

POLICY DOCUMENT

IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY
16 X, KARKARDOOMA INSTITUTIONAL, DELHI-110092



POLICY DOCUMENT

IDEAL INSTITUTE OF MANAGEMENT AND TECHNOLOGY

16 X, KARKARDOOMA INSTITUTIONAL, DELHI-110092

CONTENTS

S. No.	Description	Page No.
1.	Ideal Institute of Management and Technology- Vision, Mission, Strategic Intent and Quality Policy	3
2.	Curriculum Policy	6
3.	Policy for Maintenance and Utilization of Physical, Academic and Support Facilities	7
4.	Code of Conduct Policy	11
5.	Grievance Redressal Policy	22
6.	Internal Complaints Policy	23
7.	Anti-Ragging Policy	25
8.	Co-Curricular and Extra-Curricular Activities Policy	28
9.	Examination Policy	31
10.	Scholarships/Financial Assistance Policy	33
11.	Research Policy & Plan	34
12.	Plagiarism Policy	36
13.	Service Conditions Policy	38
14.	Performance Appraisal Policy	41
15.	Training & Development Policy	44
16.	Financial Management and Resource Planning	49
17.	Procurement Policy	50
18.	E-governance Policy	53
19.	Policy of the Dissemination of Human Values	54
20.	Environment & Sustainability Policy	55

1. ABOUT IIMT

Ideal Institute of Management and Technology was established in the year 1999 under the aegis of New Millennium Education Society and was accorded recognition and affiliation on 28th February, 2000 by the Directorate of Higher Education (DHE), Govt. of NCT of Delhi, and by Guru Gobind Singh Indraprastha University. The institute is accredited by NAAC and ISO 9001:2015 Quality Certified.

IIMT is imparting education in the fields of Management and Law under the following programmes of GGSIP University.

- i. BBA- 1st Shift
- ii. BBA(CAM)- 1st Shift
- iii. BBA- 2nd Shift
- iv. BBA(CAM)- 2nd Shift
- v. BA LLB

Vision

The vision of Institute is to develop into a center of Excellence for Technical, Professional, Legal and Management Education at the Graduate level. The institute strives for and ensures the best of ambience, culture, character and standards of an Education Institution.

Mission

The mission of the institute is to so shape the Institute as it acquires the status of acclaimed center of learning an abode of excellence in Technical, Legal, Management and Professional Education.

Core Values

- Integrity and Ethics
- Transparency and Accountability
- Innovative Learning and Development

- Entrepreneurship and Diversity
- Social Responsibility

1) Strategic Objectives

As an educational institution imparting professional education and striving to command its position as a seat of Excellence among the colleges of Delhi- NCR, the institute has listed the following aims and objectives:

- To achieve the highest standards in imparting education by nurturing the young minds and help them attain the highest level of academic excellence.
- To admit students with the highest cut offs in the university administered Common Entrance Test for all the programmes.
- To achieve the overall grading of A+ in the 2nd Cycle of NAAC Accreditation due in 2024.
- To secure the best placement packages for our graduating students, which are at par with the salary packages of the top ranked HEIs in the country.
- To enhance quality research output in terms of papers published in peer reviewed indexed journals with good impact factor.
- To focus on collaborations with leading national and foreign universities.
- To implement new and innovative teaching methodologies that facilitate independent learning and reinforcement of learning skills.
- To introduce examination reforms that test the real competency levels of the students and that are in concurrence with new and innovative teaching methodologies.
- To shape our students as the responsible, employable professionals with the right ethics and moral values.
- To intensify the engagement with the neighbourhood community by way of Awareness Programmes, Legal Aid Clinics, Para Legal Volunteers, Free Health Check-up Camps, Blood Donation Camps, other outreach programmes.
- To involve our alumni as the main drivers for advancement of the institute by extending support in Placements, Internships and Industrial interactions.

2) The Strategic Plan (From 2020- till next revision)

To achieve these objectives the institute will focus on the following key areas:

- Draw up and implement the Curricular Policy and Plan as per GGSIP University requirements.
- Draw up and implement the Internal Student Performance Evaluation System to match with the Policy and Plan of GGSIP University.
- Devise and implement the Student Feedback system that will provide inputs on the initiatives taken.
- Draw up and implement the Financing Plan that can take care of the needs of effective Teaching- Learning Process.
- Finalize and follow the Faculty Recruitment and Retention Policy and Plan.
- Draw up and implement the Research Policy and Plan for developing an active Research Environment in the institute.
- Revisit and redraw the Co-curricular and Extra-curricular activities Plan for all round personality development of the students.
- Arrange summer training / Industrial Internships / Legal Internships for all the student along with guest lectures and industrial visits (for BBA/ BBA(CAM) students) and court and jail visits (for Law students) as per norms of the institute.
- Draw up and implement a plan for Students' Placement after graduation.
- Draw up and implement the Teaching & Research Partnerships and Collaborations Networking Plan.
- Enunciate a well-defined policy for Employees' working conditions.
- Have a clear Procurement Policy.
- Enunciate the Code of Conduct Policy for faculty, staff and students.
- Have a well-defined Plagiarism Policy for maintaining the highest standards of intellectual integrity in research.

Quality Policy

Ideal Institute of Management and Technology is committed to be an Academic Institution

with Relevant, Accurate, Timely, Punctual, Approachable and Distinct Qualities in students and teachers for Excellence in Perception & Personality, Excellence in Environment & Education, Excellence in Legal Management & Leadership Qualities.

AND

To pursue global standards of Professional Education, Creativity, Innovation, Accountability, Critical Self- Evaluation, Methodical Collection of Information and Continuous Improvement in the Self & Academic Standards through Effective Quality Management System of Knowledge Creation and Dissemination.

Implementation of Quality Policy

The institute has a very active Internal Quality Assurance Cell, which was set up in 2017. The IQAC looks after the implementation and effective execution of the Quality Policy.

2. CURRICULUM POLICY

The Course Curriculum for each of the degree programmes at the institute incorporates the latest educational methodologies for course design and delivery, with the following as its integral components:

- Choice Based Credit System
- ICT based pedagogic models
- Skill-based- practicum
- Industry internships
- Field Trips to various manufacturing units, Courts and jails
- Multi-faceted Evaluation methods for Internal assessment

The course curriculum of all the three programmes of study have been recently revised (in 2021) by the GGSIP university in keeping with the requirements of the National Education Policy 2020. The **Choice Based Credit System** liberates student learning from the rigidities of a prescriptive and learner-insensitive course curriculum and invests it with a much desired diversity of subjects that takes into consideration the diverse learning needs of a student.

To suit the pace of learning to each learner's requirement, it is essential to integrate **ICT-**

based pedagogic models, such as the flipped classroom teaching and blended learning. The sudden outbreak of the pandemic in 2020 hastened the adoption of these methodologies and transition to online teaching methodologies was adapted well by faculty members as well as the students. The institute laid emphasis on the extensive use of online learning platforms and students were guided and motivated to join various online courses run under SWAYAM, NPTEL etc.

At the undergraduate level, there is emphasis on integration of **practical lab work** to translate knowledge into effective skills. This should make the student placement-ready, should he/she desire to seek employment after graduation.

To further reinforce the learning both in terms of knowledge acquired and skills cultivated, the curriculum of each teaching programme includes mandatory **industry internship** of a reasonable duration during the summer break. **Field trips to industrial units** provides a glimpse of the real world and helps the students to test out their learning, both theoretical and practical, in real life industry situations.

Since Internal Assessment in each course is a vital part of **evaluating the academic performance** of the students, due care is taken to evaluate the students on the basis of regular participation and active interaction of the student during the lectures and while making presentations.

3. POLICY FOR THE MAINTENANCE AND UTILIZATION OF PHYSICAL, ACADEMIC AND SUPPORT FACILITIES

The college ensures optimal allocation and utilization of the available resources and the availability of latest equipment's and up-to-date infrastructure in the institution. There is a systematic procedure for the purchase as well as maintenance of these infrastructural facilities including all sorts of equipment.

LIBRARY RESOURCES

- The institute will have a library equipped with physical and digital resources, which include books, journals, magazines and newspapers, as per the requirements of the affiliating university, GGSIP University, Delhi.
- These resources will be upgraded on an annual basis with new additions to ensure that the library holdings are up to date with the state of knowledge in the three programs of study at the institute.

- The institute will also take membership of various national depository/ library resource services to access the vast resources at the disposal of the national agencies.
- The library will also act as the nodal centre for the selective dissemination of information for all faculty members.
- The library will also serve as the custodian of various teaching manuals prepared by the faculty for teaching of various courses.
- The library will maintain a reference section to ensure that one copy of every book purchased always stays in the library for ready reference.
- The library will also have reading room facility for users to access newspapers, journals and magazines.
- Given below are the rules for the activation of these policy measures:
 - ✓ The matter related to library resources will be discussed in the library committee and Book Purchase Committee meeting and put-up to the management for further action.
 - ✓ Library usage report will be prepared and submitted by the library committee to the Director.
 - ✓ The requirement and list of books will be taken from the concerned departments after due approval from HOD.
 - ✓ The finalized list of required books will be duly approved and signed by the Director.
 - ✓ Catalogues of various publishers for the concerned requirements will be obtained.
 - ✓ Final consolidated statement will be prepared for approval of top management.
 - ✓ Appropriate purchase order will be raised.
 - ✓ Other issues such as weeding out of old titles, schedule of issue/ return of books etc. will be chalked out / resolved by the library committee.
 - ✓ There will be an annual stock verification of all library books in the month of July.

IT INFRASTRUCTURE

In the modern world, literacy and education are inseparable from the New Information and Communication Technology resources as these are force multipliers of granting

access to not only learning resources but also classroom learning experience as the pandemic has demonstrated. To this end, the institute lays the utmost emphasis on keeping its IT infrastructure well upgraded to the levels of requirement of the business and industry.

