IMIS
BHUBANESWAR
The B-School that thinks ahead

**Institute of Management
& Information Science**
BHUBANESWAR

STANDARD OPERATING PROCEDURE (SOP) of FUNCTIONAL AREAS of IMIS, BHUBANESWAR

C o n t e n t s

THE INSTITUTE

"We're not different, we make things happen differently and thus it makes all the difference."

Since 1995, IMIS has been upholding consistency in its endeavour of imparting teaching and training to managerial aspirants and working professionals on techno-managerial disciplines with a strong emphasis on value-based management education. IMIS ensures meaningful and application-oriented programs that can cater to the changing needs of the industry. The Post Graduate Programs of IMIS attract the best minds from all over the country that have the ability to think analytically and independently while dealing with unstructured situations. Being an autonomous institution, IMIS has the freedom to formulate, modify & update its own syllabus to suit the changing corporate requirements. The institution is unique in providing career-oriented advanced modules to the interested students, in Advanced Excel for Analytics, Health Insurance, Retail Management, Microfinance etc in collaboration with experts from the respective sectors.

VISION	MISSION	VALUES
Institution beyond education for creating industry ready professionals	**To produce some of the talented, highly skilled, creative and confident Management professionals to take up key responsibilities in the development of our nation.**	• **Discipline** • **Leadership** • **Commitment**

Graduate Attributes (GA)

Insight | Initiative | Innovative | Informative | Integrity

PGDM Program

The PGDM Program is the premier and most preferred two year full time and dual specialization program of IMIS. **The PGDM program is approved and made equivalent to MBA by All India Council for Technical Education (AICTE), Ministry of Education, Govt. of India in the year 1995.**

The elective areas offered include *Marketing, Finance, HRM, Business Analytics, Operations Management* **and** *Retail Management.*

Program Educational Objectives (PEOs)

To address the philosophy, vision, mission and values, the following program educational objectives (PEO) for PGDM program seeking accreditation have been identified.

✓ **PEO 1: Conceptual Understanding and Integration of different functional areas of management**

Students will demonstrate an adequate understanding of concepts and will be able to articulate real-world situations.

Students will exhibit decision-making and problem-solving skills that are necessary to integrate different functional areas of management in assessing alternate business situations.

✓ **PEO 2: Industry- Ready Professionals**

Students will become industry-ready professionals with ethics, knowledge and entrepreneurship to drive social change and lead development in the industry.

✓ **PEO 3: Research and Continuous Learning**

Students will develop an aptitude for research and continuous learning.

✓ **PEO 4: Leadership and Commitment**

Through active engagement with curricular and co-curricular activities, students will acquire team-working skills and commitment as well as leadership qualities cognizant of a holistic business environment.

✓ **PEO 5: Value Addition through Technology**

Students will acquire knowledge about emerging trends in technical and professional education to bridge the gap between academia and industry.

Program Outcomes (POs)

The PGDM Program at Institute of Management & Information Science specifies six program outcomes as per NBA guidelines for a standard operating procedure intending to produce successful management graduates. Upon successful completion of the PGDM program of IMIS, Bhubaneswar, the graduates will be able to:
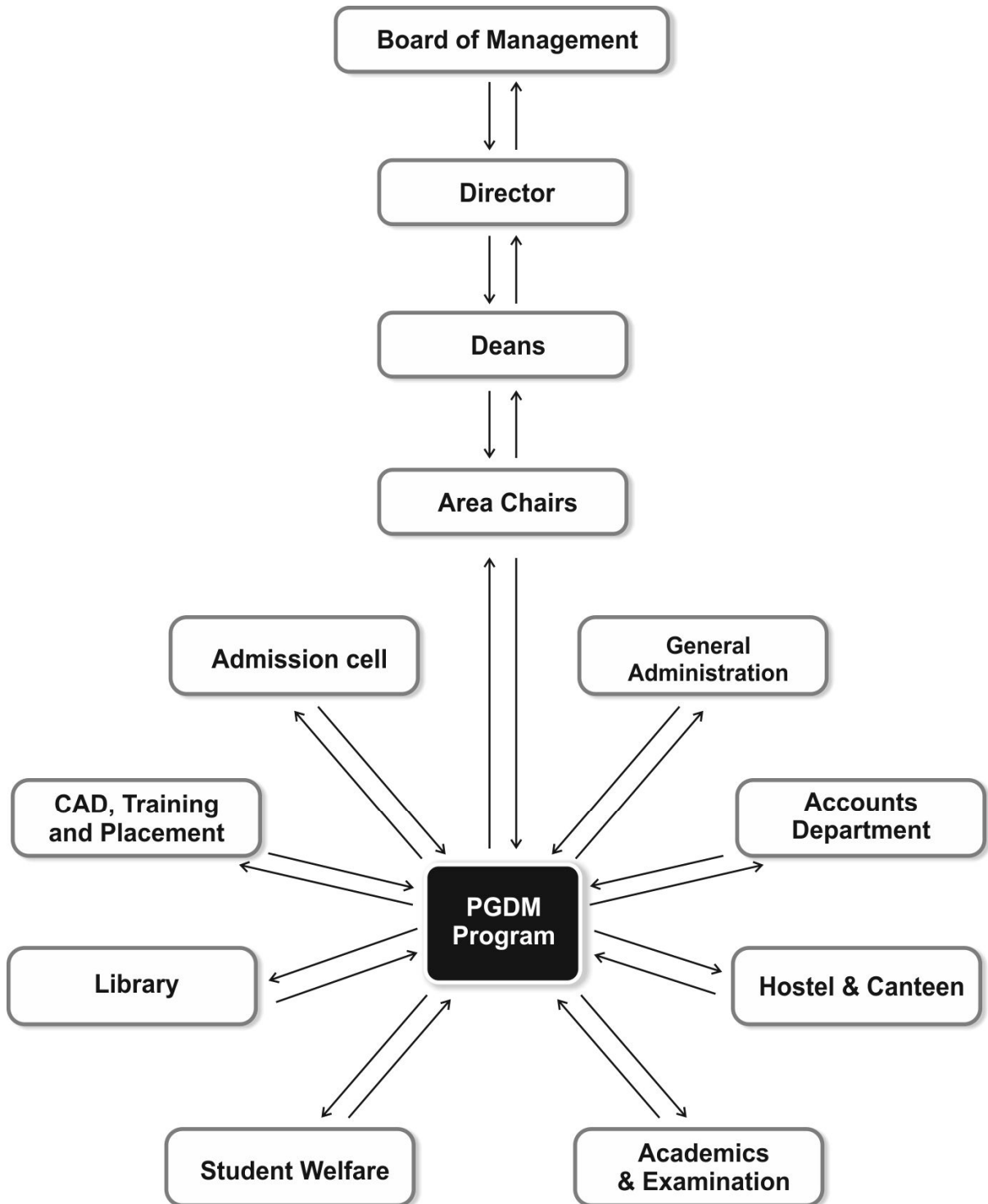
✓ **PO1:** Understand and apply management theories and practices to solve real business problems

✓ **PO2:**Develop analytical and critical thinking abilities for data-based decision making

✓ **PO3:**Develop value-based leadership ability

✓ **PO4:**Understand, analyse and communicate global, economic, legal, and ethical aspects of business

✓ **PO5:**Lead self and others effectively in a team environment

✓ **PO6:**Create entrepreneurial mindset

Graduate Attributes

Purpose of the Standard Operating Process

1. To act as a ready-reckoner for all new and regular interactions for the benefit of all concerned.

2. To ensure that the process is followed correctly and diligently at all times and install proper communication process between all departments

3. To ensure smooth inter-departmental co-ordination and seamless functioning amongst all the departments viz., Admission, Academics, Administration, Finance, Library and the Placement departments.

The Organizational Flow

Board of Management

Director

Deans

Area Chairs

Admission cell

General Administration

CAD, Training and Placement

Accounts Department

PGDM Program

Library

Hostel & Canteen

Student Welfare

Academics & Examination

STANDARD OPERATING PROCEDURES
OF
ADMISSIONS

Objective: To elaborate the procedure for student admission

Responsibility:

- All teaching & non-teaching staff
- HoDs
- Admission Cell

Procedure:

Sl	Activities	Responsibility
1.	Selection of faculty members to be put in charge of the admission process	Director, Dean
2	Facilitating Admission	Admission Cell
3	Scrutiny of documents for admission & registration process as per the eligibility criteria	Admission Cell
4	Admission through counselling and Collection of copies of relevant certificate and payment of fees	Admission Cell
5	Collection of data from enrolled student data for Identity card.	Admission Cell & System Administrator
6	Intimation of orientation program for students	Dean (acad.), Admission Coordinator.

Eligibility

The minimum qualification for admission into PGDM (Dual Specialization) Program is Bachelor's Degree in any discipline. For admission students can apply with CAT/XAT/MAT/C-MAT/JEE/Other National Level Test Score Cards. The candidates pursuing final year graduation and expecting their result can also apply

Selection Procedure

The selection is made on the basis of scores of CAT/ XAT/ MAT/ C-MAT followed by G.D. & P.I, which is conducted at Various location of the country/virtual meet/TPI. Preference is given to the students having good career. The selected candidates are then notified by the admission cell through offer letter.

How to apply

A candidate can Apply online to IMIS by logging on to www.imis.ac.in for registration. Complete instructions for online application are available at this website. Upon submission of the application form an Identification No (ID) will be allotted to the candidate.

A candidate can also purchase the application form & Info-bulletin by sending Rs.1000/- application fee and the same can be submitted to IMIS by post.

The candidate applying through online will send a mail to confirm the acceptance of the application form for admission.

Documents required

Self-attested photocopies in duplicates of the following documents and photographs are to be submitted along with the application. The final year graduating students are required to submit the pass certificate/marksheet with an undertaking to submit the required documents within the stipulated date prescribed by AICTE.

- Class X Pass Certificate & Mark sheet
- Class XII Pass Certificate & Mark sheet
- Degree Certificates (Provisional acceptable)
- Degree / PG Mark Sheet
- College Leaving Certificate
- Conduct Certificate from the institute last attended
- Recent colored pass port size (6nos.) photographs (To be submitted at the time of admission)
- PAN Card and Aadhar Card

STANDARD OPERATING PROCEDURES
OF
ACADEMICS

The organization has a well-structured administrative setup with Governing Body as the highest decision-making body along with other functional bodies and committees.

Board of Management

Headed By the Chairman of Board of Management, the following are the functions of Board of Management

- Evolves the Vision, Mission and Objectives of the College and ensures that they are achieved

- Ensures Total Academic and Administrative Autonomies for achieving Short Term and Long Term objectives of the Institute.

- BOM makes all policy decisions (Autonomous Institute Policy, Quality Policy, HR Policy, Admission Policy, Administration Policy, Finance etc.) regarding courses to be offered, recruitment of staff, service conditions of teaching and non-teaching staff, conduct of staff and student's academic and non- academic activities, also it ensures that they are periodically updated

- To approve the Program Outcomes (POs) and Program Educational Objectives (PEOs) of the programs offered by the department .

- Approves new programs of study leading to degree.

- Approves scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council. And ensures the adequacy of financial resources for asset management

- All matters concerning the Academics and Finances are thoroughly discussed and their recommendations/ comments are communicated to the concerned.

- It administers the physical resources of the Institute.

- Reviews the performance of the Institute and guide to function effectively to Achieve Excellence in Academics, Research and Industry collaborations.

- Ensures the Regulatory Compliance of all the decisions by the concerned Authorities like the Director, Dean and other Officers of the Institute in all matters of fundamental concern.

