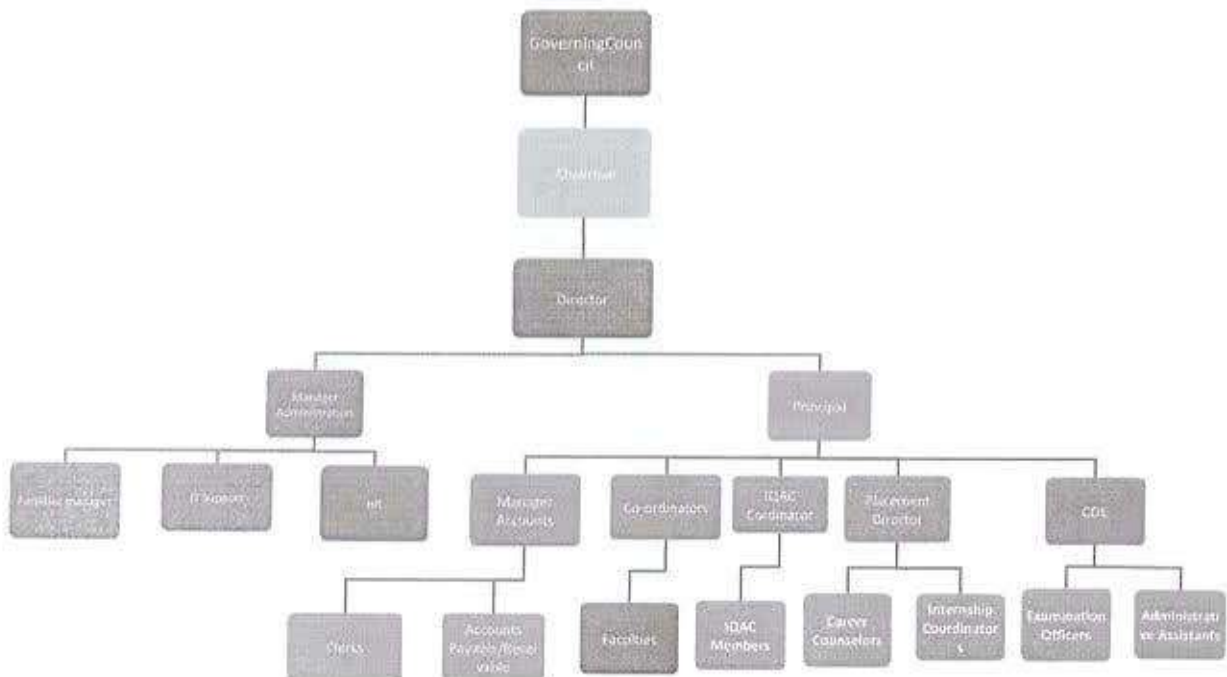


|                    |   |            |
|--------------------|---|------------|
| <b>CRITERION 2</b> | <b>Governance, Leadership &amp; Financial Resources</b> | <b>100</b> |
|--------------------|---|------------|



### 2.1 Governance and Leadership (60)

The Governing Council is the supreme body of the organization and collectively bears the responsibility of supervising the activities of the institution, charting its future course, and cultivating an environment conducive to realizing the institutional Vision and Mission. The governance policies embody exemplary practices that yield benefits for all stakeholders, characterized by:

1. Demonstrating strong leadership and management skills across all organizational levels.
2. Ensuring transparency coupled with integrity throughout the institution's operations.
3. Establishing processes that uphold quality in teaching, learning, and assessment, reinforced by thorough checks and audits.
4. Actively promoting a culture of multi-disciplinary research within the institution.
5. Providing focused and effective services for training and placement, aligning with industry needs.
6. Facilitating the development of robust entrepreneurship ecosystems within the institution.

  
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 Bengaluru North - 562157

7. Implementing strong support systems to ensure the progression and active participation of students.
8. Maintaining robust and transparent financial systems, subject to both internal and external audits.
9. Implementing processes to meet the stringent requirements of accreditation.
10. Establishing a structured process for gathering feedback from stakeholders and taking proactive follow-up actions.
11. Promoting robust interaction between the institution and industries to enhance overall outcomes.
12. Encouraging and supporting programs for the continuous development of faculty and staff.

### **2.1.1. Governance Structure and Policies (30)**

#### **2.1.1.1. Governing Structure (10)**

The Governing Council is responsible for making pivotal policy decisions concerning academic processes, placements, research, infrastructural development, and other pertinent activities. Each member of the Governing Council plays a crucial role in the decision-making processes related to teaching and non-teaching categories.

Under the oversight of the Directors, various departments (Academic and non-academic) operate, including the Director Academic, Director Administration & Admissions, and Director Placements.

The Governing Council members assume responsibility for the Council of Bodies, a structure overseeing all intellectual activities. This council is further divided into two categories: 1) Academic Council and 2) Board of Studies.

Both the Academic Council and Board of Studies make significant decisions and approvals related to the introduction of new academic courses, the establishment of additional teaching and administrative positions, policies fostering a robust research culture, industry collaborations, knowledge exchange initiatives, consultancy, and extension activities within the institute. They also deliberate on the integration of information and communication technology into the teaching and learning processes at IIBS.

#### **Governing council Members:**

The IIBS Governing Council consists of accomplished individuals with expertise in both industry and academia. This diverse composition includes successful leaders from various industries, bringing extensive experience and insights to guide the management in maintaining a current and innovative academic environment.

Furthermore, seasoned academicians, hailing from esteemed institutions and industry, contribute to ensuring that IIBS's educational offerings not only align with the best practices in India but also meet international standards.

The collaborative efforts of industry leaders and academicians within the Governing Council underscore IIBS's commitment to achieving excellence in education on a global scale.

| <b>Sl. No</b> | <b>Name of the Member</b> | <b>Present Position</b>          | <b>Designation</b> |
|---------------|---------------------------|----------------------------------|--------------------|
| 1             | Dr. Jay Prakash           | Chairman IIBS                    | Chairman           |
| 2             | Dr. Gunjan Kumari         | Secretary IIBS                   | Member             |
| 3             | Dr. Magesh                | AICTE Nominee                    | Member             |
| 4             | Dr. Tripuraneni Jaggaiah  | Director IIBS                    | Member             |
| 5             | Mr. Maheswara Reddy       | Executive Director IIBS          | Member             |
| 6             | Dr. M. Kethan             | Principal                        | Member-Secretary   |
| 7             | Mr. Amarjeet Gowtham      | Admission Director               | Member             |
| 8             | Mr. Kuldeep Sharma        | Director Placement               | Member             |
| 9             | Mr. Ashwani Gowtham       | Director Deloitte India Pvt Ltd. | Member             |

The Governing Council convenes bi-annually prior to the commencement of programs and as needed on other occasions. The Chairman and the Director deliver a comprehensive presentation to the Board, highlighting the institute's overall performance during the previous academic year. The presentation covers aspects such as enrolments, academic initiatives, placements, regulatory matters, student engagement, faculty appointments and accomplishments, administrative activities, and more.

#### **Functions of the Governing Council**

1. The Governing Council stands as the highest administrative authority within the Institute.
2. Formed in accordance with AICTE norms, the Board ensures adherence to regulatory guidelines.
3. Operating with ambition, the Board translates aspirations into concrete outcomes through a robust governance framework.
4. Endorses and approves the institution's mission, strategic vision, and long-term business plans.

5. Establishes and monitors systems for financial and operational controls, ensuring accountability and risk assessment.
6. Monitors institutional performance against approved plans and benchmarks it against peer institutions.
7. Provides strategic direction for the implementation of future academic plans and research activities.
8. Engages in comprehensive oversight, ensuring the alignment of activities with the mission and vision of the organization.
9. Approves budget allocations for key areas, including admissions, academics, placements, regulatory compliance, student activities, faculty development, research, infrastructure, and administration.
10. Ensures that all decisions and plans align with the interests of various stakeholders, fostering a collaborative and inclusive approach.
11. Holds regular meetings, at least twice a year or as needed, reflecting a commitment to active governance and timely decision-making.
12. Commits to achieving the institution's mission, fostering an environment conducive to academic excellence and holistic development.
13. Adapts strategies and plans to dynamic educational landscapes, ensuring the institution remains at the forefront of advancements.
14. Approves budgets with a strategic focus, balancing short-term needs with long-term sustainability and growth.
15. Encourages a culture of continuous improvement, where feedback mechanisms and performance evaluations contribute to ongoing enhancement.

#### **Powers of Chairman of the Governing Council**

1. The Chairman provides leadership to the Governing Council, ensuring its effectiveness in steering the institution toward its mission and vision.
2. Takes responsibility for fostering strong connections between the institution and its stakeholders, promoting engagement and collaboration.
3. Intimates the date of the Governing Council meeting to the Director, initiating the process for meeting arrangements.
4. If the Principal-cum-Member Secretary fails to arrange a meeting, the Chairman has the authority to call for a Governing Council meeting, ensuring timely discussions on critical matters.

5. In the event of a tie during a vote on any decision, the Chairman's decision becomes final, providing a decisive role in breaking deadlocks.
6. Ensures that decisions made during Governing Council meetings are effectively implemented by the Member Secretary, maintaining a seamless translation of decisions into actions.
7. Takes on the responsibility of ensuring the proper functioning of the Governing Council, aligning its activities with the overarching vision and mission of the Institute.
8. Aligns all Governing Council activities with the mission and vision of the Institute, emphasizing a cohesive approach toward institutional development.
9. Ensures effective communication within the Governing Council and with other stakeholders, fostering transparency and understanding.
10. Conducts periodic evaluations of the Governing Council's performance, promoting a culture of continuous improvement and adaptability.
11. Establishes and reinforces accountability mechanisms, ensuring that every member of the Governing Council is actively contributing to the institution's goals.
12. Facilitates strategic planning sessions within the Governing Council, encouraging forward-thinking discussions that contribute to the institution's growth and development.
13. Actively integrates feedback from stakeholders into Governing Council discussions and decision-making processes, enhancing the institution's responsiveness to external inputs.
14. Upholds governance principles and ethical standards, fostering a culture of integrity and responsible decision-making within the Governing Council.

#### **Powers and Functions of Member Secretary of the Governing Council**

- a. As the Member Secretary, the Principal is responsible for executing the decisions made by the Governing Council, translating them into actionable plans and initiatives.
- b. Takes charge of correspondence on behalf of the Governing Council, ensuring that communications related to decisions are accurately conveyed and confirmed by the Chairman and attending members.
- c. Exercises powers and functions as assigned by the Governing Council, providing active oversight in the implementation of policies, strategies, and decisions.

- d. Adapts to the dynamic needs of the institution, ensuring that decisions and actions align with the evolving landscape of education and stakeholder expectations.
- e. Keeps the Governing Council informed through regular reporting, providing updates on the progress of decision implementation, potential challenges, and opportunities for improvement.
- f. Initiates discussions and consultations, engaging with staff and the academic council to gather insights and perspectives on proposals related to the institution's future development.
- g. Ensures that decision-making processes are inclusive, incorporating feedback and input from key stakeholders to enhance the quality and relevance of decisions.
- h. Aligns all activities and initiatives with the core objectives of the institution, emphasizing a unified approach toward achieving its mission and vision.
- i. Promotes transparent communication within the institution, fostering an environment where stakeholders are well-informed about decisions and the rationale behind them.
- j. Manages efficient and effective correspondence related to Governing Council decisions, facilitating a streamlined flow of information within the institution.
- k. Participates in the evaluation of the institution's performance, contributing valuable insights to enhance governance and decision-making processes.
- l. Drives a culture of continuous improvement within the institution, seeking ways to optimize processes and outcomes based on feedback and lessons learned.
- m. Demonstrates educational leadership, ensuring that decisions support the institution's commitment to academic excellence and the holistic development of students.
- n. Works collaboratively with the Governing Council in allocating resources effectively, optimizing the use of funds to support key priorities and initiatives.
- o. Engages in visionary planning, anticipating future challenges and opportunities, and presenting strategic proposals to the Governing Council for consideration.

Copy of the minutes of the meeting of Governing Council held (Signed letter head of college containing overview minute's members attended etc.)

### **Academic Council**

The Academic Council, a vital component of our governance structure, holds the responsibility for establishing, regulating, and upholding the standards of teaching, research, extension, and examinations at IIBS.

The Academic Council is composed of key stakeholders, including the Director acting as a Academic Chairperson.

The Academic Council convenes annually before program commencement, with additional meetings scheduled as needed. These gatherings serve as platforms for comprehensive discussions on academic matters.

### **IIBS Academic Council**

1. Foster excellence in teaching, research, and related activities within the Institute, with a focus on enhancing academic standards, instructional methodologies, and evaluation processes.
2. Review and provide recommendations to the Governing Council based on proposals from the Board of Studies for the conferment of PG diploma.
3. Address matters of general academic interest, whether initiated independently or referred by the Board of Studies, Governing Council, or Director. Take appropriate actions to enhance the overall academic environment.
4. Approve course/subject syllabi submitted by the Board of Studies and Departments, ensuring alignment with academic standards. Oversee the formulation and implementation of examination procedures in accordance with established ordinances.
5. Deliberate on and approve eligibility criteria for student admissions across various programs offered by different Faculties/Departments. Leverage industry and alumni input to identify and invite relevant industry leaders for expert perspectives beneficial to students.
6. Approve the Academic Calendar, ensuring effective coordination and planning of academic activities throughout the year.
7. Report on or provide recommendations for any matters referred by the Director or Governing Council, contributing to inform decision-making and strategic planning.
8. Collaborate with industry and alumni representatives to identify and engage industry leaders who can contribute expert insights. Facilitate interactions to enhance the practical relevance of academic programs.

9. Ensure that all decisions and actions align with the core objectives of the Institute, emphasizing academic excellence, relevance, and the holistic development of students.
10. Embrace a culture of continuous improvement, proactively identifying opportunities to enhance teaching methodologies, research activities, and overall academic standards.
11. Exhibit flexibility and adaptability to changing educational landscapes, incorporating emerging teaching methodologies and industry practices into academic processes.
12. Uphold principles of transparent governance, fostering clear communication and accountability in all academic matters.
13. Respond dynamically to academic challenges, ensuring swift and effective resolution while maintaining the quality and integrity of academic programs.
14. Engage in strategic planning to anticipate future academic trends and align programs with the evolving needs of students and industries.
15. Empower faculty and departments by providing them with the necessary tools and support to excel in their academic endeavors.

### **IIBS Academic Council**

| Sl. No | Name of the Member       | Present Positions                         | Designation      |
|--------|--------------------------|---|------------------|
| 1      | Dr. Tripuraneni Jaggaiah | Director                                  | Chairman         |
| 2.     | Dr. Nirmala              | BCU BOS<br>Chairperson<br>External Member | Member           |
| 3      | Dr. M. Kethan            | Principal                                 | Member Secretary |
| 4      | Dr. Gurunath Naidu       | Professor of<br>Management                | Internal Member  |
| 5      | Dr. Balaji Naik          | Associate Professor                       | Internal Member  |
| 6      | Dr. Samiya               | Associate Professor                       | Internal Member  |



|     |                               |  |                 |
|-----|-------------------------------|--|-----------------|
| 7   | Mr. Saketh Kumar              |  | Member (Alumni) |
| 8   | Mr. Vamshi Krishnamraju Dandu | Area Head Project<br>Sales Andra<br>Telangana JSW                          | Member (Alumni) |
| 9   | Dr. Nagaraja G. N             | Professor Agri-<br>Business<br>Management                                  | Internal Member |
| 10. | Dr. Chaitra V H               | Assistant Professor<br>of Management<br>Presidency<br>University           | External Member |
| 10. | Dr. Krishna Kumari            | Associate Professor<br>of Management<br>Indus Business<br>School Bangalore | External Member |

  
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#### **2.1.1.2. Service Rules (10)**

Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.

Every member of the staff shall employ himself honestly, efficiently and diligently under the orders and instructions of the Director or other officers under whom he shall, from time to time, be placed. He shall discharge all duties pertaining to the office and perform in such a manner which may be required of him or which are necessary to be done in his capacity as aforesaid. Every member of the staff shall devote his/her duty time of the said employment and shall not, either directly or indirectly, carry on or be concerned /involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Director. Not with standing anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, and such members of the staff as are required will be commissioned by the College from time to time. Any staff member, on appointment, except on contract, shall be on probation for a period of one year. If the performance is satisfactory the position will be confirmed or the performance is not satisfactory, probation period will not be extended and the services will be terminated.

All the teaching staff recruited as per AICTE norms & guidelines will be followed and eligible faculties shall be paid AICTE pay scale and other allowances as per college norms.

#### **SELECTION & APPOINTMENT POLICY (Copy from offer letter)**

Selection of staff is one of the most strategic and significant determinants of whether an Institution will succeed or fail. It is vital to ensure that the following policy is implemented throughout the Institution.

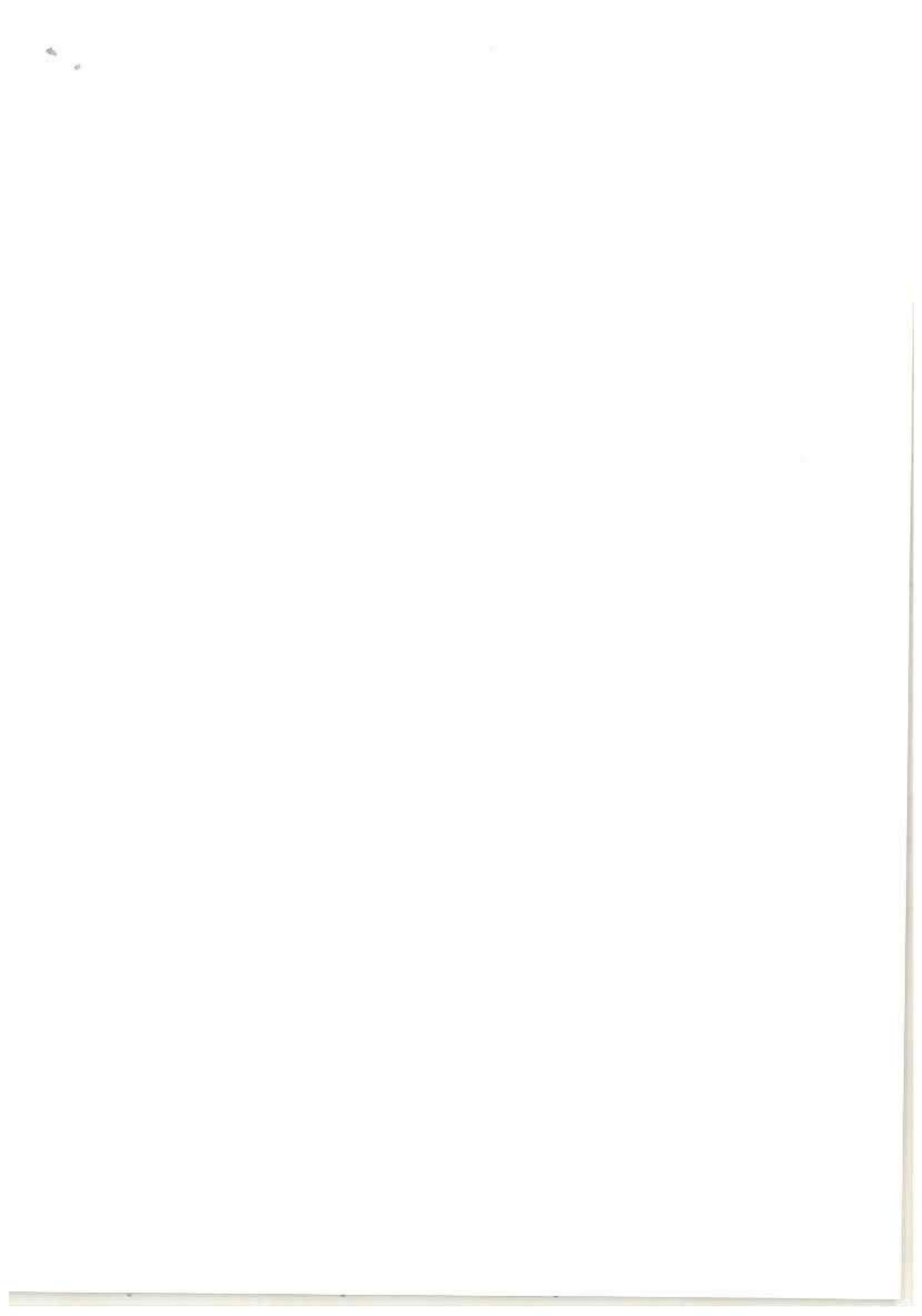
The Selection and Appointment Policy is based on the following principles: We recruit the best talent available based STRICTLY on merit. Where possible we promote from within the Institution to provide career opportunities for our existing staff, who possess requisite qualification/experience. We do not employ direct relatives of current employees in the same department, unless prior written permission is obtained from the authorities concerned.

We do not re-hire staff who have been terminated with a cause by the Institution succumb to any pressure that can result in compromising the quality of staff to be hired. All appointments of employees will be made in writing by the Appointing Authority for different cadres and classification of employees. Appointment of employees shall be made by the Appointing Authority on the basis of the choice of applicants made. Recruitment of employees shall be made from one or more of the following sources:

Direct recruitment from outside through open advertisement in the print media and social media platforms and employee job portals prescribing qualifications, experience, etc., subject to the guidelines issued from time to time.

Promotion of existing employees from the lower cadres as per Promotion Policy. From any other source as determined by the Appointing Authority. Each staff should serve for at least a minimum period of one academic year or as per the conditions terms and mentioned in his Appointment Order.

  
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# IIBS

## INTERNATIONAL INSTITUTE OF BUSINESS STUDY

(Managed by Smt. B. Devi Educational and Charitable Trust)

**BENGALURU CAMPUS :**  
# 75, Muthugadahalli, Jala Hobli,  
Bangalore North Taluk, Bangalore Urban District,  
Bangalore - 562157. Karnataka

**TRUST OFFICE :**  
# 119, KHB Main Road,  
Kankanagar, R.T.Nagar, Post,  
Bangaluru, Karnataka 560032

**IIBS/HR/067/2021**

**Date: 05 July, 2021**

**DR. G.N. Nagaraja,**  
CBI Road , RT Nagar  
Bangalore

**Re: Your appointment in our institute as a Professor.**

We have pleasure in offering you in our **International Institute of Business Study** as a **Professor**. Please note that the employment terms contained in this letter are **subjected** to such conditions and service rules etc, as may be determined by the management of the institution from time to time.

**1. Appointment**

- a. Your date of appointment is with immediate effect from the date of joining not later than **July 5, 2021**, or If necessary we may request you join earlier with due consent from your selves.
- b. You will be on probation for a period of one year from the date of your joining. If in the opinion of the management, you are found suitable; your services may be confirmed earlier.
- c. You will be governed by the terms and conditions of service applicable as and when changes are made.

**2. Compensation**

- a. You will be on the institute scale with total emolument of **Rs.70,000/-** per month You will be paid Basic salary and other allowances will be suitably fixed as per institute's prevalent policy
- b. You will avail the Group Insurance Scheme & other benefits as applicable, as per the policies of the institute.

**3. Retirement**

- a. The retirement age is 60 years

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Bengaluru, Karnataka 560032

#### 4. Responsibilities

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all the tasks assigned to you and ensure results.
- b. You shall ensure that you will comply with all the policies of the organization. Consequently, you are required to understand the scope and the intent of the policies and comply with the same. You shall also ensure to update yourself with the change or update policies, which the organization may affect from time to time and comply with the same.
- c. It also becomes your responsibility to bring the notice of the management, any such violations to the policies, committed by any member in the organization.
- d. You may be required to undertake travel on behalf of the organization for which you will be reimbursed travel expenses.

#### 5. Leave

- a. You shall be eligible to such leave as is admissible under the leave policy of the organization from time to time.

#### 6. Conflict of interest

- a. You are required to engage yourself exclusively in the worked assigned by the institute and shall not take up any other part time or full-time employment with any other organization
- b. You shall not engage in any activity directly or indirectly that will affect in interests of the organization directly or indirectly.

#### 7. Confidentiality

- a. As a member of the organization, you may gain access to such information that may be considered "confidential" by the organization. Therefore, you shall not divulge any confidential information to anyone outside the organization or to anyone inside who is not entitled to such information.

#### 8. General

- a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this agreement.



# IIBS INTERNATIONAL INSTITUTE OF BUSINESS STUDY

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9. Notice Period

- This contract is terminable without reasons, by either party giving three month's notice on confirmation. This organization reserves right to pay or recover the salary in lieu of the notice period
- The organization may relieve you at its discretion from such date prior to expiry of the notice period without assigning reasons.

10. On Separation

- On acceptance of separation notice, you shall ensure to handover all the materials of the organization in your possession that includes library books, presentation materials, data, literature, drawings, and documents belonging to the organization. You shall not make or retain any copies of these items.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of the letter of appointment. We look forward to your contribution to your growth and this organization and a successful career with us.

Yours truly,

[*J.P.*  
**Dr. Jay Prakash**  
Chairman

I agree to accept employment on the terms and conditions mentioned in the above letter:

Name: **DR. G.N. Nagaraja**  
Place: Bengaluru

Signature:  
Date:

## **2.1.2. Faculty Empowerment (15)**

### **2.1.2.1. Faculty development policies (5)**

The Institution provides a platform for the faculty development activities by sponsoring the faculty for:

- ❖ Attending Training Programs (in-house as well as external) Attending conferences for participating, paper presentation (national as well as international level)
- ❖ Pursuing higher studies like Post Graduation, Ph.D in any Indian Government University/IISc/IIT
- ❖ Pursuing short-term courses, certificate courses, etc
- ❖ For publishing books, articles in journals, professional newsletters, etc.,
- ❖ Promoting research and consultancy activities,
- ❖ Promoting innovative projects, funded projects, patents, etc.
- ❖ Faculty exchange programs
- ❖ Promoting product development activities

#### **Appointment Process**

A candidate is appointed to a post at the Institution provided the post is in accordance with the existing AICTE norms. This does not include the staff appointed on a deputation / adhoc / on-Contract/temporary basis.

The pay scales of the teaching staff shall be fixed by the Selection Committee as per the scales ordained by the AICTE from time to time.

Annual increment according to the scale applicable to the employee shall be granted after every year of service if the work and the conduct of the employee are reported to be satisfactory as per the Appraisal Report. Annual Increment is granted based on their performance, qualification, experience as assessed by the Performance appraisal system as well as fulfilling the required norms / criteria of the Institution.

#### **Promotion Policy**

Promotion to a higher level of service shall be made subject to availability of posts. Eligibility of staff on the basis /criteria of merit / efficiency / the commitment / dedication of the staff to the all-round development / improvement of the corporate ambience of the Institution. Seniority and a minimum 85 percent in appraisal system will be the deciding factors for promotions.

Additionally, Research activities / Consultancy Value / Professional Standing / Student Club activities and the additional revenue generated for the Department will also be the part of the Promotion criteria.

#### **Performance Appraisal Policy**

Annual Appraisal of every employee is conducted in the month of December the Appraisal Form / Confidential Report is a report on the performance of the employee with regard to work, conduct, initiative, deficiencies, etc. Deficiencies should be brought to the notice of the employee at the appraisal meetings itself. The appraisal report is the basis for deciding annual increment, special increments, promotion or

even withholding increment or disciplinary action.

Half-yearly appraisal of the teaching faculty is generally filled up and for the newly joined staff a review at the end of the three-month period is taken.

Faculty Performance Appraisal System:

The faculty performance appraisal system is based

on the following parameters:

- **Qualification** of the staff;
- **Experience**
- **Pass Percentage** (which also includes the number of distinctions obtained, First class holders) of the classes handled by them
- **Students' Attendance** in the class;
- **Evaluation of the teachers** by the students;
- **Self-developmental activities** such as Additional qualification acquired, Training or Staff Development program attended (In-house, External training), Participation in National Conference / International Conference, Paper presentation in National Conference / International Conference;
- **Developmental Programs** conducted by the Staff as Resource faculty in any Continuing Education Program / Training Program, Obtained any funded research project (Internal / External), Consultancy services;
- **Research activities undergone;**
- **Industry Institution Interaction activities;**
- **Publication** in referred journals (i.e. in National / International referred Journals/UGC peer list);
- **Publication of Books**, Article in Magazines, Article in Professional newsletters, etc.,;
- **Student Developmental activities** such as the Extent of participation in establishing Product development lab and exposing the students in out-of-the-syllabus areas, Counseling and guidance services, Promoting students in attending Seminars, Conferences for paper presentation, Any training program conducted for students on soft skills, Remedial measures to improve the students who failed, or extra classes taken for difficult subjects.
- **Professional Standings** (Member of any Professional body, Any program conducted by the Professional body in the Campus)
- **Administrative assignments** at Institution level / Department level
- Other activities such as Sports and cultural activities, Honors and Awards received, Attendance, etc.,

The Performance Based Appraisal System (PBAS) stipulated by the Institution is followed and each faculty member has to enter his self-appraisal score, which will be verified by the respective Coordinators and



the appraisal committee members.

The following will be the panel members for conducting the annual appraisal meetings –

**Chairman**

**Director**

**Principal**

**Senior Professor**

| Sr. No. | Name                    | Designation | Position         |
|---------|-------------------------|-------------|------------------|
| 1.      | Dr Jay Prakash          | Chairman    | Chairperson      |
| 2.      | Dr.Tripuraneni Jaggaiah | Director    | Member Secretary |
| 3.      | Dr. M. Kethan           | Principal   | Member           |
| 4.      | Dr G N Nagaraja         | Professor   | Member           |

The principal will mark the appraisal scores.

For Non-teaching Technical and Admin Staff, a Peer Review Committee will be formed for each Department with the following, to evaluate the staff's performance with the subordinates and colleagues: -

**Chairman**

**Director**

**HR**

| Sr. No. | Name                    | Designation | Position         |
|---------|-------------------------|-------------|------------------|
| 1.      | Dr Jay Prakash          | Chairman    | Chairperson      |
| 2.      | Dr Tripuraneni Jaggaiah | Director    | Member Secretary |
| 3.      | Mr. Arun Kumar          | HR          | Member           |

This Committee will give overall confirmation on the evaluation and submitted to the chairman. The increments will be effective from January month.

**Incentive for Research / Publication of Books**

Cash incentive for publishing in referred National / International journals is paid as a one-time payment in a particular academic year as given below:

**PUBLICATION IN INTERNATIONAL JOURNALS (for eg.**

| <b>Publication in Journals such as UGC listed high impact factor, etc.,)</b> |                             |
|--|-----------------------------|
| Main Author  | Rs. 5,000/- per publication |
| Co-Author  | Rs. 2,000/- per publication |

| <b>PUBLICATION IN NATIONAL JOURNALS (for eg. Publication in Journals such as UGC listed)</b> |                             |
|--|-----------------------------|
| Main Author  | Rs. 2,000/- per publication |
| Co-Author  | Rs. 1,000/- per publication |

| <b>PUBLICATION of Books</b> |                             |
|-----------------------------|-----------------------------|
| Main Author                 | Rs. 5,000/- per publication |
| Co-Author (Staff / Student) | Rs. 2,000/- per publication |

**Note:** All such publications should bear the name of the Department and the Institution to become eligible for the above incentive.

Patent and IPR arising out of the research conducted in the Institution will rest with the Institution. No member of faculty / Staff shall use any course material for any purpose other than what has specifically been provided for by the Institution and shall at all times keep in strict confidence any information / documents / records in relation to research work that is either being done or has been completed at the Institution or at any other place so authorized by the Institution and shall not disclose the same without prior specific approval of the Institution. In the event of any breach of confidentiality, the respective member of the faculty / staff shall be liable to pay damages for the same as quantified by the Institution.

The Coordinator for externally-funded projects will be eligible for an appropriate special incentive, as a consolidated amount for projects valued up to Rs.10 lakhs. For projects above Rs.10 lakhs, an appropriate monthly allowance will be given based on the nature of the project.

Similarly, patents filed / grants obtained under TBI will also qualify for special one- time incentives depending on the value.

For conducting any certification course and any training course after College Hours and on Holidays – 60 (for Institution): 40 (for the faculty)

### Recognition of Service:

The services of the faculty are recognized based on the performance, dedication, involvement in R & D activities and outstanding achievement.

#### Awards given to the teaching staff are as follows:

- a) Best Teaching
- b) Producing 100% results
- c) 100% attendance
- d) Publishing books
- e) Publishing Articles in referred Journals.
- f) Encouragement award for acquiring additional qualifications
- g) Achievement awards for obtaining funded projects
- h) Award for doing Innovative projects
- i) Incentive for each research publication in referred National /International journal as a Main Author / Co-Author.
- j) Award for promoting research activity.
- k) Incentive for conducting value-added training programs / courses / Faculty Development Programs and summer / Winter Workshops.

#### Awards for Non-teaching staff:

- a) Best Technical staff
- b) Best Administrative staff
- c) Best Supporting staff
- d) 100% Attendance Award
- e) Well maintained Lab Award
- f) Zero Defect Lab Award

#### General Awards for Teaching and Non-Teaching staff:

- a) **Sports Award.**
  - Best Sportsman Award
  - Best Department Award for the department excelling in all aspects.

### Consultancy:

Faculty, who are doing the consultancy activities will be paid Consultancy charges at the following rates:

**With Institution support - 70:30** (i.e. 70% of the Consultancy revenue to the Institution

and 30% to the faculty concerned)

**Without Institution support – 30:70** (i.e. 30% of the Consultancy revenue to the Institution and 70% to the faculty concerned)

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### 2.1.2.2. Decentralization, delegation of power and Collective decision making (10)

IIBS recognizes the importance of participatory management and power of decentralization in day-to-day operations. This is accomplished through establishing an effective organizational structure that helps in enhancing student's overall holistic development through curriculum development and also through participation in extra-curricular, co-curricular, and administrative activities. Chairman of the institution holds a major position. Governing council stands at the apex level after chairman. Executive Director and Director Reports to Governing Council. The academic director is in charge of all the academics activities, he/she receives updates about different departments through the institution's Academic Director, Principal PG. All heads of the departments, Controller of examinations, placements department, and Academic superintendent operate within the purview of Principal's instructions. Faculty members of various departments report to their respective department heads in terms of communicating their work progress as well as to get a roadmap on academic operations. The librarian reports to the Academic Director of the institution. Administrative manager of the institution reports to Executive Director on the nature of work assigned as per the department. Reception, Hostel and canteen, Office staff, maintenance, security staff, drivers and IT departments come within the purview of administrative department. Various committees have been formed for the smooth functioning of the institution. The institution's strategic perspective plan is designed and executed in the direction of realizing its vision and mission. A detailed employee manual consisting of various policies related to employment was designed and implemented in the process of realizing the vision and mission of the organization. The strategic plan of the institute focusses on the overall development of students and the institution as well. The perspective plans are designed and implemented in line with the vision and mission of the institution and help in improving the quality of education. The strategic plan deployment is evident through.

#### **Decentralization:**

The Institution's administration is well structured and operates in a decentralized manner by delegating functions to various Committees. The Head of the Department, in consultation with the members of the Staff identifies class coordinators to monitor the performance of the students. Teachers are delegated administrative functions to facilitate decentralization of administration.

#### **Participative management:**

Director nominates all faculty, students, and non-teaching staff as members of various committees for effective results. Committees such as Finance Committee, Academic Council, Academic Planning & Infrastructure Development Committee, Examination cell, Research and Development Cell, Training and placement Committee, Library Committee, Disciplinary Committee, Anti-Ragging Committee, Prevention of Sexual harassment (POSH) committee and Grievance Redressal Cell etc. are successfully established in the institution. Academic Director monitors the functioning of the above Committees/Cell. Each of the cells meet regularly and ensure effective functioning. The committees also provide an opportunity for the staff and students to participate in decision making.

