



**MEASI INSTITUTE OF MANAGEMENT
CHENNAI-14**
**Approved by All India Council for Technical Education,
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POLICY MANUAL

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CHAPTER 1
MISSION AND VISION STATEMENT

VISION:

- To emerge as the most preferred Business School with Global recognition by producing most competent ethical managers, entrepreneurs and researchers through quality education.

MISSION:

- **Knowledge through quality teaching learning process:** To enable the students to meet the challenges of the fast challenging global business environment through quality teaching learning process.
- **Managerial Competencies with Industry institute interface:** To impart conceptual and practical skills for meeting managerial competencies required in competitive environment with the help of effective industry institute interface.
- **Continuous Improvement with the state of art infrastructure facilities:** To aid the students in achieving their full potential by enhancing their learning experience with the state of art infrastructure and facilities.
- **Values and Ethics:** To inculcate value based education through professional ethics, human values and societal responsibilities.



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PROGRAMME EDUCATIONAL OBJECTIVES (PEOs)

PEO 1: Placement: To equip the students with requisite knowledge skills and right attitude necessary to get placed as efficient managers in corporate companies.

PEO 2: Entrepreneur: To create effective entrepreneurs by enhancing their critical thinking, problem solving and decision-making skill.

PEO 3: Research and Development: To make sustained efforts for holistic development of the students by encouraging them towards research and development.

PEO4: Contribution to Society: To produce proficient professionals with strong integrity to contribute to society.

PROGRAM OUTCOME:

PO1: Problem Solving Skill: Apply knowledge of management theories and practices to solve business problems.

PO2: Decision Making Skill: Foster analytical and critical thinking abilities for data-based decision making.

PO3: Ethical Value: Ability to develop value based leadership ability.

PO4: Communication Skill: Ability to understand, analyse and communicate global, economic, legal and ethical aspects of business.

PO5: Individual and Leadership Skill: Ability to lead themselves and others in the achievement of organisational goals, contributing effectively to a team environment.

PO6: Employability Skill: Foster and enhance employability skills through subject knowledge.



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PO7: Entrepreneurial Skill: Equipped with skills and competencies to become an entrepreneur.

PO8: Contribution to community: Succeed in career endeavors and contribute significantly to the community.



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CHAPTER 2
QUALITY POLICY

The quality policy of the institute reads as:

“Constantly and consistently work for the students’ continual improvement in terms of quality in education, placement, updated technical knowledge, personality development and career advancement to meet the challenges in the world.”

Quality Objectives:

- a. To achieve academic excellence
- b. Provide a competitive edge to the students so as to enable them to qualify for jobs in corporate companies.
- c. To inculcate moral, ethical and spiritual values in the students to make them world class citizens.
- d. To comply with the regulatory requirements and continually improve the effectiveness of the quality management system, review the quality policy and objectives of the institute for its continuing suitability.
- e. Facilitate all round development of the staff members through regular training and gradation of their skill.



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CHAPTER 3

3.1 Guiding Principles

i. Leadership :

The Institute's leadership in all capacities, communicates the institute's goals and values; facilitates teamwork, collaboration, and partnership; rewards achievement of desired outcomes; supports continuous learning and improvement; and encourages innovation and the capacity to respond to change. In doing so, the Institute's leadership encourages each employee to take active responsibility for the mission and vision of the Institute and foster the development and use of each employee's capability.

ii. Quality of Employment :

The Institute is committed to create a sustainable workforce of qualified faculty and staff, to provide a positive environment of work for all and one that encourages to balance work and personal commitments.

iii. Compensation, Reward and Recognition :

The Institute's compensation program is administered fairly and equitably strengthening the tie between pay, performance and organizational success.

iv. Continuous Learning and Development :

The Institute values and supports continuous learning, while understanding that continual learning is a core responsibility of each employee. To that end, it will provide structured development that integrates institutional mission, organizational and individual needs, and performance expectations.



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v. Response to Change

- a. The Institute is constantly preparing itself for the challenges of the future. In doing so, during periods of changing needs, the Institute creates opportunities for employees to acquire the needed skills to continue to advance the mission of the Institute.
- b. During times when reduction or change in the nature of the workforce is required, the Institute will rely on retention, to the extent possible.

In support of these principles, the Institute commits adequate resources for equitable support of employee development, compensation, reward and recognition among all employee classifications.

