



MEASI
Institute of
Management

POLICIES

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Recruitment and Selection Policy for Faculty and Staff Members

Preamble:

The Recruitment and Selection Policy for Faculty and Staff Members at MEASI Institute of Management is designed to align with AICTE and University of Madras guidelines, ensuring transparency, fairness, and meritocracy. Our goal is to attract and appoint highly qualified individuals who will enhance our institution's commitment to academic excellence and integrity. This policy supports an inclusive environment that values diversity and promotes professional growth, reinforcing MEASI Institute of Management's reputation as a leading business school dedicated to developing future leaders in management.

Scope

The scope of this policy encompasses all activities related to the recruitment and selection of faculty and staff members of MEASI Institute of Management. It applies to:

- All full-time faculty and staff positions.
- Recruitment processes for both academic and non-academic roles.
- Internal and external recruitment procedures.
- All stages of the recruitment and selection process, from job vacancy identification to final hiring and on boarding.

Objectives

The objectives of this policy are to:

1. **Attract and Retain Talent:** Ensure MEASI Institute of Management attracts and retains highly qualified, diverse, and talented individuals who contribute to the institution's mission and goals.
2. **Ensure Fairness and Equity:** Promote fairness, transparency, and equity in all recruitment and selection activities to create a diverse and inclusive work environment.
3. **Maintain High Standards:** Uphold high standards of academic and professional excellence by ensuring that recruitment and selection processes align with the institution's strategic goals and academic standards.
4. **Enhance Efficiency:** Streamline recruitment and selection processes to ensure timely and cost-effective hiring practices.
5. **Comply with Legal and Regulatory Requirements:** Ensure all recruitment activities comply with relevant laws, regulations, and institutional policies.

Purpose

The purpose of this policy is to:

- **Provide Guidance:** Offer clear and comprehensive guidelines for conducting recruitment and selection processes to ensure consistency and professionalism across the institution.

- **Support Strategic Goals:** Align recruitment and selection activities with MEASI Institute of Management's strategic objectives, including enhancing academic reputation and operational efficiency.
- **Facilitate Decision Making:** Provide a structured framework for decision-making during the recruitment process, ensuring decisions are based on merit and organizational fit.
- **Promote Diversity and Inclusion:** Foster a diverse and inclusive workplace by implementing recruitment strategies that attract candidates from various backgrounds and experiences.
- **Protect the Institution:** Minimize the risk of legal challenges related to recruitment and selection by adhering to best practices and legal standards Implementation.

Recruitment Process

1. **Identify Need for Recruitment**
 - a) Determine the number of positions and specific roles needed.
 - b) Create job descriptions and requirements.
2. **Approval**
 - a) Obtain necessary approvals from the administration and budget allocation.
3. **Job Posting**
 - a) Post job advertisements on MIM website, job portals, and academic forums.
 - b) Share openings through professional networks LinkedIn and social media handles.
4. **Application Collection**
 - a) Collect applications and resumes through an online application system or email.
5. **Screening**
 - a) Initial screening of applications by HR for eligibility and completeness.
 - b) Shortlist candidates based on qualifications and experience.
6. **Initial Interviews**
 - a) Conduct initial interviews (telephonic/video) to further assess suitability.
 - b) Shortlist candidates for next stage.
7. **Assessment**
 - a) Conduct assessments (teaching demos for faculty, skill tests for staff).
 - b) Gather feedback from relevant departments and stakeholders.
8. **Panel Interviews**
 - a) Organize panel interviews with senior faculty and administration.
 - b) Evaluate candidates based on teaching/research capabilities, cultural fit, and other criteria.
9. **Final Selection**
 - a) Make final selection decisions.
 - b) Obtain final approval from the administration.
10. **Job Offer**
 - a) Extend job offers to selected candidates.
 - b) Negotiate terms and finalize contracts.
11. **On-boarding**
 - a) Plan and execute on-boarding activities.
 - b) Complete necessary documentation and orientation sessions.

Leave Policy for Faculty and Staff Members

Preamble:

The Leave Policy for Faculty and Staff Members at MEASI Institute of Management is designed to support the well-being and professional growth of our academic community. This policy aims to ensure a fair, transparent, and consistent approach to leave management, fostering a work environment that values work-life balance, promotes academic excellence, and adheres to the highest standards of institutional integrity. By providing clear guidelines on various leave entitlements, the policy seeks to enhance employee satisfaction, facilitate personal and professional development, and maintain the operational efficiency of the institute.

Scope

This policy applies to all faculty and staff members of the MEASI Institute of Management. It outlines the various types of leave available, the eligibility criteria, and the procedures for availing leave. The policy aims to ensure that all faculty and staff members are aware of their leave entitlements and the processes to follow when requesting leave.

Objectives

The objectives of this Leave Policy are:

- To provide clear guidelines on the types and extent of leave available to faculty and staff members.
- To ensure fairness and consistency in the granting of leave.
- To support the health, well-being, and work-life balance of employees.
- To maintain institutional effectiveness by ensuring that leave is planned and managed to minimize disruption.

Purpose

- Define the leave entitlements for faculty and staff members
- Outline the procedures for requesting and approving leave.
- Ensure compliance with relevant labour laws and regulations.
- Facilitate efficient workforce planning and management.

Types of Leave:

CASUAL LEAVE (CL):

- Every staff will be eligible for 12 days' CL in a calendar year. Accordingly, on completion of one month's service, one day's CL can be availed.
- Maximum of three days' CL can be taken at a time, provided that the leave is due to the individual Staff.
- In respect of a new joiner who joins the service of the Institute, the CL entitlement during the first year of his/her employment, will be determined on the pro-rata basis of period of service rendered by him/her from the date of joining.

- CL may be granted for the working days involved. Accordingly, any Saturday (where it is not a working day) / Sunday or any other weekly off day applicable to the staff concerned / University's holiday which intervenes, will not be counted towards leave.
- CL may be taken in terms of ½ day, for the first or the second half of a day, the first half ending with the conclusion of the lunch break and the second half beginning with the commencement of the lunch break.
- CL will not be granted in combination with any other kind of leave with pay; provided that in a case involving the staff's sickness, when no other kind of leave is due, such combination may be permitted with approval of the competent authority.
- Unavailed CL cannot be carried forward to the next calendar year. CL not availed up to 31st December will lapse.

Maternity/Paternity Leave:

Maternity leave is provided to female staffs for childbirth and postpartum recovery, while paternity leave is granted to male staffs in connection with the birth or adoption of a child.

Eligibility: Maternity and paternity leave eligibility and duration are determined based on relevant laws, regulations, and institutional policies.

On Duty Leave:

On Duty Leave up to 15 working days in a year shall be allowed for: Attending conferences, congresses, symposia and seminars on behalf of the institute or with the permission of the institute. For performing any other duty for the Institute as authorized.

Sabbatical Leave:

Confirmed teaching staff, who have completed minimum five years of service as Assistant Professor / Associate Professor/Professor, may be granted Sabbatical Leave without pay to undertake study or research or, other academic pursuit solely with the object of increasing their proficiency and usefulness to the Institute.

The duration of leave shall not exceed Six months at a time, as per the AICTE norms.

A Faculty who has availed himself/herself of Study Leave, would not be entitled to the Sabbatical Leave.

Provided, further, that subsequent sabbatical leave shall not be granted until after the expiry of five years from the date of the faculties return from previous sabbatical Leave or any other kind of training programme.

Compensatory Off

Compensatory off (CO) is given when there is a need for an employee to be present on any holiday. CO is to be mentioned in the attendance register & advised to apply through the designated leave management system CAMU.

Compensatory off shall be applicable to all the staff members (faculty, admin staff and supporting staff)

Leave Management:

Accrual and Balance: Leave accrual rates, maximum accrual limits, and carryover provisions will be specified in accordance with institutional policies and applicable laws.

Approval Authority: Leave requests will be approved by the Director in accordance with established procedures and operational requirements.

Record Keeping: Accurate records of leave balances, utilization, and approvals will be maintained by the Human Resources department, through the designated leave management system CAMU.

Compliance and Review:

All faculty and staff members are expected to comply with the procedures outlined in this policy when requesting and utilizing leave.

The Human Resources department will periodically review and update this policy as necessary to ensure compliance with legal requirements and institutional objectives.

Leave Procedures

1. Application Process

- a) Leave applications should be submitted through the official leave application form through LMS – Leave Management System (CAMU APP).
- b) For planned leave, applications should be submitted well in advance as per the specific leave type requirements.
- c) Emergency leave should be communicated to the immediate supervisor as soon as possible.

2. Approval Process

- a) All leave requests require approval from the Director and notifying Human Resources Department.
- b) Leave beyond a specified duration (e.g., 10 days) may require additional approval from the Director.

3. Documentation

- a) Medical certificates are required for sick leave exceeding three days.
- b) For maternity leave, a medical certificate confirming the expected date of delivery is required.

4. Leave Records

- a) The HR department is responsible for maintaining accurate leave records for all Faculty & Staff Members.

- b) Faculty & Staff Members are encouraged to regularly check their leave balances through CAMU & HR Records.

General Rules

- Unauthorized absence from duty without proper leave sanction will be treated as leave without pay and may attract disciplinary action.
- Absence without leave for more than ten consecutive days will be considered as abandonment of service unless a satisfactory explanation is provided.
- The institution reserves the right to recall an employee from leave if necessary, in case of emergencies or critical institutional needs.

Review and Amendments

This Leave Policy is subject to periodic review and amendments as required. Any changes will be communicated to all Faculty & Staff Members in writing.

Gratuity Policy Faculty and Staff members

Preamble

At the MEASI Institute of Management, we recognize that our faculty and staff members are the cornerstone of our institution's success and growth. Their unwavering dedication, professionalism, and contributions are pivotal in fostering an environment of academic excellence, innovation, and holistic development. MIM is committed to providing equitable opportunities and support, we are dedicated to ensuring the well-being and financial security of all our employees.

In alignment with our values of respect, inclusivity, and integrity, the Gratuity Policy has been designed to honour the long-term commitment and service of our faculty and staff members. This policy underscores our appreciation and gratitude for their enduring contributions, serving as a testament to our commitment to their continued welfare beyond their tenure at the institute.

The Gratuity Policy aims to provide a structured, transparent, and fair approach to gratuity payments, ensuring that all eligible employees receive their rightful dues upon completion of their service. This policy is formulated in accordance with the statutory provisions laid down under the Payment of Gratuity Act, 1972, and reflects our adherence to the highest standards of ethical and professional conduct.

As we move forward together, this policy serves as a foundation for fostering a supportive and rewarding work environment, ensuring that the MEASI Institute of Management remains a desirable and esteemed place of employment for current and future faculty and staff members.

Scope

This policy applies to all full-time faculty and staff members of MEASI Institute of Management who have completed a minimum of five years of continuous service. It covers the provisions for the payment of gratuity, including eligibility, calculation, and payment procedures, ensuring compliance with applicable laws and regulations.

Objectives

- To provide financial security to faculty and staff members as a reward for their long-term service and dedication to the institution.
- To outline clear guidelines for the calculation and payment of gratuity benefits.
- To ensure compliance with the Payment of Gratuity Act, 1972, and other relevant legislation.
- To promote transparency and consistency in the administration of gratuity benefits.

Purpose

The purpose of this policy is to establish a comprehensive framework for the administration of gratuity benefits for faculty and staff members. This includes:

- Defining the eligibility criteria for receiving gratuity.
- Providing a formula for calculating the gratuity amount.
- Outlining the procedures for disbursing gratuity payments.
- Ensuring that all legal obligations related to gratuity are fulfilled.

Policies & Rules

Eligibility

- Faculty and staff members who have completed a minimum of five years of continuous service at the MEASI Institute of Management are eligible for gratuity.
- In case of death or disability of an employee, the minimum service period of five years shall not apply.

Calculation of Gratuity

- The gratuity amount is calculated as per the formula prescribed under the Payment of Gratuity Act, 1972:

$$\text{Gratuity} = \text{Last Drawn Salary} \times \text{Years of Service} \times \frac{15}{26}$$

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Where the Last Drawn Salary includes Basic Salary and Dearness Allowance.

Payment of Gratuity

- Gratuity is payable on the termination of employment due to resignation, retirement, death, or disablement due to accident or disease.
- The payment of gratuity should be made within 30 days from the date it becomes due.
- In case of death, the gratuity amount will be paid to the nominee or legal heir of the employee.

Nomination

- Every employee shall make a nomination, conferring the right to receive the gratuity in the event of their death.
- An employee may, in his/her lifetime, modify the nomination by submitting a written application.

Forfeiture of Gratuity

- The gratuity of an employee may be wholly or partially forfeited if the termination of service has been due to the employee's riotous or disorderly conduct or any other act of violence on his/her part.
- Gratuity shall also be forfeited if the employee has been terminated for any act which constitutes an offense involving moral turpitude, provided such offense is committed during the course of his/her employment.

Human Resources & Administration

- The Human Resources (HR) Department is responsible for the administration of this policy.
- The Finance Department will handle the disbursement of gratuity payments.
- The HR Department shall maintain records of gratuity entitlements and payments.

Dispute Resolution

- Any disputes arising under this policy shall be referred to the Gratuity Committee, consisting of representatives from HR, Finance, and a senior faculty member.
- The decision of the Gratuity Committee shall be final and binding.

Tax Implications

Gratuity payments may be subject to applicable tax laws and regulations. MEASI Institute of Management will deduct any applicable taxes from gratuity payments as required by law and remit them to the relevant tax authorities.

Exceptions

In exceptional cases, such as termination due to misconduct or violation of institution policies, MEASI Institute of Management reserves the right to withhold or adjust gratuity payments as permitted by law and the terms of employment.

Compliance

- The policy shall be in strict compliance with the Payment of Gratuity Act, 1972, and other applicable laws.
- Regular audits shall be conducted to ensure adherence to this policy.

Review and Amendments

- This policy will be reviewed annually by the HR Department and amendments will be made as necessary, subject to approval by the Governing Body of MEASI Institute of Management.

Performance Appraisal and Performance Management Policy

Preamble

The Performance Appraisal and Performance Management Policy for faculty and staff at MEASI Institute of Management aims to foster a culture of continuous improvement, accountability, and excellence. This policy is designed to provide a structured and transparent framework for evaluating and enhancing the performance of our faculty and staff members, ensuring their professional growth and contribution to the institute's academic and administrative objectives. By setting clear performance standards and offering constructive feedback, we seek to promote a high standard of education, research, and service, ultimately contributing to the holistic development of our students and the institution's mission.

Scope

This policy applies to all faculty and staff members at MEASI Institute of Management, encompassing full-time, part-time, and adjunct positions. It is designed to ensure that performance appraisals and management processes are conducted fairly, consistently, and transparently across the institution.

Objectives

- **Enhance Performance:** Improve individual and institutional performance through regular assessments and feedback.
- **Professional Development:** Identify and support the professional growth and development needs of faculty and staff.
- **Alignment with Goals:** Ensure individual performance aligns with the strategic goals and objectives of MEASI Institute of Management.
- **Recognition and Reward:** Recognize and reward high performance and contributions to the institution's success.
- **Continuous Improvement:** Foster a culture of continuous improvement and accountability.

