



NCRD's

Sterling Institute of Management Studies

Nerul, Navi Mumbai

**Administrative and Academic
Process Handbook**



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Index

Chapter	Particulars	Page No.
1	Institute Background	1
2	Institute's Vision, Mission, Quality Policy, Objectives & Core Values	3
	2.1. Institute's Vision	3
	2.2. Institute's Mission	3
	2.3. Quality Policy	3
	2.4. Objectives	3
	2.5. Core Values	4
3	3.1 Institute Governance and Management	5
	3.1.1. Institute Governance	5
	3.1.2. Constitution of Committees	7
	3.1.3. Board of Trustees / Executive Committee	9
	3.1.4. Board of Governance (BOG)	10
	3.1.5. College Development Committee (CDC)	12
	3.1.6. Internal Quality Assurance Cell (IQAC)	13
	3.1.7. Feedback Mechanism	15
	3.1.8. Suggestion Scheme / Grievance Handling	17
	3.2 Statutory Committees	20
	3.2.1 Anti-Ragging Committee	20
	3.2.2 Grievance Redressal Committee	22
	3.2.3 Internal Complaints Committee	24
	3.2.4 Student Council	26
3.2.5 SC/ ST Committee	28	
3.2.6 Library Committee	31	

Chapter	Particulars	Page No.
	3.2.7 Industry Institute Interaction	36
	3.2.8 Women Development Cell	39
	3.3 Institutional Committees	40
	3.3.1 Academic Planning, Time Table & Feedback Committee	40
	3.3.2 Examination Committee	43
	3.3.3 Infrastructure Monitoring and Maintenance Committee	44
	3.3.4 Research & Extension Committee / Project & Consultancy	47
	3.3.5 Alumni Committee	52
	3.3.6 Sports and Cultural Committee)	54
	3.3.7 Training and Placement Committee	55
	3.3.8 Entrepreneurship& Incubation Committee	56
	3.3.9 Conference/Seminar/Workshops/FDP Committee	57
	3.3.10 Institutional Social Responsibility and Extension Activities Committee	58
	3.3.11 Purchase Committee	59
4	Institute's Policies	60
	4.1 Dissemination and Implementation of Quality Policies	60
	4.2 Human Resources & Institutional Policies	62
	4.2.1 Recruitment, Selection, Induction and Approval	62
	4.2.2 Roles & Responsibilities of Director, Teaching & Other office staff	65
	4.2.3 Leave Policy	72
	4.2.4 Financial Policy & Budget	86
	4.2.5 Examination Policy	87

Chapter	Particulars	Page No.
	4.2.6 Research, Consultancy and Publication Policy	88
	4.2.7 Plagiarism Policy	90
	4.2.8 Library Policy	91
	4.2.9 Institute Social Responsibility Policy	92
	4.2.10 Policy for Divyangjan / Specially-abled Students / Staff / Visitor	94
	4.2.11 Gender Policy	95
	4.2.12 Green and Environmental Policy	98
	4.2.13 Infrastructure Policy	100
	4.2.14 Purchase Procedure and Stock Verification	103
	4.2.15 Policy for Medical Facility and Response to Emergency	105
	4.2.16 NCRD Tuition Fee Waiver Policy	106
	4.2.17 ERP Policy	107
	4.2.18 Performance Appraisal System	108
	4.2.19 Communication System	112
5	Standard Operating Procedures	118

Chapter -1 Institute Background

Introduction

National Centre for Rural Development (NCRD) is a Registered Public Charitable Trust, established in the year 1991 with a vision to provide value-based quality education to rural area students. NCRD is founded by **Hon'ble Shri Dilip Walse-Patil** eminent social worker. It was his vision and dream to empower and educate rural and tribal area students as well as provide them facilities for higher education.

NCRD is dedicated to the cause of quality education starting from Primary education right up to Professional Studies with its various institutes situated in Pune and Navi Mumbai.

NCRD's Sterling Institute of Management Studies, instituted in the year 2004 is one of the best B-Schools in the Mumbai and Navi Mumbai. Sterling Institute of Management Studies is located between the towering Parsik Hills and the serene township of Nerul, just adjacent to Seawoods Railway Station, which offers a unique location to build an abode of learning.

It is approved by **AICTE, DTE, Government of Maharashtra**, and affiliated to the **University of Mumbai**.

NCRD's Sterling Institute of Management Studies offers **Two Years-Master in Management Studies (MMS)** and **Master in Computer Applications (MCA)** programs of the University of Mumbai. The MMS and MCA programs aim at disseminating Management and Computer education in the most contemporary form.

We create the zeal, excitement and potential in our students to take up challenging assignments. To develop a right mix of managerial and technical exposure to function effectively in various domains through MMS and MCA programs is the one objective of an institute.

In a very short span of time, the Sterling Institute of Management Studies has achieved many milestones with its students performing well in their academics as university rank holder as well as corporate world.

Dedicated and experienced faculty, State of art Infrastructure, and a conducive learning environment, all make Sterling Institute of Management Studies an institute that gives

its students the edge to face the corporate world. Well-designed courses, a gamut of activities, excellent corporate interface, are some of the aspects that make Sterling Institute of Management Studies stand apart from the rest.

Our Culture

The institute believes in participative working style where the tasks are delegated among various faculty members and also students through various committees. The IQAC cell monitors the working of these committees and works towards satisfaction of stakeholders through mapping the suggestions and feedbacks received from them. Thus, the institute has been working with sincerity and consistency towards its long-term mission and vision.

In this journey the institute has always believed in consolidation than expansion and consistency in work than one-time achievements. In the future too, it would invest more in building quality through **Skill Development, Initiatives, Research and Consultancy based projects and generating professional manpower** as per changing needs of industry.

Chapter -2

Institute Vision, Mission, Quality Policy, Objectives & Core Values

NCRD's Sterling Institute of Management Studies has a clearly defined vision and mission with an aim of **"Comprehensive Development through Quality Education"**. The methodology and educational plans support the vision and mission of the Institute.

The Goals and objectives are aligned with vision and mission of the institute.

The quality policy and work pattern of the Institute are being ensured through well planned academic calendar, specific time lines and compliance of norms and standards set by the regulatory bodies as AICTE and University of Mumbai.

2.1 Vision

SIMS envisions being nationally and internationally accredited institution with a center of excellence in the development of professional leaders for various sectors of business organizations and society.

2.2 Mission

To develop competent management and computer professionals for industry and business who are ethical and socially responsible citizens, through meaningful partnerships with professional organizations, alumni, industries and society at large.

2.3 Quality Policy

- Student Centric and outcome-based education.
- Collaboration with industry and business.
- Development of ethical leaders.
- Continuous professional development.
- Benchmarking global standards in institutional systems and processes.

2.4 Objectives

- To develop a right mix of managerial and technical exposure to function effectively in various domains through MMS and MCA programs.
- To nurture value-based education for the holistic development of the students.

- To promote students and faculty professional development for enhanced career growth through quality support services and relevance.
- To imbibe and provide international business and technological standards.
- To continuously improvise the institutional processes by involving staff, students and other stakeholders.

2.5 Core Values

NCRD's Sterling Institute of Management respects the diversity of its students and stakeholders and recognizes the worth and potential of each individual. Therefore, the Institute maintains the following values:

- **Personal and Professional Integrity:** We promote and pursue the value of integrity in all aspects of life.
- **Ethics:** We follow ethics in academic and administrative processes.
- **Collaboration:** We believe in the power of team effort.
- **Social Conscience:** We work in best interests of society and environment.
- **Quest for Excellence:** We trust in the quest of excellence in all Institutional programs and services.
- **Commitment:** We believe in providing quality, affordable education, resources and support services to enhance the growth and development of human resources.

Chapter - 3

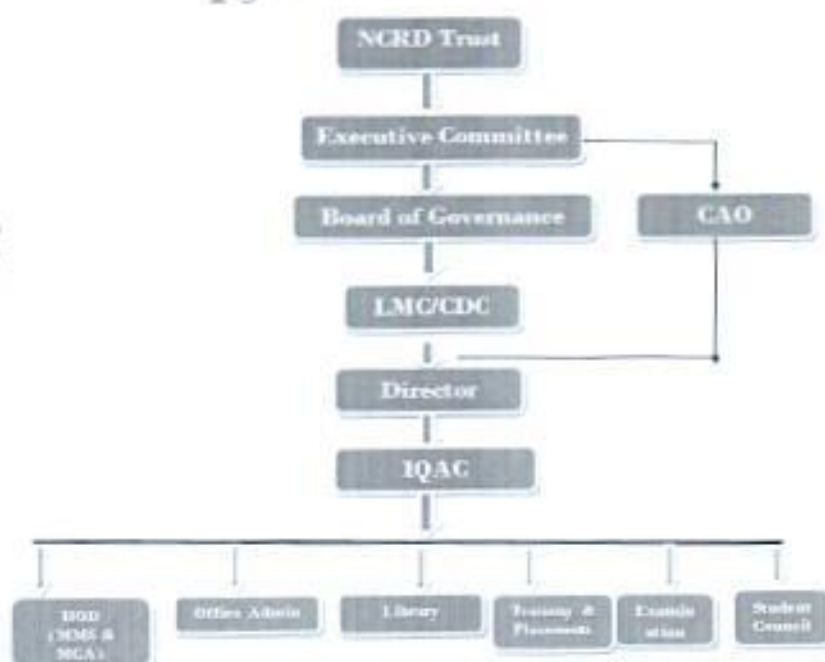
3.1 Institute Governance and Management

3.1.1 Institute Governance

Introduction

The institute needs to Plan, Execute and Control different activities to actualize the vision and mission through systematic decision making. The Institute adopts effective organizational structure with clear authority and responsibility given to each role and works on principle of participative decision making and shared responsibilities. Participative decision making of the institute is done through formation of various committees for core processes as well as support processes with specific objectives to drive the Institute towards its goals. These committees function effectively for implementation of decisions and monitor the effectiveness of the policies and procedures. This chapter discusses in detail about the actual management and functioning of the Institute through establishment of various committees.

The Institute Director is the highest designated authority of the institute who reports to the Executive Committee of the NCRD Trust through Chief Administrative Officer.



Organogram of the Institute

HODs of both the departments are responsible for the academic working of the department. The HODs, Office Superintendent and Support Services report to the Director. Director is the Chairman IQAC and Member Secretary of Board of Governance. IQAC coordinator reports to the Director. The administrative department reports to the Director for effective and timely working and proper implementation of various processes related to statutory bodies including accounts and finance. All the support staff works under the administrative department.

The specific features of the organization chart and decision-making structure are:

- Top-down structure with no dual authority
- Less hierarchical positions for fast and effective decision making
- Participative decision making with distributed responsibilities
- Focus on team works and responsibility sharing rather than individual
- Emphasis on creating ownership and belongingness towards the role given to every member of the organization.

Decision Making Process at Sterling Institute of Management Studies

1. Board of Governors (BOG) is the highest authority of the Institute constituted as per the guidelines of AICTE for taking strategic decisions and for new initiatives.
2. Local Management Committee (LMC)/College Development Committee (CDC) Members as per the guidelines given by University of Mumbai for day to day working.
 - a) Governing Council meets twice a year and takes strategic decision about the Institute. The strategic decisions include infrastructural development, approval of budget, guidelines for approval of staff, admission process and also monitor the function of IQAC.
 - b) IQAC receives the inputs from all the other committees and these inputs are discussed in institutional meeting and submitted in the meeting of Governing council for further decisions.

3.1.2 Constitution of Committees

Committees are the operating system of an association. Committees involve members in the development and delivery of services, represent member opinion in decision-making, and help serve member needs through interaction.

In any Institute the highest authority is the Promoting Trust and it appoints Executive Committee which appoints the Board of Governance. The members Board of Governance are as per the directives by AICTE.

The basic Philosophy of Governance and Administrative Management including the structure of its **Board of Governors (BOG)**, the Organizational chart for Operational Management along with responsibilities vested at various levels of administrative hierarchy.

Local Management Committee (LMC)/College Development Committee (CDC) is another important committee. Members are appointed as per the directives given by Maharashtra Public University Act 1994 and 2016.

These committees play a crucial role in taking strategic decisions regarding the overall institutional working. These committees are responsible for overall governance and policy making of the entire institute.

Internal Quality Assurance cell [IQAC] spearheads the quality enhancement strategies and monitoring the overall academic excellence. The Institute has constituted various statutory, institute level, department level committees and sub committees with specific objectives to ensure effective implementation of plans and monitor the effectiveness of procedures.

Statutory Committees are constituted as per AICTE Regulations and Maharashtra University Act 1994 and 2016. The structure and function of these committees is as per statutes.

Institutional Committees are established by the institute permanently to execute various institutional activities. The non-statutory sub committees are formed on temporary basis whenever the need arises. These committees are represented by Faculty, Staff and students also external experts like industry representatives / academicians wherever essential. The total number of members of each committee is decided as per requirement.

Each committee has tenure of three to five years. The committee meetings are held as per the schedule or as per the requirement. The performance of each process is assessed and reviewed through Internal Audit periodically by IQAC and qualitative inputs are given accordingly.

The above work flow ensures participative as well as decentralized decision making. It also caters to the needs of every area and gives representation to every aspect, for overall development of the institution.

Sterling Institute of Management Studies

3.1.3 Board of Trustees / Executive Committee

The Parent Trust National Centre for Rural Development is a registered Public Charitable Trust. The 'Board of Trustees' / Executive Committee.

Board of Trustees / Executive Committee	
Composition	<ul style="list-style-type: none"> • Chairperson • Secretary • 5 members of NCRD Trust
Frequency of Meeting	Twice a year
Objectives	<ul style="list-style-type: none"> • To create and implement a shared vision within the Institute community • To help the Governing council and the Local Management committee make important decisions regarding Institute policy and orientation • To take Policy decisions as per the objectives of the trust. • To help in the formulation of the Institute Development Plan that would usefully direct strategic decisions regarding the working of various Institutes under the umbrella of the trust. • To approve or reject the annual budget and sanction the expansion plans of the Institute if any.
Scope	<ul style="list-style-type: none"> • Shall take strategic decisions and involve in all the activities that are essential for smooth functioning of the institute
Procedures	<ul style="list-style-type: none"> • Specific agenda would be drawn up for each meeting covering all the issues to be discussed, taking into consideration the suggestions, recommendations given by the Governing Council Minutes of meetings are recorded • Resolutions are made for major decisions.

3.1.4 Board of Governance (BOG)

The **Board of Governance** is a statutory committee with a mandate to guide, direct and to act as a body for overall development of the institute. The Committee is made up of fourteen people and its composition, conduct and affairs shall be directed as per the regulations mentioned in AICTE Act, 1987.

Governing Council / Board of Governance	
Composition	<ul style="list-style-type: none"> • Chairman-Parent Trust-1 • Nominees of the trust -2 • Eminent Educationists-2 • Industry Representatives-2 • Representative, AICTE-1 • Representative, University of Mumbai-1 • Representative, DTE-1 • Representatives, Teaching staff-2 • Director as member secretary-1
Frequency of Meeting	Twice in a year and as per the requirement
Tenure	5 years
Objectives	<ul style="list-style-type: none"> • To act as the apex body of the institute for overall development of the institute • Formulate policies and make decisions that are vital to the existence of the Institution • To ensure optimum utilization of institutional resources • To ensure that the institute is adhering to the norms and standards set by various regulatory bodies • To plan the future growth of the institution • To guide and direct the institute authorities on various aspects • Decide strategic planning for the Institution
Scope of the Work	<ul style="list-style-type: none"> • Shall fulfill all the roles, responsibilities and powers defined as per AICTE directives. • Shall evolve both short-term and long-term programmes for the improvement of the Institute • Shall look into the welfare of the faculty and employees of the Institute. • Shall exercise financial powers beyond those delegated to the Director within the budgetary provision of the Institute in consultation with Institute management • Shall ensure that the norms given in the Act of the State and by the University, AICTE regarding terms and conditions of

	<p>service and other rules governing recognition / affiliation of the Institute are strictly adhered to.</p> <ul style="list-style-type: none"> • Should ensure that the Institute gets adequate infrastructure for implementing various programmes and delivering academic inputs. • Shall exercise powers to take disciplinary action against staff. • Shall ensure that no financial irregularity is committed or any irregular procedure with regard to admission / examinations is adopted. • Shall have the power to propose to the parent trust, rates of tuition fees and other annual charges and also review the budget of the Institute presented by the Directors for forwarding the same to the parent trust for approval. • Shall appoint a senior staff member as an "NAAC Coordinator", who, irrespective of other responsibilities, shall monitor to ensure that the requirements of the quality accreditation standards are being implemented.
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Sterling Institute of Management Studies

3.1.5 College Development Committee (CDC)

Maharashtra Act No. VI of 2017 (First published, after having received the assent of the Governor in the "Maharashtra Government Gazette", on the 11th January 2017). An Act to provide for academic autonomy and excellence, adequate representation through democratic process, transformation, strengthening and regulating higher education and for "College Development Committee" means the College Development Committee constituted under section 97 of this Act ;

The CDC constitutes Institute core committee which represents the trust for smooth functioning of Institute.

College Development Committee	
Composition	<ul style="list-style-type: none"> • Chairperson of the Management / His Nominee • Secretary of the management / His Nominee • One HOD nominated • Three Teachers nominated – 3, one should be a woman • Non-Teaching Employee • Four local members > Education, Industry, Research, Social Service should be an alumnus, • IQAC coordinator • Two student representatives • Director of the institute as member secretary
Frequency of Meeting	Twice in a year and as per the requirement
Tenure	5 years
Objectives	<ul style="list-style-type: none"> • To provide the guidance and support for efficient management of the institute.
Functions	<ul style="list-style-type: none"> • The CDC will Prepare the budget and financial statements; • Recommend to the management the creation of the teaching and other posts • Discuss the progress of studies in the institute • Make recommendations to the management for the improvement of the standard of teaching in the Institute • Formulate proposals of new expenditure not provided for in the college budget • Advise the Director regarding the intake capacity of various Programs, • Consider and make recommendations on the inspection report, if any • Consider and make recommendations on the report of the local enquiry committee, if any

3.1.6 Internal Quality Assurance Cell (IQAC)

The prime task of the IQAC is to develop a system for conscious, consistent and catalytic. Improvement in the overall performance of institutions. For this, it will channelize all efforts and measures of the institution towards promoting Sterling institute's overall academic excellence.

The cell is constituted by the Institute to assess the Internal Quality of the Institute which reports to the Governing council and it works for dissemination and implementation of the quality policy of the Institute. The IQAC cell receives suggestions / plans and decisions from the academic advisory committees of each department as well as other committees related to quality issues. The IQAC cell then takes decisions regarding the same during its meetings.