- Bearing this in mind, the institute will have all types of IT infrastructural resources as per the requirements of the affiliating university, GGSIP University, Delhi. These will include a computer centre comprising fully equipped computer lab with more than 80 computer systems in lab for students.
- The lab will be upgraded from time to time to stay abreast of the changes in technology so that the students may be given training on the latest configuration of IT resources.
- The software requirements for these IT resources will be upgraded as per the demands of the academic curriculum decided by the university for each of the three programs of study. These will be reviewed on a periodic basis to ensure that the software versions on these machines are the latest.
- The institute IT resources will have high speed broadband connectivity to facilitate online collaboration, accessing of online resources and in-house and external communication.
- The institute will also have Wi-Fi connectivity so that the faculty and students may be able to have seamless online connectivity to the Internet.
- The mode of purchase and maintenance of these resources given below:
 - ✓ The matter related to IT resources is discussed in the IT Systems Maintenance Team and put-up to the management for further action.
 - ✓ The Institute has appointed two system administrators to provide regular support services relating to computer hardware and software.
 - ✓ They also monitor the allotment of Wi-Fi passwords to faculty and staff members.
 - ✓ The IT requirement is taken from the departments and system administrators.
 - ✓ The finalized list of required IT items is provided by the Lab Incharge, duly approved and signed by the Director.
 - ✓ Quotations of various vendors for the concerned requirements are to be obtained.

- ✓ Comparison and preparation of consolidated statement for approval of top management.
- ✓ Appropriate purchase order is raised.
- ✓ The Institute have Annual Maintenance Contracts (AMCs) with external agencies/private vendors for the maintenance of computers, LAN, servers, printers, projectors, laptops, UPS.
- ✓ There is annual stock verification of equipments and Computer Lab in the month of July.

PHYSICAL INFRASTRUCTURE

A state of the art physical infrastructure that is conducive to the needs of all the users is very essential in the case of an educational institution.

- To this end, the institute premises will comply with all building safety norms as specified by the government agencies, which includes earthquake resistance, approved building plan with fire safety provisions such as fire exits and firefighting equipment, and facilities for the physically challenged.
- As water is a scarce natural resource, the premises of the institute will have ground water recharging and water harvesting facility.
- As global warming is a major issue, the institute will install solar panels for harnessing this renewable resource. Also, efforts will be made to conserve electricity through its optimal use and use of LED lights wherever possible.
- Greening of the campus will be undertaken through trees and plants.
- The campus will also have waste management system to ensure the recycling of waste.
- For the upkeep of the campus and purchase of materials, the following procedure will be put in place:
 - ✓ The Administration department looks after the maintenance of Institute building, Security, purchase and maintenance of all furniture, fixtures, equipment and machines.
 - ✓ The matter related to physical infrastructure is reported by the Admin Officer to the Admin Head and put-up to the management for further action.
 - ✓ The physical requirements are taken from the departments.

- ✓ The finalized list of required physical items is provided by the Admin Officer to Admin Head and duly approved and signed by the Director.
- ✓ Quotations of various vendors for the concerned requirements are to be obtained.
- ✓ Comparison and preparation of consolidated statement is done for approval of top management.
- ✓ Appropriate purchase order is raised.
- ✓ For proper safety and security of the premises, 52 CCTV cameras have been installed in and around the campus.
- ✓ The Institute has Annual Maintenance Contracts (AMCs) with external agencies/private vendors for the maintenance of fire management system, water coolers, Air Conditioners and lift.
- ✓ The campus area is well maintained, kept green as far as possible for which lawn, plants are well maintained for which we have a Gardener to maintain the lawns and plants of the Institute.
- ✓ The Housekeeping of the entire premises has been outsourced to a third party, who provide manpower to maintain cleanliness, hygiene and sanitation.
- ✓ All electrical installations are maintained by an Electrician.
- ✓ Security concerns of the Institute are taken care by the Security Guards who are on the rolls of an outside agency.
- ✓ All the sports activities and tournaments are arranged by the Institute on hired grounds. The seminars, conferences, workshops are arranged in the auditorium in the Institute and Annual Function is organized in an outside auditorium.

3. CODE OF CONDUCT POLICY

Principles

This Code of Conduct has been formulated to provide a clear statement of the Institute's expectations of faculty and students in respect of academic matters and personal behaviour.

The Institute recognizes and values the diversity of faculty and student experiences and expectations, and is committed to treating them, both academically and personally, in a fair and transparent manner. In return, they are required to comply with the requirements set

down in this Code of Conduct.

The Institute reaffirms its commitment to:

- High academic standards, intellectual rigour and a high quality education;
- Intellectual freedom and social responsibility;
- Recognition of the importance of ideas and the pursuit of critical and open inquiry;
- Tolerance, honesty and respect as the hallmarks of relationships throughout the Institute community; and
- High standards of Ethical behaviour.

All faculty and students are required to be aware of and act consistently with these values.

Ethics of the Education Profession in India

- The faculty will value the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, and the nurture of democratic citizenship. Essential to the achievement of these standards are the freedom to learn and to teach and the guarantee of equal opportunity for all.
- The faculty's primary professional concern will always be for the student and for the development of the student's potential. The faculty will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.
- Aware of the importance of maintaining the respect and confidence of one's colleagues, of students, of parents, and of other members of the community, the faculty will strive to achieve and sustain the highest degree of ethical conduct.

CODE OF CONDUCT: GOVERNING BODY

The governing body for IIMT has been constituted for the purpose of governing and monitoring the working of the institute for academic activities.

The governing body comprises of the followings:

1. The Chairperson
2. The Vice-Chairperson
3. The Secretary General
4. The Treasurer
5. Member
6. Member

7. Member
8. The Director
9. HOD - School of Law - staff representative
10. HOD - BBA (1st Shift/ 2nd Shift) - staff representative
11. Industry Representative

All the decisions of the governing body shall be carried out by majority vote system prevailing in all the matters. However in all the financial matters the decision of the Chairperson, the secretary general shall be final.

- 1) The governing body shall ensure the implementation of educational quality policy to achieve the aims and objectives of the institute.
- 2) The governing body shall ensure that the MQ (Management Quota) policy shall be followed as per guidelines issued by the Govt. of NCT Delhi and the decision of the Hon'ble Supreme Court of India and the Hon'ble High Court of Delhi to ensure the admissions in MQ (Management Quota) policy on the merit and first come, first served basis in all the courses.
- 3) The governing body shall ensure the liasoning with different govt. bodies for the implementation of govt. policy relating to the building infrastructure and the regular supply of other ancillary services in the institute.
- 4) The governing body shall ensure the compliance of the requirements as per norms for educational purposes to get the seat matrix for each course of BBA, BBA(CAM) and BA LLB.
- 5) The governing body shall have the proper coordination with the university authorities for proper implementation of the university policies at all level in educational, financial and administrative matters.
- 6) The governing body shall ensure the proper implementation of the welfare scheme for the faculty through group health insurance policy for the faculty and their dependents.
- 7) The governing body shall ensure the compliance of faculty student ratio as per policy of the university and in the case of BA LLB as per policy of the university and BCI.
- 8) The governing body shall ensure that the technical function of the institute carried smoothly and the technical work is allotted to duly constituted committee of experts, assisted by the technical subordinate staff.
- 9) The governing body shall ensure that the computer labs are equipped with Wi-Fi facility to have the access to the internet by the students and the faculty.

- 10) The governing body shall ensure that the library for both the courses are having the collection of latest publication of books and journals and the law library having the Manupatra/ SCC online service and also the DELNET.
- 11) The governing body shall ensure that as per policy of the institute for the facility of the faculty and the students for research purposes the library of the institute remains well connected with the American library and the British Council library.
- 12) At academic level the governing body shall ensure that the proper classes for each course are held for the prescribed time as per time table prepared and finally sent to the university. Further the governing body shall also ensure the compliance of the time schedule in completing the lesson plans and finally conducting the internal exams including the practical and viva as applicable in the course.
- 13) That the governing body shall ensure through the director and the HODs the proper implementation of the attendance rules and calling the periodic PTM on regular basis to interact with the parents and appraise them the performance as well as the attendance of their ward/student studying in the institute, lest the controversy does not arise at the time of appearing in the end term exam for each course.
- 14) That in the course of BA LLB the governing body shall ensure the proper coordination with BCI in carrying out the policy guidelines for BA LLB as laid down by BCI. At the time of each inspection and audit by different govt. Bodies, the governing body shall ensure and assist in maintaining all the available documents required for inspection purposes.
- 15) The director of the Institute and the HOD of the each concerned course shall ensure the compliance of attendance norms as per university ordinance and the rules made there under.
- 16) In the matter of discipline in the institute the governing body shall ensure the proper and correct implementation of the policy of the govt. and the university through different committees duly constituted and headed by the senior most faculty at the institute level to deal with issues related to:-
 - i) Ragging
 - ii) Grievance Redressal
 - iii) Internal Complaint regarding sexual harassment
- 17) The governing body shall seek the interim progress report during the entire academic session.

- 18) The governing body through the duly constituted committee comprising of the senior faculty shall ensure the quality of food and edibles items made available in the canteen for the students, the faculty and others.
- 19) The governing body shall appraise the performance of the institute in academic matters to the inspection committees and the audit committee of the govt. and the inspection committee of the BCI.
- 20) The governing body shall ensure through the director and HODs that the extracurricular activities for the development of skill and knowledge are carried out by constituting different committee to be headed by senior faculty in each course.
- 21) The governing body shall ensure that the periodic meetings are held on regular basis with different committees to have the appraisal of the overall performance of the institute in academic area.
- 22) Any other point.