#### **Principal:**

Principal is the head of the institution and is responsible for overall performance

of the institution both academic and administrative. He acts as a bridge between management and employees in realizing institutional goals and objectives.

**IQAC Coordinator:**

IQAC Coordinator is responsible for Initiating various mechanisms and activities for improving quality standards in curriculum delivery. IQAC cell initiates and promotes the culture of better delivery of curricular aspects.

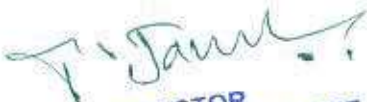
**Placement department:**

The placement department assists the students in their career planning and provides information that helps students to give direction to their aspirations and interests. Placement department also helps in career counselling and arranges training sessions such as group discussions, mock interviews, experiences shared by industry people and eminent personalities, helping the students to understand their potentialities with the help of aptitude tests, personality tests etc. The placement department is supported by full time placement director and placement officer that focusses on placing the students in good organizations. This department also invites companies for campus placements and facilitates the entire process of campus recruitment.

The faculty overseeing each department/Function holds the authority to formulate budgets and make financial decisions for the maintenance and improvement of their respective areas. The Director/Registrar consolidates the budgets prepared by individual departments after thorough scrutiny and grants approval. Any procurement proposal or matters with a financial impact are submitted by the department in charge to the Director for approval. Once approved, the faculty in charge ensures the implementation of the approval. The detailed departmental budget is maintained by the respective department.

The leaders and process owners at IIBS possess decision-making authority, including financial powers, enabling them to utilize funds in line with approved departmental budgets.

Director has the Authority to approve and execute budgets up to 2 lakhs consulting the chairman in financial year. Expenditure covers areas such as Academics, Library, Computer Centre, Infrastructure development, and other support facilities. The principal and the coordinators can approve expenses up to 10 thousand and 5 thousand respectively.

  
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## **2.1.2. Faculty Empowerment (15)**

### **2.1.2.1. Faculty development policies (5)**

The Institution provides a platform for the faculty development activities by sponsoring the faculty for:

- ❖ Attending Training Programs (in-house as well as external) Attending conferences for participating, paper presentation (national as well as international level)
- ❖ Pursuing higher studies like Post Graduation, Ph.D in any Indian Government University/IISc/IIT
- ❖ Pursuing short-term courses, certificate courses, etc
- ❖ For publishing books, articles in journals, professional newsletters, etc.,
- ❖ Promoting research and consultancy activities,
- ❖ Promoting innovative projects, funded projects, patents, etc.
- ❖ Faculty exchange programs
- ❖ Promoting product development activities

#### **Appointment Process**

A candidate is appointed to a post at the Institution provided the post is in accordance with the existing AICTE norms. This does not include the staff appointed on a deputation / adhoc / on-Contract/temporary basis.

The pay scales of the teaching staff shall be fixed by the Selection Committee as per the scales ordained by the AICTE from time to time.

Annual increment according to the scale applicable to the employee shall be granted after every year of service if the work and the conduct of the employee are reported to be satisfactory as per the Appraisal Report. Annual Increment is granted based on their performance, qualification, experience as assessed by the Performance appraisal system as well as fulfilling the required norms / criteria of the Institution.

#### **Promotion Policy**

Promotion to a higher level of service shall be made subject to availability of posts. Eligibility of staff on the basis /criteria of merit / efficiency / the commitment / dedication of the staff to the all-round development / improvement of the corporate ambience of the Institution. Seniority and a minimum 85 percent in appraisal system will be the deciding factors for promotions.

Additionally, Research activities / Consultancy Value / Professional Standing / Student Club activities and the additional revenue generated for the Department will also be the part of the Promotion criteria.

#### **Performance Appraisal Policy**

Annual Appraisal of every employee is conducted in the month of December the Appraisal Form / Confidential Report is a report on the performance of the employee with regard to work, conduct, initiative, deficiencies, etc. Deficiencies should be brought to the notice of the employee at the appraisal meetings itself. The appraisal report is the basis for deciding annual increment, special increments, promotion or

even withholding increment or disciplinary action.

Half-yearly appraisal of the teaching faculty is generally filled up and for the newly joined staff a review at the end of the three-month period is taken.

Faculty Performance Appraisal System:

The faculty performance appraisal system is based

on the following parameters:

- **Qualification** of the staff;
- **Experience**
- **Pass Percentage** (which also includes the number of distinctions obtained, First class holders) of the classes handled by them
- **Students' Attendance** in the class;
- **Evaluation of** the teachers by the students;
- **Self-developmental activities** such as Additional qualification acquired, Training or Staff Development program attended (In-house, External training), Participation in National Conference / International Conference, Paper presentation in National Conference / International Conference;
- **Developmental Programs** conducted by the Staff as Resource faculty in any Continuing Education Program / Training Program, Obtained any funded research project (Internal / External), Consultancy services;
- **Research activities undergone;**
- **Industry Institution Interaction activities;**
- **Publication** in referred **journals** (i.e. in National / International referred Journals/UGC peer list);
- **Publication of Books**, Article in Magazines, Article in Professional newsletters, etc.,;
- **Student Developmental activities** such as the Extent of participation in establishing Product development lab and exposing the students in out-of-the-syllabus areas, Counseling and guidance services, Promoting students in attending Seminars, Conferences for paper presentation, Any training program conducted for students on soft skills, Remedial measures to improve the students who failed, or extra classes taken for difficult subjects.
- **Professional Standings** (Member of any Professional body, Any program conducted by the Professional body in the Campus)
- **Administrative assignments** at Institution level / Department level
- Other activities such as Sports and cultural activities, Honors and Awards received, Attendance, etc.,

The Performance Based Appraisal System (PBAS) stipulated by the Institution is followed and each faculty member has to enter his self-appraisal score, which will be verified by the respective Coordinators and



the appraisal committee members.

The following will be the panel members for conducting the annual appraisal meetings –

**Chairman**

**Director**

**Principal**

**Senior Professor**

| Sr. No. | Name                    | Designation | Position         |
|---------|-------------------------|-------------|------------------|
| 1.      | Dr Jay Prakash          | Chairman    | Chairperson      |
| 2.      | Dr.Tripuraneni Jaggaiah | Director    | Member Secretary |
| 3.      | Dr. M. Kethan           | Principal   | Member           |
| 4.      | Dr G N Nagaraja         | Professor   | Member           |

The principal will mark the appraisal scores.

For Non-teaching Technical and Admin Staff, a Peer Review Committee will be formed for each Department with the following, to evaluate the staff's performance with the subordinates and colleagues: -

**Chairman**

**Director**

**HR**

| Sr. No. | Name                    | Designation | Position         |
|---------|-------------------------|-------------|------------------|
| 1.      | Dr Jay Prakash          | Chairman    | Chairperson      |
| 2.      | Dr Tripuraneni Jaggaiah | Director    | Member Secretary |
| 3.      | Mr. Arun Kumar          | HR          | Member           |

This Committee will give overall confirmation on the evaluation and submitted to the chairman. The increments will be effective from January month.

#### **Incentive for Research / Publication of Books**

Cash incentive for publishing in referred National / International journals is paid as a one-time payment in a particular academic year as given below:

|   |
|---|
| <b>PUBLICATION IN INTERNATIONAL JOURNALS (for eg.</b> |
|---|

| <b>Publication in Journals such as UGC listed high impact factor, etc.,)</b> |                             |
|--|-----------------------------|
| Main Author  | Rs. 5,000/- per publication |
| Co-Author  | Rs. 2,000/- per publication |

| <b>PUBLICATION IN NATIONAL JOURNALS (for eg. Publication in Journals such as UGC listed)</b> |                             |
|--|-----------------------------|
| Main Author  | Rs. 2,000/- per publication |
| Co-Author  | Rs. 1,000/- per publication |

| <b>PUBLICATION of Books</b> |                             |
|-----------------------------|-----------------------------|
| Main Author                 | Rs. 5,000/- per publication |
| Co-Author (Staff / Student) | Rs. 2,000/- per publication |

**Note:** All such publications should bear the name of the Department and the Institution to become eligible for the above incentive.

Patent and IPR arising out of the research conducted in the Institution will rest with the Institution. No member of faculty / Staff shall use any course material for any purpose other than what has specifically been provided for by the Institution and shall at all times keep in strict confidence any information / documents / records in relation to research work that is either being done or has been completed at the Institution or at any other place so authorized by the Institution and shall not disclose the same without prior specific approval of the Institution. In the event of any breach of confidentiality, the respective member of the faculty / staff shall be liable to pay damages for the same as quantified by the Institution.

The Coordinator for externally-funded projects will be eligible for an appropriate special incentive, as a consolidated amount for projects valued up to Rs.10 lakhs. For projects above Rs.10 lakhs, an appropriate monthly allowance will be given based on the nature of the project.

Similarly, patents filed / grants obtained under TBI will also qualify for special one-time incentives depending on the value.

For conducting any certification course and any training course after College Hours and on Holidays – 60 (for Institution): 40 (for the faculty)

### Recognition of Service:

The services of the faculty are recognized based on the performance, dedication, involvement in R & D activities and outstanding achievement.

#### Awards given to the teaching staff are as follows:

- a) Best Teaching
- b) Producing 100% results
- c) 100% attendance
- d) Publishing books
- e) Publishing Articles in referred Journals.
- f) Encouragement award for acquiring additional qualifications
- g) Achievement awards for obtaining funded projects
- h) Award for doing Innovative projects
- i) Incentive for each research publication in referred National /International journal as a Main Author / Co-Author.
- j) Award for promoting research activity.
- k) Incentive for conducting value-added training programs / courses / Faculty Development Programs and summer / Winter Workshops.

#### Awards for Non-teaching staff:

- a) Best Technical staff
- b) Best Administrative staff
- c) Best Supporting staff
- d) 100% Attendance Award
- e) Well maintained Lab Award
- f) Zero Defect Lab Award

#### General Awards for Teaching and Non-Teaching staff:

- a) **Sports Award.**
  - Best Sportsman Award
  - Best Department Award for the department excelling in all aspects.

### Consultancy:

Faculty, who are doing the consultancy activities will be paid Consultancy charges at the following rates:

**With Institution support - 70:30 (i.e. 70% of the Consultancy revenue to the Institution**

and 30% to the faculty concerned)

**Without Institution support** – 30:70 (i.e. 30% of the Consultancy revenue to the Institution and 70% to the faculty concerned)

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### **2.1.3. Effective Governance Indicators (15)**

IIBS boasts an efficient and transparent grievance redressal mechanism that attends to concerns raised by faculty, staff, and students. The Grievance Redressal Committee diligently manages and resolves reported grievances. The Grievance Cell at IIBS College is instrumental in promoting a harmonious and supportive environment, ensuring that concerns are addressed promptly and impartially.

At IIBS College, our commitment to fostering a positive working environment includes providing a mechanism for addressing faculty and staff grievances. We believe in resolving issues informally whenever possible. However, if informal procedures prove unsuccessful in reaching a satisfactory resolution, the formal grievance process may be initiated.

A grievance, in this context, refers to any complaint made by a faculty or staff member that has not been resolved informally. All faculty and staff members reserve the right to file a grievance. In the event of termination or suspension, a faculty or staff member has the option to file a grievance related to the suspension or termination.

#### **Scope of Grievances:**

Issues concerning terms and conditions of employment, especially those with institute-wide implications, fall under the jurisdiction of the Academic Council. The Grievance Committee is entrusted with the responsibility of conducting an independent and impartial review of all grievances. Their role extends to making decisions and recommendations to the Director based on the information presented.

#### **Decision and Finality:**

The Director's decision, following the Grievance Committee's review, stands as a final and binding resolution for the grievance. We are committed to ensuring a fair and just process that upholds the principles of transparency and integrity.

#### **Transparent Review Process:**

Our Grievance Committee operates with a commitment to transparency, ensuring a thorough and unbiased examination of all grievances. The process is designed to provide a fair platform for faculty and staff to voice their concerns and seek resolution.

#### **Resolution and Continuous Improvement:**

The primary aim of the grievance resolution process is to address concerns effectively, contributing to a positive and productive work environment. Feedback from the grievance process also serves as a valuable source for continuous improvement in our policies and practices.

#### **Empowering Faculty and Staff:**

Our grievance resolution process empowers faculty and staff by offering a formal avenue to express concerns, ensuring their voices are heard, and their grievances are taken seriously. We believe in cultivating an inclusive and supportive community.

At IIBS College, we recognize that a well-defined and responsive grievance resolution process is essential for maintaining a harmonious and conducive workplace environment. Our commitment is to uphold the rights and well-being of our faculty and staff, fostering a culture of respect, open communication, and continuous improvement.

### 2.1.3.1 Grievance Redressal Mechanism (2)

#### Grievance Redressal Committee/Internal Complaint Committee

##### Faculty & Staff Grievance and Complaints

| Sr. No. | Name                    | Designation         | Position    |
|---------|-------------------------|---------------------|-------------|
| 1.      | Dr.Tripuraneni Jaggaiah | Director            | Chairperson |
| 2.      | Dr G N Nagaraja         | Professor           | Member      |
| 3.      | Dr. M. Kethan           | Principal           | Member      |
| 4.      | Dr. T. Uma Devi         | Associate Professor | Member      |
| 5.      | Mr. Munianjanappa       | Independent Lawyer  | Member      |

#### Student Grievance and Complaints:

##### Student's Grievance Committee:

At the International Institute of Business Study (IIBS), we prioritize the well-being and satisfaction of our students. The Student Grievance Committee plays a crucial role in addressing concerns that do not fall under the purview of the Anti-Ragging Committee or the SC/ST Committee. Our commitment to an efficient grievance redressal process is outlined as follows:

How to File a Grievance: Students or employees can file a complaint through the Grievance Portal: IIBS Grievance Portal.

##### Grievance Redressal Process:

1. Submission and Analysis: Upon receiving a complaint, the committee thoroughly studies and analyzes the grievance, ensuring a comprehensive understanding.
2. Recommendations: The committee submits its recommendations to the Director within 15 days from the date of the application or complaint.
3. Timely Resolution: We are committed to addressing and resolving grievances promptly, with a maximum timeframe of 30 days from the date of receipt.
4. Policy Decision: In cases requiring policy decisions, the Director may refer the matter to the Chairman of the Governing Body for guidance.

Composition of the Committee: To ensure impartiality and thorough restitution, the Student Grievance Redressal Committee comprises both staff members and students. This diverse composition aims to foster a fair and unbiased resolution process.

| Sr. No. | Name               | Designation         | Position    |
|---------|--------------------|---------------------|-------------|
| 1.      | Dr Kethan M        | Principal           | Chairperson |
| 2.      | Dr Nityanand Patil | Assistant Professor | Member      |
| 3.      | Dr G N Nagaraja    | Assistant Professor | Member      |
| 4.      | Dr T. Uma Devi     | Assistant Professor | Member      |

|    |                   |                        |        |
|----|-------------------|------------------------|--------|
| 5. | Mr. Shrinidhi V S | Student Council Member | Member |
| 6. | Archana           | Student Member         | Member |
| 7. | Mridul Jain       | Student Member         | Member |
| 8  | Komal Sharma      | Student Member         | Member |

**Ombudsperson for Redressal of Grievances :**

**SC/ST Committee:**

As per the Provisions laid down by the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, Act No. 33 OF 1989, dated 11/09/1989) & the Notification No. GSR – 316 (E) by Ministry of Welfare, New Delhi dated 31/03/1995 and as per the UGC Directives to be adhered and followed by the Educational Institute in this regard, following shall be the SC-ST Welfare Committee of IIBS.

The SC/ST Committee at IIBS plays a crucial role in ensuring the welfare and empowerment of individuals belonging to Scheduled Castes (SC) and Scheduled Tribes (ST). The committee is committed to fostering an inclusive and supportive environment. Below are the key functions of the SC/ST Committee:

1. Ensure that individuals from SC/ST communities are treated with dignity and respect, fostering an inclusive campus environment.
  2. Provide a platform for SC/ST students and employees to address grievances related to discrimination, harassment, or any other concerns.
  3. Organize awareness programs to educate the campus community about the history, culture, and challenges faced by individuals from SC/ST backgrounds.
  4. Facilitate and promote access to scholarship programs and financial assistance schemes for SC/ST students pursuing education at IIBS.
  5. Encourage and support the active participation of SC/ST individuals in various academic, cultural, and extracurricular activities.
  6. Regularly monitor the campus environment to ensure that it remains free from discrimination and report any instances to the appropriate authorities.
  7. Organize and celebrate cultural events, festivals, and important occasions related to SC/ST communities to promote diversity and understanding.
  8. Advocate for policies and practices within the institute that promote equal opportunities and eliminate discrimination against individuals from SC/ST backgrounds.
  9. Implement empowerment initiatives, including skill development programs, career guidance, and leadership training, to enhance the capabilities of SC/ST individuals.
- ii. The SC/ST Committee at IIBS is committed to creating an environment that respects diversity, ensures equal opportunities, and empowers individuals from SC/ST communities to thrive academically and personally.

| Sr. No. | Name                    | Designation | Position    |
|---------|-------------------------|-------------|-------------|
| 1.      | Dr Tripuraneni Jaggaiah | Director    | Chairperson |

|    |                        |                     |                  |
|----|------------------------|---------------------|------------------|
| 2. | Dr M. Kethan           | Principal           | Member Secretary |
| 3. | Dr Samiya Mubeen       | Assistant Professor | Member           |
| 4. | Mr. Matcha Ashok       | Assistant Professor | Member           |
| 5. | Dr Balaji Nayak        | Assistant Professor | Member           |
| 6. | Ms. Trupti Suryawanshi | Assistant Professor | Member           |
| 8. | Rahul H K              | Student Member      | Member           |
| 9. | Lagadu Giribabu        | Student Member      | Member           |

### Anti-Ragging Policy:

At IIBS, we are committed to maintaining a safe and inclusive environment that fosters learning and personal growth. The Anti-Ragging Committee has been established to ensure the well-being of every student and to prevent any form of ragging within the institute. Our policy adheres to the directives of the Honorable Supreme Court and the regulations set by AICTE/UGC.

#### Policy of the Anti-Ragging Committee:

1. Prohibition:
  - Ragging in any form, whether physical or psychological, is strictly prohibited within the institute premises or any of its affiliated locations.
2. Stringent Actions:
  - Any individual found guilty of ragging will face disciplinary actions as per institute regulations, which may include suspension, expulsion, or legal action.
3. Responsibility:
  - Every member of the institute community, including faculty, staff, and students, bears the responsibility to prevent and report ragging incidents.
4. Compliance:
  - All students are expected to comply with the Anti-Ragging policy, and non-compliance will be dealt with seriously.
5. Promotion of Healthy Environment:
  - Actively promote a healthy and inclusive environment that respects the dignity and well-being of every individual.

#### Functions of the Anti-Ragging Committee:

1. Conduct regular awareness programs to educate students about the consequences of ragging.
2. Disseminate information on AICTE/UGC regulations and the Supreme Court directives related to ragging.
3. Implement preventive measures to create a culture of mutual respect and cooperation among students.
4. Organize orientation programs for freshers to familiarize them with the institute's policies and promote a friendly atmosphere.



5. Adopt a zero-tolerance policy towards any form of ragging, ensuring strict disciplinary action against those found guilty.
6. Establish a confidential reporting mechanism that allows students to report incidents of ragging without fear of reprisal.
7. Encourage faculty, staff, and students to promptly report any suspected ragging activities.
8. Ensure prompt and impartial investigations into reported incidents.
9. Take immediate action against individuals or groups involved in ragging, including suspension and expulsion if necessary.
10. Provide counselling and support services to victims of ragging to address any psychological or emotional trauma.
11. Facilitate the reintegration of victims into the academic community.
12. Conduct regular audits and reviews of the effectiveness of anti-ragging measures.
13. Make necessary adjustments to the policy based on feedback and changing circumstances.
14. The Anti-Ragging Committee at IIBS is dedicated to ensuring a secure and nurturing educational environment, upholding the principles of respect, integrity, and camaraderie.

#### **Awareness about consequences of Ragging Punishments:**

##### Anti-Ragging Punishments at IIBS

At IIBS, we prioritize the safety and well-being of our students. To maintain a zero-tolerance approach towards ragging, the institution enforces a range of strict punishments for those found guilty. The nature and gravity of the offence determine the appropriate disciplinary action. The possible punishments for ragging at IIBS include, but are not limited to:

- Students found guilty of ragging may face the cancellation of their admission to the institution.
- Offenders may be suspended from attending classes for a specified period.
- Scholarships, fellowships, and other benefits may be withheld or withdrawn.
- Students may be debarred from appearing in any test, examination, or evaluation process.
- Results of the involved students may be withheld as part of the disciplinary action.
- Offenders may be barred from representing the institution in any regional, national, or international events, meets, tournaments, youth festivals, etc.
- Students involved in ragging may face suspension or expulsion from the hostel.
- Depending on the severity, students may be rusticated from the institution for a period ranging from 1 to 4 semesters.

- In extreme cases, expulsion from the institution may occur, accompanied by debarring from admission to any other institution.
- When the individuals involved in ragging cannot be identified, the institution may resort to collective punishment as a deterrent. This involves applying pressure on the community to discourage potential raggers.

These punishments are in line with the institution's commitment to creating a safe and conducive learning environment. We emphasize the importance of fostering a culture of respect, integrity, and compassion among all members of the IIBS community.

#### Legal punishment for ragging:

Ragging is a serious offense, and in many countries, including India, there are legal provisions to address and penalize individuals involved in ragging activities. In India, the Supreme Court has defined ragging as a criminal offense and has directed educational institutions to take strict measures to prevent and combat it. The legal punishment for ragging in India is governed by the University Grants Commission (UGC) Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and the Anti-Ragging Act.

1. Lodging FIR against offender.
2. Rigorous Imprisonment for up to 3 years (under the existing laws).
3. Fine up to Rs 2, 50,000/

#### Action taken by IIBS to create awareness and prevent ragging:

- During the induction and orientation programs, special sessions are dedicated to creating awareness about the institute's policies on ragging.
- The Director addresses the students, emphasizing the zero-tolerance policy and the severe consequences of engaging in ragging activities.
- The Student Handbook, distributed to all students, includes detailed information on anti-ragging policies and the consequences of violating these policies.
- Regular newsletters, such as Spoorthy, are circulated, reinforcing the vision, mission, and anti-ragging policies. These newsletters are also sent to alumni, further extending the reach of awareness.
- Vision and mission statements, along with anti-ragging guidelines, are communicated to students through emails and newsletters, ensuring regular reinforcement of the institute's stance on ragging.

#### Anti-Ragging:

| Sr. No. | Name      | Designation | Position    |
|---------|-----------|-------------|-------------|
| 1.      | Dr Kethan | Principal   | Chairperson |
| 2.      | Dr Samiya | Faculty     | Member      |

|    |                       |                     |        |
|----|-----------------------|---------------------|--------|
| 3. | Mr. Matcha Ashok      | Assistant Professor | Member |
| 4. | Mrs Archana M         | Assistant Professor | Member |
| 5. | Ms Trupti Suryawanshi | Assistant Professor | Member |
| 7. | Mr.Channe Tanmay      | Student Member      | Member |
| 8. | Mr.Anurag Mishra      | Student Member      | Member |

#### **Anti-Sexual Harassment Committee:**

Anti-Sexual Harassment Committee: IIBS has established an Anti-Sexual Harassment Committee (ASHC) with the primary objectives of fostering a harassment-free environment within the institute and addressing any complaints related to sexual harassment. The committee is committed to developing mechanisms for the prevention and resolution of cases involving sexual harassment and other forms of gender-based violence within the institution.

Applicability: This policy is applicable to all students, staff, and faculty members associated with IIBS. Individuals who experience discrimination or sexual harassment, as well as third parties witnessing such incidents, are encouraged to report their concerns promptly.

Definition of Sexual Harassment: As per Supreme Court guidelines, sexual harassment is defined as any "unwelcome" sexually determined behavior, whether direct or implied. This includes but is not limited to: a. Physical contact and advances; b. Requests or demands for sexual favors; c. Sexually colored remarks; d. Display of explicit material; e. Any other unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

Committee Responsibilities: The Anti-Sexual Harassment Committee at IIBS is entrusted with the following responsibilities:

- Providing conciliation to facilitate resolution between the complainant and the respondent.
- Conducting a thorough inquiry within the stipulated time frame of 90 days, as prescribed by the law.
- Preparing comprehensive inquiry and settlement reports and submitting them to the Director.
- Ensuring confidentiality throughout conciliation proceedings, inquiries, and record-keeping.
- Maintaining easy accessibility for individuals filing complaints.

Reporting: Any individual who experiences or witnesses sexual harassment can address a written complaint to a member of the Anti-Sexual Harassment Committee. The committee is committed to handling each case with sensitivity, confidentiality, and a focus on resolving the matter in a timely and fair manner.

| Sr. No. | Name                    | Designation         | Position         |
|---------|-------------------------|---------------------|------------------|
| 1.      | Dr Tripuraneni Jaggaiah | Director            | Chairperson      |
| 2.      | Dr. N. Gurunatha Naidu  | Professor           | Member Secretary |
| 3.      | Dr G N Nagaraja         | Professor           | Member           |
| 4.      | Chandrakala             | Assistant Professor | Member           |
| 5.      | Mangala V Reddy         | Assistant Professor | Member           |
| 6.      | Dr. Samiya Mubeen       | Assistant Professor | Member           |
| 7.      | Dr. Rubeena Khaliq      | Assistant Professor | Member           |
| 8.      | Munianjannappa          | External Member     | External Member  |

|    |                    |         |        |
|----|--------------------|---------|--------|
| 9. | Sravan Kumar Manda | Student | Member |
|----|--------------------|---------|--------|

Any staff having any specific grievance concerned with their Academic / Administration activity can address his problem to the Department of HR in writing through the concerned Department Head. Their grievances are routed through to the ED/Principal/Director. Genuine grievances of the staff will be considered and remedial measures taken by the authorities.

#### **Suggestion System:**

The staff members are encouraged to post any suggestion pertaining to improvement in institutional matters and issues. These suggestions can be submitted in writing to the ED/Principal/Director in a sealed envelope. If any staff does not want his name to be identified, he can do so in order to protect his identity.

#### **Women's Grievances Redressal Cell:**

This Cell is meant to address the grievances encountered by women staff in the work place. The Chairperson of the Cell will be appointed by the Institution.

#### **Objectives:**

- (a) Create awareness on equal opportunity for women, which will ultimately lead to an improved attitude and admirable behavior.
- b) Bring about attitudinal and behavioral changes in the teenage female youth of the Institution.
- (c) Provide a working/living harassment-free atmosphere by identifying the responsibility on the persons concerned for ensuring equal treatment of women and acknowledgement of women participation in all areas.
- (d) Conduct programs for ladies to empower them financially, emotionally, mentally and physically.
- (e) Deal appropriately with reported cases of sexual harassment, abuse or discrimination.
- (f) Initiate action against particular grievances in respect of unfair treatment due to gender bias.

#### **Appeals and Review**

The staff member of the College is welcome to submit their appeals or grievances if any to the ED/Principal/Director/Management for review and Redressal on any of the above

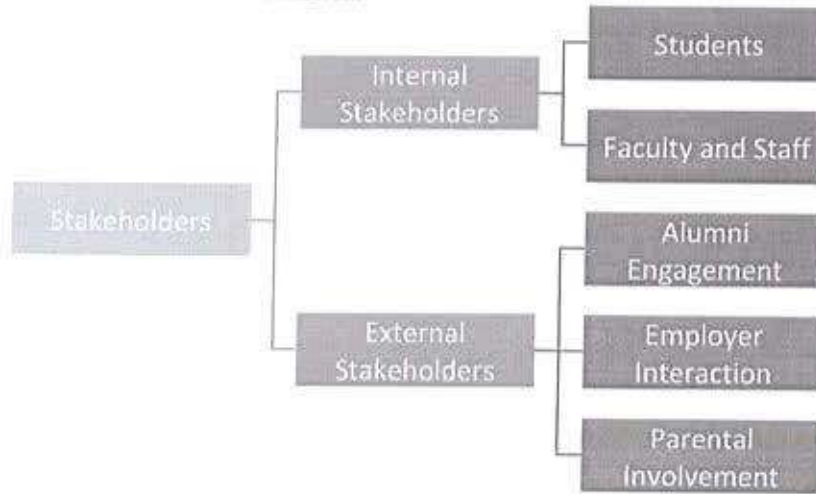
**The decision of ED/ Principal/Director will be final on all such appeal and review.**

| No | Name                    | Designation         | Position    |
|----|-------------------------|---------------------|-------------|
| 1. | Dr. Samiya Mubeen       | Assistant Professor | Coordinator |
| 2. | Mrs. Alka Gupta Saraf   | Assistant Professor | Member      |
| 3. | Ms. Akriti Gupta        | Assistant Professor | Member      |
| 4. | Mrs. Mangala V Reddy    | Assistant Professor | Member      |
| 5. | Dr Uma Devi             | Associate Professor | Member      |
| 6. | Mrs. Archana            | Assistant Professor | Member      |
| 7. | Mrs. Trupti Suryawanshi | Assistant Professor | Member      |



### 2.1.3.2 Transparency (5)

International Institute of Business Study (IIBS) is committed to transparency and excellence in education. This Self-Study Report (SSR) outlines the institute's efforts in ensuring openness and adherence to its vision and mission.



#### 1. Induction and Orientation Program:

- IIBS conducts an inclusive induction and orientation program, fostering student familiarity with the institute's vision and mission.
- The program includes interactive sessions to ensure a holistic understanding of IIBS's core values.

#### 2. Director's Address:

- Regular addresses by the Director at the beginning of each term reinforce the institute's vision and mission, emphasizing their significance in the academic journey.

#### 3. Student's Handbook:

- A comprehensive Student's Handbook is provided, prominently featuring the institute's vision, mission, and core objectives for easy reference.

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#### 1. Staff Orientation Program:

- New faculty and staff undergo a detailed orientation program that emphasizes the institute's vision and mission, ensuring alignment with institutional values.

#### 2. Employee Handbook:

- An Employee Handbook is provided to all faculty and staff, outlining IIBS's vision and mission, serving as a reference guide for professional conduct.

#### 3. Attendance Register:

- Maintenance of an attendance register is a routine process, promoting a culture of accountability and adherence to the institute's principles.

## 2.2. Financial Resources (40)

### 2.2.1. Budget Allocation, Utilization, and Public Accounting at Institute level (40)

| Financial Year | Fee Received PGDM | Grant Received from Govt. | Other Sources (Specify)<br>Bank Interest & Old Debts | Total Income |
|----------------|-------------------|---------------------------|--|--------------|
| 2023-2024      | 7,10,93,323       | -                         | 10,35,067  | 53,26,89,481 |
| 2022-2023      | 3,21,08,323       | -                         | 15,84,640  | 30,44,44,230 |
| 2021-2022      | 1,27,24,396       | -                         | 15,01,412  | 32,72,45,940 |

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### 2.2.1.1. Adequacy of budget allocation (15)

IIBS has a steadfast commitment to fostering the overall development of students, faculty, and staff, aligning with the institute's mission. Emphasis is placed on delivering high-quality education supported by smart technology and robust knowledge resources. The management consistently advocates for the grooming of socially responsible business leaders without compromising on educational standards.

Budgetary allocations for various departments are meticulously evaluated, with funds earmarked well in advance for respective activities. Over the past four years, significant provisions have been made for infrastructure enhancements, staff salaries, library expansions, research endeavors, academic conferences, computer lab upgrades, and maintenance and repair initiatives. Key budgetary provisions include the expansion of hostel facilities, restroom amenities, reading rooms, and admission office improvements.

These budget allocations underscore the management's prioritization of institutional development and upkeep, ensuring that IIBS maintains its standards of excellence in all aspects of its operations.

| Head of expenditure               | Item of expenditure                    | Budgeted in CFY 2023-2024 | Budgeted in CFYm1  | Budgeted in CFYm2 | Budgeted in CFYm3  | Actual Expenses in CFYm1 | Actual Expenses in CFYm2 | Actual Expenses in CFYm3 |
|-----------------------------------|--|---------------------------|--------------------|-------------------|--------------------|--------------------------|--------------------------|--------------------------|
| Capital Expenditure               | Infrastructure                         | 27,49,327                 | 1,62,784           | 86,502            | 2,28,626           | 9,16,409                 | 54,261                   | 74,091                   |
| Capital Expenditure               | Library                                | 3,41,824                  | 69,038             | 8,851             | -                  | 1,13,941                 | 23,013                   | 7,582                    |
| Capital Expenditure               | Vehicles                               | -                         | -                  | 7,139             | 1,00,059           | -                        | -                        | 6,115                    |
| Capital Expenditure               | Computer Labs and Software             | 39,43,053                 | 5,43,479           | 13,669            | 31,213             | 13,14,351                | 1,81,160                 | 11,708                   |
| Capital Expenditure               | Other Specify Capital Items            | 1,26,03,384               | 60,85,119          | 30,21,591         | 69,83,601          | 42,01,128                | 20,28,373                | 25,88,151                |
| Other Expenses                    | Teaching and Non-Teaching staff Salary | 2,90,22,582               | 1,07,13,314        | 41,28,354         | 1,28,57,420        | 96,74,194                | 35,71,105                | 35,36,154                |
| College - Campus Expenses         | Rent - College Building & Ground       | 2,52,530                  | 4,75,465           | 3,82,182          | 11,82,251          | 84,177                   | 1,58,488                 | 3,27,359                 |
| College - Campus Expenses         | University Expenses                    | 24,25,882                 | 11,69,113          | -                 | -                  | 8,08,627                 | 3,89,704                 | -                        |
| Hostel & Student Related Expenses | Rent - Hostel Building                 | 54,32,448                 | 23,88,544          | 8,70,146          | 16,83,735          | 18,10,816                | 7,96,181                 | 7,45,327                 |
| Hostel & Student Related Expenses | Student Uniforms                       | 19,70,525                 | 8,90,452           | 1,37,451          | -                  | 6,56,842                 | 2,96,817                 | 1,17,734                 |
| Hostel & Student Related Expenses | Recreational Activities                | 10,65,447                 | 32,147             | 2,591             | 1,56,417           | 3,55,149                 | 10,716                   | 2,219                    |
| Hostel & Student Related Expenses | Student Welfare                        | 13,08,464                 | 44,523             | 13,669            | -                  | 4,36,155                 | 14,841                   | 11,708                   |
| Hostel & Student Related Expenses | Conference & Seminar                   | 31,839                    | 2,752              | 7,698             | 14,857             | 10,613                   | 917                      | 6,594                    |
| Hostel & Student Related Expenses | Training & Development                 | 1,30,833                  | 1,07,988           | 40,671            | 2,52,922           | 43,611                   | 35,996                   | 34,837                   |
| Other Expenses                    | Electricity Charges                    | 9,02,052                  | 5,70,611           | 2,32,591          | 7,21,760           | 3,00,684                 | 1,90,204                 | 1,99,228                 |
| Other Expenses                    | House Keeping                          | 1,00,714                  | 30,833             | 14,526            | 1,11,553           | 33,571                   | 10,278                   | 12,442                   |
| Other Expenses                    | Office Expenses                        | 21,83,535                 | 8,17,877           | 3,13,592          | 7,06,302           | 7,27,845                 | 3,72,626                 | 2,68,608                 |
| Other Expenses                    | Printing & Stationery                  | 19,43,469                 | 5,24,474           | 1,54,399          | 3,85,411           | 6,47,823                 | 1,74,825                 | 1,32,251                 |
| Other Expenses                    | Repairs & Maintenance                  | 27,03,239                 | 8,16,495           | 3,69,945          | 14,15,250          | 9,01,080                 | 2,72,165                 | 3,16,877                 |
| Other Expenses                    | Telephone & Internet                   | 11,79,609                 | 1,95,967           | 1,73,566          | 3,14,606           | 3,93,203                 | 65,322                   | 1,48,669                 |
| Other Expenses                    | Water Charges                          | 24,155                    | 8,568              | 3,064             | 44,347             | 8,052                    | 2,856                    | 2,625                    |
|                                   | <b>Total</b>                           | <b>7,03,14,811</b>        | <b>2,56,49,541</b> | <b>99,82,198</b>  | <b>2,71,90,328</b> | <b>2,34,38,270</b>       | <b>85,49,847</b>         | <b>85,50,283</b>         |

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### 2.2.1.2 Utilization of allocated funds (15)

At IIBS, budget allocations are widely distributed across key areas to support infrastructure development, student training, faculty enhancement, and research activities. A significant portion is directed towards modernizing classrooms, laboratories, and academic spaces, ensuring a conducive learning environment. Funds are also allocated for student training programs, including workshops, seminars, and industry visits to enhance employability. Faculty development initiatives and research support receive considerable attention, promoting continuous learning and scholarly pursuits among staff. Additionally, investments in library and IT infrastructure upgrades enhance academic resources and teaching methodologies. Resources are also dedicated to student-centric activities like placement assistance, sports, and cultural events, enriching the overall student experience. This prudent allocation underscores IIBS's commitment to academic excellence and holistic development.

| S.no | Financial year | Budget Allocation Rs. | Actual Expenses Rs. | Adequacy |
|------|----------------|-----------------------|---------------------|----------|
| 1    | 2023-24        | 7,03,14,811           | -                   | NA       |
| 2    | 2022-23        | 2,56,49,541           | 2,34,38,270         | Adequate |
| 3    | 2021-22        | 99,82,198             | 85,49,847           | Adequate |

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## International Institute of Business Study (IIBS)

### Circular

**Date:**

**Subject:** Delegation of Financial Powers

Dear Colleagues,

In alignment with our commitment to decentralized administration and participative management, the International Institute of Business Study (IIBS) has structured a framework for the delegation of financial powers. This framework aims to streamline financial decision-making processes, thereby enhancing operational efficiency and fostering a culture of accountability and transparency.