Purpose

The purpose of this policy is to:

- Establish a clear framework for performance appraisal and management.
- Ensure fair and objective evaluation of performance.
- Provide constructive feedback to faculty and staff to support their professional development.
- Identify areas of excellence and areas needing improvement.
- Facilitate career planning and development.

Policies and Rules

Performance Appraisal System

1. **Frequency:** Performance appraisals will be conducted annually for all faculty and staff members.
2. **Appraisal Criteria:** Appraisals will be based on predefined criteria relevant to the role, including teaching effectiveness, research contributions, and service to the institution, professional development, and administrative duties.
3. **Appraisal Forms:** Standardized appraisal forms will be used to ensure consistency. These forms will include sections for self-assessment, peer review, student feedback (for faculty), and supervisor evaluation.
4. **Appraisal Meetings:** Individual meetings will be held between the appraisee and the Director to discuss the appraisal results, feedback, and future goals.
5. **Documentation:** All appraisal documents will be maintained confidentially in the employee's HR file.

Disciplinary Policy for Students, Faculty, and Staff Members

Preamble:

At the MEASI Institute of Management, we are committed to fostering an environment that upholds the highest standards of integrity, respect, and professionalism. As a premier business school, we recognize that the strength of our academic community depends on the shared values and mutual respect among students, faculty, and staff. MIM thrives on diversity and inclusiveness, promoting an atmosphere where all individuals are treated with dignity and fairness.

The Disciplinary Policy serves as a cornerstone of our institutional framework, ensuring that the conduct of all members aligns with our mission to cultivate ethical leaders and responsible citizens. This policy outlines the expectations for behavior, the processes for addressing violations, and the consequences for misconduct.

We believe that adherence to these principles is essential in preparing our students for the challenges of the global business world and in maintaining the trust and respect that are vital to the success of our institution. By adhering to this policy, we reaffirm our commitment to academic excellence, ethical behavior, and the holistic development of our community members.

Scope

This policy applies to all faculty members, staff, and students of MEASI Institute of Management. It encompasses all activities and behaviours within the institute's premises as well as conduct that may impact the institute's reputation or the well-being of its community members, whether on or off-campus.

Objectives

The objectives of this disciplinary policy are to:

- Maintain a respectful, safe, and productive environment for learning and working.
- Ensure that all community members are aware of the behavioural expectations and the consequences of misconduct.
- Provide a clear framework for addressing and resolving issues of misconduct consistently and fairly.
- Uphold the institute's values and standards by promoting accountability and responsibility.

Purpose

The purpose of this disciplinary policy is to:

- Define unacceptable behaviours and the disciplinary measures that can be taken in response to violations.
- Foster a culture of integrity, professionalism, and respect among faculty, staff, and students.

- Ensure that disciplinary processes are transparent, just, and equitable.
- Support the institute's mission to deliver high-quality education and maintain a conducive academic atmosphere.

Policies & Rules

General Conduct

- All members of the institute are expected to exhibit professionalism, respect, and ethical behaviour at all times.
- Harassment, discrimination, bullying, and any form of violence are strictly prohibited.
- Academic integrity must be upheld, and any form of cheating, plagiarism, or academic dishonesty will not be tolerated.
- Respect for institute property and the property of others is mandatory.

Attendance and Participation

- Faculty and staff members are expected to adhere to their work schedules and fulfil their duties diligently.
- Students are required to attend classes regularly, participate actively, and comply with academic requirements.
- Unauthorized absences or repeated tardiness will be subject to disciplinary action.

Substance Abuse

- The use, possession, or distribution of illegal substances, smoking or alcohol on institute premises is strictly prohibited.
- Any faculty, staff member, or student found under the influence of such substances while on institute property will face severe disciplinary actions.

Use of Institute Resources

- All institute resources, including technology, facilities, and equipment, should be used responsibly and primarily for academic or work-related purposes.
- Unauthorized use of these resources for personal gain or malicious activities is prohibited.

Confidentiality and Data Protection

- All members must respect the confidentiality of sensitive information and adhere to data protection policies.
- Unauthorized access to or dissemination of confidential information will result in disciplinary action.

Dress Code

- Faculty, staff, and students are expected to dress in a manner that is appropriate for an academic environment.

Disciplinary Procedures

Reporting Misconduct

- Any incidents of misconduct should be reported to the Director / GRC.
- Reports should be made in writing and provide detailed information about the incident.

Investigation

- Upon receiving a report, the Director / GRC will conduct a thorough and impartial investigation.
- All parties involved will be given an opportunity to present their side of the story.

Disciplinary Actions

Depending on the severity of the misconduct, disciplinary actions may include but are not limited to:

- Verbal or written warnings
- Suspension with or without pay (for faculty and staff)
- Temporary suspension (for students)
- Demotion or reassignment (for staff)
- Termination of employment (for faculty and staff)
- Expulsion (for students)

Appeals

- Individuals have the right to appeal disciplinary decisions. Appeals must be submitted in writing within a specified time frame (usually 14 days) from the date of the decision.
- An appeal committee will review the case and make a final determination.

Review and Amendments

This policy will be reviewed periodically and may be amended to ensure it remains effective and relevant. All amendments will be communicated to the institute community in a timely manner.

Grievance Policy for Faculty, Staff Members, and Students

Preamble

MEASI Institute of Management is committed to fostering an inclusive, respectful, and productive environment for all faculty, staff members, and students. This Grievance Policy aims to ensure that all members of our community can voice their concerns and seek resolution in a fair, transparent, and timely manner. By establishing clear guidelines and procedures, we strive to address grievances effectively and maintain the integrity and harmony of our academic environment.

Scope

This policy applies to all faculty, staff members, and students of MEASI Institute of Management. It encompasses grievances related to:

- Academic matters
- Administrative services
- Discrimination and harassment
- Workplace environment
- Interpersonal conflicts within the institution
- Any other issues that may affect the well-being or performance of faculty, staff members, and students.

Objectives

The primary objectives of this Grievance Policy are to:

1. Provide a structured and accessible process for reporting and resolving grievances.
2. Ensure that grievances are handled impartially, confidentially, and without fear of retaliation.
3. Promote a culture of respect, accountability, and continuous improvement within the institution.
4. Enhance communication and understanding between all parties involved.
5. Support the well-being and professional growth of the entire MEASI Institute of Management community.

Purpose

The purpose of this policy is to:

- Establish a clear and consistent procedure for addressing grievances.
- Ensure that all grievances are investigated thoroughly and resolved promptly.
- Protect the rights and interests of all parties involved.
- Foster a positive and supportive academic and work environment.

Policies & Rules

1. Reporting a Grievance

1.1 Any faculty, staff member, or student who believes they have a grievance should report it as soon as possible.

1.2 Grievances can be reported to the designated Grievance Redressal Committee (GRC) or through an online grievance redressal system portal available on the institution's website.

1.3 The report should include detailed information about the grievance, including the nature of the issue, parties involved, and any relevant evidence or documentation.

2. Initial Review

2.1 Upon receiving a grievance, the GRC will conduct an initial review to determine the validity and seriousness of the complaint.

2.2 If the grievance is deemed valid, the GRC will acknowledge receipt of the grievance to the complainant within 5 working days.

2.3 If the grievance is found to be outside the scope of this policy, the complainant will be informed, and appropriate guidance will be provided.

3. Investigation

3.1 A thorough investigation will be conducted by a Grievance Committee, from the faculty, and student body.

3.2 The investigation will include interviews with the complainant, the respondent(s), and any witnesses, as well as a review of relevant documents and evidence.

3.3 The investigation will be completed within 30 working days from the receipt of the grievance, unless there are exceptional circumstances requiring additional time.

4. Resolution

4.1 Based on the findings of the investigation, the Grievance Committee will recommend appropriate action to resolve the grievance.

4.2 Possible resolutions may include mediation, counseling, disciplinary action, policy changes, or other measures deemed necessary.

4.3 The complainant and the respondent(s) will be informed of the outcome of the investigation and the resolution within 5 working days of the decision.

5. Appeal

5.1 If the complainant or respondent is dissatisfied with the resolution, they may file an appeal to the Director within 10 working days of receiving the decision.

5.2 The Director will review the case and make a final decision within 15 working days.

5.3 The decision of the Director is final and binding.

6. Confidentiality

6.1 All grievance proceedings will be conducted with the utmost confidentiality.

6.2 Information related to the grievance will be shared only with individuals directly involved in the resolution process.

6.3 Breach of confidentiality may result in disciplinary action.

7. Non-Retaliation

7.1 Retaliation against any individual for reporting a grievance or participating in the grievance process is strictly prohibited.

7.2 Any act of retaliation will be subject to disciplinary action.

AICTE - Approval Process Handbook 2024-2027

(Ref: Grievance Redressal Mechanism as mentioned in AICTE - APH 2024-27

(Page 64-67) and AICTE APH 2023-24 (Appendix 15)

Training and Development Policy for Faculty, Staff Members and Students

Preamble

The MEASI Institute of Management recognizes the importance of continuous learning and development for its faculty, staff members, and students. We are committed to fostering an environment that encourages personal and professional growth through comprehensive training and development programs. These initiatives aim to enhance skills, knowledge, and competencies, ensuring that all members of our academic community are equipped to excel in their respective roles and contribute effectively to the institution's goals.

Scope

This policy applies to all faculty, staff members, and students of the MEASI Institute of Management. It encompasses all training and development activities sponsored or endorsed by the institution, including but not limited to workshops, seminars, conferences, courses, online learning programs, and professional development events.

Objectives

1. **Enhancement of Skills and Knowledge:** To provide opportunities for faculty, staff, and students to upgrade their skills and knowledge to remain current in their fields.
2. **Professional Growth:** To support the career development and professional growth of all members of the academic community.
3. **Academic Excellence:** To ensure that faculty members are well-equipped to deliver high-quality education and contribute to academic research.
4. **Operational Efficiency:** To enhance the operational effectiveness and efficiency of administrative staff through targeted training programs.
5. **Student Success:** To empower students with the necessary skills and knowledge to succeed academically and professionally.

Purpose

The purpose of this policy is to:

- Establish a framework for the provision of training and development opportunities.
- Define the roles and responsibilities of the institution and its members in relation to training and development.
- Ensure that training and development activities are aligned with the strategic goals of the institution.
- Promote a culture of lifelong learning and continuous improvement.

Dress Code Policy for Faculty, Staff Members, and Students

Preamble

The MEASI Institute of Management is committed to fostering a professional and respectful academic environment. We have established a comprehensive Dress Code Policy that ensures all faculty, staff members, and students present themselves in a manner conducive to an academic and professional environment. This policy outlines acceptable attire, reinforcing our dedication to maintaining a dignified and cohesive institutional culture.

Scope

This Dress Code Policy applies to all faculty, staff members, and students of the MEASI Institute of Management. It is designed to promote a professional and respectful environment.

Objectives

1. To maintain a professional atmosphere conducive to academic excellence and mutual respect.
2. To ensure a consistent and unified appearance among all members of the institute.

Purpose

The purpose of this policy is to provide clear guidelines on acceptable attire for all faculty, staff members, and students to ensure a professional and respectful environment that supports the institute's academic mission.

Policies and Rules

For Faculty, Staff Members, and Students

Male:

- Formal trousers and collared shirts are mandatory.
- Shirts must be tucked in at all times.
- Blazers are encouraged during formal occasions and events.
- Clean, polished formal shoes are required.
- Jeans, t-shirts, and casual footwear such as flip-flops are not permitted.

Female:

- Formal wear such as salwar kameez, or formal western attire (trousers or skirts with blouses) is required.
- Attire should be modest and professional, avoiding excessively tight or revealing clothing.
- Clean, formal footwear is required.
- Casual wear, including jeans, t-shirts, and casual footwear, is not permitted.

Enforcement

- Non-compliance with the Dress Code Policy will result in a verbal warning for the first offense.
- Repeated offenses may lead to written warnings, meetings with the administration, and potential disciplinary action.

Code of Conduct Policy for Faculty Members, Staff Members, and Students

Preamble

The MEASI Institute of Management is committed to fostering an environment of academic excellence, professional integrity, and mutual respect among its faculty members, staff members, and students. As a premier institution, we emphasize the importance of inclusivity, equality, and respect for diversity. This Code of Conduct outlines the standards of behaviour expected from all members of our community to ensure a conducive atmosphere for learning, teaching, and working.

Scope

This Code of Conduct applies to:

- All students, All faculty members, All staff members, including administrative, and support staff.
- All activities and interactions that take place on the MEASI Institute of Management campus, as well as off-campus activities that are related to the institution's programs or events.

Objectives

The objectives of this Code of Conduct are to:

1. Promote a culture of mutual respect and ethical behaviour among all members of the institution.
2. Ensure a safe, inclusive, and supportive environment for learning and personal development.
3. Uphold the integrity and reputation of the MEASI Institute of Management.
4. Provide clear guidelines on acceptable behaviour and the consequences of misconduct.
5. Foster an environment where academic freedom and professional growth can thrive.

Purpose

The purpose of this Code of Conduct is to:

- Define acceptable and unacceptable behaviours for faculty members, staff members, and students.
- Establish procedures for addressing violations of the Code.
- Support the institution's mission and values by promoting a respectful and collaborative community.
- Encourage personal responsibility and accountability among all community members.

Policies and Rules

1. General Conduct

- **Respect and Dignity:** All members must treat each other with respect and dignity, irrespective of gender, race, religion, ethnicity, age, disability, or sexual orientation.
- **Integrity:** Members must act with honesty and integrity in all academic, professional, and personal interactions.
- **Confidentiality:** Sensitive information must be handled with confidentiality and discretion.

2. Academic Integrity

- **Honesty:** All academic work must be the result of one's own efforts. Plagiarism, cheating, and other forms of academic dishonesty are strictly prohibited.
- **Collaboration:** Collaborative work must be clearly defined and approved by the relevant authorities.

3. Professional Behaviour

- **Commitment:** Faculty and staff members are expected to fulfil their professional duties diligently and to the best of their abilities.
- **Punctuality:** All members must adhere to schedules for classes, meetings, and other institutional activities.
- **Dress Code:** Members should dress in a manner that is appropriate for the academic and professional environment.

4. Harassment and Discrimination

- **Zero Tolerance:** The institution has a zero-tolerance policy towards any form of harassment or discrimination. Complaints will be handled promptly and appropriately.
- **Reporting Mechanism:** Clear procedures for reporting and addressing complaints of harassment and discrimination are in place.

5. Use of Resources

- **Facilities:** All members are expected to use the institution's facilities and resources responsibly and sustainably.
- **Technology:** The use of the institution's technological resources must comply with IT policies and must not be used for unauthorized or unethical purposes.

6. Health and Safety

- **Environment:** The institution is committed to providing a safe and healthy environment. Members must adhere to all health and safety guidelines.
- **Substance Abuse:** The use of illegal substances and the abuse of legal substances on campus is strictly prohibited.

7. Social Media and Public Communication

- Representation: Members must not engage in activities on social media that could harm the reputation of the institution.
- Confidentiality: Confidential and sensitive information must not be shared on public platforms.

8. Disciplinary Actions

- Procedures: Violations of this Code will be addressed through a fair and transparent process.
- Sanctions: Sanctions for misconduct may include warnings, suspension, expulsion, or termination of employment, depending on the severity of the violation.