3.2 Discipline:

- i. Dress Code & Id-card:** The staff should wear formal dress and Id-card when inside the campus and during the working hours.
- ii. Reporting on duty upon arrival:** Every day staff members are required to register their attendance in the Attendance Muster as well as Biometric system.
- iii. Late arrival:** Staff members are expected to report on duty on or before 09:30 am every day. Only two times late arrival of 30 Minutes is permissible per month with intimation to the Director. For the 3rd late arrival half day leave is considered. And every late coming will lead to a loss of half day casual leave.
- iv. Leaving the campus before time:** In general, staff members are not allowed to leave the campus before the official working hours without prior permission of the Director. The only exception to this rule is Special concession or On-duty



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leave.

- v. **On Duty leave:** All staff members should fill up the printed Put Up form and take Director's authentication. The form, duly approved and signed by the director should be submitted in Institute office for records.



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CHAPTER 4
CLASSIFICATION OF EMPLOYEES

4.1 Hierarchy Of Reporting:

Reporting by different staff members to higher authorities shall be according to the table below:

Hierarchy of Reporting

Staff	Reporting authority
Director	Executive Director
Associate Professors (Academic, Administration, Accreditation, R&D, Industry Institute Interaction)	Director
Assistant Professors	Director
Librarian	Director
Non- teaching staff (Clerical)	Director
Non - teaching laboratory staff	Director
Non – teaching support staff	Director

In absence of reporting authority as defined above, the staff members shall report to next nominated person in charge.

4.2 Classification of employees:

At MIM, employees are classified on a functional basis to optimize institutional efficiency, while clearly distinguishing authority and responsibility at each level. Employees are broadly classified as:



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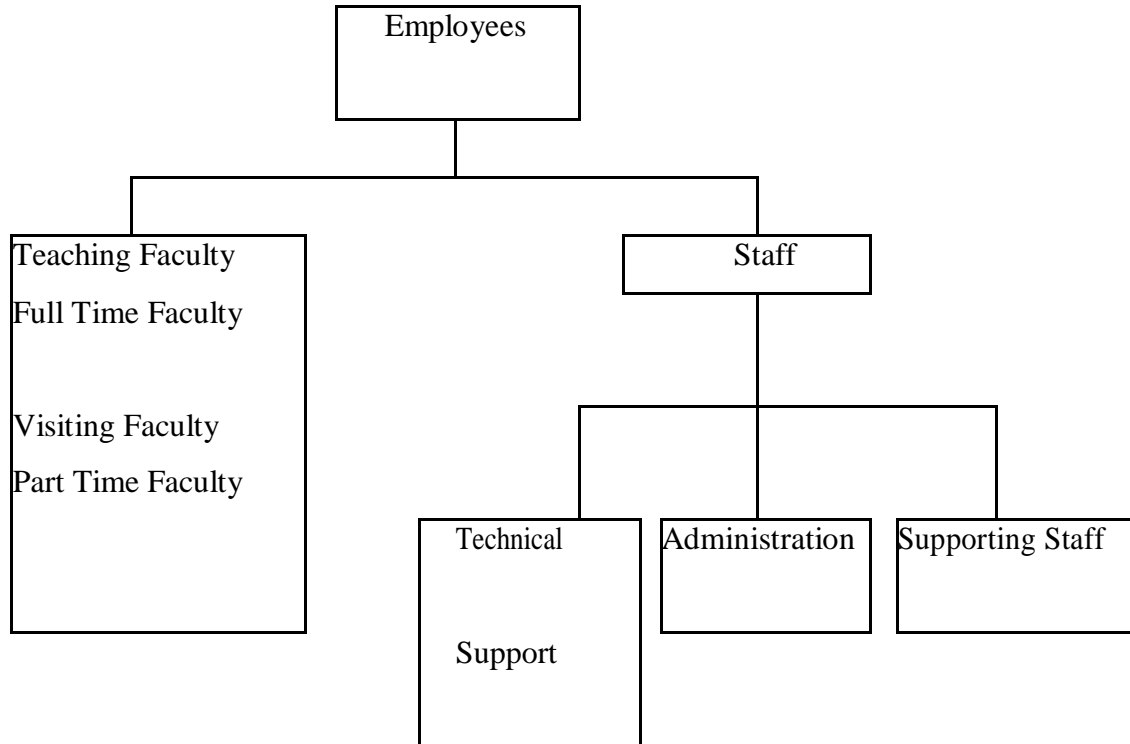


