental and academic needs of the Institute. It is in form of membership fees and other support.
- They have contributions to all department level initiatives whenever their support is sought they give a positive response.
- Alumni network helps in providing industry specific guidance, Summer Internship Projects and final placements for the existing students.

- Present students and alumni have very good relations with each other and hence the programmes organized by the present students are informed to them who in turn support the same with their suggestions and presence, if possible.
- The institute warmly recognizes the alumni accomplishments in various fields every year. Extraordinary performer Alumni are felicitated as “Star Alumni”.
- There are various ways in which the alumni contribute to the institute.
 - Expert guidance in the field of their expertise and student-alumni interaction.
 - Assistance in placements and career guidance by interfacing with corporate /industries.
 - Expert coaching of Institute sports teams, sponsorship of events.
 - Financial contribution in infrastructure development at the association level or individual level.
 - Contribution in Institute fund raising campaigns during calamities/disasters etc. for relief.
- Alumni Association office bearers consist of Faculty Member of IMSCD&R who are also Alumni of the Institute and outside Alumni.
- President and Secretary of the Alumni Association are from within the faculty and Vice-President and Assistant Secretary are from outside Alumni.
- Alumni Directory is maintained by the departments stating the details of Alumni including their present occupation, contact number etc.


Dr. M. B. Mehta
Director

Policy 16: FACULTY EMPOWERMENT POLICY

- The institute has introduced effective strategies to train, retrain and motivate the employees for performing various roles and responsibilities.
- The faculty members are encouraged to attend various research conferences, seminars, syllabus revision programs, orientation programmes with leave-on-duty sanctioned by the Institute.
- For such events registration charges are borne by the institute.
- All the teaching and non-teaching Faculty Member satisfies mandatory requirement of participating in the annual conferences organized by the management for the enrichment of teaching and non teaching Faculty Member.
- The Departments have Orientation Programme for all the faculty members newly appointed which helps the newer faculty members to get involved and trained in the working of the Institute.
- The faculty members with leadership traits are given the opportunity to head committees and projects.
- The Institute provides infrastructural facilities for independent learning through the well-stocked Learning Resource Centre (Library).
- The Institute provides opportunity for Faculty Member members to participate in exchange programmes that help them to manage their work-life balance.
- The teachers are given opportunity to interact with Government officials, NGO representatives, and professionals from other fields.
- Faculty is empowered by regular salary payment including Dearness Allowance, House Rent Allowance, contribution towards Provident Fund and Gratuity.


Dr. M. B. Mehta
Director

Policy 17: HUMAN VALUES AND PROFESSIONAL ETHICS POLICY

- For providing a quality education to all students in the classroom teachers treat their students in an inclusive manner with love, care, affection and commitment and inculcate good values among them without favoritism and discrimination.
- The teachers are role models to the students by showing concern for students and motivating them is their prime responsibility.
- The teachers are fair in assigning marks/grades to the students for internal and external assessments.
- Teachers respect the right and dignity of students in expressing his/her opinion.
- Teachers recognize the difference in aptitude and capabilities among students and try to meet their individual needs and aspirations.
- Human values are transmitted through value education classes.
- Celebration of National days, birth anniversaries of national leaders and heroes Blood Donation drives, Christmas Donation Drive, Teachers Day celebration etc. helps the students to inculcate values of national integration, generosity and sacrifice.
- IMSCD&R provides Divyaangjan students equal opportunities for accessing all the facilities available in the campus.
- IMSCD&R provides the service of scribes as well as additional time for physically challenged students during examinations as per the rules of Government and University.
- Ramps are provided for easy access to all the buildings of the campus. Special toilet is set apart for the disabled.


Dr. M. B. Mehta
Director

Policy 18: ENVIRONMENT SUSTAINABILITY, WASTE MANAGEMENT AND GREEN INITIATIVES POLICY

- IMSCD&R is dedicated to implement, maintain and improve environmental management processes in the campus in order to reduce its carbon and environmental footprint.
- Institute is committed to maintain a very strict and eco-friendly waste management mechanism and abide by the principle of green protocol.
- Institute acknowledges its responsibilities and obligations to contribute its share in the resolution of local and global environmental issues by minimizing its environmental impact.
- Consciousness about ecological balance and impact of its disorder on sustainability is deeprooted in the ethical framework of the institution.
- Institute has made many efforts to stabilize the up gradation of nature not only in the campus but the selected areas where its extension activities are going on.
- IMSCD&R promotes a plastic free campus through awareness.
- Inspection and maintenance of electronic wires and appliances in time, helps to avoid power wastage.
- Students are motivated to avoid unnecessary use of electricity. Habits of switching off switches of light, fans etc are inculcated through awareness.
- The institute is moving towards the concept of green architecture.
- IMSCD&R preserve the existing trees and plant new saplings.
- The available land have been utilized to the fullest extent in a nature friendly way.