Individual Responsibility: As members of the MEASI Institute of Management community, all stakeholders are expected to adhere to the Code of Ethical Conduct and comply with applicable laws and regulations in all aspects of their work. It is the responsibility of the administration, department heads to ensure that their conduct aligns with this Code.

No one at MEASI Institute of Management is authorized to instruct anyone to engage in illegal activities under any circumstances.

Confidentiality: MEASI Institute of Management handles various private, confidential, and proprietary information related to its community members, institutional matters, and dealings. Those with access to such information are obligated to maintain its confidentiality by refraining from unauthorized disclosures during and after employment.

Honesty and Fairness: Faculty, Staff Members and Students of MEASI Institute of Management are expected to uphold honesty and fairness in their relationships with others. They should take responsibility for their actions, report information accurately, and work cooperatively with colleagues and supervisors.

Institutional Records: All institutional and legal records, as well as essential data, must be prepared accurately. Deliberately creating false or misleading reports or records is considered a serious offense.

Honesty and Fair Dealing: MEASI Institute of Management aims to achieve its goals through honest and fair means, relying on superior performance, hard work, and intellectual skill. The MIM strives to treat all stakeholders- suppliers, alumni, competitors, officers, Faculty, Staff Members and Students, and students and their families fairly in all instances.

Reporting Requirements: MEASI Institute of Management may be required to report matters to public or government agencies when required. Regardless of direct involvement, each stakeholder has the following responsibilities:

- Faculty, Staff Members and Students may be asked to provide information to ensure that institutional reports are complete, fair, and understandable. Faculty & Staff Members and administrative staff should provide prompt and accurate answers to inquiries related to public disclosure requirements.
- All MIM accounts, financial reports, tax returns, expense reimbursements, time sheets, and other documents, including those submitted to government agencies and affiliating institutions, must be accurate, clear, and complete.
- All entries in the MIM's records, including departmental accounts and individual expense reports, must accurately reflect each transaction. The institution's books, records, accounts, and financial statements must conform to generally accepted accounting principles, legal requirements, and the MIM's system of internal controls.
- The MIM's public reports should fairly and accurately reflect the state of the institution. If anyone believes they do not, it is their responsibility to bring their concerns to the institution's attention.

Faculty & Staff Members and the students

Faculty & Staff Members should:

- (i) Respect the right and dignity of the student in expressing his/her opinion
- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace

- (vi) Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason
- (vii) Pay attention to only the attainment of the student in the assessment of merit
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward
- (x) Refrain from inciting students against other students, colleagues or administration.

Faculty & Staff Members and non-teaching staff:

- (i) Faculty & Staff Members should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution
- (ii) Faculty & Staff Members should help in the function of joint staff-councils covering both Faculty & Staff Members and the non-teaching staff.

Code of conduct for the parents/guardians of the MIM students

- (i) Parents/guardians should cooperate with the MIM authorities in forming good character in their children/wards.
- (ii) No outsiders or relatives are expected to engage with matters of the students unless it is duly informed by the parents in an officially assigned format and procedure.
- (iii) Parents/guardians of the students are expected to uphold the vision, values and ethos of the MIM.
- (iv) Parents have the right to raise issues and concerns related to the education, character or other matters of their child to the right person and follow the correct communication channels according to the MIM's policies and procedures.
- (v) Parents/guardians should attend parents' Faculty & Staff Members meeting and should support MIM authorities to enhance academic standards and discipline of the MIM
- (vi) No parent/guardian is allowed to enter the classroom of their ward.

Conflict of Interest: Faculty, Staff Members and Students should be mindful of situations that may raise questions of potential or apparent conflicts between personal interests and the institution's interests. A conflict of interest exists when private interests interfere or conflict (or appear to interfere or conflict) with the institution's interests. This can occur when actions or interests make it difficult to perform one's work objectively and effectively. Additionally, a conflict of interest may arise if an individual or their family members receive improper personal benefits as a result of their position at the institution, regardless of the source of those benefits.

Confidentiality & Data Protection Policy

Preamble:

At the MEASI Institute of Management, we recognize the paramount importance of maintaining confidentiality and protecting the data of our faculty members, staff members, and students. This policy establishes the framework for safeguarding sensitive information and upholding the privacy rights of all individuals associated with our coeducational campus.

Scope:

This policy applies to all faculty members, staff members, and students of the MEASI Institute of Management, as well as any third parties entrusted with confidential information or data on behalf of the institution. It encompasses all forms of data, including but not limited to personal, academic, financial, and research-related information, regardless of the format or medium in which it is stored or transmitted.

Objectives:

1. To ensure compliance with applicable laws, regulations, and industry standards pertaining to confidentiality and data protection.
2. To establish clear guidelines and procedures for the collection, storage, access, and sharing of sensitive information.
3. To minimize the risk of unauthorized access, disclosure, alteration, or destruction of confidential data.
4. To promote a culture of awareness, accountability, and responsibility regarding information security among all stakeholders.
5. To maintain the trust and confidence of our community members by safeguarding their privacy rights and protecting their personal information.

Purpose: The primary purpose of this policy is to:

- Safeguard the confidentiality, integrity, and availability of sensitive information.
- Protect the privacy rights of faculty members, staff members, and students.
- Mitigate the risks associated with unauthorized access, disclosure, or misuse of data.
- Foster a secure and compliant environment conducive to teaching, learning, research, and administrative activities.

Policies and Rules:

1. **Data Classification:** All data shall be classified based on its sensitivity level, and appropriate measures shall be implemented to protect each category accordingly.
2. **Access Control:** Access to confidential information shall be restricted to authorized individuals based on the principle of least privilege, with unique user credentials and strong authentication mechanisms enforced.
3. **Data Encryption:** Sensitive data in transit and at rest shall be encrypted using approved encryption algorithms and protocols to prevent unauthorized interception or access.

4. **Data Retention:** Data shall be retained only for as long as necessary to fulfill legal, regulatory, and operational requirements, after which it shall be securely disposed of in accordance with established procedures.
5. **Third-Party Compliance:** Third-party vendors or service providers handling confidential data on behalf of the institution shall be contractually bound to adhere to the same standards of confidentiality and data protection.
6. **Training and Awareness:** Regular training sessions and awareness programs shall be conducted to educate faculty members, staff members, and students about their responsibilities regarding data security and confidentiality.
7. **Incident Response:** Procedures shall be established to promptly identify, assess, and respond to any suspected or confirmed breaches of confidentiality or data security, including notification of affected parties and appropriate authorities as required by law.
8. **Policy Review:** This policy shall be periodically reviewed and updated to reflect changes in technology, regulations, or organizational requirements, ensuring its continued effectiveness and relevance.

Data Protection Principles

MEASI Institute of Management adheres to the following principles to ensure the protection of confidential information and data:

- **Confidentiality:** All confidential information must be kept secure and disclosed only to authorize individuals on a need-to-know basis.
- **Integrity:** Confidential information must be accurate, complete, and free from unauthorized alteration or manipulation.
- **Availability:** Confidential information must be accessible only to authorized individuals and protected from loss, theft, or unauthorized access.

Access Control

Access to confidential information and data is restricted to authorized individuals who require such access to perform their job duties. Students, Faculty Members & Staff Members, are required to use strong passwords and other security measures to protect access to confidential systems and databases.

Confidentiality Agreements

Students, Faculty Members & Staff Members and contractors who have access to confidential information are required to sign confidentiality agreements acknowledging their responsibility to maintain the confidentiality and security of such information both during and after their employment or engagement with the institute.

Data Handling Procedures

Students, Faculty Members & Staff Members are required to follow established procedures for the handling, storage, and transmission of confidential information and data, including:

- **Encrypting sensitive data** when transmitting over public networks or storing on portable devices.

- Using secure methods of communication for sharing confidential information, such as encrypted email or secure file transfer protocols.
- Storing physical documents containing confidential information in locked cabinets or secure storage areas when not in use.
- Properly disposing of confidential information and data using secure shredding or destruction methods when no longer needed.

Reporting and Compliance

Students, Faculty Members & Staff Members are encouraged to report any suspected breaches of confidentiality or data security to the appropriate authority, such as the Information/Computer Lab Assistant or GRC. All reports will be promptly investigated, and appropriate action will be taken to address and mitigate the breach.

Review and Amendments

This Confidentiality & Data Protection Policy will be reviewed periodically to ensure its effectiveness and compliance with relevant laws, regulations, and industry standards. Amendments may be made as necessary to address changes in technology, organizational needs, or legal requirements.

Benefits & Allowances Policy for Faculty Members & Staff Members

Preamble:

MEASI Institute of Management (MIM) is committed to fostering a supportive and inclusive work environment that recognizes and rewards the contributions of its faculty and staff members. As part of this commitment, MIM has developed this Benefits & Allowances Policy to outline the various benefits and allowances available to faculty and staff members.

Scope:

This policy applies to all full-time faculty members and staff members employed by the MEASI Institute of Management.

Objectives:

1. To attract and retain talented faculty and staff members by offering competitive benefits and allowances.
2. To promote employee satisfaction, well-being, and morale.
3. To ensure compliance with relevant legal and regulatory requirements.
4. To provide clarity and transparency regarding the benefits and allowances available to faculty and staff members.

Purpose:

The purpose of this policy is to establish guidelines for the provision of benefits and allowances to faculty and staff members, including but not limited to:

- Leave policies
- Professional development opportunities

Policies and Rules:

1. **Leave Policies:**
 - MIM offers various types of leave, including but not limited to annual leave, sick leave, maternity/paternity leave, and sabbatical leave, in accordance with applicable laws and regulations.
2. **Professional Development Opportunities:**
 - Faculty and staff members are encouraged to pursue professional development opportunities to enhance their skills and knowledge.
 - Financial support may be provided for approved training programs, workshops, conferences, and other professional development activities.

Eligibility

All full-time faculty members and staff members of MEASI Institute of Management are eligible to receive benefits and allowances as outlined in this policy, subject to the terms and conditions specified herein.

Administration

The Human Resources is responsible for administering benefits and allowances in accordance with this policy. Faculty & Staff Members may contact Human Resources for information and assistance regarding their benefits and allowances entitlements.

Review and Amendments

This Benefits & Allowances Policy will be reviewed periodically to ensure its relevance and effectiveness in meeting the needs of faculty members and staff members. Amendments may be made as necessary to reflect changes in organizational needs, industry standards, or legal requirements.

Rewards Policy for Faculty Members & Staff Members

Preamble:

The MEASI Institute of Management (MIM), committed to excellence in education and organizational development, recognizes the invaluable contributions of its faculty and staff members. In acknowledgment of their dedication, innovation, and hard work, MIM endeavours to establish a comprehensive rewards system that fosters a culture of recognition, motivation, and continuous improvement.

Scope:

The rewards system outlined herein applies to all faculty and staff members employed by the MEASI Institute of Management. It encompasses various forms of recognition, incentives, and benefits designed to enhance employee morale, engagement, and retention.

Objectives:

1. **Recognition:** To acknowledge and appreciate the efforts, achievements, and contributions of faculty and staff members towards the mission and goals of MIM.
2. **Motivation:** To inspire and incentivize excellence in teaching, research, administration, and other areas of service through tangible and intangible rewards.
3. **Retention:** To attract, retain, and develop top talent by offering competitive and meaningful rewards that promote job satisfaction and loyalty.
4. **Performance Improvement:** To encourage continuous learning, professional growth, and performance enhancement among faculty and staff members.
5. **Fairness and Transparency:** To ensure fairness, equity, and transparency in the administration and distribution of rewards, fostering a culture of trust and accountability.

Purpose: The rewards system serves as a strategic tool for MIM to:

- Reinforce organizational values, culture, and priorities.
- Recognize and reinforce desired behaviours and outcomes aligned with institutional objectives.
- Drive performance, innovation, and excellence across all levels and functions.
- Enhance employee engagement, satisfaction, and overall well-being.
- Establish MIM as an employer of choice within the academic and professional community.

Policies and Rules:

1. **Performance-Based Rewards:**
 - o Faculty and staff members may be eligible for performance-based rewards, including but not limited to monetary bonuses, salary increments, and non-monetary incentives, based on their individual and collective contributions, achievements, and impact.

- o Performance assessments shall be conducted periodically, using predetermined criteria and metrics aligned with MIM's strategic goals and objectives.

2. Recognition Programs:

- o MIM shall establish and maintain various recognition programs to honor outstanding performance, service milestones, innovation, and exemplary conduct.
- o Recognition may take the form of awards and certificates.

3. Professional Development and Training:

- o MIM shall invest in the professional development and training of its faculty and staff members, providing opportunities for skill enhancement, career advancement, and personal growth.
- o Participation in relevant workshops, seminars, conferences, and certification programs may be incentivized through rewards or subsidies.

4. Compliance and Review:

- o All rewards shall be administered in compliance with applicable laws, regulations, and institutional policies.
- o The rewards system shall be periodically reviewed and evaluated for effectiveness, fairness, and alignment with MIM's strategic priorities, with necessary adjustments made as deemed necessary.

Termination and Resignation of Faculty Members, Staff Members

Preamble:

This document serves as the official HR Policies and Rules framework for the termination and resignation of faculty and staff members at the MEASI Institute of Management. It outlines the procedures, rights, and responsibilities to be adhered to by both the institution and its faculty and staff members in cases of termination and resignation.

Scope:

These policies and rules apply to all faculty and staff members employed by the MEASI Institute of Management, irrespective of their employment status (full-time).

Objectives:

1. To ensure fair and transparent procedures for terminating employment contracts.
2. To safeguard the rights and interests of both the institution and its faculty and staff members during termination and resignation processes.
3. To maintain a conducive work environment by providing clarity on the consequences and procedures involved in termination and resignation.

Purpose:

The purpose of these policies and rules is to establish clear guidelines and procedures for the termination and resignation of faculty and staff members to:

- Protect the institutional interests and reputation.
- Uphold ethical standards and professional conduct.
- Ensure compliance with legal regulations and obligations.
- Facilitate smooth transition and continuity of operations.

Policies and Rules:

1. Termination:

- a) Termination of employment may occur due to various reasons including but not limited to misconduct, poor performance, organizational restructuring, or violation of institutional policies.
- b) The decision to terminate an employee shall be made following a thorough investigation and consultation with relevant stakeholders.
- c) The affected employee shall be provided with a written notice of termination, specifying the reasons and effective date of termination.

2. Resignation:

- a) Faculty and staff members intending to resign from their positions must submit a formal resignation letter to the Director, stating the reason for resignation and proposed last working day.
- b) The institution reserves the right to accept or reject resignation requests based on operational requirements and contractual obligations.

3. Notice Period:

- o Both parties are required to adhere to minimum notice period of one month for both faculties and Staff upon Resignation.
- o Failure to serve the notice period may result in financial penalties (One Month Salary) or forfeiture of benefits as per the terms of employment.

4. Exit Formalities:

- o Upon termination or resignation, faculty and staff members are required to complete all necessary exit formalities including returning company assets, clearing pending dues, and providing handover of responsibilities.

5. Confidentiality and Non-Disclosure:

- o Former faculty and staff members are obligated to maintain confidentiality regarding institutional information, and intellectual property even after termination or resignation.

