

**INSTITUTE OF MANAGEMENT EDUCATION RESEARCH &
TRAINING (IMERT), Pune**

Policy Document

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1. STAFF AND STUDENT WELFARE AND DEVELOPMENT POLICY

• Introduction

- Staff and Student Welfare and Development Policy outlines the institute's commitment in creating a supportive environment for both, our staff and students. Marathwada Mitra Mandal Trust (MM's Trust) and Institute of Management Education Research and Training (IMERT) strive to foster a culture that promotes personal and professional development, health, safety and well-being.

• Objectives

The primary objectives of this policy are to:

- Enhance Well-Being: Ensure the physical, mental, and emotional well-being, health and safety of both staff and students.
- Promote Development: Provide opportunities and assistance for personal and professional development that align with individual goals and institutional objectives.
- Create a Supportive Environment: Foster a positive, inclusive and respectful atmosphere that encourages collaboration, innovation and growth.

• Scope

- The policy applies to staff and students covering financial and non-financial welfare and developmental measures within the institute.

• Financial Welfare and Developmental Measures

Credit Cooperative Society Membership:

- MM Trust has an Employee's Credit Cooperative Society. Both teaching and non-teaching staff are eligible to become members.
- Zero interest loan facility: Staff can avail zero interest loan facility up to Rs. 27,000/- to purchase laptop for educational enhancement of the staff and their family.
- Low interest loan facility: Staff can avail low interest loan facility in proportion to their salary.

Financial assistance for Research and Development plan

- Institute provides financial assistance of Rs. 20,000/- to teaching staff, Rs. 10,000/- to non-teaching staff and Rs. 5,000/- to students for participation in State / National / International Conference, Seminar, Workshop, Enrolment for MOOC certification on SWAYAM, Research and Publication



support, Membership of professional bodies, Participation in Job specific Training etc. Any amount over and above the mentioned limit, needs sanction of the Hon. Management Representatives.

Insurance and Mediclaim for staff and students:

- Management has provided a Mediclaim facility for all staff amounting to Rs. 2,00,000/- per person by Magma HDI General Insurance Company Limited.
- Management has provided an Accidental Insurance Policy of Rs. 5,00,000/- per employee by Magma HDI General Insurance Company Limited.
- Institute has provided Amaartya Shiksha Yojana Accidental Insurance Policy by National Insurance under which a student will get benefit of Rs. 2,00,000/- in case of death of parent and parent will get a benefit of Rs. 1,00,000/- in case of accidental death of a student.
- During COVID-19 Pandemic, management had provided Corona Kavach Policy of sum assured of Rs. 3,00,000/- to each staff by The Oriental Insurance Company Ltd.

Financial assistance for qualification enhancement:

- Institute provides financial assistance to staff members in the form of direct sponsorship as well as interest free advance against salary for qualification enhancement.

Concession on fees:

- Institute provides 25% concession on fees to the children of staff members in order to encourage them for higher education.

Employee Provident Fund and Gratuity:

- Institute has made a provision of Employee Provident Fund and Gratuity for staff.

Advance salary for emergency:

- In case of emergency on receipt of application from a staff member, the institute pays advance salary.

• **Non- Financial Welfare and Developmental Measures**

Felicitation of meritorious staff members and their children:

- Employee's Credit Cooperative Society felicitates meritorious staff members and their children for their achievements.

Sponsored in-house development programs:

- IMERT organizes in-house development programs for teaching and non-teaching staff. Such programs are sponsored by the institute.



Refreshment:

- To keep employees fresh, the institute provides refreshments to staff.

Casual leave:

- Institute grants casual leave to staff as per the norms.

Medical leave:

- Staff can avail medical leave as per the norms.

Birthday leave:

- Every year each staff member gets a birthday leave.

On Duty/study leave:

- Institute grants on duty / study leave to staff for career development and progression as per Savitribai Phule Pune University (SPPU) compliances.

Wedding Leave:

- Wedding leave is granted by the institute to the staff member for his/her wedding.

Maternity leave:

- Institute grants a paid maternity leave of 3 months to female staff members.

Special leave:

- Institute grants special leave to its staff members in case of parental death.

Compensatory leave:

- Institute provides compensatory leaves for extra work other than normal working hours.



2. ACADEMIC PLANNING AND ADMINISTRATION POLICY

- **Objective**

- Academic Planning and Administration Policy of IMERT is defined to guide academic programs and services to students and facilitate the academic performance of the faculty. Academic policy outlines an Institute's overall academic goals and procedures to accomplish those goals.

- **Scope**

- The Institute's faculty, staff, students, and academic programs are all covered by this policy. It includes procedures for teaching, learning, evaluation and providing academic support services.

- **Functions / Responsibilities (to be completed before commencement of academics)**

- IQAC along with the HOD and Director shall prepare the Academic Calendar and the same needs to be communicated to all the staff and students.
- HOD, IQAC, Course coordinators, student representative along with the Director of the Institute should finalize the subject basket from the list of courses offered by university before the commencement of semester and the same should be communicated to students.
- Subject allocation to faculty members should be done based on their specializations.
- Time Table for the respective semesters should be prepared and communicated to faculty members and students before the commencement of lectures.
- Faculty members should prepare their teaching plan along with the concurrent assessment plan and submission of the approved plan should be done to IQAC, HOD and students.
- Respective Ist and IInd year Course coordinators should plan different domain related certifications for the students which will help in their academic and professional development.
- MOOCs and the value-added modules should be identified and executed by faculty members and course coordinators for the different courses across all semester.