Figure No. 1: Classification of Employees

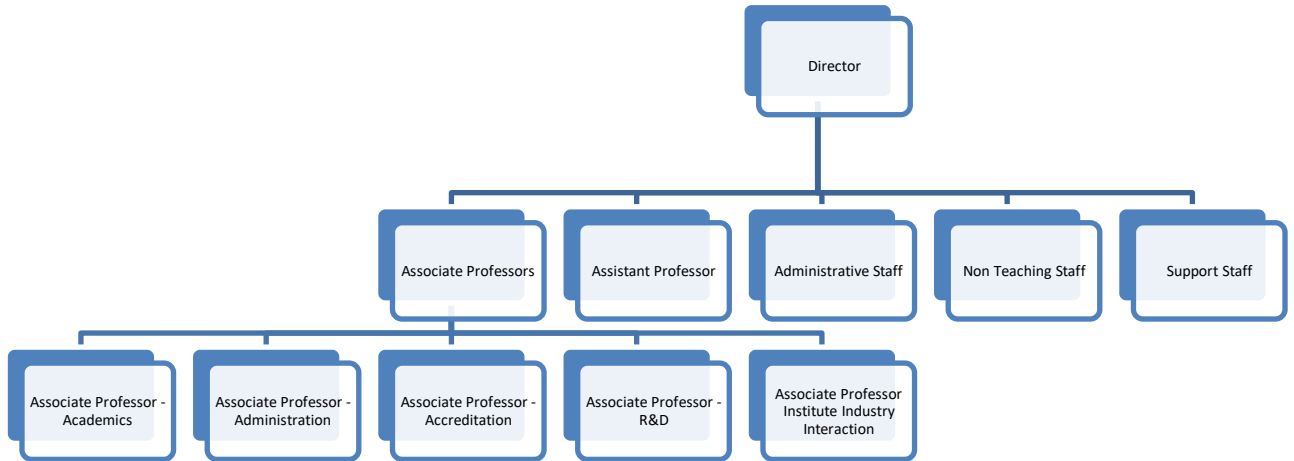
- I. Teaching Faculty:** It comprises of persons who are involved in teaching/Research at the institute on a full time basis i.e. all whose salaries are paid on a monthly basis. a. Full Time Faculty:
- a. Faculties enrolled on institutional Pay roll.
 - b. Salary is granted as per the Pay scale declared by Government time-to-time.
 - c. Applicable for yearly Appraisal, increments, and government rules and regulations.
 - d. Teaching faculty is categorized under:

4.3 Organization Chart:

Organization chart is a chart showing the lines of responsibility between departments and hierarchy of institutional delegation of authority and responsibility.



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4.4 Staff Pattern /Position wise Number of positions:

I. Teaching (Subject wise & Cadre wise full time faculty):

Teaching Load: The teaching load in hours (minimum) is assigned cadre wise to each faculty as per his/her post and position as follow:

- a. Director
- b. Professors
- c. Associate Professors
- d. Assistant Professors

II. Cadre Ratio:

As per AICTE norm the cadre ratio is 1:2:6 has to be maintained.

III. Teacher Student Ratio:

As per AICTE norm the cadre ratio is 1:20.



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IV. Non- Teaching Technical (Department wise & cadre wise):

The desirable ratio of non-teaching (Lab/ Technical Assistant) staff should be one lab assistant per lab..

V. Non-Teaching non-technical (Department wise & Cadre wise):

The recruitment for Non-teaching (non technical) comprises all staff except non teaching (Technical). It comprises Registrar to Peon recruitment. The recruitment of this category staff is as follow:



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CHAPTER 5

Each and every employee in the institute has some responsibilities and the employee should carry all the tasks assigned to him with the full of his ability,

A. Director:

As the figure head of the institute, Director should have the vision and leadership ability to keep the Institute developing.

Academic:

- i. To monitor and conduct academic activities of the institute under the guidance of the management and assistance of the Director.
- ii. To take institute and faculty feedback and accordingly take the remedial actions.
- iii. To plan and take the necessary actions for improvement of academic results of the institute.
- iv. To promote industry institution interaction and research & development activity.