- Ratifies and resolves the minutes of Academic Council, BOS, Finance Committee and IQAC

Advisory board

Headed by the Chairman of the Advisory Board, The board will provide support and advice to academic programs, assist in the development of new programs, and identify best-practice standards. Board members will also serve as ambassadors to the program, providing a connection to and ongoing exchange of information and ideas with members of a broader society. Specific duties of board members may include the following:

- Make recommendations to help assure that the program addresses the employment and educational needs of business, industry, labor, and/or the profession.

- Realistically assess the labor market demand for program graduates.

- Advise the program to ensure students graduate with the skills employers need.

- Identify and present opportunities and/or host opportunities for student capstone projects or experiences.

- Assist with placement of program graduates.

- Assess the currency of curriculum and teaching practices.

- Serve as an advocate of the program and a communication link between the host institutions and the community.

- Provide feedback, advice, and/or assistance with a variety of program-driven tasks and/or projects.

- Assist with program marketing and promotion.

- Assist in the identification and recruitment of new board members.

- Assist in identification and acquisition (when appropriate) of external funding and resources to support the students and program (scholarships, program materials, and other resources).

- Provide recommendations on topic presenters for advisory board meetings.

Academic Council

Headed by the Chairman of the academic council,

The following are the roles and responsibility of the Academic Council.

- To promote the overall academic affairs of the institute.
- To provide direction with regard to methods of instruction, evaluation or research or improvement in academic standards
- To consider matters of academic interest either on its own initiatives or at the insistence of the Governing Body and take proper action there on.
- To approve the proposals/regulations recommended by the Faculty Council on academic regulations, framing of syllabus and evaluation methods.
- To introduce value added courses/ certificate courses which are required to meet industry needs
- To prescribe courses of study leading to undergraduate and Post graduate degree of the institute
- To develop the regulations for student's admission based on government policies.

- To formulate guidelines for the conduct of examinations in conformity with bye-laws of the institute.

- To maintain proper standards of the examination

- To develop the guidelines for sports, extracurricular activities, maintenance and functioning of play grounds and hostels

- To promote research within the institute and acquire reports on such research from time to time for further guidance and advice

- To prescribe measures for departmental coordination

- Ratifies and resolves the minutes of Faculty council

- To make recommendations to the governing council for the following:

    1. Inception of new courses

    2. Initiate measures for improvements of standards of teaching, Training and research

    3. Institution of fellow ships, Travelling fellowships, scholarships, medals, prizes etc.

    4. Establishment or discontinuation of courses / centers and formulate bylaws guiding the academic functioning of the institute admissions and examinations.

Faculty Council

Headed by the Director,

The following are the roles and responsibility of the Faculty Council.

- To approve the Course Outcomes (COs) and recommend Program Outcomes(POs) and Program Educational Objectives (PEOs) of the programs offered by the department

- Design the syllabus as permission, vision, program outcomes, program specific outcomes, and course outcomes of all programs offered by the department

- Prepares the contemporary syllabi for different programs basing on the changing needs of the profession and the requirements of the industry for all courses with respect to the objectives of the college, stakeholders, societal/local/ national / regional/global developmental needs.

- Approve the curriculum and its structure for all the programs of the department.

- Advises innovative pedagogical methods teaching and evaluation methods

- Suggest panel of names to the academic council for appointment of examiners

- Co-ordinates research, teaching, consultancy and any other academic matters for the growth of the department/institute.

- To make recommendations to the Academic Council for the following:

    1. Starting of new courses

    2. Initiate measures for improvements of standards of teaching, Training and research

- Plan, monitor and control of the academic systems of all the Departments.

- Introduce innovations in Teaching, Learning and Evaluation practices.

- Introduce the additional infrastructural facilities required to strengthen the Departments for the changing needs curriculum revision or introduction of new disciplines.

- Evolve processes for inducting Academic Audit both at the Institute level and at the Department level.

Dean's Office

Headed by the Dean academics, the following process is adopted-

- **Academic Onboarding**

  Receipt of student details along with the student name and roll no from the admission cell along with the Zip Code.

- **Course Delivery**
  The course delivery of the PGDM Program spread over two academic years can be broadly divided in to the following phases:

  1. **Teaching Pedagogy**

     The teaching pedagogy at IMIS is mostly application-based than being a conventional pattern. The pedagogical models include Structured Lecturers, Co-operative Learning, Inquiry-based Learning, Practice-based Learning, Technology-based Learning, Development Orientation, etc.

     a. In **Co-operative Learning**, students work together in small groups on a structured activity. Cooperative learning brings positive results such as deeper understanding of content, increased overall achievement in grades, improved self-esteem and higher motivation to remain on task. This helps to resolve group conflicts and improve teamwork skills. The common tools used by the faculty members under this model are *Field Study/Project Work, Assignment (Internet based/Library Resource-based), Situation Analysis, Simulations, Role Play, Business Games, Class Room Presentations, etc.*

     b. The **Inquiry Approach** is more focused on using and learning content as a means to develop information-processing and problem-solving skills. It is a form of active learning that starts by posing questions problems or scenarios. Furthermore, involvement in learning implies possessing skills and attitudes that permit seeking solutions to questions and issues while constructing new knowledge. The system is more students centered, with the teacher as a facilitator of learning. The common tools used by the faculty members under this model are *Case Discussion, Problem Solving, Brainstorming, Idea Generation, Small-group Exercises, etc.*

     c. **Practice / Project based Approach**: In management education the learning remains incomplete if proper and adequate emphasis is not given on practice. The class room lectures and discussions supplemented by practical exposure

helps the students in building value-based knowledge by assimilating theory with practice. To support this precept, IMIS has beenconsistently working in creating a series of provisions to ensure practical orientation in the learning process and to augment the interaction with the industry. Few of the examples are Summer Internship Program, Research-based Dissertation, Short-term Projects assigned by corporate, Industry Visit, Panel Discussion, Corporate Talks, and Guest Talk by Practitioners, Seminars, Workshops, Capsule Programs, and Lecture Series etc.

2. **Timetable and Scheduling:**

The timetable is set as per the academic schedule that is planned for the Two year program. Each term comprises of twelve weeks. All the courses are completed within eleven weeks and in the last week the "end of term" examinations are conducted.

The students receive the weekly timetable two days prior to the ensuing term.

Steps followed:

a. Finalization of courses conducted in each specific term

b. Finalization of Faculty per course as per process defined in the flow chart through the Area Chairs and Dean Academics.

c. Discussion with faculty for dates and available time slots.

d. Scheduling and fixation of time slots as per course per faculty priortisng the time availability of the Guest faculty.

e. It is the responsibility of the faculty to finish the course within the defined period and it is the responsibility of the Dean's Office to assist in the matter.

f. The Office also ensure that the other co-curricular activities are conducted concurrently in the Institute.

3. **Choice of Electives**

In the first two terms all the courses offered are compulsory.

From the third term to the fifth term the students are expected to select their specialization and choose the elective courses offered in the chosen domain/specialization.

Once this choice of elective is made the students are grouped as per their specialization and the time table is set accordingly.

Process to choose electives:

a. A workshop is conducted to sensitize the students about the various elective

b. Students finalize their choice of elective in the AIS during the second term and lock it before the commencement of the third term.

c. This information will then be collated to check on the number of total students in each category.

d. The primary criteria to approve the category rests with the Office. This is based on the Academic policy depending on the total strength of the batch.

e. In case a particular course does not fit in the criteria the students are informed accordingly and they have to opt for available elective to choose from and provide confirmation in writing.

f. No change / drop in electives will be permitted once finalized. In the event that a student wishes to change / drop their elective and if found to be a reasonable request by the Office.

4. **Submission of Evidence of Course Assessments:**

a. Each course has two assessments. Internal & End of Term.

b. The Internal assessments are prescribed to be conducted post ten sessions. However, it is left to the discretion of the faculty to do the needful.

c. Each credit should be validated by an assessment while submission.

d. The evidences of these assessments are submitted to the Dean's Office within a week after the last session of the course.

5. **Feedback**

The students will give feedback for faculty twice in a term, i.e. before Mid Term & End Term Examination. The feedback will be given by the students using IMIS Academic Information System (AIS). Access for feedback will be given for a limited period during which students have to give feedback. If anyone fails to give feedback within the stipulated period, s/he will not be allowed to appear the concerned exam. The students having less than 50% attendance in a paper will not be allowed to give their feedback for that paper

6. **Finalization &Payment of Visiting Faculty**

The Institute renders an honorarium as per academic policy varying from time to time based on number of sessions conducted by the visiting faculty. The travel reimbursement is capped to seven fifty rupees per trip.

The payment process is done after the completion of course and submission of assessments.

Process of finalisation of the visiting faculty

a. Selection of electives by the students.

b. Once electives are finalised, the list is then shared to area chairs for selection of visiting faculty.

c. Area chairs select VF based on their past feedback, experience, qualification and availability.

d. After final selection area chair then recommends the VF to Dean Academics.

e. Dean academics interact with the VF and approves or disapproves.

f. Invitation to take session is sent out to the VF by the Dean.

g. VF hands over the session plan to the Dean's Office

h. Faculty visits as per the scheduled sessions.

- **Attendance**

A cent percent attendance is desirable. However, the students are required to maintain minimum eighty percent attendance in each course in every term. The twenty percent waive off is rendered for emergencies relating to medical/family concerns.

Procedure at Dean's office:

1. An attendance record is maintained post finalization of Course being tracked for every student by means of physical attendance taken by the faculty.
2. The record will consist of;
   a. Academic Rigor- Batch, Year, Term, Course and Faculty name.
   b. Student List with respective enrolment/roll numbers with date columns to mark the attendance.
   c. Course Outline.
3. The Faculty will collect the attendance record from the Dean's Office before their respective session, mark the attendance, sign below the column and submit it to the Dean's Office after the session for the day is completed.
4. The faculty will upload the attendance of the previous week on the AIS
5. The attendance will be collated per course, within two days after completion of the course.
6. The list of students who have more than 20% absenteeism without reason are not eligible for the end term assessments.

The final list will be issued one week prior to the declared dates of examinations

Internal Quality Assurance Cell (IQAC)

Headed by the Director

The following are the roles and responsibility of the IQAC

- Dissemination of information on various quality parameters of higher education.
- Facilitating the creation of a learner-centric environment.
- Development and application of quality benchmarks /parameters for all the academic and administrative activities of the institution.

- Acting as a nodal agency of the Institution for coordinating quality related activities.
- Development of quality concerned culture in the institute.

Library Department

Headed by the Faculty in Charge,

The following are the roles and responsibility of the Library Department

- Collecting the requirements of the text books, reference books journals and ensuring adequate number of copies are made available in the library as per norms.
- Planning and implementing the library automation, procedures, digital library development and usage.
- Finalizing the list of books, journals, magazines and equipment to the institute and propose budgetary estimates to the administration.
- Conducting annual stock verification

Editorial Board, PRATIBIMBA The IMIS Journal

Headed by the Editor-in-Chief,

The following are the roles and responsibility of the Editorial Board

- Identifying new topics for commissions, special editions and advising on direction for the journal-giving feedback on past issues and making suggestions for both subject matter and potential authors
- Providing scientific expertise for the journal.
- Submitting articles.
- Administering peer review or serving as a peer reviewer.
- Helping the journal to attract high-quality manuscripts, for example by promoting the journal at relevant conferences.

Research Advisory Board

Headed by the Dean, Research and Development,

The following are the roles and responsibility of the Research Advisory Board

- Identifying the funding agencies
- Finalize thrust areas for institutional R&D projects
- Identifying the Research projects
- Review the progress of the research projects
- Efforts looking for additional resources for research infrastructure

- Contributing towards the development of curriculum.