6. Dispute Resolution:

- o In case of disputes arising from termination or resignation, both parties are encouraged to seek an amicable resolution through mediation or arbitration.

7. Compliance with Laws:

- o All termination and resignation procedures shall comply with relevant labor laws, regulations, and institutional policies.

Welfare Policy of Faculty Members, Staff Members & Students

Preamble:

MEASI Institute of Management (MIM) is committed to fostering a conducive and supportive environment for both its staff and students. Recognizing the importance of their well-being and holistic development, MIM establishes this Staff Welfare and Student Welfare Policy to ensure the provision of comprehensive support and assistance.

Scope:

This policy applies to all faculty, staff, and students of MEASI Institute of Management, irrespective of gender, age, or designation. It encompasses various aspects related to the welfare, safety, and development of individuals within the campus community.

Objectives:

1. To promote a culture of inclusivity, respect, and well-being among staff and students.
2. To provide comprehensive support services addressing physical, mental, and emotional well-being.
3. To facilitate professional and personal growth through various welfare initiatives and programs.
4. To uphold the principles of equality and non-discrimination in all welfare activities and policies.

Purpose:

The Staff Welfare and Student Welfare Policy aim to:

- Enhance the quality of life for faculty, staff, and students.
- Provide support mechanisms for addressing individual needs and concerns.
- Promote a sense of belonging and community among all members of the campus.
- Ensure the welfare and safety of individuals within the campus premises.
- Encourage the adoption of healthy lifestyle practices and work-life balance.

Policies and Rules:

1. **Health and Wellness:**
 - o Provision of healthcare facilities through health awareness programs.
2. **Safety and Security:**
 - o Implementation of robust security measures to ensure the safety of staff and students within the campus premises.
 - o Zero-tolerance policy towards harassment, bullying, or any form of violence, with strict disciplinary actions for offenders.

3. Professional Development:

- o Opportunities for continuous learning and skill enhancement through workshops, seminars, and training programs.
- o Support for faculty and staff pursuing higher education or professional certifications relevant to their roles.

4. Work-Life Balance:

- o Encouragement of recreational activities and cultural events to promote a balanced lifestyle.

5. Inclusivity and Diversity:

- o Promotion of gender equality and diversity initiatives to create an inclusive campus environment.
- o Accessibility accommodations for individuals with disabilities to ensure equal participation and access to resources.
- o Sensitization programs and awareness campaigns to foster understanding and respect for cultural differences.

6. Community Engagement:

- o Opportunities for staff and students to participate in community service and social outreach initiatives.
- o Recognition and appreciation of individuals involved in voluntary activities and philanthropic endeavours.

Student Affairs Policy

Preamble:

The Student Affairs Policy of MEASI Institute of Management aims to foster a conducive learning environment that promotes holistic development, respect, inclusivity, and professionalism among all students. Grounded in the principles of equity and fairness, this policy establishes guidelines, procedures, and support mechanisms to ensure the well-being, safety, and academic success of every student within the campus.

Scope:

This policy applies to all students enrolled in the MBA & Ph.D programs offered at MEASI Institute of Management. It encompasses all aspects of student life, including but not limited to academic conduct, social interactions, campus facilities usage, extracurricular activities, and disciplinary procedures.

Objectives:

- To cultivate a culture of mutual respect, understanding, and cooperation among male and female students.
- To provide a safe, inclusive, and supportive environment where students can thrive academically, socially, and personally.
- To establish clear guidelines and expectations regarding student behavior, rights, and responsibilities.
- To promote ethical conduct, integrity, and professionalism in all student interactions and activities.
- To encourage active participation in co-curricular and extracurricular activities that contribute to personal growth and community engagement.
- To uphold the values of diversity, equality, and inclusion, ensuring equal opportunities and treatment for all students regardless of gender.

Purpose:

The Student Affairs Policy serves as a framework to:

- Define the rights, privileges, and obligations of students within the academic community.
- Set forth procedures for addressing violations of student conduct and implementing disciplinary measures when necessary.
- Provide support services, resources, and counselling to address the diverse needs and challenges faced by students.
- Foster a sense of belonging, pride, and identity among students as members of the MEASI Institute of Management.

- Align student behaviour and activities with the mission, vision, and values of MEASI Institute of Management.

Policies and Rules:

1. Equal Opportunity and Non-Discrimination:

- o The MEASI Institute of Management prohibits discrimination, harassment, or any form of unfair treatment based on gender, race, religion, nationality, or any other characteristic protected by law.
- o All students have equal access to educational resources, facilities, opportunities, and benefits regardless of gender.

2. Respectful Conduct:

- o Students are expected to treat each other with respect, courtesy, and professionalism at all times.
- o Verbal, physical, or psychological harassment, intimidation, or bullying will not be tolerated.

3. Academic Integrity:

- o Students must adhere to high standards of academic honesty and integrity in all academic pursuits.
- o Cheating, plagiarism, or any form of academic dishonesty is strictly prohibited and will be subject to disciplinary action.

4. Use of Campus Facilities:

- o Students are expected to use campus facilities and resources responsibly, respecting the rights and needs of others.
- o Any misuse, damage, or unauthorized access to campus property will result in appropriate consequences.

5. Alcohol and Substance Abuse:

- o The consumption, possession, or distribution of alcohol or illegal substances on campus is strictly prohibited.
- o Violations of this policy will result in disciplinary action, including possible expulsion from the institution.

6. Safety and Security:

- o Students are responsible for maintaining a safe and secure campus environment by adhering to safety protocols and reporting any concerns or incidents promptly.
- o Any behavior that compromises the safety or well-being of others will be addressed with the utmost seriousness.

7. Grievance Procedures:

- o Students have the right to file grievances or complaints regarding any violation of their rights or concerns about their academic or personal well-being.
- o Grievances will be handled through fair and impartial procedures, ensuring confidentiality and due process for all parties involved through GRC.

Administration Policy

Preamble:

The MEASI Institute of Management is dedicated to fostering an environment of academic excellence, ethical conduct, and holistic development. As a premier B-School affiliated with the University of Madras and recognized by AICTE, we aim to produce industry-ready professionals who excel in their fields and contribute positively to society. Our policies are crafted to uphold these standards, ensuring a transparent, efficient, and student-centric administrative framework.

Scope:

The Administration Policy applies to all administrative operations within the MEASI Institute of Management, encompassing faculty, staff, and students. It ensures alignment with AICTE and University of Madras regulations, providing a structured approach to administrative functions.

Objectives:

1. To maintain a high standard of administrative efficiency and accountability.
2. To ensure compliance with AICTE and University of Madras guidelines.
3. To foster a supportive and conducive environment for learning and professional growth.
4. To streamline processes for effective decision-making and resource management.
5. To promote transparency and integrity in all administrative activities.

Purpose: The purpose of this policy is to establish a comprehensive framework that governs the administrative operations of the MEASI Institute of Management. It aims to enhance the institutional effectiveness, support the academic mission, and ensure regulatory compliance.

Policies and Rules:

1. **Governance Structure:** The Institute shall maintain a robust governance structure with clearly defined roles and responsibilities to ensure effective decision-making and accountability.
2. **Admissions Policy:** Admissions shall be conducted based on merit and in accordance with the guidelines set forth by AICTE and the University of Madras.
3. **Financial Management:** All financial transactions shall be transparent, with periodic audits to ensure proper utilization of funds.
4. **HR Policies:** Recruitment, appraisal, and professional development of faculty and staff shall adhere to the standards prescribed by regulatory bodies.
5. **Student Support Services:** The Institute shall provide comprehensive support services, including counselling, career guidance, and grievance redressal mechanisms.
6. **Infrastructure and Resources:** Adequate infrastructure and resources shall be maintained to support academic and extracurricular activities.
7. **Code of Conduct:** All members of the Institute shall adhere to a strict code of conduct promoting integrity, respect, and professionalism.
8. **Continuous Improvement:** The Institute shall regularly review and update its policies to reflect best practices and changing regulatory requirements.

Statutory Policy

Preamble:

The MEASI Institute of Management, an esteemed B-School affiliated with the University of Madras and approved by AICTE, is dedicated to fostering an environment of academic excellence and professional development. Our institute is committed to producing industry-ready professionals equipped with the necessary knowledge, skills, and ethical values to excel in the global business environment.

Scope

This policy applies to all stakeholders of the MEASI Institute of Management, including students, faculty, administrative staff, and other relevant parties involved in the academic and operational functions of the institute.

Objectives

1. To provide a rigorous and relevant curriculum that meets the highest standards of business education.
2. To foster a culture of continuous improvement and innovation in teaching, research, and professional practice.
3. To develop graduates who are ethical, socially responsible, and capable of contributing to the sustainable development of society.
4. To strengthen industry-academia linkages and promote collaborative research and consultancy projects.
5. To ensure compliance with statutory regulations and uphold the integrity and reputation of the institute.

Purpose

The purpose of this policy is to outline the framework within which the MEASI Institute of Management operates, ensuring that all academic and administrative processes adhere to the guidelines and standards set by AICTE and the University of Madras. This policy aims to establish clear and consistent procedures that support the institute's mission and strategic goals.

Policies and Rules

1. **Admission Policy:** Admissions to the MBA program shall be conducted based on merit, adhering to the eligibility criteria and selection process stipulated by AICTE and the University of Madras.
2. **Academic Policy:** The institute shall offer a curriculum that aligns with AICTE and University of Madras guidelines, incorporating contemporary business practices and emerging trends. Regular curriculum reviews and updates will be conducted to maintain relevance.

3. Examination Policy: Examinations shall be conducted in a fair and transparent manner, following the protocols established by the University of Madras. Grievance redressal mechanisms will be in place to address any concerns.
4. Research and Development Policy: The institute shall promote a research-oriented culture by encouraging faculty and students to engage in scholarly activities. Adequate resources and support shall be provided for research initiatives.
5. Code of Conduct: All members of the institute are expected to uphold high standards of integrity and professionalism. Ethical conduct, respect for diversity, and adherence to institutional policies are mandatory.
6. Infrastructure Policy: The institute shall provide state-of-the-art infrastructure and facilities to support academic and extracurricular activities. Regular maintenance and upgrades will be ensured.
7. Student Welfare Policy: The institute shall ensure the well-being of its students by providing access to counseling services, career guidance, and extracurricular opportunities. A conducive and inclusive learning environment will be maintained.
8. Grievance Redressal Policy: A robust mechanism for addressing grievances of students, faculty, and staff will be in place. All grievances shall be resolved in a timely and fair manner.
9. Compliance Policy: The institute shall comply with all statutory requirements and regulations set forth by AICTE, the University of Madras, and other relevant authorities.

Faculty Development Policy

Preamble:

MEASI Institute of Management recognizes the pivotal role of faculty in shaping the academic landscape and fostering excellence in management education. In line with its commitment to continuous improvement and innovation, the institution endeavours to establish a comprehensive Faculty Development Policy that cultivates a culture of lifelong learning, research, and professional growth among its faculty members.

Scope:

This Faculty Development Policy applies to all full-time faculty members of MEASI Institute of Management across various departments and disciplines. It encompasses initiatives aimed at enhancing teaching effectiveness, fostering research and publication endeavours, promoting industry interaction, and supporting faculty members in their personal and professional development.

Objectives:

1. To enhance the pedagogical skills and teaching effectiveness of faculty members, thereby ensuring high-quality educational experiences for students.
2. To foster a conducive environment for research, innovation, and scholarly activities among faculty members, leading to contributions to the academic community and industry.
3. To promote interdisciplinary collaboration and industry interaction, enabling faculty members to stay abreast of the latest developments in their respective fields.
4. To support faculty members in their career progression and personal growth through mentoring, training, and professional development opportunities.
5. To uphold principles of equity, diversity, and inclusivity in all faculty development initiatives, ensuring equal access and opportunities for all faculty members irrespective of gender, background, or experience.

Purpose:

The Faculty Development Policy of MEASI Institute of Management is designed to:

- Empower faculty members with the requisite knowledge, skills, and resources to excel in their roles as educators, researchers, and mentors.
- Cultivate a vibrant academic community where intellectual curiosity, critical thinking, and continuous learning are encouraged and celebrated.
- Strengthen the institutional reputation and standing by promoting excellence in teaching, research, and industry engagement.
- Foster a culture of mutual respect, collaboration, and professionalism among faculty members, students, and other stakeholders.

Policies & Rules:

1. **Teaching Excellence:** Faculty members are encouraged to participate in workshops, seminars, and training programs aimed at enhancing their teaching methodologies, instructional design, and assessment practices. Feedback mechanisms such as peer reviews, student evaluations, and classroom observations will be utilized to assess teaching effectiveness and provide constructive feedback for improvement.
2. **Research Support:** MEASI Institute of Management will provide financial support, research grants, and access to library resources, databases, and research facilities to facilitate faculty members' research and publication endeavors. Collaborative research projects, conference presentations, and publication incentives will be encouraged to promote scholarly activities and knowledge dissemination.
3. **Industry Interaction:** Faculty members are encouraged to engage with industry practitioners, corporate partners, and alumni networks to stay updated on industry trends, challenges, and best practices. Guest lectures, industry visits, consultancy projects, and executive education programs will be organized to facilitate knowledge exchange and industry-academia collaboration.
4. **Professional Development:** MEASI Institute of Management will facilitate faculty members' participation in conferences, workshops, seminars, and faculty development programs conducted by reputed academic institutions, professional bodies, and industry associations. Sabbatical leave, study leave, and research fellowships may be granted to support faculty members' pursuit of advanced degrees, certifications, or specialized training programs.
5. **Institutional Support:** The institution will establish a Faculty Development Committee comprising senior faculty members, academic administrators, and external experts to oversee the implementation of the Faculty Development Policy and evaluate its effectiveness periodically. Adequate funding, infrastructure, and administrative support will be provided to ensure the smooth execution of faculty development initiatives across the campus.

6. **Inclusivity and Diversity:** MEASI Institute of Management is committed to promoting inclusivity, diversity, and gender equity in all aspects of faculty development. Special initiatives, mentoring programs, and support networks will be established to address the unique needs and challenges faced by female faculty members, early-career researchers, and faculty members from underrepresented backgrounds.
7. **Ethical Conduct:** Faculty members are expected to adhere to the highest standards of academic integrity, ethical conduct, and professional ethics in their teaching, research, and scholarly activities. Plagiarism, academic misconduct, and unethical behavior will not be tolerated, and appropriate disciplinary actions will be taken in accordance with institutional policies and procedures.
8. **Evaluation and Feedback:** The effectiveness of the Faculty Development Policy will be periodically evaluated through feedback surveys, performance metrics, and peer reviews. Faculty members will have the opportunity to provide input, suggestions, and recommendations for improving the policy and addressing their evolving needs and aspirations.

Inventory Policy

Preamble:

MEASI Institute of Management recognizes the significance of efficient inventory management in fostering a conducive learning environment for its diverse student body. With a commitment to excellence and inclusivity, this policy aims to establish standardized procedures for the procurement, storage, utilization, and disposal of inventory across all departments of the institute. By maintaining optimal inventory levels and ensuring accountability, MEASI Institute of Management endeavours to support its academic and administrative functions effectively.