Administration

- i. To conduct the periodical meetings of the faculties for effective administration of the Institute.
- ii. To make the employee and students aware of the rules, policies and procedures laid down by the Institute and see to it that they are enforced.
- ii. To initiate recruitment of non-teaching staff & teaching staff as per rules laid down by University of Madras and AICTE.
- iii. To approve vendors for resources as required in the institute.
- v. To sanction the leave of the staff as per the norms.
- vi. To monitor and update the institute website with complete information about the institute.
- vii. To communicate with University of Madras and AICTE.



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Finance

- i. To recommend allocation of budget for the institute as requested by the staff.
- ii. To authorize for cash advances for urgent purchases required in the institute.
- iii. To ensure that all financial transactions are conducted as per the norms.

Promotion of co -curricular and extracurricular activities

To monitor and promote technical and non-technical, co-curricular and extracurricular activities like seminars, workshops, cultural and sports events with assistance of faculty.

B. Faculty:

Faculty includes all cadre categories as Professor, Associate Professor & Assistant Professor. The Duties and responsibilities are as follows:

- i. To understand the Quality Management Policy and Quality objectives of MIM, Chennai.
- ii. To follow all rules and regulations as laid down by the institute which include working time in the institute, signing of the muster, Institute uniform, leaves updating, submission of tax documents etc.
- iii. To work sincerely to execute all duties towards academics which include planning and conduct of lectures and practical, preparation for the course assigned, conduct of internal exams and to maintain the Course file and personal file in appropriate format.
- iv. To use innovative teaching aids and adopt innovative teaching-learning methodologies.
- v. To counsel students and conduct extra lectures/ revision lectures for students requiring help.
- vi. To organize/ coordinate/ attend various seminars/ workshops/ STTP/ training programs.
- vii. To participate proactively in any research and development activities conducted in



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the department.

- viii. To perform other academic/ administrative duties assigned by Head of the Department / Principal.

C. Non-teaching technical staff:

a. In-charge: System and Technical Support

- i. To update and maintain institute website with institute data.
- ii. To administer and maintain servers, firewalls, routers, manageable switches UPS and batteries.
- iii. To initiate purchasing of equipment's.
- iv. To provide support for various software servers.
- v. To ensure continuous internet during assigned hours.
- vi. To give support to On-line exam, Seminar, Workshop, technical training program.
- vii. To prepare the laboratories for smooth conduction of laboratory session.
- viii. To assist faculty and students during laboratory sessions.
- ix. To maintain stock register and maintenance register.
- x. To conduct installation of new equipment's and maintenance of existing equipment's.
- xi. To maintain and update the approved supplier list for equipment's.

b. Non-teaching non-technical staff:

- i. To maintain general discipline, safety, cleanliness of premises, dress code etc.
- ii. To handle the student section, Establishment Section, Stores and Purchase section, maintenance related activities and Control of Centralized activities.
- iii. To execute the admission process and University Examination process of students.
- iv. To handle student grievance and taking remedial actions.
- v. To execute attendance monitoring, salary payments to faculty & staff.



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- vi. To handle of complaints and ensuring corrective actions.
- ix. To ensure corrective actions and preventive Actions as initiated are implemented w.r.t. all non-conformities.
- x. To execute any other work given by management.

c. Librarian:

- i. To implement all library rules as defined by the management.
- ii. Responsible for overall functioning of the library.
- iii. Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books , online resources etc. and renewal of books / magazines .
- iv. To display all technical articles, literature and new arrivals.
- v. To circulate & distribute magazines, literature etc. to faculties & management and maintain records of the same.
- vi. To execute any other work given by management.

d. Training and Placement Officer:

- i. To maintain complete information regarding student appearing for placement activities.
- ii. To conduct placement activities smoothly.
- iii. To decide and arrange for personal development programs for student.
- iv. To update and maintain the contact details of companies interested in recruitment activities.
- v. To send invitation to industry and company for campus recruitment.
- vi. To notify the students about the events and take necessary action.
- vii. To take feedback from industry about the students recruited.