- Recognizing recent trends in Management

- Identifying the thrust / emerging research areas and advises on the research processes and current technological practices.

Extra Curricular & Co-Curricular Committee

Headed by the Dean Student Welfare,

The following are the roles and responsibility of the Extra Curricular & Co-Curricular Committee

- The committee shall plan for creating the infrastructural facilities

- Submission of quarterly report regarding the adequacy and quality of the maintenance of the facilities

- The committee is responsible for:
  a. Event planning

  b. Scheduling the events

  c. Budget planning

  d. Ensuring maximum possible participation

  e. Coordinating the student activities

Staff Selection Committee

The roles and responsibility of the Staff Selection Committee are-

- Properly scrutinize and short list the applications as per the Job Requirements
- Conduct the tests and rank the applicants as per the test scores
- Conduct the Interviews and rank the applicants as per the Interview scores
- Make final list of selected candidates and recommend for the approval by the Governing Council.
- To select the qualified, meritorious, talented and efficient faculty.
- Responsible for appointment of technical, administrative and other staff.
- To recommend the Governing Body for approval/ratification of appointments made to different positions.

Alumni Committee

Headed by the Faculty in Charge,

The following are the roles and responsibility of the Alumni Committee-

- Responsible for the registration of all the outgoing students as alumni members and maintenance of the database.

- Collects and compiles information of the distinguished alumni, viz.,their achievements, progress and successful careers.

- Maintains continuous interaction with the alumni and plans forutilizing their services for the benefit of present students and the institute.

- Establishes the network of the alumni and present students through seminars, guest lectures, workshops etc.

- Responsible for establishing alumni chapters and conducting their annual meets frequently.

- Identifies the Alumni occupying good positions in Industry / R&D / Academics / Business etc.

- Host the alumni details on the Institute Website interacting with individual HOD's through Institute Automation and update the same regularly.

- Circulates the details of alumni to the present students for their benefit.

- Invites the Alumni in good professional position for guest lecturers under discussions with HOD.

- Host a Web Site for online registration of Alumni as well for funning information

- Forwards information through E-News Letter and update the Yearly Calendar of Events.

- Receives suggestions from the Alumni through e-mail regarding the need for curriculum updating, Lab up gradation, imparting any Special Skills, Career Opportunities, Admission into Foreign Universities etc. and forward the same to the Deans, if any action needs to be taken from their side.

- Identifies Funding for Instituting Scholarships for deserving meritorious students from Alumni.

- Collects Funds to develop Library / Equipment / computer centres, Buildings etc.

Anti-Ragging Committee

The following are the roles and responsibility of the Grievance Redressal Committee

- Ensures that at least one faculty member will be present at any particular time at all the locations to avoid ragging activities.

- Canvases about anti-ragging in the forms of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging.

- Arranges counselling and guidance programs arranged for the fresher's and parents regarding ragging.

- Takes affidavits from the students and parents regarding Ragging during the Admission.

- Provides helpline details inside and outside college premises.

- Resolves the complaint received from the victim

- Verifies the facts through enquiry

- Awards disciplinary action against culprit.

Sexual Harassment Committee

The roles and responsibility of the Sexual Harassment Committee are-

- To prevent sexual harassment and to promote the general well-being of female students/employees of the Institute.
- To provide the healthy and safe environment in the Institute for the female students/employees.
- To provide guidelines for the redressal of grievances related to sexual harassment of female students/employees of the institution.
- To resolve issues pertaining to girls or women sexual harassment

SC & ST Cell

The roles and responsibility of the SC & ST Cell are-

- Resolves the Grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems.

- Looks after the work related to SC/STs matters and no other work is assigned to the Cell.

- Ensures the effective implementation of the guidelines /policies and programmes of the Government of India, UGC and State Governments with regard to backward castes, classes and physically challenged.

Grievance Redressal Committee

The following are the roles and responsibility of the Grievance Redressal Committee

- All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee via the online grievance redressal platform.

- Committee tries to settle the issues amicably in a time bound manner.

- Introduces a reasonable and reliable solution for grievances of various issues received from students/parents

- Ensures that the grievances are resolved on time impartially and confidentially.

STANDARD OPERATING PROCEDURE
OF
EXAMINATIONS

Headed by the Dean Academics,

The roles and responsibility of the examination department is as follows

- Circular issue to the faculty members for completion of Pre-Mid Term courses on specific time i.e. 15 days before the Mid Term Examination.

- Circular issue to the faculty members for submission of Mid Term Question paper before 15 days of examination.

- Publication of notice to students for Mid Term Examination before 20 days of examination.

- Notice and Circular issue before 20 days of commencement of Post Mid Term Classes for both faculty members and students.

- Publication of Invigilation Duty for Mid Term Examination to the Faculty members 5 days before the commencement of examination.

- Preparation of seat chart & seating arrangements one day before commencement of Mid Term Examination.

- After completion of examination – Mid Term Examination paper circulated among the faculty members with their respective subject.

- Circular issue to faculties for return of Mid Term Answer sheet within 15 days after showing to the students.

- Issue of Circular for submission of End Term Questions paper with stipulated time atleast 15 days before commencement of examination.

- Publication of End Term Examination Programme before one month of the examination.

- End Term Examination form fill up notice published 15 days before and deadline given finished two days before commencement of examination.

- Notice published for Dissertation and Viva-voce for final year students.

- Circular issue to the faculty members for completion of Post Mid Term courses within stipulated time.

- Submission of Internal foil with specific date after completion of Post Mid Term Courses.

- Publication of Invigilation duty for End Term Examination 5 days before commencement of examination.

- Preparation of seat Chart & seating arrangement one day before commencement of End Term Examination.

- After completion of examination answer sheet circulated among the faculty members for evaluation.

- After collection of answer script and Internal foil then proceed for publication of result.

- Publication of result.

- After publication of result either Term wise or Final result after that notice published for Supplementary/Improvement/Term Back Examination and form fill up accordingly.

Evaluation Method

IMIS gives stress on a pragmatic approach to learning methods in management education. Apart from the class room teaching, the instructors insist on various other formats, viz. case discussion, situational analysis, project work, field visits, seminar talk, paper presentation, group assignments, quizzes, etc. The objectives are to awaken the curiosity among the students, generate habits of rational thinking in them, gear their mind to face the unfamiliar situations and train them to be able to stand on their own. The learning process helps the students in the organization and correlation of facts, in comprehension of ideas and creative use of knowledge.

- Method of evaluation for a particular course depends upon the nature of the course and judgment of the instructor. The commonly evaluation components are *Class Participation, Quiz, Written Assignment, Project, Presentation, Public Speaking, Role Play, Case Discussion and Examination* at the middle and/or end of the course.

- **Distribution of weights between internal and external evaluation**

Credits-Course	Internal	External
3	60%	40%
2	60%	40%
1	100%	

External evaluation is made through End Term Examination, which is conducted after the completion of the entire course. Internal evaluation is done by the concerned faculty for the course, whereas End Term Examination (question setting and correction of papers) is conducted by the Examination Department.

- Restrictions for **minimum and maximum number of components** for internal evaluation in a course:

	Minimum	Maximum
1-Credit course	2	3
2-Credits course	3	4
3-Credits course	3	5

- There shall be at least one **written examination** (i.e. Mid Term, End Term) for evaluation in each course.

- In case of **1-credit course** :
  - No Mid Term examination
  - No Class Presentation
  - Only one quiz test if quiz is considered as a component

- **Mid Term Examination is mandatory** for all 2-credits and 3-credits courses in first year (Term I, II & III) except elective courses. In rest of the terms, the faculty can make a choice for Mid Term Examination. MT Exam will be conducted after 50% coverage of the course.

- **Presentation – evaluation component**

  There shall be restriction in Course Manual for number of sessions to be allotted for presentation in a course. If extra session required, faculty shall take extra classes beyond the regular schedule. However, allotment of extra sessions for presentation shall not be a part of Lesson Plan. That will appear outside the Lesson Plan under the heading Notes.

	No. of sessions available for Presentation
1-Credit course	Not Applicable
2-Credits course	3
3-Credits course	4

- **Presentation** component is **mandatory** in case of core courses in first year (Term I, II, & III). However, in case of courses like *Financial Accounting, Quantitative Analysis, Managerial Computing*, *Advanced Excel for Decision Making and Operations Management,* presentation may **not be applicable**.

- **Quiz** is **not** a mandatory component for internal evaluation. Quiz test can be online or offline.

- **Restriction for Marks in the following specific components** for internal evaluation **:**

Mid Term Exam	Full marks 20
Quiz Test	Full marks 10
Assignment/Presentation	Full marks 20
Public Speaking	Full marks 10
Role Play	Full marks 10
Class Participation/Attendance	Full marks 10

- **Duration and Marks of Examination**

	MT Exam	*ET Exam*
1-Credit Course	Not Applicable	90 mnts/Marks 20
2-Credits Course	90 mnts/Marks 20	150 mnts/Marks 40
3-Credits Course	90 mnts/Marks 20	150 mnts/Marks 40

- In case of Term VI, there will be no internal evaluation. Only one written test will be conducted at the end of the term.

- **Mid-Term Examination (wherever applicable)**

Particulars	2-Credits and 3-Credits Course	1-Credit Course
Course Coverage	50% of Syllabus	
Exam Duration	90 minutes	
Full Marks	20 Marks	
Question setting by	Concerned Faculty	No Mid Term Exam
Evaluation by	Concerned Faculty	
Exam Pattern	Two papers per day	
Question Pattern	Discretion of Faculty	

- **End-Term Examination**

Particulars	2-Credits* and 3-Credits* Course	1-Credit** Course
Course Coverage	Entire Syllabus	Entire Syllabus
Exam Duration	150 minutes	90 minutes
Full Marks	40 Marks	20 Marks
Evaluation by	External Examiner	External Examiner
Exam Pattern	Two papers per day	Two papers per day
Question Pattern	Q.1. Case (10 Marks) Q.2. with OR (10 Marks) Q.3. with OR (10 Marks) Q.4. with OR (10 Marks)	Q.1. Case (8 Marks) Q.2. (6 Marks) Q.3. (6 Marks) Q.4. (6 Marks) Q.5. (6 Marks) } Any two

*   In case of **2-Credits & 3-Credits Course**, Q.1 (compulsory) will be either from Pre-Mid term or Post Mid Term syllabus. Q.2 will be from Pre Mid Term syllabus. Q.3 and Q.4 will be from Post Mid Term syllabus. The student has to appear all four questions carrying equal marks (10 marks each).

**   In case of **1-Credit Course**, Q.1 is compulsory and out of rest four questions, the student has to appear any two.

Grading System

Grades will be based on a five-point scale as follows:

> A = Excellent
> B = Good
> C = Satisfactory
> D = Low Pass
> F = Fail

In addition to the four letter grades mentioned above, plus (+) and minus (-) signs against A, B, C and D may be added to indicate varying degrees of performance. All segments of evaluation are to be awarded letter grades. Thus, four letter grades are converted into 12 sub-letter grades (excluding F) *viz.* A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-.

Marks obtained by a student in a particular component of a course will be first measured by a relative scale and then the corresponding sub-letter grade will be allotted. The relative scale can be drawn considering highest mark scored as the maximum of the scale and 35% of the full marks of the concerned component or the lowest mark whichever is higher as the minimum of the scale. The scale unit is calculated by dividing the difference between maximum and minimum values by 12.