• **Functions / Responsibilities (to be completed during academics)**

- Induction program for the newly admitted students should be planned and executed by the HOD and induction program planning committee before the actual teaching of course starts.
- Planning and execution of foundation course/ bridge course for academically weak students and students with different background (e.g. Finance for Non finance) should be coordinated by HOD and Course Coordinators.
- Faculty members should use proper pedagogical tools for effective and quality delivery of curriculum and conduct the concurrent evaluation for their respective courses during and at the end of semester.
- Semester end examination for all course should be planned and conducted at the end of semester as a part of CIE as well as for the better preparation of students in forthcoming SPPU Exam.
- CEO and HOD should plan for the internal semester end exam as well as for external SPPU Examination.
- Internal marks are finalized based on the CIEs conducted for the course and same should be displayed and communicated to the students for their information. If any grievance observed /noticed, same should be rectified as per policy regarding internal marks. After that faculty should finalize and communicate these marks to course coordinator for compilation of the same, which are then sent to CEO.
- All faculty members should identify and plan extra sessions for the Weak Learners for their respective courses as well as remedial classes.
- All faculty members should identify and plan additional inputs/certifications for the Bright Learners for their respective courses.
- Faculty members should provide all required inputs/course material which can provide opportunities for Self-Learning to the students. For sharing such study material provision of subject wise division wise google classroom to be made. All faculty to be strictly adhere to the requirement of google classroom and ensure content are uploaded on it as listed below;
 - a) Course Syllabus copy.
 - b) Teaching Plan for the course
 - c) PPTs for all Units
 - d) E-Notes
 - e) CIE and related records
- Mid Semester review of such created google classroom will be conducted by HOD, whereas end semester review will be conducted by HOD, IQAC and Director.



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- Provision of standard assessment test to be made in SEM-I for identification of Advance, Moderate and Weak learners through the assessment test like First Naukri, AMCAT, Self-assessment Test and Placement Grading Test of IMERT.
 - Faculty members should provide Guidance to the students for preparation of Summer Internship Projects as per the University guidelines. Accordingly, three phases for the SIP evaluation to be planned and record of the same to be maintained in SIP progress report card.

• **Functions / Responsibilities (to be completed after completion of Academics)**

- Faculty members should Plan and conduct remedial classes for students who are failed in the previous examination.
- Faculty members should perform COPO attainment for the course after declaration of university final examination result for their respective courses.
- All faculty members should complete the documentation in course file and submit the same to IQAC at the end of semester.

• **Other Roles and Responsibilities:**

- HOD, IQAC, Course teachers, Course coordinators, CEO and Director should make the planning, coordination and execution of the various above-mentioned tasks.
- Course teachers should conduct and maintain all required documents as per the NAAC, NBA and other statutory committee's requirement.
- The HOD and Director should carry out the Internal Academic Audit for all courses.
- At the end of each academic year the committee should carry out Academic and Administrative Audit (AAA).



3. EXAMINATION AND EVALUATION POLICY

- **Objective**

The Examination committee is formed for the purpose of smooth conduct of the examination and evaluation process, to facilitate the student progression, and to fulfil the statutory and other requirements. The committee also insists on the quality, and developmental reforms in tune with the defined attributes and required outcomes of the MBA program. The evaluation of the students is done at two levels in every semester.

Formative evaluation – This is carried out at the institute level by the respective course teacher. The course teacher has the flexibility of designing the evaluation method.

Summative evaluation – This is carried out by the university at the semester end. The question paper pattern is defined by the university and it is based on the Blooms taxonomy.

To make sure that all statutory requirements are addressed and guidelines of UGC, AICTE and Savitribai Phule Pune University (SPPU) regarding the examination and evaluation are address in the functioning and conduct of the committee workings. Carryout any examination reforms if required.

- To conduct internal and external examination process smoothly at the institute.
- To communicate and liaison with university, its departments and various other institutions for examination work, information submission requirements, etc.
- To guide and provide students and faculty regarding the examination process and requirements at the institute and at university level.
- To safeguard the security and confidentiality of examination materials, candidate information to prevent cheating.
- To facilitate the grievance and dispute resolution related to the examination.
- To collect feedback, evaluate examination process and implement improvements to enhance the effectiveness of quality of examination for the continuous improvement.



- **Scope**

This policy covers exams of all kinds given for all programs offered by the Institute, including midterm, final, practical, and online exams. It includes the duties that academic staff, administrative personnel, and students have when taking an exam.

- **Functions**

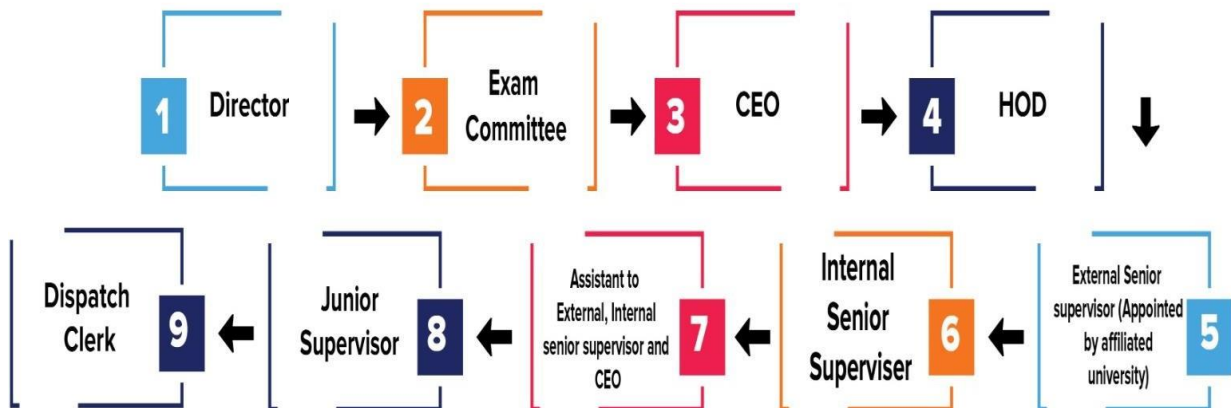
- To conduct examinations, prepare various report regarding examination result and make available to all as per requirement from time to time.
- To guide and communicate the information and requirements of examination to everyone concerned in timely manner, on official channel and mediums.
- To solve any grievance or difficulties of student or staff regarding the examinations.
- To plan, arrange, prepare and implement the examination activities during the semester. Examination committee will appoint the persons for examination related duties. Exam committee will guide the persons appointed in their examination duty and ensure proper paper work and records of duty performed and payment due, if any.
- To protect and preserve the security and Integrity in examination process.
- To carry out the curriculum review for examination and evaluation requirements.