Internal Quality Assurance Cell (IQAC)	
Composition	<ul style="list-style-type: none"> • Chairperson: Head of the Institution • Teachers to represent all level (Three to eight) • One member from the Management • One senior administrative officer • One nominee each from local society, Students and Alumni • One nominee from Employer • One of the senior teachers as the coordinator of the IQAC
Objectives	<ul style="list-style-type: none"> • To develop a quality system for consistent and catalytic action to improve the academic and administrative performance of the institute • To prepare quality policy of the institute and create awareness about the same • To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
Frequency of Meeting	Twice in a year and as per the requirement
Tenure	5 years
Scope	<ul style="list-style-type: none"> • Shall engage in all the activities to improve the academic and administrative performance and thereby assure quality enhancement of the institute.
Functions	<ul style="list-style-type: none"> • Development and application of quality benchmarks / parameters for the various academic and administrative activities of the Institution • Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory

	<p>teaching and learning process</p> <ul style="list-style-type: none"> • Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes. • Dissemination of information on the various quality parameters of higher education • Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles • Documentation of the various programmes /activities of the institute, leading to quality improvement • Acting as a nodal agency for coordinating quality-related activities, including adoption and dissemination of good practices • Development and maintenance of Institutional Database through MIS for the purpose of maintaining / enhancing the institutional quality • Development of Quality Culture in institute • Preparation of the Annual Quality Assurance Report (AQAR) of the Institute based on the quality parameters / assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format • To plan and implement the academic as well as administrative functions with the help of academic advisory body and various committees • To monitor the teaching learning process and guide • To advise and plan various activities and events for the betterment of the students • To collect suggestion, feedback from stakeholders, employers and incorporate in the academic program • To evaluate the university curriculum and try to bridge the gap between industry requirement and curriculum through special program and add on courses • To coordinate faculty development programmes. • To co-ordinate the academic mentoring and remedial coaching for academically weak students
<p>Effectiveness Criteria of IQAC</p>	<ul style="list-style-type: none"> • Number of quality enhancement programs • Number of quality Audit conducted • Feedback received and corrective action taken • Inputs received from all stake holders for continuous improvement

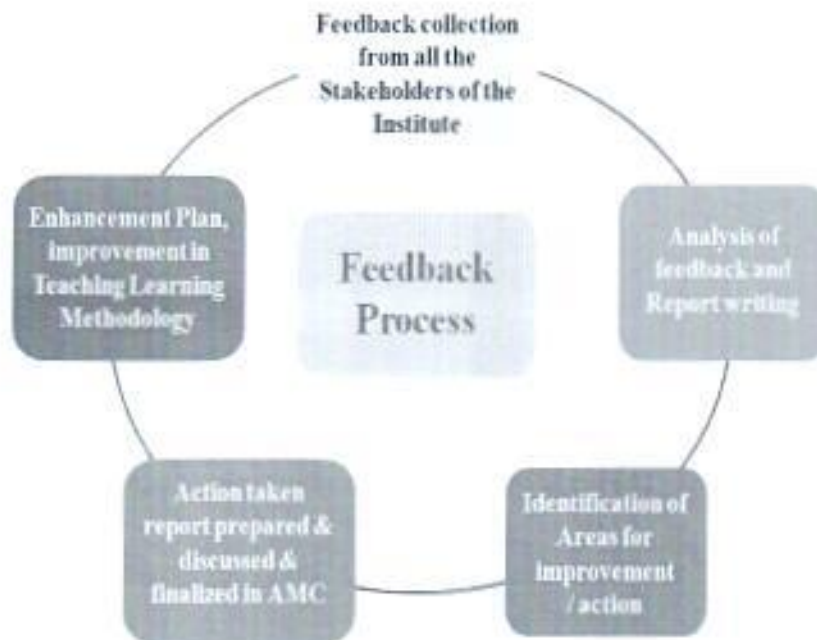
3.1.7 Feedback Mechanism

The Sterling institute believes in continuously tracking its direction and performance by seeking feedback from all the important stakeholders. IQAC understands and analyzes the feedback, assesses the utility and acceptability of the programs and the feedback analysis is used for further improvements. On the basis of the analysis, actions are suggested for future development.

Feedback Mechanism	
Composition	<ul style="list-style-type: none"> • Director • IQAC Coordinator • Head of the Departments (MMS and MCA)
Frequency of Receiving Feedback	<ul style="list-style-type: none"> • At the end of each semester and also after major events / activities
Objectives	<ul style="list-style-type: none"> • To prepare comprehensive feedback format • To find out areas for improvement • To compile feedback received for future improvement and performance enhancement • To analyze the feedback and suggest measures for taking corrective action
Scope	<ul style="list-style-type: none"> • It shall involve in implementing all activities related to collection and analysis of feedback • It also involves in deciding future action for improvement on the basis of the feedback received
Mode of receiving feedback and analysis	<ul style="list-style-type: none"> • Structured feedback from students on the curriculum delivery, teaching process and various events • Response from parents, alumni, industry professionals in major events like Parents Meet, Alumni Meet, guest lectures and seminars. • Feedback from visitors in the feedback book or letters • The library collects feedback from users in specific format at the end of each term, after book exhibition and library day celebration • Feedback from all the stakeholders regarding overall performance, quality of the Institute with respect to various parameters
Procedure	<ul style="list-style-type: none"> • Various parameters in the feedback format are analyzed to find the satisfaction index of the user and also the issues of concern • Analysis of all the feedback received • Feedback analysis are compiled and discussed in the institutional meeting and action plan is prepared for improvement

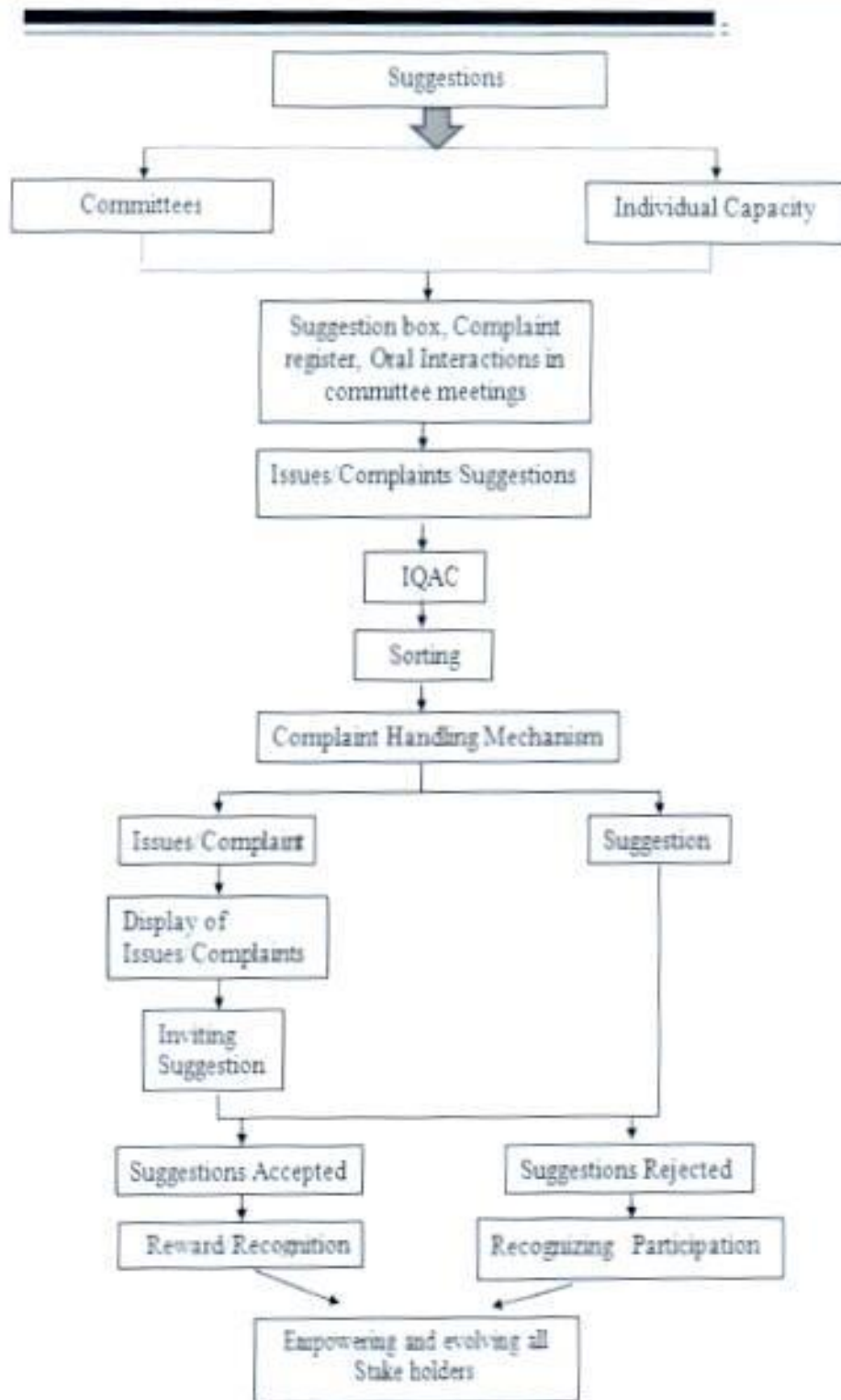
	<ul style="list-style-type: none"> • Suggestions/complaints specified in the feedback form
Outcome	<ul style="list-style-type: none"> • Monitoring the efficiency and effectiveness of stated objectives • Ensuring quality policy adherence • Smooth and hassle-free working of the institute

Feedback Process



Sterling Instit.

3.1.8 Suggestion / Grievance Handling



Suggestion / Grievance Handling at NCRD's SIMS	
Composition	<ul style="list-style-type: none"> • Trust Representative • Director • Four Teaching Representatives • One Non-Teaching Representatives
Frequency of Sorting of all Received Suggestion	<ul style="list-style-type: none"> • Twice in a year and as per the requirement
Objectives	<ul style="list-style-type: none"> • To involve the participation of all the stakeholders for continuous development of the institute • To motivate all stakeholders and create a sense of belongingness, accountability and responsibility • To explore the hidden talent of all the stakeholders • To promote creativity and innovation • To create a participative working environment where every member has an urge to contribute in the development of the institute
Scope	<ul style="list-style-type: none"> • IQAC shall engage its members in all activities pertaining to receiving, sorting and implementing suggestions received from all stake holders
Mode of Receiving Suggestions	<ul style="list-style-type: none"> • Suggestion Boxes • Complaints, Issues, Suggestions, feedback received from all the Committees • Suggestion received while collecting feedback for every process • Suggestion given by class IV employees / parents / Alumina / Employer • Suggestion/Feedback given by industry in the feedback register or during Industry interactions happened in any of the events
Method of handling suggestions	<ul style="list-style-type: none"> • Inputs received from various channels are sorted by IQAC members once in three months • Suggestions are received at individual capacity as well as through committee • These suggestions may be in the form of Feedback, Complaints, Issues and Suggestions • Issues/complaints and Suggestions are sorted • Issues/complaints are displayed to receive suggestions. • All the received suggestions are further discussed with management • Suggestions having feasibility and practical application are implemented • Some suggestions are kept for future implementation and some are rejected on the basis of its impracticability and impact • Appreciation/Recognition is given to useful suggestions

Outcome	<ul style="list-style-type: none">• Improved ability to tap the creativity of EVERY Stakeholder (right from class 4 employees) of the Institute and implement ideas generated and give recognition through rewards and recognition.• Enhanced quality of work life through stakeholder's participation by giving them an opportunity for self-expression and increasing the sense of belonging to the Institute.• Creating awareness about converting a grievance into an innovative suggestion
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Sterling Institute of Management Studies

3.2 Statutory Committees

3.2.1 Anti-Ragging Committee

The Anti-Ragging Committee is a statutory committee with a mandate to ensure discipline in the students, to hear and settle issues pertaining to ragging. The committee is made up of nineteen people and established as per the regulations mentioned in AICTE Act, 1987.

Anti-Ragging Committee	
Composition	<ul style="list-style-type: none">• Director of the Institute – Chairman• Senior faculty-Secretary• Teaching Representatives -2• Non-Teaching Representative-1• Police Representatives -1• Local Media Representatives -1• NGO Representatives-1• Parent Representatives -1• Student Representatives -2
Frequency of Meetings	<ul style="list-style-type: none">• Twice in a year and as per the requirement
Tenure	<ul style="list-style-type: none">• 3 years
Objectives	<ul style="list-style-type: none">• To prevent and eradicate ragging in the campus and thereby provide healthy environment to the students.• To maintain Secured and safe atmosphere for the students• To ensure compliance with the provision of these regulations as well as the provisions of any law concerning ragging for the time being in force.• To maintain discipline in the institution and take necessary disciplinary actions with the help of Anti Ragging Squad• To enquire into the matters that lead to dissatisfaction of the students• To create awareness to the students regarding legal consequences after ragging
Scope	<ul style="list-style-type: none">• Shall engage in all activities pertaining to prevention of ragging in the institute• Shall maintain discipline of the students within the premises of the institute
Function	<ul style="list-style-type: none">• Anti-ragging Committee will, Appoint Anti Ragging Squad• Shall supervise and monitor all activities of Anti Ragging Squad• Maintain the vigilance, oversight and patrolling functions and shall remain mobile, alert and active.

	<ul style="list-style-type: none">• Make surprise visits on hostel, and other places vulnerable to such incidents.• Inspect such places whenever necessary.• Conduct an on-the-spot enquiry into any incidents of ragging referred to it by the head of the institution or any other member• If found guilty, the culprits will have to face the action / trial as per the guidelines of Hon'ble supreme court judgment [given in annexure]
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Sterling Institute of Management Studies

3.2.2 Grievance Redressal Committee

Grievance Redressal Committee for Students, Faculty Members and Other Staff

The Grievance Redressal Committee is a statutory committee with a mandate to hear, deal and settle grievances of Students, Faculty Members and other Staff of the Institute. The committee is made up of seven people and established as per the regulations mentioned in AICTE Act, 1987.

Grievance Redressal Committee	
Composition	<ul style="list-style-type: none"> • Trust Representative • Director • Departmental HOD-2 • Teaching Representatives -2 • Non-Teaching Representative-1
Frequency of Meetings	<ul style="list-style-type: none"> • Twice in a year and as per the requirement
Tenure	<ul style="list-style-type: none"> • 3 years
Objectives	<ul style="list-style-type: none"> • To develop an organizational framework to promptly address and resolve grievances of faculty members and other staff, students fairly and equitably. • To ensure that, there is no negligence in terms of fair-deal with the faculty members and other staff, students. • To ensure effective solution to the grievances of Faculty Members and Other Staff, Students through an unbiased and fair approach. • To address the academic and administrative problems of the students. • To provide satisfaction to the Faculty Members and Other Staff and Students.
Scope	<ul style="list-style-type: none"> • The Grievance Redressal Committee shall consider grievances of students, faculty members and other staff of the Institute.
Function	<ul style="list-style-type: none"> • To consider all grievances submitted in writing by any member of the Students, Faculty members and other staff of the Institute. • To access to all files confidential or otherwise relevant to the individual's grievance. • To study the application and after looking into the relevant documents discuss with those concerned. • To submit its recommendations and report to the Director as speedily as possible • To make final settlement of any grievance within a reasonable

	period (normally not exceeding one month)
Complaint management mechanism	<p>The complaint management mechanism of students, faculty members and other staff of the Institute is as follows:</p> <p>Students</p> <ul style="list-style-type: none"> • The student grievances are firstly attended by the concerned Class Coordinators and Specialization Coordinators, Mentors, if not resolved here are further attended by MMS and MCA Head of the Department (HOD) • Unresolved grievances at the departmental level are further referred to the Grievance Redressal Cell of the institution. <p>Faculty Members and other staff</p> <ul style="list-style-type: none"> • The departmental level grievances are attended by MMS and MCA Head of the Department (HOD) • Unresolved grievances at the departmental level are further referred to the Grievance Redressal Cell of the institution. • Individual faculty can also directly approach the Grievance Redressal Cell of the institution with her/his complaints.

Sterling Institute of Management Studies

3.2.3 Internal Complaints Committee

Internal Complaints Committee

The Parliament of India passed the "Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act," in the year 2013. The ACT provides protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for the matters connected therewith or incidental thereto. The guidelines explicitly state the following: "It shall be the duty of the employer or other responsible persons in workplaces or other institutions to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolutions, settlement, or prosecution of acts, of sexual harassment by taking all steps require."

Internal Complaints Committee	
Composition	<ul style="list-style-type: none"> • Trust Representative-1 • Director • NGO Representative -1 • Teaching Representative • Non-Teaching Representative -1 • Legal Advisor -1 • Student Representative-2 • Teaching Representative as Secretary-1
Frequency of Meetings	<ul style="list-style-type: none"> • Twice in a year and as per the requirement
Tenure	<ul style="list-style-type: none"> • 3 years
Objectives	<ul style="list-style-type: none"> • To actively promote a social, physical and psychological environment that will raise awareness about and deter acts of sexual harassment of girls and women. • To ensure the implementation of the policy in letter and spirit by undertaking all necessary and reasonable steps • To constitute appropriate committees for purposes of gender sensitization • To conduct enquiries into complaints of sexual harassment. • To uphold the commitment of the institute to provide an environment free of discrimination and violence against women. • To generate public opinion against sexual harassment of women employees /girl students in the Institute.
Scope	<ul style="list-style-type: none"> • Shall engage in all activities in Promoting, Creating Awareness, Providing Protection to all Girl Students / Women Employees within the Institute. • Shall be applicable to all complaints pertaining to sexual harassment.

<p>Functions</p>	<ul style="list-style-type: none"> • Ensure a safe environment free from Sexual Harassment for women including prevention and deterrence of Sexual Harassment. • Prepare and prominently display the policy for the prevention and prohibition of Sexual Harassment. • Maintain a proactive program to educate all members as to the definition of sexual harassment and procedures for redressal. • Undertake workshops and training programmes at regular intervals for sensitizing the members. • Prominently display notices in various places spreading awareness about the issue of "Sexual Harassment at the institute" and giving information for the Redressal mechanism that has been put in place and encouraging women to file their grievances. • Facilitate initiation of proceedings under this policy through the institution of committee against sexual harassment for redressal of an act/s of sexual harassment.
<p>Jurisdiction</p>	<p>The policy and the rules and regulations would apply to all students, faculty and non-teaching staffs on active roles of NCRD's SIMS. The policy and the rules and regulations would also apply to service providers and outsiders who may be within the territory of the NCRD's SIMS at time of commission of the act coming under the purview of the policy.</p> <ol style="list-style-type: none"> 1. The policy would apply inside the campus but also on off-campus official duty (workshops, field work, group holidays/excursions organized by NCRD's SIMS, interviews/meeting with outside people and any other activity organized by NCRD's SIMS outside the campus including the period of travelling for such activity). 2. In particular, the rules and procedures laid down in this policy shall be applicable to all complaints of sexual harassment made: <ol style="list-style-type: none"> I. By a student against a member of the academic or non-teaching staff or a co student or by a member of the academic or nonteaching staff against a student or another member or the academic or non-teaching staff in either case, irrespective of whether sexual harassment is alleged to have taken place within or outside the campus. II. By a service provider or an outsider against a student or a member of the academic or non-teaching staff or by a student or a member of the academic or non-teaching staff against an outsider or a service provider, if the sexual harassment is alleged to have taken place within the campus.

3.2.4 Student Council

The **Student Welfare Council** is a statutory committee with a mandate to look after the welfare of the students and to promote and co-ordinate the extracurricular activities of different student associations for better life. The council shall not engage in any political activities. The council is made up of thirteen people as per the provisions of Section 40 (1) of Maharashtra University Act, 1994 and 2016. The Institute has formed a club "under student welfare council. The student's council is formed with an aim to enhance communication between students, management and staff and to promote an environment conducive to educational and personal development.