The sub-letter grades in individual components are converted separately into numerical grade points up to two decimal points as per the Grade Conversion Table. The conversion is made based on the weights assigned to the respective components.

		Grade Conversion Table										
		5%	10%	15%	20%	25%	30%	35%	40%	45%	50%	100%
13	A+	0.65	1.30	1.95	2.60	3.25	3.90	4.55	5.20	5.85	6.50	13.00
12	A	0.60	1.20	1.80	2.40	3.00	3.60	4.20	4.80	5.40	6.00	12.00
11	A-	0.55	1.10	1.65	2.20	2.75	3.30	3.85	4.40	4.95	5.50	11.00
10	B+	0.50	1.00	1.50	2.00	2.50	3.00	3.50	4.00	4.50	5.00	10.00
9	B	0.45	0.90	1.35	1.80	2.25	2.70	3.15	3.60	4.05	4.50	9.00
8	B-	0.40	0.80	1.20	1.60	2.00	2.40	2.80	3.20	3.60	4.00	8.00
7	C+	0.35	0.70	1.05	1.40	1.75	2.10	2.45	2.80	3.15	3.50	7.00
6	C	0.30	0.60	0.90	1.20	1.50	1.80	2.10	2.40	2.70	3.00	6.00
5	C-	0.25	0.50	0.75	1.00	1.25	1.50	1.75	2.00	2.25	2.50	5.00
4	D+	0.20	0.40	0.60	0.80	1.00	1.20	1.40	1.60	1.80	2.00	4.00
3	D	0.15	0.30	0.45	0.60	0.75	0.90	1.05	1.20	1.35	1.50	3.00
2	D-	0.10	0.20	0.30	0.40	0.50	0.60	0.70	0.80	0.90	1.00	2.00

The total of such numerical grade points are divided by 3 and rounded off to two decimal points. The numerical grade so obtained determines a student's final grade in the course and it is expressed in equivalent letter grade as per the following scale:

$$>3.550 = A$$
$$<3.550 \text{ and } >2.550 = B$$
$$<2.550 \text{ and } >1.550 = C$$
$$<1.550 \text{ and } >0.550 = D$$
$$<0.550 = F$$

Thereafter, the Grade Point Average (GPA) and Equivalent Letter Grade for a student in a particular Term are determined using credits of courses as weights. Finally, the Cumulative Grade Point Average (CGPA) and Equivalent Letter Grade are determined using credits of Terms as weights.

CGPA into percentage conversion : Marks in percentage = 20 x CGPA (notional)

Note :

a. If a student has not satisfied the academic requirements of a course, he/she may be assigned "I" (Incomplete) grade temporarily, representing non-completion of the academic requirements for the course. When awarding an "I", the instructor should specify how the "I" has to be removed. (The methods include extra quizzes or assignments, make-up examinations, and repetition of the course). The instructor shall not withhold the final grade of any student.

b. The students are expected to complete all academic requirements and coordinate with the instructor to remove "I" before they join the next term. If for any reason, the student fails to complete the course, the "I" grade would be automatically converted into an "F" grade.

c. However, in exceptional circumstances (accident, hospitalization etc) where a student is unable to remove the "I" before the start of the next term, the decision of the Dean shall be treated as final.

d. If the student was willing, but the instructor could not facilitate the completion of the course, then the Dean's office will decide the manner in which the credit is to be fulfilled. No student may graduate with an "I" grade for any course.

Minimum Academic Standards

If a student's GPA falls below 2.00 in a term s/he would be allowed to graduate to the next term. However, if **at the end of academic year**, her/his **CGPA** is still **below 2.00**, s/he would have to discontinue the program of studies or has to repeat the entire coursework.

Attendance Policy

The continuous evaluation system at IMIS expects every student to be responsible for regularity in classrooms, evaluation components and other tasks assigned to him/her in each course. Attendance shall be mandatory for all the courses throughout the Program. The following rules are applicable w.r.t. Attendance Policy:

Regular Course

- More than or equal to 80%.........eligible to appear ET.

- Less than 80%, more than or equal to 50%.........eligible to appear ET. Will be awarded one Grade Drop in that particular course.

- Less than 50%.......shall appear Supplementary Examination

Developmental sessions

- More than or equal to 70% attendance.........eligible to appear ET.

- Less than 70%, more than or equal to 50%.........eligible to appear ET. Will be awarded one Grade Drop in that particular Term.

- Less than 50%.......shall appear Supplementary Examination of all papers in that Term.

SOAP

- Max 20% exemption for official engagements.
- Additional 10% in case of illness.
- In case of prolonged illness, the discretion of the concerned authority is final.

Intimation to the parents/guardian

In case of low attendance (i.e. Less than 50%), there shall be intimation through SMS to the concerned parents twice in a particular Term.

Repeat Exams for Internal Components

No exam for internal components can be carried forward to the next term. Faculty can complete all pending cases by giving the 2nd and final chance just before the ET in a term. The students who intentionally disrupt the academic discipline with their casual attitude should be awarded zero and if the final grade comes F, then they should be asked to appear for Supplementary Exam.

Repeat Examination for ET

The students who miss the ET exam due to genuine health reason or because of official engagements/permissions (placement tour, early joining in company etc.) allowed by the concerned authority can appear for 'Repeat Examination'. This exam shall be conducted as early as possible so that the result of such students can be published as per the regular schedule.

Supplementary Examination

Who?

- Attendance < 50%
- Final Grade is F
- Malpractice case

When?

- Supplementary exams of Term I+II+ III : After SIP, Before Term IV
- Supplementary exams of Term IV+V+VI : Before DVV

Exam Fee

- Rs.1000 per paper
- If remains absent in 1ST supplementary, then Rs.2000 per paper

Format

- Written test of 100 Marks comprising of objective type, cases, problems etc.
- The other evaluation components (even if already appeared/submitted) will be ignored.
- Invigilation should be done strictly by the faculty members.

Evaluation

- Should not exceed 60%.
- Will be awarded one Grade Drop.

Restriction from participating in CRP

If the total credits of the courses cleared through Supplementary exam are equal to or more than 40 in first year (T I+II+III), s/he should be restricted from participating in CRP.

Examination Fee

Regular/Repeat End Term Examination

1-Credit Course   Rs.100 per paper

2-Credits Course   Rs.300 per paper

3-Credits Course   Rs.300 per paper

Supplementary Examination

1-Credit Course   Rs.300 per paper

2-Credits Course   Rs.500 per paper

3-Credits Course   Rs.500 per paper

If remain absent in 1st supplementary, then Rs.1000 per paper (1/2/3 Credit course).

Repeat Examination (Passed Out Students)

- A passed-out student can be allowed only one chance to appear for Repeat Examination for improving the marks/grades within three years from the date of pass-out from the institution.
- The student is allowed to appear the repeat examination only on the course curriculum completed by him/her.
- A student can not appear for repeat examination in more than 50% of the number of papers covered under his/her course curriculum.
- Courses in which a student has secured less than 60% marks can only be repeated.
- The repeat exam is allowed only for the written components .i.e Midterm/End term examinations.
- The repeat exam for Midterm shall be a 1½ hours written test and for End term shall be a 2½ hours written test for Full Credit papers and 90 minutes for Half Credit papers and will cover the entire syllabus.
- However this will be marked as "Repeat (R)" against the course(s) in the final scorecard of the student.

Fees for the repeat system

Repeat Exam	3 Credit Course	2 Credit Course
End Term Examination per Paper	Rs.1000.00	Rs.500.00
Midterm Examination per Paper	Rs.300	
Repeat Final Mark sheet	Rs.1000	
Repeat Final Certificate	Rs.2000	

Examination Rules

The institute determines when examinations take place and students must attend examinations as required. Candidates for examinations must read - and will be assumed to have read - the following rules, which apply to all examinations, conducted by the institute. ["**Examination**" means any quiz, assignment and/or any other written paper which is timetabled within the academic session and which is taken into account in assessing the final results in a course.]

1. It is candidates' responsibility to ensure that they know the correct date, time and location of all their examinations. For all information pertaining to examination, they should refer the Notice/ Display Board.
2. A candidate shall not be entitled to sit for an examination unless the candidate has

   a) deposited the examination dues (for End Term), and/or
   b) given the faculty feedback in the concerned course using AIS, and/or
   c) not been debarred due to shortfall in attendance

3. Each candidate should be inside the examination hall by the time when the examination is due to start. The candidate is required to remain in the assigned seat 5 minutes prior to the

commencement of the exam. To avoid undue disturbance to other candidates, the invigilators are empowered to require all the candidates who arrive late to remain outside the examination hall until 20 minutes after the commencement of the exam.

4. Any candidate reporting after 30 minutes from the commencement of the test will not be allowed to appear the test.

5. A candidate having entered the examination hall, shall not communicate, by word, writing, signaling otherwise, with any person other than the invigilator/examiner, or assist any other person to communicate with another candidate, or willingly receive communication from any person other than the invigilator/examiner.

6. During examinations, candidates must obey any instructions given by the invigilators; candidates must listen carefully to instructions and inform an invigilator if they cannot hear what is being said or if they do not understand what is being said.

7. Candidates must take their Identity Card to each examination and place it on their desk. The invigilator will check Identity Cards against the attendance list during the examination.

8. Unless specific instructions to the contrary are given:

    a) Candidates are allowed to take to an examination desk: pens and pencils, erasers, rulers, electronic calculators cleared of all pre-stored programs or information, i.e. nothing in the memory; Candidates are expected to supply their own writing instruments. No sharing is permitted.

    b) Candidates are <u>not allowed</u> to take to an examination desk (even in pockets): books, paper, electronic or magnetic information storage devices, mobile phones or other electronic communication equipment, data tables, notes, paper (including exam timetables), dictionaries (including electronic dictionaries), blotting paper, pencil cases, wallets, purses <u>or any other item that could be used to gain advantage</u>. These items must be left in bags before the start of the examination at own risk; The institute is not responsible for lost, stolen or misplaced personal items.

    c) Any candidate who is found to have a mobile phone in his/her possession after the start of the examination is committing a disciplinary offence.

    d) There will no provision to supply water inside the examination hall. The candidates should carry their own water bottles.

9. It is candidates' responsibility to check that they have been given the correct question paper. If there is any doubt, candidates should attract the attention of an invigilator immediately.

10. Every candidate should identify his or her question paper by putting his or her signature on the top. No writing is permitted on the question paper.

11. If you experience question related problems or doubts that affect your ability to take the exam, notify the invigilator immediately by raising your hand without disturbing the other candidates. However, the invigilator cannot answer questions related to exam content.

12. A candidate must not communicate in any way with another candidate during the examination and must not disturb other candidates.

13. Candidates must not leave their examination desks during an examination except with the permission of an invigilator. If candidates need the toilet (max 5 minutes), they must attract the attention of an invigilator by raising a hand without disturbing other candidates. No extra time is allowed for toilet visits.

14. Eating, chewing, smoking, drinking and making noise that creates a disturbance for other candidates are prohibited during the exam.

15. No candidate may leave the examination room during either the first hour or final 15 minutes of an examination. Candidates who wish to leave may do so at other times with an invigilator's consent provided that they hand over their completed scripts to an invigilator before leaving. Candidates must leave the venue without disturbing other candidates.

16. Candidates who have handed their completed scripts to an invigilator and who have left the examination room will not be re-admitted under any circumstances.

17. No candidate may resort to unfair means/cheating/misconduct in an examination or help or attempt to help any other candidate to use unfair means in an examination. [**"Unfair Means / Cheating/ Misconduct"** means an act or an attempted act of deceit to gain the academic credit and includes the use of, or the preparation of for the purposes of using, unauthorized material in an examination whether inscribed on paper, clothing, the candidate's person; instruments (including electronic equipment); the reception of materials, signs or signals from other persons; sharing of answer scripts or question papers inscribed with answers.]