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CHAPTER 6
RECRUITMENT OF EMPLOYEE

6.1 Recruitment Procedure:

Faculty: (Assistant Professor /Associate Professor /Professor/ Principal)

- i. **Manpower Planning:** Manpower planning is the first step in recruitment. This is to be carried out at the start / end of each academic term, i.e., six months that constitute a semester, of the institute. Staff employment during the semester will be avoided as far as possible. Planning the process is concern of the Director. He will put up the requirement to the Management during the semester. The Management then determines if the vacancy is to be filled through in-house staff or a new employee has to be selected. As far as possible the Management will ensure that all existing employees are given the opportunity to apply for new vacancy if they so desire. Screening of the candidate for advertised post is important. Definite guidelines are to be followed for calling the qualified candidate.

ii. Succession Plan:

A process, involves identification of particular internal individual or employee as the possible successors to the key or senior position if it is vacant. In this process Assistant Professor may be promoted as Associate. Professor, Associate Professor may be promoted as a professor.

The succession can be:

- a. **Absolute Succession:** The identified candidate fulfills all conditions required for appointment; hence, no special conditions are involved in the appointment.
- b. **Conditional Succession:** The identified candidate full fills minimum



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conditions but the appointment against the special conditions must be fulfilled during agreed time period.

Special conditions may comprises of Acquiring higher qualification, certifications etc.

iii. Approval of Faculty by the University :

The faculties are recruited as per the AICTE norms. Approval for all the faculties is granted by the University of Madras as per the norms.

iv. Filling in of temporary vacancy:

Where vacancy of a teacher is to be filled in temporarily for a period not exceeding one term the Executive Director, on the recommendation of the Director, initiates the process of temporary appointment.

v. Creating a New Position:

If there is a vacancy, the Director will send a note to the Top management for approval. After getting the approval from the top management, further recruitment process will be conducted as per the norms of AICTE and University of Madras.

vi. Job Announcement :

All positions are advertised externally for a minimum period of fifteen working days. Exceptions are approved only in the rarest of circumstances by the Management. On the Institute's website, list of new openings will be available from time to time.

vii. Closing Date :

All classified positions are open for a period of fifteen working days. At times, a hiring official can choose to keep the job open until filled. In such instances the hiring official reviews all applications received up to the date and notify the



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Management when decision is made.

viii. Advertising:

Once the job advertisement is ready, the advertisement is posted on at least one of the National English newspaper. When placing an external advertisement, the advertisement will specify that all resumes or applications are to be sent to the Executive Director and all correspondence refers to the appropriate job position.

ix. When a position closes:

A staff designated by the director shall shortlist candidates as per the All India Council for Technical Education University of Madras norms. A selection panel consisting of Executive Director, Director Academics and other members nominated by the Executive Director will interview the candidates. Panel will interview the candidates as per norms already laid down by conducting a personal interview.

x. Selection Committee:

- a. There shall be a selection committee for making recommendations of suitable candidates for appointment to the posts.
- b. Institute Level Committee: The institute level committee is constituted by the top Management Committee consisting of management members, Director, senior faculty and external experts.

xi. Schedule and Venue:

- i. Meeting will be scheduled within 30 days after formation of selection committee.
- ii. The venue is decided by Top management.

xii. Call letter:



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- a. Interview Call Letter is sent to all the shortlisted candidates through post.
- b. The call letter comprises: 1. Candidate Name, 2. Post for which he/she has been short listed, 3. Day, date & Time for interview 4. Venue.
- c. A candidate must produce the call letter at the time of Interview.

xiii. Interview Process:

- a. Certificate verification
- b. The candidate has to attend the personal interview in front of the selection committee.
- c. After interviewing all the candidates the selection committee will finalise the list of candidates selected for appointment.

xiv. Appointment Order:

- a. Selected candidates are finalized and appointments orders are prepared.
- b. Approval of the Management for issuing Appointment Orders.
- c. Issue of appointment orders by the Director.
- d. Appointment order is issued for a period of one year on probation.
- e. After issuing the appointment order, the applicant should submit Acceptance Letter within 15 days.



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CHAPTER 7
WORK PLACE POLICY

Working Time

Muster and Biometric: A record of entry time of employees is maintained by signing in the muster without fail. A record of entry and exit time is also maintained using Biometric system. Those going out for work related matter need to fill an on-duty form or else they will be marked absent for the day.

The Standard Workweek:

Since the requirements of the various operations of the Institute are diverse, different work schedules are adopted to meet different needs. However, the standard Workweek of the employees is Monday to Saturday. The timing is 9:30 a.m. to 4:45 p.m. All days have a 1 Hour break for lunch from 1pm to 2 pm.