Student Council	
Composition	<ul style="list-style-type: none"> • Director as a Chairman • Teaching Representative-4 • Student Representative-06 (3 MMS and 3 MCA) • Senior faculty as member secretary-1
Frequency of Meetings	<ul style="list-style-type: none"> • Twice in a year and as per the requirement
Tenure	<ul style="list-style-type: none"> • 3 years
Objectives	<ul style="list-style-type: none"> • To look after the welfare of the students • To create and provide a forum to participate in cultural activities. • To make all rules relating to discipline or welfare of the students, sports, extension work, social work, students' health • To communicate its views, observations and recommendations to any authority of the University in respect of any matter which concerns the students • To take such steps as are necessary for the general welfare of students
Scope	<ul style="list-style-type: none"> • Student welfare committee considers all activities pertaining to welfare of the students.
Functions	<ul style="list-style-type: none"> • To communicate and report IQAC and to the Academic Council, the observations affecting student life on the campus, co-curricular and extra-curricular activities in the University; • To communicate and report IQAC and to the Academic Council in respect of all rules relating to discipline or welfare of the students matters as may be specified in the Statutes • To communicate its views, observations and recommendations to any authority of the University in respect of any matters relating to the students. • The Chairman of the Student's Council has a final authority so

	<p>as to decide whether a matter does or does not concern the students.</p> <ul style="list-style-type: none">• To take such steps as are necessary for the general welfare of students• To exercise such other powers and perform such other duties as may be conferred or imposed on it by this Act or the Statutes, Ordinances or Regulations.
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Sterling Institute of Management Studies

3.2.5 SC/ST Committee

India is a country of diversity. It is a hub of different religions, castes and cultures. However, the Indian society is characterized by a highly-entrenched system of social stratification. Social inequalities have led to denial of access to materials, cultural and educational resources to the disadvantaged groups of societies. Higher education is a tool for social and economic equality; therefore, the institute has constituted SC/ST Committee which would help in eliminating the social disparities. A Manual has been prepared by AICTE in order to guide the students to optimally utilize the benefits of the schemes offered by the Government of India.

SC / ST Committee	
Composition	<ul style="list-style-type: none"> • Chairman – Director of the Institute • Secretary – Senior Teaching staff • Members- <ul style="list-style-type: none"> 2 - Teaching staff from reserved category 2 - Non-Teaching staff from reserved category 4 – student's representative
Frequency of Meetings	Twice in a year and as per the requirement
Tenure	<ul style="list-style-type: none"> • 3 years
Objectives	<ul style="list-style-type: none"> • To implement the reservation policy for SCs/STs in the Universities and Institute. • To collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and nonteaching positions in the universities and in the affiliating Institute and analyze the data showing the trends and changes towards fulfilling the required quota. • To take such follow up measures for achieving the objectives and targets laid down for the purpose by the Government of India and the UGC. • To implement, monitor and evaluate continuously the reservation policy in universities and colleges and plan measures for ensuring effective implementation of the policy and program of the Government of India.
Scope	<ul style="list-style-type: none"> • Implement the reservation policy for SCs/STs in the Institute.
Functions	<ul style="list-style-type: none"> • To circulate Government of India and Commission's decisions and to collect regularly, on an annual basis, information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in the universities and Colleges for different courses, in forms prescribed, by a stipulated date, and to take follow up action, where required. • To circulate Government of India orders and Commission's decisions and to collect information in respect of appointment,

	<p>training of these communities in teaching and non-teaching posts in the Universities and Colleges, in suitable forms by a stipulated date and take follow up action where required.</p> <ul style="list-style-type: none"> • To collect reports and information regarding the Government of India orders on the various aspects of education, training and employment of Scheduled Castes and Scheduled Tribes candidates, for evolving new policies or modifying existing policy by the Commission. • To analyze the information collected above and prepare reports and digests forward transmission to the Ministry of Human Resource Development / University Grants Commission and such other authorities as may be required. • To deal with representations received from Scheduled Castes and Scheduled Tribes candidates regarding their admission, recruitment, promotion and other similar matters in Universities / Colleges. • To monitor the working of the remedial teaching scheme, if approved in the affiliated colleges and university. • To function as a Grievances Redressal Cell for the Grievances of SC/ST students and employees of the university and render them necessary help in solving their academic as well as administrative problems. • To maintain a register for employment of SCs/STs in the University and Institutes for the candidates belonging to SC/ST communities for various posts in the University/Institutes. • Any other work assigned from time to time to promote higher education among these two communities suffering economic, social and education deprivations. • The SC/ST Cell exclusively looks after the work related to SC/STs matters and no other work is assigned to the Cell. • If the required data is not submitted by the given date, UGC reserves the right to withhold either plan or non-plan grant until the required information / data is received. Hence, the universities / institutes are advised to supply the necessary information as required.
<p>Documents to be Maintained</p>	<ul style="list-style-type: none"> • Information regarding course-wise admissions to candidates belonging to the Scheduled Castes and Scheduled Tribes in institutes for different courses, in forms prescribed, by a stipulated date. • Circulars - Government of India orders and Commission's decisions • Data in respect of appointment, training of these communities in teaching and non-teaching posts • Reports and information regarding the Government of India orders on the various aspects of education, training and employment of Scheduled Castes and Scheduled Tribes candidates, for evolving new policies or modifying existing policy by the Commission.

	<ul style="list-style-type: none">• Remedial Teaching Record for SC / ST students• Record of Grievances of SC / ST students and employees (If Any)• Register for employment of SCs / STs
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Sterling Institute of Management Studies

3.2.6 Library Committee

The Library Committee is a committee to study library needs and advise the Librarian on matters of general library policy and development of library resources.

Library Committee	
Composition	<ul style="list-style-type: none"> • Director as Chairman • Librarian as Member Secretary • IQAC Coordinator • Teaching Representative-3 • Library Representative-1
Frequency of Meetings	<ul style="list-style-type: none"> • Twice in a year and as per the requirement
Objectives	<ul style="list-style-type: none"> • To act as a channel of communication and dialogue between the Institute Library and its users. • To frame / update library policy, rules and regulations. • To prepare library budget for the academic year in February and revise budget in October • To promote Innovative practices in the Library functions
Functions	<ul style="list-style-type: none"> • To provide for proper documentation services and updating the Library collection. • To work towards modernization and improvement of Library and documentation Services. • To maintain the required books, magazines, Journals, CDs / DVD as per the University Syllabus and the requirement given by the students and staff. • To Monitor the usage of library • To motivate and encourage the students and staff to read by conducting various activities, competitions. • To provide support for i4 journals subscription • To maintain the correct record of the books, journals and display it in the library. • To update the Notice board , display the paper cuttings useful for students and staff • To formulate policies and procedures for efficient use of Library resources. • To adopt measures to enhance readership • To prepare budget and proposals for the development of the Library. • To conduct library orientation program, FDP on accessing e resources. • To monitor and enhance library usage with specific reference to e-journals • To promote Innovative practices in the Library functions

	<ul style="list-style-type: none"> To frame / update library policy, rules and regulations. To prepare library budget for the academic year in February and revise budget in October
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Library Administration	
Procedure-1	Books/Journals selection
Time Schedule	Throughout the Year
Procedure -1	After the approval of the yearly library budget, books / journals are selected in the beginning of every academic year by library
Parameters for Selection	<ol style="list-style-type: none"> 1] Feedback from faculty/student or guest faculty 2] Books prescribed in the university syllabus 3] Books recommended in the academic advisory committee /management meeting or any such meeting 4] Books of general reading on motivation, values and Literature 5] Books required for specific books selection process would be through: <ul style="list-style-type: none"> • internet [for international / e journals] • Circulating the Publisher's catalogue to the faculty. • Book Suggestion from the students or faculty or Guest faculty. • Faculty members and Publication representative interaction. • Reference books list from syllabus.
Effectiveness Criteria	Availability of books as per requisition <ul style="list-style-type: none"> • Well maintained Accession register • Feedback system in place
Procedure-2	Book Acquisition
Time Schedule	In the Beginning of every academic year or as per requirement
	<ol style="list-style-type: none"> 1] To procure Selected books from the vendor for approval. 2] For Journal acquisition: To get the proposed book approved by the concerned faculty members by checking the contents and language etc. [For Audio/Video Material arrange a demo] 3] To get the quality of selected book, with the help of Faculty members, HOD and Librarian 4] To get the approval for purchase from the concerned Director 5] To inform the administrative department about the purchase 6] To check the price and the discount offered by the vendor as agreed
Procedure -3	Book Accession
Time Schedule	Throughout the Year
Procedure -3	<ol style="list-style-type: none"> 1] To do course-wise book accession mandatory columns. in the accession register are- <ol style="list-style-type: none"> a. Accession no b. Title Name c. Author Name d. Edition e. Publication Year

	<p>f. Publication g. No. of Pages h. Call No. i. ISBN No. j. Bill No. k. Bill Date. l. Book Price m. Remark</p> <p>2] To Check the quality of books in terms of binding, missing pages and replace in case of problem 3] To Write acc. No. (From-to) on the back of the bill. 4] To Prepare book card after accession before placing in the rack</p>
Procedure -4	Journal Accession
Time Schedule	Throughout the Year
Procedure -4	<p>1] To maintain subscription register 2] To make yearly list of the subscribed journal 3] To mention the period of journals (monthly, quarterly, half yearly, yearly) and the subscription period 4] When journal /magazine is received just tick mark on the column or write volume/issue no. in subscription journal 5] To send reminder to the vendor about the pending issues. 6] To take one photocopy of the front page of the journal /magazine and file 7] To file monthly photocopy in the file.</p>
Procedure-5	CD/DVD Accession
Time Schedule	Throughout the Year
Procedure-5	<p>1] If CD / DVD is received along with the journal / magazine or Book, do the accession of the CD along with the book / magazine and write the accession number on the CD and Mention the topic of the CD on the CD 2] Replace the damaged CD from vendor 3] Keep the Sample CDs in the CD album for reference</p>
Book Accession	Book Accession
Time Schedule	Throughout the Year
Procedure -6	Books / Journals / Projects Numbering
	<p>For Books</p> <p>1] To put stamp on first 3 pages, 51 and 101 pages, last page and one side of the book. Rectangular stamp (with acc. No., Call no., acc. Date, price of the book) on title page. 2] To Stick the book pocket on the inner side of the book front page with acc. no on the book pocket. [Blue book pocket for MCA and Pink book pocket for MBA books] 3] To Stick issue slip on the right-side page. 4] To Stick spine label with call no. Author's first 3 letters, acc. No and bar code sticker. [Green colored for MCA and orange colour for MBA] 5] To Write R on the spine label for a one copy of each title as reference book. 6] To Stick cello tape (Transparent tape) on the label.</p>

	<p>7] To Arrange the book subject wise in the rack.</p> <p>For Journals</p> <p>1] To put Stamp on the front page of journal / magazine</p> <p>2] To arrange the journals on the journal stand.</p> <p>Project Report</p> <p>1] To do the accession of Project reports in the register batch wise and arrange sequentially department wise.</p> <p>2] To keep Project-CDs in the CD case. Only the documentation is copied on CD.</p>
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Library Utilization	
Procedure-1	Books/Journals/Projects Circulation
Procedure -1	<p>For Books</p> <p>1] To issues Books to the students on weekly basis on their borrow card. Students can issue 2/3 books on their borrow card. Students can get 2/3 books additionally on book bank [If students do not get book- banks books, they can get 5 books on their borrow card for 1 week]</p> <p>2] To charge Late fine Rs. 1/- per day for each student. [Purchase the books against the fine collected from students]</p> <p>3] To grant 15 days grace period for returning book- banks books, after the university examination.</p> <p>4] To recover book cost for damaged / missing book from students or new copy of the same book.</p> <p>Journals / Magazines</p> <p>1] Old journal issues are issued to the students for 2 days.</p> <p>2] Only one journal is issued to the students at a time.</p> <p>Old Question papers Syllabus are not issued and can be referred in the library only</p>
Procedure 2	Library Management procedure Maintaining Library Usage Record
Procedure-2	<p>1] To maintain daily issue return record</p> <p>2] To maintain register for usage of journals.</p> <p>3] To maintain separate register for usage of Question papers, CD/DVD, Syllabus copy.</p> <p>4] To Prepare register for faculty usage</p>
Procedure-3	Conducting Library Activities
	<p>Various Activities are conducted by Library committee throughout the year to increase the library usage. They are as follows</p> <ul style="list-style-type: none"> • Library Orientation • Subject wise book display • Book Review • Journal Assignment for book review • Display of newspaper clipping • Display new arrivals

Library Documents and Records

- Accession register books
- Accession register journals
- Library report
- Library MoM
- Usage records for books, e-journals, journals
- Book bank file
- Newspaper clipping file
- Project accession register
- Previous Question paper records
- Student application file
- Quotation, PO, Bill copy register / files
- Library notices/ circulars
- Journal cover page file
- Journal subscription register
- Book recommendation file
- Log book- students -faculty
- University Syllabus copies

Sterling Institute of Management Studies

3.2.7 Industry Institute Interaction

The Industry Interaction cell is to promote industry institute interaction through expertise of experienced and knowledgeable person from industry/academics to develop the students for final placements.

Industry Institute Interaction Committee	
Composition	<ul style="list-style-type: none"> • Director as Chairman • TPO as Secretary • Teaching Representative -3 • Student Representative-2
Frequency of Meetings	<ul style="list-style-type: none"> • As and when required before and after each placement drive
Objectives	<ul style="list-style-type: none"> • To facilitate symbiotic relationship with industries and professional organization. • To develop an alliance between industry and academia for placements. • To give exposure of Industry culture and the requirement of corporates to students
Functions	<ul style="list-style-type: none"> • To create a platform for students for getting placements • To provide placement opportunity to every eligible student • To provide career guidance to the students • To take initiative in building Personality of students through various pre-placement activities • To contact the industries for giving projects or for project guidance • To Arrange Industrial visits • To invite the experts from Industry for sharing their corporate expertise and expectations through lectures. • To keep purposeful Interaction with alumni through alumni association
Procedures	<p>The procedure of this committee is divided into three main phases</p> <ol style="list-style-type: none"> 1] Pre placement activity 2] Placement Drive 3] Industrial visits
Procedure-1	<p>Pre placement activity: -</p> <ol style="list-style-type: none"> 1. To understand the needs of the industry through industry interactions and alumni 2. To identify the nature of different trainings required for getting the student placement ready. The training is imparted to the student in the following area: - <ul style="list-style-type: none"> • Aptitude training – verbal, quantitative logical, analytical • Soft skill - development of communication skills, GD, interview skills • Technical training domain expertise

	<ol style="list-style-type: none"> 3. To invite the trainer / trainers in case of external training 4. To prepare the time table in consultation with the teaching learning committee 5. To conduct test and monitor progress 6. To invite HR professionals, technical experts on Saturdays for interaction with students throughout the year 7. To conduct HR meet
Procedure-2	<p>Conducting Placement Drive</p> <ol style="list-style-type: none"> 1. To contact companies / Job Search 2. To find out the company requirements in terms of eligibility, age, number 3. To communicate to the students about the placement drive and display the details regarding placement drive with list of eligible students. 4. In case of joint/pool campus, collect data from other Institutes and forward the data of eligible students to the company 5. Arrange for infrastructure required for placement drive (like booking auditorium /classroom /interview rooms /lab/audio system/ projector/camera etc.) [In case of online test coordinate with the technical team from industry and do the dry run] 6. Inform the event management committee about the campus drive 7. Conduct the event usually consisting of Aptitude test, Technical and HR interview. 8. Display the list of selected students 9. File offer letters 10. Communicate about the placement drive result to the Newsletter publication and website management coordinator. 11. To collect the feedback from employers 12. To initiate MoUs or collaborations with companies for various areas and informs the research and consultancy committee about the same
Procedure-3	<p>Arranging Industrial Visits</p> <ol style="list-style-type: none"> 1. To contact the HR of the Company 2. To send a request letter regarding industrial visit 3. To get the permission from the company 4. To finalize the date, time and number of class-wise students and agenda of the visit 5. To conduct the visit 6. To prepare the report
Effectiveness Criteria	<ul style="list-style-type: none"> • Feedback from employer • Placement record

**Industry Institute Interaction
Documents and Records**

- Placement record with offer letter from opening communication with the company for placements to offer letters
- Reports on Placement Drives
- Details of industry expert interaction
- Report of pre placement activities
- MIS on Industry Contacts with Designation, Company Name, Mobile, Email, Postal Address
- Reports of Industry Visits
- Industry Feedback reports

Sterling Institute of Management Studies

3.2.8 Women Development Cell

The WDC aims to develop the policies of women empowerment within the institute. The aim and objective of the WDC is to prevent sexual harassment at workplace and to promote general wellbeing of female students teaching and non-teaching women staff. The cell is also responsible to undertake the awareness programs on gender sensitization, women rights and women empowerment in institute.

Women Development Cell	
Composition	<ul style="list-style-type: none"> • Trust Representative -1 • Director as Chairman • IQAC Coordinator as member • One Senior Teaching faculty as Secretary • NGO Representative -1 • Teaching Representatives -3 • Non-Teaching Representatives -2
Frequency of Meetings	<ul style="list-style-type: none"> • As an when required throughout the year
Objectives	<ul style="list-style-type: none"> • To create social awareness about the problems of women and gender discrimination. • To guide about Women Welfare Laws. • To assert the importance of spiritual, economic, social, racial and gender equality. • To develop multidisciplinary approach for the overall personality development. • To direct Women's role in the society.
Functions	<ul style="list-style-type: none"> • To organize seminars, workshops relating to women development. • To organize programs on women health and hygiene. • To develop the self-confidence of Women/ girl students • To prevent sexual harassment and to promote general well-being of female students, teaching and non-teaching women staff of the College.

3.3 Institutional Committees

3.3.1 Academic Planning, Time Table & Feedback Committee

Academic Planning, Time Table & Feedback Committee is established for MMS / MCA department / program to ensure an integrated approach towards teaching – learning and evaluation. This committee is having all the faculty members of respective departments as its members. Faculty members are assigned with the role of coordinators of various curricular, co-curricular and extra-curricular activities.

Various matters related to teaching, learning and evaluations are discussed and decisions are taken once in a week in the departmental meeting.