GENERAL CODE OF CONDUCT FOR ALL THE EMPLOYEES

All employees/workers of the Institution are expected to develop proper rapport with the employer. Mutual respect and fraternal feelings are needed to ensure proper relationships. The following general duties and responsibilities of all employees have been framed:

- 1) All staff members of the Institution are required to be present in the Institution during working hours on all working days and days specifically notified.
- 2) All members of staff are governed by the general duties and responsibilities prescribed for each category of employees.
- 3) Conduct the Institution's transaction with utmost honesty, accuracy and fairness.
- 4) Perform all professional activities through proper channel.
- 5) Do not discuss with unauthorized individuals about professional and secret information.
- 6) Co-operate whole heartedly with the authorities of the Institution with professional responsibilities.
- 7) Avoid condemnation of authorities, behavior through anonymous communication to outsiders/newspapers and also conversational conflicts which harm the dignity of the Institution.
- 8) Avoid all types of unethical practices.
- 9) Adhere all norms and standards set by the Institution from time to time.
- 10) Do not indulge in any political election/ Dharna/ Boycott etc.

- 11) Employees/workers of the Institution shall not indulge in any adverse criticism of the Institution and its officers.
- 12) Employees/workers shall not use any intoxicating drug or liquor during the duty hours and in the premises.
- 13) Employees/workers should not use cell phone during class hours, meetings etc.
- 14) Without prior information and written permission of the Institution authorities, employees/workers shall not start private Business Organization, Association of his/her own or in partnership of his/her spouse or siblings.
- 15) Employees/workers shall devote his/her whole duty time to the service of the Institution and shall not engage directly or indirectly on any other private work/business.
- 16) Notwithstanding the rules and regulations and code of conduct specified in this document, all faculty members should follow the various rules and regulations, instructions issued by the competent authorities from time to time.
- 17) In case of any misinterpretation / wrong interpretation of any of the rules and conditions specified in the service rules, the Chairperson is the final authority to decide.

CODE OF CONDUCT OF TEACHING STAFF

The contribution of faculty members is expected to be more by way of research, extension activities apart from their regular academic and teaching activities. The following duties and responsibilities of all faculty members have been framed:

- 1) All Faculty members of the Institution are responsible for contribution and sustenance of the standards of the Institution.
- 2) They should comply with the relevant policies, rules, regulations, norms and standards set by the Institution, State/Central Govt. and/or any statutory body.
- 3) Every individual member is accountable for his/her action, as member of the Institution community they are collectively accountable for upholding those standards of behavior.
- 4) A faculty member is required to make alternative arrangement to handle his/her scheduled course work and other works whenever he/she goes on leave.
- 5) As far as possible a faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangement can be made.
- 6) A faculty member shall be punctual in attending class and leave the class room after his/her class is over only after the arrival of the faculty for the next period or instruct the students to go to the laboratory/ workshop for practical classes, as the case may be.

- 7) The faculty member shall carry out any other academic related activity that may be assigned to him by the Director /HOD /Higher Authorities from time to time.
- 8) As research is an inherent component of the functions of a Institution, every faculty member shall take active efforts to make research contributions in his/her field of specialization.
- 9) Active involvement of the faculty member in the student's project work is very essential.
- 10) If the student's project work is industry related, the faculty member shall visit the industry to know the problem in its perspective so that he/she can guide effectively. In fact, this will help to develop contact with the industry.
- 11) Faculty should take efforts to identify Interdisciplinary and collaborative research projects by interaction in other departments or researchers in established R&D laboratories for collaborative research purposes.
- 12) Faculty members can act as research supervisor for other Universities only with the prior permission of the institution.
- 13) Faculty members should strive to bring out quality research publications in refereed journals of national & international importance.
- 14) Faculty member should also present papers in International/National level conferences, but the impact they command compared to publications in refereed journals is considered much less.
- 15) Faculty members shall also strive to file patents.
- 16) Every faculty member should submit research proposals to various govt./other funding agencies to secure funding assistance for research and acquiring facilities such as equipment, instruments, etc.
- 17) Faculty members should take efforts to secure consultancy works in his/her area of specialization from industries and business, Govt. and any other agencies.

TEACHERS AND SOCIETY

Teachers should:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;

- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration

Every faculty member is responsible for

a) Teaching Learning

- i) Teaching of both core and elective courses in the field of his/her specialization as allocated by the Head of the Department of the faculty for various programmes offered by the Institution.
- ii) Conducting laboratory courses, tutorials and seminars of the programmes assigned to him/her in an effective manner.
- iii) Providing proper guidance and supervision of the project work undertaken by students and development of proper rapport with the industry/ organization if the project is industry related one.
- iv) Making the teaching more effective and interesting to the students by the use of multimedia teaching aids.
- v) Arrange the laboratory and seminar classes more to improve the student's understanding of the subject.
- vi) Helping peer-assisted learning.
- vii) On the whole, the teaching learning shall be learner centered ensuring learning outcome of different courses.

b) Course Planning and Material Preparation

- i) All faculty members are required to plan and make complete preparation well in advance to teaching effectively the theory and practical courses.
- ii) They should prepare the schedule of lectures with topics, tests, assignments, demonstrations, various possible teaching aids etc., in advance and the students should be informed of the same.
- iii) The faculty member has to design experiments for laboratory classes to improve the student's creative skills.

- iv) Contribution to the preparation of new syllabus or updation of existing syllabus is also the responsibility of a faculty member pertaining to his/her specialization.
- v) In order to be an effective faculty, he/she is required to update his/her knowledge by attending faculty development programmes, short-term courses, professional society meetings, National/ International Conferences, reading recent technical journal articles and periodicals and going through the web sites of world class Universities.
- vi) They may also enroll in one or more Professional Societies/Associations.

c) Examination, evaluation and grading

- i) All faculty members are required to set standard question papers and evaluate the answer scripts of courses not only taught by him/her, but also that assigned to him/her by the Director/Head of Department/Controller of Examinations of the Institution.
- ii) All faculty members are required to conduct and invigilate any exam/test in the Institution as assigned by the Director/Head of Department/Controller of Examinations of the Institution.
- iii) While evaluating answer scripts, project work evaluation, Viva Voice, approach of faculty members should scrupulously be objective so that the student can earn the marks/grading for his/her performance only.

d) Maintenance of Records

- i) Every faculty member is required to maintain the record of attendance, class work, and continuous assessment neatly, properly and in time. This should be produced to the Head of Department / Director or any authority of the Institution as and when called.
- ii) If the faculty member is assigned to be Counselor/mentor of any class or a group of students by the HOD, he/she should maintain the list of students, contact Nos., address of parent and/or local guardian, so that the student's progress could be monitored and communicated to them.
- iii) The counselor/mentor shall also perform the duties of counselor as specified separately.

CODE OF CONDUCT - CONTROLLER OF EXAMINATIONS

The duties and responsibilities of Controller of Examinations include,

- 1) Ensure secrecy, safety and security of all documents relating to examinations.
- 2) Schedule and conduct continuous assessment tests for all programmes.

- 3) Dispatch the answer scripts to the subject teachers for evaluation and assignment of marks.
- 4) Prepare the marks sheets of Internal assessment based on Internal test and class participation.
- 5) Support in Convocation Ceremony by providing the degrees issued by University, for presentation.
- 6) Coordinate with University authorities for smooth conduct of Practical exams and External Viva-voce for various minor and major project reports.
- 7) Any other issues relating to the conduct of examination, evaluation, declaration of results and award of degree certificates.

CODE OF CONDUCT FOR SUPPORT STAFF

Being the employees of the Ideal Institute of Management and Technology, all the support staff of this College should follow the code of conduct. The College has put forward its code of conduct for the support staff along the following lines.

Professional Conduct

- 1) The support staff should acquaint themselves with the College policies and adhere to them to their best ability.
- 2) Each of them should perform the duties he has been assigned sincerely and diligently as well as with accountability.
- 3) They should avail of leave with prior intimation to the extent possible. In case of sudden contingencies, information on their absence should be promptly forwarded to the College Authority.
- 4) The support staff should not, on any account, undertake any other job within the stipulated office hours. Neither shall he engage himself in any trade or business within college premises.
- 5) They should not hamper the functioning of the college by engaging themselves in political or anti-secular activities.
- 6) They should not engage in remarks or behavior that might be considered disrespectful to their non-teaching colleagues, teaching staff or students.

Workplace Conduct

- 1) They should be punctual as their prior presence is required daily for the commencement and smooth functioning of college activities.
- 2) They should also be responsible for the proper use and maintenance of college equipments and furniture.
- 3) No support staff should be under the influence of drugs or alcohol during office hours.
- 4) The support staff often has access to confidential information regarding examination matters and other matters relating to other staff, through official records. It is expected that they respect the confidentiality of such matters.
- 5) They should perform their duties with honesty and integrity. There should be no falsification of official documents entrusted to them.
- 6) The support staff should show no discrimination on basis of gender, caste or religion.
- 7) They should behave in a helpful, friendly and patient manner towards the students.
- 8) The non-teaching staff should consider the teaching staff as their colleagues and not as separate entities. It is the shared functioning that will generate a harmonious environment.
- 9) The support staff are the first to come into contact with the guardians of students as during examinations. They must keep in mind the fact that their behavior will be considered to reflect that of the institution. They should thus interact patiently and politely.

CODE OF CONDUCT FOR STUDENTS

Personal conduct:

All students must:

- 1) treat all faculty, staff, members of public and other students with respect, dignity, impartiality, courtesy and sensitivity;
- 2) maintain a cooperative and collaborative approach to inter-personal relationships;
- 3) act honestly and ethically in their dealings with faculty, staff members of the public and other students;
- 4) respect the privacy of other students;
- 5) ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of other students to access or use the resources of the Institute, including the Library resources, lecture halls and laboratories; and
- 6) ensure that they do not become involved in or encourage discrimination against or harassment or bullying of other students.