Change of Workweek:

Any change of workweek / breaks / work timings etc. should be with the prior approval of the Management. No employee is to work for 8 days continuously without a holiday except under exceptional circumstances and with intimation to the Management. The Management may intervene when a deviation that is not suitable to the HR policies of the institute is noticed. All employees will be informed from time to time of any changes made by the Management in this matter. It is the responsibility of each employee, however, to ensure that the Management is made aware of the change in workweek or timings etc. that he / she have been assigned.

Overtime: No overtime charges are provided to any employee. All the staff are entitled to a Compensatory Off if they work on public holidays and Weekend days.



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CHAPTER 8
FACULTY DEVELOPMENT POLICY

- a. To initiate, organize and participate in faculty and staff development programs for continual education.
- b. To motivate and enable faculty members to apply for research, consultancy and projects pertaining to industry through Government and private agencies.
- c. To formulate policies in consultation with the management for sponsoring faculty development programs, conferences, seminars and workshops.
- d. To provide industry specific training and stay updated with the changing trends in the industry, and harness skills which are relevant to the industry.



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CHAPTER 9
EMPLOYEE EMPOWERMENT POLICY

- a. Every employee is given the opportunity and space to communicate their views and opinions and observations freely.
- b. The employees are helped to set a plan for growth and reward them as they advance.
- c. The employees are given the opportunities to try new things in a way that doesn't put the institute in danger.
- d. Educate the employees on the core values, purpose and direction of the institute can so as to enable them to easily make consistent decisions and take appropriate action at any junction.
- e. Establish specific roles and responsibilities with employees so all are clear and work as a team cooperatively.
- f. Delegate authority and responsibility to the employees so as to enable them to become future leaders.
- g. Decentralize certain works with the employees to complete the task effectively as well as to build future leaders.



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CHAPTER 10

EMPLOYEES DISCIPLINARY ACTION POLICY

It is obligatory for the employees to maintain satisfactory standards of conduct and academic performance. Employees are clear about the standards that are expected of them and about the consequences in case they are not met. Disciplinary arrangements are therefore an important part of overall responsibility. Although disciplinary action involves sanctions against an employee, the primary purpose is to maintain and improve standards.

- a. The purpose of these procedures and disciplinary rules is to establish equitable and consistent standards throughout the institute and to ensure that disciplinary action is fair and reasonable in the circumstances of each case.
- b. Normally no formal disciplinary action is taken without some informal counseling where the student is made aware of any shortcomings in standards or in behavior, and these shortcomings have been discussed between the employees and the Director.
- c. It is hoped that most of the difficulties, that arise, could be resolved through counseling. However, the disciplinary procedure may be implemented at any stage if the alleged misconduct or unsatisfactory performance warrants such action.
- d. The Director will outline the cause of concern and the student will be given an opportunity to state his/her case. The director is required to provide appropriate prior notification of any allegations and any evidence, in accordance with natural justice. A written record of all disciplinary hearings and appeals are kept.
- e. If the conduct or performance of an employee is not satisfactory, he/ she is required to attend a formal disciplinary hearing held by the Director, if the explanation is unsatisfactory, an appeal against a verbal / written warning notice issued by the superior may be made in writing, within seven days of receipt of the warning. The



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appeal will normally be heard within fourteen days.



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CHAPTER 11
RESEARCH AND DEVELOPMENT POLICY

- a. To create awareness and opportunities in Research and Development among the students & faculty and to create Research and Development atmosphere in the Institute.
- b. To create interest and atmosphere among the staff members to take up Research projects and improve their knowledge, skills and qualifications by registering Ph.Ds
- c. To Provide a supportive research environment for scholars at every stage and to monitor the progress of the research
- d. To encourage staff members and students to prepare and publish research papers in National and International Conferences/Journals, provide financial assistance to the extent of 50% of the total publication fee.
- e. To assist the staff to prepare and apply for funding to conducting research from various available funding agencies.
- f. To assist for applying and getting funds for conducting Seminar/Workshop/FDP from various available funding agencies;
- g. To assist staff members to include their publications in Google scholar for improving individual citations.
- h. To assist in indexing of MIM International Journal of Management Research to get impact factor.