Scope:

This policy applies to all inventory items owned or utilized by MEASI Institute of Management, including but not limited to educational materials, office supplies, furniture, equipment, and technology resources. It encompasses procurement, receipt, storage, distribution, utilization, maintenance, and disposal of inventory items across various facilities of the institute.

Objectives:

1. To ensure the availability of necessary inventory items to support academic and administrative activities efficiently.
2. To minimize inventory costs by optimizing procurement, storage, and utilization practices.
3. To establish accountability and transparency in inventory management processes.
4. To promote sustainability through responsible consumption and disposal of inventory items.
5. To enhance the operational efficiency of MEASI Institute of Management through streamlined inventory management practices.
6. To comply with relevant legal and regulatory requirements governing inventory management.

Purpose:

The purpose of this policy is to:

- Provide clear guidelines for the management of inventory items within MEASI Institute of Management.
- Facilitate effective planning and decision-making regarding inventory procurement, utilization, and disposal.
- Foster a culture of accountability, transparency, and responsibility among faculty, staff, and students in managing inventory resources.
- Enhance the overall efficiency and effectiveness of academic and administrative functions by ensuring the availability of required inventory items when needed.
- Align inventory management practices with the values and objectives of MEASI Institute of Management, including its commitment to excellence, inclusivity, and sustainability.

Policies & Rules:

1. **Procurement:** All procurement shall be made in accordance with budgetary allocations and approved requisitions.
2. **Receipt and Inspection:** Upon receipt of inventory items, designated personnel shall inspect and verify the quantity, quality, and condition of the items received. Any discrepancies or damages shall be documented and reported promptly.
3. **Storage and Security:** Inventory items shall be stored in designated storage areas that are secure, well-organized, and conducive to preserving the quality and condition of the items. Access to inventory storage areas shall be restricted to authorized personnel only.
4. **Utilization and Maintenance:** Inventory items shall be utilized for their intended purposes only and maintained in good working condition. Regular maintenance and servicing shall be conducted as per manufacturer recommendations to prolong the lifespan and functionality of inventory items.
5. **Inventory Tracking and Documentation:** MEASI Institute of Management shall maintain accurate records of all inventory transactions, including receipts, distributions, transfers, and disposals. Inventory records shall be updated regularly and reconciled with physical inventory counts to ensure accuracy.

6. Disposal and Surplus Management: Disposal of inventory items shall be carried out in compliance with relevant environmental regulations and institutional policies. Surplus inventory items may be redistributed internally or disposed of through appropriate channels, such as auctions, donations, or recycling programs.
7. Training and Awareness: Faculty, staff, and students involved in inventory management activities to ensure compliance with inventory policies and procedures. Awareness campaigns and educational initiatives shall be conducted periodically to promote responsible inventory management practices across the institute.

Financial Policy

Preamble:

MEASI Institute of Management, in pursuit of academic excellence and holistic development, acknowledges the critical role of financial management in ensuring the efficient functioning of the institution. This financial policy aims to provide a comprehensive framework for the management of financial resources in alignment with the institution's vision, mission, and values. It seeks to foster transparency, accountability, and prudent financial stewardship while catering to the diverse needs of all stakeholders within our coeducational campus.

Scope:

This policy applies to all financial transactions and activities undertaken by MEASI Institute of Management, encompassing budgeting, expenditure, revenue generation, investment, procurement, fundraising, and any other financial matters relevant to the institution's operations. It is applicable to all faculty, staff, students, vendors, and other parties engaged in financial dealings on behalf of the institute.

Objectives:

1. To ensure the effective utilization of financial resources towards the fulfillment of the institution's educational and operational objectives.
2. To maintain financial sustainability and resilience through prudent fiscal management practices.
3. To promote transparency, integrity, and compliance with legal and regulatory requirements in all financial transactions.
4. To optimize revenue streams and seek innovative avenues for financial growth and diversification.
5. To foster a culture of accountability, responsibility, and ethical conduct among all stakeholders involved in financial matters.
6. To support the strategic priorities and long-term development goals of MEASI Institute of Management through sound financial planning and resource allocation.

Purpose:

The purpose of this financial policy is to:

1. Establish clear guidelines and procedures for the management of financial resources within MEASI Institute of Management.
2. Enhance accountability and transparency in financial decision-making processes.

3. Provide a framework for the equitable distribution of financial resources to support academic programs, research initiatives, infrastructure development, and student services.
4. Mitigate financial risks and ensure compliance with relevant laws, regulations, and industry standards.
5. Facilitate informed decision-making by stakeholders through timely and accurate financial reporting and analysis.
6. Cultivate a culture of financial prudence, efficiency, and innovation across the institution.

Policies & Rules:

1. Budgeting and Financial Planning:

- o MEASI Institute of Management shall prepare annual budgets in consultation with relevant stakeholders, ensuring alignment with strategic objectives and available resources.
- o Budgetary allocations shall be based on transparent criteria, prioritizing academic excellence, student support, and institutional sustainability.
- o Regular monitoring and periodic reviews of budget performance shall be conducted to identify variances and make necessary adjustments.

2. Expenditure Management:

- o All expenditures shall be authorized, documented, and accounted for in accordance with established policies and procedures.
- o Procurement of goods and services shall adhere to competitive bidding processes, ethical standards, and financial thresholds set forth by the institution.
- o Adequate controls and safeguards shall be implemented to prevent fraud, waste, and abuse of financial resources.

3. Revenue Generation:

- o MEASI Institute of Management shall explore diverse revenue streams, including tuition fees, and income-generating activities, to support its financial sustainability.

4. Investment and Asset Management:

- o Surplus funds of MEASI Institute of Management shall be prudently invested in accordance with established investment policies, seeking optimal returns while managing risks.
- o The institution shall maintain accurate records of its assets, ensuring their proper utilization, maintenance, and disposal as per applicable guidelines.

5. Financial Reporting and Compliance:

- o Timely and accurate financial reports shall be prepared and disseminated to relevant stakeholders, providing comprehensive insights into the institution's financial performance and position.
- o MEASI Institute of Management shall adhere to all relevant accounting standards, tax regulations, and legal requirements, ensuring compliance and accountability in financial reporting.

6. Ethical Conduct and Accountability:

- o All faculty, staff, students, and stakeholders shall uphold high ethical standards in financial dealings, avoiding conflicts of interest, bribery, corruption, or any form of financial misconduct.
- o Mechanisms for internal controls, audits, and oversight shall be established to promote accountability and transparency in financial management practices.

7. Review and Revision:

- o This financial policy shall be periodically reviewed and updated as necessary to reflect changes in internal and external environments, emerging best practices, and evolving regulatory requirements.
- o Amendments to the policy shall be approved by the appropriate governing bodies of MEASI Institute of Management.

Admissions Policy

Preamble:

MEASI Institute of Management (MIM), recognizing the critical role of education in shaping future leaders, endeavours to foster an inclusive and dynamic academic environment. Grounded in the principles of excellence, integrity, and diversity, MIM is committed to nurturing individuals who will thrive as innovative thinkers, ethical decision-makers, and global leaders in the field of management. With a rich heritage of academic excellence, MIM is dedicated to advancing knowledge, fostering research, and empowering students to make meaningful contributions to society.

Scope:

This admissions policy governs the process for admission to the Master of Business Administration (MBA) and Doctor of Philosophy (Ph.D.) programs in Management at MEASI Institute of Management. It applies to all prospective students seeking admission to these programs, regardless of gender, ethnicity, nationality, or background.

Objectives:

- To attract and enrol talented individuals with diverse backgrounds and experiences, thereby enriching the academic environment and fostering a culture of collaboration and learning.
- To ensure transparency, fairness, and meritocracy in the admissions process, thereby upholding the integrity and credibility of the institution.
- To identify and nurture future leaders, entrepreneurs, and scholars who demonstrate exceptional potential for success in the field of management.
- To provide equal opportunities for all qualified candidates, promoting inclusivity and diversity on our coeducational campus.
- To uphold the highest standards of academic excellence, professionalism, and ethical conduct among our students and faculty members.

Purpose:

The purpose of this admissions policy is to establish clear guidelines and procedures for the selection of candidates for the MBA and Ph.D. programs in Management at MEASI Institute of Management. By outlining the criteria for eligibility, the process for application and evaluation, and the principles of fairness and transparency, this policy aims to ensure that only the most qualified and deserving candidates are admitted to our programs. Through this rigorous selection process, we seek to maintain the highest standards of academic excellence and integrity, while also promoting diversity, inclusivity, and equal opportunity for all applicants.

Policies & Rules:

1. Eligibility Criteria:

- o Applicants for the MBA program must possess a bachelor's degree in any discipline from a recognized university, with a minimum aggregate score as specified by the institution.
- o Applicants for the Ph.D. program must hold a master's degree in management or a related field, with a strong academic record and relevant research experience.

2. Admissions Process:

- o All applicants must submit a completed application form, along with supporting documents, including transcripts, letters of recommendation, and a statement of purpose.
- o Shortlisted candidates may be required to undergo additional evaluations, such as written tests, interviews, or group discussions, as determined by the admissions committee.

3. Selection Criteria:

- o Admission to the MBA program is based on a holistic review of the candidate's academic record, professional experience, leadership potential, extracurricular activities, and performance in the admissions tests and interviews.
- o Admission to the Ph.D. program is based on the candidate's research aptitude, academic achievements, relevance of prior research experience, and alignment of research interests with the faculty expertise and institutional priorities.

4. Merit-Based Selection:

- o Admission decisions are made solely on the basis of merit, without any discrimination based on gender, ethnicity, nationality, religion, or socioeconomic background.
- o The admissions committee reserves the right to verify the authenticity of the information provided by the applicants and to reject any application found to contain false or misleading information.

5. Reservation Policy:

- o MEASI Institute of Management adheres to the reservation policy mandated by the government of India, providing reservations for candidates belonging to scheduled castes, scheduled tribes, other backward classes, and economically weaker sections, as per the prevailing regulations.

6. Code of Conduct:

- o All applicants are expected to adhere to the highest standards of academic integrity and ethical conduct throughout the admissions process.
- o Any form of misconduct, plagiarism, or dishonesty will result in the disqualification of the applicant from consideration for admission.

7. Appeals and Grievances:

- o Applicants have the right to appeal against any decision made by the admissions committee, provided they can provide substantial evidence to support their appeal.
- o Grievances related to the admissions process should be submitted in writing to the designated authority for review and resolution.

MEASI Institute of Management reserves the right to modify or update this admissions policy as deemed necessary, with due consideration for the principles of fairness, transparency, and equity.

Infrastructure, IT-Infrastructure Policy

Preamble:

MEASI Institute of Management recognizes the pivotal role of robust Campus infrastructure and IT infrastructure in facilitating seamless operations and fostering academic excellence in the digital era. As a premier institution committed to holistic education, we acknowledge the imperative of maintaining an efficient and secure Campus infrastructure & IT infrastructure to support the diverse needs of our students, faculty, and staff. This policy aims to establish guidelines for the management, utilization, and security of all resources & IT resources across the campus.

Scope:

This policy applies to all students, faculty, staff, and visitors utilizing the Campus Resources and IT infrastructure of MEASI Institute of Management. It encompasses all hardware, software, networks, and digital resources owned, operated, or accessed by the institute, irrespective of location or device.

Objectives:

1. To ensure the availability, reliability, and performance of IT infrastructure to support academic and administrative activities.
2. To promote equitable access to IT resources for all members of the institute community, fostering inclusivity and collaboration.
3. To safeguard the confidentiality, integrity, and availability of institutional data and digital assets.
4. To facilitate innovation and excellence in teaching, learning, research, and administrative processes through the strategic use of technology.
5. To comply with relevant laws, regulations, and industry standards pertaining to IT infrastructure and information security.
6. To cultivate a culture of responsible and ethical use of IT resources, promoting digital literacy and cyber hygiene among stakeholders.

Purpose:

The purpose of this policy is to establish guidelines and standards for the management, utilization, and security of IT infrastructure within MEASI Institute of Management. By delineating roles, responsibilities, and best practices, this policy aims to optimize the use of IT resources, mitigate risks, and enhance the overall effectiveness of academic and administrative operations.

Policies & Rules:

1. Access Control:

- o Access to IT resources shall be granted based on roles and responsibilities, with appropriate authentication mechanisms in place.
- o Users are responsible for maintaining the confidentiality of their credentials and shall not share them with unauthorized individuals.

2. Network Security:

- o The institute's network shall be protected by firewalls, intrusion detection systems, and other security measures to prevent unauthorized access and malicious activities.
- o Users shall not engage in activities that may compromise the security or performance of the network, such as unauthorized sharing of copyrighted materials or malicious software.

3. Data Protection:

- o Institutional data shall be classified based on sensitivity and handling.
- o Measures shall be implemented to safeguard data against unauthorized access, alteration, or disclosure, including encryption and regular backups.

4. Acceptable Use:

- o IT resources provided by the institute are to be used for educational, research, and administrative purposes in accordance with institutional policies and ethical standards.
- o Activities that violate laws, infringe upon the rights of others, or disrupt the normal operation of IT infrastructure are strictly prohibited.

5. Software and Hardware Usage:

- o Only licensed software approved by the institute shall be installed and used on institutional devices.
- o Personal hardware connected to the institute's network must comply with relevant security standards and policies.

6. Incident Reporting:

- o Users shall promptly report any suspected security incidents, breaches, or vulnerabilities to the designated IT support personnel for investigation and remediation.
- o Failure to report security incidents may result in disciplinary action, up to and including termination of access privileges.

7. Training and Awareness:

- o Users are encouraged to stay informed about emerging threats and vulnerabilities and take proactive measures to mitigate risks.

8. Compliance and Enforcement:

- o Compliance with this policy is mandatory for all members of the institute community, and violations may result in disciplinary action, up to and including termination of access privileges and legal consequences.
- o The IT department shall periodically review and update this policy to reflect changes in technology, regulations, and institutional requirements.

Mentoring and Counselling Policy

Preamble:

At MEASI Institute of Management, we are dedicated to fostering an environment of academic excellence and personal growth. As an institution accredited by the AICTE and affiliated with the University of Madras, our mission is to deliver comprehensive business education that aligns with industry standards and equips students with the skills required to excel in their professional careers.

Scope

This Mentoring and Counselling Policy applies to all students of MEASI Institute of Management. It encompasses individual and group mentoring, academic advising, and personal counselling services provided to support the holistic development of our students.

Objectives

1. **Enhance Academic Success:** Provide personalized guidance to help students achieve their academic goals.
2. **Promote Career Development:** Offer mentorship to support career planning, professional development, and industry readiness.
3. **Support Personal Well-being:** Ensure access to counselling services to address personal and emotional challenges.
4. **Encourage Growth and Leadership:** Foster leadership skills and personal growth through structured mentoring programs.

Purpose

The purpose of this policy is to establish a framework for mentoring and counselling that aligns with AICTE and University of Madras guidelines. It aims to create a supportive environment where students receive the guidance needed to navigate their academic journey and career path, while also addressing any personal issues that may impact their success.