Academic Planning and Time Table & Feedback Committee	
Composition	<ul style="list-style-type: none">• Director• IQAC Coordinator• HODs• Faculty members - 02 (01 from MMS and 01 from MCA)
Frequency of Meetings	<ul style="list-style-type: none">• Twice in a year and as per the requirement
Objectives	<ul style="list-style-type: none">• To create excellent academic environment through systematic planning• To implement and achieve academic objectives of the institute• To plan and implement the suggestion given by IQAC and academic advisory council• To coordinate teaching learning activities including co-curricular activities in line with university curriculum• To ensure continuous evaluation
Functions	<ul style="list-style-type: none">• To prepare the Academic Calendar of the year• To allocate subjects to faculty members and communicate workload of every faculty member.• To plan for continuous evaluation in discussion with examination committee• To plan for bridge courses to cater the needs of students belonging to diverse back ground• To plan for add-on courses as per latest industry needs• To carry out feedback analysis of teaching learning and evaluation• To update the website and Notice board• To keep purposeful Interaction with alumni through alumni association

Procedure-1	Preparing academic calendar of the program
	<ol style="list-style-type: none"> 1. To collect the data about holidays, tentative university examination dates, university planner DTE CAP dates [for 1st year] 2. To calculate available number of total working days 3. To prepare the academic plan for reaching the yearly Goals and objectives of the department and accordingly prepare the list of events, internal examinations, presentations and the time required for the same
Procedure-2	Preparing timetable [will be done twice in a year before the beginning of each term]
	<ol style="list-style-type: none"> 1. To collect the data about available number of total teaching days [one month before beginning of classes] 2. To calculate the total number of periods available against total number of periods required for every subject 3. To decide the workload of each faculty and availability 4. To prepare provisional/ interim timetable and discuss in the meeting 5. To make required modifications and prepare the final copy 6. To display the timetable on the notice board at least two days before the term /classes begin 7. To collect the feedback after two weeks from faculty members and make changes/ modifications if any
Procedure-3	Feedback collection, Analysis and Action [to be done in every semester]
	<ol style="list-style-type: none"> 1. Collect the feedback from the students about teaching and learning as per the format prescribed 2. To carry out feedback analysis subject wise /faculty wise and prepare a report. 3. HOD/Director would inform about the feedback to individual faculty and give necessary suggestions if required.
Effectiveness Criteria	<ul style="list-style-type: none"> • Subject allocation to the faculty at least 2 months before the commencement of the semester • Availability of Lesson plans, teaching material, notes before actual classroom teaching • Reduction in number of off periods–proper substitution • Balance and timely assignments • Balanced work load per faculty • Mentoring of the students leading to higher comfort level and better learning outcome • Student satisfaction through feedback

1. Syllabus (old and new)
2. Academic Calendar
3. Class Time Table
4. Faculty Workload
5. Students' Progress
6. Lesson Plan
7. Subject Notes
8. Assignment Schedule
9. Examination Time Table
10. Result Analysis
11. Activity Reports
12. Departmental Minutes of the Meeting
13. Feedback Analysis
14. Academic Circulars
15. Notices for Students

Sterling Institute of Management Studies

3.3.2 Examination Committee

The Examination Committee is established to conduct Internal and External Examination of the institute. It decides plans and procedures for conducting the exams smoothly. There are two types of examinations conducted in the institute

i) University examination

ii) Internal examination

Examination Committee (MMS and MCA)	
Composition	<ul style="list-style-type: none"> • Chairperson of Examination – 1 • Senior Supervisor -1 • IQAC Coordinator • Members-1 Non-Teaching Staff
Objectives	<ul style="list-style-type: none"> • To plan for the assessment/evaluation as an indicator for evaluating student performance, achievement of classroom training as well as overall learning • To monitor and communicate the progress and performance of students through the duration of the course/program • To ensure effective implementation of the evaluation reforms of the university by the institute. • To evaluate the student's achievement with the help of formative and summative evaluation approaches.
Frequency of Meetings	<ul style="list-style-type: none"> • The committee shall meet at least twice a year and as and when required
Functions	<ul style="list-style-type: none"> • To allocate projects to faculty members and students • To promote collaborative activities and consultancy work. • To sign MOU with industry and Professional bodies for mutual benefits. • To give consultancy services for achieving process excellence
Functions	<ul style="list-style-type: none"> • To plan and conduct various internal exams at Institute level effectively • To perform the result analysis and suggest corrective action • To plan various assignments • To prepare the track record of the student • To communicate the internal marks to university in prescribed time schedule through administrative department

3.3.3 Infrastructure Monitoring and Maintenance Committee

Infrastructure Monitoring and Maintenance is a continuous process and it is maintained and monitored by Infrastructure Management Committee. The Infrastructure Committee of SIMS, Neral recognizes this need, and thus works towards providing the students with the suitable environment. The activities of the committee include resolving infrastructure-related issues of the college and identifying contractors and sourcing quotations. This involves close interaction with the college administration and the faculty.

The formation of Infrastructure Monitoring committee is as follows-

Infrastructure Monitoring and Maintenance Committee	
Composition	<ul style="list-style-type: none"> • Teaching Staff -1 • Office Superintendent-1 • Lab In charge -2 • Librarian - 1
Objectives	<ul style="list-style-type: none"> • To plan and implement timely maintenance of institutional building and equipments • To maintain the institute surrounding clean and hygiene
Frequency of Meeting	As and when required
Functions	<ul style="list-style-type: none"> • To assign the duty and supervise the maintenance and cleaning staff • To find suitable service provider for maintenance services like carpenter, painter, plumber, electrician • To collect information from faculty and staff about maintenance requirement and arranging to repair it time to time. • To monitor the maintenance of the institutional garden and ground • To monitor the procurement of material for infrastructural maintenance • To respond to the complaints regarding the infrastructure from stakeholders and initiate corrective action. • To find out the future needs regarding furniture and equipment as per the future plans and convey the same in institutional meetings • Training the administrative staff about usage of fire extinguisher /generator • Conducting safety drills.

<p>Specific Routine Duties</p>	<ul style="list-style-type: none"> • To check whether the classrooms, Computer labs, toilets and other areas in the campus are cleaned every day as per schedule • To check whether electricity reading is taken daily • To check whether the computer labs are cleaned every day as per schedule • To check whether electronic and electrical equipment's are cleaned and ensure its smooth functioning • To monitor and maintain the condition of all electrical installations • like cooler, fire extinguisher, generator, lift, tube lights, fan twice in a month • To maintain and update maintenance register once in a week • To check complaint register daily • To Update the dead stock register and number the material once in a week • To check whether all the housekeeping staffs are present • To make alternative arrangements immediately in case of absence of any of the house keeping staff • To check whether the security guards are present at gate • To check whether water tanks, water filter in the class rooms are cleaned as per decided schedule. • To check whether tea vending machine is cleaned as per decided schedule • To coordinate the maintenance work with plumber, carpenter painter, electrician, and fabricator. • To Update the dead stock register at the time of new purchases and then numbering the item purchased • To respond to the complaints regarding the infrastructure from stakeholders and initiate corrective action. • To check whether public addressing systems in the auditorium are kept in place after use • To check smooth functioning of all electrical equipment's before and after every event. • To ensure that the name plates, Guidelines and displays regarding fire safety, ragging, medical emergency, other rules and regulations etc. are in place and maintain cleanliness of the same once in a month. • To check the availability of water in the campus throughout the day
<p>Effectiveness of Criteria</p>	<ul style="list-style-type: none"> • Routine maintenance of entire campus cleanliness and hygiene • Effective and optimum utilization of the infrastructure • Timely action taken for complaints received • Reduce wastage of electricity / water

**Infrastructure Monitoring and Maintenance Committee
Documents and Records**

- Institute architectural approved plans
- Trust/Society Documents
- Commencement and completion certificates
- Property tax documents

Infrastructure

- Dead stock register for furniture and Fixture
- Purchase and payment file
- Software licenses / agreements
- Dead Stock Register for Computer Hardware and Software
- Maintenance Register
- Complaints Register
- Cleaning schedule and Report File

Sterling Institute of Management Studies

3.3.4 Research & Extension Committee / Project & Consultancy

The Research Committee is to develop, implement and monitor the Research, Consultancy and Extension Program of the institute. The Research committee activities have three distinct arms-

1. Research Cell
2. Research Publications
3. Projects and Consultancy

Research Committee	
Composition Research Cell	<ul style="list-style-type: none"> • Head- Director of the Institute or Senior Faculty Member with Ph.D. degree • Industry Representative • 4 - Senior Faculty Representatives
Research Publications	<ul style="list-style-type: none"> • Editor • Panel of Editors
Projects and Consultancy	<ul style="list-style-type: none"> • Departmental Heads • 01 Faculty member per department
Objectives	<ul style="list-style-type: none"> • To promote and encourage the faculty members and students to undertake research activities. • To deliver quality research outputs to enhance the reputation of institute by the quality of their research work and publication. • To undertake research activities, deliver quality research outputs for service to the community to which the research rates • To stay informed about new research techniques, the state of research results and research topics of relevance to their various specializations or fields of study.
Frequency of Meetings	As per the requirement
Scope	Shall engage, co-ordinate and monitor all activities related to Research, Extension Projects and Consultancy
Functions	<p>Research Cell</p> <ul style="list-style-type: none"> • To enrich research activities through organized research and developmental activities like Executive Education and Management Development Programs. • To motivate faculty members to establish expertise and credibility in select areas of research in management. • To plan and carry out research related seminars, panel discussions and lecture series for the benefit of the Research scholars and faculty members of the Institutes in particular and

	<p>for the benefit of the academic community in general.</p> <ul style="list-style-type: none"> To collaborate with leading Universities, B Schools, research institutions, industry and professional societies for organizing conferences and conducting research leading to high quality publications such as cases, books, conceptual and empirical research papers and research reports. <p>Research Publications</p> <ul style="list-style-type: none"> To call experts as review panel members for guiding and blind review process. To publish the refereed e-Journal of the Institute once a year. <p>Projects and Consultancy</p> <ul style="list-style-type: none"> To undertake various industry / University / UGC / AICTE sponsored projects To initiate Industry-Institute Collaborations for consultancy and Training
Procedure-1	Research Publications
	<ol style="list-style-type: none"> 1.Publication of e-Journals 2.Release of e-Journal
Procedure-2	Publication of e-Journals
	<ol style="list-style-type: none"> 1. To prepare Yearly calendar and Schedule for journal [beginning of academic year] and to fix international conference dates 2. To Prepare guidelines for journal papers 3. To communicate to Authors 4. To send Circulars to staff and students 5. To finalise Expert / Referee panel and Review Sheet 6. To Invite the Experts/referees 7. To give 2nd and 3rd call for papers to Authors, 8. To do Blind coding of articles 9. To send Coded articles with review sheets to experts 10. To carry out result compilation and intimate author with results 11. To receive final camera-ready copy from author 12. To receive copy-right from authors 13. To get quotation from printers and finalization 14. To carry out proof reading of printed papers against the original softcopy. 15. To do final verification of document from author, and final checking by editor and editorial team 16. Final proofreading 17. To send thank you letters and complimentary copy to authors and referees 18. To upload journals on institute website
Effectiveness Criteria	<ul style="list-style-type: none"> To obtain impact factor for both the e-journal Release of journal as per schedule Feedback from stakeholders

Procedure-4	Extension Activities
	<ol style="list-style-type: none"> 1] Identification of target groups in association and networking with NGO's working in education, women empowerment, disabled, Senior citizens and underprivileged section of the society 2] To arrange a meeting with the identified NGO representative for planning the activity 3] Discussion with student welfare council members for execution of the activity 4] Selecting volunteers from both MMS/MCA program 5] Providing training to the selected volunteers for visiting the area 6] Visiting the target area 7] Implementation of the program 8] Collecting feedback of the activity Preparing report and doing feedback analysis of the activity
Procedure-5	Projects and Consultancy
	<p>Projects and Consultancy</p> <ol style="list-style-type: none"> 1. To undertake the projects and consultancy assignments department wise 2. To depute faculty members and students 3. To discuss the methodologies and content and list phase wise activity 4. To prepare and action plan and implement. 5. To maintain appropriate documentation and reports for the same 6. Departments to individually maintain the documentary record and submit the semester end report to the Research Committee Chairman for information

Research and Extension Documents and Records
<p>Research Cell</p> <ol style="list-style-type: none"> 1. Proposal and Approval 2. Correspondence files 3. Circulars, Activity Reports <p>Research Publications</p> <ul style="list-style-type: none"> • Published papers of staff and students <p>Feedback analysis Extension</p> <ul style="list-style-type: none"> • Proposal • Proposed Budget • Report • Certificate of appreciation <p>Project and Consultancy</p> <ul style="list-style-type: none"> • Project Details, Sanctioning Authority, Project Report, Financial Audit Report, Submission, Correspondence • Consultancy – MOU, Correspondence File, Task undertaken, Resource Allocation, Activity Plan, complete Report.

Project and Consultancy Department

The Project consultancy committee is to promote research projects, deliver quality research outputs, and develop the aptitude for entrepreneurship in students by facilitating the dissemination of knowledge through expertise of experienced and knowledgeable person from industry/Academics through consultancy and research projects

Project and Consultancy Department	
Composition	<ul style="list-style-type: none"> Chairman-Director / Senior Faculty member with Ph.D, Degree Members -4 Senior Faculty members
Objectives	<ul style="list-style-type: none"> To promote and encourage the faculty members and students to undertake research projects and consultancy work. To guide research projects at Institute level, University level, State level and National level. To undertake various research projects, sponsored project in co-ordination with the Industry-Institution Interaction committee. To undertake training and consultancy for industry and professional bodies. To generate funds through active training and consultancy work
Frequency of Meetings	<ul style="list-style-type: none"> As per the requirements
Functions	<ul style="list-style-type: none"> To allocate projects to faculty members and students To promote collaborative activities and consultancy work. To sign MOU with industry and Professional bodies for mutual benefits. To give consultancy services for achieving process excellence
Procedure-1	Assigning research project to faculty members
	<ol style="list-style-type: none"> Receiving proposal from faculty members Organizing presentation of concerned faculty of proposed research Notification and approval processes. Cost analysis Identification of benefits to the Institute Assessment of risks associated Progress and final reporting Financial management and profit sharing. To maintain all the documents related to Projects
Procedure-2	Consultancy Procedure
	<ol style="list-style-type: none"> Identification of industries for consultancy and developing an association with them Identification of the area for consultancy in the industry Sharing the expertise mutually Creating a network with Industries and Professional organization through meetings and interactions. Developing Industrial and Academic relationship and confirm mutual benefits

	6. Discussion with industry interaction cell 7. To maintain all the documents related to Consultancy
Effectiveness Criteria	<ul style="list-style-type: none"> • Number of research projects undertaken by faculty members • Number of consultancies given in association with industries and corporate. • Number of Collaborations/MOU's signed

Project and Consultancy Documents and Records	
	<ul style="list-style-type: none"> • Consultancy Records • Consultancy Brochure • MOU's Signed with Industries • Synopsis of Projects undertaken by the Faculty Members • Projects and Project Report Completed by Staff and Students • Feedback Analysis

Sterling Institute of Management Studies

3.3.5 Alumni Committee

The institute believes that alumni are the greatest assets of the institute. They are the brand ambassadors who represent the institute in industry and society at large. There are valuable advisors and supporters for institutional growth.

Alumni Committee	
Composition	<ul style="list-style-type: none"> • Chairman-1 • Secretary-1 • Treasurer-1 • Vice President-1 • Members-4
Frequency of Meetings	<ul style="list-style-type: none"> • Once in a year
Objectives	<ul style="list-style-type: none"> • To reach, engage and serve all alumni and students by networking • To foster lifelong emotional bonds between the institute and its alumni • To organize personality development programs with the assistance of Alumni • To support needy students by way of Scholarships, placements, vocational training, projects, Seminars, travel grants, etc. • To organize value addition courses pro industry activities involving alumni • To host annual alumni get together and organize periodical meets as and when required • To recognize and felicitate alumni • To give awards to meritorious students
Functions	<ul style="list-style-type: none"> • To create a platform to students for getting placements • To provide placement opportunity to every eligible students • To provide career guidance to the students • To take initiative in building Personality of students through various pre-placement activities • To contact the industries for giving projects or for project guidance • To Arrange Industrial visits • To invite the experts from Industry for sharing their corporate expertise and expectations through lectures. • To keep purposeful Interaction with alumni through alumni association
Procedure-1	<ol style="list-style-type: none"> 1] To get the Alumni Association registered under Societies Act 2] To keep the track of the alumni through institute Google group, phone calls, social networking sights 3] To prepare the datasheet about the present details of the employee

	<p>4] To conduct alumni gathering at least once in two years</p> <p>5] To keep a record of alumni contribution in institution like volunteering as panelists, participating in networking events, posting job and internship opportunities, sharing alumni success stories, conducting expert lectures, helping in consultancy projects</p>
Procedure-2	<p>Conducting Alumni meet</p> <ol style="list-style-type: none"> 1. To finalize the date of alumni meet in institutional meeting 2. To display agenda of alumni meet on the Institute website. 3. To Send invitation to all alumni (through Google group and other social networking site) or by calling them. 4. To arrange infrastructure required (like booking auditorium class room / lab / audio system / projector etc.) 5. To inform the event management committee about the event for 6. Conducting the event 7. To collect feedback from alumni and prepare alumni meet report
Effectiveness Criteria	<ul style="list-style-type: none"> • Number of activities conducted number of placement reference given by alumni • Participation of alumni in various activities • Number of inputs, Suggestions given by alumni

Alumni Interaction/Alumni Association Documents and Records
<ul style="list-style-type: none"> • Alumni data base • Registered document of Alumni Association • Achievements of Alumni

3.3.6 Sports and Cultural Committee

The Sports and Cultural committee focus on extracurricular activities of the institute. Sports form one of the most important aspects for enhancing concentration level and sportsman spirit among the students and staff. Cultural activities in the forms of singing, dance, skit, fashion show etc. play a key role in the student's development.

Sports and Cultural Committee	
Composition	<ul style="list-style-type: none">• Coordinator - Faculty Member -2 (MMS+MCA)• Co-coordinator- Faculty Member-2 (MMS+MCA)• Staff Members-2 (MMS+MCA)• Student Representative-2(MMS+MCA)
Frequency of Meetings	<ul style="list-style-type: none">• Twice in a year and as an when required
Objectives	<ul style="list-style-type: none">• To create zeal amongst students and staff towards sports• To inculcate qualities such as sportsmanship, team spirit and bonding among the students and staff• To organize regular sports (indoor and outdoor)and cultural events
Functions	<ul style="list-style-type: none">• To organize intra-college as well inter-college events• To develop an all-round personality of the student as well as managerial and leadership skills• To bring cultural exchanges through conduct of various cultural programs

3.3.7 Training and Placement Committee

The Training and Placement Committee operates round the year to facilitate acquaintances between companies and students. This cell invites industry experts to visit the institute for pre placement talks as well as to conduct training sessions.

The Training and Placement Cell organizes career guidance programs for all the MMS and MCA students. The training programs like Mock Interviews, Group Discussions, Soft Skills, Aptitude Training etc. are organized by this cell. It also invites HR Managers from different industries to interact with final year students.

Training and Placement Committee	
Composition	<ul style="list-style-type: none">• Coordinator –Training and Placement Officer (TPO)• Members –Senior Faculty Members-2(MMS+MCA)• Student Representative-(5MMS+ 3 MCA)
Frequency of Meetings	<ul style="list-style-type: none">• As an when required throughout the year
Objectives	<ul style="list-style-type: none">• To guide students to choose right career• To develop students' competencies to meet the industry requirements• To motivate students to develop technical knowledge
Functions	<ul style="list-style-type: none">• To provide assistance for internship as well as final placements• To liaison with HR managers of the companies and to create database• To maintain student's database• To maintain placement records• To strengthen relationship with alumni and invite them to interact with students• To Place the maximum number of students through campus and off-campus interviews• To conduct training programs such as soft skills, aptitude, CV writing etc.• To conduct activities like group discussion, mock interviews, Campus to corporate Week etc.

3.3.8 Entrepreneurship & Incubation Committee

The word 'entrepreneur' is derived from the French word 'entreprendre' which means 'to undertake'. The term 'entrepreneurship' is the process of involving various actions to be undertaken by the entrepreneur in establishing a new enterprise. The Entrepreneurship cell identifies and advises to the students on the types of business they can carry out based on their Competencies and Skills. It inspires Entrepreneurship feeling through seminars, workshops, e-week on campus etc. It shall advise on legal – Statutory requirements. It shall assist market research / survey to identify possible business opportunities.

Vision

- To initialize The National Entrepreneurship Network (NEN) thereby joining hands with the like-minded communities towards a common goal.

Mission

- To foster and sustain the spirit of Entrepreneurship amongst students
- To provide a platform to convert student's ideas into businesses.

Entrepreneurship & Incubation Committee	
Composition	<ul style="list-style-type: none"> Convener – 01 faculty member Secretary – 01 student representative from students council Member – 05 students
Frequency of Meetings	As an when required throughout the year
Objectives	<ul style="list-style-type: none"> To guide the students to develop business ideas who are keen to become entrepreneurs. To let the concept of entrepreneurship flourish and evolve.
Functions	<ul style="list-style-type: none"> To organize seminars, workshops relating to entrepreneurship To inspire the students to participate in B-Plan competitions National and International Level. To develop the self-confidence of students and motivate them for entrepreneurship. To organize the expert-talk on entrepreneurship.