#### 1. Director:

The Director holds the authority to approve and execute budgets up to INR 2 lakhs per financial year. This approval covers expenditures in areas such as Academics, Library, Computer Centre, Infrastructure Development, and other support facilities. Any expenditure above this threshold requires consultation with and approval from the Chairman.

#### 2. Principal:

The Principal is empowered to approve expenses up to INR 10 thousand. This authority enables the Principal to address immediate and essential academic and administrative needs efficiently.

#### 3. Coordinators:

The Coordinators are granted the authority to approve expenses up to INR 5 thousand. This delegation allows Coordinators to manage departmental needs promptly, ensuring the smooth functioning of academic and administrative operations within their respective areas.

#### 4. Additional Guidelines:

- **Consultation and Communication:** Regular consultations and communications among department heads, faculty, and administration are essential to ensure the effective utilization of financial resources.
- **Training and Awareness:** Adequate training and awareness programs will be conducted to familiarize all stakeholders with the financial delegation framework and procedures.

The strategic decentralization of financial powers is designed to empower our leaders and process owners, enabling them to make timely and informed decisions that contribute to the overall development and success of IIBS.

For any further clarifications or guidance on the financial delegation framework, please do not hesitate to contact the administrative office. Thank you for your continued dedication and support in realizing our institutional goals.

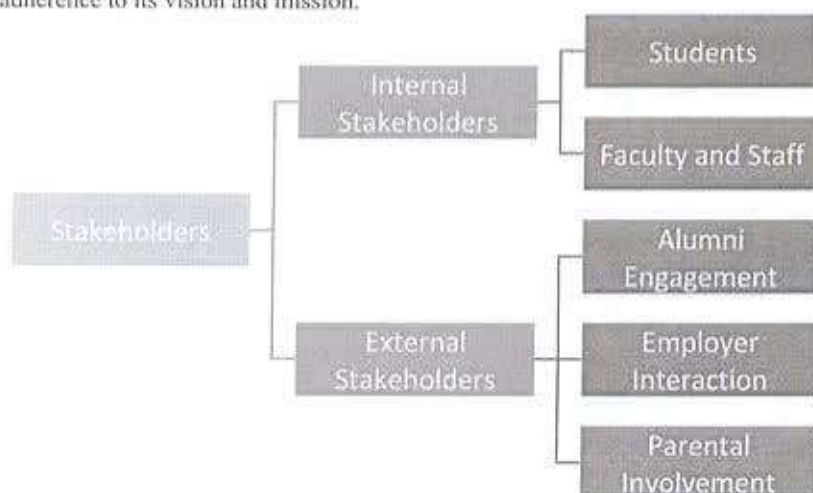
Best Regards,

Dr. Jay Prakash

Chairman  
International Institute of Business Study (IIBS)

### 2.1.3.2 Transparency (5)

International Institute of Business Study (IIBS) is committed to transparency and excellence in education. This Self-Study Report (SSR) outlines the institute's efforts in ensuring openness and adherence to its vision and mission.



#### 1. Induction and Orientation Program:

- IIBS conducts an inclusive induction and orientation program, fostering student familiarity with the institute's vision and mission.
- The program includes interactive sessions to ensure a holistic understanding of IIBS's core values.

#### 2. Director's Address:

- Regular addresses by the Director at the beginning of each term reinforce the institute's vision and mission, emphasizing their significance in the academic journey.

#### 3. Student's Handbook:

- A comprehensive Student's Handbook is provided, prominently featuring the institute's vision, mission, and core objectives for easy reference.

### Faculty and Staff:

#### 1. Staff Orientation Program:

- New faculty and staff undergo a detailed orientation program that emphasizes the institute's vision and mission, ensuring alignment with institutional values.

#### 2. Employee Handbook:

- An Employee Handbook is provided to all faculty and staff, outlining IIBS's vision and mission, serving as a reference guide for professional conduct.

#### 3. Attendance Register:

- Maintenance of an attendance register is a routine process, promoting a culture of accountability and adherence to the institute's principles.

## External Stakeholders:

1. Alumni Engagement:
  - Periodic dissemination of the institute's vision and mission during alumni meets ensures ongoing engagement and alignment with the institute's objectives.
2. Employer Interaction:
  - Placement brochures featuring the institute's vision and mission are provided to employers, ensuring visibility during corporate interactions.
3. Parental Involvement:
  - Parental involvement during induction programs is a key strategy to sensitize them to the institute's vision, mission, and PEOs.

## General Transparency Measures:

1. Online Information:
  - All relevant information, including policies, rules, and processes, is available on the institute's website, promoting transparency.
2. Manuals and Brochures:
  - Copies of policies/manuals are shared with faculty, staff, and students during onboarding, ensuring clarity on rules and regulations.
3. Anti-Ragging Policies:
  - Anti-ragging policies are prominently displayed on websites and across campus through visible banners.
4. Orientation Workshops:
  - Workshops during orientation programs educate stakeholders about rules, regulations, and policies, fostering a culture of compliance.
5. Admission Information:
  - Clear information on admission policies and procedures is disseminated through the institute's website, ensuring transparency.

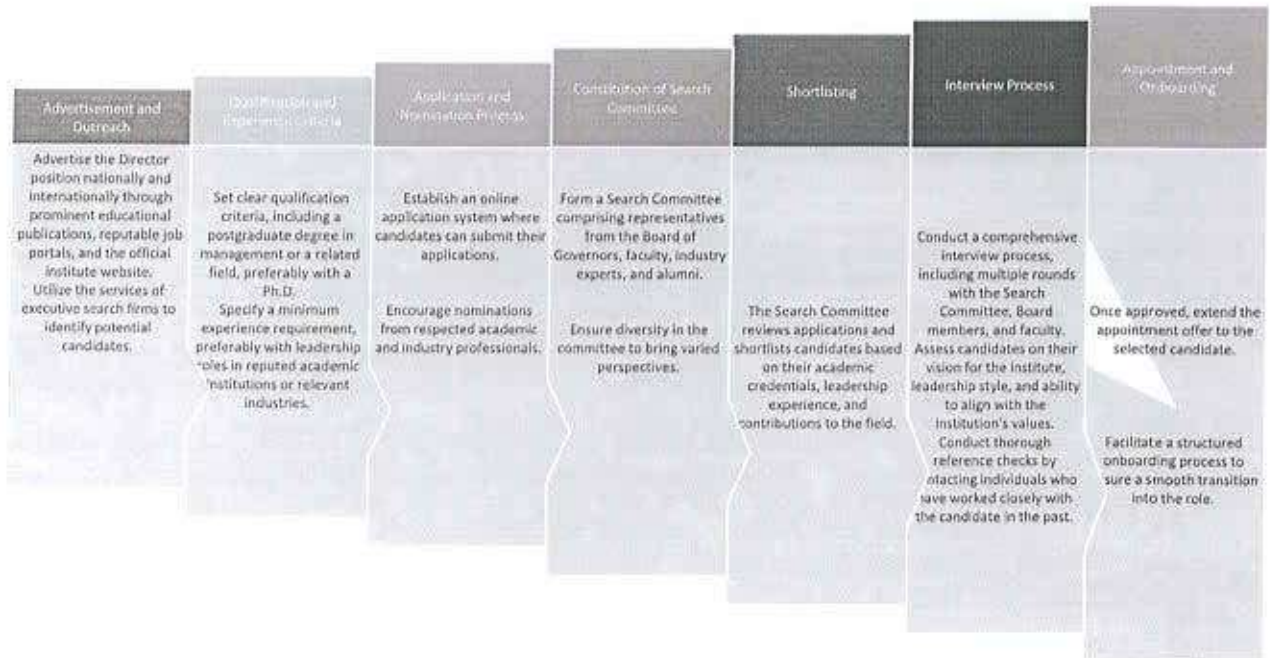
IIBS's commitment to transparency is evident through these initiatives, creating an environment where stakeholders are well-informed (all stakeholders are issued manuals) and aligned with the institute's vision and mission.

  
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### 2.1.3.3 Leader and Faculty selection process (5)

At the Indian Institute of Business Study (IIBS), a transparent faculty selection process is implemented to ensure the recruitment of high-quality educators, fostering excellence in teaching and learning.

#### Leader selection process



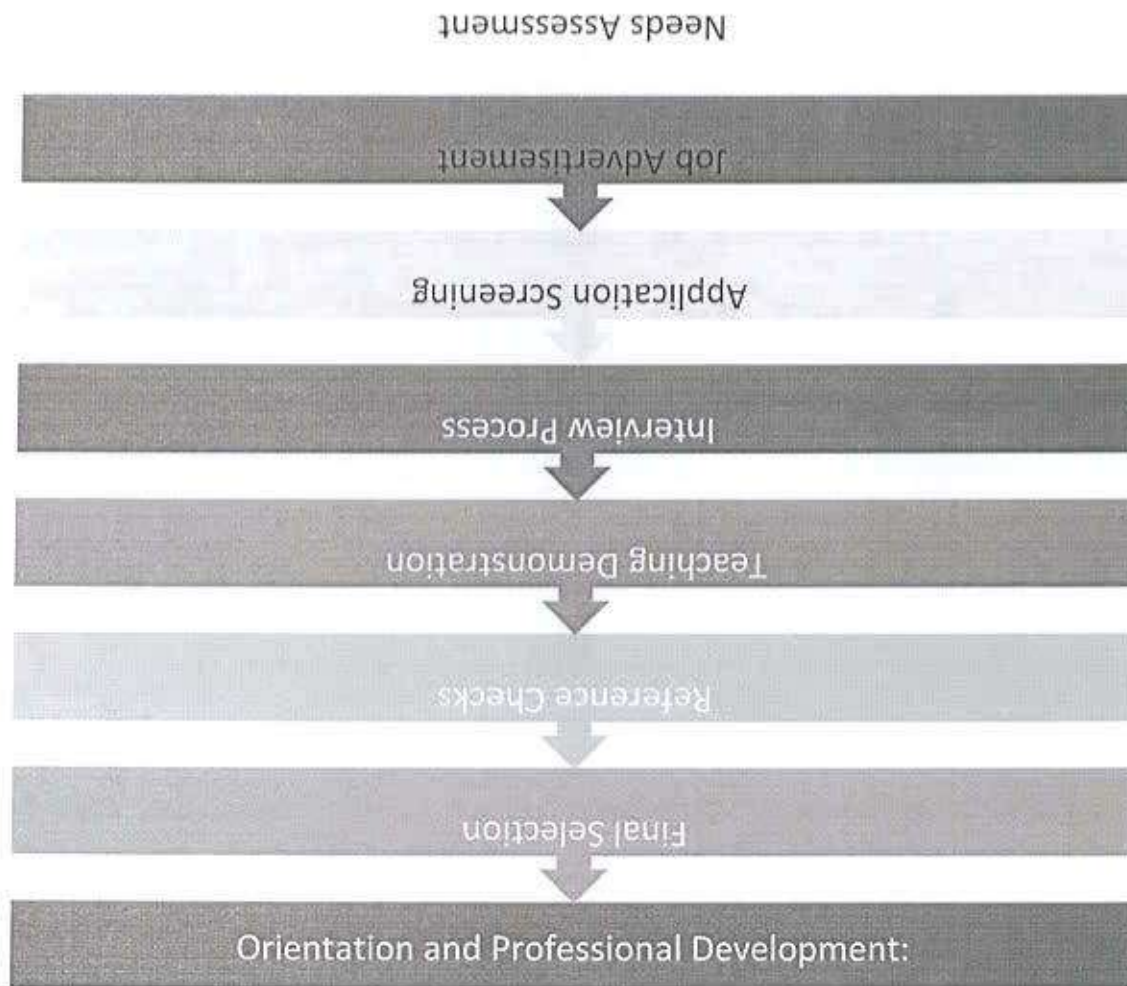
#### Faculty selection process

The institute adheres to AICTE norms for faculty recruitment, including positions such as Professor, Associate Professor, and Assistant Professor. The recruitment information is widely publicized through newspapers, as well as on the institute's website. Additionally, employee references and associates are utilized for broader outreach.

The approval of the Board is required for the selection of the Director and Program Heads, and Department heads play a crucial role in approving faculty appointments. When appointing faculty members, the institute considers factors such as teaching experience, industry exposure, and other relevant credentials. Demo classes are mandatory for faculty positions, and candidates are required to bring educational credentials, experience certificates, and pay slips for verification. Following successful interviews, the HR department conducts reference checks, background verification, and document verification before extending the appointment letter.

Joining formalities include the submission of relevant documents specified by HR. Employees typically undergo a probationary period of six months, subject to management discretion based on the situation. Throughout this period, employee performance is closely monitored.

#### Faculty selection Process



**Selection Process:**

**1. Needs Assessment:**

- Identify the academic and industry expertise required based on the PGDM program's curriculum.
- Assess the specific skills and qualifications needed for each faculty position.

**2. Job Advertisement:**

- Create a detailed job advertisement specifying the roles, responsibilities, and qualifications required.
- Promote the job opening through various channels, including academic websites, professional networks, and social media.

**3. Application Screening:**

- Review applications to ensure they meet the minimum qualifications and experience requirements.

- Shortlist candidates based on their academic achievements, teaching experience, and industry exposure.
- Evaluate the candidate's industry connections, practical experience, and the ability to bridge academic and industry perspectives.
- Consider the candidate's research background, publications, and contributions to their field. Look for a balance between practical industry experience and scholarly activities.

**4. Interview Process:**

- Conduct a preliminary interview to assess the candidate's communication skills, teaching philosophy, and understanding of the subject matter.
- Assess the candidate's ability to integrate real-world examples into teaching and adapt to a dynamic educational environment.

**5. Teaching Demonstration:**

- Request short teaching demonstrations to evaluate the candidate's teaching style, classroom management, and ability to engage students.
- Assess the use of innovative teaching methodologies and technologies.

**6. Peer Review:**

- Involve current faculty members in the interview process to get their perspective on the candidate's compatibility with the department and teaching philosophy.
- Encourage peer feedback on the candidate's potential contribution to the college's academic community.

**7. Reference Checks:**

- Conduct thorough reference checks to verify the candidate's qualifications, teaching effectiveness, and professional conduct.
- Contact previous employers, colleagues, and mentors for insights.

**8. Diversity and Inclusivity:**

- Encourage diversity in the faculty selection process, considering candidates from various backgrounds and experiences.
- Ensure a fair and unbiased selection process.

**9. Final Selection:**

- Based on the assessments, select candidates who align with the college's mission, values, and commitment to academic excellence.
- Communicate clearly with the selected candidates regarding their roles, responsibilities, and expectations.

**10. Orientation and Professional Development:**

- Provide comprehensive orientation for new faculty members.

- Offer ongoing professional development opportunities to enhance teaching skills and stay updated on industry trends.

## **SELECTION & APPOINTMENT POLICY**

Selection of staff is one of the most strategic and significant determinants of whether an Institution will succeed or fail. It is vital to ensure that the following policy is implemented throughout the Institution.

The Selection and Appointment Policy is based on the following principles:

We recruit the best talent available based STRICTLY on merit.

Where possible we promote from within the Institution to provide career opportunities for our existing staff, who possess requisite qualification / experience.

We do not employ direct relatives of current employees in the same department, unless prior written permission is obtained from the authorities concerned.

We do not re-hire staff who have been terminated with a cause by the Institution succumb to any pressure that can result in compromising the quality of staff to be hired.

### **1. SELECTION / APPOINTMENT**

1.1. All appointments of employees will be made in writing by the Appointing Authority for different cadres and classification of employees.

1.2. Appointment of employees shall be made by the Appointing Authority on the basis of the choice of applicants made

1.3. Recruitment of employees shall be made from one or more of the following sources:

(a) Direct recruitment from outside through open advertisement in the press prescribing qualifications, experience,

etc., subject to the guidelines issued from time to time.

(b) Promotion of existing employees from the lower cadres as per Promotion Policy.

(c) From any other source as determined by the Appointing Authority.

1.4. Each staff should serve for at least a minimum period of one academic year or as per the conditions terms and mentioned in his Appointment Order.

### **1.5 Minimum Qualification for each Teaching Post:**

#### **1. Assistant Professor: (A.P – I)**

| <b>Qualification</b>  | <b>Experience</b> |
|---|-------------------|
| First Class Degree either in Bachelors and in Master Degree in MBA / M.Com/MCA/MSc/MA<br>M Phil, PhD. | 0 – 5 years       |



|  |  |
|--|--|
|  |  |
|--|--|

2. Assistant Professor (Senior Scale):  
(A.P – II)

| Qualification  | Experience  |
|--|-------------|
| First Class Degree either in Bachelors or in Master Degree in<br>MBA<br>/MA/MSc/ MCOM/MCA & M Phil. PhD. | 5 years     |
| First Class M Phil With MBA / MCom/MCA   | 7 years     |
| Ph D<br>in With MBA / MCom/MCA   | 0 – 5 years |

3. Assistant Professor (Selection Grade):(A.P III)

| Qualification   | Experience |
|---|------------|
| First Class Master Degree MSc/MA English /MBA / MCom/MCA & M Phil. PhD. | 10 years   |
| Ph D in MBA / MCom/MCA/MA   | Fresh      |
| First Class M Phil. (MBA / MCom/MCA/MA)                                 | 12 years   |
| Ph D in M Phil (MBA / MCom/MCA/MA),                                     | 5 years    |

4. Associate Professor:

| Qualification  | Experience |
|--|------------|
| Ph D Degree with first class Master's Degree in<br>MBA / MCom/MCA/MA/MSc/MA English                                  | 5 years    |
| First Class master's degree in MBA / MCom/MCA/MA + PhD Registration / Completion of Course Work and Publication of 1 | 15 years   |

|   |          |
|---|----------|
| International Journal   |          |
| Ph D Degree with first class Master's Degree in MBA / MCom/MCA/MA | 12 years |

5. Professor:

| Qualification  | Experience   |
|--|--|
| Ph D Degree with first class Master's MBA / MCom/MCA/MSc/MA    | 10 years of teaching / research / industry experience out of which 5 years as Associate Professor. |
| PhD Degree with first class Master's Degree in MBA/ MCom / MCA | 17 years' experience   |

6. Adjunct Faculty:

| Qualification  | Experience  |
|--|---|
|  |   |
|  | <ul style="list-style-type: none"> <li>➤ 10 – 15 years of experience from industry / organization satisfying the following norms –</li> <li>➤ Teaching and research organizations of State / Central Government Institutions / Universities;</li> <li>➤ Central and State Public Sector Undertakings</li> </ul> |
| Candidate for Adjunct Faculty from industry should have                | ➤ (PSUs);   |
| Relevant professional qualification (as applicable to regular faculty) | <ul style="list-style-type: none"> <li>➤ Reputed Industries;</li> <li>➤ Civil Servants (IAS / IPS / officials from Central and Provincial Services) and professionals and officials from</li> </ul>   |

|  |   |
|--|---|
|  | professional councils;<br>➤ NRIs and PIOs working with reputed overseas academic, research and industrial organizations or having a demonstrated interest in Indian issues. |
|--|---|

**1.6 Counting of Experience for appointment / promotion:**

| Experience   | Weightage                |
|--|--------------------------|
| Teaching experience in Universities / Management Institutions / Reputed Industries / Overseas Experience | Actual experience (100%) |

|  |   |
|--|---|
| Teaching experience in UG & PG / Arts & Management College / Private Institutes / Schools / General Industry | Half of the Actual experience (50%) – however in certain meritorious cases, 100% weightage was given as last year |
| Part time / Visiting Employment  | One-fourth of the Actual Experience (25%)   |

For the purpose of calculation of experience, documentary evidence such as Appointment Order / Relieving Order and Experience Certificate is mandatory. Principal / HR Department will decide on the actual experience taking into account the proof submitted. Only completed year of service will be taken into account for the purpose of salary fixation – if a person has 6.10 years' experience, it will be construed as 6 years' experience only. However in certain cases, the 10 month experience was considered as one full year and full weightage would be given for Industry / other teaching experience.

**Selection of Teaching and Non-Teaching Employees:**

**(a) Mode of Selection of Regular Faculty:**

Direct recruitment to all cadres is based strictly on merit. In all the cases, the following procedures are followed-

- (i) At the end of each semester, the Coordinator review the staff position in their departments and prepare a manpower requirement list.

- (ii) The manpower requirement list is presented to the Director/ Principal
- (iii) The Director/ Principal discusses the requirement in the faculty's meeting and finalize the decision, taking into account the increase in in-take / new course / staff leaving, etc.
- (iv) The manpower requirement list is forwarded to the Management Team for approval. After the approval, advertisements are released in the leading newspapers and online portals.
- (v) The applications received are duly scrutinized.
- (vi) Letters of intimation are sent to the Staff Selection Committee members for attending the Selection process.
- (vii) Shortlisted applicants are intimated to attend the interview on a specified date and time.
- (viii) The choice is made by the Selection Committee after interviewing the eligible candidates for a considerable period of time. A test may be conducted, if required.
- (ix) The Selection Committee finalizes the selection of candidates,
- (x) The selected candidates will be given the Offer of Appointment by the Department of HRD, subject to the submission of the candidate's degree certificate in the original.
- (xi) Candidates sign the duplicate copy of the Offer of Appointment and submit their degree original certificate as a token of acceptance of the offer.
- (xii) Upon joining, the selected candidates are issued with the Appointment Order and are requested to fill in the Joining Report which is signed by their respective Coordinator, Department of HRD and the Director/Principal in the prescribed format along with the following enclosures:

- (a) Certificate of physical fitness.
- (b) Relieving letter from the previous employer, if any.
- (c) Evidence of date of birth / proof of age.
- (d) Highest original certificate of qualification and experience, with one set of the copies of these certificates, duly attested.
- (e) Publication copies / copies of participation certificates.
- (f) Three copies of the candidate's color photograph.
- (g) Aadhaar Card Copy / PAN Card Copy / Residence Proof; (h) Highest Original Degree Certificate, if not submitted earlier.
- (i) Any other documents specified by the Director/Principal.

**Note:** Evidence of Date of Birth / Proof of Age: Every employee at the time of reporting to duty should give a certificate / declaration of the date of birth supported by any one of the following:

- (a) Certified extract from Register of Births and Deaths.
- (b) School Leaving Certificate / Matriculation Certificate;
- (c) PAN Card / Aadhar Card; and
- (d) Passport

The age of the employee, verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes including appointment and

retirement.

- (xiii) The applications of other candidates, who could not be selected due to lack of vacancies, will be filed separately as "Wait Listed".

As and when required and depending on emergency / exigency situations, adhoc appointments are made on contract basis for specified periods.

**(b) Composition of Selection Committee:**

1. Every Selection Committee shall consist of the following members:

For appointment of Professors:

- Chairman
- Director & Executive Director
- Principal / Vice Principal
- Chief HR Officer
- External Expert

For appointment of Associate Professor and, Assistant Professor

- Chairman
- Director & Executive Director
- Principal / Vice Principal
- Chief HR Officer
- External Expert

2. The meetings of the Selection Committees shall be convened by the Chairman of the Selection Committee as and when necessary.

**(c) Mode of Selection of Technical / Non-Teaching staff:**

All positions are advertised in the press / on-line portals. After the applications received, the eligible scrutiny candidates are shortlisted and intimated to appear for the Selection Committee consists of the following.

- Chairman
- Director
- Principal / Vice Principal
- Chief HR Officer
- External Expert

**POST SELECTION PROCESS**

**Procedure:**

The selected candidate who received the Offer letter should report for duty to the Director/Principal on the specified date, as mentioned in the offer letter.

The Joining Report and the Letter of Undertaking (if required) have to be filled up by the staff.

PAN Card / Aadhaar Card / Proof of Residence details should be furnished by the staff member and a copy of the same to be submitted at the time of joining.

Each staff member is required to open a Bank account with the Bank for the purpose of crediting their monthly salary. The ATM Card is also issued to the staff members for collecting their salary.

The Appointment Order will be issued by the Department to the newly joined staff who has to execute the service contract if required.

The coordinator will brief the newly joined staff about the department formalities and the workload.

Email ID will be created for the staff by the ERP Team within a week's time.

Identity Card will be provided for each staff.

Library utilization form needs to be filled up by the newly joined faculty and they will be provided with a Library ID Card for utilizing the library resources

Induction program will be organized by the Department on the subsequent week to explain the rules and regulations of the Institution. The Induction kit will also be provided with all details.

Visiting cards for the senior staff will be provided in the specified format in the subsequent week.

### **Records of Service – Staff Personal File**

A Staff Personal File for keeping the record of service of staff shall be maintained by Human Resources (HR) Department in respect of each employee of the Institution.

The Personal File will also contain the correct address, the date of appointment, consolidated pay / the scale of pay on which he was appointed, the increments given from time to time, leave availed of, transfer, promotions, suspensions, punishments, dismissal, etc., The file shall be open immediately when an employee reports for duty.

Any change in the address should be intimated immediately by the employee.

All activities of an employee in his official position shall be recorded in this file, which will be maintained by the Department.

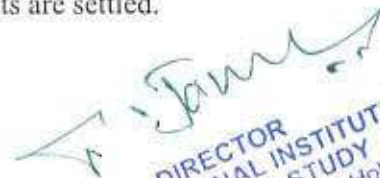
### Identity Card

Every employee shall be given an identity card, appropriate to his classification and shall wear it while on duty and on being required to do so, show it to the person authorized by the Chairman. The ID card should be worn with the lanyard by all the staff during the working hours and during the travel time in the Institution bus.






The Identity Card shall carry the Photo of the employee, Name, Employee No., Designation, Department, Date of Birth, Blood Group, Contact No., and Residential Address. The said identity card shall be issued duly signed by the authority concerned.

If the employee loses the identity card, the Institution shall provide him with another ID card on payment of the requisite fee of Rs.200.

When an employee ceases to be in employment of the Institution, he shall surrender his ID card to the Department before his accounts are settled.

  
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2.1.3.4. Stability of the academic leaders (3)

| Sl. No | Name                        | Photo   | Designation        | Date of Appointment | Tenure               |
|--------|-----------------------------|---|--------------------|---------------------|----------------------|
| 1      | Dr. Tripuraneni Jaggiah     |    | Director           | 3/5/2017            | 6 Years (Till date)  |
| 2      | Maheshwar Reddy Gangavaram, |   | Admission Director | 29/10/2016          | 7 Years (Till date)  |
| 3      | Dr. Samiya Mubeen           |  | Coordinator        | 06/09/2017          | 6 Years (Till date)  |
| 4      | Prof. Kuldeep Sharma        |  | Placement Director | 23/7/2008           | 16 Years (Till date) |
| 5      | Mr. Umesh P                 |  | Librarian          | 16/08/2008          | 16 Years (Till date) |

*T. Jaggiah*  
**DIRECTOR**  
**INTERNATIONAL INSTITUTE**  
**OF BUSINESS STUDY**  
 #75 Muthuguda, Jala Hobli,  
 Bengaluru - 562157



### 2.1.1.3. Policies (Including respective committees)

#### Internal Quality Assurance System

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities.

IQAC at IIBS works towards being an effective and efficient internal coordinating and monitoring mechanism for the institution. It plays a vital role in enhancing the quality of the institution and is an assurance mechanism, suggesting quality enhancement measures to be adopted.

The role and functions of the IQAC of the college are:

- Developing and implementing quality benchmarks in the academic and administrative processes of the institution
- Ensuring proper documentation and maintenance of records related to academic and administrative

#### Activities

- Facilitating feedback mechanisms to enhance the overall quality of academic and administrative practices
- Conducting periodic reviews and evaluations of the performance of various departments, teaching and non-teaching staff, and other stakeholders
- Organizing faculty development programs and workshops to enhance teaching and research skills
- Developing and implementing policies and strategies to promote research and extension activities in the institution
- Establishing linkages with other institutions of higher education and industries for collaborative research and academic exchange programs
- Ensuring compliance with the regulatory bodies and accreditation agencies
- Preparing the institution for the assessment and accreditation process

In the last five years, the IQAC met regularly with a periodicity of once every semester. These meetings were attended by members of the faculty, administrative staff, as well as external experts who were invited to provide their valuable inputs during these meetings, some of the major decisions that were taken are implement FEC (Feedback, Evaluate and criterion) model to initiate consistent action for achieving the academic and administrative quality assurance.

The role played by the external members was crucial in providing an impartial perspective on the functioning of the institution and assisting in identifying the areas that needed attention towards Participative Learning. Hence, radical changes have been made in pedagogy. Students are involved in role-play, case studies and puzzle solving are some of the techniques used by several departments. Trouble shooting, Brainstorming sessions, Panel discussions and Management games are the tactics employed by the staff of Management Study to make their wards industry-ready to expose the present students to possible extent for better placement.

Student representatives also played an important role in providing feedback on the quality of education provided and the measures taken to improve the same in Skill Based Education with the introduction of MOOCs, Add on Programmes, Industry Interactive

Session / Workshops, Industrial visits which provides infinite opportunities for students. The institution quickly embraced these opportunities for knowledge and skill enhancement of students.

Promoting Research Culture to set clear research goals and communicate the same effectively to faculty through benchmarking, Faculty members to attend various international and national level conferences, seminars, workshops and panel discussions. With the intention of developing a culture of research, the institution has allocated significant resources for training and support in research related activities. By organizing various training programs related to applying for research Non Govt funded projects, FDPs on research methodologies, maintaining research quality, workshops. This has motivated faculty to inquire, explore and get their research works published in reputed UGC-CARE list, Scopus indexed journals and web of science.

Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented 2
- . Academic and Administrative Audit (AAA) and follow-up action taken
3. Collaborative quality initiatives with other institution(s)
4. Participation in NIRF and other recognized rankings
5. Any other quality audit/accreditation recognized by state, national or international agencies such as NBA etc.

| S.L No | CATEGORY                    | NAME OF THE MEMBER                               |
|--------|-----------------------------|--|
| 1      | Chairperson                 | DrTripuraneni Jaggalah Director -IIBS            |
| 2      | MEMBERS FROM TEACHING STAFF | DrManjushri Yadav Assistant Professor            |
|        |                             | Mr.Dhanush M N Assistant Professor               |
|        |                             | Mrs. Mani Krishna. Assistant Professor           |
|        |                             | Mr.Mehabub basha Assistant Professor             |
|        |                             | Ms.Mangala v.Reddy Assistant Professor           |
|        |                             | DrBalaji Assistant Professor                     |
|        |                             | Ms. Archana Assistant Professor                  |
|        |                             | Mr.Manjunath Assistant Professor                 |
|        |                             | Mr.Shrinidhi Assistant Professor                 |
|        |                             | Mr.Ashok Matcha Assistant Professor              |
| 12     | MEMBERS FROM MANAGEMENT     | DrJay Prakash<br>Chairman-IIBS                   |
| 13     | ADMINISTRATIVE OFFICER      | Mr.Krishna Yadav<br>Administrative office - IIBS |
| 14     | MEMBERS FROM SOCIETY        | Mr. Nagaraj .A                                   |
| 15     | MEMBERS FROM THE ALUMNI     | Tanmay Channe Member from Alumni                 |
| 16     | MEMBERS FROM THE STUDENT    | Syed Kasim Baba PGDM II Year Student             |
| 17     | MEMBERS FROM THE INDUSTRY   | Mr. Prasad Babu .M                               |
| 18     | IQAC COORDINATOR            | Dr M. Kethan                                     |



# INTERNATIONAL INSTITUTE OF BUSINESS STUDY

(Managed by - Smt. B. Devi Educational & Charitable Trust)

**CAMPUS :**  
# 75, Muthugadahalli, Jala Hobli,  
Bangalore North Taluk, Bangalore Urban District,  
Bangalore - 562157 Karnataka

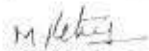
**TRUST OFFICE :**  
# 70, 2nd Main Road, 3rd Cross,  
Kanaka Nagar, R.T. Nagar,  
Bangalore - 560 032, Karnataka

## INTERNAL QUALITY ASSURANCE CELL NOTIFICATION FOR THE FORMATION OF IQAC

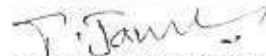
The Director is pleased to constitute IQAC Committee on 4/06/2022 for the period of 2 years as per the Latest UGC Guidelines

The Details of New Committee is as Follows

| S.L NO | CATEGORY                    | NAME OF THE MEMBER  |
|--------|-----------------------------|---|
| 01     | CHAIRPERSON                 | Dr.Tripuraneni Jaggaiah<br>Director -IIBS                 |
| 02     | MEMBERS FROM TEACHING STAFF | Dr.Manjushri Yadav<br>Assistant Professor                 |
|        |                             | Mr.Dhanush<br>Assistant Professor                         |
|        |                             | Mrs.Mani Krishna<br>Assistant Professor                   |
|        |                             | Mr.Mehabub basha<br>Assistant Professor                   |
|        |                             | Ms.Mangala v.Reddy<br>Assistant Professor                 |
|        |                             | Dr.Balaji<br>Associate Professor                          |
|        |                             | Ms.Archana<br>Assistant Professor                         |
|        |                             | Mr.Marjunath<br>Assistant Professor                       |
|        |                             | Mr.Shrinidhi<br>Assistant Professor                       |
|        |                             | Mr.Ashok Matcha<br>Assistant Professor                    |
| 03     | MEMBERS FROM MANAGEMENT     | Dr.Jay Prakash<br>Chairman -IIBS                          |
| 04     | ADMINISTRATIVE OFFICER      | Mr Krishna Yadav<br>Administrative Officer -IIBS          |
| 05     | MEMBERS FROM SOCIETY        | Mr.NAGARAJ .A<br>MEMBER-Muthugadahalli<br>Grama Panchayat |
| 06     | MEMBERS FROM THE ALUMNI     | Tanmay Channe<br>Member from Alumni                       |
| 07     | MEMBERS FROM THE STUDENT    | Syed Kasim Baba<br>PGDM II Year Student                   |
| 08     | MEMBERS FROM THE INDUSTRY   | Mr. Prasad Babu .M<br>Sr.Manager CAPGEMINI                |
| 09     | IQAC COORDINATOR            | Dr.M. Kethan<br>Associate Professor                       |



**Dr.M.kethan**  
IQAC -Coordinator



**Dr.Tripuraneni Jaggaiah**  
IQAC -Chairman

Mobile: 99864 15333, E-mail: admission@iibsonline.com, Website: www.iibsonline.com

  
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**Examination Policy:**

The Examination Process serves as the central nervous system of the institute, and its policies are determined by the Examination Committee, headed by the Academic Chairperson and Director. This committee oversees all functions related to examinations and evaluations. The scope of activities includes:

- 1) Organizing examinations promptly and efficiently, ensuring strict supervision and preventing any form of malpractice at every level.
- 2) Declaring results promptly while upholding the highest standards of quality throughout the examination process. This encompasses the meticulous setting and assessment of papers to result declaration, conducted with maximum vigilance and confidence.
- 3) Ensuring the seamless operation of all activities falling under the purview of the examination department, promoting efficiency and effectiveness.
- 4) Providing exemplary services to students, teachers, and the larger society, with a dedicated focus on enhancing the overall quality of education.
- 5) Implementing continuous improvement initiatives in examination processes, adapting to best practices, and embracing technological advancements to enhance efficiency.
- 6) Developing and executing strategic plans aimed at continual enhancements in the examination process, including the adoption of innovative assessment methods.
- 7) Integrating technological solutions to streamline examination processes, ensuring accuracy, security, and accessibility.
- 8) Adopting a student-centric approach in the examination process, prioritizing fairness, transparency, and accessibility for all students.
- 9) Actively seeking and incorporating feedback from stakeholders, including students and faculty, to improve the overall examination experience.
- 10) Providing opportunities for the professional development of examination staff, ensuring they stay abreast of evolving trends and best practices.
- 11) Developing and implementing robust contingency plans to address unforeseen circumstances, ensuring the smooth continuation of examination activities.