Policies and Rules

1. **Mentoring Program:** Each student will be assigned a mentor from the faculty. Mentors are responsible for providing academic advice, career guidance, and support for personal development.
2. **Counselling Services:** The HR, Training & Development Heads will be available Counsellors to provide confidential support for personal and psychological issues. Appointments can be scheduled through official email.
3. **Regular Reviews:** Faculty Mentors will conduct regular reviews to track student progress and address any emerging concerns.
4. **Confidentiality:** All mentoring and counselling interactions will be conducted with the highest level of confidentiality and respect for privacy.
5. **Feedback Mechanism:** Students are encouraged to provide feedback on mentoring and counselling services to ensure continuous improvement and effectiveness.

Training and Career Development Policy for Faculty and Students

Preamble

At MEASI Institute of Management, our commitment is to foster academic excellence and holistic development through rigorous mentoring, comprehensive training, and effective career development initiatives. In alignment with AICTE and the University of Madras statutory requirements, we aim to provide an enriching environment that equips both students and faculty with the necessary skills and knowledge to excel in their professional and academic pursuits. This document outlines the scope, objectives, purpose, policies, and rules governing our mentoring, training, and career development programs.

Scope

This policy applies to all faculty members and students of MEASI Institute of Management. It encompasses mentoring practices, training programs, and career development activities designed to support the growth and advancement of individuals within the institution.

Objectives

1. **Mentoring:** To provide guidance and support to students and faculty, helping them navigate academic and professional challenges effectively.
2. **Training:** To enhance the skills and competencies of faculty and students through structured training programs aligned with industry standards.
3. **Career Development:** To equip students with the necessary tools and opportunities to pursue successful careers, and to support faculty in their professional growth.

Purpose

- **For Faculties:** To ensure continuous professional development, foster research and academic excellence, and facilitate a supportive environment for career advancement.
- **For Students:** To aid in their academic and career planning, enhance employability, and prepare them for successful careers in the business world.

Policies and Rules

For Faculties

1. Mentoring:

- o Regular feedback sessions and performance reviews will be conducted to guide career progression.

2. Training:

- o Faculties are encouraged to participate in workshops, seminars, and conferences to stay updated with industry trends.
- o The Institute will provide financial support and time off for approved training activities.

3. Career Development:

- o Professional development plans will be created in collaboration with department heads to align career goals with institutional needs.
- o Opportunities for research and publishing will be promoted.

For Students

1. Mentoring:

- o Students will be assigned mentors who will offer academic and career guidance throughout their program.
- o Regular meetings will be scheduled to discuss academic progress and career aspirations.

2. Training:

- o The Institute will offer workshops, guest lectures, and skill development sessions on relevant industry topics.
- o Internships and practical training opportunities will be provided to enhance real-world experience.

3. Career Development:

- o Career counselling services will be available to assist students in resume building, interview preparation, and job search strategies.
- o Networking events and placement drives will be organized to connect students with potential employers.

ACADEMIC POLICY

1. Purpose

- To provide guidelines that are transparent for all activities related to teaching and learning process.
- To ensure academic accountability.
- To Provide and ensure the quality of management education including
 - i. Courses and syllabi in accordance with the need of the industry.
 - ii. Preparation of course materials which meets the standards prescribed by the regulators.
 - iii. Delivery of course content which incorporates innovative instructional methods.
 - iv. Ensuring quality by adhering to prescribed assessment tools.

2. Scope

- The scope of this policy is to make the SOPs implementable, for all activities pertaining to teaching and learning.

3. Definitions

3.1. Curriculum:

Curriculum can be defined as the document, plan or blue print for instructional guidance which is used for teaching and learning to bring about positive and desirable learner behaviour change

3.2. Syllabus:

A syllabus is a document that outlines all the essential information's about the subject / course. It lists the topics you will study, total number of hours required to complete the syllabus and a topic. Reference test books list for the subject.

3.3. Academic Calendar:

Academic calendar is *a schedule of all of the events that occur in an academic year*. These events may include date reopening and closing of semester, dates of examinations, assignments and other co – curricular and extra-curricular activities.

3.4. Course File:

Course file is essentially a document that includes all the necessary details regarding the course, batch, assessment, and overall outcomes of the course. All Institutions usually mandates the need of maintain a course file by all the faculties handling the subject.

3.5. Question Bank:

Question Bank is a collection of important and possible questions for the subject.

3.6. Internal Assessment:

Internal Assessment means *the assessment based on continuous internal assessment (CIA) tests and assignments given to the students during an academic period.*

3.7. Student Feedback:

Student feedback means *the opinion of students on teaching and learning effectiveness, collected at different times in a semester/programme.*

4. Academic Process:

The Academic process is broadly categorized into following parameters shown below.

4.1. Subject Allocation
4.2. Preparing Time Table
4.3. Preparation of Academic calendar
4.4. Course File
4.5. Content Delivery Process 4.5.1. Class Teaching Methodology 4.5.2. E-Log book
4.6. Monitoring content delivery process
4.7. Internal Assessment Methods 4.7.1. Assignment 4.7.2. Internal Assessment Test 4.7.3. Model Exam 4.7.4. Attendance 4.7.5. Activities, seminars and other assessments
4.8. Student performance Assessment
4.9. Mentoring and counselling

4.10. Parent Teachers Meeting (PTM)
4.11. Summer Internship & Final Project
4.12. University result analysis and action plan
4.13. Students Feedback

4.1. Subject Allocation:

Academic Head allocate the subjects after obtaining subject preference from faculty members in consultation with the director to all the faculty members.

4.2. Preparing Time Table:

The academic head prepare the time table for applicable semester prior to 7 days commencement of semester and the same shall be circulated to students on approval by the Director.

4.3. Preparation of Academic Calendar:

- The Academic Calendar shall be prepared by academic head (AH) after taking inputs from the UOM academic calendar and consultation with faculty members.
- Academic Calendar shall include tentative dates of
 - o internal assessment test,
 - o submissions of assignments
 - o Model exams,
 - o projects,
 - o seminar / guest lectures,
 - o workshops,
 - o Industrial visits,
 - o Training and Development programmes.
 - o MDPs,
 - o FDPs
 - o Faculty Internship
 - o extra and co-curricular student activities,
- After incorporating the above the AC will be approved by the Director.
- Deviations, if any will be communicated by the respective employee and the same ratified in consultation with Director.

4.4. Course File:

- Faculty members who have been assigned the course should prepare the course file.
- Course file contents from S.No.1 to 12 should be submitted by the concerned faculty before the commencement of the semester, and the same shall be verified by the academic committee and approved by the academic head in consultation with the Director.

Course file must consist of the following documents:

1. Syllabus along with Course Objectives & Outcomes
2. Teaching Delivery plan (Lesson Plan)

3. Time Table
4. Assignment Questions
5. Question Papers of Test and Model Examination
6. Case Study
7. Question Bank
8. Content Beyond Syllabus
9. Website Resources
10. List of assessment Tools
11. List of ICT Based Teaching Methodology
12. Hard/Soft Copy of Study Material
13. Assignments Answer Sheet-Sample Copy
14. Test Answer Sheet-Sample Copy
15. Attendance Percentage of Students Up to Model Examinations for the Subject
16. COCAT Question Paper
17. COCAT Exit Survey Form
18. COCAT Marks
19. Internal Assessment Marks
20. Students Performance in University Examination Marks

- Course file contents from S.No.13 to 20 to be submitted by the concerned faculty within one week of completion of the semester, and the same shall be verified by the academic committee and approved by the academic head in consultation with the Director.

4.5. Content Delivery Process

The Content delivery process includes

- 4.5.1. Class Teaching Methodology
- 4.5.2. E-Log book

4.5.1. Class Teaching Methodology:

The effective class teaching shall be ensured by supplementing with

- Case studies
- Data centric Projects,
- Hands-on-Sessions,
- Innovative Instructional Methods

4.5.2. E – Log book:

Every Faculty teaching the course shall record and maintain Log book for the classes handled by them daily. The log book contains the following details.

Name of the Faculty:				Subject/Year/Semester:			
S.No.	Date	Time From To	Topics Covered	Methods /Aids/Tools Used	Mode of class: Physical/ Online	Cumulative Hours	Roll no of absentee.

The log books to be submitted on the last working day of every week, to academic committee, and verified and approved by the academic head in consultation with the Director.

4.6. Monitoring content delivery process:

Academic coordinator, Class coordinators and Director monitors the progress of syllabus coverage every week through E-Log Book. The number of lectures planned and the number of lectures actually conducted facilitates identification of gaps, if any, and necessary corrective actions are taken for filling the gap

The Following activities are carried out to monitor content delivery process

- a. Conducting Course coordination meeting
- b. Conducting Class coordination meeting
- c. Students Feedback.
- d. E – Log book weekly verification. etc.

4.7. Internal Assessment Methods:

The internal marks are assigned based on the following assessment methods

4.7.1. Assignment:

Minimum 2 assignments for each semester per subject the 10 marks will be awarded for each assignment

4.7.2. Internal Assessment Test:

Minimum 2 Internal Assessment test to be conducted per subject per Semester, 25 marks will be awarded per each test.

4.7.3. Model Exam:

One model examination will be conducted per subject per semester, 75 Marks will be awarded for model examination.

4.7.4. Attendance:

A Student must maintain an attendance record of atleast 75% in each and every subject. Condonation is allowed for Students above 65% and below 75% attendance. Students below 65% attendance are not eligible to write the university exams as per the University of Madras norms. Depends up the percentage of attendance the students secure marks out of 5 marks allotted for attendance.

4.7.5. Activities, seminars and other assessments.

Apart from the above based on participation and performance of students in individual and group activities, seminars and other assignments 5 marks will be awarded.

Internal Marks will be awarded based on the following pattern for the students

Particulars	Maximum marks to be Allotted by faculty	Marks assigned for Internals
Assignments – 10 Marks		Assignment marks 9 or 10 = 5 marks Assignment marks 7 or 8 = 4 marks

	5 Marks	Assignment marks 5 or 6 = 3 marks Assignment marks 3 or 4 = 2 marks Assignment marks 1 or 2 = 1 mark Assignment mark 0 or NS = 0 mark
Internal Assessment – 25 Marks	5 marks	Internal assessment marks 21 to 25 = 5 marks Internal assessment marks 16 to 20 = 4 marks Internal assessment marks 11 to 15 = 3 marks Internal assessment marks 6 to 10 = 2 marks Internal assessment marks 1 to 5 = 1 mark Internal assessment mark 0 or absent = 0 mark
Model Exam – 75 Marks	5 marks	Model exam marks 60 and above = 5 marks Model exam marks 51 to 59 = 4 marks Model exam marks 38 to 49 = 3 marks Model exam marks 31 to 37 = 2 marks Model exam marks 21 to 30 = 1 mark Model exam marks 20 or below 20 or absent = 0 mark
Attendance – 5 Marks	5 marks	Attendance below 60% = 0 marks Attendance between 61% to 75% = 3 marks Attendance between 76% to 90% = 4 marks Attendance above 91% = 5 marks
Activities, seminars and other assessments – 5 marks	5 marks	5 marks
Total	25 Marks	

4. 8. Student performance Assessment:

Students' academic performance are tracked through the Assignments, Internal assessment test and Model examinations marks and through other assigned activities during the academic journey and special efforts are made to bring slow learners to come at par with

the average / above average group. Students with good background and skills are guided to higher levels of achievements and encouraged towards challenging goals.

The following activities are undertaken to improve the performance of slow learners

1. Mentoring / Counselling
2. Tutorial
3. Extra / remedial / makeup classes
4. Re-Test for improvement
5. Giving important University questions etc.

Progress report of every student will be sent to his/her parents or guardian at the end of each internal test. If a student is found short of attendance or irregular to classes, reports will be sent to his/her parent or guardian.

4.9. Mentoring and Counselling:

- Students will be divided into groups and each group will be placed under the guidance of the faculty/Mentor.
- The Mentor will be monitoring the student's progress in studies and guide them to attain their goals.
- The mentor interact with their mentees one to one and prepare a road map of goal sheet and a personal file is also maintained for each student to record his/her progress in studies, attendance etc.
- The students may approach their mentor freely for guidance and advice. The mentor will constantly keep in touch with parents/ guardian of the students regarding their progress.

4.10. Parent Teachers Meeting (PTM):

- The institute will conduct parent Teachers meeting semester once.
- PTM invitation with agenda to be send to all parents at least 20 days in advance date of meeting.
- Feedback from parents also be collected and the entire proceedings of the meeting also recorded in minutes.

4.11. Summer Internship & Final Project:

4.11.1. Summer Internship:

Every students has to undergo summer internship after completion of second semester university examination. The faculty mentor will be guide for summer internship, proper guidelines will be provided to students for carrying out internship and completion of internship report. Summer internship report to be submitted by all the students before the completion of third semester. Marks will be awarded based on the Intership report and viva voce conducted by external experts.

Guidelines for Summer internship Report

The guidelines to be followed for preparing summer Internship report are as follows:

The internship report should be presented in the following format only

(a) Every student is required to submit the summer internship report as per the guidelines

- (b) The report should be printed on A4 size sheet.
- (c) The font used should be Times New Roman and font size should be 12.
- (d) The line spacing should be fixed at 1.5 lines.
- (e) Page numbers should be placed at bottom middle position.
- (f) Chapters should be numbered as 1, 2, 3 etc.
- (g) The internship report should be a minimum of 30 pages and should not exceed 50 pages.
- (h) Students should submit 3 (one for the student, one for the Institute and one for the organisation) hard copies duly signed by the faculty guide.
- (i) Every student is required to take approval from the faculty guide before the stipulated date of submission.
- (j) Students are required to prepare PPT as per Branding guidelines of MIM and the same to be presented to the panel of examiners appointed.
- (k) Internship 100 marks will be awarded to the student by the panel of examiners based on the report submitted and PPT presentation Performance. (50 Marks for Report and 50 marks for Presentation)

4.11.2. Final Project:

After completion of third semester students has to undertake project work in any of the industries. The faculty mentor will be guide for final project, proper guidelines will be provided to students for carrying out final project and completion of project report.

The following steps to be followed for final project.

Steps :

1. Identification of the Organizaton (company)
2. Avail permission letter from MIM
3. Obtain approval letter from the company.
4. Submit letter to MIM faculty guide (Internal Guide)
5. Ascertain organisational guide (External guide)
6. Formulate research design and obtain approval from guide.
7. Collect review of literature about Business, Industry, company and Market.
8. Collect primary and secondary data.
9. Analyze and interpret data collected.
10. Apply statistical tools and techniques.
11. Recommended suitable suggestions for problems identified under the study.
12. Submit draft manuscript.
13. Obtain approval for binding project upon incorporation of suggested modifications.
14. Prepare hard bound – light blue of the project report and obtain signatures of Guide and Director.

Guidelines for Report Formatting :

- ❖ Times New Roman
- ❖ Text – 12 size, font normal.
- ❖ Headings – 14 size, font bold
- ❖ Chapter title – 20 size, font bold (separate Page)
- ❖ 1.5 line spacing
- ❖ More margin on left-side of page (to accommodate binding)
- ❖ Page numbers at centre - bottom
- ❖ Preliminary pages – small roman numbers (centre – bottom)
- ❖ Page number 1 starts from chapter 1(Introduction)
- ❖ A-4 size good quality paper
- ❖ Final report – Hard bound (2copies), with one CD.
- ❖ Colour / Black & white print outs.
- ❖ Pages not exceeding 120
- ❖ Quality analysis is required

4. 12. University result analysis and action plan:

Results published by the university will be analyzed by the admin. Staff. The passing requirement is 50 %.. The students scored less than 50% are treated as failed in the subject. Those students are advised to apply for revaluation if they have the confidence of really done well in the subject. Necessary remedial classes are conducted to the failed students to clear the paper successfully and to get the MBA degree in duration of 2 years.