All students must:

- 1) ensure that their enrolment and progress in their award course is lawful and consistent with the rules of the AICTE, UGC and Institute.
- 2) read all official correspondence from the Institute, including email;
- 3) act ethically and honestly in the preparation, conduct, submission and publication of academic work, and during all forms of assessment, including formal examinations and informal tests;
- 4) avoid any activity or behaviour that would unfairly advantage or disadvantage another student academically;
- 5) behave professionally, ethically and respectfully in all dealings with the Institute's learning partners during placements.
- 6) use Institute resources, including information and communication technology resources, in a lawful and ethical manner and for Institute purposes only.

4. GRIEVANCE REDRESSAL POLICY

In order to redress the grievances and the stress related issues of the students/parents/faculty & staff members of our Institute, a Grievance Redressal Committee has been constituted with the following six senior faculty members, one psychologist and one elected student:

The Composition of Grievance Redressal Committee:

1. Director - A Psychologist
2. HOD - BBA (1st Shift)
3. HOD - BBA (2nd Shift)
4. HOD - School of Law
5. DSW - BBA (1st Shift)
6. Sr. Assistant Professor - BBA (2nd Shift)
7. DSW - School of Law
8. Student Representative (Elected)

The main responsibilities of the grievance redressal committee will be:

- To receive complaints and representation from the employees & students.
- To address the grievances of the employees & students by investigating the reasons for the grievances.
- To suggest grievance redressal mechanisms and measures.

5. INTERNAL COMPLAINTS POLICY

Internal Complaints Committee has been constituted to deal with incidents of sexual harassment.

Objective: IIMT is strongly committed for having a workplace that ensures equal employment opportunity. IIMT endeavors to ensure a congenial environment where employees can work without any inhibition and contribute their best without any fear or favor. IIMT recognizes that sexual harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human dignity guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior.

Definition: “Sexual Harassment” includes

- ✓ An unwelcome demand or request for sexual favors
- ✓ Unwelcome sexual advances, Innuendoes and taunts
- ✓ Gender based insults or sexist remarks
- ✓ Textual or graphic representations of a sexual nature, including display of pornographic or other offensive or derogatory pictures, cartoons, pamphlets
- ✓ Forcible physical touch or molestation
- ✓ Making remarks or comments of a sexual nature, about a person, to others.
- ✓ Any act or conduct by a person in authority and belonging to one sex which denies or would deny equal opportunity in pursuit of career development or otherwise making the environment at the workplace hostile and intimidating to a person belonging to the other sex or the same sex, on the ground of sex.

The policy on Sexual Harassment applies to men and women; to similar and opposite gender

Relationships; to relationships between supervisors and subordinates; and peer relationships.

- **Policy Mandates:**

- ✓ Internal Complaints Committee will deal with incidents of sexual harassment.
- ✓ Based on the recommendations of the committee the Management will initiate appropriate action.
- ✓ The committee will maintain complaints register keeping a track of complaints received, when the process began and closed.
- ✓ All complaints of sexual harassment reported shall be investigated in a time- bound manner in accordance with principles of natural justice and a detailed report maintained.
- ✓ All complaints of sexual harassment shall be addressed in a confidential manner.
- ✓ Any person to whom a complaint of sexual harassment is made is required to promptly inform the ICC.

- **Take care:**

- ✓ Give wide publicity to the policy against sexual harassment and complaint redressal mechanisms and give details on institute website.
- ✓ Respond sensitively to a complaint of harassment.
- ✓ Maintain absolute confidentiality of any inquiry and related matters regarding a sexual harassment complaint.
- ✓ Respect the privacy of the complainant.

- **Responsibilities of service delivery heads:**

- ✓ Keep records of all complaints and action taken.
- ✓ Provide advice on approaching the enquiry mechanism, when you receive a complaint.
- ✓ Take steps to prevent intimidation of any person who may have filed or may be planning to file a complaint for sexual harassment.

The Composition of Internal Complaints Committee:

1. Professor- School of Law- Female (Head)
2. Two Senior Female Faculty members
3. Two Senior Male Faculty members

6. ANTI-RAGGING POLICY

Ragging in any form is strictly prohibited in the Campus and it is a punishable offence as per the directions of the Hon'ble Supreme Court of India. As per the UGC REGULATION ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009 Ragging means the following:

“Any disorderly conduct whether by words spoken or written or by an act which the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or indiscipline activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or any other student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or any other student.”

The following acts will be regarded as acts of Ragging:

- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or unnatural offences;
- Extortion;
- Criminal trespass;

- Offences against property;
- Criminal intimidation;
- Attempts to commit any or all of the above mentioned offences against the victim(s);
- All other offences following from the definition of "Ragging"

Ragging in all its forms is totally banned in this institution including in its departments, constituent units, all its premises (academic, sports, cafeteria and the like) whether located within the campus or outside and in all means of transportation of students whether public or private. The institution shall take strict action against those found guilty of ragging and/or abetting ragging.

Actions to be taken against students for indulging and abetting ragging in the Campus:

The punishment to be meted out of the students found indulging in ragging would be justifiably harsh to act as a deterrent against recurrence of such incidents and every single incident of ragging a First Information Report (FIR) will be filed without exception by the Institute with the local police authorities.

- a. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
- b. Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination as under: -
 - ✓ Cancellation of admission
 - ✓ Suspension from attending classes
 - ✓ Withholding/withdrawing scholarship/fellowship and other benefits
 - ✓ Debarring from appearing in any test/examination or other evaluation process
 - ✓ Withholding results
 - ✓ Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - ✓ Rustication from the institution for period ranging from 1 to 2 semesters.

- ✓ Expulsion from the institution and consequent debaring from admission to any other institution.
- ✓ Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

The Composition of Anti-Ragging Committee:

1. Director
2. HOD - BBA (1st Shift)
3. HOD - BBA (2nd Shift)
4. HOD - School of Law
5. DSW - BBA (1st Shift)
6. DSW - BBA (2nd Shift)
7. DSW - School of Law

Responsibilities of Anti-Ragging Committee:

The committee will take all the necessary preventive actions to prohibit the Ragging in the Campus.

1. The committee shall intimate the incidents of Ragging occurred in their premises along with actions taken to the Director from time to time.
2. The committee will ensure that the Anti-ragging Policy of the institute is duly shared at the time of Orientation Programme of the New Batch, along with the details of the members of the Anti- ragging Committee whom the students can approach in case of any untoward incident.
3. The member of the committee shall remain alert, mobile and active at all times in the campus.
4. The committee is required to make surprise raids in the Cafeteria, the area near Generator and other places vulnerable to incidents and having the potential for ragging.
5. The committee is to conduct an on-the-spot enquiry into any incidents of ragging referred to it

by any Faculty Member, Staff Member, Student, Parent or Guardian or any other person.

6. The student or students accused of ragging should be given reasonable opportunity to place the facts, documents and views concerning the incidents of ragging and consider such other relevant information as may be required.
7. The members are required to take preventive Anti-Ragging measures.

8. CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES POLICY

IIMT has established its name as an institution imparting quality education and making the students industry ready by enhancing their skills in all relevant domains. The institute focuses on all round development of the personality of the CITIZENS OF TOMORROW. The institute has several clubs and associations to unleash the dormant potential of the students.

CO-CURRICULAR ACTIVITIES

In keeping with this tradition, the institute organizes the following Co-curricular activities:

a. International Conference

In collaboration with its Academic Partners (Universities of repute), the institute will organize one International Conference every year on a subject of topical importance in the area of Management and IT. The institute has organized in the past six International Conferences in collaboration with reputed institutes and universities, in which distinguished speakers from India and abroad have participated and also chaired the technical sessions.

b. Seminars

The institute will continue to organize one seminar in Law department every year. The institute has maintained this trend since the last more than 10 years.

c. Faculty Development Programmes (FDPs)

The institute will also continue to organize long duration faculty development programmes as in the past. The institute has been organizing one week FDP every year during the month of July, including the last one organized under Pandit Madan Mohan Malviya National Mission on Teachers and Teaching.

d. Guest Lectures by Corporate Leaders

The institute will continue to follow the practice of organizing one guest lecture per month to help the students to relate what they have learnt in their formal classes with the state of the practices in the industry.

e. Industry Visits

The institute will also continue to follow the practice of sending each class once every Semester to a business house/factory/ media organization so that they may have a firsthand experience of how the processes take place there and to relate these to the inputs received in the class.

f. Summer Internship of 4 to 6 weeks' duration

To bolster the learning curve still further, students will be sent for 4 to 6-weeks' Summer Internship during the Summer Break at different business/media organizations. The entire programme will be structured in a way to ensure that students learn from it and the learning outcomes are enunciated and evaluated in the form of the Summer Internship Reports.

g. Student Power Point Presentations

It will be mandatory for all students to make one power-point presentation per Semester on a subject of their choice subject to approval by their respective Class Coordinator. For this purpose, one period per week per class will be integrated in the Time Table. The presentations made by the students will be evaluated by the respective Class Coordinators in the class to help them learn from their mistakes.

h. Soft Skills/ Personality Development workshops including GD/Mock Interview sessions

The institute will continue to organize in each class soft skills/ personality development workshops in each class in each Semester. These sessions will be delivered by reputed Soft Skills trainers. Feedback will be taken from the students of each session to ensure that quality is not compromised at any stage.

i. Career Counselling Sessions /Campus to Corporate Special Lectures

The Career Counselling sessions and recently started Campus to Corporate Lecture series help in familiarising students with the expectations of the industry so that they might align their learning objectives with these expectations. These will continue to be delivered by senior persons in business and industry.

j. Weekly Quizzes

The institute will follow the established practice of organizing a Quiz per week per class in the specially scheduled period for the purpose of increasing the general awareness level of the students in regard to the world of business/media.

k. Competitions/Contests

Apart from the co-curricular activities outlined above, the students will be given the opportunity to participate in a number of Competitions to make the whole learning process exciting and fun filled. These competitions will be evenly spaced out over the two Semesters and will include events like Debate Competition, Case Study Competitions, Business Plan Competition, Poetry Recitation Contest, Essay Writing Contest, Story Writing Competition

EXTRA-CURRICULAR ACTIVITIES

The institute will focus on extracurricular activities under the three subheads of: Extension Activities / Outreach Programmes and sports and cultural activities.