18. An invigilator may

    a) Confiscate any material brought into the examination hall, which the invigilator considers to be unauthorized. The confiscated material, with a statement of the circumstances shall be handed over to the Dean.

    b) Require any candidate to leave the examination hall if in the opinion of the invigilator, the candidate's behavior is such as to disturb or distract any other candidate.

    c) Have, and exercise, such other powers as are necessary for the proper and efficient conduct of an examination.

19. Candidates should be aware that the institute takes an extremely serious view of any attempt to use unfair practice in examinations. The use of unfair means is regarded as a serious offence within the institute's Code of Conduct for Examinations. Students found guilty of this offence will lose academic credits, be suspended or be expelled from the institute.

Summer Internship Program (SIP)

The Summer Internship Program gives an opportunity to students to observe business organization in operation and to sharpen their knowledge and skills by putting them to use. Besides providing a forum to deepen their understanding of managerial problems, the Summer Internship Program also gives students practical experience that helps them to plan their career after completion of the program. Thus requires a serious approach on the part of the student. They have to undergo the training under the supervision of one faculty guide assigned by the institute and one guide from the concerned organization. The students are required to undergo Summer Internship Program in **Preferred Area** or **First Elective Area** chosen by them.

The Summer Internship Program is of **2 months** (8 weeks) duration. However, in case the organization wants the service of the trainee for some extra period, the extension of time may be permitted on request to the authority. After the completion of Summer

Internship Program, the students have to submit the Internship report in **triplicate** form as per the prescribed date, failing which adequate disciplinary action may be taken. After submission, they have to give a presentation on their work and experience gained during the Summer Internship Program. The evaluation components and the corresponding weights are as follows:

Components	Weight (%)
Evaluation by Company Guide	35
Evaluation by Faculty Guide	35
Report Presentation	30

A general guideline for Summer Internship Report preparation is given in Annexure III. The Code of Conduct for Summer Internship Program is given in Annexure IV.

Dissertation

The Dissertation is intended to encourage the students to make an intensive study of some aspects of management, to acquaint them with systematic research methodology and to sharpen their conceptual and analytical skills. The students have to carry out dissertation work under the guidance of one faculty guide assigned by the institute. Looking at the objective, intensity and importance of the dissertation work, the students will have to start the work much in advance, i.e. immediately after the Summer Internship Seminar Presentation. In consultation with the faculty guide, the students have to decide the area and topic for work. This requires extensive visits and field study to collect the primary data along with referring different sources for secondary information.

To ensure the qualitative dissertation work, the students are supposed to get their progress in dissertation work certified by the concerned faculty guide. The final dissertation is to be submitted just before the commencement of End Term examination of Term V (submission date will be intimated). The submission final Dissertation should comply with the schedule failing which he/she **will not be allowed to appear for End – Term Examination of Term V.**

The evaluation of dissertation work involves two-fold approach, viz. Report and Viva-voce. Both the faculty guide and the external examiner will evaluate the report. The same external examiner will also conduct the viva-voce test on the work. The components for evaluation of Dissertation work along with the corresponding weights are as follows:

Evaluation components of Dissertation	Weight (%)
Evaluation of report	50
Viva-voce	50

A general guideline for dissertation report preparation is given in **Annexure III.**

Sample Formats

Related to the following issues, the students are supposed to apply in the prescribed format, which are available in Academic Section/Front Office:

1. Form for Academic Leave Application (SLAP & SOAP)
2. Form for Dissertation Progress Report
3. Form for Guide Certificate (Summer Internship Program & Dissertation)
4. Form for issue of Duplicate Identity Card/ Library Card
5. Form for Filling-up Form for End Term/Supplementary/Improvement Examination
6. Form for Rechecking of Examination Papers
7. Form for Duplicate Mark Sheet of a Term/ Duplicate PG Certificate/Final Mark Sheet
8. Form for Grievance, if any
9. Form for Hostel Leave Application

Item no. 1, 2, 3 will be available in Academic Section. Form No. 4, 5, 6, 7, 8 will be available in front office and item no. 9 will be available with the concerned Manager/Caretaker (Hostel)

Other Charges

Re-addition of Exam Papers	Duplicate Mark Sheet of a Term	Duplicate Identity Card	Duplicate Library Card	Duplicate CLC/ Provisional Certificate	Duplicate Final Mark Sheet	Duplicate Final Certificate
Rs.200	Rs.300	Rs.300	Rs.200	Rs.1000	Rs.2000	Rs.3000

Certification

Program Completion Certification

The students who have completed the PG Program and awaiting for results will be given a Program Completion Certificate by the institute. This certificate is valid till the date of declaration of final results.

The PGDM Certificate

Students who fulfill the academic criteria will be awarded Post Graduate Diploma in Management (PGDM). However, in case of a student having dues outstanding against him/her to be paid and/or any other academic formalities not fulfilled, his/her certification will be withheld until the said dues/formalities are cleared. The PGDM Pass with Distinction Certificate will be awarded to the meritorious students who are in Top-10 List and got 'A' as Final Grade.

Awards and Medals

- **Gold Medal**

    The Gold Medal shall be awarded to the student securing highest marks in aggregate without any improvement, i.e. the 1st Rank holder. This medal is awarded during the convocation.
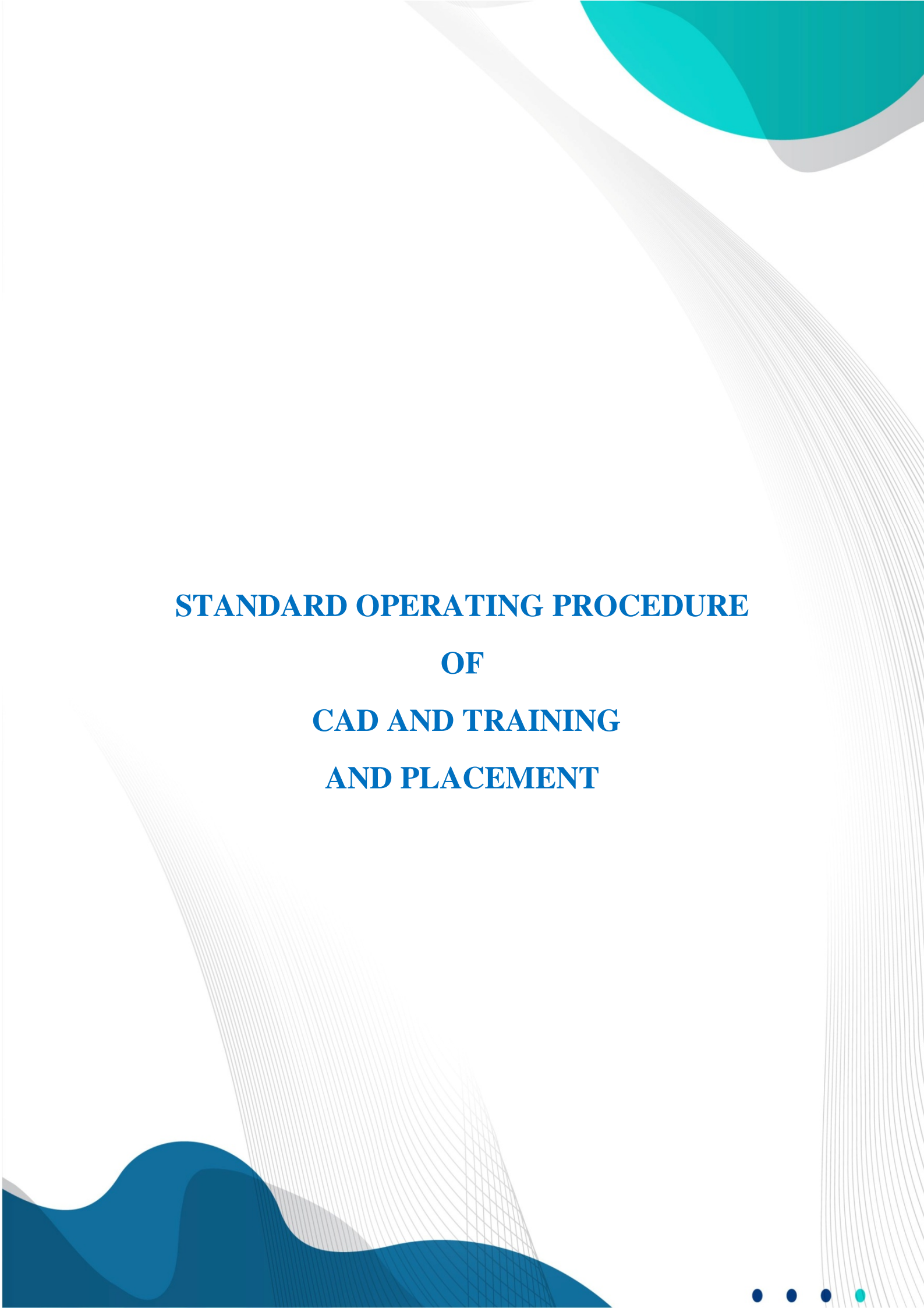
- **Best Student Award**

  This award shall be given to the best student of the batch and is conferred during the convocation.

- **Faculty Award for Elective Toppers**

  This is awarded to the toppers of the different elective areas in PGDM Program. These awards are conferred during the convocation.

- **Term Topper Award**

  This is a cash award conferred to the first three rank holders term-wise (up to term V).

STANDARD OPERATING PROCEDURE

OF

CAD AND TRAINING

AND PLACEMENT

Career and Development Centre (CAD)

The Career Development Centre was set up at IMIS to train students on skills required by the industry beyond academic knowledge. The various activities of the Centre include Individual Mentoring, Career Documents Development, Professional Development Programming, Career Development Mentor Program, Hands-on Skills Building Workshops, Mock Interview Programs etc. These activities are conducted throughout the year. The Dean of Career Development heads the Centre.

Objectives of the Centre

The aim of the Centre is

1. To support the institute's students in developing skills for better industry professionals.
2. To make them better team players by making them work in groups.
3. To provide career guidance and help in choosing the right career path.
4. To train them in employability skills like group discussion, personal interview etc.

Outcome

The students after the sessions

1. Enhance their communication skills, both verbal and written.
2. Develop the capability to crack job interviews.
3. Become Confident in handling various situations.
4. Learn to work in teams.
5. Become better groomed.
6. Make informed decisions on their career.
7. Read Business Dailies regularly.

Members

1. Dean Career Development
2. Dean Corporate Relations
3. Soft Skill Faculty Members
4. Communication Faculty members
5. Faculty Members from Different Areas. (on Invitation)

Role of the Dean

The role of the Dean is

1. To plan and administer the activities of the Centre.

2. Take timely action for implementing the programs based on suggestions from various stakeholders.

3. Conduct meetings and review the exercises regularly.

Role of Members

The members are supposed to

1. Propose and execute the activities, looking into the needs of the batch at the beginning of the session.
2. Attend all the meetings linked to the centre.
3. Give regular feedback to the students after each activity.
4. Conduct Evaluation tests periodically.

Attendance Guidelines

The students have to read the student manual and go through the attendance policy. The attendance is strictly monitored.