4.13. Students Feedback:

At the end of every semester feedback obtained from all the students relating to the following

- 4.13.1.1. Feedback on subject faculty
- 4.13.1.2. COCAT
- 4.13.1.3. Course Exit Survey

At the end of the programme feedback obtained relating to the following

- 4.13.4 POCAT
- 4.13.5. Program exit survey
- 4.13.6. Feedback about the Infrastructure.

5. Roles and Responsibilities:

- 5.1. Academic Head
- 5.2. Subject Faculty
- 5.3. Class Coordinator
- 5.4. Mentor
- 5.5. Examination Coordinator
- 5.6. Invigilator

5.1. Academic Head:

- 1. Support, appraise and consult Director about the academic planning, execution, monitoring and performance of academic process.

2. Ensure academic planning of the program such as Subject allocation, Academic calendar, load distribution, time table, teaching plans, faculty preparation & presentation, outcomes etc.
3. Perform student and faculty attendance and performance monitoring.
4. Organize review meeting for academic planning and performance evaluation.
5. Ensure the preparation of documents, files and reports supporting academic process.
6. Coordinate with the Class coordinators and Examination coordinator for academic process execution.
7. Ensure academic discipline by monitoring the reporting of students, faculty and deadlines.
8. Counsel students, faculty and staff for the improvement of academic process.

5.2. Subject Faculty

1. To ensure the effective content delivery through conduction of classroom sessions.
2. To report to academic head, Director and perform as per responsibilities assigned by the authority from time to time.
3. To assist the authority to plan, execute and monitor the curricular, co-curricular and extra-curricular activities.
4. To prepare, course file and get it approved and maintain the records and files for assigned responsibilities.
5. To respond and perform University responsibilities assigned time to time
6. To motivate, plan, perform and monitor various activities for improvement of students.
7. To make alternative arrangement before proceeding on leave/ OD / deputed work and inform the academic head.
8. To adhere to quality policies of the institute and work towards achievements of goal.
9. To work towards the research and development activities like Publications, Funded projects,

5.3. Class Coordinator:

1. To ensure preparation of student roll list, time tables and communicate to students and faculties.
2. To coordinate various academic and administrative duties as per the requirements of students section
3. To notify students and faculty about the changes or activities of class from time to time.
4. Monitor the execution of lecture / practical for reporting of student, faculties and take necessary actions to maintain academic discipline.

5. Monitor attendance and performance of students and take necessary actions in consultation with mentors and authorities.

6. Address student's request / suggestions / complaints in consultation with authorities.

7. Support the authorities in execution of academic processes and decision for class.

8. Conduct class coordination committee meetings periodically and maintain the minutes of the meetings.

9. Take review reports as per the academic calendar and discuss this with authorities.

5.4. Mentor:

1. To collect the list of allotted students and formats for updating the students' records from Academic Head, Director.

2. To collect the "student's Information" from the respective students.

3. To establish the contact with the parents through telephonic discussion, appraise them about the development of their ward.

4. Conduct meeting with students once in two week.

5. To act as a Counsellor, Guide and Philosopher of the student.

6. To encourage the student to have open dialogue.

7. To record the observations about the student viz. achievements, doubts, fears, grievances.

8. To evaluate the student's ability, strengths and weaknesses.

9. To help the students to over-come their weaknesses and strengthen the abilities to excel in his/her defined goals.

9. To submit the report complete on all respect to academic head -at the end of term. Mentors can collect those files from HoD before the start of next academic session

5.5. Examination Coordinator:

1. Prepare the tentative schedule for assignments, internal assessment test and model examinations at the beginning of the semester itself and the same to be mentioned in the academic calendar.

2. Intimating the schedule of Assignments and tests to students atleast 15 days before the assigned dates with the approval of Director

3. To arrange and keep ready well in advance all the stationaries like paper, Thread, covers etc before the commencement of examination.

4. To prepare the class rooms allotment for test and invigilation duty schedule for faculties and to be intimated to students and faculties before 2 days of examination with the approval of director.

5. To maintain the records of assignment and test and model examination marks.

5.6. Invigilator:

1. Invigilation work is a part of the duty of all teaching staff members. No change or alternate arrangement for doing the invigilation work, without the approval of the chief superintendent / Director / Academic coordinator.

2. The invigilators are requested to be present 30 minutes before the commencement of examination.

3. Any incriminating materials including mobile phone are not permitted inside the hall.

4. Invigilators are requested to be inside the exam hall allotted before 15 minutes of commencement of examination and allow the students inside the exam hall only after verifying Hall tickets and ID card.

5. The invigilators must check the register number of the candidates in their hall tickets, on the table and in the answer book and then sign in the column provided for the invigilators.

6. The invigilators must also get the signature of the candidates present in the examination hall in the attendance sheet

7. The additional books if applicable must be signed by the invigilators as and when they are given to the students.

8. The invigilators must remain inside the hall during the examination and should not substitute others in their place during the examination session.

9. The invigilators must not attend to any other work in the examination hall. They must be on the move in the examination hall and see that there is no malpractice by the student.

10. Any malpractice or copying by the students must be immediately reported to the Chief Superintendent / Director / academic head with the material and evidence.

11. The invigilators must collect the answer books as and when the students complete the examination, arrange them in number-wise and hand them over to the staff-in-charge. He must wait till answer papers are checked and received by the staff-in-charge.

12. The invigilators are requested to collect the remaining additional sheets, answer books and other materials supplied to them, along with the answer scripts and hand them over to the staff-in-charge.

13. The members of the staff who are availing leave in case of emergency/medical grounds during examination days are requested to inform the Chief Superintendent / Director/ Academic head so that the examination work will not suffer.

14. Any problem / grievances during examination may be represented to the chief superintendent / Director / Academic Head.

Service Book of Faculty Members and Non-Teaching Staff Members Policy

Preamble:

MEASI Institute of Management (MIM) is committed to maintaining a high standard of excellence in education and professional conduct. In pursuit of this commitment, the institute recognizes the importance of having a comprehensive and transparent Service Book policy for its faculty members and non-teaching staff. This document outlines the Standard Operating Procedure (SOP) and policies governing the Service Book, which is a vital record of service for all personnel.

Scope:

This policy applies to all faculty members and non-teaching staff employed by the MEASI Institute of Management. It covers procedures for the creation, maintenance, and management of Service Books, ensuring consistency, accuracy, and transparency in recording service-related information.

Objectives:

The objectives of this policy are to:

1. Establish a standardized system for maintaining Service Books for faculty and non-teaching staff.
2. Ensure accurate and up-to-date records of service, qualifications, appointments, promotions, and other relevant details.
3. Provide a reference for the management of employee benefits, promotions, transfers, and other HR-related decisions.
4. Enhance transparency and accountability in personnel management.
5. Facilitate compliance with institutional, regulatory, and legal requirements.

Purpose

The purpose of this policy is to:

1. Define the responsibilities of various stakeholders in the management of Service Books.
2. Outline the procedures for the entry, update, and verification of service-related information.
3. Ensure the security and confidentiality of personal and professional information recorded in the Service Books.
4. Provide guidelines for the retention and disposal of Service Books.

Policies and Rules

1. Creation and Maintenance of Service Books

1.1 Initiation: A Service Book shall be initiated for each faculty member and non-teaching staff member at the time of their appointment. The Human Resources (HR) department is responsible for creating and maintaining these records.

1.2 Content: The Service Book shall include:

- Personal details: Name, Date of Birth, Address, Contact Information.
- Educational qualifications and certifications.
- Details of appointment: Date of joining, Position.
- Record of promotions, transfers, and deputations.
- Leave records: Types of leave availed and balances.
- Awards, recognitions, and disciplinary actions, if any.
- Resignation or retirement details.

1.3 Updates: The Service Book shall be updated regularly to reflect any changes in the Faculty and Staff Member status, qualifications, or employment details. All entries must be authenticated by the HR department by Head – HR & Admin.

2. Responsibilities

2.1 Human Resources Department: Responsible for the creation, maintenance, and overall management of Service Books. Ensure all entries are accurate, complete, and up-to-date.

2.2 Head – HR & Admin: Verify and authenticate entries related to the respective faculty and non-teaching staff.

2.3 All Faculty & Staff Member: Review their Service Book periodically to ensure accuracy. Notify the HR department and Head – HR & Admin of any discrepancies or changes in personal or professional details.

3. Security and Confidentiality

3.1 Access Control: Access to Service Books is restricted to authorized personnel only. Digital records must be secured with appropriate cybersecurity measures.

3.2 Confidentiality: Personal and professional information contained in the Service Books shall be treated with the highest level of confidentiality. Unauthorized access or disclosure of information is strictly prohibited and subject to disciplinary action.

4. Retention and Disposal

4.1 Retention: Service Books shall be retained for the duration of the employee's service and for a minimum period of five years after their resignation, retirement, or termination, as per legal and regulatory requirements.

4.2 Disposal: Upon the expiration of the retention period, Service Books shall be disposed of securely to ensure that personal information is irretrievable.

5. Compliance and Review

5.1 Compliance: All Faculty and Staff Members are required to comply with this policy. Non-compliance may result in disciplinary action.

5.2 Review and Revision: This policy shall be reviewed periodically by the HR department to ensure its continued relevance and effectiveness. Any revisions shall be approved by the management and communicated to all employees.

Employee Welfare Policy

Preamble

MEASI Institute of Management, a premier business school, is committed to providing excellence in education, research, and professional development, adhering to the standards set forth by the All India Council for Technical Education (AICTE) and the University of Madras.

Our mission is to create a vibrant academic environment that fosters innovation, leadership, and ethical practices. We strive to offer a supportive work culture that encourages faculty and staff to contribute to the institution's success while ensuring their well-being and professional growth. In pursuit of our vision, we have established policies that promote inclusiveness, transparency, and continuous improvement.

Scope

This policy applies to all teaching and non-teaching staff of MEASI Institute of Management, aiming to foster a healthy and productive work environment while ensuring compliance with AICTE and University of Madras guidelines.

Objectives

- To ensure the welfare and well-being of faculty and staff through comprehensive policies.
- To promote professional development, work-life balance, and financial security.
- To align institutional policies with the best practices in higher education, as mandated by AICTE and the University of Madras.

Purpose

The welfare policy is designed to maintain a harmonious work environment, ensure employee satisfaction, and support the professional and personal growth of all faculty and staff members. The policy encompasses financial, health, and social well-being, thus fostering a motivated and engaged workforce.

Employee Welfare Policy

1. **Ex-Gratia:** Faculty and staff who demonstrate exemplary performance or contribute to the institution's growth are eligible for an ex-gratia payment, awarded annually. The amount will be determined by the management, based on financial performance and individual contributions.
2. **Group Medical Policy:** All employees are covered under a group medical insurance policy, which provides health coverage for hospitalization, surgery, and other medical expenses. The policy also extends to immediate family members, ensuring that the well-being of employees and their dependents is prioritized.

3. Annual Gathering: MEASI Institute of Management organizes an annual gathering for faculty and staff to promote camaraderie, celebrate achievements, and encourage networking. This event serves as a platform for recognizing individual and team contributions, fostering a sense of belonging and shared purpose.
4. Work-life Balance: The institute encourages maintaining a healthy work-life balance by offering flexible working hours where possible and encouraging participation in extracurricular activities that promote mental and physical well-being.
5. Professional Development: Faculty are encouraged to participate in workshops, conferences, and seminars for continuous learning. The institute provides support for pursuing higher education (or) certifications in alignment with institutional goals.
6. Leave Policy: Leave policies are structured in accordance with AICTE and University of Madras norms, offering *annual, casual, medical, and maternity/paternity leave to ensure personal and family care.*

Library Policy

Preamble

The MEASI Institute of Management Library policy serves as a comprehensive framework designed to enhance academic excellence and research capabilities within the B-School environment. The policy is tailored to align with the institution's mission of fostering a culture of learning, innovation, and knowledge dissemination, ensuring compliance with accreditation standards and institutional guidelines.

Scope

This policy applies to all stakeholders of the MEASI Institute of Management, including students, faculty, staff, and authorized visitors. It governs access to library resources, borrowing privileges, behavior expectations, and services offered. The scope also includes the development and maintenance of a high-quality collection, supporting diverse academic disciplines and research initiatives.

Objectives

The library aims to:

1. Provide students and faculty with comprehensive academic and research support.
2. Maintain a robust and relevant collection of information resources.
3. Promote ethical use of library materials and adherence to copyright laws.
4. Create a conducive environment for learning, collaboration, and innovation.

Purpose

The purpose of this policy is to establish a structured system that supports the institute's academic rigor while ensuring optimal resource utilization. By providing modern facilities, curated materials, and user-friendly services, the library seeks to uphold its commitment to the professional and personal growth of its community.

Process

- **Membership & Access:** Enrolled students, faculty, and staff can avail library membership for seamless access to resources.
- **Borrowing Policy:** Books can be borrowed for two weeks and renewed unless reserved. Journals and reference books are for in-library use.
- **Resource Utilization:** Dedicated computers, study rooms, and photocopying services are available under regulated terms.
- **Behavioral Guidelines:** A quiet environment must be maintained, and activities such as eating and unauthorized phone usage are strictly prohibited.

- Expected Behavior: Users are expected to maintain a quiet environment, carefully handle materials.
- Prohibited Activities: Eating, drinking (except water), and mobile phone use (in non-designated areas) are prohibited.

Services Provided

- Reference Assistance: Available during library hours. Users can seek help from library staff for research and information needs.
- Interlibrary Loan: Available for materials not in the library's collection. Requests can be made at the reference desk.
- Internet and Electronic Resources
- Acceptable Use: Internet access is provided for academic purposes. Users must not engage in illegal activities or access inappropriate content.
- Downloading: Permitted for academic use only. Users must comply with copyright laws.

EXAMINATION POLICY

Preamble

The Exam Cell at MEASI Institute of Management (MIM) is committed to upholding the highest standards of academic integrity, transparency, and efficiency in the conduct of examinations. Serving as a pivotal component of institutional governance, the Exam Cell ensures seamless planning, execution, and evaluation of internal and external examinations in compliance with the academic policies of the University of Madras.

Scope

This policy governs all examination-related activities, including the preparation, administration, and evaluation of internal assessments, continuous assessments, model examinations, and university-conducted final examinations. It applies to all stakeholders, including faculty, administrative staff, and students, ensuring adherence to standardized protocols.

Objectives:

To ensure that all examinations are conducted fairly, securely, and without malpractice.

To develop and implement effective exam schedules and ensure smooth administration.

To safeguard the confidentiality of examination materials, including question papers and answer scripts.

To implement and uphold high standards in the preparation, administration, and evaluation of exams.

To regularly review and improve examination processes to maintain quality and address issues if any.