3.3.9 Conference / Seminar / Workshops / FDP Committee

For the comprehensive development of the teaching and non-teaching staff, institute organizes various conference, seminars, workshops and FDPs. The composition of committee is as follows:

Conference / Seminar /Workshops and FDP	
Composition	<ul style="list-style-type: none"> • Convener – 2 Faculty member • Coordinator – 2 Faculty member • Treasurer - 1Faculty member • Members – All staff members
Frequency of Meetings	<ul style="list-style-type: none"> • As an when required throughout the year
Objectives	<ul style="list-style-type: none"> • To strengthen the research profile of the institute (students and Staff). • To promote institute brand
Functions	<ul style="list-style-type: none"> • To develop network with researchers and institutes. • To arrange Conference / Seminar /Workshops and FDPfor Students as well Staff • To develop leadership and managerial skills of students and staff. • To organize seminars, workshops, FDPs etc. • To organize the expert talk / symposium / project exhibition on recent trends in the field of management and technology.

3.3.10 Institutional Social Responsibility and Extension Activities Committee

NCRD's Sterling Institute of Management Studies inspires the students to take initiatives and responsibility towards betterment of the Society. There is a conscious effort put by institute to discharge Social Responsibility.

To develop the socially responsible citizen University of Mumbai has also incorporated final project on social relevance in curriculum.

Institutional Social Responsibility and Extension Activities Committee	
Composition	<ul style="list-style-type: none"> • Chairman – Director • IQAC Coordinator • HOD – MMS and MCA • Faculty Members – 2 • Student Representative – 4students
Frequency of Meetings	As an when required throughout the year
Objectives	<ul style="list-style-type: none"> • To inculcate values, social awareness and environmentally responsible behavior amongst students and Staff • To nurture students and Staff as citizens with moral, ethical and social values so as to provide service to the society through activities and discharge their obligations towards the society.
Functions	<ul style="list-style-type: none"> • To create awareness among students and staff towards our responsibility for societal development. • To arrange training/awareness programs for unprivileged school children, orphanage, old homage, etc. • To develop need based educational projects for unprivileged school students, orphanage, old homage, etc. • To organize training /awareness programs, social projects in association with social organization, clubs. • To undertake activities, schemes for village development. • To plan and execute projects for physically challenged persons. • To arrange seminars/lectures by social workers for our ISR cell faculty and students.

3.3.11 Purchase Committee

Purchase committee invites the quotations from various vendors, prepares the comparative statement and submits it to the Director of the Institute who further forwards it to NCRD Head Office for approval and placing the purchase order.

Purchase Committee	
Composition	<ul style="list-style-type: none">• Chairman – Director• IQAC Coordinator• HOD – MMS and MCA• Office Superintendent
Frequency of Meetings	As and when required throughout the year
Objectives	<ul style="list-style-type: none">• To initiate and supervise all the purchases made.• To analyze quotations and preparation of comparative statement.• To ensure all documentation is accurately completed.• To ensure the receipts of the supplies/services as per order given.
Functions	<ul style="list-style-type: none">• To ensure all documentation is accurately completed.• To ensure that the supplies/services quoted for comply with what was requested.• Ensuring transparency, accountability and fairness in the purchase and procurement process.• Ensuring all relevant documentation is prepared

4. Institutional Policies

4.1 Dissemination and Implementation of Quality Policies

The Institute has constituted **Internal Quality Assurance Cell (IQAC)**. IQAC is **responsible** for dissemination and implementation of the quality policy of the Institute. The quality policy of the Institute is carefully drafted and is in line with the vision and mission of the Institute. The quality policy displays certain significant words and each one of them gives focused direction to the Institute for quality dissemination and implementation as follows:

1. To meet Stakeholder's expectation:

Students are the most important stakeholders of the Institute. The expectations of students regarding delivery of curriculum, infrastructure, teaching learning process, evaluation processes and students development programs are mapped effectively. Feedback of students and faculty is considered very important for future changes as per the expectation of students.

2. Creating Knowledgeable and Skilled Professionals:

Knowledge and skills are important attributes which create ability to perform. At Sterling Institute along with creating strong knowledge base for students through various subjects in the syllabus, due importance is given to develop technical as well as human life skills in students through soft skill training, case study approach, practical orientation and problem-solving techniques.

3. Effective and efficient teaching learning process:

The faculty members are one of stakeholder and the pillars of sound teaching learning process. The Institute provides ample opportunities to the faculty members to develop and upgrade themselves through Faculty Development programmes, further studies, attending seminars, conferences and writing research papers. The teaching learning process focuses on giving optimum inputs to students in the given time duration as per curriculum set by the University of Mumbai.

4. Industry – Institute linkage:

The Industry Institute cell implements various connect programmes with industry like guest lecture by industry experts and FDPs, Visits, Projects, Consultancy etc. The Institute has signed MOUs with many prestigious organizations and industries for collaboration at various levels. The Institute has strong placement cell which supports the students by conducting various pre-placement activities.

5. Continuous improvement and operational excellence:

Since inception the Institute has been committed towards developing innovative practices. The changing needs of students, industry and the society are mapped, accepted continuously. The implementation of the academic plans is monitored carefully for operational excellence at every stage.

6. Environmental Protection:

NCRD's Sterling Institute of Management Studies, is committed to provide a quality service in a manner that ensures a safe and healthy workplace for our employees and minimizes our potential impact on the environment. We strive to use pollution prevention and environmental best practices in all our endeavors.

Our Policy therefore, is to:

- Integrate the consideration of environmental concerns and impacts into our decision making and activities, minimize our waste and then reuse or recycle as much of it as is possible.
- Minimize energy and water use within our buildings and processes in order conserve supplies and minimize the consumption of natural resources. As far as is possible, purchase products and services that do the least damage to the environment.
- Plastic free environment
- Train, educate and inform our employees about environmental issues that may affect their work,
- Promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner,
- Communicate our environmental commitment to incumbents of the institute and the public and encourage them to support it.

4.2. Human Resources and Institutional Policies

4.2.1 Recruitment, Selection, Induction & Approval

Competent and technically sound full time faculty members are essential for any Institute for achieving and maintaining Quality of education and to achieve objectives of the organization in alignment with the individual growth. The institute strives to select most competent and suitable teaching faculty through unbiased and transparent selection process. The process is dictated by requirement and follows fair procedure through open advertisement, Interaction on personal basis putting the potentials on the scale and matching it with the job function. The vacancy positions are filled either by the local selection committee on ad-hoc basis or by university appointed selection committee for regular appointment.

Recruitment and Selection Procedure Selection Procedure of Teachers

Eligibility Criterion:

As per AICTE Regulations on minimum qualifications for appointment of Teachers and other Academic Staff (date). Faculty Members are recruited based on the qualifications prescribed by AICTE and University of Mumbai for various cadres. At present the following criteria are being followed, as per CONCOL / ICC / 04 of 2012, dated 10th February 2012.

Selection Procedure

Mode I (University of Mumbai selection) is through the University of Mumbai selection procedure. Direct Recruitment to all Cadres is based strictly on merit. Selection is done by duly constituted Committees. The following procedure is adopted in selection of faculty members:

- University of Mumbai approval for filling the post is obtained.
- Advertisement in leading newspapers.
- Scrutiny of applications received till the last date mentioned in the advertisement.

- Selection committee is constituted by the University of Mumbai.
- Fixing of schedule for conduct of interview.
- Intimation to candidates about the date and time of interview.
- Reporting of candidate and verification of certificates.
- Process of interview.
- Submission of recommendation report to university for approval.
- Issue offers of Appointment to the selected candidate.
- Inclusion of the candidate in regular muster roll.
- Submission of report on "Change in Staff" for university approval.
- On receipt of final approval, regularization of appointment is done.

Mode 2 is by **Ad hoc appointment** at institute level through **Local/Institute Level Selection Committee**. The Procedure followed is as below.

- Advertisement in leading Newspapers.
- Fixing of schedule for conduct of interview.
- Intimation to candidates about the date and time of interview.
- Reporting of candidate and verification of certificates.
- Interview by local selection committee.
- Issue offer of appointment letter to the selected candidate.

Non-Teaching Staff:

Direct recruitment to all cadres, strictly based on merit, is done by a duly constituted committee comprising following members:

- 1 Management Representative
- 2 Director
- 3 Respective Head of Department

The following procedure is adopted for selection of supporting staff-

- Advertisement in leading Newspapers.
- Scrutiny of applications received till the last date mentioned in the advertisement.

- Fixing of schedule for conduct of interview.
- Intimation to candidates about the date and time of interview.
- Reporting of candidate and verification of certificates.
- Process of interview.
- Issue offer of Appointment to the selected candidate.

Sterling Institute of Management Studies

4.2.2. Roles & Responsibilities of Director, Teaching & Other office staff

The institute runs two programs **Master of Management Studies [MMS]** and **Master of Computer Application [MCA]**. Decisions of the institute are taken by the Director, who is the statutory head of the institute. Both departments MMS and MCA have Head of the Departments (HODs) for implementation of departmental decisions taken in consultation with the Director.

Institute Director	
Title	<p>Role and Responsibilities of Institute Director</p> <p>The Director is the official head of the Institute. Director is the ex-officio member-secretary of the Governing Council and College Development Committee earlier known as Local Management Committee of the institute.</p>
Duties	<p>The Institute Director</p> <ol style="list-style-type: none"> 1. Will have all the roles, responsibilities and powers defined as per AICTE / UoM bye laws. The Institute Director 2. Will function as, the Head of the office of the Institute under his / her charge and carry out all administrative duties required of a head of office. 3. Will be responsible for the proper maintenance of accounts of the Institute, Institute records, service books of faculty, and such other registers, returns and statistics as may be specified by the Trust / Board with the help of administrative officer. 4. Handle official correspondence relating to the Institute and furnish, within the specified dates, the returns and information required by the State Government / Board. 5. Supervise, guide and control the work of non-teaching staff of the Institute. 6. Will be authorized for allocation of duties to the faculty and shall provide necessary facilities and conduct of Institute examination in accordance with the instructions issued by the State Government from time to time; and shall discharge these duties in consultation with the colleagues. 7. Plan the year's academic work in advance in consultation with Institute core committee and hold staff meeting at least twice a month, review the work done during the month and assess the progress of the students with the help of Head of the departments. 8. Help and guide the faculty to promote their professional growth and actively encourage their participation in course design or syllabus revision meetings by the University of Mumbai. 9. Promote the initiative of the faculty for self-improvement and

	<p>encourage them to undertake research projects and consultancy assignments.</p> <p>10. Arrange for informal and non-class room teaching.</p> <p>11. Form various committees with the help of the faculty and Heads of other sister concern institutes under National Centre for Rural Development (NCRD).</p> <p>12. Develop and organize the library resources and reading facilities in the Institute and ensure that the students and faculty have access to and use of books and journals of established value and usefulness.</p>
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Training and Placement Officer/ Head Industry Interaction Cell

Title	Role and Responsibility of Training and Placement Officer/ Head Industry Interaction Cell
Duties	<ol style="list-style-type: none"> 1. To establish strong industry – institute interaction through various activities 2. To establish placement cell consisting of staff and student coordinators. 3. To plan and implement campus placement activities of the Institute. 4. To plan and implement pre-placement training in the institute through aptitude coaching, technical mock interviews and personality development sessions. 5. To maintain liaison with the industry representatives and co-ordinate successful HR meets. 6. To prepare a database of potential placement companies & their contact information, converting them into prospective recruiters. 7. To maintain database of alumni and coordinate alumni interaction with present students.

Research Head

Title	Role and Responsibilities of Research Head
Scope	The institute placement head will be a professor with an additional charge of research activities in the institute
Duties	<ol style="list-style-type: none"> 1. To inculcate research thought and promote the research activities in the institute 2. To establish research cell. 3. To be the editor of the research journal of the institute. And to invite articles and research papers and carry out the process required to publish the Institute's annual online Journals. 4. To plan the uploading of e-journals on institute website. 5. To motivate and guide the faculty and students to participate in research activities like research projects, publishing and presenting research paper in Journals and conferences. 6. To support the consulting work for industry and professional bodies along with director.

Head of the Department (MMS and MCA)	
Title	Role and Responsibilities of Head of the Department
Scope	<ul style="list-style-type: none"> The Heads of the Departments (HODs) will work under the Institute Director All the roles, responsibilities and powers are defined as per AICTE / UoM bye laws.
Duties	<ol style="list-style-type: none"> To be responsible for the efficient and smooth functioning of the department and implement the departmental plans. To be responsible for the proper maintenance of all the records of the department and be responsible for Academic Planning and Monitoring. To observe the faculty teaching in the class and be responsible for checking the teaching plans prepared by the faculty members. To supervise, guide and control the work of the teaching and non-teaching staff of the Institute. To plan the year's academic work in advance in consultation with the academic planning committee and the colleagues and hold staff meeting twice in a semester, review the work done during the semester and assess the progress of the students. To help and guide the faculty members for their professional growth and actively encourage their participation in course design or syllabus revision meetings by the University of Mumbai. To make necessary arrangement for organizing extra sessions/ remedial coaching for students according to their needs.

Administrative/Office Staff	
Title	Role and Responsibilities of Administrative/Office Staff
Duties	<ol style="list-style-type: none"> To assist Director, MMS and MCA HODs in administrative matters. To coordinate with the regulatory and controlling bodies like AICTE, University of Mumbai, DTE, NBA, NAAC as and when required. To handle the matters related to property tax, PF, gratuity etc. To coordinate with social welfare department as well as Fee Regulating Authority (FRA). To conduct physical verification of Institute property and stock at least once a year and ensure the maintenance of stock registers. To make satisfactory arrangements for maintenance of Institute assets and keep all the essential records updated. To communicate with the other staff members for the smooth running of the MMS and MCA programs. To handle the admission process of the Institute. To receive phone calls and enquires. To coordinate Interview sessions of the faculty. To prepare appointment letters for selected faculty To maintain various registers, service books, personal files and leave records.

	<p>13. To coordinate the duties of class four employees.</p> <p>14. To maintain records of bonafide certificates and leaving certificates and update the documents like fees, leave record etc.</p> <p>15. To open and lock the classrooms from class IV employees.</p>
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Faculty Members	
Title	Role and Responsibilities of Faculty Members
Objectives	<ul style="list-style-type: none"> • To impart the required knowledge and skills to the students • To help students in development of their competencies and personality • To develop ethical and socially responsible citizens. • To ensure their readiness for the industry and society at large.
Scope	Faculty members are responsible for the overall development of students– professional and ethical
Duties	<ol style="list-style-type: none"> 1. All the roles, responsibilities and powers defined as per AICTE / UOM bye laws 2. To conduct classes as per the time table 3. To prepare semester wise teaching plans, keep all the required records properly and lead curriculum and instructions as decided in departmental meeting 4. To keep up to date with the latest development and technology in teaching, learning and assessment as required by the Institute 5. To manage the available resources optimally and complete the curriculum satisfactorily 6. To carry out the examination related work assigned by the institute and University time by time. 7. To plan, set and evaluate assignments, presentations, class activities, tests and exams. 8. To attend faculty development program, workshop, seminar for self-learning and professional development. 9. To regularly meet student mentors and guide them for personal and professional development. 10. To ensure that the students are well informed about the curriculum and other add on courses that are planned for the term. 11. To plan revision lecture prior to End Term Examinations in consultation with students.

Librarian	
Title	Role and Responsibilities of Librarian
Objectives	<ul style="list-style-type: none"> To provide content that will stimulate students' acquisition of knowledge, development of literary appreciation, aesthetic values and ethical standards To develop scholarly, conscientious and disciplined citizens. Provide guidance in the use of technology, materials and resources.
Scope	Librarian is responsible for the holistic development of students
Duties	<ol style="list-style-type: none"> Plan, coordinate and manage all the matters relating to library sources. Prepare library budget in consultation with HODs. Procure the books, magazines, Journals and maintain accession register. Conduct book inventory and maintain book and magazine records. Stimulate students' interest in reading by conducting various activities. Develop their information skills and attitudes. Monitor Library Usage.

Technical Staff	
Title	Role and Responsibilities of Technical Staff
Scope	System Analyst and Computer Lab In charge look after the maintenance and management of the computing facilities, computer lab, LCD projectors, printers, online UPS, LAN and internet connection, installation of software's and other related equipment.
Duties	<ol style="list-style-type: none"> To manage and maintain various equipment in the institute including computers, printers, LCD projectors, speaker and other peripherals. To Maintain dead stock registers of software and hardware equipments of the Institute. To install required software's in the computer labs and computer center, admin office, faculty block and class rooms etc. in the institute premises. To monitor student's discipline in computer labs and computer center. To install and monitor LAN and internet-connectivity as per the requirement of the staff, and students. To update and renew the Antivirus, software, lease line, broad band connections etc. To support faculty members for the conduction of University examinations as well as for online assessment of University papers. To follow the instructions given by the Director, HODs and faculty members for academic and administrative support.

Committee Heads

Title	Role and Responsibilities of Committee Head
Duties	<ol style="list-style-type: none">1. To set the objectives of the committee with the help of the other committee members.2. To conduct time to time meetings with committee members and monitor the work assigned.3. To conduct the activities with the help of committee members and other stakeholders.4. To report to the Director about the activities/programs.

Working Hours of Faculty Members

1. There will be full working day in a week (i.e. From Monday to Saturday)
2. Flexible Working Hours for Faculty members are generally Seven Hours.
3. Flexible Working Hours for administrative staff are generally eight hour.
4. Half an hour is given for lunch break for both staff and faculty members.
5. For all position the working hours can vary to a certain extent depending on curricular, co-curricular and extracurricular activities going in the institute at any point in time.
6. The nature of work may occasionally demand extra time for which no extra incentive is provisioned.
7. Office will remain closed on Sundays, National Holidays, Holidays declared by University of Mumbai and State Government.

Attendance Record

1. Attendance register is maintained in the administrative section.
2. Attendance record is maintained in such a manner that it remains authenticated and unquestionable.
3. The faculty members and staff will use biometric attendance for correct entry of timing.
4. Every employee should reach the institute on time.
5. Late coming for ten to fifteen minutes is considered and allowed twice in a month in case of emergency.

General Rules & Regulations

The rules and regulation are framed for the faculty, staff and students. Prior information of the rules and regulations are communicated to the concerned employees or students.

Rules and Regulations for Faculty Members and Staff

1. The faculty is not allowed to conduct private tuitions or coaching classes.
2. The faculty will not involve in any act which is against the interest of the institute.
3. The faculty will exhibit total transparency in evaluation and unbiased behavior towards each student.
4. The faculty must carry out the work assigned by the University of Mumbai.
5. The faculty would prepare teaching plans and subject notes as required for enhancing quality of teaching and learning.
6. Faculty must actively contribute to the institution building process and take part in administrative work as and when required by the Director/ HOD.

Mode of communication to Faculty Members and Staff

- Appointment Letter
- Meetings
- Circulars regarding Service Conditions
- HR Policies

Salary Disbursement

- 1] The salary will be paid by tenth(10th) of every month. This requires timely submission of all the documents to the accounts department by 30th of every month.
- 2] The information includes number of days present, leave with and leave without pay.
- 3] After making calculation of earning portions and deductions, the accounts department will pay the salary amount through online, ECS to employee's bank account.
- 4] It is the policy to transfer the fixed amount of remuneration directly on a bank account of each employee maintained on the zero-balance basis in bank.

4.2.3. Leave Policy

All leaves shall be calculated from date of joining of the employees and will be as per the guidelines of the University of Mumbai.

The leave of the concerned staff shall have prior approval from the Director in the leave application form.

In case of unplanned or emergency leave (due to health), the leave forms is to be filled immediately after the leave.

