



MEASI
Institute of Management

TRANSPARENCY POLICY

Transparency Policy

Vision

- To be an oasis of knowledge to the seeker, to nurture one's creativity and research acumen, and to instil a unique blend of leadership, innovative spirit and empathy in response to the ever-evolving business ecosystem.

Mission

- Provide a pedagogy that blends academic rigor and experiential learning.
- Inculcate an entrepreneurial mind set through curated activities.
- Establish a conducive environment for research.
- Foster a culture of innovation and collaboration to progress in a dynamic business landscape.
- Promote humanistic values to produce socially responsible leaders.



MEASI Institute of Management is a standalone educational institution.

Transparency Policy aims at designing ways that ensure greater accountability and improve institutional performance in academics and administration.

Guiding Principles

The policy aims to detail the institution's transparency in the activities relevant to its stakeholders.

MIM has identified three categories of information as follows:

- Public: Information made available to all stakeholders via forums such as the institutional website, public documents, and advertising materials.
- Internal: Information made available to stakeholders within the institute via forums such as the intranet, the virtual learning platform, and internal newsletters.
- Confidential: Information that may be deemed sensitive, and therefore is only made available to respective stakeholders.
- This information may also be made available in the wider domain, with some information redacted as appropriate. Disclosure is the process of making facts or information known;

a. Due diligence refers to the measure or exercise of care enacted by an individual or entity under given circumstances. An organisation exercising due diligence takes every precaution reasonable in the circumstances to protect the interests of the organisation. Due diligence mechanisms may include audits, investigations, and reviews;

b. Transparency or being transparent is the process of being open, honest, and straightforward about various activities, arrangements and initiatives being undertaken in relation to the MEASI Institute of Management's operations.

Implementation of the policy

This policy is made available on the institute website and the intranet. It is the responsibility of all staff, to refer to and take the lead from this policy, to ensure that institute practice is open and transparent.

1. Documents for Financial Transparency
2. Documents for Academic Transparency
3. Document for Administrative Transparency
4. Document for Auxiliary Transparency



Financial Transparency:

- Admission procedure is available for the public on the MIM website.
- Institute appoints internal & external auditors every year.
- Audited statements regarding financial activities are circulated to all the concerned members of the Governing body.
- Fee structure is available on the MIM website
- Director ensures the accountability on financial powers.

Academic Transparency

- All the matters discussed in the Academic meetings, are circulated to all the committee members through the Minutes of Meeting.
- Students can access their attendance, internal assessment marks, and other relevant information through CAMU (LMS)
- The regulations, syllabus and curriculum are uploaded on the website.

- The rules and regulations are made clear in the Students Handbook which is available on the website.
- All stakeholder can file their grievances in Grievance Redressal link available in the website.

Administrative Transparency

- Governing body members are from Board of Management and include members from Academic and Industry.
- Recruitment of faculty is practiced as per the guidelines given by higher education AICTE and University of Madras.
- Vacancies are advertised in various newspapers, social media and websites.
- The faculty appraisal system and internal promotion policies are transparent and available.
- Internal Academic & Administrative Audit (ISO) is conducted every semester.
- Information relating to the Board of Trustees, Board of Governors, IQAC and Advisory Board is available on the website.

Auxiliary Transparency

- Information pertaining to the MEASI Institute of Management notification and accreditation are available in the institute website.
- In case of any grievances, committees are formed and concerned individuals are given ample opportunities to state their version of the issue, and impartial investigations are made.
- Details related to events of the institute and achievements are also updated periodically on the website.
- All the communications taken by the statutory bodies pertaining to various items are informed to all the faculty through official email.
- All the functions relating to infrastructure, library, sports are uploaded on the Institute website.

Implementation Procedure

Framing certain accounting standards to in-still confidence among the stakeholders of the institution.

Analysing the Financial consequences of various proposed actions

Constituting Committees at the institute Level with the Director, Teaching Staff, Non-Teaching staff, and students as members.

Staff Disclosures:

The institute has tools and mechanisms to facilitate and the disclosure of information held concerning activities being undertaken by staff and relevant to their employment with the institution. These tools and mechanisms may include, but are not limited to the:

- a. Outside work declarations
- b. Research integrity, ethics and grant establishment policies and processes
- c. International partnerships framework and processes

The institute expects that all staff will complete these disclosures when required and in an honest, transparent, timely and accurate manner, disclosing all information that is relevant.

In addition to these disclosures there are a number of requirements staff need to adhere to when they secure external contracts or funding arrangements for education, research and engagement activities.