Term-Wise Indicative Activities List

1. Study Group Formation (Term I and Term III)
2. Business Round-Up (Term I and Term II)
3. Soft-Skill Development Sessions (Term I and Term II)
4. Communication Lab (Term I, Term II and Term III)
5. Placement Preparation (Term III, Term IV and Term V)
   a. SIP Profile Preparation (Term III)
   b. Group Discussion (Term III, Term IV and Term V)
   c. Written Exercises Sessions (Term III and Term IV)
   d. Final RESUME Preparation (Term IV)
   e. Mock Interview (Term III, Term IV and Term V)
   f. Company-Specific Preparatory Sessions (Term IV and Term V)
6. Prepare and maintain a database of the previous year's questions.
7. Certificate Courses (Term III and Term IV)

Activity Process

Sl No	Term	Activity	Responsibility	Process
1	I and III	Formation of Study Groups	Dean CaD	• The dean's office sends the list and details of the students section-wise to the Dean CaD before the reporting of the students. • Depending on the previous educational qualification, the Dean CaD will prepare the groups, either 3 to 5 members in each Group. • A faculty mentor is assigned to each Group.

| | | | | • When reporting to the institute, the students are informed about their study groups and faculty mentor by the CaD Office. |
				• The study group allotted in term I remains same for Term II also.
				• The groups and mentors are again changed based on electives in Term III.
2	I and II	Mentoring	Faculty Mentor	• A mentoring file comprising forms is given to the faculty member by the CaD office.
				• A specific slot is given in time table for interaction.
				• The faculty interacts with the students in the given slot or pre-appointed time and fills up the forms provided.
				• This form is sent to the CaD office, and necessary steps are taken to meet the students' concerns.
				• From Term III onwards submission of the forms is not mandatory.
3	Term I and II	Business Round Up	Faculty In Charge for specific Section	• The Dean CaD allots each section to a specific faculty member after consultation at the beginning of the term.
				• In the first session, the Faculty member in charge of the business round-up will explain the activity, its components and the expectations from the students.
				• The responsibility to conduct the activity is allotted to two study groups per session. One is called the major group, and the other is the minor group.
				• In the subsequent session, the Minor group becomes the Major group, and a new group joins as the minor group. This cycle continues till all the groups have completed their tasks.
				• The Major group does the week's Economy Round-Up, Sectoral Round-Up and Stock Market Analysis.
				• The Minor group discusses success/ failure stories of companies, eminent business personalities, any event etc. and a Business Quiz.
				• Both groups will show their part to the faculty member before conducting it in the class.
				• The faculty member can invite other faculty members for value addition on any specific area in which the groups might be presenting.
				• The Faculty member and the groups can change the format of this activity without

				•	diluting the primary objective.
				•	The students must be encouraged to design presentations in PPT, carry data analysis in Microsoft Excel or use any other medium of technology.
				•	The faculty member shares the session's feedback at the end and maintains a record of the activities.
4	I and II	Soft Skills Development	Faculty Member taking these sessions.	•	The trainer first submits the plan at the beginning of each term to Dean CaD with details of the proposed activities/ modules.
				•	In the first session, the trainer briefs about the activity's objectives and provides theoretical inputs.
				•	He/She conducts games/ role plays, one-to-one interactions, group exercises, worksheets, audio/video sessions, etc., linked to the activity.
				•	Then the trainer does a debriefing session sharing his observations on the participants and explicitly mentioning the areas of improvement.
				•	A record of such activities and observations of the participants are to be maintained.
				•	The trainer can change the modules by looking into the developmental needs of the students after consultation with Dean CaD.
				•	The trainer/faculty member regularly takes the sessions in the given slots in the timetable and records the student's progress.
5	I, II and III	Communication Development Activity	Faculty Member in Charge	•	The faculty first conducts exercises to identify the students in three categories, i.e., poor, average and good in verbal and written communication.
				•	The list of students is prepared and communicated to them.
				•	The faculty member finalises the module in consultation with the Dean CaD.
				•	The faculty regularly takes the sessions in the given slots in the timetable and records the student's progress.
				•	The faculty conducts a final evaluation at the end of the term and submits all the reports to the Dean CaD.
6	I	Student Profile Preparation	Dean CaD and System Administrator	•	The Dean CaD first checks with the system administrator the format of the Student Profile in the Academic Information System (AIS).

				• Upon getting his clearance, the Dean CaD informs the students to prepare the profile in the computer lab in the second week of term I.
				• The briefing on each component of the profile and the process of filing the form in AIS is to be taken by the Dean CaD. During the same time, the system administrator is also present.
				• The students are required to fill up the same in all respect and write NA, whichever field is not applicable.
7	III	SIP Profile	Dean CaD, System Administrator, Communication Faculty Member and Soft Skill Faculty Member	• The Placement Department requests Dean CaD to prepare the SIP profile of the students.
				• Then Dean CaD checks with the system administrator the format of the SIP Profile in the Academic Information System (AIS).
				• Upon getting his clearance, the Dean CaD informs the students to prepare the profile in the computer lab.
				• The briefing on each component of the profile and the process of filing the form in AIS is to be taken by the Dean CaD. During the same time, the system administrator is also present.
				• The students are required to fill up the same in all respect.
				• The Communication and Soft Skill faculty member then checks the SIP profiles.
8	IV	Final Resume	Dean CaD , System Administrator, All faculty members	• The Dean Corporate relation requests Dean CaD to prepare the Final resume of the students.
				• Then Dean CaD checks with the system administrator the Final resume format in the Academic Information System (AIS).
				• The CaD office circulates a form on Project titles and descriptions to the students.
				• The students need to complete this form and get it signed after correction from the faculty members who guided the projects.
				• The Dean CaD informs the students to prepare the Final resume in the computer lab.
				• The briefing on each component of the profile and the process of filing the form in AIS is to be taken by the Dean CaD. During the same time, the system administrator is also present.
				• The students are required to fill up the

				same in all respect.
				• The Faculty Mentors of each student then check the Final Resume before submitting it to the placement section.
8	III and IV	Placement Preparation: Quantitative Aptitude	Quantitative Aptitude Faculty	• The syllabus to be approved by the Dean CaD. • The sessions are taken as per the plan. • Online tests are conducted and continuous evaluation is done.
9	III, IV, V	Placement Preparation: Group Discussion	Communication and Soft Skill Faculty Member	• A briefing on Group Discussion techniques, types, etc., is done in the first session. • Subsequently, Mock GDs are conducted to familiarise the students with the techniques of GD. In this, the students are divided into groups max of size ten. The topics are provided to the students, and asked to participate within a stipulated time. • A list of GD topics is circulated, and students are asked to come prepared on those topics. Then groups are randomly formed, and any group can be given any topic. • The feedback is given immediately, and the evaluation form is filled up.
10	III, IV, V	Placement Preparation: Interview	Communication and Soft Skill Faculty Member along with area faculty members	• A few sessions in term III are devoted in preparing the students with basic HR questions like self-introduction, strengths and its justification, career goals etc. • Once the SIP profile is prepared, a mock face to face interview is conducted and students are subjected to the same questions that are discussed in the class. • The feedback of the above activity is given immediately after the interview. • A mock telephonic interview is also conducted in term III. • A final interview is taken in term III whose evaluation is taken as a base for term IV. An evaluation form (refer to the Annexure I) is filled up and students are communicated their results. • In term IV, sector-based questions, basic FAQs are discussed by the faculty members and experts in their respective areas. The mock interviews are conducted. • These exercises are repeated on a regular basis even in term V as a part of campus recruitment preparation.
11	III	Certifications	Faculty	• These are conducted in consultation with the faculty member and on the areas

			Member	which are not covered in regular syllabus. • Mostly it is conducted for 10-12 hrs. • At the end a exam is conducted. • The meritorious students get certificate of appreciation and others get the certificate of participation.
12	IV, V and VI	Database on Company Questions Preparation	CaD Office Clerk	• The CaD office clerk to collect the questions and GD topics after the process of recruitment is over.

Flow Chart for CaD activities for One Batch
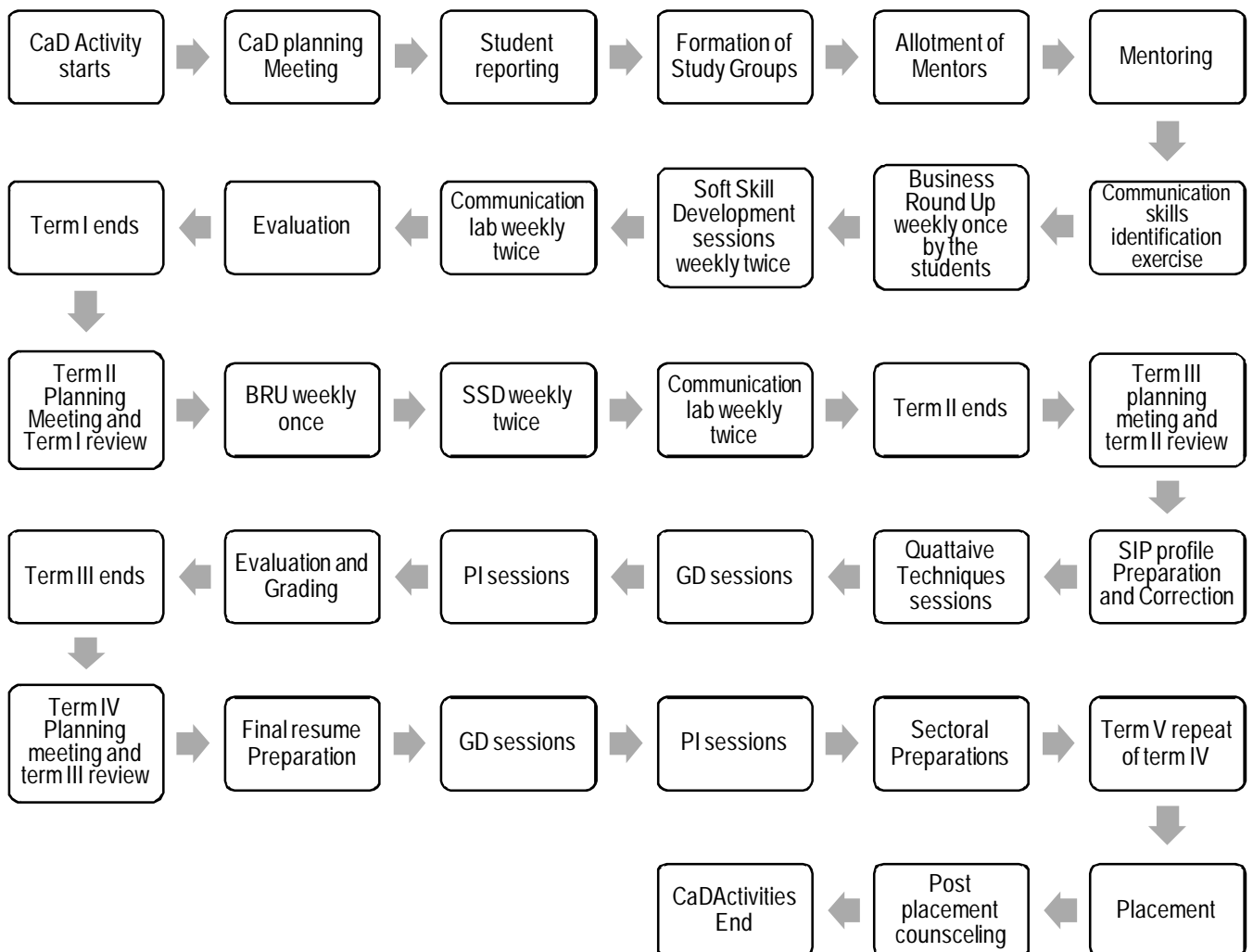
Training and Placement

The Section is responsible for Summer Internships and the Placement Procedure for the batch. The Section has to ensure that each student undergoing placements through the campus complies with the Campus Recruitment Program (CRP) Policy Guidelines as laid down by the Department. The Section approaches organizations for recruitment, maintains an extensive record of the students' qualifications, conducts various Recruitment and Placement related activities, and provides with the logistical support to the recruiters to seamlessly conduct their process

The overall responsibilities of the department are mentioned below:

- Design and Printing of Placement Brochure – Soft copy as well as Hard copy
- Developing and Executing the Placement strategy
- Conducting Recruiting Company Survey (s)/Search
- Interacting with the Past Recruiters
- Interacting with the Potential Recruiters
- Placement Presentation at various companies
- Organizing the Placement Orientation session
- Placement Interaction with students
- Sectorial Choice and Students segmentation
- Placement Planning and Activity Calendar Preparation
- Conducting Meetings with Student and Institute Placement Committee
- Goal Setting & Target companies lead generation
- Maintaining & updating Corporate Database
- Maintaining & updating students database
- Coordinating with CAD/Academic/Alumni Section
- Coordinating all the campus placement activities.