It is essential to take prior approval from the HOD and Director before leaving the institute campus for any kind of (Official / Personal) work.

All the concerned staff should mention the reason and sign on the Movement Register / Gate Pass and then take the approval from the Director before going out for any official / personal work or otherwise. In the absence of the Director HOD can grant the permission.

Employees need to be present in the institute either or, before and after the vacation. (i.e. on the last working day and the first working day). In case of failure the whole vacation shall be treated as Leave Without Pay (LWP).

A record of all the leaves and leave without pay availed by the concerned staff shall be Maintained by the Administrative Department.

All leaves shall be credited to the concerned staff's account in the beginning of every calendar year. If any Casual Leave remains in the end of the year, it shall automatically lapse. Only Medical Leave and Earned Leave / Paid Leave are forwarded to the next year. There is no provision of leave encashment.

Leave Policy

Leave rules for employees of NCRD's Sterling Institute of Management Studies (MMS and MCA)

Teachers are governed by leave rules of the University of Mumbai and Non-Teaching staff is governed by rules regarding service conditions with respect to Non Agricultural Universities Act i.e. 'Standard Code'.

Applicability

The provisions contained in these rules shall apply to all permanent/on probation/Ad-hoc/Contract employees of the NCRD's Sterling Institute of Management Studies, Navi Mumbai.

General Principles for Leave

The following general principles shall govern the grant of leave to the employees:

- Leave cannot be claimed as a right.
- Except in an emergency, leave must be applied for in advance through proper channel in the prescribed form.
- Except where otherwise provided for, leave can be availed only after it has been sanctioned by a competent authority.
- Depending upon exigencies of service, the leave sanctioning authority may:
 - ✓ Refuse, postpone, revoke or reduce leave of any type.
 - ✓ Recall any member of staff from leave before it is wholly availed.
 - ✓ Permit an employee, if he/she so requests, to rejoin duties before expiry of leave period.
- An employee shall not take up or accept any employment with or without remuneration during the period of leave, except where otherwise permitted.
- Competent authority may sanction or refuse the leave applied for, but shall not change the type of leave applied for by an employee.
- Except in the case of casual leave, it is obligatory for every employee to furnish the leave sanctioning authority the address during the period of leave with telephone number, if any, before proceeding on leave.
- If an employee, who is on leave, seeks extension thereof, he/she shall make an application in writing to the competent authority giving reasons for seeking the extension. Such an application shall be made sufficiently in advance, so as to enable the office to process the application and communicate the decision to the employee before expiry of the leave sanctioned earlier.

- No leave or extension of leave shall be deemed to have been granted unless it is sanctioned. The sanction shall be communicated by the office.
- Absence in excess of the sanctioned leave shall be treated as leave without pay; however, before taking this action, the competent authority shall satisfy itself that there were no sufficient reasons that prevented the employee from obtaining prior sanction.

Right to Leave

- Leave cannot be claimed as a matter of right and the leave sanctioning authority may refuse or revoke leave of any kind.
- Leave sanctioning authority cannot alter the kind of leave due and applied for.
- Leave will not be granted to staff under suspension.

Application for Leave

- Leave should always be applied for and sanctioned before it is taken, except in cases of emergency and for satisfactory reasons.

Authority empowered to sanction Leave

- Applications for leave shall be addressed to the **Director and Head of Department**.
- Leave may be sanctioned by the Director or by a member of staff to whom the power has been delegated. Trust designated administrative staff will regulate the leave accounts of the staff members (Teaching and Non-teaching).
- The Chief Administrative Officer of NCRD can sanction leave of the Director on behalf of Secretary of NCRD.

Commencement and Termination of Leave

- Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding the date on which duty is resumed.
- Either side of the vacation reporting to the institute is compulsory; else entire leave will be treated as **LWP (Leave without Pay)**.
- If any employee of the Institute resigns, he/she shall not be granted either prior or subsequent to his resignation, any leave due to his/her credit. Provided that the Director may, in any case, grant leave to an employee prior to his/her resignation if,

in the opinion of the Director, the circumstances of the case justify such grant of leave.

Conversion of Earned Leave

- When a faculty member works during vacation, he/she will be given earned leave in the ratio 2:1.

Grant of Leave on Medical Grounds

- An application for leave on medical grounds shall be accompanied by a medical certificate in prescribed form from a Registered Medical Practitioner; defining as clearly as possible the nature and probable duration of illness.
- Sanction of medical leave can be at the discretion of the sanctioning authority.

Rejoining Duty before the Expiry of Leave

- Except with the permission of the authority, who granted leave, no member of the staff on leave may return to duty before the expiry of the period of leave granted to him/her.

Recall to Duty before Expiry of Leave

- In case an Employee is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases.

Absence after Expiry of Leave

- Unless the competent authority grant leave or extends the leave; an employee who remains absent after the end of leave is entitled to leave without pay for the period of such absence.
- Willful absence from duty after the expiry of leave renders an employee liable to disciplinary action.

Type of Leaves for the Employees

Employees are entitled to the following types of leaves:

- Casual Leave (8 days)
- Compensatory Leave
- Special Leave (Duty Leave)
- Earned Leave (30 days)

- Medical Leave (15 day)
- Maternity /Paternity Leave
- Study Leave
- Sabbatical Leave
- Extraordinary Leave (Leave Without Pay)

1. Casual Leave:

- a) An employee shall be entitled to eight (8) days of casual leave during the calendar year on prorata basis.
- b) An employee, appointed in the midterm, shall avail proportionate casual leave.
- c) The applications for casual leave shall ordinarily be sent before the date from which Casual leave are required. Permission for casual leave shall ordinarily be obtained before the day on which casual leave is required. In exceptional circumstances where application of casual leave cannot be submitted before the leave begins, ex-post-facto sanction for casual leave shall be obtained by the employee.
- d) Casual leave cannot be combined with any other kind of leave or cannot be prefixed or sufficed with vacation.
- e) Holidays and Sundays falling between two periods of casual leave as well as Holidays and Sundays, immediately preceding or following the day/days of casual leave shall not be counted as casual leave.
- f) An employee shall not be entitled to casual leave of more than three days at a time together with prefix or suffix Sundays/Holidays.
- g) Casual leave, not availed by an employee during the calendar year, cannot be carried over to the next calendar year.
- h) Half day casual leave may also be granted for absence of half or less than half working day.

2. Earned Leave

- a) If an employee (teaching staff) works during vacation / Summer / Winter Break due to the institutional requirement, he /she will be entitled for earned leave in

2:1 ratios, i.e., if he/she works for 2 days he/she will be entitled for 1 Earned Leave.

- b) Non-Teaching staff is entitled for 30 days Earned Leave in a year.

3. Compensatory Leave

- a) An employee, who is required to work on a holiday, shall be entitled to compensatory leave.
- b) Compensatory Leave may be sanctioned only if the employee has been called to duty in writing by the competent authority on the recommendation of the institute head.
- c) The officer requisitioning the services of a subordinate on a holiday shall give the reasons for asking the employees to be present and shall also indicate the nature of work required to be done.
- d) The officer shall maintain a record of the work done on that particular day, **ordinarily compensatory leave shall be taken within three months** of the date on which the employee has worked and shall not be allowed to be carried forward to the next calendar year.
- e) Compensatory leave must be ~~got~~ sanctioned in advance before it is availed.

4. Special Leave/Duty Leave

- a) An employee's absence at his/her usual workplace, shall be treated as absence on duty if, at that time, he/she is attending meeting/ conference/seminar/any other non- remunerative official business of **NCRD's Sterling Institute of Management Studies** or other institutes/ a UGC approved University/ any other statutory body (Ex. AICTE / DTE / PCI / MSBTE / DEC etc), provided prior sanction is obtained there for.
- b) The employees of **NCRD's Sterling Institute of Management Studies** attending any business of other university/central or state government bodies/other statutory bodies in India/constituent colleges/Institutes, with prior sanction, shall be treated as on duty leave, which shall not ordinarily exceed 30 days in a calendar year.
- c) The teachers of the **NCRD's Sterling Institute of Management Studies**, attending the examination work of the any University / State of central

government bodies, with prior sanction of the head of the college / institute, shall be treated to be on duty leave.

- d) The employee of the **NCRD's Sterling Institute of Management Studies**, who is deputed/sponsored by the institute for any special training teaching academic visit to other place in the country any foreign country, shall be treated to be on duty leave for the period of his/her absence from duty.

5. Commuted Leave/Medical Leave (Half Pay Leave)

- a) An employee is entitled to fifteen days of full pay leave in respect of each completed year of service after satisfactory completion of the Probation Period.
- b) An employee applying for leave on medical grounds shall produce a medical certificate from a registered medical practitioner.
- c) The Medical Certificate issued by a private doctor may be subject to scrutiny by a Medical Board specially constituted for the purpose. In such an event, leave will be granted only if the Medical Board approves it.
- d) Half pay leave may be combined with earned leave, provided that the employee has actually served for a complete one year, excluding all periods of absence, if any.
- e) When medical leave is granted on full pay, twice the number of days of such leave shall be debited against the half pay leave due.
- f) Medical Leave can be accumulated up to and maximum of one hundred and fifty full days.
- g) The maximum commuted leave that may be granted at a time shall be 30 (thirty) full days. If commuted leave is combined with the earned leave, the total period shall not exceed sixty days.
- h) If an employee on Medical Leave resigns from service or is permitted to retire voluntarily without returning to duty, the medical leave shall be treated as leave without returning to duty, the medical leave shall be treated as leave without pay. However, no such recovery may be made, if the retirement is by reason of ill health, rendering the employee unfit for further service and approved by the Medical Board, or in the event of his death.

6. Maternity Leave/Paternity Leave

- a) A female employee shall be eligible for maternity leave after completing one year's service or after completion of probation period.
- b) Maternity leave is granted up to two living children. Entitlement is based on the number of living children and not on the number of deliveries. A woman employee giving birth to twins in the first delivery is not entitled for the maternity leave for a second delivery. However, a women employee with one living child from the first delivery is eligible for the maternity leave, even if she gives birth to twins in the second delivery.
- c) The maximum period of entitlement for maternity leave shall be 180 days (3 months before delivery period and 3 months after delivery period) with full pay.
- d) In the case of a miscarriage or a medical termination of pregnancy, for her health or for the health of the offspring, a woman employee, on production of prescribed proof, shall be entitled to thirty days leave with half-pay, immediately following the day of miscarriage or medical termination of pregnancy. This benefit can be availed only once in the entire service span of an employee, Maternity leave under point c) is not admissible in such cases.
- e) A woman, suffering from illness arising out of pregnancy or delivery or premature birth of child shall, on production of a medical certificate from the duly constituted Medical Board, be entitled to additional one-month leave without pay.
- f) Leave of any other kind may be granted in continuation of maternity leave, if a medical certificate fronts the duly constituted Medical Board supports the request for its grant.

Maternity Leave may be combined with leave of any other kind except Casual Leave.

- h) Any leave (including commuted leave upto 30 days) may be taken with medical certificate up to one year in continuation of Maternity leave.
- i) During maternity leave, leave salary equal to last pay drawn is admissible.
- j) Paternity leave of **fifteen days (15)** shall be allowed to a male employee (who has completed one year of service) or after completion of probation period with less than two surviving children during the period of confinement of his wife,

i.e., up to fifteen days before or up to six months from the date of a delivery of a child. However, if such leave is not availed of within this period, it shall be treated as lapsed.

7. Study Leave

- a) Study leave may be granted to an employee for the purpose of study, leading to a higher degree or for research or for training, leading to a higher degree or for research or for training, leading to the acquiring of higher skills.
- b) For the grant of study leave, the employee must have put in a minimum of three years of service.
- c) The employee shall execute a bond that he will serve the college/institute for a minimum period of two years or twice the period of his absence, whichever is less, after he/she returns from the study leave.
- d) In the case of a breach of clause mentioned above in point c), the employee will pay to the college institute an amount equivalent to the salary he/she would have drawn for the remaining period of the contract.

8. Sabbatical Leave

Sabbatical Leave is to be utilized for the purpose of engaging in academic and/or professional pursuit at an institution of academic merits, subjects to the following conditions:-

- a) Only permanent faculty members of the level of Professor/Associate Professor are eligible for the leave
- b) Sabbatical Leave of one year will be permissible for every period of ten years of service as faculty in the institute.
- c) In special cases, a maximum of two years of sabbatical Leave may be granted for a period fifteen years of service as faculty in institute.
- d) The Board of Management shall decide about the pay, during the period of sabbatical leave.
- e) The period of sabbatical leave shall count for seniority.
- f) A teacher, desirous of availing this leave shall have to furnish a service bond for three years for every year of leave. The amount of bond shall be equivalent to one-year emoluments of the concerned teacher.

- g) The applicant shall also have to furnish a bank guarantee for an amount equal to three months' salary.
- h) Not more than one professor at a time shall be permitted to go on sabbatical Leave in a department.
- i) On completion of Sabbatical Leave, the teacher shall submit a report incorporating the result of work done during the period of Sabbatical Leave. This may be in the form of memoir, a scientific report or a book.

9. Extraordinary Leave (Leave without Pay)

- a) Extraordinary Leave (leave without pay and allowances) may be granted to an employee in special circumstances.
 - When no other leave is admissible
 - When other kind of leave is admissible but the employee applies in writing for the grant of extraordinary leave.

- b) Unless the leave sanctioning authority, in view of the exceptional circumstances of the case, otherwise determines, no employee, who is not in permanent employment, shall be granted extraordinary leave on any one occasion in excess of the following limits:

- Three months
- Six months

Where the employee has completed three years continuous service or if the extraordinary leave is required on account of illness of the employee as certified by a medical authority.

- c) The period of extraordinary leave shall not count for increment.
- d) The extraordinary leave shall not ordinarily be granted to an employee for more than a year at a time, that if the employee is suffering from Tuberculosis, Leprosy, Cancer or other disease, which may be specified by the leave sanctioning authority and undergoing treatment in a recognized clinic or under a specialist, extraordinary leave up to 24 months may be granted by the leave sanctioning authority.

- e) The extraordinary leave shall be debited to the employee's account and it shall postpone his date of increment, postpone the date of confirmation if the concerned employee is on probation, and affect such other privileges as may be dependent on the period of such leave.
- f) The extraordinary leave may be availed in combination with any other kind of leave with the approval of the leave sanctioning authority.
- g) The leave sanctioning authority may commute, retrospectively, the period of absence without leaves, not exceeding one year on each occasion, to extraordinary leave.
- h) A member of the staff, holding an appointment in non-vacation department, will not be deemed to be employed in a vacation department, even though he/she may hold an additional appointment there.
- i) When an employee is transferred from a vacation department to a non-vacation department, his period of service in the former will be considered to have terminated with effect from the close of the last vacation of the department.
- j) When an employee is transferred from a non-vacation department to a vacation department, his period of service in the latter will be held to have commenced from the date of joining. Vacation will be admissible to him as per rules.
- k) A member of the staff serving in a vacation department shall normally be expected to avail of the vacation or a part thereof unless he/she has been required by general or special order of an appropriate authority to forgo his vacation or a part thereof.
- l) Vacation cannot be availed in parts except when exigencies of service so demand.
- m) If a member of the staff working in the vacation department avails a vacation, he/she should be on duty on the last working day before the vacation starts and the first working day after the vacation. Otherwise, the total period of absence will be treated as earned leave or, in case no earned leave is due, as leave without pay.
- n) If an employee, entitled to the vacation, is not permitted to avail the same, he/she will be entitled to corresponding earned leave.

- o) If there are two or more vacations in an academic year, the period of all the vacations should be regarded as combined into one, provided that no vacation is of less than ten days duration.
- p) Grant of vacation is subject to the condition that the department will continue to function, if necessary, during the vacations. Before the commencement of the vacation, the Head of the vacation department should submit to the Head of the institute, a proposal indicating the persons in each department who would avail the vacation either in full or in part and the personnel staying back (if required) to ensure that the department would be functioning during the vacation.

10. Miscellaneous

- a) No leave other than casual leave shall be granted to an employee once he/she gives notice of resignation.
- b) In case an employee is given notice of termination of his services by the appointing authority, the employee shall not be permitted to avail whatever leave he/she is entitled to till the last day of the period of notice of termination.
- c) Where a weekly holiday or an authorized holiday immediately follows the period of leave without pay or unauthorized absence, such weekly holiday or authorized holiday will be included in the period of the leave without pay or unauthorized absence and the employee shall not be entitled to pay and allowances.

11. Leave Sanctioning Authorities

Subject to the overall control of the Competent Authority, the following shall be the Leave Sanctioning Authorities:

Sr. No.	Kind of Leave	Category of Employee	Leave Sanctioning Authority
1.	Casual Leave	Director / Controller of Examinations	Board of Management of Authorized Director Trustee
2	Casual Leave	Other teachers in Groups A, B, C, D of Institute	Director on recommendation of the Head of the respective Departments
		All teachers in the institute	Director of the institute
		Administrative employees in Group B, C, D in the institute	Director on recommendation of the Head of the respective departments
3.	Earned Leave	Director of the institute	Board of Management or Authorized Director/ Trustee
		All Categories of employees in Group B, C, D of the college institute	Director on recommendation of the Head of the respective department
		Teachers in the constituent institute	Director on recommendation of the Head of the respective department
		Employees in Group B, C, D of the institute.	Director of the institute

11. Half Pay to Earned Leave

Half pay leave can be converted to Earned leave for vacation staff members subject to the following conditions:

a) Converted earned leave can be availed only after the total earned leave to the credit of the employee is exhausted.

b) It can be sanctioned on the following grounds:

- On death of family member
- On marriage of close blood relation
- Board exams of son/daughter
- Any other reason found suitable by authorities

c) The maximum limit of availing converted earned leave should be 15 days at a time subject to credit of same in their leave account.

d) Sanction of above leave is at the discretion of the authorities.

12. Vacation

- Teachers are entitled for the vacation, who have completed one year of service from the date of joining in this institution are eligible for this kind of leave.
- Vacation is given as prescribed in **Terms of Arrangements** issued by University of Mumbai.
- Employee should be physically present either side of the vacation reporting to the institute is compulsory; else entire leave will be treated as **LWP (Leave without Pay)**.

Sterling Institute of Management Studies

4.2.4 Financial Policy & Budget

FINANCIAL POLICY:

1. The financial sub-committee comprises of Director of the institute as the Chairman, and Chief Administrative Officer as the Member Secretary, three teaching and one non-teaching staff members.
2. The Governing body has delegated financial powers to the Member Secretary i.e. CAO of NCRD.
3. Budget allocation is decided by the Director and Finance Committee.
4. The budget is utilized for salary, purchase of equipment, maintenance, and consumables and other miscellaneous expenses.

Sterling Institute of Management Studies

4.2.5 Examination Policy

Aim:

- To conduct examination effectively and to assess student performance during the course / program.

Objectives:

- To train teaching and non-teaching faculty members about conducting examination effectively.
- To plan for the examination evaluation as an indicator for evaluating student performance, achievement and overall learning.
- To evaluate the students achievement with the help of formative and summative evaluation approaches.

Policy Applicability:

- The policy is applicable to all the students and employees of the institute, as per nominated duties

Policy Details:

- Appropriate rules and regulation be drafted for smooth conduction of the examination.
- Non-compliance of any of the exam rules and regulations lead to appropriate disciplinary action.
- Concurrent evaluation method be adopted for continuous improvement
- Evaluation parameters of every semester be set in advance before the beginning of academic term
- Evaluation parameters be communicated to all the students during induction in the beginning of program
- Compliance instructions regarding the rules and regulations be given to the students before, during and after the exams
- Notices regarding exam schedule should be displayed well in advance
- All the faculty members involved in the examination process be given clear instructions to be followed before, during and after the examination

4.2.6 Research, Consultancy and Publication Policy

Aim:

The aim of Research, Consultancy and Publication policy is to promote research and consultancy culture among the students and faculty members of Sterling Institute of Management Studies.