- **Frequency of the Meeting**

- Once in a semester and additionally on the need basis.

- **Examination Department Organization**

Examination Department Organization



- **Pre-examination activities**

- Printing of stationery for college related exam
- Sending requirement to university for stationary
- Accepting of Examination forms
- Receipt, Checking of Exam Forms
- Approval of Exam forms
- Paying exam form fee amount to university
- Distribute hall ticket
- To Make and display Seating Arrangements
- Preparing of budget for examination
- Prepare Squad and Reliever duty chart
- Arrangement of Junior Supervisors / waterman/ security / police/ housekeeping
- Share the examination related information / schedules with student and faculty

- **During the Examination**

- Numbering on bench, display and sharing of seating arrangement.
- Daily Answer book arrangements as per blocks.
- Opening & closing of classes.



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- Downloading and Printing of question papers.
 - Distribution of Question papers to examination halls.
 - Students queries regarding examination
 - Flying squad, Copy cases related work
 - Daily Summary.
 - Block Wise Collection of answer books.
 - Packing of answer sheets.
 - Preparing of CAP report.
 - Dispatch of answer books to CAP center/ respective internal subject faculty.
 - Maintaining all examination related records.

- **Post Examination Work**

- Declaration of result of internal examination.
- Collection of evaluated answer books and mark sheets.
- Preparing and sending internal marks online to the University.
- Display of answer sheet / marks to students.
- Collection and distribution of results.
- Students queries regarding results
- Prepare result analysis for university examination result

- **Role And Responsibilities**

Director

Director is the head of the institution and hence the overall in-charge of the examinations conducted at the Institute. As the academic leader, she has to oversee that the institution and university exams conducted properly in accordance with its vision and mission and university requirements. He / She is a source of inspiration to the teaching and nonteaching staff as well as to the students of the Institute. He / She should be an epitome of professionalism, dedication and honesty. He / She is a knowledgeable person in education and service rules and also in the university statutes.

- Director is the inhouse chief conductor of University Examination.
- Director will suggest/ intervene into the policy matters related to the examinations.
- He / She will supervise and sanction all examination related activities.



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- He / She will act as facilitator for the material requirements and systemic inputs / support required.
 - To ensure timely completion of the exam processes. Reporting, documentation and mark entry

• **College Exam Officer (CEO)**

- To take disciplinary action where necessary against the students, paper-setters, examiners, moderators, or any other persons connected with examinations duties and students found guilty of malpractices in relation to the examinations,
- To get the performance of the students at the examinations properly assessed, and process the results
- The CEO shall exercise such other powers and perform such other duties as may be prescribed or assigned to him, from time to time, by the Director.
- To get examination expenses audited and submit the account to the university within a specified period.
- Act as an examination committee secretary for receiving and closing exam related grievances.

• **Custodian**

- To make the arrangements for:
 - Printing of question papers.
 - Keeping the evaluated answer sheet securely till it is submitted to CAP center.
 - Maintaining examination answer sheet stock for internal and university exam.

• **Senior Supervisor**

- Prepare time table of internal examination.
- Duty chart of the Junior Supervisor and their supervision.
- Printing of internal and external question papers.
- Class-wise distribution of answer papers and question papers.
- To make provision for PWD / blind students etc.
- To ensure the following function:
 - a) Finalization and display of seating arrangement of blocks and Viva panel.
 - b) Display of university instructions for students
 - c) Daily summary of student attendance



• **Assistant to Sr. Supervisor**

- Follow instructions given by the CEO and Senior Supervisor from time to time.
- Appointment of Junior Supervisor/sweeper/watchman/water boys/peon with the help of registrar/office superintendent. After the end of the session, submit the records to the account department through CEO authorization.
- Confirming Stationery Requisition (College/ University exam level).
- Help senior super visor in preparing seating arrangement lists, viva panel lists and SIP conduction.
- Coordination with examiners regarding answer sheet issue for evaluation and collection afterwards.

• **Assistant to CEO**

- Arrange barcode for university examination.
- Classroom preparation as an examination block and housekeeping arrangements.
- Display of date-wise consolidated examination Time table.
- Prepare examination bills to submit to the university.
- Prepare junior supervisor and viva panel payment documentation.
- Prepare internal faculty examination duty payment documentation.

• **Junior Supervisors**

- The junior supervisor will check the received barcode. etc. of the candidates, fill and verify the report and to check the admit Card and Identity card of the student.
- To prohibit students from doing copy and using unfair means or material.

• **Internal Squad:**

- To ensure that students are not carrying mobile phones. prog. Calculators or and electronic gadget in the exam hall.
- To ensure that students are not carrying any written or printed material or any such thing to the exam hall. that can be used to malpractice in the exam hall.
- Observe smooth conduction and vigilance during the exam including checking restricting movement of people on the floor where the exam is conducted.
- Report the copy cases to senior supervisor / CEO.