A. **Extension Activities / Outreach Programmes** : These include activities of Ideal Eco Club and other institutional initiatives, working towards spreading awareness about environmental issues and contributing through activities like:

- ✓ Old Clothes Donation Drive
- ✓ Say No to Crackers this Diwali Campaign
- ✓ Plastic free campus
- ✓ Earth Day: Teaching Students To Preserve The Environment
- ✓ Minimal Waste Generation and Disposal of Waste
- ✓ Swachh Bharat Abhiyan
- ✓ Earth Hour Campaign
- ✓ Blood Donation Camp
- ✓ Free Health Check up camps
- ✓ Para Legal Volunteers
- ✓ Legal Aid Clinics

B. Cultural Activities

The institute has a fully functional Cultural Club comprising of : Ideal Music Club , Ideal Dance Club and Ideal Dramatics Club. With the support of these clubs, the institute will organize the following competitions at the college and inter-college levels in every academic session (Through the Annual Techno –Cultural Fest “GYAN MANTHAN”):

Vocal Music; Instrumental Music; Solo Singing; Group Singing ; Western Singing; Drama; One Act Play; Short Film Making; Street Play; Dance- Solo, Group; Mono Acting; Painting; Collage; Clay Modelling; Cartooning; Rangoli; Fashion Show; MUN (Model United Nations).

The students will also participate in the University Fest “Anugoonj” being organized every year and also show their creative talents by participating in Annual Function of the institute.

C. Sports Activities

The institute will also continue to lend support to the sporting activities of the students. To this end, it will organize tournaments at the college level by hosting them at the sports grounds available in the neighbourhood community and will continue to organize the Annual Sports Meet every year.

9. EXAMINATION POLICY

Rules regarding the conduct of Academic Programmes:

The following are the rules regarding the conduct of the academic programmes taught at the institute:

- ✓ As per the University Statutes and Regulations, the academic programmes will be run in two semesters: odd and even.
- ✓ The institute will follow the academic calendar of the university in respect of the programmes running here.
- ✓ The odd semesters will begin in August and the even semesters will begin in January.
- ✓ The odd semester will begin with Orientation for the newly admitted students, in which the students will submit their biographical details, along with information about their parents.

- ✓ Every student will be issued an identity card by the end of the first month of admission.
- ✓ All newly admitted students will be given copies of student's handbook as well as copies of timetable, syllabus and the first set of assignments to be completed in the semester.
- ✓ Students will have to deposit their fees by the 14th of the first month of odd semester.
- ✓ Subject files and timetable will have to be prepared by the middle of July and end of December for the odd and even semester respectively.
- ✓ Regular feedback from the students will be taken in each Semester to ensure the efficacy of curriculum delivery.
- ✓ For all theory papers, there will be one Class Test of 15 marks in every semester and 10 marks will be reserved for class participation, based on presentations, Viva voce, regularity in class and attentiveness in class. In all theory papers there will be an internal assessment for 25 marks in each paper.

Rules regarding examinations and evaluation:

In accordance with the university statutes and Rules and Regulations, in respect of examinations the following rules shall be observed during the conduct of examinations.

- ✓ A candidate may not be admitted into the examination hall, if he fails to present to the Invigilator of the examination his College I-Card or to satisfy the Invigilator that it will be produced within a reasonable time.
- ✓ Permission to appear at a Institute examination may be withdrawn before or during the course of the examination for conduct which, in the opinion of the Controller of Examinations, justifies the candidates exclusion.
- ✓ Students are required to write their roll no. on the question paper immediately after receiving it. They should not write anything except the roll number on the question paper.
- ✓ Digital diaries and mobile phones are not allowed inside the examination hall.
- ✓ Students are not allowed to tear off any sheet from the answer sheet.
- ✓ Rough work may be done on the last page of the answer book and if a separate sheet is taken for rough work it must be attached to the answer book.
- ✓ Students should not take the question paper outside the examination hall before submitting the answer book.
- ✓ No student will be allowed to leave the examination hall before the half time.
- ✓ Late Entry into the examination hall will not be permitted. However, under exceptional

circumstances, a student may be allowed entry upto 30 minutes after commencement of the examination after obtaining approval from Director.

- ✓ The student should not use mobile during the exam. There is provision of confiscation of mobile phone for 15 days in case it has been used for unfair means.

Rules regarding the award of scholarships, medals, prizes and fee remissions

The students who excel in academics by achieving the overall first and second ranks in the combined examination results of the UG first and second year will be awarded special certificates. They will also be awarded cash prizes by the institute. The students securing First position in the institute after clearing all the semesters exams will be honoured with special Memorial Prizes. These certificates and prizes will be awarded to students at the Annual Function.

10. SCHOLARSHIPS/FINANCIAL ASSISTANCE POLICY

Students belonging to low-income families find it difficult to pursue higher studies. But with the changing time and the introduction of scholarship schemes and grants pursuing higher education has become possible. The government and the Institute have initiated various measures to help out such talented but financially weak aspirants. The needy students only needs to apply for these grants before the deadline and meet the required eligibility. Here are the schemes that help students to chase their dreams:

1. National Scholarship Portal (Sponsored by Central Govt.)

- a) Post Matric Scholarships Scheme for Minorities.
- b) Merit Cum Means Scholarship for Professional and Technical Courses

<https://scholarships.gov.in/>

2. E-District Delhi (Sponsored by Delhi Government)

- a) Merit-cum-Means Income Linked Financial Assistance Scheme of Delhi Higher Education Aid Trust.
- b) Post Matric Scholarship for OBC Students (PMS-OBC).
- c) Post matric Scholarship schemes for SC.

- d) Reimbursement of Tuition Fees for Students Belonging to SC/ST/OBC/Minority Category.

<https://edistrict.delhigovt.nic.in/>

3. **Financial Assistance to the Students Under Economically Weaker Section (EWS) Scheme (Sponsored by GGS Indraprastha University, Delhi) - <http://164.100.158.135/ews/Login.aspx>**
4. **IIMT Financial Assistance Scheme to financially weaker students. In order to avail this scheme the students have to approach their respective Head of the Department.**
5. **In view of stressful economic conditions in the country in the wake of COVID 19 pandemic the college has instituted Installment Payment Option Scheme in order to reduce the financial burden of parents and partial fee remissions in deserving cases.**

11. RESEARCH POLICY & PLAN

Objective

The primary objective of our research policy is to motivate faculty member Institute to undertake quality research and other research related activities.

Scope

The scope of the policy covers following aspects:

- ✓ To motivate faculty members to concentrate on research related activities, in addition to teaching, so as to publish research articles in reputed refereed international and national journals with impact factor.
- ✓ To make efforts to come out with books and monographs published by International and National publishers of repute.
- ✓ To evince interest in collaborative research projects with faculty in reputed foreign Universities.
- ✓ To encourage faculty members to submit proposals and secure funded research projects from various funding agencies (like DST, AICTE, MSME, EDI etc) in India and Abroad.
- ✓ To encourage creativity in the minds of faculty members, so that they make original contributions by way of products, concepts etc. and obtain patents.

Research Publications

- ✓ Each faculty is expected to publish at least one research paper in an academic year
- ✓ Faculty members can consult as well as co-author research papers with other faculty members from IIMT Family or outside from other Universities/Institutions to improve collaboration and lend credibility to research.
- ✓ The Institute organizes the International Conference in Management & IT in the month of August and the Law Seminar in the month of January, every Year. This not just encourages the IIMT faculty members to contribute their research work but also provides other researchers from all over India and abroad to share their research work.
- ✓ The institute is collaborating with Universities of repute for organizing the conferences and Seminars and for publication of papers in IEEE and scopus-indexed journals.
- ✓ Faculty members are encouraged to write and publish books or monographs.

Presenting Research Papers at National & International Conferences

- a) Reimbursement of registration fee will be granted for a maximum of two national Seminars/ Conferences in a month to each faculty member.
- b) 2 ODs (academic leaves) are also granted to the faculty going for external Seminars/ Conferences / Workshops, preferably on a rotational basis so that all can get a chance to attend such events.
- c) HODs are expected to ensure that they grant permission to faculty members for attending Seminars/ workshops/ FDPs on a rotational basis so that all the faculty members get a fair chance to attend such programmes.
- d) 6 ODs (academic leaves) are also given to the faculty members for research work while pursuing PhD i.e. (1 leave each month: 6 academic leaves in a year).

Faculty/Staff Development Programme (FDP):

- ✓ Members of the faculty are encouraged to participate in Workshops//FDPs or Orientation programs as may be decided by the Institute from time to time.
- ✓ Faculty members attending a program of more than five days' duration shall plan their participation in the semester break/summer vacation so that the academic schedule of the students remains undisturbed. Members of the faculty pursuing their PhD part time are also encouraged to attend summer training programs.