- 12) Implementing heightened security measures to safeguard the integrity and confidentiality of examination processes and results

#### **Examination Planning:**

1. Develop a comprehensive time schedule for examinations and result declaration at the commencement of each term, ensuring timely notification.
2. Maintain an adequate database of individuals responsible for setting and examining papers, facilitating efficient coordination with the Board of Exams.
3. Oversee the organized execution of examinations, tutorials, and tests, including the moderation, tabulation, and timely declaration of results.
4. Undertake proactive measures and innovations in examination processes, fostering a culture of continuous improvement.
5. Outline the fundamental processes involved in examinations, including setting norms for paper creation and assessment.
6. Formulate a broad schedule for examinations, paper assessment, and result declaration.
7. Develop a course of action based on constructive feedback from faculty members to enhance examination procedures.
8. Investigate and take disciplinary measures in response to malpractices and lapses by candidates, ensuring the integrity of the examination system.

#### **Carrying out the Examination Process:**

1. Display the examination schedule and result declaration dates at the beginning of each term, promptly notifying students and faculty.
2. Secure two sets of question papers in sealed envelopes, ensuring confidentiality and integrity throughout the examination process.
3. Create necessary duplicates of the question paper, maintaining the required number of copies for examination distribution.
4. Procure the essential examination stationery needed for the smooth conduct of exams, ensuring preparedness and efficiency.
5. Organize stringent vigilance measures during exams to prevent any use of unfair means by students, teachers, invigilators, supervisors, etc.
6. Make necessary arrangements for the assessment of answer sheets, ensuring a systematic and secure evaluation process.

7. Compile and declare examination results in a timely manner, adhering to the predetermined schedule.

8. Maintain comprehensive records of the examination process, including question papers, answer sheets, and results, for documentation and reference purposes.

9. Undertake any additional duties and responsibilities assigned periodically to contribute to the efficient functioning of the examination process.

#### **Logistical Coordination:**

1. Efficiently coordinate with faculty, paper setters, and examiners to ensure the seamless organization of examinations and related activities.
2. Establish and communicate the broad examination process outline, providing clarity to all stakeholders involved.
3. Set guidelines for paper creation and assessment, maintaining consistency and fairness in the examination process.

#### **Continuous Improvement and Evaluation:**

1. Continuously evaluate and experiment with examination reforms, incorporating innovative practices for enhanced effectiveness.
2. Regularly review and refine the examination process's broad schedule, adapting to the evolving needs of the educational landscape.
3. Establish a schedule for the timely declaration of results, taking into account feedback and optimizing the examination timeline.
4. Proactively assess and respond to challenges and opportunities in the examination system, fostering a culture of adaptability and improvement.
5. Implement measures to enhance the transparency and fairness of the examination system, aligning with best practices in the field.
6. Foster collaboration with faculty and other stakeholders to gather insights and suggestions for ongoing enhancement of the examination process.

#### **Data Management and Reporting:**

1. Effectively manage and update databases of paper setters, examiners, and other relevant information, ensuring accessibility and accuracy.
2. Provide necessary data to the Board of Exams as required, facilitating informed decision-making.
3. Develop comprehensive reports on examination activities, including the performance of students and any notable trends or issues.
4. Utilize data analytics to identify areas for improvement and streamline examination processes.

#### **Monitoring the Examination:**

1. Monitor the implementation of policies and processes outlined by the Examination Committee, ensuring adherence and effectiveness.
2. Ensure the adequacy and quality of assessment methods, maintaining standards and fairness throughout the evaluation process.
3. Provide constructive feedback and recommend necessary changes to enhance the overall assessment scheme of IIBS, fostering a culture of continuous improvement.
4. Monitor the efficiency of examination processes and suggest improvements to adapt to evolving educational dynamics.
5. Engage with stakeholders, including faculty and students, to gather insights and perspectives on the examination process for ongoing enhancement.

**Examination Committee:**

| Sr. No. | Name                        | Designation         | Position         |
|---------|-----------------------------|---------------------|------------------|
| 1.      | Dr.Tripuraneni Jaggaiah     | Director            | Chairman         |
| 2.      | Rajesh A V                  | COE                 | Member Secretary |
| 3.      | Mr. Shrinidhi V S           | Assistant Professor | Member           |
| 4.      | Ms. Velagapudi Mani Krishna | Assistant Professor | Member           |
| 5.      | Dr Balaji Nayak             | Assistant Professor | Member           |
| 6.      | Ms. Akriti Gupta            | Assistant Professor | Member           |
| 7.      | Amalanishant N              | Student             | Member           |
| 8.      | Anjali Karwa                | Student             | Member           |

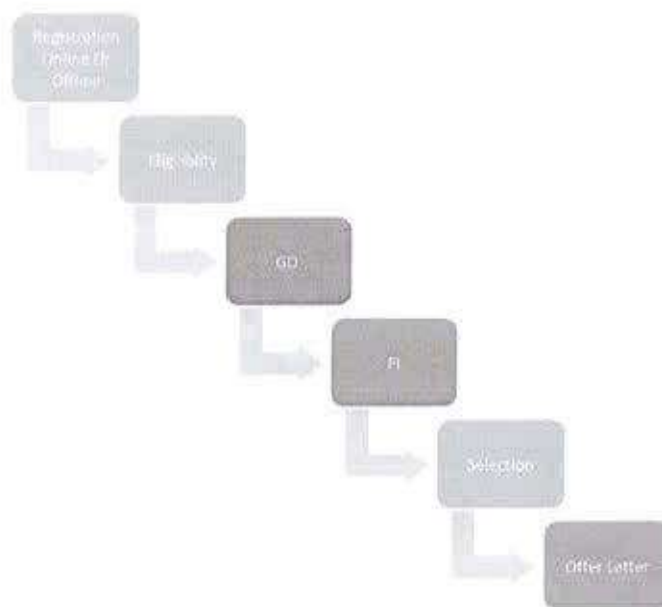
**Admission committee:**

**Admission Committee Responsibility:**

The Admission Committee at IIBS holds the responsibility for the admission process across all four programs offered by the institute. This involves the careful evaluation of applications, adhering to admission norms and policies. The committee also serves as an essential source of information for potential applicants, guiding them through the admissions process.

**IIBS Admission Process:**

The initiation of the admission process at IIBS aligns with the prescribed dates in accordance with AICTE guidelines. The selection process is intricately linked to career trajectories and the demands of recruiters. Prospective candidates have the option to register online or in-person at the institute. Upon receiving the application form, the admission office dispatches the prospectus to the candidate via mail or courier.



#### **Eligibility Criteria for Shortlisting:**

##### **Competitive Exam Performance:**

- Attainment of a competitive score in CAT/XAT/MAT and other qualifying exams, achieving a percentile above the specified threshold, along with a minimum of 50% marks or equivalent to 5.0 CGPA in graduation from a recognized university.

##### **Academic Background Criteria:**

- Demonstrated academic excellence in 10+2+3/4 graduation.

##### **Shortlisting and GD-PI Session:**

Eligible candidates proceed to the GD-PI session. Shortlisted candidates are notified via email, and the GD-PI sessions take place in various cities across India to identify top talent. The evaluation during GD-PI encompasses communication skills, personal impact, teamwork, openness, content knowledge, attitude, and behavioural traits. The institute's panel members meticulously assess group discussions and conduct personal interviews.

##### **Final Weightage in Selection:**

The selection process incorporates the following weightage:

- Written Test
- Academics
- GD
- PI

##### **Admission Offer Communication:**

Successful candidates are offered admission, and the communication is conveyed through email.

##### **Additional Points:**

- The admission process is initiated in adherence to AICTE guidelines, emphasizing transparency and fairness.
- Candidates have the flexibility to choose between online registration and in-person application submission.



- GD-PI sessions are strategically conducted across multiple cities to attract a diverse pool of talent.
- The final weightage provides a holistic assessment, considering written test performance, academic achievements, GD-PI outcomes, and work experience.
- Communication with candidates is facilitated through efficient email correspondence, ensuring clarity and timely updates

| Sr. No. | Name                        | Designation         | Position |
|---------|-----------------------------|---------------------|----------|
| 1.      | Dr M. Kethan                | Principal           | Chairman |
| 2.      | Mr. Shrinidhi V S           | Assistant Professor | Member   |
| 3.      | Mr. Manjunath V             | Assistant Professor | Member   |
| 4.      | Dr Arun Kumar A             | Assistant Professor | Member   |
| 5.      | Dr Manjushri Janardan Yadav | Assistant Professor | Member   |
| 6.      | Mrs Mangala V Reddy         | Assistant Professor | Member   |
| 7.      | Dr Uma Devi                 | Assistant Professor | Member   |
| 8.      | Ms Hemangini Rai            | Assistant Professor | Member   |

## Placement & Corporate Relations

At IIBS, placement stands out as a crucial undertaking. The Placement Committee plays a pivotal role in facilitating connections between esteemed employers nationwide and the students at IIBS. Under the leadership of a chairperson, the Placement Committee includes area heads from various departments and student representatives. The committee's reporting structure is aligned with the Academic Council.

Additional Points:

1. The Placement Committee strategically engages with a diverse network of employers across India to foster valuable partnerships for student placements.
2. Comprising area heads from different departments and student members, the committee ensures holistic representation and diverse perspectives in the placement process.
3. The committee emphasizes collaborative decision-making, leveraging insights from both academic leaders and students to enhance the overall placement strategy.
4. Tailoring placement strategies to the specific needs and expectations of both employers and students, ensuring a customized and effective placement process.
5. The Placement Committee remains attuned to market trends and industry demands, adapting placement strategies to align with the evolving professional landscape.

6. Maintaining transparent communication channels, the committee ensures that both students and employers are well-informed about the placement process, expectations, and opportunities.
7. Actively pursuing continuous improvement initiatives, the committee explores innovative practices to elevate the quality and effectiveness of the placement process.
8. Employing data-driven approaches, the committee analyses placement trends and outcomes, enabling informed decision-making and strategic planning.

#### Placement & Corporate Relations Committee

| Sr. No. | Name                       | Designation         | Position         |
|---------|----------------------------|---------------------|------------------|
| 1.      | Dr. M. Kethan              | Principal           | Chairperson      |
| 2.      | Mr. Kuladeep Sharma        | Director(Placement) | Member Secretary |
| 3.      | Dr.K.Venkataramana         | Assistant Professor | Member           |
| 4.      | Dr. Arun Kumar A           | Assistant Professor | Member           |
| 5.      | Mrs. Mangala V reddy       | Assistant Professor | Member           |
| 6.      | Mr. Rajesh A.V             | Assistant Professor | Member           |
| 7.      | Mr. Channe Tanmay          | Student (Alumni)    | Member           |
| 8.      | Mr. Aniketh Sarkar         | Student (Alumni)    | Member           |
| 9.      | Mr. Anjali Karwa           | Student (Alumni)    | Member           |
| 10.     | Mr. Manoj M                | Student (Alumni)    | Member           |
| 11.     | Ms. Archana Duggishetty    | Student             | Member           |
| 12.     | Mr. Anil Jaiswal           | Student             | Member           |
| 13.     | Ms. A Vyshnavi             | Student             | Member           |
| 14.     | Mr. Dampetla Aravind Yadav | Student             | Member           |

#### Placement Process – Planning & Scheduling (Need to collect from placement cell)

The placement process in an college plays a pivotal role in shaping the career trajectories of students. Planning and scheduling this process are crucial for ensuring a smooth transition from academics to

the professional world. Here's a comprehensive guide of conducting the placement process at an our college.

**The detailed process:**



**PLACEMENT CELL WORKFLOW**

1. Pre-Placement Preparation:
  - Industry Analysis: Understand the current trends and requirements in the job market to align the curriculum with industry needs.
  - Skill Enhancement Programs: Conduct workshops, seminars, and skill development programs to enhance students' employability.
2. Industry Engagement:
  - Build Corporate Relationships: Strengthen ties with companies through networking events, industry visits, and collaborations.
  - Industry Expert Sessions: Organize guest lectures and sessions with industry experts to provide insights into market expectations.
3. Student Preparation:
  - Resume Building Workshops: Conduct sessions to help students create impactful resumes.
  - Mock Interviews: Arrange mock interview sessions to prepare students for real-world job interviews.
4. Scheduling Placement Activities:

- Placement Calendar: Develop a comprehensive calendar outlining the entire placement process, including dates for company presentations, pre-placement talks, and recruitment drives.
  - Internship Placements: Schedule internships strategically to expose students to practical industry experiences.
5. Company Onboarding:
- Invitations: Send formal invitations to companies inviting them to participate in the placement process.
  - Pre-Placement Talks: Organize sessions where companies can present their profiles, job roles, and expectations to students.
6. Recruitment Drives:
- Registration and Screening: Facilitate the registration process for interested students and conduct initial screening.
  - Written Tests and Group Discussions: Schedule written tests and group discussions as per the company's requirements.
7. Interviews:
- Technical and HR Rounds: Plan and coordinate technical and HR interview rounds efficiently.
  - Video Conferencing Facilities: Provide facilities for virtual interviews, especially if companies are not physically present.
8. Placement Offers:
- Offer Acceptance Window: Establish a timeline for students to accept or decline job offers.
  - Negotiation Support: Provide guidance to students in negotiating job offers.
9. Post-Placement Activities:
- Feedback Sessions: Conduct feedback sessions with both students and recruiters to continuously improve the placement process.
  - Alumni Connect: Encourage companies to stay connected with placed students for mentorship and networking.
10. Documentation and Reporting:
- Placement Reports: Maintain comprehensive records of placements, including company profiles, job roles, and compensation details.
  - Statistical Analysis: Analyse placement data to identify trends and areas for improvement.

### **Information Technology (IT) Policy**

International Institute of Business Study is a completely IT enabled Campus covering all the corners with wi-fi and all necessary IT equipment. All classrooms are installed with Projector for teaching support along with a separate router for every classroom for the access of internet the students. Students can access all the journals and online information sitting anywhere in the campus.

Institute is having TATA tele lease wi-fi as the vendor of wi-fi with 100 MBPS connected to the IT server

room and distributed to all over the campus to through routers linked to the Classrooms, Library and common areas also. By this, both the students and faculty members can easily avail the internet connection facility at all the corners of the campus.

All the computers in the computer lab are supported up to 50Mbps LAN and 1000-user capacity of LAN and Wi-fi system. The desktops are running on Linux (Ubuntu), windows 7 and windows 10 (home/pro) operating system. All the Desktop's are having office 2016/2010 (Lifetime License) installed. The college provides all Updated open-source software to the students.

IT lab is equipped with software's such as Tally, Visual Basic and frequently updated (Lifetime License) A backup is taken for all the systems frequently when required by IT department. LAN and Network connections are also monitored by the IT consultant all times.

Institute bought the latest version of ERP-Herizen for all the academic and administrative requirements

The ERP is accessed by both the staff and students to cross check the various data sets. The Parents were also having the access to ERP which allows them to check on the progress reports of their children

The ILMS installed in the library is Easylib 6.4a with cloud computing version Could Version 6.4a and this is used for the automation of fall library documents which includes Books, Journals, dissertation projects of students, etc.

The college classrooms are enabled with ICT technology and the projectors a installed in the classrooms and Board rooms for classes and meetings. 02 seminar halls are equipped with Multimedia systems and one of the seminar hall is having the smart board feature.

Institute is having 80 Desktops/Workstations (1 Computer labs and 1 Digital Library) and a total of 150 laptops are given to the students in the current year for the study and research purpose. Our Computer Labs are having adequate plumber of desktops for student learning and information resources.

There are 84 CCTVs installed in the campus for security reasons. The CCTV server room is connected to the wi-fi system to support the access for live feeding. The IT server room, Projectors in the classrooms and routers are connected to the efficient UPS (Uninterruptable Power Supply) system which has power backup for 4 hours.

The College has employed a full time Systems Administrator. The College has one high configuration server to allow fast transmission of data to the various intra and interconnect systems. These servers are Edge R50 server.

### **IT Committee:**

| <b>S.L No</b> | <b>Name</b>     | <b>Designation</b>  | <b>Position</b>  |
|---------------|-----------------|---------------------|------------------|
| 1.            | Dr. M. Kethan   | Principal           | Chairperson      |
| 2.            | Mr Ramesh       | IT - Head           | Member Secretary |
| 3.            | Ms Akriti Gupta | Assistant Professor | Member           |
| 4.            | Mr Matcha Ashok | Assistant Professor | Member           |

|    |                |                     |        |
|----|----------------|---------------------|--------|
| 5. | Mr Manjunath   | Assistant Professor | Member |
| 6. | Mr Dhanush M N | Assistant Professor | Member |
| 7. | Mr Ramesh      | IT - Head           | Member |

### Library Policy

The library is full automated with Wi-Fi enabled and has seating capacity of 120 students. The Easylib automation software with cloud computing version is being used for the automation of the library documents which includes Books, Journals, and dissertation projects of students,

The software signed friendly and designed for effective management for all aspects. The software is designed to handle the collection of both hard and softcopy for all the library the software runs on the inside operating system and hence it is an exceed copies of the documents. The software 10 systems are installed for the digital library purpose and e-access

The college library is the Learning Resource Centre for teaching and learning activities. The library is maintained by a well-qualified Chief Librarian supported by two assistant librarians. Our college library expands its collection of print and electronic materials, providing necessary and sufficient support for the students' academic and research needs. Both the reference and stack sections of the College library have an open access system.

The fundamental purpose of an academic library is to give resources and research assistance to the institution's students and faculty members. The library provides specific course-related resources such as textbook copies, reference books, collection of previous year question papers, article readings, journals and so on. For students per campus and off campus, access to academic library and digital resources provides a peaceful study environment.

The principal chairs the Library Advisory Committee. The librarian is supported by the principal and the members. It discusses the expanding demands of the library's current and future needs apart from the other issues. The committee has made useful constructive ideas and undertaken several actions during its meetings in order to make the library more user-friendly

Library audit is conducted annually by the library audit committee constituted with department heads. A few of the library advisory committee recommendations are:

- Dellnet facility renewal and effective utilization to meet learner needs. The OPAC module allows the user to search by entering the

- Preferred terms for the information retrieval. Providing a bulletin board where employees, students, and other vital information can be displayed.

The committee establishes rules for purchasing books, journals, and software for the library

The committee ensures that staff and students make the best use of library resources, and it takes corrective action in response to issues made by students and employees through feedback.

- Purchasing new books and renewing subscriptions to periodicals
- Barcode facility as initiated for all the books.

### Features of library are

- ❖ Circulation and reference section
- ❖ SC-ST book banks
- ❖ Periodicals Section
- ❖ Competitive examination book section
- ❖ The library has a link with the College website.
- ❖ Library is automated with EasyLib (Cloud Computing version) automation software.
- ❖ Computers are available in the library for student/staff access
- ❖ Library is equipped with reprography facilities

### Library Committee:

The IIBS Library stands as the central hub and core of the institute, playing a crucial role in supporting teaching, learning activities, and individual research endeavors. It serves as a primary resource for staying updated on the latest developments in various fields and offers information support for research and consultancy. Simultaneously, for students, the library serves as a vital source for both course curriculum and personal development. The IIBS Library focuses primarily on knowledge resources related to management and allied subjects, operating within a fully automated environment with an emphasis on web-based and electronic information delivery.

### Committee Purpose and Responsibilities:

- The committee acts as a key interpreter of the library's requirements, ensuring a clear understanding of the diverse needs of the academic community.
- It assesses compliance needs and collaborates on creating a comprehensive plan to meet regulatory requirements, ensuring the library operates within established standards.
- Offering advice and support to the librarian, the committee plays a pivotal role in important decision-making processes that impact users, such as changes in working hours, alterations in membership rules, and borrowing privileges.
- A key focus of the committee is to enhance users' understanding of the library's role, fostering a better appreciation for the resources and services available.
- The committee evaluates the financial support required by the library, aligning it with established library standards and ensuring optimal resource allocation.

#### Library Committee:

| S.L No | Name             | Designation         | Position         |
|--------|------------------|---------------------|------------------|
| 1.     | Dr M Kethan      | Principal           | Chairman         |
| 2.     | Mr. Umesh P      | Librarian           | Member Secretary |
| 3.     | Dr Arun Kumar A  | Assistant Professor | Member           |
| 4.     | Mr. Rajesh A. V  | Assistant Professor | Member           |
| 5.     | Mr. Manjunath    | Assistant Professor | Member           |
| 6.     | Mr. Dhanush M N  | Assistant Professor | Member           |
| 7.     | Mr. Saurav Joshi | Student             | Student          |
| 8.     | Mr. Tarun Saini  | Student             | Student          |
| 9.     | Mr. Namita Gupta | Student             | Student          |

#### Research and Development Committee:

The Research and Development Committee at IBS plays a pivotal role in formulating comprehensive guidelines related to research and publication. This committee is actively engaged in multi-disciplinary research projects, covering areas such as Strategy, General Management, Entrepreneurship, and Innovation. It fosters research initiatives through collaborative efforts between academia and industry, aiming to advance education, research, and outreach in key domains. The committee serves as a bridge, facilitating the exchange of knowledge and insights between the academic and corporate realms.

#### Committee Responsibilities and Activities:

- The committee is responsible for crafting overarching guidelines that govern research and publication activities at IBS.
- Engaging in research projects spanning various disciplines, including Strategy, General Management, Entrepreneurship, and Innovation, the committee contributes to the holistic development of knowledge.
- Fostering collaboration between industry and academia, the committee actively seeks opportunities to synergize efforts, advancing research, education, and outreach initiatives.
- Serving as a forum for the exchange of business knowledge, the committee facilitates meaningful dialogues between academic experts and corporate professionals.
- The committee organizes research-focused events, including seminars, conferences, and development programs. These initiatives delve into critical areas such as Strategy, Finance and Economics, Information Systems, Marketing, and Operations Management.

#### Research & Development Committee:

| S.L No | Name             | Designation         | Position    |
|--------|------------------|---------------------|-------------|
| 1.     | Dr M Kethan      | Principal           | Chairperson |
| 2.     | Dr Arun Kumar A  | Assistant Professor | Member      |
| 3.     | Dr Samiya Mubeen | Assistant Professor | Member      |
| 4.     | Dr G N Nagaraja  | Professor           | Member      |
| 5.     | Dr Balaji Nayak  | Assistant Professor | Member      |



## Disciplinary Committee:

The Disciplinary Committee will ensure compliance of Code of Discipline and Conduct for students and will suggest suitable action in case of its violation. In case of matters concerning the campus, the Disciplinary Committee is empowered to take decisions.

The following are the roles and responsibilities of Disciplinary Committee:

- Maintain transparency, non-bias opinion and confidentiality.
- Conduct awareness among students about the roles and responsibilities of the Committee
- Review and finalize all meeting minutes for circulation and documentation purpose
- To maintain the self-disciplined environment in the campus and encouraging good and healthy Practices.
- To ensure all the rules and regulations has been adhered to.

| Sr. No. | Name                     | Designation         | Position         |
|---------|--------------------------|---------------------|------------------|
| 1.      | Dr. Tripuraneni Jaggaiah | Director            | Chairman         |
| 2.      | Dr. M. Kethan            | Principal           | Member Secretary |
| 3.      | Mr. Rajesh A V           | Assistant Professor | Member           |
| 4.      | Dr. N. Gurunatha Naidu   | Professor           | Member           |
| 5.      | Dr G N Nagaraja          | Professor           | Member           |

## Student Welfare Committee:

Our Student Welfare Committee understands the importance of providing more than just academic support to our students. We strive to create a supportive environment for our students that contributes to their overall wellbeing and career growth. Our goals are to promote student well-being, create an inclusive and supportive campus environment, and develop structures and programs that address students' non-academic needs. We also strive to provide guidance and support to our students, including providing them with the necessary equipment and materials, as well as helping them adjust to the new environment of living and learning. In the midst of the pandemic, we have taken several steps to support our students. We have shifted academic processes and events, as well as industry interactions online, to ensure a smooth transition. Additionally, we have established an RT-PCR testing facility on-campus and partnered with Healthcare Facilitators.

**Financial Support:** Helped students who were having financial issues by extending the deadline for paying fees.

Options for flexible fee payment include the ability for qualifying students to pay post-placement fees.

**Scholarships:** Awarded scholarships to worthy candidates in accordance with predetermined standards listed on the school's website.

**Medical Assistance:** Guaranteed prompt medical attention for students experiencing health problems, with doctors on campus around-the-clock. Facilitated hospital admissions in an emergency while informing parents and guardians.

**Infrastructure Assistance:** support for generators to guarantee a steady supply of electricity.  
amenities for recreation, such as a pool.

**Safety and Health Measures:** Medical centers having doctors on call around-the-clock. relationships with medical facilities to handle requirements.

**Participation of Students:** Sports facilities and workout regimens to encourage a healthy way of living. Services for student counselling and mentoring that address both academic and personal needs.

**Student Input and Engagement:** The Student Welfare Committee actively involves students in the development of the school by giving them a forum to express their ideas and views.

IIBS is dedicated to upholding a strong student welfare policy that complies with NBA standards and creates an atmosphere where students may succeed academically and personally.

#### **Student's Welfare Committee:**

| <b>Sr. No.</b> | <b>Name</b>                 | <b>Designation</b>         | <b>Position</b>  |
|----------------|-----------------------------|----------------------------|------------------|
| 1.             | Dr. Tripuraneni Jaggaiah    | Director                   | Chairperson      |
| 2.             | Dr Manjushri Janardan Yadav | Assistant Professor        | Member Secretary |
| 3.             | Dr Rubeena Khaliq           | Assistant Professor        | Member           |
| 4.             | Dr Arun Kumar A             | Assistant Professor        | Member           |
| 5.             | Saurav Joshi                | President- Student Council | Member           |
| 6.             | Tarun Saini                 | Student                    | Member           |
| 7.             | Archana Duggishetty         | Student                    | Member           |
| 8.             | Namita Gupta                | Student                    | Member           |

#### **Counselling & Mentoring Committee:**

Understanding that students' needs are always changing, IIBS is committed to creating a mentoring culture that goes beyond conventional ideas. Our dedication to fostering a mentoring culture is intended to improve our students' competency and capacities while guaranteeing their overall growth.

#### **Important Elements of the Mentoring Culture:**

At IIBS, our mentoring culture is defined by an ongoing emphasis on:

- a) **Mentoring Readiness:** Fostering a proactive attitude of preparedness for mentoring across the organization.
- b) **Promoting an attitude** that sees mentoring as an essential part of both academic and personal development.
- c) **Numerous Mentoring Possibilities:** Provide accessible and varied mentorship options to meet the requirements of each individual. Creating a complete support structure for students by incorporating mentoring into many facets of their lives.

- d) Growth Support Mechanism: creating a strong support system to guarantee people's ongoing development. creating an atmosphere in which mentorship acts as a spur to achievement.
- e) Mentoring Accountability: Our mentoring approach is based on accountability and involves mutual ownership, accountability, and intention. Important facets of responsibility consist of:
  - f) Elucidating Anticipations: laying out exactly what is expected of mentors and mentees.
  - g) Determining Duties and Positions: describing the obligations that mentors and mentees have to one another in a mentoring relationship.
  - h) Tracking Development and Assessing Outcomes: monitoring mentees' development on a regular basis and evaluating the efficiency of the mentoring process.
  - i) Getting Input: establishing channels for mentor and mentee input in order to improve the mentoring relationship.
  - j) Examining Performance in Academics and the Whole: examining and evaluating academic and general performance on a regular basis.
  - k) Finding the Strong Points and Weak Points: determining a person's areas of strength and those that need help.
  - l) Developing Communication Abilities: improving pupils' communication abilities via focused mentorship.
  - m) Knowledge of Current Issues: making certain that pupils are knowledgeable about modern and current concerns.

### **Mentoring's goals are:**

The mission of IIBS is to establish a vibrant mentoring culture that satisfies NBA standards and cultivates a learning environment where students view mentoring as an essential component of their education and personal development. This excellent mentorship strategy demonstrates our commitment to providing top-notch instruction and supporting the growth of our students.

### **Counseling & Mentoring Committee:**

| <b>Sr. No.</b> | <b>Name</b>              | <b>Designation</b>    | <b>Position</b>  |
|----------------|--------------------------|-----------------------|------------------|
| 1.             | Dr. Tripuraneni Jaggaiah | Director              | Chairperson      |
| 2.             | Dr Manjushree Yadav      | Asst Professor        | Member Secretary |
| 3.             | Dr Bokkusam Charith      | Assistant Professor   | Member           |
| 4              | Dr Balaji Naik           | Associate Professor   | Member           |
| 5              | Mr. U. Rajasekhar        | Assistant Professor   | Member           |
| 6              | Mr. Arun Kumar UM        | Assistant Professor   | Member           |
| 7.             | Mr. Kuldeep Sharma       | Placement Director    | Member           |
| 8.             | Mr. Shrinidhi V S        | Placement Coordinator | Member           |
| 9.             | Ms Akriti Gupta          | Placement Coordinator | Member           |
| 10.            | Mr. Channe Tanmay        | Alumni                | Member           |
| 11.            | Mr. Aniketh Sarkar       | Alumni                | Member           |

## Hostel Policy

1. **Admission and Occupancy:**
  - Residents must adhere to the occupancy regulations set by the hostel administration.
  - Accommodation allocation is based on availability and is subject to the discretion of the hostel management.
2. **Code of Conduct:**
  - Residents are expected to conduct themselves in a manner that upholds the dignity and reputation of the hostel and the institution.
  - Any form of disruptive behavior, including but not limited to substance abuse, harassment, vandalism, or violence, will not be tolerated.
  - Respect for fellow residents, staff, and visitors is mandatory at all times.
3. **Safety and Security:**
  - The hostel provides round-the-clock security personnel to ensure the safety of residents and their belongings.
  - Residents are required to cooperate with security protocols, including identity verification and adherence to entry and exit procedures.
  - Emergency contact numbers and evacuation procedures are prominently displayed for residents' reference.
4. **Room Maintenance:**
  - Residents are responsible for maintaining cleanliness and orderliness in their assigned rooms and common areas.
  - Any damages to hostel property must be reported immediately to the hostel management for repair or replacement.
  - Residents are prohibited from making alterations to the hostel infrastructure without prior approval from the administration.
5. **Attendance and Curfew:**
  - Residents must adhere to the hostel's attendance policy, which may include nightly sign-ins or biometric attendance records.
  - Curfew timings are strictly enforced, and residents are required to return to the hostel before the designated curfew hour. Exceptions may be granted for academic or emergency reasons with prior approval.
6. **Guest and Visitor Policy:**
  - Residents are permitted to host guests in designated areas of the hostel during specified visiting hours.
  - Prior approval from the hostel administration is required for overnight guests, and residents are responsible for the conduct of their guests during their stay.
  - Visitors must register with the hostel reception and provide valid identification upon arrival.
7. **Health and Wellness:**
  - Residents are encouraged to prioritize their physical and mental well-being and seek assistance from hostel staff or designated counsellors as needed.
  - Medical emergencies should be reported promptly to hostel authorities, and residents must comply with health and safety protocols prescribed by the hostel medical facilities.
8. **Disciplinary Action:**
  - Violations of hostel policies and regulations may result in disciplinary action, including warnings, fines, suspension of privileges, or expulsion from the hostel.
  - Residents have the right to appeal disciplinary decisions through established grievance procedures outlined by the hostel administration.
9. **Feedback and Suggestions:**
  - The hostel welcomes feedback and suggestions from residents to improve services and amenities.
  - A suggestion box or online portal is available for residents to submit their feedback anonymously or directly to hostel management.

#### 10. Acknowledgment:

- By signing the hostel admission form, residents acknowledge their understanding and acceptance of the hostel policies and agree to abide by them during their stay.

This hostel policy is designed to create a conducive living environment that fosters academic success, personal growth, and community engagement for postgraduate students residing in the hostel.

#### Administration Policy:

The Administrative Department holds a pivotal role in ensuring the day-to-day operations of any organization, laying the groundwork for seamless and efficient functioning to realize the goals of IIBS. This department engages in a range of essential activities that necessitate adept multitasking and collaborative teamwork. It oversees both internal and external operations, interfaces with management, and engages in strategic planning tailored to the organization's requirements.

The IIBS Administrative Department bears the overall responsibility for strategizing, forecasting, coordinating, organizing, monitoring, and executing the streamlined functioning of IIBS. This entails a comprehensive approach to operational management, encompassing both administrative and logistical aspects to foster an environment conducive to achieving organizational objectives.

At IIBS, our administrative team, under the proficient leadership of Mr. Krishna Yadav, plays a pivotal role in ensuring the seamless functioning of various aspects that contribute to the holistic experience of our students and the efficient operation of the institute.

#### Key Responsibilities:

- ❖ Maintenance of Campus:
  - Regular upkeep and maintenance to create a conducive learning environment.
- ❖ Discipline of Personnel:
  - Enforcing discipline to foster a positive and professional atmosphere.
- ❖ Work Services:
  - Overseeing and optimizing various services to enhance efficiency.
- ❖ Project Management:
  - Managing and supervising projects for continuous improvement.
- ❖ Infrastructure Management:
  - Electrical, civil, and water supply management for uninterrupted services.
- ❖ Security:
  - Ensuring a secure environment through robust security measures.
- ❖ Contracts and Procurement:
  - Handling legal aspects, contracts, and procurement for various needs.
- ❖ Accommodation and Facilities:
  - Managing classroom infrastructure, hostels, mess, auditoriums, and medical facilities.
- ❖ Housekeeping:
  - Maintaining cleanliness and hygiene across the campus.
- ❖ Transportation and Communication:
  - Managing transportation services and IT communication systems.
- ❖ Liaison with External Entities:
  - Building and maintaining relationships with government departments and private organizations.
- ❖ Environmental Sustainability:

- Ensuring adherence to environmental, sanitation, and hygiene standards.
- ❖ Mail and Courier Management:
  - Efficient receipt and dispatch of mails and couriers.
- ❖ Event Management Support:
  - Providing support for the successful execution of events.