Outcome:

It is the stakeholder's right the information about the various administrative financial, and academic issues. Transparency enables to maintain new accounting controls. It furthers a public purpose

Due Diligence:

In collecting information, the institution undertakes appropriate due diligence on the data provided as part of the disclosure processes to ensure that policies are being adhered to, and compliance with regulatory, legislative and accreditation requirements is being achieved.

Institution leaders are responsible for undertaking due diligence in relation to disclosures made from their respective areas.

There are also a number of due diligence mechanisms in place across our information systems, registers, and databases to support our ongoing compliance with relevant legislative and accreditation requirements.

Monitoring of policy

The MEASI Board members will monitor the use and effectiveness of the policy, and report any concerns or risks to the Board of Trustees.

Review of Policy

This policy will be reviewed on a bi-annual basis by the Board of Trustees



Transparency Policy

Public : Institutional website, public documents, and advertising materials.

Internal : Intranet, the virtual learning platform, and internal newsletters.

Confidential: Sensitive Information.

Types	Categories	Functions
Financial Transparency	Public	The admission procedure
		Internal & external auditors
		Fee structure
	Internal	Audited statements.
		Individual Financial Powers
	Confidential	
Academic transparency	Public	Attendance, internal assessment marks through CAMU (LMS)
		The regulations, syllabus, and curriculum
		Grievances in Grievance Redressal link
	Internal	Minutes of Meetings circulated
	Confidential	
Administrative transparency	Public	Important policies.
		Recruitment guidelines
		Vacancies are advertised
		Board of Trustees, Board of Governors, IQAC and Advisory Board is available
	Internal	Governing body include members from Academic, Industrial and service sectors.
		Services of staff members in website.
		The faculty appraisal system and internal promotion policies are transparent
	Confidential	ISO conducted
Auxiliary functions transparency	Public	The Governing body prepares a strategic plan.
	Internal	Accreditation available
		Achievements updated
		Grievances, committees insure impartial investigations
	Confidential	Communications taken by the statutory bodies are informed
		Functions relating to infrastructure, library, sports, and hostel are uploaded

ANNEXURE

TRANSPARENCY:

Following rules are adopted as guidelines for procedures, recruitment, promotional policies, code of conduct issued from time to time by regulatory bodies

UNOM Guidelines.

RECRUITMENT FOR TEACHING STAFF:

CADRE STRUCTURE:

Director

Professor

Associate Professor

Assistant Professor

Qualification:

Faculty is recruited based on the qualification prescribed by the regulatory authority from time to time.



Mode of selection of Teaching Staff:

Direct recruitment to all cadres is based strictly on merit. Invariably in almost all cases.

The following procedure is followed:

1. Advertisements are issued in leading LinkedIn, newspapers and the career section of the website.
2. Applications are scrutinized after the receipt of the application.
3. The scrutinized applications along with relevant documents are forwarded to the member selection committee nominated by the MEASI Institute of Management.
4. The Director, UNOM appoints one subject expert for the posts of Assistant professors, two subject experts for the post of Associate professors in the selection committee.
5. For the appointment of Asst. and Associate professors, the director, is the chairman of the Selection Board and three subject experts are appointed.
6. Call letters are sent to eligible candidates, for attending interviews specifying the place, date and time of interview.

7. The Selection Committee recommends candidates based on their performance during interviews.
8. Appointment orders are issued by the HR of the college to the recommended candidates.

Selection Committee for Assistant Professors:

1. MIM Chairman is the Chairman of the selection committee.
2. One subject expert. (Nominated by MIM)
3. University Nominee on Selection Committee.
4. Director.

Selection Committee for Associate Professors:

1. MIM Chairman is the Chairman of the selection committee.
2. Two subject experts
3. University Nominee on Selection Committee.
4. Director

Selection Committee for Professors:

1. MIM Chairman is the chairman of the Selection committee.
2. Three expert Members (Nominated by the University).



RECRUITMENT FOR NON-TEACHING STAFF

Cadre Structure

Office:

1. Head HR and Admin
2. Senior Assistant (Admin)
3. Office Assistant

Computer Labs:

1. Lab Technician (Graduate with experience)

Qualifications:

Non-teaching staff are recruited based on their qualification.

Mode of Selection of Non-Teaching Staff:

All positions are advertised in the newspapers, website, and on social media. After scrutiny of received applications, call letters are sent to eligible candidates to appear for personal interviews.

All appointments (Teaching and Non-teaching staff) made after selection, are forwarded to the Chairman for approval and to the MIM Board.



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Approved by the All India Council for Technical Education, Affiliated to
University of Madras, Chennai. ISO 9001:2015 Certified Institution

'ASSOCIATION GARDENS'

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