- ✓ The reimbursement of the registration fee will be allowed for only one FDP of one week or more duration in a year.
- ✓ Faculty applying for reimbursement of FDP registration fee should have put up in at least one year of service in the institute.
- **Best Researcher Award**
 - ✓ Best Researcher award with letter of appreciation to be given to faculty with the best research publication during the year. The Best Research paper is to be circulated to all faculty members for information/guidance.
- **Grant of Academic Leave**
 - ✓ Academic leave up to 06 days in a year may be granted to faculty for their research work, while pursuing PhD.
 - ✓ It is the responsibility of the faculty member to produce evidence of having published paper in the refereed journal. He has to produce a printed copy of the SCOPUS or other evidence and the research committee of the Institute should attest that.
- **Other Incentives:**
 - ✓ In order to encourage and motivate faculty members to exhibit higher work commitment, proactive orientation, team spirit and result-based output a number of attractive incentives have been introduced for the faculty contribution in areas of Placement, Examination, and other Administrative and Academic work. Two faculty members awarded with the Best Faculty Award (titled Pride of the Institute) alongwith a cash prize . This award is given in the Annual Function.

12. PLAGIARISM POLICY

Preamble:

In accordance with the UGC Notification on University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018, the Plagiarism Policy of the institute has been formulated with a view to ensure that the institute ensures zero-tolerance for plagiarism in the research work carried out by its faculty or the students.

Definition:

'Plagiarism' is the unacknowledged use of another person's work as one's ownwork.

Plagiarism involves copying of Phrases, clauses, sentences, paragraphs, or longer extracts from published or unpublished work including from internet without acknowledgement of the source.

Self-Plagiarism

Copying/reproducing, in part or whole one's own published work without giving proper reference of that work.

Methods of Plagiarism:

- a. Quoting directly another person's language, data, illustration, tables, etc. without due acknowledgement of the source.
- b. Copying a section of book/article/report/monograph/dissertation/thesis without proper citation.
- c. Buying, stealing or borrowing assignments, experiments/results.
- d. Paragraphing the work of others without due acknowledgements.
- e. Using ideas of someone else without crediting the originator.
- f. Copying, cutting and pasting from the internet or online source and submitting as one's own work without giving proper reference/citation.

Golden Rule to avoid the Plagiarism:

- ✓ Always give the due credit to the original author (s) and give the proper citation and proper reference.
- ✓ Place the sentence in inverted commas, if you quote text verbatim.

Detection of Plagiarism:

- ✓ The researcher shall submit the report generated on the plagiarism checking software like Turnitin/ Ithenticate / Viper / or similar type of software, of his draft thesis along with a soft copy of the draft thesis for the consideration of Departmental Research Committee.

Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:

- ✓ All quoted work reproduced with all necessary permission and/or attribution.
- ✓ All references, bibliography, table of content, preface and acknowledgements.

- ✓ All generic terms, laws, standard symbols and standards equations.

Levels of Plagiarism

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

- ✓ Level 0: Similarities up to 10% - Minor similarities
- ✓ Level 1: Similarities above 10% to 40%
- ✓ Level 2: Similarities above 40% to 60%
- ✓ Level 3: Similarities above 60%

Detection/Reporting/Handling of Plagiarism

If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the Research & Development Cell. Upon receipt of such a complaint or allegation, the Cell shall investigate the matter and submit its recommendations to the Director of the institute.

The authorities of the Institute can also take suo motu notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the institute on the basis of findings of an examiner. All such cases will be investigated by the R & D Cell.

13. SERVICE CONDITIONS POLICY

1. Objective:

Every employee in the Institute has an important role in ensuring the smooth and efficient flow of daily business activities. Employees are therefore, expected to be at work, on time on each business day. The rules on attendance and punctuality have been framed to ensure better work place practices.

2. Hours of Work:

Director//HODs:-

- ✓ Working Hours: 7 hours and 30 minutes a day with 30 minutes of lunch break.
- ✓ The official timing will be from 0900 hours to 1630 hours.
- ✓ Director/HODs will work for six days in a week. However, they will get second

Saturday as off day.

Faculty:-

- ✓ Working hours: 7 hours and 30 minutes a day with 30 minutes of lunch break.
- ✓ The official timings will be from 0900 hours to 1630 hours or 0930 hours to 1700 hours with lunch break from 1315 hours to 1345 hours.
- ✓ Faculty Members will work for six days in a week. However, they will get Second Saturday as off day.

Administrative Staff:-

- ✓ Working hours: 8 hours a day with 30 minutes of lunch break.
- ✓ Staff Members will have Second Saturday as an off day.

Support Staff:-

- ✓ Working hours: 8 hours and 30 minutes a day with 30 minutes of lunch break.
- ✓ Staff Members will have Second Saturday as an off day.

Common:-

- ✓ A grace of 5 minutes is allowed to all members from their reporting time.
- ✓ Reporting for work after one hour of reporting time will be counted as half day. This late coming will also be counted towards other late coming in the month for deduction of leave / pay beyond three days.
- ✓ In case an employee is late for the fourth time then one-day casual / one sick leave will be deducted. If an employee does not have any leave to his/her credit salary will be deducted.
- ✓ For Habitual offenders who come late frequently beyond three days in a month the penalty will be deduction of one-day leave for every three late comings. For the purpose of this deduction, all late comings in the month will be counted.
- ✓ A short leave of 1 and a half hour is allowed to faculty members, every month to attend PTM of Children or for visiting their bank or for any other urgent work.

3. Tracking Attendance:

- A Biometric machine is being used for attendance.
- Additionally, it is mandatory for all employees to sign the attendance register as soon as they enter the premises and again before going home, else their attendance for the day will

not be recorded and hence the individual will be marked absent for the day

- All employees traveling on work who are unable to report to office to mark their attendance will send a mail to that effect to their respective Head.
- Disciplinary actions may be initiated against the employees who keep reporting in late to work on frequent basis.

4. Leave Rules

- Faculty and staff members can avail 10 Earned Leaves and 8 Casual Leaves in a year.
- Casual leave is to be availed only after obtaining prior approval. Faculty and staff should ensure that leave is spread evenly over the complete year.
- The Earned Leave if not availed during the year is carried forward to next year.
- Faculty and staff may also avail 21 days leave during summer i.e. between 15th May and 30th June. The summer leave will preferably not be split into parts; it should be taken in one go. Leave plan will be drawn for faculty and staff based on the requirements of Institute and approval of Director General
- All leave applications should be routed through the HODs, who are controlling the daily implementation of time table, to the Director.
- The Chairperson will have the prerogative to cancel leave of any faculty and staff.
- Prefixing and suffixing of holiday/Sundays can be made along with the leave period. However, when an employee takes leave wherein the holiday/Sunday falls within that period then that holidays/Sunday will be considered as part of the leave period.
- Provision of short leave: - Faculty and staff will ensure that they do not leave the campus before stipulated time. A short leave of 1 and a half hour is allowed to faculty members, every month to attend PTM of Children or for visiting their bank or for some urgency, with prior approval from HOD.
- Compensatory Leave – Due to exigencies of service employees may be called for duty on holidays / off days of the employee. Compensatory off for such duties will be entitled. All compensatory off must be availed within thirty days of performance of duty by prior approval of the Director General. No carry forward will be permitted in normal course.

5. Half Day Leave – The day will be divided into two halves one before lunch and the other after lunch. Half day leave can be availed preferably for second half of the working day.

6. Public Holidays

Employees are entitled to a set of public holidays that will be determined by the organization at the beginning of every calendar year.

7. Separation by Resignation

In case an employee wishes to resign from the services of IIMT, the following procedure is to be followed:

- ✓ The exiting employee has to give a resignation letter in writing to his/her reporting authority, stating his/her date of joining and reason for leaving.
- ✓ Efforts are to be made to explore ways of retaining the employee.
- ✓ In case the employee is not retainable and once the resignation has been accepted by the Director, the same must be forwarded to the Chairperson along with an Exit Interview form duly filled in by the Head of the Dept. concerned / Director stating the date of relieving. The date of relieving is also to be communicated to HOD and accounts department.
- ✓ The employee is required to give one-month notice prior to the date of resignation. In case notice period is not served then one-month salary will be debited for the dues owing to the employee.
- ✓ “No Dues Certificate” has to be obtained by the employee from the accounts department after obtaining clearance on the same from all departments, lab, admin of own campus however library clearance will be obtained from all campuses and submitted for approval and final clearance of Director.
- ✓ Employees need to hand over completed ‘No Dues Certificate’ to the accounts department for final settlement.
- ✓ Relieving letter / Experience Certificate is to be collected from the Administrative Office.

14. PERFORMANCE APPRAISAL POLICY

Introduction

Decisions concerning career development, promotion, succession planning and compensation depend on information provided through effective performance management. Employees in IIMT must understand the requirements of their jobs as well as the expected results. The actual assessment of how well they have done will be undertaken at

the end of each year through a comprehensive appraisal of their performance in relation to these expectations.

Objectives

The Performance Management policy will be undertaken with the following objectives:

- ✓ Review performance of the staff against assigned tasks and responsibility
- ✓ Identify the areas of weaknesses and provide positive feedback to the staff on their individual and team performance;
- ✓ Identify the areas of strength in each staff
- ✓ Identify staff who can be developed to take up increased responsibilities
- ✓ Identify the staff training needs
- ✓ Plan for the following year
- ✓ Feedback Analysis

Responsibilities of HODs

HODs are responsible for conducting substantive discussions and taking conclusive performance-related actions. These actions include selecting or developing performance plans, communicating outcomes and expectations to employees, establishing employees' development plans, providing performance-related feedback to employees at prescribed intervals, preparing end-of-cycle summaries, and discussing the summaries with employees.

The Performance Management Process

a. Performance planning

A Performance Plan is a written document between an employee (and team) and his or her senior. The performance plan describes what has to be done during the performance cycle, how well it has to be done, and how the accomplishment will be measured. This part of the plan is based primarily on the goals of IIMT and the employee's job description.

b. Monitoring

Monitoring is the process of making accurate and objective performance observations based on the outcomes and expectations contained in an employee's performance plan. In addition, the Director/HOD will provide timely feedback throughout the performance cycle to encourage employees to maximize their performance. Performance observations will be

provided from multiple sources.