To provide clear, accurate information to students regarding exam schedules, rules, and procedures.

To offer assistance & support to students and addressing queries or grievances promptly.

To foster effective communication between the Exam Cell, faculty members, and students to ensure smooth examination processes.

To disseminate important information and updates related to exams promptly.

To maintain secure and accessible records of all examination-related data, including question papers, answer scripts, and results.

To ensure compliance with data protection regulations and institutional policies regarding the handling of sensitive information.

Purpose:

Ensure a fair, transparent, and smooth examination process.

Safeguard the confidentiality and security of examination materials.

Facilitate effective coordination between faculty, students, and university authorities.

Maintain comprehensive records of examination-related data for academic audits and accreditation purposes.

Promote compliance with institutional and regulatory guidelines to meet accreditation standards.

Process:

Internal Examinations

Preparation:

Develop a comprehensive examination schedule, approved by the Chairperson.

Faculty submit question papers in secure formats, verified and archived by the Exam Cell.

Execution:

Announce seating arrangements and invigilation duties in advance.

Conduct examinations under strict supervision, with random inspections by the Exam Cell squad.

Collect answer scripts for evaluation and ensure marks are entered into the CAMU system.

Post-Examination:

Analyze student performance and submit reports to the Exam Cell for review.

External Examinations (University of Madras)

Preparation:

Receive the exam schedule and appoint the Chief Superintendent.

Finalize seating arrangements and invigilation rosters.

Execution:

Distribute university-provided question papers and collect answer scripts after exams.

Maintain strict adherence to university guidelines for the handling of examination materials.

Post-Examination:

Dispatch answer scripts to the University for Central Valuation.

Analyze and document pre- and post-revaluation results for institutional records.

Institute Innovation Council (Entrepreneurship Development) Policy

Preamble:

The Institute Innovation Council (Entrepreneurship Development) at MEASI Institute of Management is committed to nurturing a vibrant culture of innovation and entrepreneurship. Recognizing the pivotal role of innovation in shaping the future of businesses and society, the council serves as a catalyst for fostering creativity, critical thinking, and problem-solving among students and faculty. Through this initiative, the institution seeks to contribute meaningfully to the socio-economic growth of the region and beyond.

Scope

The scope of the Institute Innovation Council (Entrepreneurship Development) Policy encompasses the following:

1. Enabling ideation, incubation, and implementation of innovative solutions for real-world challenges.
2. Providing resources and mentorship to support entrepreneurial ventures and startups.
3. Facilitating collaborations with industry, academia, and government organizations to promote innovation.
4. Encouraging interdisciplinary research and development that aligns with societal and business needs.
5. Organizing events, workshops, and programs to instill an entrepreneurial mindset and innovation-driven approach among stakeholders.

Objectives

1. To encourage and cultivate innovation and entrepreneurship among students and faculty.
2. To foster a culture of creativity, critical thinking, and problem-solving.
3. To provide support, guidance, and resources for the development of innovative projects and entrepreneurial ventures.
4. To establish meaningful collaborations with industry experts, mentors, and organizations for knowledge exchange.
5. To promote interdisciplinary research and development initiatives that address contemporary challenges.
6. To contribute to the socio-economic development of the region through innovative and entrepreneurial solutions.

Purpose

The primary purpose of the Institute Innovation Council (Entrepreneurship Development) Policy is to create an ecosystem that supports and encourages innovation and

entrepreneurship within the institution. By fostering an environment conducive to ideation and innovation, the policy aims to equip students and faculty with the skills, knowledge, and confidence to develop novel solutions to pressing business and societal problems. This initiative aspires to position MEASI Institute of Management as a hub for innovation and entrepreneurial excellence.

Process

1. Establishment of the Council:

- Constitute the Institute Innovation Council with representatives from faculty, students, industry, and alumni.
- Define roles and responsibilities of the council members.

2. Ideation and Brainstorming:

- Conduct regular ideation workshops, hackathons, and brainstorming sessions.
- Encourage students and faculty to pitch innovative ideas.

3. Incubation and Development:

- Provide incubation support for promising ideas through dedicated facilities and resources.
- Facilitate access to seed funding, mentorship, and technical expertise.

4. Collaboration and Networking:

- Build partnerships with industry, research organizations, and government bodies to support innovative initiatives.
- Organize guest lectures, panel discussions, and mentorship sessions with industry leaders.

5. Implementation and Evaluation:

- Guide the transition of innovative ideas into viable products, services, or business models.
- Establish a monitoring and evaluation framework to assess the impact of initiatives.

6. Promotion and Recognition:

- Celebrate and showcase successful innovations and entrepreneurial ventures through events and publications.
- Provide awards and incentives to recognize outstanding contributions.

Research and Development Policy

Preamble:

The Research and Development (R&D) Policy at MEASI Institute of Management (MIM) reflects our commitment to fostering an ecosystem of innovation, knowledge creation, and academic excellence. This policy guides and supports the endeavours of students, faculty, and industry collaborators to advance impactful research and shape the future of management education.

Scope

The R&D Policy applies to all students, faculty, and staff of MEASI Institute of Management. It encompasses:

- Initiating and facilitating research activities across diverse management disciplines.
- Promoting collaborative and interdisciplinary research involving academia, industry, and societal stakeholders.
- Offering support for publications, patents, and intellectual property.
- Enabling participation in national and international conferences and workshops to disseminate research findings.

Objectives

The objectives of the R&D Policy are to:

1. Cultivate a research-driven culture by encouraging and supporting high-quality research initiatives among students and faculty.
2. Facilitate interdisciplinary research projects that integrate diverse areas of knowledge.
3. Enhance research and development capabilities through structured training, mentorship, and workshops.
4. Promote the publication and dissemination of research findings in reputable journals and at conferences.
5. Provide students with experiential learning opportunities in research to enhance career readiness and industry engagement.

Purpose

The R&D Policy aims to drive innovation, support academic research, and foster meaningful collaborations with industry. It creates a structured framework to guide research activities while ensuring alignment with the institute's vision of becoming a center for academic and professional excellence. This policy also serves as a roadmap to inspire faculty and students to pursue research that addresses real-world challenges and contributes to the global body of knowledge.

Process

1. **Formation of R&D Cell Committee:** A dedicated team comprising faculty, research scholars, and industry representatives to oversee and guide research initiatives.
2. **Research Proposals:** Faculty and students are encouraged to submit research proposals, which will be reviewed for relevance, feasibility, and impact.
3. **Collaboration:** The R&D Cell facilitates partnerships with academic institutions, industries, and research organizations.
4. **Funding and Support:** Resources, financial assistance, and infrastructure are provided to support approved research projects.
5. **Skill Development:** Regular workshops, training programs, and seminars are organized to enhance research skills.
6. **Publication and Dissemination:** Researchers are encouraged to publish in reputed journals and present their work at conferences.
7. **Monitoring and Evaluation:** Ongoing projects are periodically reviewed to ensure progress and alignment with objectives.

Placement Policy

Preamble:

The Placement Cell of MEASI Institute of Management is a cornerstone in bridging the transition from academic life to professional excellence. It is committed to fostering robust partnerships with leading organizations while equipping students with the skills and confidence necessary to thrive in competitive career landscapes.

Scope

The Placement Cell Policy outlines the strategies and practices undertaken to ensure a seamless and efficient placement process for students. It encompasses career counseling, skill development, resume preparation, interview readiness, internship facilitation, and entrepreneurship support. These activities collectively aim to elevate the employability quotient of students and enhance the institute's industry reputation.

Objectives

The Placement Cell strives to:

1. **Enhance Employability Skills:** Equip students with essential technical and soft skills through structured training programs.
2. **Facilitate Career Counselling and Guidance:** Provide individualized and group counselling sessions to align students' aspirations with career opportunities.
3. **Establish Industry Connections:** Forge lasting partnerships with companies to promote placement opportunities and industry engagement.
4. **Provide Internship Opportunities:** Bridge academic learning with real-world exposure through internships that nurture professional acumen.
5. **Promote Entrepreneurship:** Encourage entrepreneurial initiatives by offering mentorship and connecting students with relevant ecosystems.

Purpose

The Placement Cell Policy ensures a structured approach to:

- Develop students' competencies to meet industry expectations.
- Enhance the institute's placement track record through consistent interaction with potential employers.
- Prepare students for the dynamic challenges of the professional world while fostering innovation and adaptability.

Process

1. Career Counseling and Guidance:

- Conduct personalized career counseling sessions to assess students' interests and strengths.
- Organize workshops and seminars on industry trends, career strategies, and emerging fields.

2. Skill Development Programs:

- Implement modules on communication, teamwork, leadership, and technical skills aligned with industry standards.
- Facilitate mock interviews and group discussions to build confidence and readiness.

3. Resume and Interview Preparation:

- Host resume-building workshops and provide feedback on individual student profiles.
- Conduct mock interviews with industry experts to simulate real-world hiring scenarios.

4. Industry Engagement:

- Coordinate with companies for on-campus recruitment drives, guest lectures, and industry visits.
- Establish Memorandums of Understanding (MoUs) with key organizations to ensure a steady pipeline of opportunities.

5. Internship and Entrepreneurship Support:

- Assist students in securing internships relevant to their career aspirations.
- Foster an entrepreneurial mindset through dedicated mentorship and access to startup resources.

Institution Industry Connect Policy

Preamble:

The Institution Industry Connect Policy at MEASI Institute of Management aims to establish a robust and dynamic bridge between academic learning and industry practices. Recognizing the need for business education to stay relevant and practical, the policy fosters a collaborative ecosystem where students, faculty, and industry partners engage in mutually beneficial initiatives. This synergy enhances academic rigor, promotes innovation, and prepares students to excel in their professional journeys.

Scope

This policy encompasses all activities and initiatives designed to promote interaction, collaboration, and partnership between MEASI Institute of Management and the industry. It applies to faculty, students, alumni, and industry professionals involved in academic, extracurricular, and research-oriented engagements. The scope includes workshops, consultancy projects, industry visits, executive education, and the integration of industry experts in institutional governance and curriculum development.

Objectives

1. Leverage Industry Expertise:

- Invite industry professionals to conduct workshops, conferences, and seminars.
- Engage experts as jury members and panelists for academic and extracurricular events.

2. Promote Collaborative Projects:

- Facilitate consultancy projects involving students, faculty, and industry partners.
- Solve real-world business challenges through applied research and experiential learning.

3. Strengthen Industry Associations:

Establish partnerships with organizations like MMA, AIMA, and CII to access networks and expertise.

4. Enhance Practical Exposure:

Organize industry visits and study tours for students to understand real-world business environments.

5. Incorporate Industry Professionals in Institutional Activities:

Develop structured mechanisms for selecting and involving industry professionals in academic and extracurricular activities.

6. Foster Executive Education:

- Design executive development programs for working professionals.
- Collaborate with industry partners to establish labs and infrastructure for advanced learning.

7. Encourage Industry-Sponsored Initiatives:

- Organize intercollegiate management events and programs with industry sponsorship.
- Provide students a platform to interact with and learn from industry leaders.

8. Ensure Industry Representation in Governance:

Include industry experts in the governing council, academic council, IQAC, and other academic committees to ensure curriculum relevance and alignment with industry trends.

Purpose

The purpose of the Institution Industry Connect Policy is to:

- Facilitate meaningful interactions between MEASI Institute of Management and industry stakeholders.
- Enhance the employability and entrepreneurial capabilities of students by exposing them to contemporary business practices.
- Bridge the gap between theoretical knowledge and practical application through industry collaboration.
- Align the institute's academic and research agenda with the needs of the corporate world.

Process

1. Formation and Operation of the Institution Industry Cell (IIC):

- Constitute a committee with faculty members, industry professionals, and alumni.
- Define roles and responsibilities to oversee and execute industry connect initiatives.

2. Planning and Execution of Initiatives:

- Identify industry experts for workshops, seminars, and events.
- Coordinate with corporate partners for consultancy projects, sponsorships, and executive programs.

3. Building Partnerships:

- Engage with professional associations like MMA, AIMA, and CII to leverage their resources.
- Foster alumni relations to facilitate collaborations and sponsorships.

4. Organizing Industry Exposure Activities:

Schedule regular industry visits, study tours, and interactive sessions with professionals.

5. Monitoring and Feedback:

- Periodically review the effectiveness of initiatives through feedback from students, faculty, and industry partners.
- Adjust strategies to enhance the relevance and impact of industry connect programs.

6. Integration of Industry Experts in Governance:

Nominate and onboard professionals in councils and committees to align academic activities with industry needs.

International Connect Policy

Preamble:

In a globalized world where cross-cultural collaboration drives innovation and growth, MEASI Institute of Management recognizes the importance of exposing students and faculty to diverse international business environments, cultures, and perspectives. The International Connect Policy serves as a strategic initiative to foster global partnerships, encourage cross-border academic and cultural exchange, and prepare future business leaders to thrive in an interconnected world.

Scope

This policy applies to all activities, programs, and initiatives under the International Connect Cell (ICC) aimed at fostering international collaboration. It includes partnerships with global institutions, international student and faculty exchanges, cross-cultural immersion programs, joint research initiatives, and live projects with foreign organizations. It is designed to benefit students, faculty, and stakeholders by equipping them with the skills and experiences necessary for success in a globalized business environment.

Objectives

The International Connect Policy is designed to achieve the following:

1. **Global Exposure:** Provide students with opportunities for international immersion through exchange programs, study tours, and live projects with global companies.
2. **Cultural Exchange:** Promote cross-cultural understanding through language courses, cultural programs, and workshops.
3. **Global Partnerships:** Establish and manage MOUs and partnerships with reputed international universities, management institutions, and organizations.
4. **International Student Engagement:** Facilitate programs for international students, ensuring their seamless integration into campus activities.
5. **Joint Research & Collaboration:** Enable collaborative research and projects with international faculty and institutions.
6. **Skill Development:** Enhance students' competencies and global business acumen to meet international professional standards.
7. **Diplomatic Relations:** Maintain effective communication, negotiation, and conflict resolution with global partners to foster mutually beneficial relationships.

Purpose

The International Connect Policy aims to:

1. Equip students with real-world insights into global markets, enhancing their employability and managerial expertise.
2. Position MEASI Institute of Management as a hub of international learning and collaboration.
3. Encourage knowledge exchange between students and faculty from diverse backgrounds to foster innovation and inclusivity.
4. Expand the institution's research capabilities through joint ventures with global partners.
5. Facilitate an enriching experience for international students, strengthening MEASI's reputation as a globally connected B-School.

Process

The execution of the International Connect Policy will involve:

1. Identifying Partners: Collaborate with globally reputed institutions and organizations that align with the mission of MEASI Institute of Management.
2. Establishing MOUs: Develop formal agreements to define the scope and framework of partnerships.
3. Program Development: Curate international programs, exchange initiatives, research collaborations, and live project opportunities.
4. Student and Faculty Selection: Implement transparent criteria for identifying participants in international programs.
5. Cultural Orientation: Conduct pre-departure orientation sessions to prepare students and faculty for cross-cultural engagement.
6. Monitoring and Feedback: Regularly evaluate program outcomes and gather feedback for continuous improvement.
7. Support Services: Provide comprehensive support for international students and faculty to ensure smooth integration and engagement.