Team Structure: Our dynamic administrative team consists of Mr. Krishna Yadav at the helm, supported by dedicated individuals:

- Mr. Jashwanth
- Mr. Hari Prasad
- Warden Bhimappa, Zarina, and Tangarani
- Supervisors Anandappa (Housekeeping)
- Saleem (Security)
- Tangarani (Nursing)
- Shivadas Kale (Stationery)

A few of the areas of responsibilities that the admin department look after are:

**Administration Committee:**

| Sr. No. | Name                     | Designation | Position         |
|---------|--------------------------|-------------|------------------|
| 1.      | Dr. Tripuraneni Jaggaiah | Director    | Chairperson      |
| 2.      | Dr. M Kethan             | Principal   | Member Secretary |
| 3.      | Mr. Krishna Yadav        | Admin Head  | Member           |
| 4.      | Mr. Jaswant Singh        | Supervisor  | Member           |
| 5.      | Mr. Hari Prasad          | Supervisor  | Member           |

*T. Jashwanth*  
 DIRECTOR  
 INTERNATIONAL INSTITUTE  
 OF BUSINESS STUDY  
 #75 Muthugadinhalli, Jala Hobli,  
 Bengaluru North - 562157

## CHAPTER - I

# INTRODUCTION AND OBJECTIVES

### IIBS GROUP OF INSTITUTION

International Institute of Business Study (IIBS) is one among the top most management colleges in Bengaluru. It employs unparalleled education methodologies raising the standards of management education on par with excellence. Over the years, with dedicated commitment and perseverance IIBS has established itself as one of the premium management institutes in Bengaluru. IIBS continued its success over the years in the field of professional Education and created more than six thousand successful corporate leaders across the globe.

### **Srimati B.Devi Educational & Charitable Trust**

In the year 2008, The Srimati B.Devi Educational & Charitable Trust was founded by a well-acclaimed educationist, Dr. Jay Prakash. The trust holds credit to have established one of the most prestigious B-Schools in India, the International Institute of Business Study (IIBS).

### **Why IIBS in Bengaluru?**

Dr. Jay Prakash decided to launch IIBS in Bengaluru, as it is an exceedingly competitive city with a huge plethora of top B-schools in Bengaluru. He is highly inspirational and committed to excellence and strongly believes that IIBS will reach its zenith resulting from global work culture practiced in Bengaluru.

IIBS is strategically positioned in Bengaluru which is also known as the 'Silicon Valley' of India. It is one of the top cities in India which has fast-paced development in technology, management sectors and start-up arena in the country. The growing number of MNCs has leveraged the city's potential resources and globally acclaimed technical and managerial talents to its fullest advantage which has resulted in a tremendous growth of large start-up ventures and huge employment opportunities in all the sectors.

Bengaluru has a promising and better future for technocrats and budding managers. In these circumstances to overcome the tough competition existing among business enterprises, we hold the responsibility to produce competent and dynamic management professionals. We, at IIBS inculcate the global work culture, experiential learning, holistic approach, finishing school and values in our curriculum in order to equip our students with adaptive skills, problem solving and decision making abilities to tackle intellectual, practical, personal and social challenges during their professional journey.

HR cabin. Following this is Seminar Hall-1, which has a seating capacity of 120 students and is equipped with centralized AC and audio-visual training aids. Adjacent to this is the corporate chamber for the Chairman and the board of trustees, which includes a separate office for the Chairman and a fully equipped board meeting room with audio-visual facilities, supported by a personal assistant desk. Next to the board room is the Director Academics' Office, which includes a meeting area for dignitaries and guests. The state-of-the-art library is designed to be both aesthetically pleasing and functionally comfortable for long study sessions. It houses a vast collection of digital and physical resources and has a subscription to DELNET. In front of the library, there is a kitchen area for faculty members. The Director Academics' Office is designed with a meeting area to host dignitaries and guests in a comfortable and professional setting. The state-of-the-art library, both aesthetically pleasing and functionally comfortable, supports long study sessions and houses a vast collection of digital and physical resources, with a subscription to DELNET (Developing Library Network) to facilitate extensive research and learning. In front of the library, a kitchen area is provided for faculty members to prepare and enjoy refreshments. The Chairman's Cabin, strategically positioned within the admin block, is elegantly designed with modern furnishings to provide a conducive environment for decision-making and meetings. Adjacent to the Chairman's cabin is the Director's Cabin, which includes a personal meeting space to conduct discussions and meetings efficiently. The Chairman's Board Room features state-of-the-art audio-visual equipment to support high-level meetings and presentations, with an ergonomically designed seating arrangement to ensure comfort during prolonged discussions and decision-making sessions.

In the North West corner of ground floor, houses the offices of the Director and a Mini Board Room for conducting official meetings. Adjacent to that, is the 's Office and lobby area for the purpose of mentoring and counselling. Followed by the Office of Placement head, there is Anti-ragging Cell, and Anti-sexual Harassment Cell. There is one fully equipped single bedded cell wheel chair and first-aid box with medicines, for medical attention of the students and staff. Next to reception area, the office of the Principal is located which is strategic for better control of the premises. Near the reception area there is visitors' gallery with having a digital screen. Near visitors' gallery separate male and female wash rooms, having facilities for physically challenged persons are located. RO drinking water facility is also available.

#### **IIBS First floor (faculty room, computer lab and lecture halls):**

From the reception area, aesthetically designed central staircase takes us to first floor, which is flanked by green lung spaces having ever green decorative plants. On the right side there are faculty rooms which can accommodate more than 20 faculty members. All faculty members are provided with drawers



Website: [www.iibsonline.com](http://www.iibsonline.com)

## ADMINISTRATION

The smooth running of the college is facilitated by three committees - the Governing Council, the Management Team and the Staff Council. The Governing Council and the Management Team function under the able administration of Dr. Jay Prakash, the Founder-Chairman, IIBS Group of Institutions.

## GOVERNING COUNCIL

| Sl. No | Name of the Member       | Present Position                    | Designation      |
|--------|--------------------------|-------------------------------------|------------------|
| 1      | Dr. Jay Prakash          | Chairman IIBS                       | Chairman         |
| 2      | Dr. Gunjan Kumari        | Secretary IIBS                      | Member           |
| 3      | Dr. Magesh               | AICTE Nominee                       | Member           |
| 4      | Dr. Tripuraneni Jaggaiah | Director IIBS                       | Member           |
| 5      | Mr. MaheswaraReddy       | Director IIBS                       | Member           |
| 6      | Dr. M. Kethan            | Principal                           | Member-Secretary |
| 7      | Mr. Amarjeet Gowtham     | Admission Director                  | Member           |
| 8      | Mr. Kuldeep Sharma       | Director Placement                  | Member           |
| 9      | Mr. Ashwani Gowtham      | Director<br>Deloitte India Pvt Ltd. | Member           |

## CLASSIFICATION OF EMPLOYEES

-Employee" shall be classified as:

- (a) Permanent
- (b) Probationer
- (c) Temporary
- (d) Adjunct
- (e) Part Time
- (f) Visiting
- (g) On-Contract
- (h) Casual
- (i) Substitute
- (j) Trainee

- a. A "Permanent" employee means one who has completed the specified period of probation or the extended period of probation, satisfactorily, and been given the confirmation in writing by the Principal / Chairman.
- b. A "Probationer" employee means one who is appointed on probation but not given the confirmation in writing by the Principal / Chairman. (**NOTE:** A permanent employee on probation in a new or higher post will be deemed to be on probation for a limited period of time and suitability in the new or higher post. However, for all other purposes he will be entitled to the benefits of a confirmed employee.)
- c. A "Temporary" employee is an employee who has been engaged for work which is of an essentially temporary nature likely to be completed within a limited period. The person so engaged will not have any right to either a permanent or temporary post which may arise in future.
- d. An "Adjunct" employee is a faculty hired by the Institution to teach but is not a full member of the faculty. Adjunct Faculty is a part-time or contingent instructor. He / she should be an eminent Academician and Professional having recognition at national / international level and having outstanding published work.
- e. A "Part Time" faculty / staff means an employee engaged for work for a certain period mentioned in his appointment order for a specific number of days in a week / month.
- f. A "Visiting" faculty / staff means a person engaged for work on hourly basis in a day for a certain period mentioned in his appointment order.
- g. An "On-Contract" employee means a person appointed on contractual employment for a specified period.
- h. A "Casual" employee is one who is employed on a day-to-day basis for work that is occasional or casual in nature.
- i. A "Substitute" employee is one who is engaged in the place of a permanent employee who is temporarily absent.

**INTERNATIONAL INSTITUTE OF BUSINESS STUDY**  
(Affiliated to AICTE – New Delhi)

# Policy And Procedure Manual

Manual Custodian and prepared by  
**Dr. Tripuraneni Jaggaiah**

Committee Members  
**Dr. Kuldeep Sharma**  
**Prof. NSR Murthy**  
**Mr. Maheshwara Reddy**  
**Prof. Muniyajinappa K.**



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Website : [www.iibs.org.in](http://www.iibs.org.in)

## CHAPTER - I

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Bengaluru has a promising and better future for technocrats and budding managers. In these circumstances to overcome the tough competition existing among business enterprises, we hold the responsibility to produce competent and dynamic management professionals. We, at IIBS inculcate the global work culture, experiential learning, holistic approach, finishing school and values in our curriculum in order to equip our students with adaptive skills, problem solving and decision making abilities to tackle intellectual, practical, personal and social challenges during their professional journey.

## **IIBS COLLEGE CAMPUS**

### **IIBS Campus Location:**

The campus of IIBS College is located in a lush green stretch of land in Bengaluru, which is about 1km from the Kempegowda International Airport, KIADB Aerospace SEZ (Special Economic Zone) and Hardware Park corridor of Bengaluru is just 4km. The ITC factory is approximately 5 km away, and the Bisleri Company is around 3 km. SLK Green Park and Decathlon are both about 7 km away, while Shell is around 9 km and Wipro is 8 km. ATMEC Technologies Cerner at North Gate Office Park are approximately 15 km from the IIBS Corporate Office. AstraZeneca and Ecopolis IT/ITeS SEZ Tech Park are around 12 km away, and Manyata Tech Park is just 2 km away. Additionally, the KIA Motors manufacturing unit is in proximity, and the area is also surrounded by the Doddaballapur and Hoskote industrial areas.

### **IIBS Campus description:**

IIBS Campus is beautifully landscaped with exotic flora, ever green plants, sky touching trees with chirping birds and bees' hives. Our campus is bestowed with a beautiful water fountain, which gives fresh and soothing feelings, to maintain calm, peaceful mind and soul. The open amphitheater accompanied by green carpet of lush green grass maintained.

The cluster of bamboo trees is a sign of good luck and positive energy followed by hibiscus flower plants, pitcher jasmine trees, ornamental & medicinal plants along with creepers and other fruits bearing trees.

### **IIBS Campus Renewable resources:**

IIBS has designed and maintained the rain water harvesting channels to collect from the roof top of the campus and from the corridors to redirected to the deep pit, so that it seeps down and replete the ground water table.

IIBS has a water recycling plant for judicial use of water treated by sewage treatment plant (STP) for watering the plants. IIBS Campus also has solar power lighting system around the campus fencing to maintain the green campus.

IIBS has alternate source of electricity as UPS and DG set for our computer lab and all the classes.

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#### **IIBS First floor (faculty room, computer lab and lecture halls):**

From the reception area, aesthetically designed central staircase takes us to first floor, which is flanked by green lung spaces having ever green decorative plants. On the right side there are faculty rooms which can accommodate more than 20 faculty members. All faculty members are provided with drawers

INTERNATIONAL INSTITUTE OF BUSINESS STUDY

(Affiliated to AICTE – New Delhi)

# Policy And Procedure Manual

Manual Custodian and prepared by  
**Dr. Tripuraneni Jaggaiah**

Committee Members

**Dr. Kuldeep Sharma**

**Prof. NSR Murthy**

**Mr. Maheshwara Reddy**

**Prof. Muniyajinappa K.**



INTERNATIONAL INSTITUTE OF BUSINESS STUDY

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#75, Muthugadahalli, Jala Hobli, , Near International Airport, Bangalore – 562157  
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## CONTENTS

### Chapter

|     |   |     |
|-----|---|-----|
| 1.  | INTRODUCTION AND OBJECTIVES   | 3   |
| 2.  | IIBS MOTTO, VISION, MISSION, QUALITY POLICY   | 16  |
| 3.  | PRELIMINARY   | 18  |
| 4.  | ADMINISTRATION, SERVICE CONDITIONS, WELFARE FACILITIES & DECENTRALIZATION OF POWERS | 22  |
| 5.  | SELECTION & APPOINTMENT OF EMPLOYEES  | 31  |
| 6.  | POST SELECTION PROCESS  | 38  |
| 7.  | TERMS OF EMPLOYMENT / LEAVE RULES   | 40  |
| 8.  | INDUCTION & TRAINING PROGRAM  | 62  |
| 9.  | COMPENSATION & BENEFITS   | 66  |
| 10. | DUTIES & RESPONSIBILITIES OF VARIOUS CADRES   | 71  |
| 11. | PERFORMANCE, RECOGNITION AND REWARDS  | 84  |
| 12. | CODE OF CONDUCT & DISCIPLINE  | 94  |
| 13. | GRIEVANCE POLICY AND REDRESSAL FORUMS   | 104 |
| 14. | COLLEGE COMMITTEES / CLUBS  | 106 |
| 15. | LIBRARY   | 107 |
| 16. | HELP DESK / EXTRA CURRICULAR ACTIVITIES / OTHER FACILITIES                          | 108 |



## CHAPTER - I

# INTRODUCTION AND OBJECTIVES

### IIBS GROUP OF INSTITUTION

International Institute of Business Study (IIBS) is one among the top most management colleges in Bengaluru. It employs unparalleled education methodologies raising the standards of management education on par with excellence. Over the years, with dedicated commitment and perseverance IIBS has established itself as one of the premium management institutes in Bengaluru. IIBS continued its success over the years in the field of professional Education and created more than six thousand successful corporate leaders across the globe.

### **Srimati B.Devi Educational & Charitable Trust**

In the year 2008, The Srimati B.Devi Educational & Charitable Trust was founded by a well-acclaimed educationist, Dr. Jay Prakash. The trust holds credit to have established one of the most prestigious B-Schools in India, the International Institute of Business Study (IIBS).

### **Why IIBS in Bengaluru?**

Dr. Jay Prakash decided to launch IIBS in Bengaluru, as it is an exceedingly competitive city with a huge plethora of top B-schools in Bengaluru. He is highly inspirational and committed to excellence and strongly believes that IIBS will reach its zenith resulting from global work culture practiced in Bengaluru.

IIBS is strategically positioned in Bengaluru which is also known as the 'Silicon Valley' of India. It is one of the top cities in India which has fast-paced development in technology, management sectors and start-up arena in the country. The growing number of MNCs has leveraged the city's potential resources and globally acclaimed technical and managerial talents to its fullest advantage which has resulted in a tremendous growth of large start-up ventures and huge employment opportunities in all the sectors.

Bengaluru has a promising and better future for technocrats and budding managers. In these circumstances to overcome the tough competition existing among business enterprises, we hold the responsibility to produce competent and dynamic management professionals. We, at IIBS inculcate the global work culture, experiential learning, holistic approach, finishing school and values in our curriculum in order to equip our students with adaptive skills, problem solving and decision making abilities to tackle intellectual, practical, personal and social challenges during their professional journey.

➤ **International Institute of Business Study (IIBS) Overview:**

In the year 2008, The Srimati B. Devi Educational & Charitable Trust was founded by a well-acclaimed educationist, Dr. Jay Prakash to fulfill the Founder-Chairman's vision.

“To provide the underprivileged students innovative, holistic and global education to bring equity in the society”

**AFFILIATION & ACCREDITATION**

The College is affiliated to AICTE, Ministry of Education. In addition, IIBS provides IIBS Finishing School and Value-Added Programs with certifications.

**International Institute of Business Study (IIBS) Overview:**

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IIBS is approved by AICTE, New Delhi. F.No.South-West/1-9320984327/2021/EOA and Govt. of Karnataka, ID 231 UNB 2021 dated 02.08.2021 & BCU/Affiliation/2020-21 dated 21/08/2021.

**AFFILIATION & ACCREDITATION**

2-year full-time PGDM, approved by AICTE, Ministry of Education. In addition, IIBS provides IIBS Finishing School and Value-Added Programs with certifications.

## **IIBS COLLEGE CAMPUS**

### **IIBS Campus Location:**

The campus of IIBS College is located in a lush green stretch of land in Bengaluru, which is about 1km from the Kempegowda International Airport, KIADB Aerospace SEZ (Special Economic Zone) and Hardware Park corridor of Bengaluru is just 4km. The ITC factory is approximately 5 km away, and the Bisleri Company is around 3 km. SLK Green Park and Decathlon are both about 7 km away, while Shell is around 9 km and Wipro is 8 km. ATMEC Technologies Corner at North Gate Office Park are approximately 15 km from the IIBS Corporate Office. AstraZeneca and Ecopolis IT/ITeS SEZ Tech Park are around 12 km away, and Manyata Tech Park is just 2 km away. Additionally, the KIA Motors manufacturing unit is in proximity, and the area is also surrounded by the Doddaballapur and Hoskote industrial areas.

### **IIBS Campus description:**

IIBS Campus is beautifully landscaped with exotic flora, ever green plants, sky touching trees with chirping birds and bees' hives. Our campus is bestowed with a beautiful water fountain, which gives fresh and soothing feelings, to maintain calm, peaceful mind and soul. The open amphitheater accompanied by green carpet of lush green grass maintained.

The cluster of bamboo trees is a sign of good luck and positive energy followed by hibiscus flower plants, pitcher jasmine trees, ornamental & medicinal plants along with creepers and other fruits bearing trees.

### **IIBS Campus Renewable resources:**

IIBS has designed and maintained the rain water harvesting channels to collect from the roof top of the campus and from the corridors to redirected to the deep pit, so that it seeps down and replete the ground water table.

IIBS has a water recycling plant for judicial use of water treated by sewage treatment plant (STP) for watering the plants. IIBS Campus also has solar power lighting system around the campus fencing to maintain the green campus.

IIBS has alternate source of electricity as UPS and DG set for our computer lab and all the classes.

### **Fire Safety and Property Protection System:**

IIBS Campus is equipped with wet fire sprinkler system and water hydrate hoses with emergency exit sign boards and fire warning/ caution sign boards are displayed. Dry chemical fire suppression systems, foam fire extinguishers are placed on all the floors and sand buckets are placed in the basement. Addition to this security guards and IIBS teaching & non-teaching staff are trained to handle the emergency situation. Emergency assembly points are demarcated employees and students.

### **Parking lot:**

IIBS has properly designed parking slots for two and four-wheelers having two separate entry and exit gates. One full dedicated basement allocated for parking provides the safe environment for the vehicles against the climate vagaries. Parking area is also covered under CCTV for safety and security purposes. Our parking lot is also provided with lift facility for physically challenged and elderly people.

### **Parking Lot:**

IIBS provides a well-designed parking area with separate slots for two-wheelers and four-wheelers, featuring two distinct entry and exit gates. A dedicated basement parking area ensures a safe environment for vehicles against climate vagaries and is monitored by CCTV for safety and security purposes. Additionally, the parking lot is equipped with a lift facility to accommodate physically challenged and elderly individuals.

### **Lift Facilities and Mess Area:**

**Lift Facilities:** The campus is equipped with lift facilities to provide convenient access for all students, faculty, and staff, including those who are physically challenged or elderly.

**Mess Area:** Located in the basement, the mess area offers a spacious and hygienic dining space for students and staff. The mess area is designed to cater to the nutritional needs of the IIBS community, providing a variety of healthy and delicious meals in a comfortable setting.

IIBS remains dedicated to creating a nurturing and sustainable campus environment that supports the holistic development of our students and staff.

### **IIBS Ground Floor (Admin Block):**

The ground floor of IIBS features a centrally located reception area at the entrance. To the right is the admin block, which includes the accounts section, academic administration, and the admin manager's

HR cabin. Following this is Seminar Hall-1, which has a seating capacity of 120 students and is equipped with centralized AC and audio-visual training aids. Adjacent to this is the corporate chamber for the Chairman and the board of trustees, which includes a separate office for the Chairman and a fully equipped board meeting room with audio-visual facilities, supported by a personal assistant desk. Next to the board room is the Director Academics' Office, which includes a meeting area for dignitaries and guests. The state-of-the-art library is designed to be both aesthetically pleasing and functionally comfortable for long study sessions. It houses a vast collection of digital and physical resources and has a subscription to DELNET. In front of the library, there is a kitchen area for faculty members. The Director Academics' Office is designed with a meeting area to host dignitaries and guests in a comfortable and professional setting. The state-of-the-art library, both aesthetically pleasing and functionally comfortable, supports long study sessions and houses a vast collection of digital and physical resources, with a subscription to DELNET (Developing Library Network) to facilitate extensive research and learning. In front of the library, a kitchen area is provided for faculty members to prepare and enjoy refreshments. The Chairman's Cabin, strategically positioned within the admin block, is elegantly designed with modern furnishings to provide a conducive environment for decision-making and meetings. Adjacent to the Chairman's cabin is the Director's Cabin, which includes a personal meeting space to conduct discussions and meetings efficiently. The Chairman's Board Room features state-of-the-art audio-visual equipment to support high-level meetings and presentations, with an ergonomically designed seating arrangement to ensure comfort during prolonged discussions and decision-making sessions.

In the North West corner of ground floor, houses the offices of the Director and a Mini Board Room for conducting official meetings. Adjacent to that, is the 's Office and lobby area for the purpose of mentoring and counselling. Followed by the Office of Placement head, there is Anti-ragging Cell, and Anti-sexual Harassment Cell. There is one fully equipped single bedded cell wheel chair and first-aid box with medicines, for medical attention of the students and staff. Next to reception area, the office of the Principal is located which is strategic for better control of the premises. Near the reception area there is visitors' gallery with having a digital screen. Near visitors' gallery separate male and female wash rooms, having facilities for physically challenged persons are located. RO drinking water facility is also available.

#### **IIBS First floor (faculty room, computer lab and lecture halls):**

From the reception area, aesthetically designed central staircase takes us to first floor, which is flanked by green lung spaces having ever green decorative plants. On the right side there are faculty rooms which can accommodate more than 20 faculty members. All faculty members are provided with drawers

and cupboards to keep books and assignment records. All faculty members are provided with laptops and ergonomically designed chairs.

Our computer lab is located in North West corner of the first floor attached with server room. In server room CCTV monitoring screen is displayed for better control of the discipline across the institution. Computer lab is comprised with 60 desk-top systems connected on LAN/WAN. Computer lab is equipped with audio-visual training aids for the students and centralized AC. On the first floor, there are 7 lecture halls and an IQAC cell. There is a COORDINATORSs hall which can accommodate 4 work stations with attached cupboards and secured drawers. A common room for girls is also available on the first floor, offering a comfortable and secure space for female students to relax and study. This room is designed to provide privacy and a conducive environment for female students to unwind between classes.

#### **IIBS Second floor (faculty room, auditorium, seminar hall-2 & lecture halls):**

On the 2<sup>nd</sup> floor we have second faculty room which can accommodate more than 30 faculty members. All faculty members are provided with drawers and cupboards to keep books and assignment records. All faculty members are provided with laptops and ergonomically designed chairs. Auditorium can accommodate more than 200 students and participants on a stage of 700sqft area with public address system. Seminar hall on this floor is equipped with 100" touch screen digital board with audio-visual recording studio facilities for conducting online classes and creating video lectures series. There is a language lab to facilitate students for learning and practicing languages. On the second floor there are 9 lecture halls with well-equipped audio-visual facility.

#### **IIBS Third floor (Lecture halls, Sports, NSS room and Modern cafeteria):**

There is a sports room having the indoor and outdoor games equipment's which are well supervised by qualified physical instructor. A modern cafeteria is serving fresh and tasty snacks for the satisfaction of the students on the campus. On the third floor there are 9 lecture halls with well-equipped audio-visual facility. Add about kennedia blu cafe

#### **IIBS Connectivity:**

The college operates a fleet of buses connecting all the pickup points for the convenience of the students and staff. Besides this, the college is well connected to different parts of the city by the Ola/Uber/BLU cabs and public transport buses.

Website: [www.iibsonline.com](http://www.iibsonline.com)

## ADMINISTRATION

The smooth running of the college is facilitated by three committees - the Governing Council, the Management Team and the Staff Council. The Governing Council and the Management Team function under the able administration of Dr. Jay Prakash, the Founder-Chairman, IBS Group of Institutions.

## GOVERNING COUNCIL

| Sl. No | Name of the Member       | Present Position                    | Designation      |
|--------|--------------------------|-------------------------------------|------------------|
| 1      | Dr. Jay Prakash          | Chairman IBS                        | Chairman         |
| 2      | Dr. Gunjan Kumari        | Secretary IBS                       | Member           |
| 3      | Dr. Magesh               | AICTE Nominee                       | Member           |
| 4      | Dr. Tripuraneni Jaggaiah | Director IBS                        | Member           |
| 5      | Mr. MaheswaraReddy       | Director IBS                        | Member           |
| 6      | Dr. M. Kethan            | Principal                           | Member-Secretary |
| 7      | Mr. Amarjeet Gowtham     | Admission Director                  | Member           |
| 8      | Mr. Kuldeep Sharma       | Director Placement                  | Member           |
| 9      | Mr. Ashwani Gowtham      | Director<br>Deloitte India Pvt Ltd. | Member           |

## **MANAGEMENT TEAM**

|                       |                          |
|-----------------------|--------------------------|
| Chairperson           | Dr. Jay Prakash          |
| Director- Academics – | Dr. Tripuraneni Jaggaiah |
| Admission Director –  | Mr. Maheshwar Reddy G V  |
| Principal             | Dr. M. Kethan            |
| Coordinator           | Dr. Samiya Mubeen        |
| Accounts Manager      | Mr. Yadava shettigar     |
| Head, Placement       | Mr. Manoranjan H P       |
| Chief Librarian       | Mr. Umesh                |
| Head of the Sports    | Mr. Banuprakash          |

## **MILESTONES**

International Institute of Business Study was founded by Dr. Jay Prakash in Bengaluru, in spite of the fact that it is highly competitive city with a huge plethora of top B-schools in the country. Highly inspirational and committed to excellence, Dr. Jay Prakash strongly believes that IIBS will reach its zenith resulting from global work culture practised in Bengaluru. During the journey we have achieved many milestones.

1. 2008- We founded Shrimati B Devi Educational and Charitable Trust and launched MBA program from Punjab Technical with 146 students in the same year.
2. 2009- We started with BBM, affiliated to Bangalore . We launched successfully IIBS Noida Campus with 200+ students for MBA program from Punjab Technical . We started one more campus in Bangalore with 400+ students for MBA program from Punjab Technical .
3. 2010- We started with B.Com, affiliated to Bangalore . We launched successfully IIBS Kolkata Campus with 80+ students for MBA program from Punjab Technical . We started IIBS Independent PU College for Commerce approved by Govt. of Karnataka PU Board.
4. 2011- We started with BCA, affiliated to Bangalore . We introduced MBA (CPOP/PPP) program from Bharathiar in Bangalore, Noida & Kolkata.
5. 2012- We introduced MBA (outreach) program from of Mysore, in Bangalore Campus.



The Institution reserves the right to amend or update the contents of this manual to reflect current conditions. Employees will be notified in writing of any changes implemented.

This manual is a private and confidential document and is the sole property of the Institution. It is not intended for public circulation. All employees are required to sign a Code of Conduct and a Confidentiality Agreement, to protect the confidentiality of the Institution's information.

No part of this manual should be copied, reproduced, distributed, or printed without prior approval of the principal. Contents of this manual are confidential and are intended for internal use only.

The objectives of documenting policies and instructions are:

- To ensure consistency in their interpretation and implementation.
- To apply all norms on an equitable basis throughout the Institution.
- To provide transparency in all matters concerning Staff.

### **REVIEW AND REVISION**

This Manual may be reviewed every three years or at shorter intervals if deemed necessary.

IIBS management will initiate the review of this manual and seek appropriate approvals. Any amendments to this manual altering the benefits, perquisites or other terms of employment of the staff will require the approval as per the Chairperson.

### **INTERPRETATION**

The Governing Council (GC) shall be the final authority in interpreting the meaning of the substantive aspects mentioned in this manual in the event of any doubt in interpretation.

### **DISPENSATION**

Any dispensation from the manual will require the approval of the Chairperson.

### **MAINTENANCE AND DISTRIBUTION OF MANUAL**

The secretary of the Governing Council is the custodian of this manual. All enquiries and matters related to this manual should be addressed by the Secretary. The Secretary will maintain a record of the distribution of the manual.

All updates will reflect the revision date and will be copied to the authorized users as mentioned above. The AO will maintain a record of all updates to the Manual and circulate all revisions and updates.



## CHAPTER - II

### IIBS MOTTO, VISION, MISSION, QUALITY POLICY

#### MOTTO

##### **Be a light to the world**

**Credo:** IIBS believes in redefining talents through creative thinking, experiential learning, skill and personality development through extensive finishing school activities and global exposure.

**Vision:** To provide the underprivileged students innovative, holistic & global education to bring equity in the society.

##### **Mission:**

- To provide learning opportunities to uplift under privileged students
- To encourage the students with modern education to bring economic emancipation and social transformation
- To provide the resources and opportunities to create global leaders.
- To provide holistic approach to prepare the students to grow personally, professionally, socially, emotionally to make complete human being.
- To redefine the students' talents to make them successful entrepreneurs and responsible citizens.
- To create great human beings with values and ethics.

#### QUALITY POLICY

IIBS College, committed to achieve excellence in management education and producing responsible citizens and progressive leaders, strives to achieve the institution goal by

- IIBS teaching methodology is 85 percentages of experiential and adventure learning program & 15 percent of curriculum.
- IIBS finishing school transforms an ordinary personality into extraordinary professional- 'Redefining Leading Talents'.
- Making learning relevant with case study (simulation metCoordinators).
- Global exposure through students exchange program, International Industrial visits and International Boot Camps.
- Focus on mentoring for the successful mentor-mentee relationship that can bring about a revival in management education.

- Focusing on industry linkages for improving academics through practical exposure to corporate management standards.
- Making students corporate ready through skill development.
- Increase emphasis on ethics and corporate social responsibilities.
- Focusing on the overall development of the students and strengthening their inner capabilities and leadership abilities.
- Creating a conducive environment for effective teaching, active learning and purposeful research including live projects and field study.
- Incorporating value-added programs to the curriculum and improving the job prospects of the students.
- Periodically evaluating the effectiveness of the programs offered at the institute and responding positively to the needs of the industry.
- Exposing the students to the challenges of the twenty-first century and providing them with opportunities to think innovatively by design thinking concepts and to demonstrate their entrepreneurship skills to contribute effectively to the growth of the nation and society at large.
- Continuously benchmarking the institution against premier institutions to adopt the best practices for quality improvement.

#### **QUALITY POLICY OF HUMAN RESOURCE**

1. To provide quality human resources (both Teaching and Non-Teaching) to the Institution based on the manpower requirement through an effective selection process.
2. To enrich all the staff members by providing need-based training in order to develop their skills, personality and factors required for their respective profession.
3. To motivate staff members to pursue higher study (P G / PhD).
4. To promote Staff Welfare Programs and to create a progressive environment in the Institution.
5. To monitor the staff performance and to reward the best performers and take measures to improve the performance level of the average / low performers.
6. To recognize the service of the staff members and to motivate them through a rewarding system.

**CHAPTER - III**  
**PRELIMINARY**

**I: DEFINITIONS**

- 1.1 "Governing Council" (GC) is the principal organ of the Management of IIBS, and gives the approval for all academic and administrative matters.
- 1.2 "Chairman" means the Chairman of the Governing Council who shall also be the Chairperson of the Institution, by virtue of the office held by him.
- 1.3 "Premises" means the entire premises of the office of IIBS, which includes departments, labs, classrooms, sections and other places both inside and outside, hostel buildings, canteen, play area, Campus / Department Stores and such other areas and precincts attached to the office of IIBS.
- 1.4 "Management" means, the members of the Management Team (MT), viz., Chairperson / Director / Principal and any other person(s) vested with the authority to enforce the Rules and Regulations governing the Staff Service Rules.
- 1.5 "Appointing Authority, Disciplinary Authority, Competent Authority", under these rules means Director & Director, Principal, Department Heads or any authority empowered and vested with powers by the GC to be of service to IIBS.
- 1.6 "Selection Committee" means the authority nominated by the Management to select candidates for filling up the vacancies in IIBS.
- 1.7 "Appraisal / Promotional Committee" is the Committee nominated by the Management to recommend to the Competent Authority, promotions, or special increments, on the basis of performance reports.
- 1.8 "Employer" is the Management of IIBS.
- 1.9 "Establishment / Institution / College" means IIBS, its branches and other units or institutions run / owned / managed by IIBS in India.
- 1.10 The words "Employer", "Management" and "IIBS" shall for all purposes mean the same (i.e.) the Management of IIBS, unless it connotes differently in a particular context in which case it will be noted and given the due emphasis as and when required.

1.11 "Notice" means a Memo or Memorandum in writing required to be given or posted or exhibited on the Notice Board or published in Newspapers for the purpose of the rules pertaining to Human Resources.

1.12 "Notice Board" means the notice board specially maintained in a designated and conspicuous place within the premises of IIBS for the purpose of displaying notice(s).

1.13 "Habitual" means any act of fault or misconduct or omission committed by a person or group for a minimum of three times and within a period of 3 (three) months.

1.14 Masculine terms include the feminine gender as well with no reservation whatsoever unless otherwise mentioned.

1.15 Singular terms denote plural forms unless otherwise mentioned.

1.16 "Salary" means all remuneration earned which comprises basic salary, Dearness Allowance, House Rent Allowance, Conveyance Allowance, Special Allowance, and any other allowance per month exclusive of overtime payment.

1.17 "Leave" means authorized absence with or without pay.

1.18 "Absence from work" shall mean unauthorized absence from the work place, late attendance or leaving the work place early without the explicit approval of the Management / Principal / .

## CLASSIFICATION OF EMPLOYEES

-Employee" shall be classified as:

- (a) Permanent
- (b) Probationer
- (c) Temporary
- (d) Adjunct
- (e) Part Time
- (f) Visiting
- (g) On-Contract
- (h) Casual
- (i) Substitute
- (j) Trainee

- a. A "Permanent" employee means one who has completed the specified period of probation or the extended period of probation, satisfactorily, and been given the confirmation in writing by the Principal / Chairman.
- b. A "Probationer" employee means one who is appointed on probation but not given the confirmation in writing by the Principal / Chairman. (**NOTE:** A permanent employee on probation in a new or higher post will be deemed to be on probation for a limited period of time and suitability in the new or higher post. However, for all other purposes he will be entitled to the benefits of a confirmed employee.)
- c. A "Temporary" employee is an employee who has been engaged for work which is of an essentially temporary nature likely to be completed within a limited period. The person so engaged will not have any right to either a permanent or temporary post which may arise in future.
- d. An "Adjunct" employee is a faculty hired by the Institution to teach but is not a full member of the faculty. Adjunct Faculty is a part-time or contingent instructor. He / she should be an eminent Academician and Professional having recognition at national / international level and having outstanding published work.
- e. A "Part Time" faculty / staff means an employee engaged for work for a certain period mentioned in his appointment order for a specific number of days in a week / month.
- f. A "Visiting" faculty / staff means a person engaged for work on hourly basis in a day for a certain period mentioned in his appointment order.
- g. An "On-Contract" employee means a person appointed on contractual employment for a specified period.
- h. A "Casual" employee is one who is employed on a day-to-day basis for work that is occasional or casual in nature.
- i. A "Substitute" employee is one who is engaged in the place of a permanent employee who is temporarily absent.