Employee's role: Provide self-evaluation twice per performance cycle, and provide upward feedback once during the performance cycle. If applicable, provide performance input as a peer, customer, or key members of cross functional teams/interface groups.

HOD's role: Collect data, provide feedback, make performance observations, document results, and manage overall process.

Recognition

A means of acknowledging employees for sustained outstanding performance/service and providing incentives to continue provide outstanding performance/service. Recognition should be linked to performance outcomes. For example, employees should be recognized/rewarded for being results-oriented, student-centric and focused. Other contributing factors could be increased morale, contribution to team cohesiveness, contribution to the success of the performance management process.

a) Pay Revision and Promotion:

For Teaching Staff:

- All promotions from Asst. Professor to Assoc. Professor) to Professor to Professor shall be in conformity with the procedure and qualifications laid down by the statutory bodies.
- Pay revision shall be done as per UGC regulations.

For non-teaching staff:

The performance appraisal of non-teaching staff shall be done on the basis of the inputs/ confidential report of their immediate superior; self-assessment report and the report of the controlling officer.

Pay revision shall be done as per the prevailing scales of pay.

b) Annual Confidential Reports

Annual Confidential Report (ACRs) of employees of the institute shall be rendered and maintained once a year. IIMT also has a unique 3-tier method of Performance Assessment, titled as **Pyramid Analysis**, which includes 3 steps of performance analysis:

- Step 1: Self Analysis by faculty members
- Step 2: Performance Analysis by HOD

- Step 3: Performance Analysis by Director

For exceptional good performance, the management may reward the employee in any manner they deem fit usually by giving a cash reward along with the Best Faculty Award.

15. TRAINING & DEVELOPMENT POLICY

1. Introduction

IIMT strongly believes that a well-trained and efficient workforce is crucial for the development of any institution. As such, IIMT will always strive to attract and retain employees of the highest caliber.

To achieve this, IIMT will recruit all levels of staff strictly on merit. After their engagement, the institute will further provide them with opportunities to advance skills and professional expertise as well as give them adequate exposure.

2. Objectives

The objectives of the Training and Development Policy are:

- a) Providing teachers with training opportunities to achieve maximum effectiveness;
- b) Ensuring that they develop their skills and capabilities to be able to work efficiently and respond rapidly to changes within the organisations;
- c) Improving performance of their present duties;
- d) Ensuring that the best use is made of their natural abilities and individual skills for the benefit of the organisation and their career.

In fulfilling above objectives care is to be taken to:

- a) Ensure that need-based training and development interventions are equitably distributed to all categories of staff and at all levels, with particular emphasis on the lower ranks;
- b) Equal opportunity is provided in training and development within all Departments.
- c) An environment that is conducive to self-development and career advancement of faculty members is created.

3. Focus Areas

Faculty development in general refers to those programs which focus on the individual

member. The most common focus for programs of this type is the faculty member as a teacher. Faculty development specialists provide consultation on teaching, including class organization, evaluation of students, in class presentation skills, questioning and all aspects of design and presentation. They also advise faculty on their aspects of teacher/student interaction, such as advising, tutoring, discipline policies and administration and give some instructions and information about Curriculum development.

A second frequent focus of such program is the faculty member as scholar and professional. These programs offer assistance in career planning, professional development in scholarly skills such as publishing, committee work, administrative work, supervisory skills, and wide range of other activities expected of faculty.

A third area on which faculty development programs focuses is the faculty member as person. This includes wellness management, interpersonal skills, and a host of other programs address the individual's well-being.

A fourth area is development of skills for successful research careers getting funded, conducting innovative research, getting published and giving scientific presentations.

Special area for improvement in teaching is development of interpersonal and communication skills.

Developing of Faculty Leadership Skills is also an important criterion and different programmes are to be organized for leadership, management skills and business of management.

4. Knowledge and Skill Development

At IIMT Faculty development has three aspects or characteristics: enhancing knowledge, developing skills, and improving understanding.

Each of these characteristics requires a different approach to faculty development activities. Activities focusing on enhancing knowledge are those that help the teacher to increase his/her understanding and knowledge in his field of interest. As regards improving of skills (delivery methods), activities are to be performed in order to improve teacher's proficiency or ability to implement or apply what he or she learned. It is also important to work on improving of interpersonal skills and communication abilities in which a teacher observes another teacher. All three aspects are to be combined together.

Quality faculty development has the power to increase teacher' knowledge and skills, while changing what educators believe about student learning and how they interact with students.

For effective faculty development following are necessary:

- Teachers realize that continual learning is essential to student success
- Creation of faculty development plans, based upon student learning data
- Creation of individual faculty development plans
- Regular evaluation of faculty development program to ensure experiences are high quality
- Learning is research based and should meet plan goals.

5. Process and Criteria

IIMT will as much as is possible handle staff training as an integral part of its institutional development. It will endeavor to train its staff continuously and impart them with new skills, through some of the following ways:

- IIMT shall from time to time identify training courses, seek funding, and identify staff to attend such courses.
- IIMT regularly organizes FDPs for faculties
- IIMT will also encourage staff to pursue further training on their own
- IIMT shall motivate faculty to write and publish quality research papers/present them at conferences suitable incentives to be provided to faculty in this regard.

The nature of faculty training and skills development could take the following forms:

- Development in Teaching Techniques
- ✓ (Classroom Management, Curriculum Development, Learning Styles, On- Line Delivery etc.)
- Special Skills Development
- ✓ (Computer Software Training, Diversity Awareness Training, Communication/Inter personal Skills Training etc.) FDPs, Refresher Courses, Workshops etc to be conducted.

- Job Skills Development
- ✓ (Learning New technology or methodology, Industry internship experience, Project Guidance/Mentoring etc.)
- Community/Civic Service
- ✓ (Active Participation in Rotary, Lions etc., Leadership of College Committees, Working with student in Community Welfare projects, Bharat Swacch Programme etc.)
- Faculty members are also encouraged to pursue higher studies such as M.Phil/Ph.D programmes for which leave and incentives are provided as per the institute's HR Policy.

6. Non – Teaching Staff

Professional Development of staff is based on following principles:

- The institute is committed to supporting the development of its staff
- The staff are encouraged to improve their own and other people's performance
- The institute will strive to recognise the contribution made by all staff
- The institute is committed to ensuring equality of opportunity in the development of the staff
- HODs will work towards supporting the development of staff within their areas.

Professional Development:

- Will give equality of access to training for non-teaching staff.
- Is available for individual staff to plan their careers and to identify career opportunities
- Involve guidance and support before, during and after training as appropriate
- May include a variety of Strategies, including, in-house training

7. Student Development

Balancing study work and the ongoing pressure of daily life all at once isn't easy. We equip students with targeted strategies and skills to help them better manage their studies and more effectively plan their careers.

Student Development in IIMT focuses on following aspects:

- Academic Development
- Industry Interaction
- Co-curricular Activities
- Study Tours/Exchange Programmes
- Personality Development
- Counselling and Mentoring

Academic Development

Academic Development of student is ensured by providing a vibrant learning environment characterized by diversity and inclusiveness. The Curriculum is reviewed and enriched every six months by expert members of the Board of Studies and Research. The curriculum course structure is designed by drawing from curricula of top B-Schools in India and abroad. It offers flexibility of choice by offering five specializations from which need to be opted for.

The curriculum is implemented by well qualified faculty with requisite industry experience Teaching - learning effectiveness is ensured through application of innovative pedagogical techniques. Experts from Industry are also invited to conduct supplementary classes and Guest Lectures to provide a practical view of trends as obtaining in industry

Industry Interaction

Students are provided ample opportunities to engage with Industry managers and benefit from first – hand perspectives and experiences shared by these managers.

- ✓ Summer Internship
- ✓ Live Mentoring Project
- ✓ Final Placements

Co- and Extra- Curricular Activities

Students attend various events such as Conferences, Seminars, Workshops and Guest Lectures where they meet and interact with Industry are also manager at all levels. The workshops in particular offer a valuable experience as students are given assignments on topical issues to work on.

Personality Development

A special one-year Personality Development programme has been designed which helps students to enhance their self-confidence by developing an array of personal, interpersonal and team Skills. They are taught key concepts such as Self-Awareness, Self-Esteem, Management of Time and Stress, Conflict Resolution Techniques etc. They also undergo regular drills in GDs and PIs which help them to prepare for the final placements with a good measure of confidence and optimism.

Career Development

The students receive continual consulting and Mentoring assistance by faculty, placement counselors and Industry mentors to help them decide on what job profile or industry sector they should opt for. The introduction of entrepreneurship specialization during which students get to execute two projects with start-ups has enthused many of them to consider starting their own ventures as an option to campus placement. The planned establishment of an incubator in the campus will act as further impetus to aspiring student entrepreneurs.

Counselling and Mentoring

Apart from Counselling and Mentoring assistance that is provided to students during SIP and final placement students also turn to their faculty coordinators to seek solace during times of work and examination stress. An external Counsellor is on call to assist students should any request be made for such service

17. FINANCIAL MANAGEMENT AND RESOURCE PLANNING

As the institute is self-financing, the sourcing of funds for the academic programmes running and planned to be launched is as follows:

1. Society Contribution

The entire initial capital expenditure has been borne by the New Millennium Education Society. This includes the purchase of institutional land and the construction of ready to move in functional institutional premises, with state of the art facilities, along with initial expenditure on getting clearances from various statutory bodies for the opening of the higher educational institute on the premises.

2. Student Fees

The revenue expenditure for running various academic programmes on hiring of human resources, buying of books and journals and relevant lab equipments, and other related expenses for the upkeep and maintenance of building and equipment, including consumables and various services, are met through Student fees.

3. Grants & Donations

Our future plans include the expenditure on setting up of advanced research facilities and for offering fellowships and/or scholarships for facilitating high quality research which we intend to meet through grants and donations from national and international donor agencies interested in stimulating advanced research in the country.