Objectives:

- To encourage the faculty members and students for research initiatives in form of paper presentation in conferences at national and international level.
- To encourage faculty members for Doctoral research by establishing Research center.
- To support faculty members and students for writing and publishing research paper in national as well as international journals.
- To publish the e-Journal of the Institute once a year.
- To publish Institute newsletter consisting of the activities organized in the Institute.
- To undertake various study/research/sponsored project in co-ordination with the Government and Non-government organizations.
- To ensure the importance of academic integrity and the pursuit of quality in research.
- To promote and mobilize internal expertise of the Institute.
- To ensure staff deployment for consultancy work.

Policy Detail:

The institute sponsor faculty and students for undertaking research projects, attending conferences, seminars and presenting research papers. Decision for such sponsorship is taken by the research committee by reviewing the level of paper and the level of conference in the Research Committee meeting. Recommendation of the Research committee is required for the same.

- Each Faculty will be sanctioned up to of **Rs 4,000/-** in a year for attending FDP, Conferences, Seminars and publications. If the faculty has availed the full sanction of the year and proposes to attend the said events beyond sanctioned

amount, special approval is sought from the Director / NCRD Trust for same. The said decision will be taken in all fairness and with equal justice to all faculty members.

- Faculty members need to obtain prior approval from the Director or attending FDP, Conferences and Seminars.
- The revenue distribution of consultancy fee will be 50% to institute, 50% to the Employees engaged in consultancy.
- Leave taken for such purposes will be treated as Duty Leave.
- Each faculty attending such conferences, Seminars, FDP will submit a detailed report and certificate for the same to the Research Committee /IOAT.

Policy Applicability:

- The Policy is applicable to all the employees of the Institute.

Policy Procedure:

- A Certificate of Appreciation is given by the Institute to faculty as well as students who contribute in research and to promote research in a special event.

4.2.7 Plagiarism Policy

Preamble:

Teaching is a noble profession based on extremely high moral values. Research refines the teaching. Ethics and Honesty are the important pillars of the Teaching and Research. It is observed that some of the "academicians" knowingly or unknowingly publish or present other's work as their own. Such acts will affect healthy academic atmosphere in the institute.

Definition of Plagiarism:

- Plagiarism is defined as presenting another person's work as one's own work. Presentation includes copying or reproducing it without the permission and acknowledgement of the source.
- **Plagiarism involves copying of** phrases, clauses, sentences, paragraphs or longer extracts from published or unpublished work (including from the Internet) that exceeds the boundaries of the legitimate cooperation without acknowledgement of the source.
- We take efforts in the prevention of misconduct including plagiarism and malpractices in academic writing among students, faculty- and other members of academic staff of institution.
- We are committed to promote and maintain high standards of integrity and accountability in the conduct of academic research.
- We are keen to set in and endorse the culture of honesty and transparency in all academic related activities of the institute.
- We strive to preserve academic integrity and honor by removing all forms of academic and intellectual dishonesty, including plagiarism.
- We sensitize students and faculty members about institutional mechanism related to plagiarism.
- Every student in the institute pursuing MMS and MCA degree has to avoid plagiarism in his/her assignments and final project report.
- Online plagiarism checking tools are used.

4.2.8 Library Policy

Aim:

- Be the knowledge hub of the institute and disseminate knowledge as widely as possible to support and enhance educational goals.
- Encourage and foster reading habit among staff and students.

Objectives:

- To cater to the needs of users as per the requirement.
- To increase usability by providing various media of reading material.
- To act as a channel of communication and dialogue between the Institute Library and its users.
- To establish systematic process of selecting and acquiring learning and research material of various media through collaboration of management, staff and students.

Policy Applicability:

- The policy is applicable to all students, staff members of the Institute to make use of the library facilities by taking library membership.

Policy Details:

- Library timing: 9:30am – 6:00pm
- A Student can issue up to 4 books (two General and two subject specific) at a time
- Books shall be issued only to those students who provide library card.
- Students should return the books or renew it on or before date given on the due date slip of the book.
- Books will be issued for 15 days.
- The book can be reissued twice to student as per the availability.
- Fine of rupee five will be charged per day for late return of the book.
- Student can issue CD and use them in the institute premises.
- Student can issue magazine/journal for two days.

- Syllabus and Question papers shall be given to the students for one day and it should be returned back before 11a.m of the next day.
- Old issues of journals shall be issued to the students for 2 days.
- In case of loss of book from the student, he/she should replace the same by new book or pay the price of the book.
- Student should keep Newspaper Journals and all the other items in place after utilization.
- For additional requirement of books, Demand form is to be filled by the student.
- Students need to maintain silence in the library.
- Use of mobile is strictly prohibited.
- Registering in library log book is mandatory after entering in the library for staff and students.
- The award of a degree or release of transfer certificate or any other document will be deferred until all books have been returned and outstanding fines/charges paid.
- Reprographic facilities available at a nominal cost.
- It is expected to read non- academic books by management and technical students.

4.2.9 Institute Social Responsibility Policy

Aim:

To create sense of social responsibility and inculcate moral values and ethics in students and all academic fraternity. To support neighborhood community and underprivileged through extension activities.

Objectives:

- To provide opportunities to the students and staff to plan and execute development project which can result in improving quality of life of the economically and socially weaker sections of the community.
- To provide a variety of learning experience to the students which can develop a sense of participation, service and achievements among the volunteers?
- To develop qualities of leadership by discovering the latent potential among the students.

Policy Applicability:

- The policy is applicable to the Institute Management, Teaching and Nonteaching staff, Students.
- Management will provide need-based funds and human resource for undertaking projects and conducting neighborhood / extension activities.

Policy Details:

- Identification of target groups in association and networking with NGO's working in education, women empowerment, disabled, Senior citizens and underprivileged section of the society
- Providing training and support to the target groups.
- Conducting awareness campaign on Health, Environment protection in association with hospitals, institutes and organization
- Conducting blood donation and health check-up camp
- Social Sensitization in Students, Teaching community on social issues through seminars, lectures and training
- A Certificate of Appreciation is given to participants who contribute in social/ extension activity.

4.2.10 Policy for Divyangjan / Specially-abled Students / Staff / Visitor

Aim:

- To ensure equal accessibility of all facilities to the specially-abled students / staff / visitor.

Objectives:

- To reserve special quota for specially-abled students in the admission process as per State Admissions Regulating Authority (ARA), Directorate of Technical Education (DTE), Maharashtra.
- To promote equal opportunity of learning to the specially-abled students as any other students
- To create conducive environment to the specially-abled students.
- To give access to all required areas for learning.

Policy Applicability:

- All specially-abled students, staff members of the Institute are entitled to make use of the facilities exclusively provided for them.

Policy Details:

- The main entrance and exit of the Institute is identifiable and accessible.
- The front gate is wide and able to accommodate the needs of differently-abled students and visitors.
- Emergency exits are easily identifiable and accessible.
- Extra time or writer assistance is being provided for handicapped students on producing proper certificate for university examinations.
- Special seating arrangement are available for such students.
- Students with partial visual impairment are allotted front seats, for better viewing in classrooms.
- Separate toilet with required facilities is available for specially-abled students.

4.2.11 Gender Policy

Aim:

The Gender Policy of the NCRD's Sterling Institute of Management Studies aims to promote equality of opportunity and treatment for all men and women working and studying at the institute and to ensure equality of access to all services provided by the Institute.

The gender policy is conceived as a strategy and pursued as a systematic and planned process in order to achieve gender equality.

Objectives:

The objective of the policy is to integrate gender equality into the regular rules, procedures and practices of the Institute. A successful implementation of the policy will lead to the transformation of Institute, leads to impacting on the organizational culture.

Policy Details:

The principle of gender equality is enshrined in the Indian Constitution, in its Preamble, Fundamental Rights, Fundamental Duties and Directive Principles. The Constitution not only grants equality to women, but also empowers the State to adopt measures of positive discrimination in favour of women. Within the framework of a democratic polity, our laws, development policies, plans and programmes have aimed at women's advancement in different spheres. The National Commission for Women was set up by an Act of Parliament in 1990 to safeguard the rights and legal entitlements of women. The 73rd and 74th Amendments (1993) to the Constitution of India have provided for reservation of seats in the local bodies of Panchayats and Municipalities for women, laying a strong foundation for their participation in decision making at the local levels.

The Constitution of India not only grants equality to women but also empowers the State to adopt measures of positive discrimination in favour of women for neutralizing the cumulative socio economic and education disadvantages faced by them. To uphold the Constitutional mandate, the State has enacted various legislative measures intended to ensure equal rights, to counter social discrimination and various forms of violence and atrocities and to provide support services specially to working women.

The NCRD's Sterling Institute of Management Studies prohibits support for, or sanction of activities that discriminate on the basis of gender. The institute supports an equal opportunity for both men and women.

Guidelines

The NCRD's Sterling Institute of Management Studies intends to accomplish gender equality and empowerment of women in the campus. For this the institute has established Internal Compliance Committee and Women Development Cell. These cells make sure the elimination of gender discrimination.

Gender audit is an evaluation process aimed at figuring out whether the set policies or interventions are ensuring which they are aimed to be. It is institutes self-assessment, monitoring and evaluation of interventions with the broad aim of diagnosis and transformation. The Institute is committed to equality between women and men, and the right of all members of our community to be treated equally regardless of gender identity. Gender Audit is conducted annually.

Policy Application

The Institute encourages, and is committed to support an environment. This policy encompasses the entire institute community- students, staff and visitors.

Scope:

This policy applies to:

- All employees and all applicants for employment.
- All student applicants, students and alumni.
- All visitors, service users, clients and customers of the institute.

All members of the Institute community share the right to protection under this policy and carry a responsibility for ensuring the policy is adhered to. In particular, this policy includes that takes place on campus, on institute property, at institute functions and activities and where one is representing the institute. This policy pertains to usage of E-technology and E-communication that occurs in the campus.

Our Commitment:

- The institute treats all its staff members, students, alumni and service users with dignity and respect.
- The institute provides learning and working environment that is free from discrimination, harassment or victimization.

Institute:

The Institute does not tolerate harassment or discrimination of staff members and students on the basis of gender identity and expression. The Institute is committed to eliminate unnecessary gender distinctions within the campus.

Dignity and Respect:

The Institute encourages and is committed to support an environment that is free from bullying, sexual harassment and other forms of harassment of staff members, students or other members of the Institute.

Policy Review Procedures:

This policy shall be subject to continuous assessment and evaluation, and shall be reviewed at least once every five years.

Compliance:

This policy document complies with the requirements of the legal provisions related to sexual misconduct of the laws of government of India and rules and regulations of NCRD's Sterling Institute of Management Studies, Nerul, Navi Mumbai.

Sterling Institute of Management Studies

4.2.12 Green and Environmental Policy

Aim and Objectives:

- The Institute is striving to develop on self – sustainable basis in the areas of power, water and cleanliness.
- The staff members and students have to contribute collectively to develop an ecofriendly sustainable campus and disseminate the concept of ecofriendly culture to the nearby community.
- Consciousness about environmental issues among students and employees including climate change.
- Measure and reduce environmental emissions.
- We aim to protect our environment with green campus initiative and keep our campus pollution free.

Policy Details:

A Green Campus, is a place where environment friendly practices and education system jointly promote sustainable and eco-friendly ambience within the campus. The green campus idea offers an institution the occasion to take the lead in redefining its environmental culture by creating sustainable solutions to environmental, social and economic needs of the mankind.

Navi Mumbai is the largest planned city in the world, situated on the west coast of the Indian subcontinent, within the Konkan division of Maharashtra, on the mainland of western India. NCRD's Sterling Institute of Management Studies, is situated in lush green surroundings of Navi Mumbai.

NCRD's Sterling Institute of Management Studies is environmental conscious institute, which firmly believes in the concept of reuse and reduce the environmental waste. Environmental conscious management and the students of the institute look after the environment. During rainy season, every year, we do tree plantation and carefully look after it. Our own responsibility is to preserve the institute campus and its surroundings. Activities under 'Swachh Bharat Abhiyan' are the key activities of all the community work being done by the students and staff in the campus and off the campus.

Our Green and Environment Policy

In pursuing improved environmental performance, we thrive upon following major areas:

Landscaping Initiatives

The campus landscape, like its buildings, is often seen as the physical embodiment of an institute's values. It is a vital part of the life of a campus, providing space for study, play, outdoor events, relaxation and aesthetic appreciation. Green campus landscapes also manage runoff, help recharge groundwater, and clean and cool the air on campus. The landscape serves as a visual representation of the campus community's commitment to sustainability. As campus landscapes are so visible and accessible, landscaping initiatives are an excellent way to build awareness around the environment.

There are many trees and plants surrounding the campus of 100 acre. The landscape of trees and plants provide students and staff with clean and cool air and is a soothing environment. The institute commits to enrich this healthy habitat and maintaining the symbiotic relation of the institution with nature by encouraging student societies to hold tree planting events.

Waste Management:

We at NCRD's Sterling Institute of Management Studies adopt following methods for waste management:

- Manage, collect and dispose e-waste appropriately through NGO
- Dry and wet waste disposal through Navi Mumbai Municipal Corporation on a regular basis
- Plastic free campus through awareness
- Collaboration with e-waste recycling companies to get electronic waste recycled.
- Awareness amongst students about reduction of e-waste and environment friendly disposal practices for e-waste.
- Encourage paperless work culture and reuse of paper.
- Dry and Wet Dust Bins in the institute campus so as to keep campus clean

4.2.13 Infrastructure Policy

The Policy for Procurement, Utilization and Maintenance of Infrastructure is as follows:

Infrastructure Policy

The Institution has well established system and procedure for maintaining and utilization of physical, academic and support facilities. The infrastructure is also made available for government and non-government agencies for the social welfare activities. For the maintenance of these facilities, a systematic policy is adopted through making budgetary provision and subjected approval of local management committee.

Scope:

- The Infrastructure Policy is applicable to all the stakeholders of the Institute namely students, staff, management, and all the individuals working within the Institute premises.

Aim:

- To provide excellent academic environment to enhance Teaching Learning process.
- To assure optimal utilization of the infrastructural resources.
- To determine the timely inspection and maintenance of the infrastructure.
- To take decision about proper allocation and utilization of the available financial resources.
- To do systematic planning and implementation about capital expenditure and disposal of fixed assets.
- To set rules about right usage of equipment by all stakeholders and observe its effective implementation.

Maintenance of Infrastructure

- **Physical Facilities: Land, Building, Furniture and Equipment**

The institute ensures optimal utilization of land, building, furniture and equipment by proper perspective planning of the entire land area by earmarking it for various curricular, co-curricular and extracurricular activities.

The institute building is protected under property insurance cover including equipment, library, sports and IT.

Physical facilities related maintenance is done regularly as per requirement. Various equipment like Generator, Vending machine, Inverter, Water purifier, Fire extinguisher, CCTV, Lifts, Water tank etc. are available. Maintenance is made by institute as and when required.

- The Institute has appointed a contractor VP Facilities Services Pvt. Ltd. for housekeeping. The contractor has deputed adequate staff to scrupulously maintain hygiene and cleanliness in the campus. Wash rooms and rest rooms are well maintained. Dustbins are placed at each floor as well as placed in each Class rooms, Computer labs, Library etc.
- To ensure the best possible working condition of all properties/ equipment on the campus is ensured through Annual Maintenance Contracts (AMC). The AMC purview includes maintenance for that different agency are being contracted for the maintenance of Building, Elevators, Air Conditioners, CCTV Cameras, Electrical equipment, UPS, Batteries, EPABX, Water Purifiers, Fire fighting equipment, Lifts, Diesel Generator set, Water Tank and Pest Control. They conduct periodic checks to ensure the efficiency / working condition of the infrastructure and equipment. All electrical work has been outsourced and the agency is given Annual Maintenance Contract (AMC).
- **Academic and Support Facilities:** The institute has modern teaching aids like LCD projectors and screens. Two photo-copies machines, Smart boards, cameras, software required for academics are available. For the maintenance of these equipment, we hire local service provider on need basis with regular AMC.
- **Classrooms:** Class rooms are well maintained and kept neat and clean by housekeeping staff. The institute has appointed trained in - house electrician to resolve the day-to-day electrical issues. Furniture maintenance is done by the local carpenters and service providers are hired as per requirement.
- **Computer Laboratory:** The Institute has high-tech Computer Laboratories with latest configuration computers. Recurring and non-recurring parts/consumables register is maintained by system Analyst and Computer lab in charge. The institute has appointed trained in - house System Analyst who takes care of day-to-day maintenance of computers as well as other equipment

like LCD, Printers, Smart Boards etc. Computer lab is equipped with Server room, licensed Software, Antivirus, Firewalls, etc. For internet service 100 Mbps (speed) lease line is available.

- **Library:** The institute has a spacious and well-furnished reading room with separate cubicles for each student. The room is air-conditioned; the ambience is conducive to the students to study. Every year books are purchased as per the need of the stakeholders and university/AICTE requirements. All security measures are taken as per rules of library science. A fire extinguisher system is available in the library. For the security reason, we maintain property counter. Book Binding is done as per need to the books, journals and back volumes periodically. Library is partially automated. Digital library is also available for the students and staff.
- **Computers and Peripherals:** Full time system analysts are appointed to look after maintenance of Computers. Printers, Scanners Computer software and hardware are maintained as per requirement. Office automation software is covered under AMC, Antivirus is updated regularly.

➤ **Process Details**

- Central need analysis of the infrastructural requirements from stakeholders.
- Approval for procurement by Governing Council.
- Preparing annual budget for infrastructural (Capital and Maintenance) expenses.
- Quotations are invited by the purchase committee of the institute which further prepares the comparative statement and forward the same to NCRD Head Office for further procurement, and placing the purchase order.
- Quality assurance and testing of procured material / infrastructural items is also done by NCRD Head Office.
- Entering the procured material in dead stock register
- Repair and maintenance of damaged equipment in-house as well as outsource depending upon the need.
- Analysis of infrastructural facilities available and feedback from stakeholders is taken annually.

4.2.14 Purchase Procedure and Stock Verification

Purchasing is a process of acquiring the proper goods and /or services, at the time needed. This includes locating and selecting vendors, negotiating price and approving substitutions (as may be required) and the follow-up to ensure timely delivery.

All purchases are handled by a Purchase Committee who receive requisitions from various departments and the committee evaluates the need, timeframe of supply, budgetary provisions and accordingly processes the purchase requirements. The Committee is headed by Chief Administrative Officer (CAO) of NIRD, Director, senior faculty members, Technical Staff and the Office Superintendent / Clerk as members. The CAO in term abreast the management about the purchases to be made and all such proposals are finally put up in Executive Committee meetings for Approval.

Purchase Committee calls for Quotations from the Vendors who have the capacity and capability, financial soundness and reputed standing, on specific requirements received from concerned department. The performance of the Vendors is ascertained from the market reports.

Comparative statements are prepared by Purchase Committee. The same will be forwarded to Management for approval. Once it is approved PO will be placed for the vendor as per the quotations given. The equipment receiving is authenticated by O.S./HOD/Computer Lab In-charge. Then final bill will be settled for vendor. The purchases can be made in case of emergency by cash on the unit cost of the item to avoid undue delay. The departments are expected to identify the requirements.