- **Photocopy machine operator**

- Ensuring the smooth working of the photocopy machine.
- Photocopying of question paper as per requirement block-wise
- Identifying block numbers and labeling the block-wise papers in the envelopes

- **Stationery/ Store Clerk**

- Maintain the record of stationery such as answer sheets, mark sheets,
- Physically verify the stock of stationery
- To send the stationary requirements in consultation with the exam in charge / CEO

- **Dispatch Clerk**

- Submitting the sealed answer sheets to the CAP center & CAP report to senior supervisor

- **Block Peon**

- Preparing bundles of answer sheets
- Providing extra supplementary, thread, holocraft
- block wise attendance report circulation
- Packing answer sheets to be sent to CAP

- **Bellman**

- To follow the examination timings and ring the bell
- Supporting Staff (Sweeper, Hamal)
- To clean the campus including classrooms/washrooms/ student's benches.
- Accountant.
- Timely preparation of examination bills and submission to the university.
- To release examination remuneration in time to the respective person who has performed the examination duties.

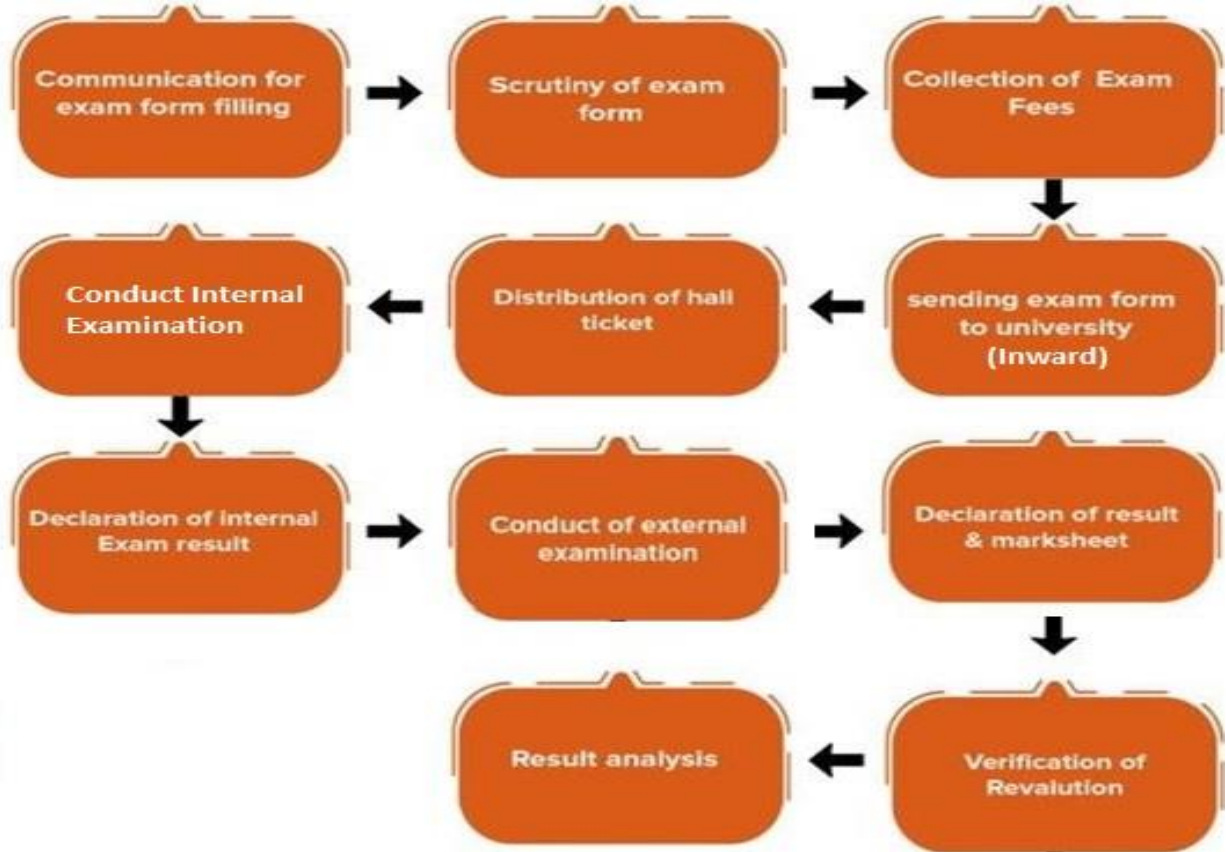
- **Waterman**

- To provide water to the students during the examination period.

- **Watchman**

- To ensure discipline on the college campus during the examination period.

• Flow chart of Examination work





• **Guidelines for internal assessment:**

- Internal concurrent assessment of three credit subjects for 50 marks shall be based on assignments, MCQ's, Open book tests (OBT), Case Study, Presentation, Project Work, group discussions, class tests etc.
- For Internal assessment of three and two credit subjects minimum three concurrent evaluation assessments for 25 marks each using above methods is to be conducted by the subject teacher. The evaluation pattern shall be the discretion of the subject teacher.
- Assessment to follow concurrent evaluation guidelines given in university syllabus and should be allotted to students immediately after completion of chapter/ unit.
- A consolidated record of internal marks allotted for all courses to be submitted to the coordinator at the end of the semester by each course faculty.
- Internal marks to be displayed after consensus of the HOD/Co-coordinator and Director for students to view prior to closure of internal 'marks entry link. Dates in this regard shall be communicated by the exam -in charge to the faculties every semester.
- Timely adherence and submission of records to the exam section is mandatory for all faculty.