- j. A "Trainee" employee is hired by the Institution to impart training for a particular period of time.

**NOTE:** Employees covered in item No. 2.4 to 2.11 are not entitled to benefits provided to other classes of employees unless specifically provided in the letter of appointment.



## CHAPTER – IV

# ADMINISTRATION, SERVICE CONDITIONS, WELFARE FACILITIES & DECENTRALIZATION OF POWERS

### 1. ADMINISTRATION POLICY

#### 1.1 Official Languages

1.1.1. All written communication within the Institution will be in English or Kannada language (if required by local authorities).

1.1.2. All employees shall verbally communicate either with each other or with clients in English or Kannada language or the language understood by him.

1.1.3. All publications for external circulation issued by the Institution shall be reviewed by the Principal / Director & Chairman for English content and suitability.

1.1.4. All internal communication shall be printed or written in English and in Kannada language (if required by the law).

1.1.5. All telephonic conversations regarding Institution business shall be carried out in the English or Kannada, the language understood by the caller or receiver.

1.1.6. All e-mail, Internet, Fax or other electronic transmissions shall be carried out in English language.

#### 1.2 Telephone Use and Coverage

1.2.1 It is the policy of the Institution to ensure that there is a procedure for proper Telephone use and coverage for official purpose. During scheduled working hours, telephone coverage must be maintained in all Departments.

1.2.2 Official call messages will be taken for incoming telephone calls by the Department Secretaries, if not available in the Department / if busy in taking classes. Employees may return telephone calls immediately on return to their desk.

1.2.3 If staff is unavailable to answer the telephone, in cases where all staff is involved in an activity outside the Department, then the Department Secretary or the Front Desk Staff is to be alerted to receive the incoming calls.

**1.2.4** Visitors / Business clients should not answer any phone calls in the Academic Block areas but may receive calls from the other areas of the Institution.

### **1.3 Personal calls**

1. Teaching / Non-teaching Staff are advised not to attend any calls while in the Class Rooms / Laboratories / Library.
2. The concerned Department Secretary is required to be authorized to handle emergency personal calls when the staff is away in the Class Room / Laboratories / Library.
3. In such an event, the name and number of the caller shall be recorded, and the person concerned will revert to the caller when free to do so.
4. All other personal calls should not be encouraged during the course of the Institution timing.

### **1.4 International / Long Distance calls**

- 1.4.1 Only staff authorized by the Director & Chairman is eligible to make international calls which are charged to the Institution.
- 1.4.2 Such calls may be made solely for official business purposes.

### **1.5 Handling telephone at Lunch Breaks**

- 1.5.1 It is advised that staff of a particular department do not proceed for a meal break in a single group.
- 1.5.2 In case the above occurs for other business related reasons, telephone coverage should be ensured during the period of a meal break.

### **1.6 Employee personal telephone nos.**

- 1.6.1 Staff must notify their Head of the Department of any change in their home telephone number(s) or mobile number within immediately on change.

### **1.7 Telephone Etiquettes**

- 1.7.1 The telephone must be answered in a professional manner within the second ring.

## **1.12 Workplace Violence**

- 1.12.1 Violent acts occurring in the workplace greatly affect the individual's feelings of safety and security while at work and may have far reaching effects. In order to provide employees with a safe environment in which to work, the Institution will not tolerate violence or threats of violence in the entire workplace.
- 1.12.2 An act of violence may be of any physical action, whether intentional, reckless, or accidental that harms or threatens the safety of another individual in the workplace.
- 1.12.3 A threat of violence includes any behavior that by its very nature could be interpreted by a reasonable person as intent to cause physical harm to another individual.
- 1.12.4 Workplace includes all Institution facilities, viz., Canteen / Hostel / Campus Store / Play Area, etc., and off-campus locations where Employees are engaged in Institution business.
- 1.12.5 Any person experiencing or observing acts or threats of violence should notify the Coordinators. Employees should also report the event to his HR Head and or the Principal.

## **1.13 No Smoking**

- 1.13.1 Smoking is prohibited in all facilities of the Institution, including buildings and offices either by the staff / students or the visitors.

## **1.13 Lost & Found**

- 1. Any Employee finding anything in the Institution premises should deposit the same with the Administration Officer/Campus Manager, who will be maintaining a register for lost and found items. The person to whom the item belongs can claim it after proper identification of the lost item. If unclaimed, the item will be in the custody of the security for a period of three months, after which it will be disposed of as it deems fit.
- 2. Any item reported as being "lost" will be investigated by Security. A box will be kept for "Lost Items." Such box will detail as much information as possible about the item and the circumstances surrounding its disappearance. The loss of items of value shall be reported to the police by the Administration Officer, only after obtaining approval from the Principal / .

## **1.14 Confidentiality**

1.14.1 No staff shall divulge or use, except in furtherance of the Institution's interests, any business or other information which may come to his knowledge in the course of his employment with the Institution or its associates/sister companies. This shall apply both during the period of employment and thereafter.

1.14.2 Members of the staff, except where necessary, shall not, without the prior written consent of the Director & Director retain in their private possession, any papers/documents /records, etc. relating to the Institution's business. All such materials shall be returned to the Institution once their work is completed and on separation.

### 1.15 Reporting

1.15.1 Staff members are required to report any information that they may have of any possible theft or fraud including possibilities thereof to their Coordinators. Concealment of such information will be construed as misconduct.

## 2. SERVICE CONDITIONS

2.1 Every member of the staff shall agree to abide by all the conditions herein stated and also such conditions as may be stipulated from time to time by the competent authority.

2.2 Every member of the staff shall employ himself honestly, efficiently and diligently under the orders and instructions of the Principal / Director or other officers under whom he shall, from time to time, be placed. He shall discharge all duties pertaining to the office and perform in such a manner which may be required of him or which are necessary to be done in his capacity as aforesaid.

2.3 Every member of the staff shall devote his / her duty time of the said employment and shall not, either directly or indirectly, carry on or be concerned / involved in any trade, business or canvassing / private consulting work, private tuition or the like of a remunerative kind or of an honorary nature without the specific written permission of the Principal / Director.

2.4 Not with standing anything contained above, whenever any consultation work for any private firm or institution is undertaken by the college, and such members of the staff as are required will be commissioned by the College from time to time.

2.5 Any staff member, on appointment, except on contract, shall be on probation for a period of one year. The probation period may be extended by another year based on his/her performance.

2.6 All the teaching staff recruited as per AICTE norms shall be paid AICTE scale of pay and other allowances as per College norms. After successful completion of probation period, contribution shall be made by the management towards the employees' provident fund at a rate fixed as per EPF Act.

### **3. WELFARE FACILITIES FOR STAFF:**

- 3.1 Staff members are covered under Provident Fund. The staff, covered under the Provident Fund Scheme are eligible for Family Pension subject to the rules of the Provident Fund. Those who are not eligible it's purely depends on Management decision.
- 3.2 For Non-teaching Technical and Admin Staff - Employees State Insurance benefit (ESI) is covered for those employees who are coming under the purview of the ESI Act, 1948. The ESI benefits are medical, Sickness, Maternity, Disablement, Dependents, funeral expenses and others.
- 3.3 Personal Accident Insurance provided to all staff members.
- 3.4 Staff quarters are provided at the minimum charges towards accommodation and electricity.
- 3.5 Free Transport for selected staff and Bus in-charge.
- 3.7 Emergency loans are given to employees for medical emergencies/emergencies caused due to natural calamities. Subject to fund availability.
- 3.8 Interest-free salary advances for festivals once in a year subject to fund availability.
- 3.9 Free boarding and Lodging for certain faculties, Staff holding Warden/Assistant Warden post.
- 3.10 Separate quarter is provided to the Security Guards / Campus Driver in the Institution Campus free of cost.
- 3.11 Free / Subsidized food and free accommodation are provided to the Maintenance staff staying in the hostel.
- 3.12 Subsidized food is given to the drivers.
- 3.13 Statutory payments to all eligible employees.
- 3.14 Provision of a separate Dining Hall for the benefit of staff members.
- 3.15 Rs. 25000/- is given as death relief to the staff (depending upon the category) in the event of the death of their parents, spouse or children. In case of the death of an employee, the Institution takes care of a sizeable portion of the expenses for funeral, etc., (Minimum 2 years of service).

- 3.16 In the event of the death of an employee, while in service his dependent will be considered for employment, depending on individual merits subject to the availability of the posts.
- 3.17 The Drivers / select staff are given ex-gratia amount not exceeding one month Basic Pay and D. A during Deepavali festival.
- 3.18 Two sets of stitched uniforms are provided to the supporting staff and the maintenance staff per academic year.
- 3.19 One pair of Shock Proof Shoes with two pairs of socks are provided to Electricians, Attendants and Drivers are also given one pair of shoes and two pairs of socks.
- 3.20 Free Tea / Coffee is provided to the Administrative staff during both the sessions.
- 3.21 Medical Room is available in the campus. Free consultations and free treatment and emergency medicines are provided by the Doctor to the staff and students.
- 3.22 Staff and students are permitted free travel by for Training Programs, meetings, etc.
- 3.23 Internet facility is made available in the campus.
- 3.24 Special permission is granted to the staff participating in indoor or outdoor games during intercollegiate tournaments.

#### 4. DECENTRALIZATION OF POWERS

##### 4.1 Finance Part - Imprest amount is given as mentioned below:

Imprest cash is given to each Coordinators to meet out urgent requirements like permitting staff members to attend Seminar/Workshop within Bengaluru, conveyance for arranging guest lecture, consumable purchase of small value, maintenance and upkeep of their departments, etc. Imprest amount should not be used for capital purchase under any circumstances. (Maximum of 5000 with consulting the Director)

##### 4.2 Administration Authority of Coordinators

Every Coordinators is given powers in the areas specified below:-

- 1) Recommendation to select the Staff (Teaching) for their departments
- 2) Designing of curriculum and recommendation for introduction of new courses.
- 3) Allotment of workload.
- 4) Assignment of additional workload.
- 5) Setting up of labs, in line with the BCU requirements.
- 6) Nominating staff to attend training Program / Faculty Development Program (both internal and external)
- 7) Freedom to conduct in-house and outside symposium / training Programs
- 8) Recommending leave / O.D. for the department staff
- 9) Recommending of equipment to be purchased.
- 10) Screening of quotations and selection of suppliers for purchasing consumables.
- 11) Research and Development proposal.
- 12) Product development proposal
- 13) Redressal of department staff grievances
- 14) Counselling
- 15) Procurement of books pertaining to the department.
- 16) Free hand to monitor and discipline the students.
- 17) To conduct motivational and other training Programs for staff and students
- 18) Implementation of ISO metCoordinatorsologies and to ensure qualitative education to the student

## CHAPTER – V

# SELECTION & APPOINTMENT OF EMPLOYEES

### **SELECTION & APPOINTMENT POLICY**

Selection of staff is one of the most strategic and significant determinants of whether an Institution will succeed or fail. It is vital to ensure that the following policy is implemented throughout the Institution.

The Selection and Appointment Policy is based on the following principles:

We recruit the best talent available based STRICTLY on merit.

Where possible we promote from within the Institution to provide career opportunities for our existing staff, who possess requisite qualification / experience

We do not employ direct relatives of current employees in the same department, unless prior written permission is obtained from the authorities concerned.

We do not re-hire staff who have been terminated with a cause by the Institution succumb to any pressure that can result in compromising the quality of staff to be hired.

### **1. SELECTION / APPOINTMENT**

- 1) All appointments of employees will be made in writing by the Appointing Authority for different cadres and classification of employees.
- 2) Appointment of employees shall be made by the Appointing Authority based on the choice of applicants made.
- 3) Recruitment of employees shall be made from one or more of the following sources:
  - (a) Direct recruitment from outside through open advertisement in the press prescribing qualifications, experience, etc., subject to the guidelines issued from time to time.
  - (b) Promotion of existing employees from the lower cadres as per Promotion Policy.
  - (c) From any other source as determined by the Appointing Authority.

1.1. Each staff should serve for at least a minimum period of one academic year or as per the conditions terms and mentioned in his Appointment Order.



**1.5 Minimum Qualification for each Teaching Post:**

**Assistant Professor: (A.P – I)**

| Qualification  | Experience  |
|--|-------------|
| First Class Degree either in Bachelors or in Master Degree in MBA/M.COM/MCA/M Phil. PhD. | 0 – 5 years |

**2. Assistant Professor (Senior Scale): (A.P – II)**

| Qualification   | Experience  |
|---|-------------|
| First Class Degree either in Bachelors or in Master Degree in MBA / MCOM/MCA & M Phil. PhD. | 5years      |
| First Class M.Phil. with MBA/M.COM/MCA  | 7 years     |
| PhD in With MBA / M.COM/MCA   | 0 – 5 years |

**3. Assistant Professor (Selection Grade):(A.P III)**

| Qualification  | Experience |
|--|------------|
| First Class Master Degree MBA/M.COM/MCA & M Phil. PhD. | 10 years   |
| PhD in MBA/M.COM/MCA/MA                                | Fresh      |
| First Class M Phil. (MBA/M.COM/MCA/MA)                 | 12 years   |
| PhD in M Phil (MBA/M.COM/MCA/MA)                       | 5 years    |

**Associate Professor:**

| Qualification                                  | Experience |
|--|------------|
| PhD Degree with first class Master's Degree in | 5 years    |

|                  |  |
|------------------|--|
| MBA/M.COM/MCA/MA |  |
|------------------|--|

|   |          |
|---|----------|
| First Class Master Degree in MBA/ M.COM/MCA/MA + PhD Registration/ Completion of Course Work and Publication of 1 International Journal | 15 years |
| PhD Degree with first class Master's Degree in MBA/M.COM/MCA/MA   | 12 years |

5 **Professor:**

| Qualification  | Experience   |
|--|--|
| PhD Degree with first class Master's MBA / MCOM/MCA            | 10 years of teaching/research/industry experience out of which 5 years as Associate Professor. |
| PhD Degree with first class Master's Degree in MBA/ MCOM / MCA | 17 years experience  |

6 **Adjunct Faculty:**

| Qualification  | Experience  |
|--|---|
| Candidate for Adjunct Faculty from industry should have relevant professional qualification (as applicable to regular faculty) | <ul style="list-style-type: none"> <li>➤ 10 – 15 years of experience from industry / organization satisfying the following norms –</li> <li>➤ Teaching and research organizations of State / Central Government Institutions / Universities;</li> <li>➤ Central and State Public Sector Undertakings</li> <li>➤ (PSUs);</li> <li>➤ Reputed Industries;</li> <li>➤ Civil Servants (IAS / IPS / officials from Central and Provincial Services) and professionals and officials from</li> </ul> |

- professional councils;
- NRIs and PIOs working with reputed overseas academic, research and industrial organizations or having a demonstrated interest in Indian issues.

#### 1.6 Counting of Experience for appointment / promotion:

| Experience   | Weightage                |
|--|--------------------------|
| Teaching experience in Universities/<br>Management Institutions/Reputed Industries/<br>Overseas Experience | Actual experience (100%) |

|  |   |
|--|---|
| Teaching experience in UG & PG / Arts & Management<br>College/ Private Institutes / Schools / General Industry | Half of the Actual experience (50%) – however in certain meritorious cases, 100% weightage was given as last year |
| Part time / Visiting Employment  | One-fourth of the Actual Experience (25%)   |

For the purpose of calculation of experience, documentary evidence such as Appointment Order / Relieving Order and Experience Certificate is mandatory. Principal / HR Department will decide on the actual experience taking into account the proof submitted. Only completed year of service will be taken into account for the purpose of salary fixation – if a person has 6.10 years' experience, it will be construed as 6 years' experience only. However in certain cases, the 10 month experience was considered as one full year and full weightage would be given for Industry / other teaching experience.

#### 1.7 Selection of Teaching and Non-Teaching Employees:

##### (a) Mode of Selection of Regular Faculty:

Direct recruitment to all cadres is based strictly on merit. In all the cases, the following procedures are followed-

- (i) At the end of each trimester , the Coordinators review the staff position in their departments and prepare a manpower requirement list.
- (ii) The manpower requirement list is presented to the Director/ Principal

- (iii) The Director/ Principal discusses the requirement in the Coordinators's meeting and finalize the decision, taking into account the increase in in-take / new course / staff leaving, etc.
- (iv) The manpower requirement list is forwarded to the Management Team for approval. After the approval, advertisements are released in the leading newspapers.
- (v) The applications received are duly scrutinized.
- (vi) Letters of intimation are sent to the Staff Selection Committee members for attending the Selection process.
- (vii) Shortlisted applicants are intimated to attend the interview on a specified date and time.
- (viii) The choice is made by the Selection Committee after interviewing the eligible candidates for a considerable period of time. A test may be conducted, if required.
- (ix) The Selection Committee finalizes the selection of candidates,
- (x) The selected candidates will be given the Offer of Appointment by the Department of HRD, subject to the submission of the candidate's degree certificate in the original.
- (xi) Candidates sign the duplicate copy of the Offer of Appointment and submit their degree original certificate as a token of acceptance of the offer.
- (xii) Upon joining, the selected candidates are issued with the Appointment Order and are requested to fill in the Joining Report which is signed by their respective Coordinators, Department of HRD and the Director/Principal in the prescribed format along with the following enclosures:
  - (a) Certificate of physical fitness;
  - (b) Relieving letter from the previous employer, if any.
  - (c) Evidence of date of birth / proof of age.
  - (d) Highest original certificate of qualification and experience, with one set of the copies of these certificates, duly attested.
  - (e) Publication copies / copies of participation certificates.
  - (f) Three copies of the candidate's color photograph.
  - (g) Aadhaar Card Copy / PAN Card Copy / Residence Proof; (h) Highest Original Degree Certificate, if not submitted earlier.
  - (i) Any other documents specified by the Director/Principal.

**Note:** Evidence of Date of Birth / Proof of Age: Every employee at the time of reporting to duty should give a certificate / declaration of the date of birth supported by any one of the following:

- (a) Certified extract from Register of Births and Deaths;
- (b) School Leaving Certificate / Matriculation Certificate;
- (c) PAN Card / Aadhar Card; and
- (d) Passport

The age of the employee, verified with reference to any of the above shall be the sole evidence of the age of the employee for all purposes including appointment and retirement.

(xiii) The applications of other candidates, who could not be selected due to lack of vacancies, will be filed separately as "Wait Listed".

As and when required and depending on emergency / exigency situations, adhoc appointments are made on contract basis for specified periods.

**(b) Composition of Selection Committee:**

1. Every Selection Committee shall consist of the following members:

For appointment of Professors:

- Chairman
- Director
- Principal
- Chief HR Officer
- External Expert

For appointment of Associate Professor and, Assistant Professor:

- Chairman
- Director & Director
- Principal / Vice Principal
- Chief HR Officer
- External Expert

2. The meetings of the Selection Committees shall be convened by the Chairman of the Selection Committee as and when necessary.

**(c) Mode of Selection of Technical / Non-Teaching staff:**

All positions are advertised in the press / on-line portals. After the applications received, the eligible scrutiny candidates are shortlisted and intimated to appear for the Selection Committee consists of the following.

- Chairman
- Director & Director
- Principal / Vice Principal
- Chief HR Officer
- External Expert

## CHAPTER – VI

### POST SELECTION PROCESS

#### **1. Procedure:**

- 1.1 The selected candidate who received the Offer letter should report for duty to the Director/Principal on the specified date, as mentioned in the offer letter.
- 1.2 The Joining Report and the Letter of Undertaking (if required) have to be filled up by the staff.
- 1.3 PAN Card / Aadhaar Card / Proof of Residence details should be furnished by the staff member and a copy of the same to be submitted at the time of joining.
- 1.4 Each staff member is required to open a Bank account with the Bank for the purpose of crediting their monthly salary. The ATM Card is also issued to the staff members for collecting their salary.
- 1.5 The Appointment Order will be issued by the Department to the newly-joined staff who has to execute the service contract if required.
- 1.6 The Coordinators will brief the newly joined staff about the department formalities and the workload.
- 1.7 Email ID will be created for the staff by the ERP Team within a week's time.
- 1.8 Identity card will be provided for each staff.
- 1.9 Library utilization form needs to be filled up by the newly joined faculty and they will be provided with a Library ID Card for utilizing the library resources
- 1.10 Induction program will be organized by the Department on the subsequent week to explain the rules and regulations of the Institution. The Induction kit will also be provided with all details.
- 1.11 Visiting cards for the senior staff will be provided in the specified format in the subsequent week.

#### **2 Records of Service – Staff Personal File**

- 2.1 A Staff Personal File for keeping the record of service of staff shall be maintained by Human Resources (HR) Department in respect of each employee of the Institution.

2.2 The Personal File will also contain the correct address, the date of appointment, consolidated pay / the scale of pay on which he was appointed, the increments given from time to time, leave availed of, transfer, promotions, suspensions, punishments, dismissal, etc., The file shall be open immediately when an employee reports for duty.

2.3 Any change in the address should be intimated immediately by the employee.

2.4 All activities of an employee in his official position shall be recorded in this file, which will be maintained by the Department.

### 3 Identity Card

3.1 Every employee shall be given an identity card, appropriate to his classification and shall wear it while on duty and on being required to do so, show it to the person authorized by the Chairman. The ID card should be worn with the lanyard by all the staff during the working hours and during the travel time in the Institution bus.

3.2 The Identity Card shall carry the Photo of the employee, Name, Employee No., Designation, Department, Date of Birth, Blood Group, Contact No., and Residential Address. The said identity card shall be issued duly signed by the authority concerned.

3.3 If the employee loses the identity card, the Institution shall provide him with another ID card on payment of the requisite fee of Rs.200.

3.4 When an employee ceases to be in employment of the Institution, he shall surrender his ID card to the Department before his accounts are settled.

## CHAPTER – VII

### TERMS OF EMPLOYMENT / LEAVE RULES

#### 1. Probation:

- 1.1 All employees irrespective of their cadre will be on probation for a period of one year when they are recruited for the posts or when they are promoted to higher grade / post.
- 1.2 During the period of probation, the employees will be assessed on their performance.
- 1.3 Deficiencies in the performance will be notified to the employee concerned and he will be advised suitably by their respective COORDINATORSs to correct / rectify the same.
- 1.4 If, in spite of the advice, to improve his performance, he continues to be deficient in his work and if the extension of the probation period is not recommended, the services of the employee will be terminated without notice or reverted to the post held prior to the promotion.
- 1.5 Recommendation for extension of probation / confirmation of an employee shall be approved by the Director / Principal. The recommendation for the extension of probation should reach the authority concerned at least one month prior to the date of completion of probation so that a decision could be taken by the appropriate authority in time. Reasons for recommending extension of probation must be clearly spelt out in the appraisal.
- 1.6 The employee concerned should be advised regarding the deficiencies in the letter extending the probationary period.
- 1.7 The extension of the probation period shall be to the maximum extent of twelve months. If the employee does not reach the expectation even at the end of the extended period of probation, his appointment will be terminated / reverted to the post held prior to the promotion.
- 1.8 However, the extension or reduction of the probation period is at the discretion of the Director/Principal.



## 2. Confirmation

- 2.1 If the performance is satisfactory, the employee will be confirmed in the service of the Institution after completion of the probationary period. Unless a probation extension letter is issued, it would be construed that the employee's service is confirmed.
- 2.2 In case of extension of probation for reasons whatsoever, the probation period will be extended to cover the specified period in the Appointment Order.

## 3. Working Hours

- 3.1 The College shall function from 9.30 AM to 5.30 PM for Faculty. However for Non-teaching Technical and Administration Staff it will be and from 9.30 AM to 5 PM. On Saturday, the Teaching, Non-Teaching/Admin staff alone will work between 9.30 AM and 01.00 PM. The Lunch break will be for 50 Minutes depending upon the Time Table for Teaching/Non-teaching Technical staff and between 01.00 and 01.40 pm for Admin Staff.

## 4. Attendance

- 4.1 Every employee shall ordinarily be at work in the Institution or any other designated area connected with the Institution, at the time fixed and notified. He shall register his attendance in the Finger Print Machine and sign in the Attendance Register maintained in the Department of HRD both in the morning as well as in the evening. The employee shall be present punctually at the specified time at his allotted place of work. If an employee is not present at his work place punctually, "late attendance" will be marked and the employee has to sign in the "Time in Time Out Register". Forfeiture of half-a-day Casual Leave will be the penalty for every three days" late attendance. Habitual three days" late attendance or early leaving the place of work without permission will entail disciplinary action. This will also be noted in his personal file.
- 4.2 Employees should normally obtain permission before hand to arrive the Institution late or leave early.
- 4.3 For non-teaching staff, habitual absence or late attendance will entail penal provision.
- 4.4 Employees are expected to be present in their respective Departments at least 10 minutes in advance before the working hours.

## 5. Finger Print (Bio-metric) Attendance Rules:

- 5.1 Attendance of all staff members is generated by Finger Print Attendance Recorder Machine. There are four Finger Print Attendance Recorder machines, which record the attendance of the staff. All staff members are required to mark their attendance both in the morning and evening sessions.

- 5.2 Staff who report late due to the late arrival of the College Bus shall contact the Department of HRD for regularization of attendance.
- 5.3 Staff who come late due to Permission or Leave or On Duty have to sign in the "Time In and Time Out Register" maintained at the Department of HRD.
- 5.4 Staff should be available in the college premises during the entire period of office hours, on all working days.
- 5.5 If a staff member is on any kind of leave has to be out of station, he should intimate the Principal / Director his exact out station address and phone numbers in his leave application.
- 5.6 The staff members have to punch IN / OUT during the day or if they leave the campus even on official duty.

## 6. Staff Dress Code

- Men : Tucked shirt & Trousers with formal shoes
- Women : Saree
- Senior staff : College logo shirt with jacket for all official events / functions

## 7. Duties and Responsibilities of Faculty:

- A. Academic
- B. Research and Consultancy
- C. Administration
- D. Extension Services

### A. Academic:

- Class room lectures
- Instruction in laboratories / guidance
- Curriculum development
- Developing resource materials and laboratory development, manuals, etc.,
- Students' assessment and evaluation
- Participation in co-curricular and extracurricular activities.
- Students counseling
- Conducting / participating in continuing education, summer / winter schools, seminars, and symposia.
- Publication of books, journals

- Upgrading by pursuing higher study and keeping abreast with the developments in his own field.
- Conduct of examinations/ invigilation duties/ Evaluation work
- To maintain attendance book, Staff Log Book / Lesson Plan and workload sheets

**B. Research and Consultancy:**

- ✓ Research and development activities, research / project guidance.
- ✓ Industry sponsored projects / sponsored projects of Government National labs.
- ✓ Providing industry consultancy and testing service, active participation in promoting industry-institution interaction.

**C. Administration:**

- ✓ Academic and Administrative management of the department, Policy planning, monitoring, evaluation and promotional activity at both departmental and institutional level.
- ✓ Design and development of new programs and disciplines, Participation in National / State level policy planning bodies, Organization of Institute level / State / National level faculty-students' societies.
- ✓ Planning / Development of schedules for classes both at departmental / institutional levels.
- ✓ Mobilizing resources for the institution, maintaining and cross checking accountability, conducting performance appraisals.

**D. Extension Services:**

- ✓ Interaction with industries / service institutions, promote community service and sports activities amongst students
- ✓ Help, devote, Vocational services in the neighborhood, contribute towards promoting / providing non-formal education, promote entrepreneurship and job creation.

**8. General Instructions to the Faculty:**

**(a) In the Department:**

- 1) The faculty member should always first talk to the Coordinators and keep the Coordinators in confidence about his professional and official activities.
- 2) The subjects will be allotted by the Coordinators after taking into account the faculty member's aptitude.
- 3) In addition to teaching, the faculty member should take additional responsibilities as Assigned by the Coordinators in academic, co-curricular or extracurricular activities.

- 4) Every faculty member should maintain the students' attendance records manually and the absentees roll number should be noted every day in the ERP software as soon as the classes / laboratory hours are over.
- 5) Whenever a faculty member intends to take leave, the faculty member should get the leave sanctioned in advance and with the proper alternate arrangements made for class / lab / invigilation. In case of emergency, the Coordinators or the next senior faculty must be informed with appropriate alternate arrangements suggested.
- 6) The faculty member should make himself presentable. The faculty member should show no partiality to any segment / individual student.
- 7) The Faculty Advisor must update the student's personal file regularly and put up for inspection by Coordinators appropriate authority as the case may be.
- 8) Faculty mentor/ Counselor:  
To help the students plan their courses of study and for general advice on the academic program, the Coordinators will attach 20 students to a teacher of the Department who shall function as Faculty mentor for those students throughout their period of study. Such Faculty mentor shall advise the students and monitor the courses undergone by the students, check the attendance and progress of the students attached to him and counsel them periodically. If necessary, the Faculty mentor may also discuss with or inform the parents about the progress of the students. They are also required to maintain appropriate records of their counseling session with the students.
- 9) Faculty should send progress reports to the parents periodically and update the Performance of the students.
- 10) Faculty should compulsorily become member in Professional Body. All Professors should be a member in International Professional Body. Professional membership can be of different associations. Minimum 80% of membership should be National and 20% should be International in a department.

(b) Class Room Teaching:

- 1) Once the subject is allotted, the faculty member should prepare the session plan/ lesson plan for the lecture hour.
- 2) The faculty member should get the lesson plan and course file approved by the Coordinators and the Director/ Principal. The course file should consist of the preface,

- previous year question papers, notes, handouts, test / exam question papers, two model answer scripts for each test / exam, assignments (if any), etc.
- 3) The students' Log Book must be regularly updated and put up for inspection by Coordinators / Principal as the case may be.
  - 4) The faculty member should go to the class at least five minutes early.
  - 5) The faculty member should engage the full 50 minutes class / lab and should not leave the class early.
  - 6) The faculty member on entering the class room should ensure the dress code, the ID card and the general discipline of the class.
  - 7) The faculty member should encourage students to be interactive in class.
  - 8) The faculty member should practice / rehearse the lecture well before going to the class.
  - 9) The faculty member should make use of LCD etc., as teaching aids in addition to using Social Media / digital on-line tools.
  - 10) The faculty member should encourage students to ask doubts / questions.
  - 11) The faculty member should get feedback from students and adjust his teaching appropriately.
  - 12) The faculty member should take care of the academically weak students and pay special attention to their needs.
  - 13) In analytically-oriented subjects, regular tutorials have to be conducted. The tutorial questions have to be handed over to the students at least a week in advance of the actual class.
  - 14) The faculty member shall give two-mark questions with answers for each unit.
  - 15) The faculty member should sign in the class log book every day after he finishes the lecture.
  - 16) The faculty member should interact with the Class Coordinator or Counselor and inform him about the habitual absentees, academically weak students, objectionable behavior, etc.,

- 17) The faculty member should always aim for 100% pass results in his subjects and work accordingly.
- 18) The faculty member should visit the library regularly and read the latest journals / magazines in his specialization field and keep him/herself abreast of the latest advancements.
- 19) The faculty member should make himself available to students for doubt clearance.
- 20) The faculty member should motivate the students and bring out the creativity / originality in them.

(c) **Laboratory:**

- 1) The faculty member handling laboratory classes must perform the experiments personally before leaving for vacation and be experienced with the procedures before making the students perform the experiments in the ensuing Trimester s.
- 2) Whenever possible, additional experiments to clarify or enlighten the students must be given.
- 3) The lab / observation records must be corrected then and there or at least by the next lab class.
- 4) For each lab there should be a Faculty In-charge and Lab In-charge.
- 5) The staff should ensure that adequate time is given to students for all practicals.

9. **Class Committee**

- 9.1 Every class shall have a class committee consisting of teachers of the class concerned, student representatives and a chairperson who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching-learning process.
- 9.2 The class committee shall be constituted within the first week of each trimester . At least 4 student representatives (usually 2 boys and 2girls) shall be included in the class committee.
- 9.3 The chairperson of the class committee may invite the Faculty adviser(s) and the Head of the department to the meeting of the class committee. The functions of the class committee include –
- 9.4 Solving problems experienced by students in the class room and in the laboratories.

- 9.5 Clarifying the regulations of the degree program and the details of rules therein which should be displayed on college Notice-Board.
- 9.6 Informing the student representatives the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- 9.7 Informing the student representatives the details of Regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / project work / seminar etc.) the breakup of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students.
- 9.8 Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.
- 9.9 Identifying the weak students, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.
- 9.10 The class committee for a class under a particular branch is normally constituted by the head of the department. However, if the students of different branches are mixed in a class (like the first trimester which is generally common to all branches), the class committee is to be constituted by the Principal
- 9.11 The Principal may participate in any class committee of the institution.
- 10.12 The chairperson is required to prepare the minutes of every meeting, submit the same to Principal within two days of the meeting and arrange to circulate it among the students and teachers concerned.
- 10.13 If there are some points in the minutes requiring action by the Management, the same shall be brought to the notice of the Management by the Principal.
- 10.14 The first meeting of the class committee shall be held within one week from the date of commencement of the trimester , in order to inform the students about the nature and weightage of assessments within the framework of the Regulations.
- 10.15 Two or three subsequent meetings may be held in a trimester at suitable intervals.
- 10.16 The Class Committee Chairman shall put on the Notice Board the cumulative attendance particulars of each student at the end of every such meeting to enable the students to know their attendance details to satisfy the clause 6 of this Regulation.
- 10.17 During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process.

## 10. Course Committee for Common Courses

for at least three days in advance. In case of emergency situations, the leave can be applied immediately on reporting for duty.

- 1.1.3 Casual Leave cannot be clubbed with any other type of leave except Special Leave or Compensatory Off.
- 1.1.4 In a month a maximum of 2 CLs and / or C/off shall be granted, provided if the staff has the requisite leave on credit. A single spell of CL / C/off shall not exceed 2 days at a time.
- 1.1.5 CL is based on Working Days. Therefore, in calculating the total CL, intervening holidays will not be taken into account. In case an employee is out of station, he must state so in the leave application and give the address of his destination.
- 1.1.6 CL cannot be carried over to the next year if it is not availed during the year.
- 1.1.7 For all foreseen and unforeseen reasons, CL must be applied for and got sanction by the authority concerned before the employee proceeds on such leave. The employee may be deemed to be absent without leave if this rule is transgressed and dealt with as per Rules. However, in case of illness or in case of an emergency where it may not be possible for the employee to take prior sanction of the authority concerned, he may avail himself of the casual leave pending formal sanction. However, he should normally either telephone or send the message to the authority concerned (i.e. the respective Coordinators / Principal / ).
- 1.1.8 It is the responsibility of the Coordinators / Class Teacher to make alternative arrangements for the classes missed  
Because of the CL of any teaching staff. The Coordinators would monitor and ensure that no class is left unattended.
- 1.1.9 The staff member taking leave without prior permission or without any information will be considered as absent and the same will be treated as "Loss of Pay". If the staff absents himself from duty for seven days and more shall be treated as abandonment of service.
- 1.1.10 Availing CL / Coff on a Working day prior and after the declared holidays – if the declared holidays are more than 3 continuously in a month (including weekly holidays) it is not permitted. For example, if the college is closed on Monday and Tuesday for Diwali (say, 15<sup>th</sup> & 16<sup>th</sup> Oct), no CL / Coff is permitted either on Friday (12<sup>th</sup>) or on Wednesday (17<sup>th</sup>) – however for regular week-ends, they can avail either the prefix (Friday) or suffix (Monday) and not both. Similarly, no CL / Coff is permitted, if a working day is falling inbetween two holidays.