18. PROCUREMENT POLICY

1. Principles

The following principles should be adhered to in the procurement of materials and services:

- Fair Competition:- Organization should treat all bidders with fairness and ensure that they are given the same level of information when preparing quotations.
- Conflict of Interest:- Situations of conflict of interest with the business of the Organization should be declared to the Organization in accordance with the code of conduct of the Organization.
- Cost-effectiveness:- Quotations should be evaluated not only on competitiveness in pricing but also factors such as the quality of the products/services and track records of the bidders.
- Transparency:- To ensure transparency, BOQ/ Tender documents should provide all the necessary information to facilitate submission of appropriate and competitive tenders.

2. Types of Procurement

The following types of procedures should be adopted according to the amounts and nature of the procurement of goods or services:

Tendering/ BOQ (applicable to procurements of value exceeding Rs. One lakh)

- Notice of tender invitations should be given to Approved Suppliers.
- Restricted or Single Tendering (applicable to all types of procurement) This type of

tendering is applicable to procurements of goods or services that can only be provided by a limited number of suppliers or suppliers who are sole agents or patented distributors. Therefore, only one or several suppliers or contractors will be invited to submit written quotation. Sufficient justification should be made for prior approval by the authorized person before proceeding the tendering exercise. The above information should be clearly recorded in the tender evaluation report for examination by the approving officer (please refer to Paragraph 16 below).

- General Procurement (applicable to procurements of value below Rs. 50,000/-)

(i) Written Quotation

After obtaining approval of Chairman/Director (please refer to Paragraph 16 below), written quotations should be sought from suppliers, including the successful tenderer in the last procurement exercise (who's goods or services meeting the requirements). If a list of suppliers is used, quotations should be sought from the suppliers on the list by rotation. The lowest quotation meeting the requirements should be accepted.

(ii) Verbal Quotation

To enhance administrative efficiency, verbal quotations from not less than two (2) suppliers or contractors may be used for procurement of miscellaneous item or service.

(iii) Exemption

All procurements must follow and comply with the above procedures. Only in acceptable circumstances should exemption from the above procedures be granted with special approval from the Chairman/Director (please refer to Paragraph 16 below).

- Tendering Procedures

The following summarizes the stringent tendering procedures to be followed:

i. Calling for Tender documents / quotations

- a. Manager (Administration) should prepare the tender documents/ BOQ/ Quotation proforma and provide all the required information in the documents to facilitate bidding from tenderers. The information should include tender specifications and requirements, conditions of contract, required quantity of items and service and

timing of provision, assessment criteria, tender closing date and time, the place for depositing the tender, the contact person, and the officer to whom enquiries may be made.

- b. As far as possible, the Mgr. (Admn.) responsible for seeking quotations from the suppliers/contractors should not be the approving officer for the acceptance of the quotations in the same procurement exercise. Director is the approving offer in such case.
- ii. Submission of Tenders / Quotations and Opening of Tenders
 - a. Unless in exceptional circumstance of urgency, tenderers should be allowed sufficient time to submit their quotation / tenders. Tenderers must submit their quotation tenders before the stipulated date and time specified in the tender documents/ BOQ.
 - b. Tenders/quotations should be deposited before the stipulated date. Director and Mgr (Admn.) shall open the tenders/quotations simultaneously and shall each initial beside each quotation figures as confirmation.
 - iii. Tender/ Quotation Evaluation
 - a. In general, tender / quotation evaluation should be carried out by an assessment panel consisting of at least two (2) members. Evaluation of quotations of small amounts may be carried out by one staff member.
 - b. A 'two-envelope system' should be used for procurement involving the technical aspects and service quality. Tenderers / Vendors should be required to submit price information and technical information in separate envelopes. Appropriate weights should also be given to the two areas. It is normal practice for the assessment panel firstly to evaluate and award an assessment score on technical aspects of the proposals before opening the price envelope to evaluate the price information.
 - c. The assessment panel should conduct a preliminary evaluation of the tenders / quotation based on the required information and documents stipulated in the tender documents. This will ascertain full compliance with the stipulated conditions and requirements.
 - d. The assessment panel should select the most competitive and cost-effective tender / quotation among the eligible tenders/ quotation by evaluation according

to the pre-set assessment criteria. For contracts involving higher construction costs or requiring higher standards in technology and service areas, a scoring system should be adopted for giving scores in terms of tender price, tenderer's reputation, track records and management quality, as well as the professional and technical standard of staff for implementation of the project/service.

- e. The assessment panel shall prepare a tender evaluation report/ supplier evaluation report to state clearly its recommendations and the justifications. Where a scoring system has not been adopted and the successful tenderer is not the lowest bidder, full and sufficient justifications must be stated in the evaluation report.
- iv. Acceptance of Tender
 - a. The assessment panel should submit the evaluation report to Chairman/Director for approval in accordance with the guideline. After endorsement and approval of the selection result, the successful tenderer should be officially notified by post and be invited to enter into a contract with the Organization. For protection of commercial secrets, it should be ensured that disclosure of the details shall not lead to revelation of any tender quotation information provided in confidence by other tenderers.
 - b. Should none of the tenders/ quotation received can fulfill the required specifications and conditions, the tendering / purchasing exercise should be canceled. The original specifications and conditions should be amended as necessary for purpose of re-tendering.
- v. Procedure of Handling Complaints

Organization should be committed to maintaining a fair and open procurement system. Tenderers who consider themselves being treated unfairly can lodge a complaint with the Chairman/Director.
- vi. Approval and Authorization

Approval or authorization should be sought from the Chairman/Director before inviting suppliers to submit quotations and/or selecting suppliers for seeking quotations.

19. E-GOVERNANCE POLICY

Informatization of processes and resources, wherever possible, has become the need of the hour. The outbreak of COVID has brought home this reality to all organizations. IIMT has always believed in system building and as the process of Informatization set in with the advances of IT, IIMT has turned to e-Governance in a big way. In fact, the focus on the reduction of the use of paper, a scarce resource impacting the green cover of the Earth, has prompted us at the institute to embrace e-Governance in a comprehensive way. So, the e-Governance policy of the institute envisages the following:

- ✓ The ubiquitous employment of e-governance at various levels in order to provide simpler and efficient system of governance within the institution.
- ✓ The sharing of information about the institute with all the stakeholders and the general public through a dynamic website. The full profile of the college is provided on the official website of the institute, <https://www.ideal institute.edu.in/>.
- ✓ All in-house communications are routed through the official email domain.
- ✓ The official website also serves as the medium of sharing with the students the processes of grievance/complaint resolution.
- ✓ The accounts of the college are maintained with help of the accounting software Tally.
- ✓ System administrators have been appointed to handle the technical issues related to digitalized operations of the college.
- ✓ The library is partially computerized. E-learning facilities like, e-journals and periodicals are made available in the library. Proper training to the staff and the students for using the digitalized library is also provided.
- ✓ The alumni portal provides facilities like registration, information of college activities, feedback and many other aspects.

20. POLICY OF THE DISSEMINATION OF HUMAN VALUES

The institute management believes that no educational process can be complete if it does not inculcate human values in the learners. To this end, the institute follows the policy measures given below:

- ✓ All the employees are disseminated the core values of the institution apart from the posting of these on the institute website.
- ✓ All institute functions begin with the Saraswatim Vandana, the Goddess of Knowledge and Wisdom and end with National Song.
- ✓ Faculty members take care to be polite to all the students irrespective of their varied

personal backgrounds and achievements.

- ✓ Faculty members mentor students regularly in the principles and practices of good conduct.
- ✓ All staff members are responsive to the needs of faculty and students and there is no room for red tape.
- ✓ All guests are received with utmost civility.
- ✓ The institute does not discriminate on any social and economic basis in the matter of admissions and abides by its constitutional obligation which is enshrined in the Admissions Policy of the affiliating university.
- ✓ The physical infrastructure of the institute is compliant with the needs of the physically challenged.
- ✓ Regular lectures are organized on human values and professional ethics. Corporate leaders and motivational speakers are invited to guide the students in these socially useful lifestyle changes.
- ✓ There is emphasis on the teaching of professional ethics in all programmes. The university has incorporated the teaching of ethics in each programme.
- ✓ There are Committees compliant with statutory regulations to ensure that no student or faculty member feels marginalized or harassed for any reasons whatsoever.

21. ENVIRONMENT & SUSTAINABILITY POLICY

The institute is fully cognizant of its responsibility towards the environment and its sustainability. It has taken up the cause of environment preservation with a missionary zeal.

The college is committed to the following:

- ✓ To protect the environment through the prevention of pollution and waste, and through the sustainable development, and maintenance and improvement of the natural and environment.
- ✓ To comply with all relevant environmental legislation, standards, agreements, policies and procedures demarcated by the central and state governments.
- ✓ To maximize sustainable resource use and minimize the use of hazardous substances.
- ✓ To protect and improve the biodiversity of the campus.

- ✓ To spread awareness about SDGs through research and teaching initiatives related to sustainability.
- ✓ To make the campus plastic free to the extent possible. Abiding by the principle of green protocol, the institution insists on the use of cloth items replacing plastic made ones.
- ✓ To make a provision for recharging of groundwater with rain water harvesting.
- ✓ To make the campus paper less to the extent possible by promoting electronic communication and records for academic and administrative purposes.
- ✓ To maintain a very strict and eco-friendly waste management mechanism.
- ✓ To reduce individual waste generation based on the waste management motto of the college: Reduce, Reuse and Recycle.
- ✓ To identify and enable the reuse of waste items wherever feasible, either internally or in association with third parties.
- ✓ To make efforts for onsite treatment options such as composting, bio-manure, for the recycling of solid waste and its reuse.
- ✓ To communicate the waste management policy of the college to all stakeholders.