4. INTERNSHIP POLICY

• Introduction

The Internship Policy aims to provide an organized framework for internship activity as per the compliance requirements of governing and affiliating institutions. This policy seeks to make the internship a crucial component of the learning process.

The MBA internship presents a unique opportunity for the students to bridge the gap between academic knowledge and real-world business applications. Students get the chance to enhance domain knowledge and refine professional. Internship offers invaluable insights into current trends, established practices, challenges and opportunities in the industry.

• Objectives

- To comply with the MBA program requirements and implement the outcome-based syllabus of the MBA program.
- To offer experiential learning opportunities to the students.
- To enhance students' depth of knowledge in the functional areas.
- To prepare the students for final placements.
- To form an internship cell to implement the internship policy.

• Scope

This policy is applicable to the semester two and three of the MBA program.

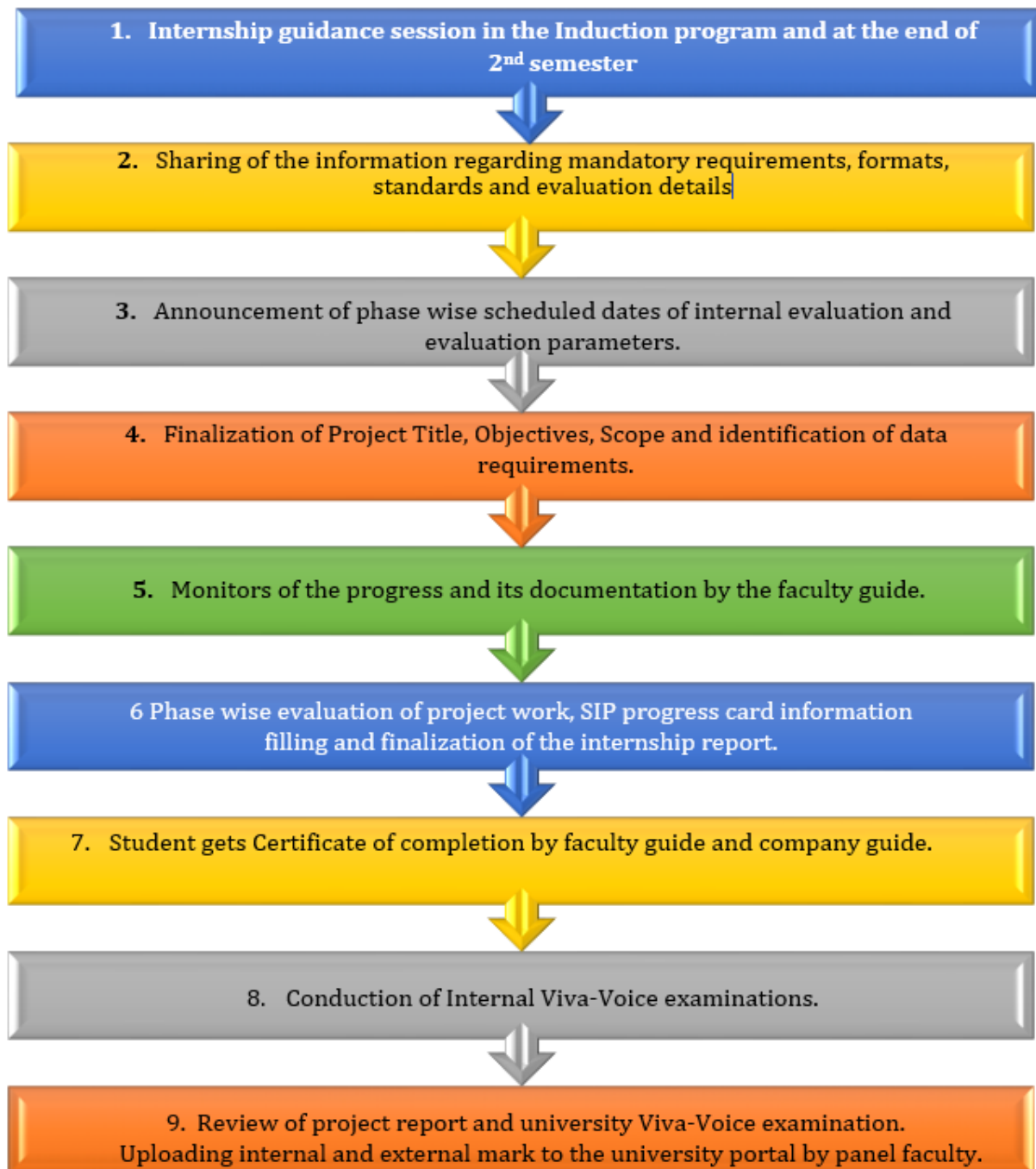
• Implementation of Internship Policy

- Internship information and guidance sessions should be conducted for the students in the induction program and at the end of second semester before the start of internship.
- Information regarding the purpose / objectives of internship, standard index, reporting formats, annexures and internship documentation and other requirements, as given by the university in the syllabus and as per institute practice should be shared with the students.
- A schedule of internal evaluation of internship progress phases with dates and evaluation parameters should be shared with the students at the start of the 3rd semester.
- The title of internship project should be finalized by students with the approval from the faculty guide, along with the project objectives, scope etc.



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- Student's progress should be monitored by the faculty guide and information is documented on the SIP progress report card along with details in the review record.
 - Phase wise evaluation of the project progress is done by the faculty guide. Progress record card should be completed and the SIP report should be finalized by the student with the approval of the guide.
 - Upon satisfactory completion of the report writing, student gets the certificate of completion from the faculty guide. Student should also seek the company certificate from company guide.
 - Internal Viva-Voice examinations should be planned and conducted.
 - University Viva-Voice examinations should be held with panel consisting of university appointed chairpersons and the internal senior faculty. After the completion of examination internal and external marks should be uploaded by the internal panel faculty to the university portal.