1.1.11 No Leave is permitted either on the first or on the last working day of the Trimester .

## 1.2 Vacation Leave (For Teaching Staff)

However, vacation leave shall be availed as per the circulars issued in this regard, indicating the slots in the period identified for Trimester vacation, to ensure smooth functioning of the Institution.

- 1.2.1 A staff member becomes eligible for VL only after rendering a continuous service of one full academic year as on 30th June. I.e. from 1st July to 30th June of the academic year.
- 1.2.2 During the period of probation, no VL is granted.
- 1.2.3 The staff member has to apply for VL in advance – the Coordinators will submit the Vacation Slot to the Principal for approval before any VL is granted. While doing so, he shall ensure that the Department is completely manned during the Vacation Period, so that no Department work is hampered.
- 1.2.4 The Invigilation work, if any, during the vacation period shall be treated as part of VL.
- 1.2.5 While calculating the number of days of vacation leave, all intervening declared holidays, including that of the Institution, and Sundays will be included.
- 1.2.6 The VL normally commence on a weekday except Monday
- 1.2.7 VL cannot be combined with any other Leave.
- 1.2.8 In case a staff member, after availing VL does not complete the full term of 6 months or one trimester , the leave availed will be treated as Leave on Loss Of Pay (LOP) and proportionate salary will be deducted from any payment due to him / her.
- 1.2.9 If any staff member is prevented from availing VL in the interest of the college by the orders of the Principal /, the same can be utilized at a later part of the year, subject to approval.1.2.14Any unused part of VL by faculty cannot be carried over to the next academic year.

## 1.3 Earned Leave (For Non-Teaching Technical / Admn Staff)

- 1.3.1 All Non-Teaching Technical / Admn staff, on completion of one year of confirmed (regular rolls)service, are Entitled for Earned Leave (EL) for 20 days in a year (i.e.

10 days during Summer Vacation and 10 days during Winter Vacation). Supporting staff are entitled for 20 days EL in year.

- 1.3.2 Earned Leave is normally allowed during vacation periods.
- 1.3.3 EL will be credited to the account of the staff at the end of each leave year and can be availed of only in the succeeding year.
- 1.3.4 EL can be considered for reasons like medical emergencies to the staff, sudden death in the family, marriage, etc.,
- 1.3.5 EL can be carried forward up to a maximum period of 40 days. EL exceeding the above days in addition to the leave earned for the particular year will automatically lapse.
- 1.3.6 Encashment of EL is not permitted.
- 1.3.7 Holidays and weekly-off days intervening the EL period will also be treated as Earned Leave.
- 1.3.8 EL cannot be combined with any other leave.
- 1.3.9 No extension of EL will normally be granted.
- 1.3.10 The EL normally commence on a weekday except Monday.

#### **1.4 Medical Leave**

- 1.4.1 Staff members are eligible for three (3) Calendar days Medical Leave in a Leave Year after completion of one year. Staff availing ML should produce Medical Certificate (MC) from a Registered Medical Practitioner on the day of resuming duty.

#### **1.5 Maternity Leave**

- 1.5.1 As per norms.
- 1.5.2 A woman employee can avail maternity leave along with VL / EL as applicable to her credit provided she has not availed their VL / EL in the respective year subject to the approval of the Principal / Director.
- 1.5.3 The decision of the Principal / Director will be final in sanctioning of such Maternity Leave.

**1.6 Special Leave:**

- 1.6.1 Special leave to a maximum of three (3) working days can be availed and is sanctioned in the following cases for the staff who are on regular rolls:
- a. Marriage of self
  - b. Bereavement in the family Viz. parents, parents-in-law, spouse, children.
- 1.6.2 This leave can be availed only once in 3 years, after completion of probation period and can be combined with CL only. The individual has to make alternate arrangement for his/her class during such leave.

**1.7 Leave on Loss of Pay:**

- 1.7.1 Absence without prior permission and without making alternative arrangement for class or other important duty will be treated as Loss of Pay.
- 1.7.2 Any leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LOP). If such LOP is more than 7 days at a stretch in a year, it will be considered as a Break-in-Service, unless acceptable supporting documents in evidence of justifying such excess leave is provided. The decision of the Principal / Director shall be final in such cases.
- 1.7.3 If any staff member is absent from duty without prior or later permission, exceeding seven days will be construed as abandonment of service.
- 1.7.4 Two such break-in-services within a period of one year will make the staff member ineligible for increment in pay and also for availing Vacation Leave / Earned Leave in the academic year.
- 1.7.5 If staff avails LOP for 10 or more days in a year in excess of the eligible leave, increment, if any, shall be deferred by three months.

**1.8 Compensation Off**

- 1.8.1 The faculty can avail C.off for genuine reason(s) for every worked day on a non-working day. Such C.off day can be availed during the Exam period only, thus not affecting his class work. C.off cannot be combined with any other leave except CL. Unutilized C.off will lapse at the end of the Trimester .
- 1.8.2 C.off should be applied for in advance. Subject to the approval by the Coordinators.

**1.9 Permission:**

- 1.9.1 Permission for short absence not exceeding one hour on any working day or two half-hours on any two working days, either after starting working hour or before

ending working hour may be granted at the discretion of the Principal/ Director per month.

- 1.9.2 If the number of permissions for short absence exceeds more than two in a month, it shall be considered as half a day CL for 2 short absences and one day CL for 3 short absences. If CL is not in credit, it shall be treated as LOP.

**1.10 On Duty:**

- 1.10.1 On Duty (OD) will be granted when staff members are required to go out on IIBS official duties as approved by the Principal / Director.
- 1.10.2 Staff shall be allowed to attend Conferences / Seminars / Meetings for which the Institution may bear the expenses of Registration or Conference fees, travelling and daily allowances / accommodation and boarding charges subject to the approval of the Principal / Director. The staff members have to submit the Faculty Development Form (FDP form) and after obtaining prior permission are allowed to attend Conferences / Seminars / Meetings at State / National / International Level organized by reputed Institutions only. Subject to the fulfillment of the requirements.
- 1.10.3 Number of days of such OD for external duty, theory papers valuation, seminar / conference / workshop participation is limited to 12 calendar days per trimester and if availed in excess, the excess days shall be deducted from other eligible leave at credit of the staff and remaining days will be treated as LOP.
- 1.10.4 In addition to the above, a faculty member is eligible for 12 calendar days of OD in a year for officially IIBS Duty. In all above cases, an attendance certificate obtained from the respective organization need to be submitted within two working days for regularization of such OD"s.
- 1.10.5 This is apart from the eligible OD for pursuing PhD for staff members who have executed the 3 years bond with the Institution on completion of PhD.
- 1.10.6 The Principal / Director shall have the right to cancel the OD sanctioned earlier, for any emergency work in the college.

**1.11 For Pursuing PhD:**

- 1.11.1 All faculty members who are pursuing PhD in the Institution / Government Universities / IITs after signing a Deed of Indemnity-cum-Guarantee, are entitled to the following benefits:

Course work One full day or two half days per week OD is permitted during the course work period.

Thesis work One full day per month is allowed for discussion with the PhD Supervisor.

Thesis submission & Viva: For preparation of synopsis, submission of the thesis and Viva – a maximum of 15 days.

#### 1.12 General

1.12.1 No leave other than CL will be granted to an employee once notice of resignation is given by him. The employee should be on duty for the full period of notice required under the rules or as per the terms specified in the Appointment Order. When a notice of termination of the services of an employee is given by the Institution the employee will be permitted to avail of whatever CL he is entitled to during the period of the notice of termination of services subject to conditions mentioned in Clause 20 of Chapter III.

#### 1.13 Retirement

1.13.1 Every teaching and non-teaching staff of the Institution will retire from service on completing 60 years of age respectively. However, faculty can be re-employed after retirement period up to the age of 65 subject to the vacancy position and the meritorious service of the faculty. Similarly, the non-teaching staff can also be re-employed on a contract basis.

1.13.2 Persons, who are physically fit and whose services are considered necessary and beneficial to the institution, may be appointed on contract service on tenure.

1.13.3 In respect of an employee attaining the age of retirement on a particular day, he shall retire on the afternoon of the same day.

#### NOTE:

- (i) In case the date of retirement of an employee falls on a holiday, the employee may be permitted to handover the charge on the subsequent working day and may be allowed duty pay for the holiday.
- (ii) The above provision shall not apply to cases of compulsory retirement or retirement as a measure of penalty after disciplinary proceedings.

#### 1.14 Resignation / Termination of Service

1.14.1 If an employee desires to resign, he must give notice of his resignation in writing to the Head of the Institution through the proper channel. However, the member of the teaching staff shall not ordinarily resign from his post during the course of an academic trimester / year.

1.14.2 The following shall be the notice period for resignation:

- a. An employee shall give at least one month's notice or stipend in lieu of notice, during probationary period
- b. A "Probationary" teaching employee or a "Confirmed" teaching employee shall give three months' notice during the trimester / end of the trimester 45 days' notice or the salary in lieu of notice.
- c. Principal/ Director/ / Director shall give 3 months' notice period or salary in lieu of notice period.

1.14.3 Faculty can submit his resignation only in the month of February so that the resignation will be processed and the employee will be relieved after three months subject to the completion of the syllabus and at the discretion of the Principal / Director.

1.14.4 Exit interview must be conducted for all the employees by the HR department.(preferably recorded on video)

1.14.5 The Institution reserves the right to accept or reject the resignation with effect from the day it deemed fit irrespective of the notice-period given by the employee.

1.14.6 Till the resignation is accepted (whether it is during the notice period or before the expiry of the notice period) and the Relieving Order is issued to the employee concerned, he shall continue to be in-service, unless any other instructions are given in writing by the Management. Resignation once submitted cannot be withdrawn, after the expiry of the notice period.

1.14.7 On receipt of the notice of resignation, the Head of the Institution or the In-Charge will advise all concerned to stop the payments (last one month), issue of materials, etc., to the employee, unless specific approval of the Head of the Institution or the In-charge is obtained. No service certificate, testimonials, etc., are to be issued until the resignation is accepted and the letter of acceptance is given and his accounts are settled.

1.14.8 When the letter of acceptance of resignation is communicated by the Institution to the employee concerned, the employee shall settle all his dues to the Institution, hand over documents, cash, equipment and other properties held in his custody to obtain the no-dues certificate to that effect. The Institution reserves the right to recover all such outstanding amounts and the value of the property of the Institution from the amounts due to the employee or in any other manner decided by the Institution.

1.14.9 After all the formalities as detailed in 1.16.7 are completed and the clearance certificate is submitted by the employee, the relieving order and the salary-cum-experience certificate will be issued.

#### **1.15 Abandonment of Service**

1.15.1 If an employee remains absent for more than 7 consecutive working days, without prior sanction of leave he shall be deemed to have abandoned the employment voluntarily from the date on which the absence exceeded 7 consecutive working days and he is also liable for disciplinary action as per rules, at the discretion of the Principal / Director.

#### **1.16 Termination of Service**

1.16.1 The Principal / Director shall have the power to terminate the services of a member of the staff of the college, for any of the following reasons without notice period and compensation:-

- Serious misconduct and willful negligence of duty;
- Gross insubordination;
- Physical or mental unfitness
- Participation in any criminal offence involving moral turpitude.
- In all such termination cases, the staff member will not be eligible for any terminal benefit.

## CHAPTER – VIII

# INDUCTION & TRAINING PROGRAM

### 1 INDUCTION PROGRAM

- 1.1 HR Department is responsible for the structured induction of staff in order to ensure their smooth and easy integration into the Institution.
- 1.2 The Admin will welcome the new staff and brief them about the Institution, its history, general rules, facilities and human resource policies and procedures.
- 1.3 A memo informing the Institution staff about the new staff member joining will be circulated under the signature of the Chairman / Director / Principal or Head of HR depending on the grade of the person. The respective Department Heads may issue such memos in the case of staff joining their Departments.
- 1.4 HR Department should identify staff with an extremely positive attitude and train them to assist new staff in their initial period of service within the Institution.
- 1.5 The Induction program is conducted for all the new Teaching and Non-Teaching staff, who join the duty. The purpose is to get them familiarized with the Institution, its rules and regulations, Departmental Procedures, etc.,
- 1.6 The Induction Program focuses on the following topics:
  - Vision and Mission
  - Organizational structure
  - Quality Policy
  - Service guidelines
  - Do's and Don'ts
  - Help Desks
  - Facilities Available
  - Career Opportunities
  - Recognition of Service
- 1.7 In addition to the above, the following topics will be discussed in detail:



- Introduction to IIBS Group of Institutions
- & NIRF Procedures and Requirements
- AICTE
- Departmental Procedures
- Imparting Pedagogical knowledge and Student's Psychology
- Counseling Procedures
- Library Information Resources
- Campus Infrastructure, Co-curricular, Extra-Curricular activities
- Students' mentoring procedure,
- Importance of IIBS finishing school programs and activities.
- Admission process and procedure details

1.8 Recurrent Workshops, FDP/MDP are held to motivate and upgrade the pedagogical skills, leadership and managerial / technical skills also.

## 2. TRAINING AND DEVELOPMENT PROGRAM

2.1 Staff members are given training on technical areas and on soft skills periodically according to their needs.

Training feed backs are collected and effectiveness of the program is monitored through follow-up sessions.

2.2 Each faculty has to undergo a three-day Faculty Development / Orientation Program (FDP) organized by the Institution when they join for duties, which gives necessary inputs about teaching metCoordinatorsology. The key focus areas of the FDP are given below:

- Teaching Learning process( Micro teaching)
- Core competencies for Teaching
- Quality Management of Education System
- Aspiring for Leadership/ Taking responsibilities
- Emotional Governance
- Managerial games including group discussions

2.3 Trainers assess the performance of each participant after they give a presentation in the FDP. Their presentations are video-recorded and replayed before the participants for assessing each participant's strength and weakness on factors such as:

- The organized way of teaching
- The examples discussed
- The level of participation
- The use of Audio Visual aids
- Body Language

- Eye contact
- Loudness and voice clarity
- Self-confidence
- Dress Code
- Involvement and enthusiasm

2.4 The feedback about each participant is given by the trainer for corrective action and the same will be taken into account during the follow-up to measure the improvement in the participant's effectiveness.

## 2.5 CAREER OPPORTUNITIES:

2.5.1 The Institution provides a platform for the faculty development activities by sponsoring the faculty for:

- Attending Training Programs (in-house as well as external); Attending conferences for participating, paper presentation (national as well as international level)
- Pursuing higher study like Post Graduation, PhD in any Indian Government / IISc / IIT
- Pursuing short-term courses, certificate courses, etc.
- For publishing books, articles in journals, professional newsletters, etc.;
- Promoting research and consultancy activities;
- Promoting innovative projects, funded projects, patents, etc.
- Promoting product development activities.

## 2.6 SPONSORSHIP FOR ATTENDING TRAINING PROGRAMS

2.6.1 **External training Program:** Staff member who has completed one year of service may be permitted to attend external training Program subject to approval. Their absence from duty in this regard will be treated as on-duty. Boarding and lodging expenses will be borne by the Institution, as per norms. The staff member has to submit a report on completion of the training and share the information about the concepts learnt through the training Program to other staff members and students. If not submitted and presented the report, 'ON DUTY' & expenses will not be considered.

2.6.1.1 In case, the staff member leaves the institution before the completion of the stipulated period mentioned in the Staff Development Form / agreement executed in this regard, the amount spent for the staff member for imparting the training will be recovered from their eligible full and final settlement or the amount has to be remitted by the staff concerned to the Institution.

2.6.2 **Internal training Program:** Training Program conducted in our Campus for the staff members (technical / soft-skills training Program) are called as Internal training Program. Staff members including those who have not completed one year of service are permitted for attending the Internal Training Program. The terms and conditions prescribed in respect of the External Training Program will apply to those staff members who leave the institution before the completion of the stipulated period. If any employee misses the training program, each absence will be considered as 1 day absence & 2 days loss of pay or adjusting the available leaves.

**Note:** Faculty member who are submitting their highest degree / provisional certificate (Ph.D.) during the course of the Academic Year, will become eligible for revision in emoluments effective next Academic Year only – however, when a person, at the time of joining, has submitted his thesis and is waiting for viva voce, his salary would be increased, subject to approval at the time of interview, immediately on submission of the Ph D Provisional Certificate.

**Non-Teaching Technical and Admn category:**

| <b>TECHNICAL / ADMN STAFF</b>                               |   |
|---|---|
| Superintendent (PG Degree / UG Qualification)Admin- I       | Rs. 9300 – 25,625 (Increment ranges from 425 – 1000)  |
| Grade – I (UG Qualification additional With Skill)Admin- II | Rs. 6750 – 20375 – (Increment ranges from 325 – 1000) |
| Grade- II (Graduates)Admin -III                             | Rs. 5250 – 14,725 – (Increment ranges from 200 – 750) |
| Grade - III (ITI / PUC)Admin -IV                            | Rs.4800 – 12,475 –(Increment ranges from 150 – 575)   |

However, for the first three years the staff will be provided ad-hoc pay only.

**1.3 Pay Fixation**

1.3.1 Pay for the selected candidates is fixed by the selection committee as per the pay scale approved by the Management for the respective post based upon the qualification and experience of the candidate in compliance with UGC/AICTE norms.

1.3.2 Higher Pay Packages for exceptional and experienced candidates are fixed by the selection committee subject to the approval of the Chairman of the Institution / Society.

**1.4 Annual Increment**

- 1.4.1 Annual increment according to the scale applicable to the employee shall be granted after every year of service if the work and the conduct of the employee are reported to be satisfactory as per the Appraisal Report. Annual Increment is granted based on their performance, qualification, experience as assessed by the Performance appraisal system as well as fulfilling the required norms / criteria of the Institution.
- 1.4.2 In case an employee is on a consolidated pay and not on a scale of pay, ad-hoc lump sum increment maybe given after the end of every year at the discretion of the Management, while on probation / confirmation / contract, provided his work and conduct is satisfactory.
- 1.4.3 The Increment amount will be awarded to the performers. Additional increment / incentives may be offered to the deserving staff based on their performance, outstanding work, irrespective of their qualification and experience.
- 1.4.4 The annual increment will be withheld as a disciplinary measure if an adverse report is received against the employee and so decided by the Principal/Director/ Director after necessary enquiry. The period for which the increment should be withheld will be decided by the Principal/Director/ Director who are the competent authority to do so. In all cases, the employee concerned should be informed regarding the withholding of the increment for a particular period with or without cumulative effect. In case of cumulative effect, the employee will not be entitled to get the increment so withheld for the specified number of years. In the case of increment withheld for a particular period without cumulative effect, he will be entitled to get the increment immediately after the completion of the particular period.
- 1.4.5 When an employee working in the lower scale of pay is promoted or appointed to a higher scale of pay, his increment will fall due after he completes one year of service in the higher post.
- 1.4.6 The increment date will be postponed for three months if he was on leave on loss of pay for 10 days.
- 1.4.7 An increment which accrues on a day other than the first date of a month shall be given on the month when the employee completes one year of service (however it is to be noted that the date of joining is between 1st and 15th, the increments will accrue from that month onwards and if it is 16th and afterward, it will be effective from the succeeding month only) and subsequent increments will be regulated of every year.

### **1.5 Promotion Policy**

- 1.5.1 Promotion to a higher level of service shall be made subject to availability of posts, eligibility of staff on the basis /criteria of merit / efficiency / the commitment / dedication of the staff to the all-round development / improvement of the corporate ambience of the Institution. Seniority and a minimum 85 percent in appraisal system will be the deciding factors for promotions.

- 1.6.9 Promotion is based on annual performance report, acquiring higher qualification, contribution to the development of the Institution, years of service, competency and shall not be influenced by the employee's race, religion or gender. Faculty need to appear before the selection committee consisting of subject experts from other Institutions / Industry /and the respective Coordinators, Principal and Director & Chairman for considering promotion.
- 1.6.10 Faculties are encouraged to do research project and apply for funding to the appropriate agencies for funding. Faculties are also suggested to apply for FDP/MDP etc., with AICTE. The Principal Coordinator of sanctioned project / scheme will be rewarded appropriately in cash or kind as per policy of the institution.
- 1.6.11 Faculties generating external revenues through training / consultancies will be paid honorarium /allowances as per the policies of the institution.

## **1.7 Transfers**

- 1.7.1 All employees are liable for transfer / deputation from one unit / department to another unit / department of the IIBS Institution at the sole discretion of the Management in close coordination with the Principal /Director.
- 1.7.2 All employees are liable to being shifted from one discipline / function, department, section; branch, etc., to another of the IIBS Institution, provided that such transfer does not adversely affect the nature of duties as per the terms of appointment. The salary of the individual concerned shall remain intact except in the case of a transfer requested by an employee for his personal reasons.
- 1.7.3 In the event of refusal to accept a transfer / deputation, the employee shall be considered absent from duty without leave or permission for the period of such refusal and shall not be eligible for any salary for that period. Such an employee shall also be liable for disciplinary action including termination of his service.
- 1.7.4 The Institution may grant special scale or allowance on transfer / deputation depending on the merit of the case.

1.5.2 Additionally, Research activities / Consultancy Value / Professional Standing / Student Club activities and the additional revenue generated for the Department will also be the part of the Promotion criteria.

**1.6 Faculty Development**

1.6.1 Every year Maximum of 2 Faculty member from each department may be permitted for Ph.D. (Part Time) program. A maximum of two of total faculty members is permitted in each department to carry out Ph.D. at any one point of time.

1.6.2 Faculty pursuing their higher study on part-time basis with permission may avail on-duty leave (OD) after making suitable alternate arrangements for their duty. The on-duty leave shall be accounted as stay outside the campus.

1.6.3 Staff members are permitted to attend Seminar / Conference / Training / STTP / workshop and present a seminar before the relevant audience after returning from the program as a part of department activity.

1.6.4 Staff members are encouraged to attend & present research papers in the international / national conferences conducted in India and Abroad. Each staff member is eligible to get sponsorship from the college depending upon their involvement in the developmental activities of the institution subject to a maximum of 1 per trimester. Staff members are encouraged to publish research papers in peer reviewed journals. The first author of the institute faculty for each journal paper will be awarded appropriate incentive in cash or kind as per policy of institution.

1.6.5 For delegating to seminar/conference/workshop organized within Bengaluru, the registration fee only will be paid by the college. No TA/DA will be paid. For out station, registration fee, Traveling allowance (TA) will be paid by the college on production of tickets/receipts as per eligibility / actual (whichever is less).

1.6.6 The Principal / Director are eligible for travel by air or by car on road and will be paid on production of tickets/receipts. Professor / Associate professor are eligible for travel by 2<sup>nd</sup> AC sleeper by train and Assistant Professor is eligible for travel by 3<sup>rd</sup> AC sleeper by train and will be paid on production of tickets.

1.6.7 In case of travel by road, actual bus fare will be paid on production of tickets. Lodging and Boarding charges will be paid on actual hotel / guest house receipts. Normally reimbursement of payment will only be entertained. However, Principal / Director may sanction advance payments on case by case. Subject to the approval.

1.6.8 Career Advancement System is the policy of the Institution to develop and groom employees for higher position. Opportunities for promotion exist at every level.

### **Duties and responsibilities of the Director**

1. The Director is responsible to the governing council for carrying out Administrative and financial functions of the college.
2. To transact matters pertaining to academic and administration with all the departments and organizations concerned by bringing to the notice of Director, Director and Chairman.
3. To be a link between Governing Council, Chairman, and Director/ Principal on one hand & the college administration, staff and students on the other hand.
4. To furnish periodical statements (Say Quarterly) of financial, academic and other matters pertaining to the college to the Chairman.
5. To write the confidential reports of all the faculty and maintain them in his custody.
6. However the Confidential Report of staff will be written by concerned **COORDINATORS** and submitted to the Chairman for compliance and safe custody ED.
7. To oversee and ensure the administrative functioning of the college is efficient.
8. To take necessary legal advice and follow up action whenever required on behalf of the college.
9. To act as authority for all tours of all staff members recommended by concerned **COORDINATORS** and forward to chairman for approval.
10. To act as recommending authority for all the leave exceeding 5 days of all staff members excluding himself and to take sanction from the Chairman.
11. To prepare Budget Estimates for capital and recurring expenditure in consultations with Principal, Section Heads & Director.
12. To approve after the scrutiny the budgets for various activities of the college as per the approved budget.
13. To oversee maintenance of proper records for receipts, payments and register of all assets of the college. Counter signature of the daily cash book with regard to financial transactions made.
14. To prepare the annual accounts and statements for purposes of audit by the chartered accountant and the statutory authorities, forwarding utilization certificates and the progress to the relevant funding authorities.
15. To attend to the problems of the staff through appropriately constituted committees for prompt Redressal.
16. To ensure proper maintenance of the campus and arrangements for security for the assets of the institution.

### **Duties and responsibilities of the Academic Director**

1. The Director is responsible to the academics and teaching as per the AICTE norms.
2. To obtain approval of the chairman on behalf of the Governing Council subject to the ratification of Governing Council for any urgent action to be taken by any authority authorized by chairman wherever necessary in consultation with the Director regarding the administration of the college.

To write the confidential reports of all the faculty and maintain them in his custody. However, the Confidential Report of faculty members will be written by concerned **COORDINATORS** and submitted to the Director for compliance and safe custody.

3. To oversee and ensure that the academic functioning of the college is efficient.

## CHAPTER – X

### DUTIES & RESPONSIBILITIES OF VARIOUS CADRES

#### 1. Chairman:

- 1.1. Responsible for smooth and efficient functioning of the college keeping in view of the Vision and Mission of the Institution.
- 1.2. To preside over and conduct proceedings of Governing Council
- 1.3. To initiate and support to implement all the GC resolutions.
- 1.4. To review periodically all the financial, academic and other matters pertaining to the college.
- 1.5. To review service records of Principal/ Director of the college and to write confidential reports of the Principal/Director// Director.
- 1.6. To approve any of the tours within the country and abroad and to sanction all types of leave to the Principal/ Director// Director. Subject to ratification.
- 1.7. To sanction all types of advances.
- 1.8. To give approval to the Principal/Director/ Director for certain specific actions of urgent nature subject to ratification by Governing Council.
- 1.9. To examine and approve proposals of Principal/Director/ Director on academic and administrative matters of the college. Subject to ratification by Governing Council.
- 1.10. To examine and approve the non – recurring expenditure submitted by Principal/Director/ Director.
- 1.11. To support any policy/function delegated by Governing Council.
- 1.12. To initiate action on any matters of interest to the college subject to ratification by Governing Council.



4. To have close liaison with the Central Government Departments and AICTE.
5. To act as authority for all tours of all faculty members recommended by concerned COORDINATORSs and forward to chairman for approval.
6. To act as recommending authority for all the leave exceeding 5 days of PG faculty members excluding himself and to take sanction from the Chairman.
7. As regards participation in other activities outside the normal schedule of the college, prior permission is to be obtained to the Director.
8. To ensure admissions of PGDM students as per the norms prescribed by the AICTE within the stipulated time schedule and obtaining the approval of the appropriate authorities for such admissions.
9. To ensure effective and satisfactory conduct of the academic activities by continuous monitoring of faculty and other facilities available and to put up proposals in this regard for provisioning of necessary facilities such as faculty requirements, purchase of equipment, books etc., through properly coordinated committees appointed for this purpose.
10. To ensure maintenance of proper discipline both among students and staff.
11. To attend to the problems of the PG department and students through appropriately constituted committees for prompt redressal.
12. Perform any other function that may be assigned by Director/Chairman or the GC from time to time.

## 2. Duties and Responsibilities of Principal

1. The principal is responsible to the Governing Council for all academic matters.
2. He is to function as the Member Secretary of the Governing Council (GC).
3. To provide the interface to project the activities of the college as decided by the Governing Council / MC& ET to all external agencies.
4. As the principal is the Member Secretary of the Governing Council, he is the functionary legally responsible on behalf of the college in all matters.
5. To oversee the service records of faculty and non-teaching staff and get the service records periodically updated through principal (Admin) and respective heads of units. The time gap in the entry of such service register should not exceed one year and get it verified by the concerned staff at the end of the financial year.
6. National Conferences in consultation with Director.
7. To obtain the approval of the chairman for the participation at International conferences with information to the Director.
8. As regards participation in other activities outside the normal schedule of the college, prior permission is to be obtained to the Director.
9. To ensure admission of students as per the norms prescribed and also the state Government within the stipulated time schedule and obtaining the approval of the appropriate authorities for such admissions.
10. To ensure maintenance of proper discipline both among students and staff.
11. To attend to the problems of department and students through appropriately constituted committees for prompt Redressal.

12. To attend to all matters pertaining to the GC. To arrange for the preparation of agenda and the meeting of the GC in consultation with the Director To prepare the draft minutes of GC meetings for final approval by the Chairman. To take suitable steps for the implementation of the resolutions of the GC meetings and convey to the GC the actions taken by him of the College in consultation with the Director.
13. Perform any other function that may be assigned by Director/Chairman or the GC from time to time.
14. Maintain monthly documents required by NIRF/NBA.

## 5. Duties and Responsibilities of the Head of Department (COORDINATORS)

5.6.1. Teaching as per AICTE

5.6.2. Students Assessment, Evaluation and Conduction of Examinations.

5.6.3. To Ensure prompt compliance of requirements as regards Departmental assignments and Evaluation System.

5.6.4. To Encourage and Plan Schemes of Collaborations, Consultancy with Industry and other Professional Organizations and Designated Authorities.

5.6.5. To Ensure proper Maintenance and uplift the Department.

5.6.6. To Plan and Prepare Proposals for the Development of the Department.

5.6.7. Monitoring and Conduction of Regular Classes as per the time table and to ensure the Conduction of Classes as per Lesson Plan.

5.6.8. Conduction of Monthly Departmental Meeting in order to review the performance of the academic and other Co – Curricular activities of the department.

5.6.9. To Prepare and Liaison with Principal/Director about the procurement of Equipment's purchase of Consumables and other Requirements of the Department. He shall be Member Secretary of the Equipment Purchase Committee for his Department.

5.6.10. To monitor duties of Faculty and non – teaching staff of the department.

5.6.11. To maintain contact with Industry, Govt. Department and Govt. Agencies, so that Research activities are achieved.

5.6.12. To monitor student's academic progress and arrange for Teachers -Parents meeting.

5.6.13. To ensure prompt inter Departmental activities and support by extending the necessary co – operation and facility whenever required as per requirements of Agencies.

5.6.14. To ensure the appraisal of the Faculty by the students and to send the consolidated report to the Principal and Director.

5.6.15. To write the confidential reports of all Non – Teaching Staff and Submit to the Principal / Director every year.

5.6.16. Any other work entrusted by the Principal/ Director.

- Maintain monthly documents required by NIRE/NBA

## 5.7. Duties and Responsibilities of Professor/Associate Professor

### 5.7.1. Associate Professor:

5.7.1.1. Teaching as per AICTE.

5.7.1.3. Students Assessment, Evaluation and Conduction of Examinations.

5.7.1.4. Research Activities and Research Guidance.

5.7.1.5. Leader for Consultancy Projects and Extension Services.

5.7.1.6. Curriculum Development and Developing Resource Materials.

5.7.1.8. Continuing Education Activities.

5.7.1.9. Academic and Administrative Planning and Developmental Work at the Departmental Level and assisting at Institutional Level.

5.7.1.10. To ensure training of faculty members in his/her subject of Specialization.

5.7.1.11. Student counseling and Interaction.

5.7.1.12. Co - curricular and extra -curricular activities.

5.7.1.13. Conduction of Workshops/Seminars/Conferences and liaison with industry and R&D organizations.

5.7.1.14. Preparation and Submission of Project Proposals to obtain External Financial Assistance.

5.7.1.15. Conducting bridge courses for Slow Learners.

5.7.2.16. To guide PhD students in the institution

5.7.3.17 Planning and accompanying students for industrial visits.

5.7.4.18 Follow lesson plan every day.

- Maintain monthly documents required by NIRE/NBA

5.7.1.19. In addition to the above, the teacher shall co – operate faithfully with COORDINATORS, Head of the institution and other members of the teaching staff in order to promote an atmosphere of academic excellence, in the performance of extra duties and devoting extra time which is required for the welfare of the students and for the development of department and Institution.

### 5.7.2. Professor:

In addition to the above (5.7.1), Professor will have the following additional responsibilities.

5.7.2.1. Providing academic assistance in Both PG&UG Courses in his/her Field of Specialization.

5.7.2.2. Policy Planning and Monitoring.

- Maintain monthly documents required by NIRF/NBA

### 5.8. Assistant Professor:

5.8.1. Teaching as per AICTE

5.8.3. Students Assessment, Evaluation and Conduction of Internal tests & Examinations.

5.8.4. Involving in Consultancy and R & D activities

5.8.5. Developing Resource Materials.

5.8.6. Involving in Co – Curricular and Extra – Curricular Activities.

5.8.7. Proctoring, Mentoring and Guidance to the students.

5.8.8. Assisting in Conducting of Seminars, Workshops, Training, Conferences and Collaboration with Industries.

5.8.9. Assisting in Departmental Administration and other Developmental Works.

7.3 Planning and accompanying students for industrial visits.

7.4 Follow lesson plan every day.

- Maintain monthly documents required by NIRF/NBA

5.8.10. In addition to the above, Assistant Professor shall co – operate carefully and faithfully with **COORDINATORS**, Head of the Institution and other members of the teaching staff in promotion of an atmosphere of academic excellence, in the performance of extra duties and devoting extra time which is required for the welfare of the students and for the development of the department and Institution.

### 5.11.3. Computer Programmer

Computer Programmer will report to System Analyst/**COORDINATORS** Computer Science. Computer Programmer is responsible to develop the programs for a problem in consultation with a faculty concerned. He has to debug and execute the developed program. He is also responsible for up-keeping of the computer lab.

**The job description is as follows:**

To Assist the System Manager/System Analyst, staff and students in writing computer programs, debugging source programs, executing the computer programs and obtaining computer outputs.

- Maintain monthly documents required by NIRF/NBA

#### **5.11.4. Computer operator**

The computer operator is responsible to the system manager and the system analyst in all matters connected with the operation of computer system and peripherals.

**The job description is as follows:**

To assist the programmer, students and staff in execution of the computer programs and obtaining the computer output results in the use of computer peripherals such as multi-purpose printers.

### **5.12. Library Staff**

The Library staff is categorized as follows.

- (i) Chief Librarian
- (ii) Assistant Librarian

#### **5.12.1. Chief Librarian/Librarian**

The Chief Librarian/Librarian is responsible for planning and development of the library. The Chief Librarian/ Librarian of the college provide the necessary library facilities to the students and staff of the college. He/she will be reporting to the Principal/Director in all matters connected with the library activity.

**The job description is as follows:**

- General Administration.
- Budgeting.
- Collect the book requirements list from respective departments.

- Books/Periodicals/Video tapes selection and acquisition according to the AICTE norms.
- Planning and development of the library.
- Supervising of cataloguing and indexing.
- Arranging for book binding.
- Supervising the usage of e – journals and e – library facility.
- Assisting the librarian in his work.
- Cataloguing and classification of books and periodicals.
- Maintain monthly documents required by NIRF/NBA

#### **5.12.3. Library Assistants:**

- The Library Assistant will be reporting to the Chief Librarian.