Roles & Responsibilities of Dean - Corporate Relations

- Undertaking liaison activities with the corporates, regional offices and local officials of the companies for building an effective repo to secure mutual help and support between industry and academic.
- Strengthening relationship to be a preferred destination for talent hiring by the companies.
- To help academic in approaching identified industry resource person to invite for guest lectures, corporate talks for giving the students practical insights and experiential knowledge.
- To secure the help of domain experts of industry for training the students and imparting domain specific knowledge to prepare near industry ready professionals.

- To help arranging the industry which is by the students to gain an understanding of the work process and have a feel of work place.

- To be instrumental in inviting the companies for campus hiring to prepare necessary presentations for the corporates during the visit for the invitation or otherwise.

- Furnishing additional information or details of the campus / institute for empanelment purposes.

- Receiving information on the campus process and notifying for student information and inviting willingness for participation.

- Forwarding the details of the students / CVs as per the requirement for the purpose of short listing / selection process.

- Facilitating the campus selection process in terms of logistics, hospitality, etc.

- Ensuring smooth conduct of the process and communication of the result to the participants.

- Receiving the offers of the selected students handing over the same and sending the

- Acceptance to the companies.

- Informing the students of joining formalities and date and place.

- Maintaining necessary records and carrying out documentation process.
- Preparing placement highlights, Analysis for the year and circulation among the stakeholders

Roles & Responsibilities of Corporate Relations Officer

1. Shall independently handle Corporate Relations to take forward the existing one.
2. Develop Corporate Database of the companies and track changes at the corporate set up.
3. Should develop one to one relationship with the campus relations team at corporate, regional & state level of the company.
4. Should communicate all institute related activities and achievements to companies periodically.
5. Should present the institute in a way that would develop a positive mind set in the decision making team and senior level executive in the companies.
6. Continue the brand building initiatives of the institute in their own capacity.
7. Should generate leads for prospecting for the ensuing placement & SIP of current batch.
8. Should map the company processes, job requirements, associated skills etc., to communicate to the CAD for developing the talents to match job requirements.
9. Should make necessary arrangements to :

    - To plan for the campus recruitment program
    - To undertake visit / interact with the corporate clients for suitable opportunity
    - To send campus invitation and SIP request to the targeted companies
    - To co-ordinate with the HR to finalize the date of campus visit and PPT
    - To notify the vacancies and the details of offer by companies
    - To forward database/CVs to the companies for shortlisting of students

- To notify the campus interview schedule and arrange for the logistics, travel and hospitality for the campus selection team
- The post recruitment processes up to the time of joining should be coordinated smoothly with HR / on-boarding team.
- Should send gratitude / thanks giving letter on completion of campus / SIP processes

Placement Section Office

1. Will compile the student's database for the current batch to be used in campus recruitment & SIP Process.

2. Maintain & update the database of companies on the basis of information from CROs.

3. Will act as custodian of all the articles, furniture, fixture & other assets allocated and in use by the department.

4. Will be responsible for safe maintenance of all documents, files and stationery issued and to be accounted for any consumption

5. Will get necessary approvals for expenses and budget requirements for campus interview process.

6. Maintain attendance and leave permission details

7. Will extend administrative support for the smooth execution of campus process such as logistics, hospitality, interview venue and transport.

8. Will compile data, arrange photography for the preparation of CRP Brochure, Placement Highlights & Analysis etc.,

9. Will issue notifications, circulars interoffice memo for the different occasions.

Institute Placement Committee:

The Placement Committee is constituted to discuss all aspects of final placement and summer internship matters and guide the Training & Placement Section. It plays an advisory role in ensuring placement quality in terms of recruiters' brand, offer and job roles.

All the Area Chairs, Dean - CR, Dean - CAD, Dean- Academics and Professor In-charge Alumni are Ex-Officio Members of the Committee Headed by Director. The Committee shall meet at least 2 times in a year i.e. at the time of planning the Placement & Internship for the current batch and final review on completion of the batch placements. Any intermediate meeting may be convened as may be required.

Dean-CR will be the convener Ex-Officio. The agenda for the meeting will be circulated along with schedule. Also, the minutes of the meeting will be recorded and circulated to the members.

Students Placement Committee:

Student Placement Committee is constituted to involve students in the placement process to seek their suggestions & get necessary help& support. The committee is constituted through nomination &necessary notification is issued by Dean (SW). The tenure of the committee is up to the time of completion of the placement of the batch.

1. To conduct placement research & help in database preparation, company follow-ups.

2. To accompany Corporate Relations Officers on Corporate Visits for extending invitation to potential recruiters.

3. To help in conducting the camps interview in a smooth manner.

4. To give useful leads and different contact sources in corporates for exploring opportunity.

5. To help disseminate campus information and understanding among their batch- mates.

STANDARD OPERATING PROCEDURES

OF

LIBRARY

The library provides access to an extensive range of informative resources like books, e-books, journals, e-journals, newspapers and access to wide range of resources to enhance knowledge for research and development activities of the faculty and the students.

Objective: To lay down procedures for the procurement of the resources needed for the library, their circulation accounting and disposal**.**

Procedure:

- All the Faculties are communicated to raise their requisitions for books based on the curriculum through a requisition form circulated by the Faculty in charge.

- Depending on the requisitions raised, vendors are selected.

- Quotations are asked from 3 different vendors which are compared and evaluated for best price.

- Comparative statement is prepared and sent for the approval of Director. Once the Director approves the list, it will be submitted to the accounts department to check the sanctioned library budget for the year.

- After the budget is sanctioned, books are procured and entry is done in the accession register.

- After the stock entry the books are placed in the respective departmental racks and then circulated through circulation desks.

Roles and Responsibilities of the Chief Librarian

- It is mandatory to maintain silence in the library.

- Faculty and students should not be allowed to take their personal belongings into the library

- To promote the e-resources of the library to the target audience.

- To assist the staff and students in proper usage of the resources.

- To maintain a register for outgoing books.

- To collect the issued books in time.

- To collect fine from the students if they are not returning after the due date.

- To see to that the issued books will be returned in proper condition otherwise action will be taken

LIBRARY REGULATIONS

Library Sections

The IMIS Library is divided into three sections, viz. Text Book Section, Reference Section and Periodicals Section.

Text Book Section	This section includes the textbooks, which are meant for issue to the Students/ Faculty Members.
Reference Section	This section includes the reference books, which are not meant for regular issue.
Periodicals Section	This section includes journals, magazines, newsletters, periodicals etc. These are not meant for regular issue and/or overnight issue.

Library Hours

The library will remain open on all the working days from **8.00 A.M to 9.00P.M**. On rest of the days, i.e Sundays and Holidays, the library will remain closed. However, during examination period, the library may remain open on request subject to the approval of the Dean. But, in such case, students will not be allowed for any transaction (issue/return) other than accessing the reading room.

Timing for Library Transactions

The following timings are to be followed by all the users:

9.00 A.M – 6.00 P.M   **Regular Issue and Return**

       All the students are advised to follow the timing strictly. Any undue request to carry out any type of transaction beyond the slot will not be entertained.

Library Card

- Each student is issued with one card against which maximum seven books can be issued in each year.
- The library will retain the card till the books are returned.
- Library cards are not transferable. No student will be allowed to borrow or return the books on behalf of his/her friends.
- In case the card is lost, the students are advised to inform the authority at the earliest to avoid any type of misuse. A duplicate card will be issued against an application along with a fee of Rs. 100/- at the counter.

Online Public Access Catalogue (OPAC)

- A user can access the complete list of documents present in the library by using OPAC.

- Easy searching options are available in OPAC for the users. A user can browse through accession numbers and titles.

- A user can see his/her borrowed books by entering his/her ID (available in Library Card)

- OPAC can be installed and accessed on any computer in the local network.

- In addition, OPAC has enhanced option such as WEB OPAC through which complete list of documents can be accessed through internet.

Borrowing Facilities

- In case of regular issue, every student is entitled to borrow maximum seven books in the 1st year and the 2nd year, for a period of fifteen days (exclusive of issue date) from the issue section.

- A book can be re-issued only once unless the book is not in demand or request.

- In case of books having limited copies, students are advised to put a request in the prescribed register and as soon as the books will be available, they will be intimated through notice. As per the intimation, if a student fails to get the book(s) issued within the specified time, then his/her chance is automatically forfeited and goes to the next person in the queue.

- The journals, magazines, newsletters, periodicals and newspapers are not to be issued under any circumstance. These are to be read in the reading room during the library hours only.

Penalty for Late Return, Loss or Damage of Books

A student will not be entitled for borrowing a second book if he/she is holding anoverdue book. A penalty of Re. 1/- per book per day shall be charged after the due date for issue.

The borrower along with the fine amount as per the above rates should preferably replace all damaged/lost books. The fine amount will be calculated till the date of replacement. If replacement is not possible due to non-availability of books in the market, double the cost of the books along with late fine will be recovered from the defaulter.

Photocopy Facilities

The students can avail the facility of photocopy of materials/books they want on advance payment. But, to facilitate the smooth operation, they are advised to put their request in a prescribed slip in advance. They can collect the photocopies afterwards against a payment of 75 paisa per copy. For photocopy of any book, magazine, journal or report, the students are required not to pull them out from their positions. Any request pertaining to photocopying should be given in the Request Slip with advance payment and should stick to the following timing.

Timing of tendering request for photocopy : **10:00 AM – 7:00 PM**

Discipline

- Students should carry their Identity Card failing which he/she will not be allowed to enter into the library.

- The students are not allowed to carry anything inside the library other than the notebook and laptop. The bags, personal books and other personal luggage should be kept at the library property counter.

- The issue, return and reservation of books will take place as per the prescribed timing. For any change in timings, rule or any other necessary information, the students are advised to refer the Library Notice Board on regular basis.

- The books issued for referring in the reading room will not go outside the library.

- The library personnel have got every right to examine the personal belongings carried by the student.

- The students need to maintain silence inside the library failing which they may be asked to leave the library. Any type of gossiping or whispering (even related to study) is strictly prohibited inside the library. For their study-related discussion the students are advised to use the classroom. The cell phones should be switched off while entering into the library.

- The students are not allowed make or receive any telephone call inside the library. The telephone is strictly meant for library personnel only.

- The students are required to maintain a decent decorum inside the library as per the direction of the librarian.

STANDARD OPERATING PROCEDURES

OF

HOSTEL & CANTEEN

Roles and Responsibility of Hostel and canteen Committee

- To plan and monitor the maintenance of all the infrastructure facilities concerned with the Hostel

- To supervise all facilities/amenities and their up keep, receive complaints from students, redress of grievances etc.