• **Summer internship, report writing and evaluation flow chart**





5. E- GOVERNANCE POLICY

- **Introduction**

- The E-Governance Policy helps to leverage technology in improving efficiency, transparency, and accountability of academic and administrative processes in the institute.

- **Objectives**

- To enhance the quality of education through technology integration.
- To improve administrative efficiency and reduce paperwork.
- To make information easily accessible to involved stakeholders.
- To maintain Data Security.

- **Scope**

- This policy applies to all academic, administrative departments, staff, and students of the institute.

- **Areas of Implementation**

Student Admission and Support through Vmedulife ERP, Maha DBT Portal

- E-governance helps students with admission and support by automating and streamlining processes through the ERP system. This technology facilitates seamless application management, efficient class allocations, and assigns accurate roll numbers. It helps students with additional services including Bonafide and Transfer Certificates, for timely and transparent operations.

Finance and accounts through Vmedulife ERP, Tally Prime, CC Avenue

- E-governance plays a crucial role in optimizing financial operations within academic institutions. Having an ERP system for students fee collections, it ensures efficient and precise transaction process and record-keeping. The integration with Customer Care Avenue (CCAvenue) provides a detailed Fee Settlement Report, offering a comprehensive overview of all payment gateway transactions. Additionally, Tally Prime software helps with financial management by supporting accounting, fee collection, payroll, and financial reporting, highlighting the importance of e-governance in streamlining and improving financial oversight.

Examination through Smart School MIS, SPPU Examination Portal, Vmedulife ERP

- E-governance is essential for streamlining the examination process within academic institutions. Through an in-house ERP system, faculties can



efficiently conduct internal exams and manage related tasks. By adopting the e-governance policies of Savitribai Phule Pune University, institutions ensure compliance and standardization in downloading question papers, uploading marks, and issuing hall tickets through university platforms. E-governance also facilitates effective grievance handling, allowing for transparent and prompt resolution of issues, improving efficiency and accuracy in examination management.

Administration

- E-governance integrates and simplifies administrative and academic processes, improving efficiency and accuracy. Closed-Circuit Television (CCTV) enhances campus security and monitors activities, while biometric face recognition for attendance automates and simplifies record-keeping. ERP systems support real-time data access and help make informed decisions. The integrated Library System (ILMS) manages e-resources and library operations efficiently. This holistic approach reduces paperwork, enhances transparency, and supports effective institutional management.

Communication and Collaboration

- Utilizing digital platforms for both internal and external interactions, promoting the use of email, messaging platforms and virtual meeting tools for effective collaboration and efficient transparent communication.

Data Security

- E-governance helps in safeguarding data security and privacy by implementing secure access controls, encryption, and compliance with data protection regulations

Review and Revision

- This policy will be reviewed annually and revised as needed to keep pace with technological advancements and institutional needs and relevance.



6. INFORMATION & COMMUNICATION TECHNOLOGY (ICT) POLICY

• Objectives

- The Information and Communication Technology Policy aims to provide standards for IMERT's appropriate, safe, and efficient use of communication technologies. This policy seeks to protect data integrity and privacy while ensuring that all information communication resources are used in a way that advances the administrative, academic, and operational goals of the institute.
- ICT Policy aims to ensure responsible and efficient use of technology, promote e-Governance and digital literacy.

• Scope

- This policy is applicable to all IMERT's internal stake holders, employees, faculties, staff members and students. It covers all information communication channels that are utilized by the institute, such as social media, email, messaging apps, and other digital platforms.
- Applications of information and communication technology (ICT) include networking, quality assurance, student data management, student assessment, and teaching.

• Communication and Use of Technology for Communication

- All users are expected to interact in a courteous and professional manner, abstaining from inappropriate, derogatory, or discriminating language.
- Use of technology for communication is restricted to authorized staff members and official institute functions exclusively.
- Permit restricted personal usage of the institute's communication resources as long as it doesn't conflict with official duties or go against any rules.
- Require that all academic and administrative correspondence be sent from official institute email addresses.
- Make sure that sensitive data is never sent via email unless it is approved.
- Use the official social media accounts of the institute to advertise its events, accomplishments, and activities.
- Establish rules for members of the institutes for appropriate use of their personal social media accounts, particularly while they are representing the institute.



• **Digital platform for Admission**

- The institute posts information about admissions on its website in order to increase visibility and reach.
- The institute uses ERP to provide potential students an online registration option.

• **Teaching & Learning Practices**

- College has a G Suite for education (Basic plan). ICT enabled teaching-learning encompasses use of features of Google classroom as part of G Suite for Education.
- Students have access to the facility using official Email Id.
- Faculties are supposed to share educational materials on Google Classroom.
- Attendance at online lectures using a Official Email ID is required.
- Peripherals for computers are issued upon registration in the outward register.
- The College promotes the usage of an online assessment platform among educators.

• **Unacceptable uses of ICT**

- Try to gain access to machines that the person in question is not permitted to use.
- Unauthorized entry into a different user's files.
- Unauthorized use of pen drives.
- Willful and illegal entry into local or remote networked resources.
- The mobility of computer accessories
- Unauthorized use of Log of the movement of computer peripherals.



7. GENDER EQUITY POLICY

- **Objective**

- The objective of the Gender Equity Policy is to treat all individuals as humans, welcoming all genders without discrimination.
- The policy aims to ensure inclusivity in academics, activities, training, internships, placements i.e. in all curricular, co-curricular as well as extra-curricular activities.
- To provide a safe, secure, and open environment, free from fear and bias.
- To promote equal opportunities and encourage equal representation of all genders.