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CHAPTER 12
HEALTH AND SAFETY POLICY

- a. The employees and students are advised to follow the basic rules and regulations to keep them safe and healthy.
- b. The students are provided with safe environment inside the campus from external treats.
- c. The students are provided with fully air conditioned class rooms and are ensured that the air conditioners are cleaned and washed at regular intervals.
- d. The entire campus is protected from fire and has the fire fighting equipments at all major locations.
- e. To keep the campus neat and clean and maintain hygiene conditions in every part of the campus.
- f. The classrooms are swept and cleaned everyday to ensure they are neat and all the students are healthy.
- g. The generator and heavy electrical points should be kept in a secluded place.
- h. Provide highly purified drinking water to all the students at all times.



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CHAPTER 13
PURCHASE POLICY

To decide on the purchase of any resource or equipment that is required by the institute. For this purpose purchasing is divided under two heads:

I. Scheduled or Planned Purchase:

- a. Get the list of items and its quantity to be purchased
- b. Get the sanction from the higher authorities
- c. Identify the vendors for the supply of this material or equipment.
- d. Procure quotations from 3 different and reputed vendors.
- e. Based on the quotations received from the vendors, shortlist the best suitable vendor.
- f. Issue purchase order to the shortlisted vendor.
- g. On the receipt of the materials ordered check whether the quality and quantity is as per the specifications in the purchase order and release payment for the same.

II. Unscheduled or Dynamic Purchase:

This type of purchase can be adopted only on

- a. Emergency situations
- b. When only 1 supplier is available
- c. For petty items.



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CHAPTER 14
MAINTENANCE POLICY

- a. The maintenance and cleaning of the classrooms and furniture are done with the efforts on the non-teaching staff and in major cases the Institute goes for the maintenance contract to the experts.
- b. The support staff is fully responsible in the maintenance of all the classrooms, corridors, library, computer laboratory, staff rooms, common rooms and corridors.
- c. It is the routine duty of the support staff to clean the above mentioned areas everyday either in the morning or evening as deemed fit.
- d. It is the duty of the attender to clean the chalkboard neat and provide chalk pieces/marker pens as required in the classrooms
- e. The Institute has adequate number of computer with internet connections. Utility software is distributed in all the locales like office, computer laboratory, library etc. As per the rules and policies of the institution, all the stakeholders have equal opportunity to use these facilities. The ICT smart classrooms and all those computer related facilities are maintained by the technically skilled experts appointed by the management.
- f. CCTV camera is installed in the campus.
- g. The Institute website is maintained regularly by M/S. Trivam Web Solutions Pvt. Ltd., Chennai.



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- h. The maintenance of generator is regularly done by Annual Maintenance Contract.
- i. Electrical and plumbing related maintenance is done with the help of local skilled persons and the expenditure is met from budget gained by Institute from different sources.
- j. Library maintenance is done by management by providing a provision of the budget. Library software is maintained by the librarian.
- k. Disinfecting and keeping library clean is done frequently by library staff and ministerial staff.
- l. Maintaining supporting facilities in the campus requires meticulous system. The Institute has a comprehensive policy to maintain the infrastructure periodically. Hence, the management allocates sufficient funds for the maintenance of the physical academic and support facilities.
- m. Any major maintenance decision is taken by the high level management with the help of the Asset Management Committee.



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CHAPTER 15
LEAVE POLICY

All the employees are provided leave in the forms as mentioned below:

Paid Casual Leave:

- a. The employees are provided 12 days of paid Casual Leaves every calendar year.
- b. The leave can be taken at 3 days per quarter of a year. The casual leaves left out in a quarter can be carried forward to the next quarter.
- c. The excess of leave taken beyond the permissible leave will be treated as Leave on Loss of Pay.
- d. The unused paid casual leaves of any year cannot be carried forward to the next year.
- e. The paid casual leave can be taken either before or after taking the permission from the head.
- f. Paid casual leave should be applied through a printed form.
- g. The staff is requested to apply for paid casual leave well in advance or immediately post the leave period.

Medical Leave:

No paid medical leave is available to the employees.

Earned Leave:

- a. The earned leave is provided by the employer to the employee in addition to the casual leave.
- b. The earned leave can be availed only after the approval of the top management.
- c. The unused earned leave cannot be carried forward and must be encashed by the employee at the end of each calendar year.
- d. The earned leave can be availed only on the prior application of the leave, which



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should be done at least 2 days before the actual date of the commencement of leave.