- To control, counsel the behavior of students in the hostel.

- To plan for all the infrastructure facilities required as per

- Responsible for proper maintenance of the lodging and boarding facilities of the hostel and for smooth running of the hostel

- To supervise, take steps for the maintenance of canteen facilities with hygiene

- To maintain and control the quality of food supplied in the canteen

- To modernize the canteen equipment and cooking procedures

- To control and make suggestions to the canteen management

- To plan for all the infrastructure facilities required as per norms

Hostel Regulations

Admission to Hostel

1. Eligibility

   Students of IMIS who have joined a regular course shall be eligible for hostel accommodation (during their course).

2. Allotment

a) Allotment of the hostel shall generally be made on twin or triple sharing basis, on availability of rooms.

b) The hostel admission shall be renewable at the beginning of each academic year or as decided by the management of IMIS.

c) Every resident shall vacate his/her room as per the schedule, which will be notified separately by the management of IMIS.

d) Rooms once allotted to the students for an academic year shall not be changed. However, the Hostel Superintendent reserves the right to shift the residents, if required, under special circumstances.

e) Students suspended from the institute for any reason may not be considered for hostel accommodation.

Procedure of Room Allotment

- Hostel Supervisor receives the details of students willing to reside in the hostel from the admission office.
- After receiving the details looking after the required rooms by the students, and the availability of the rooms the hostel Supervisor allots the rooms.

Resident's Absence from the Hostel and Visits by outsiders

1. **Absence from the hostel**

a) Residents, who wish to remain absent from the hostel in case of any personal requirement, shall do so only after obtaining the written permission from the Hostel Superintendent.

b) Residents who wish to remain absent from the hostel on account of a curriculum-related, co-curricular or extra-curricular activity shall, before leaving the hostel, inform the Hostel Superintendent in writing wherein they will specify the activity, it's venue, the duration of their absence and contact information.

c) The residents have to reach the campus by 08.30 P.M. every day.

d) A resident shall not be allowed to leave the campus after 07.30 P.M.

e) Attendance of the residents will be taken in a register everyday between 10.00 P.M. and 11.00 P.M. by the hostel managers/ caretakers at the lobby/ dining area and all the residents have to compulsorily sign the register everyday in proof of their presence in the hostel.

f) The main gate of the hostels shall be closed at 11.00 P.M.

g) Residents returning to the hostel after the permitted time without prior permission of the Hostel Superintendent or without a valid reason shall be subjected to appropriate penal actions including monetary fines. Regular offenders shall invite greater penal consequences, extending to even expulsion from the hostel.

h) In case of Campus Fests, Convocation & similar activities, the students engaged for late night preparations (if any) can ask for special permission from appropriate authority.

2. **Visitors**

a) Parents, relatives and local guardian (if any) shall be allowed to meet the residents only on Sunday between 9.00 A.M. – 5.00 P.M. after obtaining a written permission from the Hostel Superintendent.

b) Visitors (except parents) are not permitted to go inside the Hostel. Parents can go only up to the lobby area of the ground floor of the hostel. However, under any circumstances, male visitors of a girl resident shall not be allowed to go inside the girl's hostel.

c) Visitors will not be allowed to stay in the hostel beyond 3 (three) hours.

Conduct within the Hostel

General Rules of conduct

a) In general, the inmates are required to observe due decorum when inside the hostel. This includes maintaining due standards of discipline, courtesy, good behavior, cleanliness (within the hostel premises and especially within rooms) and also generally upholding a peaceful atmosphere conducive to academic activities.

b) Wearing of indecent clothes is strictly prohibited. An inmate shall not go beyond the hostel area without a formal dress from 8.00 A.M. to 9.00 P.M.

c) No student shall ill-treat or misbehave with any hostel or mess manager, caretaker, mess staff including staff members engaged for house-keeping duty. If any student has a grievance against any staff member, a written complaint may be submitted to the Hostel Superintendent, who shall take appropriate action.

d) No resident is allowed to share the room and/or the facilities provided in the room with other students.

e) A boy/ girl boarder in their respective block may visit or remain in a room allotted to others after 10.00 P.M. only with the consent of all the inmates of that particular room. If any inmate of the room objects, the visitor must leave the room immediately.

Use of resources

a) Wastage of food, electricity and water is a national loss, and due care should be taken to reduce wastages.

b) The use of electrical appliances like Air Conditioner (if not fitted by the institute), Television, Room Heater etc. is strictly prohibited. However, audio system may be used with headphone so that others are not disturbed.

c) Residents are not permitted to remove any fixture or fittings, or extend or alter existing electrical wiring, or tamper with any sanitary or water fittings, either in the room or at common places.

d) Residents shall not damage any furniture or move any furniture from its allotted place.

e) If any hostel property is damaged or misplaced, the cost of the same along with fine and/or penalty shall be recovered from those responsible for the act. If it is not possible to identify them, then the cost may be recovered from the residents collectively, or from one or more identifiable sections of the resident population, if the Hostel Superintendent, after due consultation with the management deems so.

f) If any resident is found responsible for damaging any property of the institute, then the same shall invite stern consequences including expulsion from the hostel, recording of the same in his conduct certificate apart from recovering cost, fine and penalty.

g) Residents have to bring to the notice of the manager or caretaker about repairing or maintenance work (civil, electrical, PH or carpentry), required if any, in their room or the common place by making suitable entries in the complaint register.

h) A resident has to co-operate while carrying out maintenance work and vacate their rooms completely when required for the purpose.

Internet Service

In order to assign at least 4 to 5 hours of sleeping time, which is essential for good health and better classroom performance, the Internet service will be disconnected between 1 A.M. to 5 A.M.

Discipline - General

a) Ragging or bullying of students or any other persons, whether in the hostel or anywhere else within the IMIS campus, is absolutely prohibited, and shall invite the most stringent consequences including termination from studentship.

b) The consumption and possession of tobacco, narcotic substances and alcoholic drinks within the hostel premises is strictly prohibited. Students who are found in intoxicated state inside the hostel premises shall invite the most stringent consequences including expulsion from the hostel and rustication from the institute.

c) Any resident found smoking in the hostel premise shall pay a fine of Rs.100/- at the minimum, which can go upto Rs. 200/-. Name of such resident shall be displayed in the notice board. Regular offence shall invite stringent punishments.

d) Inappropriate intermingling among the sexes is not permitted under any circumstances. Violation of norms of decency and good conduct shall be dealt with strictly.

e) Residents are not permitted to go to hostel roof after 8.00 p.m.

f) The hostel manager or caretaker can take attendance of the inmates, as and when required and the students have to co-operate with the same.

g) Neglecting to make entries, or making incorrect or misleading entries in the exit register, signing the register on behalf of another person, tampering with the entries, proxy attendance and misguidance of any nature are punishable.

h) No student is allowed to take bath in Daya river at any time under any circumstances.

i) A resident, if wants to keep any bike or vehicle of any type inside the campus, needs a prior permission from the Hostel Superintendent and after obtaining a valid IMIS Vehicle Pass Sticker. Permission can be granted only when the resident has a valid driving license and insurance coverage of the vehicle. Certified copies of the driving license, insurance policy and registration certificate of the vehicle needs to be submitted while seeking permission.

Discipline – Noise and other disturbances

a) Use of TV or playing of games like TT, basket ball, carom etc., whether in the common room or outside, is not permitted after 11.00 P.M.

b) No party or celebration of any kind (other than institute functions) shall be allowed in the hostel premises after 11.00 P.M.

Dining Halls and Common Rooms

a) Students are not allowed to use musical instruments or other devices or talk in unduly loud voices, in the hostel dining halls.

b) Residents are required to take servings from the serving counters in an orderly manner. They need to wait for their turn for occupying chairs in case there are limited chairs in the dining hall.

Mess

a) Once a student becomes a resident of the hostel, s/he is deemed to have become a member of the mess until s/he vacates the hostel officially.

b) Residents have to give their choice of food (Veg. or Non-veg.) at the beginning of a year and the same cannot be changed in between a year.

c) There will be no refund or adjustment of any mess or hostel charges, if a resident remains absent from the hostel or mess due to any reason like sickness, taking food outside etc.

d) All residents shall accept the responsibilities of the membership of the mess committee by rotation or as desired by appropriate authority of the institute.

e) All residents shall deposit the food and hostel charges in advance, as decided by the institute from time to time.

f) Meals and food shall be served in the mess as per the following schedule:

Breakfast   :   07.30 A.M to 10.00 A.M.

Lunch   :   01:30 PM to 03.30 PM

Dinner   :   08.30 PM to 10.30 PM

g) It is not obligatory on the part of the kitchen/ dining hall staff to serve the meals beyond the prescribed timings.

h) Food shall not be served in rooms. Residents are not permitted to take food to their rooms. In case an inmate is unwell, suitable arrangements can be made in consultation with the hostel superintendent.

i) Residents are not authorized to enter into the kitchen, unless authorized by the appropriate authority.

Health

a) For reasons of hygiene and safety, residents are advised to avoid consuming junk food.

b) In case of requirement of any medical attention or first aid, the hostel managers are to be immediately contacted.

c) Residents shall come and meet the consulting doctor appointed by the institute for any type of medical consultation, check-up in the specified time.

d) All the medical expenses shall be borne by the resident at the time of visiting the hospital. Provided that in cases of emergency or otherwise, where the institute has paid for the treatment, the resident shall reimburse to the institute the cost of treatment within seven days of notification to this effect.

Valuables

a) Residents desirous of keeping in their rooms cash and valuable items like Laptops, ornaments, mobile phones, debit and credit cards, wallet etc. shall do it at their own risk. The institute shall neither be responsible nor liable for any such loss of items.

b) Residents are advised to have a securely lockable briefcase in which they store their valuables and cash.

Extra-Curricular activities

a) Residents may, with prior permission of the Hostel Superintendent organize, sports, games, cultural programs and competitions.

b) Residents may form committees for this purpose.

Health Club

a) Timing of the Health Club is from 06.00 A.M. to 10.00 A.M. in the morning and from 04.00 P.M. to 09.00 P.M. in the evening.

b) Boys and girls have to use the health clubs as specified for them.

c) If any health club property is damaged or misplaced, the cost of the same along with fine and/or penalty shall be recovered from those responsible for the act. If it is not possible to identify them, then the cost may be recovered from the user/s collectively, or from one or more identifiable sections of the resident population, if the Hostel Superintendent, after due consultation with the management, deems so.

d) Resident users shall make necessary entries in the register and use the resources available in the health club in a queue, on first-come-first-serve basis.

e) Indiscipline of any type inside the health club shall attract stringent consequences

STANDARD OPERATING PROCEDURES

OF

GENERAL ADMINISTRATION

The general administration department of the Institution comprises of the Front Office, Section Office, Campus repair and maintenance office.

Front Office

- Addressing students query
- Meeting parents
- Providing documentation services
- Meeting the alumni
- Receiving visitors
- Maintenance of student records
- Issuing notices and circular
- Receive and dispatch of letters
- Public relation activities
- Receiving calls and handling EPBX

Section Office

- Maintain of files and records
- Maintaining Stock inventory
- Receiving and issuing stationary
- Receiving and issuing printing materials.
- Receives Requisition from various departments
- Maintains the approval letters
- Collects the quotations from various vendors
- Compares the prices from these quotations
- Finalizes the competitive prices
- Places the Purchase Order
- Settles the bills and submits the same for auditing purpose

Campus Maintenance

- Looks after the cleanliness of the campus
- Looks after the upkeep of the campus greenery
- Carries out all repair and maintenance required in the campus