- Students are made aware of the disposal of different categories of waste as per color coding.
- Vermicompost is maintained. The bio-degradable waste is converted into fertilizers.
- The campus is made noise free. Honking of horns is prohibited.
- IMSCD&R motivates Reduce, Reuse and Recycle initiatives and encourages all its stake holders to reduce individual waste generation as an ethical commitment.
- All institutional activities have to revolve around the principles of plastic reduction and lesser waste generation.
- Use of alternative items instead of plastic to be promoted and make the institution abide by the principle of green protocol.
- Programs which nurture the environment quality and biodiversity protection throughout the region are encouraged to be introduced.
- Steps to be taken for harnessing of solar energy to its maximum by installation of solar energy panel as an alternative source of energy, in the open areas of campus.
- Institute has installed solar energy units in the main building as well as in girls and boys hostels.
- Minimal use of paper to be practiced by using electronic platforms for academic and administrative purposes.
- Rainwater harvesting plant to be installed for collection and use of rainwater in an efficient manner.
- Institute has made its pledge on Green India, Clean India which is taken by the Students & Faculty Member.

- To identify and replace equipment/gadgets such as tube lights, fans, printers, scanners, etc. which are old, outdated and are heavy power consuming.
- Replace incandescent bulbs and tube lights and replace them with energy efficient light bulbs and tubes which consume very less electrical power thereby helping in keeping energyefficient campus.
- Continuously track and monitor energy usage in the campus by conducting energy audit andimplement ways to increase energy efficiency wherever possible.
- Institute periodically undertakes and publishes ‘Green Audit’.


Dr. M. B. Mehta
Director

Policy 19: DIFFERENTLY-ABLED FRIENDLINESS / DIVYANGJAN POLICY

- IMSCD&R is committed to facilitate students, Faculty Member and visitors with Disabilities as per the guidelines of Department of Empowerment of Persons with Disabilities (Divyangjan) under Ministry of Social Justice & Empowerment.
- Institute has provided the following facilities to make them accessible to Divyangjan:
 - Accessible entrance to the building – ramp with sufficient width and gradual gradient.
 - Special wash rooms with customized wash-basins and commodes and retro-fittings such as Grab bars, Long/lever handles of taps, door handles to facilitate convenient toilet use.
 - Facility of writer with additional time for those unable to write with normal pace.
 - IMS Learning Resource Centre (Library) has Braille reading software for the use of differently-able.
 - The library is computerized and operated using Library Management System.
 - Students can search the locations of the books from the computers.
 - E-learning and e Resources facilities like N-List, e-journals and periodicals are made available in the Library.


Dr. M. B. Mehta
Director

Policy 20: STUDY TOUR POLICY

- Being Management Institute for IMSCD&R, study tour is an important co-curricular activity.
- Study tours including Industrial visits conducted by the institute are part of the academic programme.
- Institute has adopted the following procedures to guide faculty and students in organizing study tour programs to enhance experiential learning of students:
- The study tour is conducted in accordance with Government rules and policies.
- The purposes and specific educational objectives of the study tours are carefully developed.
- During the study tour, the tour participants are oriented to achieve appropriate personal, social, and academic development.
- The study tours always have adequate faculty Faculty Member supervision, both in terms of students/Faculty Member ratio and in terms of Faculty Member expertise to deal with contingencies.
- All the arrangements of the tour (such as transportation, accommodation, food, and finances) and other support services are well planned and managed effectively.
- Parental Permission is a pre-requisite for enrolling in study tour.
- Study tour is provided at a very concessional charge. In case of short distance study tour, the entire cost is borne by the Institute.