- **Scope**

- This policy applies to all Internal and External stakeholders of the Institute. It encompasses all aspects of the institute's operations, such as admissions, academic programs, extracurricular activities, and day-to-day functioning.

- **Guidelines**

- **Open and Fear-Free Environment**

- Create an open and inclusive environment where all members feel safe and valued.
 - Promote a culture free from fear, bias, and discrimination.

- **Equal Treatment and Non-Discrimination**

- Treat all individuals with respect and dignity, welcoming all genders to the Institute.
 - Ensure no discrimination based on gender in any aspect of the institute's operations.

- **Inclusivity in Activities**

- Include all genders in academics, indoor and outdoor activities, training programs, internships, and placements.
 - Promote participation in cultural programs, sports, and other extracurricular activities.

- **Safe and Secure Environment**

- Maintain a safe and secure environment with facilities like CCTV surveillance.
 - Provide gender-specific facilities, including separate hostels, washrooms, and common rooms.



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- Ensure the campus is free from fear and bias. Establish clear protocols for dealing with harassment and discrimination, including a responsive internal complaints committee.

Equal Opportunities

- Offer equal opportunities in admissions, academic programs, and leadership roles.
- Constitute cells and committees, such as Equal Opportunity Cell, Grievance Redressal cell, Internal Complaints Committee and Anti-Ragging committee, to promote gender diversity and redressal system.

Support Services and Facilities

- Provide support services like counseling and helpline numbers.
- Offer motivational factors like fee concessions approved by the government and MM Trust .

Health and Wellbeing

- Collaborate with hospitals to provide emergency medical services.
- Encourage regular health check-ups and mental health support through professional counselors.
- Ensure easy access to insurance.

Academic Excellence

- Foster a healthy and inclusive campus conducive to academic excellence.
- Ensure that all students, regardless of gender, have the resources and support needed to succeed in co-curricular as well as extra-curricular activities.

Education and Training

- The Institute aims to offer education and training programs for staff, faculty, and students to increase awareness and understanding of gender diversity, inclusivity, and related issues such as sexual harassment and self-defence.

Leadership and Representation

- Encourage the promotion of all genders to leadership positions.
- Support mentorship and development programs to foster leadership skills.

MM's IMERT strives to be and remain an inclusive campus in terms of ensuring equal participation of all gender students as well as staff in the coordination and conduct of various events and programs in the Institute in various capacities. This helps build confidence among them and foster team building and team work.



8. GRIEVANCE REDRESSAL POLICY

- **Objectives**

- The Grievance Redressal Policy serves as a transparent and organized framework for the MM's IMERT's stakeholders to address and resolve issues.
- This policy attempts to provide a welcoming and encouraging environment for the community of the institute by making sure that all concerns are handled fairly, consistently, and promptly.

- **Scope**

- All students, staff members, and stakeholders of the IMERT are covered by this policy. It addresses complaints about behavioral issues, academic difficulties, administrative processes, harassment and discrimination, and other matters impacting the atmosphere of the institute. Also, the grievances related to Anti ragging, Internal Complaint Committee, SC/ST Committee, Exam committee and Students council etc. will be addressed through this committee.

- **Procedure for Submission of Grievance**

- A Clearly defined problem or concern will be submitted in writing to a Grievance Redressal Committee (GRC), which is made up of representatives from the student body, faculty, university appointed ombudsman and administration to guarantee impartial and fair decision-making.
- The following methods are available for grievance submission: online & offline mode.
- It is expected from the receiver to acknowledge the grievance within a stipulated time frame.

- **Grievance investigation and resolution**

- A comprehensive inquiry will be conducted and that will includes gathering and analysing information.
- Based on the investigation's findings, a clear resolution will be offered that can involve mediation, corrective or punitive actions.
- To maintain confidentiality, no one other than those immediately engaged in the grievance resolution process is expected to have access to any information pertaining to the complaint.
- Complainant or respondent who feels the resolution was unfair or lacking will be permitted to appeal the GRC's ruling.



- **Grievance records and improvements**

- All complaints, inquiries, and decisions will be kept in meticulous, private records.
- On a regular basis, complaints data will be examined to spot patterns and areas where the institute's procedures and policies need to be improved.
- Orientations, workshops, and frequent communications will be provided to all members of the institute's community to ensure they are informed on the Grievance Redressal Policy and procedures.
- Efficient grievance management and dispute resolution training will be provided to the GRC members and other pertinent staff.

- **Frequency of the meeting**

- Once in a Semester and additionally on need basis.



9. LIBRARY POLICY

- **Objective**

- The Library Policy's main goal is to give the Institute a thorough framework for managing and using its library resources. By easy access to a variety of information resources, creating an atmosphere that is favorable to learning and research, and encouraging the efficient use of library services and resources, this policy seeks to promote the institute's educational goal.

- **Scope**

- All users of the library, including faculties, students, and non-teaching staff are subject to this policy. It includes the purchasing, distributing, and upkeep of library materials in addition to the behaviour and obligations of library users.

- **Library Usage Policy**

- Readers are advised to maintain silence in the library area and reading room.
- While entering in the library, readers should make an entry in the Entry register of the library.
- Before utilization of Digital Library every student and staff need to make an entry in the Digital Library Entry Register.
- Readers should not carry any book, bag, and notes etc. while entering in the stacking area of the library.
- Digital library facility is available for all students and faculties.
- Playing games, chatting, downloading any pictures/songs, or videos & misuse of the internet is not allowed.

- **Lending Policy of Library-**

- Reference reading materials including reference books, Journals & periodicals, question paper sets, syllabi, etc. are available for study in the reading room only.
- Teaching Faculty members are entitled to borrow a maximum of 10 books for 03 months.
- Non-teaching staff members are entitled to borrow a maximum of 05 books for 01 month.
- Books are issued for home reading to students. The student is allowed to issue 05 books for 15 days.