Finance and Audit

Accountant is responsible for all cash and bank transactions. He/ She has to maintain the following documents:

- a. Day Book – Manual and Computerized
- b. Reconciliations details at least once in two months with all the banks with which accounts are operated.
- c. Tuition Fee batch wise
- d. Pay Bill Registers

- e. Fixed Deposit Registers
- f. Fee Receipt Books
- g. Purchase Register
- h. Ledger Book
- i. Talley record and all Talley database
- j. Income-Expenditure statement (Monthly, Half yearly and Yearly)
- k. Payment register

Stock Verifications

- Checks on stocks are carried out by the HOD in their respective departments. Director or member of the Management may also conduct surprise checks.
- Library verification is carried out every year by the Library Committee.
- Discrepancy, if any, noticed during stock verification should be reported to the Director immediately for further action.

Sterling Institute of Management Studies

4.2.15 Policy for Medical Facility and Response to Emergency

Aim:

- To provide safe and secured environment to all the members of the institute

Objectives:

- To ensure secure and safe environment
- To provide immediate treatment in case of any mishap or any other incidences
- To provide first aid facility in the institute for employees
- To create health conducive environment to the students and staff of the institute.
- To promote awareness on health.

Policy Details:

- The Institute has a tie-up with **Apollo Hospitals** – Navi Mumbai. Plot #13, Parsik Hill Road, Off Uran Road, Sector – 23, CBD Belapur, Opp. Nerul Wonders Park, Navi Mumbai – 400 614, for all emergencies.
- On Call vehicle arrangement for medical emergency from Apollo Hospitals is ensured.
- Apollo Hospitals, Navi Mumbai which is a multispecialty hospital is easily accessible and has 250 beds with all ultramodern facilities.
- The Institute has the arrangement of admitting the student in the hospital for emergency medical services.
- First aid boxes are kept in the Institute premises (Office and Library)
- Sessions on Fitness, Health, Zumba and Yoga are conducted for staff and students on a regular basis.

4.2.16 NCRD Tuition Fee Waiver Policy

Aim:

To provide financial assistance for needy students

Objective:

The objective of this scheme is to provide subsidized education to the meritorious needy students.

Policy Details:

- 1) Students who cannot get financial loans from banks or Non-Banking Financial Companies (NBFC), nor are in a position to pay themselves in spite of installment facility given by the institute are termed as "needy".
- 2) Such students, who are eligible for the taking admission but who are unable to pay full fees are identified and brought to the notice of the Director.
- 3) These students are interviewed by the Director and assessed for suitability of Scheme.
- 4) Parents/Guardians of such students to be called to confirm the financial status of family.
- 5) These cases are further discussed with the committee as follows:

Sr. No.	Name	Role
1	Treasurer, NCRD	Head
2	Chief Administrative Officer, NCRD	Member
3	Director, SIMS	Member
	Head of the Departments	Member

- 6) Only one such student to be given benefit of scheme annually. Only in exceptional circumstances, head of institute reserves the right to grant fee waiver to more than one student in the academic year.
- 7) Such cases are further scrutinized and confirmed by the NCRD Head Office. Communications are sent to administrative office for further records.
- 8) It is expected that beneficiary student(s) shall maintain first class in Semesters I and II of the admitted program. On event of failure to do so, waiver scheme shall not be applicable for further studies.

4.2.17 ERP Policy

Aim:

The aim of the ERP software is to help the institute to integrate various administrative and academic processes.

Objective:

The objective of the ERP software is to help the institute to handle finance and accounts, admission, student database in an efficient manner. The other objective is to help the institute in document design and report generation in an efficient manner.

ERP Details:

ERP software consists of following modules: -

- Admission Management
- Finance and Accounts
- Student Admission and Support
- Library
- Examination

4.2.18 Performance Appraisal System

Performance Appraisal System – Faculty Members

Objectives

- To provide feedback to the faculty members and staff.
- To identify and make assessment of training needs
- To take compensation decisions
- To establish benchmark for promotions
- To ensure personal development of faculty members and staff

This institute is committed to move on the path of excellence with a clear vision for quality of education and research. Image of any academic institution is determined by the quality of its faculty, their research and academic achievements. Faculty Performance Appraisal System (FPAS) focuses on the delivery by faculty members in different activities they undertake.

The process of performance appraisal considers following parameters

1. **Delivery Academic Programs**
 - a) Innovation in Pedagogy
 - b) Development of new courses / new material
 - c) Students' feedback
2. **Research Publications**
 - a) National / International (in Referred Journals)
 - b) Case Studies
 - c) Books / Book Chapters in reputed Publishing house
3. **Doctoral Programme/Higher Studies/ Certification Programs**
 - a) Supervisor
 - b) Conduction of advanced doctoral level course
4. **Institution building activities**
 - a) Chairmanship of Various Committees of the Institute

- b) Membership of Various Committees of the Institute
- c) Membership of other Statutory Bodies of the Institute
5. **Workshops / Seminars / Conferences**
 - a) Coordinator of the Programme
 - b) Members of the Programme
6. **Consultancy/MDP / Any Other Training Programme**
 - a) Innovation in pedagogy
 - b) Management Level for which the Programme is conducted (middle management, senior management, and top management)
 - c) Participants' feedback
 - d) New Programmes floated according to clientele needs

In addition to quantitative evaluation on the basis of faculty work norms, evaluation on qualitative performance which is reflected through the positive contribution of an individual faculty in overall development of the institute is also done. The subject area of specialization, feedback of the academic activities like teaching in academic programme, MDP or training programmes of similar type is done annually. Hence, the feedback for teaching, training, and research is an integral part of the faculty performance appraisal at Sterling Institutes.

The appraisal of the staff (Teaching and Non-Teaching) is done annually in most unbiased manner. To ensure that the staff is involved in his/her own appraisal, Institute implements participative appraisal system as follows. The Director of the Institute conducts individual meeting with all faculty members to convey the information about appraisal.

Procedure and Method

- The Director discusses the appraisal with the concerned faculty for better understanding and improved communication.
- The appraisal forms are carefully designed for capturing adequate information about the performance of the faculty.
- The appraisal system ensures considerations of all dimensions of the individual performance of the faculty.

Methods

1] Self Appraisal-To understand individual's strength, weaknesses, and achievements of individual.

2] Appraisal by the Director-To understand and review academic and administrative contributions made by an individual and providing guidance for further improvement.

For all the teaching and non-teaching staff, performance appraisal is done by Director of the institute. Overall appraisal of the faculty is done on the following criteria:

Criterion No.	Type of Category	Weight age	% weight age	Self-Appraisal
1	Academic Involvement	400	40	
2	Student Development	200	20	
3	Institutional Development	200	20	
4	Professional Development	100	10	
5	Competency Mapping	100	10	
	Total	1000	100%	

Minimum 50% of the total score is required to be achieved in Academic involvement and Student development for the entire faculty.

Outcomes

Annual Increment:

1. Annual increment of 3% of the sum total of pay in the relevant Pay Band and the AGP for every year based on self appraisal produced by faculty.
2. Incentives for Ph.D. / M.Phil. and other higher qualification:
 - a) Five non-compounded advance increments shall be admissible at the entry level of recruitment to persons possessing the degree of Ph.D. awarded in the relevant discipline by a university following the process of registration, course-work and external evaluation as prescribed by UGC.
 - b) Teachers who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments if such Ph.D. is in the relevant branch / discipline and has been awarded by a university complying with the process prescribed by the UGC for enrolment.

course-work and evaluation etc. and the said University is in the list of UGC.

Note: As per the AICTE/University of Mumbai and Government Regulations of sixth pay norms from time to time.

Policy Related to Promotion

1. Promotion to higher level of service shall be made under the policies as per AICTE, subject to eligibility of the staff and the commitment of the staff to the cause of all-round development/improvement of institution.
2. Other things being equal, seniority will be the deciding criterion.

Performance Appraisal System – Non Teaching Staff

- Summary statement prepared for eligible staff
- Screening committee meeting is scheduled
 - Director
 - Management Representative
- Sent to Management for Approval (Governing Council)
- Promotion Letters issued

4.2.19 Communication System

The institute maintains timely and effective communication with stakeholders through various ways and mediums

- a. Intra-institute communication within the organization includes communication with faculty, staff, and students. This type of communication is done through committee meetings, circulars, notices on notice boards, website, google groups
- b. External communication with external stakeholders/agencies includes communication with AICTE, University, DTE, Industry and professional bodies, Experts and trainers, Suppliers, vendors, parents, Alumni etc.

The institute has framed guidelines for creating as well as using these communication channels effectively and appropriately as follows

I] Internal Communication

1. Conducting Meetings

- Every meeting will be planned with specific agenda and all members be informed about the meeting agenda well before the meeting to enable effective discussion without disturbing routine work of the members as far as possible. The committee head need to ensure that the timing is suitable for most of the members. The committee head need to ensure that the discussions remain focused on the agenda.
- The agenda, venue and time be communicated to the members.
- The meeting coordinator will ensure participation from every member and equal importance is given to each one without considering their hierarchy in the organization
- The atmosphere must be relaxed and congenial ensuring that everyone is able to make contribution in a constructive and open way.
- One of the members would be assigned the duty of preparing minutes of meeting which are confirmed in the next meeting.

Institutional Meeting	
Frequency of the Meetings	<ul style="list-style-type: none"> Monthly or as required
Composition	<ul style="list-style-type: none"> Institute Director as Chairperson All teaching and non-teaching staff of all departments of the Institute
Objectives	<ul style="list-style-type: none"> To convey, exchange and update information. To share knowledge, ideas and experience To motivate and empower staff and gain their support To promote and maintain stability To discuss the concerns of staff and students To discuss and monitor work routines and other modus operandi. Provide feedback of various activities, regular teaching and initiate modifications if necessary. To discuss and plan staff-students co-curricular / extra-curricular activities.

Various Committee Meeting	
Frequency of the meetings	<ul style="list-style-type: none"> As and when required depending on the committee [The details of each committee is discussed in previous chapters]
Purpose	<ul style="list-style-type: none"> To de-centralize the authority and promote participative management To enable the committee heads to closely monitor the work progress and resolve the issues systematically. To promote new and fresh ideas and team work

2. Written communication

Written communication is important in official work. Written communication prevents misunderstanding or ambiguity and ascertains that the communication has effectively reached to concern. The written communication creates a record for future reference. The means of written internal communication are internal circulars, newsletters, notice boards and suggestion box, emails (internet)

Circulars
Important instructions or information to be communicated is written down in a form of circular with signature of the Directors /HOD and is circulated among the concerned students and/or staff. A staff list is annexed to the circular for the signature implying the acknowledgment of the note or confirmation that it is read to the students/ class. The circular is filed appropriately The concerned sender / authority ascertain proper monitoring and follow-up action about the instructions content forwarded through the Circular.
Circulars are generally about

- Meeting agenda
- Holiday announcement
- Library
- Exam schedule
- Form filling for students
- Any specific important issue which could not be may not have communicated in any meeting

Notice Board

The Institute has put up Notice boards where notices, circulars, posters or other note are affixed for the information of students and staff in general time to time. Every notice board displays information for specific key area as follows

1. Office/administrative notice board
2. Placement notice board
3. Institute updates – activities, achievements,
4. Class-wise notice boards – class-wise assignments, timetable
5. Individual notice boards for director, HOD's, Faculty members for individual planners, timetable, reminders etc.

In Library

1. Displaying the new arrivals
2. Showing the status of the total books Journals available
3. For paper clippings (after display the file)
4. In Computer Labs,
5. Displaying the network diagram of all computers
6. Displaying the assignment or notices
7. Displaying the rules and policies
8. In appropriate positions,
9. For displaying the event photographs and achievements
10. For research activities and latest published newsletter
11. For Weekly Quiz
12. For displaying the various inter-institute competitions for students

Permanent Display

The Institute would have permanent Display boards at appropriate key locations giving information about:

- Vision and Mission of the Institute
- Board of Governance
- College Development Committee
- Internal Quality Assurance Cell
- Grievance Redressal Cell (Student)
- Grievance Redressal Cell (Staff)
- Anti-Ragging Committee
- Internal Complaint Committee
- Student Council
- SC /ST Committee
- Women Development Cell
- Library Advisory Committee
- Industry-Institute Interaction
- Institute Floor Map
- Anti-Ragging Board

- Wifi
- Under CCTV surveillance
- Plastic Free Campus
- Energy Saving Board
- Drinking water
- Mobile on silence Board
- Emergency Contact Numbers

Institute ERP system

The institute has purchased ERP system which helps Administrative as well as Accounts.

II] External Communication

Communication with AICTE

All India Council for Technical Education [AICTE], is an apex body to grant approval to MMS and MCA programs. The institute needs to apply for extension of approval by filling up the online compliance report on the AICTE portal every year in the month of December.

AICTE Website: <http://www.aicte-india.org>

The address for correspondence:

AICTE Head Office
7th Floor, Chandralok Building,
Janpath, New Delhi – 110001

AICTE Western Regional Office
AICTE Western Regional Office,
Industrial Assurance Building,
2nd Floor, V.N. Road,
Churchgate, Mumbai – 400 020

Communication with DTE

Directorate of Technical Education [DTE], Maharashtra, is responsible for the technical education in the entire state. The institute needs to acquire recognition from DTE for running the MMS and MCA programs.

The Institute corresponds with DTE for various processes related to admissions as follows:

- [1] Online Admission process through Centralised Admission Process (CAP) round
- [2] Verification of documents of the admitted students

DTE website: <http://www.dte.org.in>

DTE Head Office: Mahapalika Marg, Opp. Metro Cinema, Mumbai – 400 001

Communication with University of Mumbai

The Institute is affiliated to University of Mumbai. The university has control over the academic functions of the institute the institute and also the examination and evaluation is conducted by the university. Following are the processes under the university and the institute coordinates the same.

Website: www.mu.ac.in

Process

Eligibility of the students [after admissions]

PG Students registration after admission

Exam. Forms submissions [2 months before university examinations]

Application for continuation of affiliation [July-August]

Conducting the examination [At the end of the term]

Receiving university result

Filling up revaluation verification [after university result]

Selection committee for teachers' approval

College Development Committee for continuation of affiliation

The address of correspondence

1] University of Mumbai, M.G. Road, Fort, Mumbai-400 032

2] University of Mumbai, Kalina Campus, Mumbai

The institute has been working on research projects sponsored by University of Mumbai.

Most of the faculty members are working on various examination committee for various courses such as

1] Syllabus Revision

2] Paper Setting

3] Paper Assessment

4] Expert for Project Viva

5] Expert as Local Enquiry Committees

6] Subject expert / university nominee for Staff Selection Committee

Communication with Social Welfare Department for Freeship and Scholarships

The socially disadvantaged groups from the categories like SC, ST, VJ, NT, SBC and OBC, etc, are exempted from payment of fees fully or partly. The institute communicates with the social welfare department for recovery of the tuition fees of these students who are admitted through the CAP rounds.

1] Getting the Online forms filled by the students

2] Forwarding the applications for caste validity certificate

Communication with Industry and Professional Bodies

There are various occasions for the interaction with the Industry.

- For bridging the Industry-Academia gap, sessions / seminars are organized for students and faculty. According to the yearly plan done by the event committee, the experts are invited to guide the students and faculty.
- Projects are sponsored at various Industries with the guidance from the Industry experts.
- Faculty is sent for attending the Faculty Development Programmes conducted by Industries
- Placement drive for Industries would be conducted in the Institute

Communication through Website and Groups

The Institute has its own website. The website gives comprehensive information about the institute. The website is updated fortnightly [or as per the emergency] with latest information/notices.

The Google group of students is used for fast and effective communication with all the current students as well as passed out students.

Website of the institute: www.ncrdsims.edu.in

Communication through Parents

The parents / guardians of the students are concerned about the welfare and progress of their wards. The institute and the parent community together can make positive contribution in the performance of the student if they interact with each other in positive spirit. Hence, though the institute runs Post Graduate programs, [most of the students are major], the parents are duly informed about all relevant issues relating to the ward's performance and behavior of their wards. In order to be more effective, the Institute conducts "Parents Meet" every semester.

Various issues that are discussed during the parents meet are as follows

- Address by the director
- Institute Information with latest developments
- Introduction to subject teachers, mentors
- Rule and regulations of the institute
- Information about syllabus, assignments etc.
- Placement details
- Any other topics raised by the parents
- Progress of the ward [done individually confidential]

The feedback of the parents is collected in written form.

Communication with other Institutions

The institute believes in symbiotic relationship with other institutes of higher learning. The institute takes lead in conducting various activities for enhancing inter institute bonding.

- 1] Faculty development programs
- 2] Inter-institute competitions
- 3] Syllabus revision workshop

Sterling Institute of Management Studies

Chapter-5

Standard Operating Procedures

Industry-Institute Interaction

- 1) To understand objectives of Industry-Institute interaction depending on need of business
- 2) To decide the date, time and venue for industry experts for talks / seminars and campus interview
- 3) To decide, draft the agenda and get approval from Director
- 4) To prepare a list of the speakers to be called
- 5) To draft mail to be sent to all speakers.
- 6) To have telephonic communication with all speakers
- 7) To get appointment and freezing their time, receive their detailed C.V.
- 8) To prepare a detail requirement list (like Honorarium and Gifts)
- 9) To conduct the event - prepare flex, brochure, report and maintaining the report of every activity
- 10) Book the auditorium on decided dates
- 11) To take feedback of every guest speaker
- 12) Publish conference proceedings / e-journals

Conference

1. Decide the conference theme and prepare the proposal
2. Prepare the brochure for the conference
3. Apply for the ISBN on the Conference theme
4. Promotion of the conference
 1. Confirming the resource persons for the conference
 2. Invite research papers from students, research scholars, faculty and industry members for the conference
 3. Review the research papers and communicate with the authors.
 4. Choose Auditorium, Audio-Visual, logistical and infrastructural arrangements.
 5. To conduct the conference and maintain its report
 6. To take feedback from every guest speaker
5. Publish Conference book bearing ISBN
8. Upload e-journals on the institute website
9. Preparing the income – expenditure statements and submit to the accounts.

Cultural Committee

1. To conduct meeting of cultural committee as and when required
2. To understand the need of conducting the cultural event/ competition/ extra – curricular programs
3. To propose the type of event to be organized along with the date, time and venue.
4. Permission to be taken from the Director / HOD.
5. To prepare the budget and get it sanctioned.

6. Notice to be prepared and displayed on the notice board
7. Intimation to the students regarding the event
8. Registration of the participants
9. Co-ordination with the different colleges / institutes sending invitations for participation
10. Maintaining the report of every activity and program
11. Uploading the highlights of the event on the institute website and social media.

Website Updating

1. To upload the various activities on the website
2. To upload the notices / circulars (academics and administrative)
3. To upload the photographs of the events
4. To upload the admission notifications
5. To upload the Placement activities

Certification / Add-On Program

1. To decide the topic of certification / add-on program
2. Prepare the proposal and get approval from the CDG
3. Plan certification / add-on program in the Academic Calendar
4. To decide the coordinator
5. Co-ordination with trainers and students
6. Maintaining records of the programs
7. Maintaining the session wise attendance, feedback and assessment of the students

Class Coordinator

1. Prepare the admitted student list, mentor-mentee list and share it with the course in-charges of the class.
2. Elect the student class coordinator(s)
3. Co-ordination with visiting faculty
4. Monitoring the student Attendance
5. Communicating attendance to HOD, Director
6. Student Communication Regarding less attendance- Action thereby with prior approval of HOD/Director
7. Making available Syllabus copy of individual subjects to all faculties
8. Handling Student Grievances, Maintaining Application records and appropriate action taken
9. Maintain the files related the leave applications, medical certificates, apologize letter etc. of the students



Suresh

Director
Authorised Signatory



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