Dr. M. B. Mehta
Director

Policy 21: RESEARCH POLICY

- Research and related activities constitute the pivot of the academic policy of the institution and the research policy should provide a guideline for the conduct and publication of the research work.
- IMSCD&R research policy provides guidelines for the conduct and publication of high quality research work by all the Faculty Member (including teaching, non-teaching and administrative), students and external experts/guides associated with the research work conducted at the Institute.
- The IMSCD&R research policy adheres to the ethics of research, publication and academic integrity of the University Grant Commission (UGC) and the affiliating university
- IMS Research Centre is constituted to sustain the research tempo of the institution consistently headed by Academic & Research Coordinator (ARC). Any difficulty regarding the research programme should be reported to the Director through the Centre.
- The Centre inspires the faculty to avail Faculty Development Program of the UGC and to acquire Ph.D. Degrees.
- The conduct of research related programs such as seminars, conferences, symposia, workshops and other regular events etc. is highly encouraged.
- The faculty members are also encouraged to promote Research activities by undertaking research projects with financial assistance of UGC and other Central and state funding agencies
- Students are motivated to take up collaborative and socially relevant projects.

- The institution acknowledges the achievement in the area of research of its faculty in different disciplines. Financial incentives are given to the Faculty for publishing research papers in renowned journals.
- Institute encourage Faculty to apply for Ph. D. guideship and enroll Ph. D> students as per the rules of UGC & S. P. Pune University.
- Institute encourages Faculty to develop and apply for Patents in their respective fields of expertise.
- The institute provides essential infrastructure support for the research work.
- The faculty members who are interested in attending research related events such as seminars, conferences, symposia, workshops etc. which is being conducted outside the Institute, in the same city or any other location in India would be reimbursed complete registration fee as applicable.
- This will be subject to the following conditions
 - The request for permission and sanction of reimbursements is to be submitted in advance. The proposal would be sanctioned after due proposal feasibility evaluation/recommendation by the research monitoring cell/ IQAC.
 - After the return from successful attendance at the event and subsequent submission of its report, the amount would be reimbursed.
 - In case of any faculty member being interested in attending an event being organized in the Institute itself, then subsidy in the registration fee would be offered. However no T.A. / D.A. would be applicable in such case.
- The research being conducted in the Institute should be defined, prioritized and ensured that the focus area is contemporary and relevant.

- The essential infrastructure support for the research work would be provided by the institute and the research facilities will be augmented in the departments whenever and wherever possible.
- The allocation of financial and other support for research will be based on objective, transparent & merit based decision-making system.
- The faculty research outcome has to reflect by incorporating it into teaching process so as to benefit student learning and outcomes.
- Faculty members are to be encouraged for carrying out quality research and publish their findings in reputed journals and file patents wherever possible.
- The institute encourages the faculty members to take up research projects by extending all possible support.
- With the mission of benefitting the society from the expertise available in the Institute, the institute encourages conduct of outreach programs and non-financial consultancy services offered to the industry, Government and Non-Government Organizations.
- Establishment of research collaborations and linkages with foreign universities will be highly encouraged by the institute.
- Faculty/Student exchanges between institutions for research are highly encouraged to enrich them with quality, national and international exposure.
- Memorandum of Understanding (MOUs) and collaboration with reputed national laboratories, institutions, industries and organizations is to be made for facilitation of faculty and students to undertake research projects and internships in collaboration with them.


Dr. M. B. Mehta
Director

Policy 22: SCHOLARSHIPS / FREESHIP / AWARD

POLICY

- IMSCD&R is a Religious Minority Institute affiliated to S. P. Pune University and governed by the Scholarship guidelines by the State Government of Maharashtra.
- All Caste category scholarships (SC, ST, NT, OBC, SBS etc), Economic Backward Class Scholarship (EBC), Minority Scholarships, Tuition Fee Waiver Scheme (TFWS) are applicable as per State Government directives.
- Other than these State Scholarships, some internal scholarships / Freeships are offered by the Institute for its students –
 - Cash Prizes to Academic Toppers of MBA & MCA – 1st, 2nd & 3rd.
 - Late Ramchandra Joshi Award
 - Rasiklal Sanghrajak Award
 - Ramesh Phirodiya Award
 - M N Satha Charitable Trust Award
- Criteria for selection of award winners are based on academic performance of the students in particular subjects. Accordingly the Head of Department forwards the name of the student eligible for award to the Office Superintendent. Later, the award is announced and given to the selected student on the Annual Day of the Institute.


Dr. M. B. Mehta
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