- **Issuing Procedure**

- Readers must produce identity cards while issuing the books from the library.
- Books once issued, should not be brought inside the stacking area of the library.
- Readers' should check the reading materials like books and periodicals thoroughly for missing pages, chapters, and pictures while borrowing the reading material, and if found such material report it immediately.
- No book in damaged condition will be accepted by the reader. Mutilated or spoiled books will have to be replaced by the borrower.

- **Reissue Policy**

- Students can reissue the library books of the same title, same publisher, and same author for two times.
- Books can be reissued of the same title, same publisher, and same author only there is no demand from other users.

- **Fine Policy**

- The user should return books on or before the due date.
- If the book is not returned on the due date, students need to pay the overdue charges as per the rules.
- The fine for overdue library resources is Rs. 1/ per day per book.
- Students will get a receipt for a fine from the accounts department after payment of the fine.

- **Lost materials/Replacement Policy**

- Users are responsible for the replacement of lost library resources.
- If the book is lost by the user, it should be replaced with a new and latest edition of a similar book.
- Overdue fine amount if any on lost materials, will be charged till the lost reading material is submitted to the library.



10. PHYSICAL INFRASTRUCTURE AUGMENTATION, DEVELOPMENT AND MAINTENANCE POLICY

• Introduction

- The physical infrastructure augmentation, development and maintenance policy is designed to ensure infrastructure supports in creating conducive teaching learning environment to facilitate holistic development of its staff and students. It also aims to ensure that the institute's physical and technological infrastructure support institute's mission, enhance educational outcomes and remain up-to-date with current standards and technological advancements.

• Objective

- To enhance conducive learning environment.
- To ensure infrastructure supports the institute's operational and administrative functions effectively.
- To promote the long-term sustainability of infrastructure resources.
- To update and maintain the infrastructure for operational efficiency.

• Scope

Scope of the policy includes:

- Infrastructure development by way of purchase of equipment, machinery and other physical resources.
- Infrastructure augmentation for enhancing and expanding existing infrastructure to improve its capacity, efficiency and functionality. This includes upgrading current facilities and adding new amenities to support academic, administrative and student needs.
- Infrastructure maintenance for ensuring the resources are kept in good working condition.

• Infrastructure usage and maintenance

- Infrastructure maintenance to be outsourced and seek the support of third-party agency for housekeeping and support staff.
- All purchases shall be carried out by meticulously following and adherence to purchase policy.
- After the purchase, the item's details are recorded in dead stock register by numbering them to maintain the updates of inventory.



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- The institute shall follow a set process of advanced booking, for the usage of commonly used facilities like seminar hall, board room etc.
 - Certain services, like canteen, parking and central store are to be commonly shared by staff and students.
 - Transportation facilities are to be shared with sister concern institutes, subject to prior approval by the head of the institute.
 - Facilities such as ground and landscaping are to be maintained on a timely basis.
 - Regular maintenance and timely upgradation of infrastructure and machinery are to be carried to upkeep, which includes routine checks and addressing repair immediately as per the need.
 - For security measures, the institute shall outsource security service to an external agency and shall be equipped with fire alarms, fire extinguishers and audits of the same shall be done in due course of time.
 - To promote environmental sustainability, the institute shall adopt use of solar energy, LED lights, vermicomposting, rain water harvesting etc.
 - Exclusive facility for divyangjan shall be created for diversity inclusion.

- **Conclusion**

- Physical infrastructure augmentation, development and maintenance policy is set to ensure a safe, efficient and well-maintained environment for all its users.



Purchase Policy

1. Purpose

The purpose of this Purchase Policy is to ensure that all purchases of goods and services for Marathwada Mitra Mandal Institute of Management Education, Research and Training are conducted in a fair, transparent, and cost-effective manner, in line with the institution's mission and goals.

2. Scope

This policy applies to all departments and employees involved in the procurement process within MMs IMERT

3. Definitions

- **Purchase Order (PO):** A formal document issued by the institution to a vendor, indicating types, quantities, and agreed prices for products or services.
- **Requisition:** A request for the purchase of goods or services.
- **Vendor:** Any individual or company that provides goods or services to the institution.

4. Responsibilities

- **Purchase Committee should** oversee all procurement activities, ensuring compliance with this policy.
- **Employees:** Must follow the established procedures when requesting and purchasing goods and services.

5. Purchase Process and Guidelines:

Vendor Selection, Vendor Evaluation, and Obtaining Quotes process will be carried out by the purchases committee at trust level.

- For purchases below [Rs. 5000], at least two quotes are required.
- For purchases above [Rs. 5000], at least three quotes or a formal tender process is required.

1. **Creating PO:**

- The Purchase officer should create a Purchase Order based on the approved requisition and selected vendor quote.

2. **Submission of PO to central office:**

- The PO should be sent to the higher authority at trust level for the purpose of approval and requirement of the authorized signatory.

3. **Distributing PO:**

- Purchase order with authorized signature should be sent to the vendor and copies are distributed to the requesting head and account department.



6. Receipt and Inspection of goods and services

1. Receiving Goods:

- Upon delivery, inspect the goods for quantity and quality.
- Report any discrepancies or damages to the vendor immediately.
- Complete a Goods Received Note (GRN) and forward it to the Procurement and Finance Departments.

7. Payment Process

- Before making the payment, ensure the invoice matches the PO and GRN.
- Resolve any discrepancies before processing payment.
- Obtain necessary approvals for payment as per the financial authority levels.

The Finance Department processes the payment according to the agreed terms with the vendor.

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