- e. In extraordinary cases the leave can be extended to the concerned staff post the leave period.
- f. Leave availed in any other form cannot be converted into Earned Leave post the leave but in some exceptional cases it can be done with the approval of the management.
- g. The earned leave is available to the maximum extent of 17 days for every completed year of service (generally from January to December)
- h. The application for earned leave must be for a minimum period of 2 days and more.

Maternity Leave:

- a. Maximum period of leave with pay is provided to female employees to the extent of 12 weeks.
- b. The 12 week period can be either before the delivery or after the delivery.



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CHAPTER 16
STUDENTS ADMISSION POLICY

- a. The students' admission process commences during the first week of May every year.
- b. The application form is sold in the Institute office and is also available in the Institute website.
- c. The duly filled in application forms should be submitted in the Institute office either in person or through post by the end of June every year to get the admission in that current academic year.
- d. The students who have not got the result of the sixth semester can submit the application form with the five semesters mark sheets and submit the sixth semester after the result is published.
- e. The shortlisted applications are informed over the post and also through telephone.
- f. The students are selected based on their UG marks, Common Entrance Exam Score, Aptitude test, Group Discussion and Personal Interview.
- g. The selected students are informed through post and/or over the phone.
- h. The student once selected will have to submit all his originals to the document for verification.
- i. The students from a University other than University of Madras should procure the Eligibility Certificate as well as Recognition from the University of Madras, else the admission stands cancelled.



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- j. The admissions given to the students is provisional and the same is confirmed only on the approval of the University of Madras and the provisional admissions granted can be cancelled at any point of time.



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CHAPTER 17

STUDENT ATTENDANCE POLICY

- a. Each and every student is required to put in a minimum of 75% of attendance in a semester to gain hall ticket to write the University end semester exams.
- b. If a student secures attendance less than 75% but not lesser than 65% may be permitted to write the University end semester exams by paying a condonation fee as prescribed by the University as and then.
- c. In case a student puts in an attendance of less than 65% but not less than 50% of attendance, he or she may be stopped from appearing for the University end semester examinations and can write the same in the next semester.
- d. If a student has an attendance of less than 50%, he or she may need to redo the course.
- e. The attendance is taken at the within the first 5 minutes of the commencement of every class. The students arriving later than this time may not get attendance.
- f. The students are advised to be regular to the class and put in maximum attendance during the course of study.
- g. The students get attendance for participation in the industrial visits, educational tours, workshops, seminars and conferences organized by the institute or by other institutes on proper approval of the concerned head.



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CHAPTER 18

STUDENTS DISCIPLINE POLICY

- a. The students are required to maintain discipline, decorum and decency at all occasions inside as well as outside the institute campus.
- b. The students should come to the institute only in uniforms on all days.
- c. The uniform for the students is light coloured full arm shirts and dark trousers, with black coloured belts, full socks and black or tanned formal shoes.
- d. The students must be very punctual and late coming of any sort is not tolerated.
- e. The students while moving from one class to another class need to move swiftly and without wasting time.
- f. The usage of mobile phones during the class hours is strictly prohibited.
- g. The students are strictly advised to behave properly during class hours and during guest lectures, seminars and during any other programs.
- h. The students are advised to park their vehicles only in the two-wheeler parking area.
- i. The students should not sit at the entrance or at the parking area long after the class hours.



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CHAPTER 19
STUDENTS FEE POLICY

- a. The students are allowed to pay the fee only after the student is admitted into the institute.
- b. The students of MIM have to pay the fee by way of cash or DD.
- c. The students should collect the fee challan from the accountant and pay the fee in the bank counter located in the campus.
- d. The students should pay the fee within the stipulated time.
- e. In case of delay in payment of fee the student should seek time through proper channel.
- f. In case of undue delay in the payment of fee the name of the student will be struck down or removed from the rolls. And once the fee is paid the name will be re-entered in the attendance register.
- g. The student should request in writing in case they require fee structure for procuring loan or for scholarship purpose.
- h. The students are expected to pay the exam fee or any other similar fee in the bank counter or to the concerned authority within the specified date. Late payment of fee will lead to penalty.