#### **The job description is as follows:**

- Issuing and receiving of books
- Restoring the books and periodicals
- Maintenance of reference library, reading room and e-library facility.
- Checking at the entrance.
- Control at the property counter
- Labeling/pasting.
- Maintaining and upkeep of library
- Binding of books.
- Maintaining online and offline attendance register.
- Maintain monthly documents required by NIRF/NBA

#### **5.13. Placement & Training Department:**

The department of placement and training consist of

1. Placement & Training officer.

##### **5.13.1. Placement & Training officer:**

The Placement and Training officer should of the cadre of a Professor and this post must treated as a non – vacation post. The officer shall have a teaching work load of 4.5/6 hours per week. The placement and training officer should maintain a good liaison with industry

in and around the place of the campus. He should conduct annual survey of job requirements in the industries, research and service organization. He should arrange for training for students, campus interviews, in – plant training and also arrange to get industries' sponsored projects for both staff and final year students. He should create data bank of personnel who are experts in their respective fields from industries/research /Service organizations and invite them to the institution to deliver lecture for the benefit of students and staff members. He should arrange for training to staff members in industries/research/service organizations.

He must help in organizing effective industrial training and field visit for staff and students and render assistance to students in getting apprentice training and suitable placement in Industries/Research/Service organizations.

- Maintain monthly documents required by /NIRF/NBA

#### 5.14. Physical Education Department:

The job description is as follows:

- I. He shall organize various physical fitness exercises to the students from time to time. He shall coach the students either before or after the class hours in the morning and evening.
- II. He will be responsible for conduct of tournaments and athletic meets at the college; impart coaching and /or training to the students to participate in inter – collegiate and /or inter – College competitions, and also National and International competitions.
- III. The Director of Physical Education shall arrange for sports meet and other coaching camps for the students.
- IV. The Director of Physical Education shall be responsible for selection of a team of talented students to represent the college for various sports events and motivate them to win trophy, shield, medals and other prizes.
- V. He shall discharge any other functions and accomplish any other duties and assignments allocated to him from time to time by the Principal/ Director or any other higher authorities.
- VI. He is the Member – Convener of the sports committee make arrangements for Periodical meeting of the sports committee and prepare the minutes of the meetings.
- VII. He is responsible for maintenance of the Day Book, Stock Book and the accounts of the sports fund.
- VIII. The Director of Physical Education shall arrange for conducting annual periodical stock verification of sports materials and other equipment's and submit annual stock verification reports to the principal with his specific findings, if any difference is noticed between book balance and physical balance the same may be entered in annual stock verification report in shortage column through the sports committee.
- IX. Helpers should report to the Physical Education Director/instructor.
- X. They should upkeep the indoor and outdoor field.
- XI. They should help in conduction of all games, sports activities including tournaments.

XII. Maintain monthly documents required by NIRF/NBA

**5.16. Administrative Section:**

**5.16.1. Administrative Officer**

5.16.1.1. **Administrative Officer (AO)** is Head of the Administrative wing of the college. AO will be reporting to the ED ( Director) in overall administration and specifically responsible for College/Hostel infrastructure, stores, transport, security and master kitchen maintenance.

5.16.1.2. To be the custodian of service & attendance records of all the staff (teaching and non – teaching).

5.16.1.3. To assist the ED in all matters pertaining to the GC, Local/State Government, Central Government and other agencies connected with the college.

5.16.1.4. To assist the **Coordinators** and Principal/Director in all the meetings to be held in the college pertaining to the student matters and staff recruitment where his presence is indicated.

5.16.1.7. To supervise the working of all the sections of the administrative wings.

5.16.1.9. To assist ED in all legal matters connected with the institution.

5.16.1.10. To attend any other work that will be assigned by the higher authorities.

Maintain monthly documents required by NIRF/NBA

**5.16.2. Superintendent (Academic)**

5.16.2.1. Responsible for admission, examinations and service matters of the Institution.

5.16.2.2. Will assist the Principal/ Director in matters relating to admission of students, **examinations**, scholarships, issue of certificate etc.

5.16.2.3. Will serve as a link between the AO and the junior staff of the College.

5.16.2.4. Will assist the AO/ Director /Principal and in organizing meetings, seminars and conferences and in all GC matters.

5.16.2.5. Will assist the ED/Principal/Director in interaction with the , the DTE and other authorities in getting approvals to several proposals and to take follow up action in these matters.

5.16.2.6. Will assist the AO/Principal/Director pertaining to the supervision of the different sections of the administrative wing.

5.16.2.7. To attend any other work that will be assigned by the higher authorities.



Maintain monthly documents required by /NIRF/NBA

### 5.16.3. Accounts Head

- 5.16.3.1. To keep all financial matters pertaining to the college in order and up to date.
- 5.16.3.2. To attend financial matters with specific reference.
- 5.16.3.3. To prepare Budget statements and attend to follow up matters pertaining to budget provision.
- 5.16.3.4. To attend matters pertaining to Grants with specific reference to state Govt., Central Government, Educational Trust and other Agencies.
- 5.16.3.5. To attend matters pertaining to Audit.
- 5.16.3.6. To attend AC (Abstract Contingent) /DC (Detailed Contingent) bills of examinations.
- 5.16.3.7. To prepare Annual Report of accounts.
- 5.16.3.8. To verify (day-to-day) the relevant financial registers, cash book, General Ledger etc.
- 5.16.3.9. To verify and admit bills, vouchers etc.
- 5.16.3.10. To attend financial matters pertaining to the Billings Section.
- 5.16.3.11. To attend any other work entrusted by Chairman/ED//Director/Principal.
- 5.16.3.12. To attend regular check on, receipt & expenditure.
- 5.16.3.13. To attend any other work that will be assigned by the higher authorities.

Maintain the accounts as per the Government policies.

**Note:** Depending on the workload number of accountants will be assisting the Accounts Head in discharging his/her responsibilities. The Accountants are responsible in scrutinizing the bills of infrastructure, Equipment, consumables etc. and attending matters pertaining to the payment of the bills, like water & power bills. They are also responsible for obtaining the various scholarships from different authorities and distributing them to the students. They maintain fee ledgers, refund registers, bank accounts, cash book, etc. They prepare monthly and quarterly, income and expenditure statements and assist for the annual budget preparations. They attend to the provident fund, income tax, professional tax and other statutory deductions. Direct central assistance grant received from the Karnataka Govt. and other organization is to be properly accounted.

Maintain monthly documents required by /NIRF/NBA

### 5.16.4. Controller of Examinations / Chief Examiner

5.16.4.1. To attend all matters pertaining to the conduct of / Autonomous examinations both theory and practical.

5.16.4.2. To attend all matters pertaining to students taking /Autonomous examinations like receiving application forms, sending them to , internal marks/answer booklets dispatch to etc.

5.16.4.3. To prepare AC and DC Bills in respect of both theory and practical exams.

5.16.4.4. To attend all matters pertaining to the results of /Autonomous Examinations.

5.16.4.6. To attend to result analysis.

5.16.4.7. To attend to the entry of enrolled students and the same to be sent to the .

5.16.4.11. To attend any other work that will be assigned by the higher authorities.

- Maintain monthly documents required by /NIRF/NBA

**Note:** Depending on the workload number of academic assistant will be assisting the superintendent in discharging his/her responsibilities. The academic assistants are responsible for receiving the Examination application form, scrutinizing and forwarding to the with relevant details. Receive the application form for revaluation, rejection of results, repeaters and process them accordingly.

Preparation of question paper requirements, seating arrangements for the examinations, forwarding the answer script bundles to the , preparation of the remuneration bills both for practical and theory examination. Issue of course completion certificates, marks cards and preparation of statistical data required by the / Autonomous programs.

Receptionist:

1. To control the central area like maintaining discipline and high quality of hospitality of guests and visitors.
2. To accomplish the work given by the Principal//ED/Director.
3. To streamline the process for the students/parents coming for the admissions and visits.
4. Welcoming the guests/visitors to collect the basic details.
5. With the help of office boy send the guests/visitors to the respective departments.
6. To maintain the proper records of dispatch/ receipts of postal correspondence.
7. Should follow proper dress code prescribed by the institution (Saree).
8. Maintain monthly documents required by /NIRF/NBA.

#### **Admissions Team (Business Development )**

1. Create 5 prospect leads per day with nurturing 100 leads.
2. Follow up 10 people per day.
3. Minimum 3 hours of talk-time should be maintained

4. Scheduling video profiling, aptitude test, followed by faculty interview and final interview by the corporate.
5. Effective follow up with consultants
6. Effective communication and proper presentation of the program is required.
7. Should follow IIBS tele-calling script during the calls.
8. Should keep college and product information in details slowly with calm mind patiently.
9. Prior information to ED about admission before visiting to the campus.
10. Must accompany the candidate until he/she comes and go for visit/ admission
11. Soon after the online payment must produce the payment details to the accounts department to generate the receipt and issue to the students.
12. Closed admissions follow up till the reporting to the college.
13. Loan assistance for the closed admissions.
14. Data confidentiality needs to be maintained.
15. Should follow 'nopaperform' rules and regulations decided by the admissions department.

### Drivers

#### **Duties and Responsibilities**

1. Drivers have to pick-up and drop students and staff to their designated routes in-time.
2. Should ensure to carry driving license and all the updated bus records in the bus.
3. After the arrival to the campus all drivers should report to the AO for updating kilo-meters driven.
4. Should ensure his bus is cleaned / washed neatly & sanitized on daily basis.
5. Any technical defect must be checked periodically and report immediately to the AO.
6. Daily/ weekly inspection Performa of maintenance of bus must be updated.
7. To maintain discipline in the bus with students and concerned employees.
8. Drivers not to be arrogant in behavior with students/staff.
9. Need to ensure only bus pass holders are permitted to board the bus.
10. Consumption of alcohol is strictly prohibited during the tenure of duty.
11. Any misbehavior of students/staff observed in the bus must be bring to the notice of AO
12. After arriving to the campus ensure the bus door is locked.
13. Any students without proper Uniform and ID card, must not allow to board the bus.
14. Must come in proper uniform and shoes as per the prescribed dress code.
15. While on the campus all the drivers must perform the assigned additional tasks by the AO Security.

## CHAPTER – X

# PERFORMANCE, RECOGNITION AND REWARDS

### 1. Performance Appraisal System

1.1 Annual Appraisal of every employee is conducted in every quatre. The Appraisal Form/Confidential Report is a report on the performance of the employee with regard to work, conduct, initiative, deficiencies, etc. Deficiencies should be brought to the notice of the employee at the appraisal meetings itself. The appraisal report is the basis for deciding annual increment, special increments, promotion or even withholding increment or disciplinary action.

1.2 Half-yearly appraisal of the teaching faculty is generally filled up at the end of the Odd Trimester and for the newly joined staff a review at the end of the three month period is taken.

### 1.3 Faculty Performance Appraisal System:

1.3.1 The faculty performance appraisal system is based on the following parameters:

- **Qualification** of the staff;
- **Experience**
- **Pass Percentage** (which also includes the number of distinctions obtained, First class holders) of the classes handled by them
- **Students' Attendance** in the class;
- **Evaluation** of the teachers by the students;
- **Self-developmental activities** such as Additional qualification acquired, Training or Staff Development program attended (In-house, External training), Participation in National Conference / International Conference, Paper presentation in National Conference / International Conference;

- **Developmental Programs** conducted by the Staff as Resource faculty in any Continuing Education Program / Training Program, Obtained any funded research project (Internal / External), Consultancy services;
- **Research activities undergone;**
- **Industry Institution Interaction activities;**
- **Publication** in referred journals (i.e. in National / International referred Journals/UGC peer list);
- **Publication of Books**, Article in Magazines, Article in Professional newsletters, etc.;
- **Student Developmental activities** such as the Extent of participation in establishing Product development lab and exposing the students in out-of-the-syllabus areas, Counseling and guidance services, Promoting students in attending Seminars, Conferences for paper presentation, Any training program conducted for students on soft skills, Remedial measures to improve the students who failed, or extra classes taken for difficult subjects.
- **Professional Standings** (Member of any Professional body, Any program conducted by the Professional body in the Campus)
- **Administrative assignments** at Institution level / Department level
- Other activities such as Sports and cultural activities, Honors and Awards received, Attendance, etc.,

The Performance Based Appraisal System (PBAS) stipulated by the Institution is followed and each faculty member has to enter his self-appraisal score, which will be verified by the respective Coordinators and the appraisal committee members.

1.3.2 The following will be the panel members for conducting the annual appraisal meetings – Head of the Department

Principal

Director

1.3.3 The Coordinators will mark the appraisal scores.

1.3.4 For Non-teaching Technical and Admin Staff, a Peer Review Committee will be formed for each Department with the following, to evaluate the staff's performance with the subordinates and colleagues: -

ED

Principal / Director

Coordinators

HR

This Committee will give overall confirmation on the evaluation.

#### **1.4 Training**

1.4.1 After the Performance Appraisal Meeting, the Head of the Department shall write confidential report for all staff and submit to the Principal/Director for approval.

1.4.2 Based on report, deputation of faculty to higher study / training needs / rewards will be considered.

#### **1.5. Performance Criteria Key Result Area (KRA) for teaching staff:**

1.5.1 All the faculty members should be a member of a Professional Society / Body.

1.5.2 The following criteria are to be fulfilled or partially fulfilled as one of the requirements for increments / promotions, as per the Institution norms for the subsequent years in addition to setting up of specific tasks for completion. However, in certain cases, publication of books is not considered mandatory.

##### **1.5.2.1 Principal / Sr. Professor / Professor Emeritus Category:**

- (a) Supervision of PhD research scholars, wherever required.
- (b) Two papers published / accepted for publication in International or National Journal with at least one publication in an indexed journal over a period of the last three years.
- (c) To organize a National (or) International Conference per year.
- (d) One Book publication over a period of three years.
- (e) One externally -funded research/consultancy project (minimum Rs.10 lakhs), to obtain over a period of three years.
- (f) Students' Evaluation and Result percentage of the class handled should be a minimum of 90%.
- (g) To arrange a minimum of one guest lecture / seminar-class for each subject handled in each trimester and to organize one Industrial visit for students (Individually / jointly) per year.
- (h) Evidence of peer recognition in terms of Invited talks, key note address / prestigious committee membership, etc.,

- (i) Evidence of leadership in the academic field such as launching new programs / Industry-Institute collaboration / others of significant nature.
- (j) To make students participate in national/international competitions.

#### **1.5.2.2 Professor Category:**

- (a) Supervision of PhD research scholars, wherever required.
- (b) Two papers published / accepted for publication in International or National Journal with at least one publication in an indexed journal over a period of the last three years.
- (c) To organize one funded National (or) International Conference in two years.
- (d) Two papers to be presented/accepted for presentation in a National (or) International Conference with at least one of them being a referred Conference during the course of the academic year.
- (e) One Book publication over a period of three years.
- (f) One externally-funded research/consultancy project (minimum Rs.10 lakhs), to be obtained over a period of three years.
- (g) Students Evaluation and Result percentage of the class handled should be a minimum of 90%
- (h) To arrange a minimum of one guest lecture / seminar-class for each subject handled in each trimester and to organize one Industrial visit for students (Individually/jointly) per year.
- (i) Evidence of peer recognition in terms of Invited talks, key note address/prestigious committee membership, etc.
- (j) To make students participate in national / international competitions.

#### **1.5.2.3 Associate Professor Category:**

- (a) Supervision of Ph D scholars. (For those who are Ph D holders).
- (b) Two papers published / accepted for publication in International or National Journal with at least one publication in an indexed journal over a period of the last three years.

- (c) To organize one funded National (or) International Conference (or) Workshop in two years.
- (d) Two papers to be presented / accepted for presentation in a National (or) International with Conference at least one of them being a referred Conference during the course of the assessment year.
- (e) One Book publication over a period of three years.
- (f) One funded research / consultancy project to be obtained over a period of three years.
- (g) Students' Evaluation and Result percentage of the class handled should be a minimum of 90%. External Class Evaluation score should be 90%.
- (h) To arrange a minimum of one guest lecture / seminar-class for each subject handled in each trimester and to organize one Industrial visit for students (Individually / jointly) per year.

**1.5.2.4 Assistant Professor (Selection Grade) category:**

- (a) Supervision of Ph D scholars (For those who are PhD holders)
- (b) Two papers published / accepted for publication in International or National Journal with at least one publication in an indexed journal over a period of the last three years.
- (c) Two papers to be presented / accepted for presentation in a National (or) International Conference with at least one of them being a referred Conference during the course of the assessment year.
- (d) One externally-funded project to be obtained / applied over a period of three years.
- (e) Students' Evaluation and Result percentage of the class handled should be a minimum of 90%. External Class Evaluation score should be 90%.
- (f) To arrange a minimum of one guest lecture / seminar-class for each subject handled in each trimester and to organize one Industrial visit for students (Individually / jointly) per year.

**1.5.2.5 Assistant Professor (Senior Scale) category:**



- (a) One paper published / accepted for publication in National / International Journal over a period of the last three years.
- (b) Two papers presented / accepted in National / International Conferences with at least one of them being conducted in an established / professional society / conference / during the course of the assessment year.
- (c) Students' Evaluation and Result percentage of the class handled should be a minimum of 85%. External Class Evaluation score should be 85%.
- (d) To arrange a minimum of one guest lecture / seminar-class for each subject handled in each trimester and to organize one Industrial visit for students (Individually / jointly) per year.
- (e) To attend to extra / co-curricular activities of the students.

#### **1.5.2.6 Assistant Professor Category:**

- (a) One paper published / accepted for publication in a National / International Journal over a period of the last three years.
- (b) One paper presented / accepted for presentation in a National / International Conference during the course of the assessment year.
- (c) Students' Evaluation and Result percentage of the class handled should be a minimum of 85%. External Class Evaluation score should be 85%.
- (d) To arrange a minimum of one guest lecture / seminar-class for each subject handled in each trimester and to organize one Industrial visit for students (Individually / jointly) per year.
- (e) To participate in the Student Club activities and to be a Mentor in at least one Club.

**1.6 Promotion Policy for teaching staff:**

| Particulars  | Ph D Supervision     | Publication   |          | Paper presentation in Conference |          | Books | Funded Projects | Evaluation Score                 |
|--|----------------------|---------------|----------|----------------------------------|----------|-------|-----------------|----------------------------------|
|  |                      | International | National | International                    | National |       |                 |                                  |
| AP1  |                      |               | 1        |                                  | 1        |       |                 | SF – 75%<br>ECE – 70%            |
| To arrange a minimum of guest lecture / seminar-class for each subject handled and to organize one or more Industrial Visits (Individually / Jointly) per Year               |                      |               |          |                                  |          |       |                 |                                  |
| AP 2   |                      | 1             | 1 / yr   | 1                                | 1 / yr   |       |                 | ECE – 70%<br>R – 75%             |
| To arrange a minimum of one guest lecture/ seminar-class for each subject handled by them and to organize one Industrial Visit / (Jointly) per year (Individually / Jointly) |                      |               |          |                                  |          |       |                 |                                  |
| AP 3   | 1 (for Ph D holders) | 1 / yr        | 2        | 1                                | 2 / yr   |       | 1               | SF – 75%<br>ECE – 75%<br>R – 75% |
| Associate Professor  | 1 (for Ph D holders) | 1 / yr        | 1 / yr   | 1 / yr                           | 1 / yr   |       | 1               | SF – 80%<br>ECE – 80%<br>R – 75% |
| To organize 1 National International conference / Workshop per year  |                      |               |          |                                  |          |       |                 |                                  |
| Professor  | 3                    | 2 / yr        | 2 / yr   | 1 / yr                           | 2 / yr   |       | 1               | SF – 80%<br>R – 80%              |
| Organizing National / International conference 1 / yr & paper presenting in the conference 3 / yr  |                      |               |          |                                  |          |       |                 |                                  |
| Sr. Professor / Professor Emeritus   | 5                    | 2 / yr        | 2 / yr   | 1 / yr                           | 2 / yr   |       | 2               | SF – 80%<br>R – 80%              |
| Organizing National / International conference 2 / yr  |                      |               |          |                                  |          |       |                 |                                  |
| (Professor + 5 years exp OR Dean)  |                      |               |          |                                  |          |       |                 |                                  |

**Key:**

- (a)SF – Students Feed back
- (b)ECE – External Class Evaluation
- (c)R – Trimester Results per subject handled

1.6.1 Promotion from Assistant Professor (AP) to Associative Professor cadre is considered based on vacancy and subject to the candidate having Ph D qualification in the respective domain and put in 5 years of continuous service or 12 years of continuous service in AP with a condition that they need to register for Ph D within one years and acquire PhD within 5 years thereafter in their respective domain. They also need to appear for self-appraisal interview.

1.6.2 Promotion from Associative Professor (ASP) to Professor Cadre is considered based on vacancy and subject to the candidate having Ph D qualification in the respective domain and put in 13 years of continuous service of which at least 5 years as Associative Professor. Staff needs to have journal papers having good impact factor in post Ph D period. They also need to appear for self-appraisal interview.

1.6.3 Promotions will be regulated as per promotion policy rules. The Institution is under no obligation to promote any one from one post to another even when an employee acquires the minimum qualifications required for a new or higher post.

1.6.4 The promotion panel will consist of Management Representative, Principal / Director, Domain Experts, Coordinators's of respective department and decision of the panel is final.

**1.7 Incentive for Research / Publication of Books**

1.7.1 Cash incentive for publishing in referred National / International journals is paid as a one-time payment in a particular academic year as given below:

| <b>PUBLICATION IN INTERNATIONAL JOURNALS (for eg. Publication in Journals such as UGC listed high impact factor, etc.,)</b> |                             |
|---|-----------------------------|
| Main Author   | Rs. 5,000/- per publication |
| Co-Author   | Rs. 2,000/- per publication |

| <b>PUBLICATION IN NATIONAL JOURNALS (for eg. Publication in Journals such as UGC listed)</b> |                             |
|--|-----------------------------|
| Main Author  | Rs. 2,000/- per publication |
| Co-Author  | Rs. 1,000/- per publication |

| <b>PUBLICATION of Books in line with the Bengaluru City Syllabus</b> |                             |
|--|-----------------------------|
| Main Author  | Rs. 5,000/- per publication |
| Co-Author (Staff / Student)  | Rs. 2,000/- per publication |

**Note:** All such publications should bear the name of the Department and the Institution to become eligible for the above incentive.

1.7.2 Patent and IPR arising out of the research conducted in the Institution will rest with the Institution. No member of faculty / Staff shall use any course material for any purpose other than what has specifically been provided for by the Institution and shall at all times keep in strict confidence any information / documents / records in relation to research work that is either being done or has been completed at the Institution or at any other place so authorized by the Institution and shall not disclose the same without prior specific approval of the Institution. In the event of any breach of confidentiality, the respective member of the faculty / staff shall be liable to pay damages for the same as quantified by the Institution.

1.7.3 The Chief Coordinator for externally-funded projects will be eligible for an appropriate special incentive, as a consolidated amount for projects valued up to Rs.10 lakhs. For projects above Rs.10 lakhs, an appropriate monthly allowance will be given based on the nature of the project.

1.7.4 Similarly, patents filed / grants obtained under TBI will also qualify for special one- time incentives depending on the value.

1.7.5 For conducting any certification course and any training course after College Hours and on Holidays – 60 (for Institution): 40 (for the faculty)

### **1.8 Recognition of Service:**

1.8.1 The services of the faculty are recognized based on the performance, dedication, involvement in R & D activities and outstanding achievement.

#### **Awards given to the teaching staff are as follows:**

- a) Best Teaching
- b) Producing 100% results
- c) 100% attendance
- d) Publishing books
- e) Publishing Articles in referred Journals.
- f) Encouragement award for acquiring additional qualifications
- g) Achievement awards for obtaining funded projects

- h) Award for doing Innovative projects
- i) Incentive for each research publication in referred National /International journal as a Main Author / Co-Author.
- j) Award for promoting research activity.
- k) Incentive for conducting value-added training programs / courses / Faculty Development Programs and summer / Winter Workshops.

**Awards for Non-teaching staff:**

- a) Best Technical staff
- b) Best Administrative staff
- c) Best Supporting staff
- d) 100% Attendance Award
- e) Well maintained Lab Award
- f) Zero Defect Lab Award

**General Awards for Teaching and Non-Teaching staff:**

- a) **Sports Award**
  - Best Sportsman Award
  - Best Department Award for the department excelling in all aspects.

**1.9 Consultancy:**

Faculty, who are doing the consultancy activities will be paid Consultancy charges at the following rates:

**With Institution support - 70:30** (i.e. 70% of the Consultancy revenue to the Institution and 30% to the faculty concerned)

**Without Institution support – 30:70** (i.e. 30% of the Consultancy revenue to the Institution and 70% to the faculty concerned)

## CHAPTER – XI

# CODE OF CONDUCT & DISCIPLINE

### 1. General

#### 1.1 Every employee shall:

Maintain at all times absolute integrity and sincere devotion to duty and loyalty to the Institution and shall do nothing that would likely to tarnish the image or reputation of the Institution, or adversely affect its interests.

1.2 Abide by and comply with the rules and regulations of the college and all orders and directions of his superior authorities, under whose superintendence or control, he is placed.

1.3 Extend utmost courtesy and attention to all persons with whom he/she is to deal in with the course of his/her duties.

1.4 Endeavor to promote the interest of the College and shall not act in any manner prejudicial there to.

1.5 Carry out duties and responsibilities assigned to his post and shall also carry out any other duties assigned to him from time to time.

1.6 Maintain secrecy - Every employee shall maintain the strictest secrecy regarding the College's / employment affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the College's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.

1.7 An employee of the college shall strictly abide by any law relating to intoxicating drink or drug in force in any area in which he may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his duty.

1.8 Employees shall abide by the rules and regulations of the Institution framed from time to time. Every employee shall employ himself honestly, efficiently and diligently under the orders and instructions of their superiors under whom he shall, from time to time, be placed. He shall discharge all duties pertaining to the office diligently and as required.

1.9 No information related to any individual / firm engaged with the Institution shall be divulged to any other employee of the Institution / person / concern (relating to the Professional Fees / Salary / Perquisites, etc).

**1.10 No employee shall:**

1.10.1 Use his position or influence directly or indirectly to secure employment for any person in any concern with which he has or had official dealings in connection with the business of the institution.

1.10.2 Bring or attempt to bring any outside influence to bear upon the Management to further his interest in the Institution.

1.10.3 Misuse the amenities provided to him by the Institution for the discharge of his official duties.

1.10.4 Accept any gifts, presents, payments or other favors from suppliers, contractors, dealers or anyone who could directly or indirectly influence / damage / harm the business interests / goodwill or reputation of the Institution and its associates.

1.10.5 Engage directly or indirectly in any trade or business or undertake any other partial employment.

**1.11 No employee shall:-**

(a) Propagate/indulge in communal or sectarian activity or indiscriminate of any sort.

(b) Discriminate against persons on the grounds of caste, creed, language, etc.,

(c) Indulge in or encourage any form of malpractice.

(d) Accept private tuition/coaching.

1.12 No employee shall join, or continue to be a member of an association for the objectives or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality. If any question arises whether a party is a political party or whether any organization takes part in politics or whether any organization engages in activities prejudicial to the interests of the sovereignty and integrity of India or public order or morality, the College shall follow the rules & regulations issued by the State Government / AICTE/UGC/ Ministry of Education.

### **1.13 Properties of the Institution**

- 1.13.1 Every employee shall:-Take sufficient care of the property, materials, instruments, equipment, machines, furniture, cash, etc., of the Institution and shall take all reasonable precautions to safeguard them against accident, damage, loss or pilferage. Where damage or loss is attributable to the mishandling or misuse of an employee, he shall be liable for disciplinary action as may be deemed fit by the Institution. Besides, the Institution shall be entitled to recover the assigned / assessed value of such breakage, damage or loss from the employee.
- 1.13.2 Promptly report any occurrence or defect noticed which might endanger lives of persons in the Institution and may result in any damage to the property of the Institution or that of others.
- 1.13.3 Take normal precautions against hazards and shall make proper use of safety devices and preventive measures as prescribed and provided by the Institution.
- 1.13.4 Check whether the stock procurement and stocking of materials, get out-dated or not. Periodical review should be conducted to identify the materials nearing expiry date, and the Supervisor / In-charge concerned should be appraised and appropriate action taken in consultation with the Principal/Director. Utmost care must be taken to avoid unnecessary inventory holdings.
- 1.13.5 In the event of Natural Calamities / Flood / Cyclone – the directions of the Management shall be followed during this period. All Teaching and Non-Teaching staff is required to ensure the safety of the equipment / Institutional property and will also take care of their own safety and that of the students.

### **1.14 Unauthorized Possession of Goods, Etc.**

1.14.1 An employee is not supposed to be in the unauthorized possession of any goods, equipment, implements, articles, materials, etc., which are in use in the Institution or kept in stock in the Institution. Any individual possessing such goods by improper means will be found culpable. The Principal / Director may confiscate such goods and disciplinary action will be taken as deemed fit.

### **1.15 Unauthorized Persons in the Premises:**

1.15.1 An employee who has been suspended, laid off, discharged, dismissed or has resigned or is not working for any reason shall leave the Institution premises forthwith unless required to stay back by the Principal / Director. Such employees shall not enter the Institution premises without permission.

### **1.16 Possession / Consumption of Intoxicating Drinks and Narcotics:**



1.16.1 Employees shall not possess or be under the influence of intoxicating drinks / drugs while on duty. Such cases shall be reported to the / Principal / Director by the AO.

**1.17 Participation in Politics and Elections**

1.17.1 No employee shall:

Be an active member of or otherwise associated with any political party or any organization which takes part in politics; nor shall he take part in or subscribe in aid of or assist in any other manner any political movement or activity on campus.

1.17.2 Contest, canvass or otherwise interfere or use his influence with or take part in any election to any legislative or local authority, beyond exercising his franchise without prior permission of the Institution.

**1.18 Demonstration and Strikes**

1.18.1 No employee shall organize or participate in any demonstration on the property of the Institution, which is prejudicial to the interests of the Institution or public order, decency or morality or which involves defamation or contempt of Court. He shall also not resort to or in any way instigate, incite or abet any form of strike or stoppage of work.

**1.19 Connection with Press, Radio, Television & Social Media**

1.19.1 No employee shall, except with the prior permission of the Institution or in the bona fide discharge of his duties, participate in a Radio / TV broadcast, Social Media & give speech to the public or to contribute any article or write any letter to any newspaper or periodical or publish any pamphlet anonymously or pseudonymously or in his own name, on a subject which may have a bearing on the affairs of the Institution or detrimental to the image / interests of the Institution.

**1.20 Criticism of Management / other staff and students**

1.20.1 No employee shall criticize the Management either in the press or over the radio or on any public platform or Social Media. He will also avoid doing so against other staff / students during discharge of his duty. However, nothing in this rule shall apply to any statement made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

1.26.1 Infringement of any of the Conduct Rules shall be termed "misconduct" and therefore entail disciplinary action.

1.26.2 Without prejudice to the general meaning of the term "misconduct", the following acts of omission and commission shall be treated as "misconduct", in respect of an employee.

1.26.3 Willful in-subordination or disobedience of any lawful and reasonable order of his official superiors.

1.26.4 Commission of any act subversive of discipline or good behavior, dishonesty, fraud, impersonation.

1.26.5 Participation in any strike / demonstration / gherao and or any other kinds of agitations or abetting and inciting such activities.

1.26.6 Theft, fraud, dishonesty, embezzlement, misappropriation in connection with business / the property of the Institution.

1.26.7 Willful damage to the property or loss and damage to the property owing to negligence or unethical practices causing damage to the reputation of the Institution.

1.26.8 Accepting or offering bribes or any illegal gratification.

1.26.9 Habitual:

- (i) Absence without leave or absence without leave for more than seven consecutive days.
- (ii) Late attendance or habitually leaving work before time or abandonment of the place of duty.
- (iii) Breach of rule or office order of the Institution.
- (iv) Negligence or neglect of work.

1.26.10 Accepting service for any consideration in any other company / establishment / Institution or under any person without the approval of the Institution.

1.26.11 Drunkenness or disorderly behavior in the Institution premises and public places, affecting the reputation of the Institution.

1.26.12 Sleeping while on duty.

1.26.13 Distributing or exhibiting inside the Institution premises, hand-bills, pamphlets or posters without prior written permission of the Principal / Director/ED.

1.26.14 Attending or holding any unauthorized meeting within the Institution premises.

1.26.15 Unauthorized disclosure of information about the business or affairs of the Institution.

- 1.25.6 In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his duties, the Principal / Director has got discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect, after conducting an enquiry by a committee constituted by the Principal /Director.
- 1.25.7 For the development and progress of the college / department, all members of the staff should work as a team and they should also maintain a cordial relationship with other departments.
- 1.25.8 In any meeting or assembly, decorum should be maintained and difference of opinion, if expressed by anyone, shall be politely answered diplomatically without hurting the feelings of others.
- 1.25.9 Staff members should get prior permission from the Principal / Director to contact any outside agency or government departments for any matter related to the college / hostels.
- 1.25.10 If a staff member draws advance from the college to meet financial expenses for official tour or for arrangement of a college event, he shall settle the account within 21 days from the date of drawl of advance or within 15 days after the completion of the event as applicable for which advance was drawn failing which the advance shall be adjusted from his salary. If accounts head not following above rules his salary will be on hold or adjusted.
- 1.25.11 Staff Members, if and when relinquishing their job, shall hand over their files and documents and get the NOC from all departments concerned in the required format from the following department:
- a. Accounts Department
  - b. Library
  - c. IT
  - d. Academic Coordinators
  - e. Principal
  - f. Director (MBA & PGDM)
  - g. ED
  - h. AO
  - i. IQAC coordinator
- 1.25.12 All members of the staff shall be governed by general rules / norms as prescribed by the institution from time to time.

### 1.26 DISCIPLINARY ACTION:

- 1.26.16 Gambling within the Institution premises.
- 1.26.17 Conviction in a criminal court.
- 1.26.18 Making false statements on matters related to his employment in the Institution or willful suppression of facts at the time of employment or during the course of service in the Institution.
- 1.26.19 Attempting or causing bodily injury or intimidation to any employee / officer of the Institution or the contracted employees who perform their duties in the Institution premises or in the course of his discharging official duties for the Institution.
- 1.26.20 Use of foul or abusive language to misbehave with any officer or employee or visitors or the contracted employees within the Institution premises or in the course of his discharging official duties for the Institution.
- 1.26.21 Refusal to accept a memo or Charge sheet or any other communication issued by Disciplinary /Inquiry Authority or Superior(s).
- 1.26.22 Carrying on money lending or any other private business within the premises of the Institution.
- 1.26.23 Participation in any movement prejudicial to the interests of the Institution.
- 1.26.24 Habitual indebtedness or insolvency.
- 1.26.25 Abetment of or attempt at abetment of any act which amounts to misconduct.
- 1.26.26 Misusing or mishandling any machine, apparatus or equipment.
- 1.26.27 Using the Institution facilities, including men and material unauthorized for personal gain.
- 1.26.28 Not allowing the Institution employees / officers / superiors either to enter or come out of the premises of the establishment or causing damage to the materials or machines of the Institution.
- 1.26.29 Arrest / detention in connection with an act of moral turpitude or any other offence under the law of the land.
- 1.26.30 Forging the signature of another employee in the attendance register.
- 1.26.31 Tampering with any of the records of the Institution.
- 1.26.32 Adopting slow-down in the performance of the work, or victimizing others to slow-down, or practicing a work-to-rule performance.
- 1.26.33 Acts of immorality within the premises of the Institution.
- 1.26.34 Unauthorized occupation / illegal or immoral use of the Institution quarters / premises / rooms.
- 1.26.35 Not wearing specified uniform while on duty.

- 1.26.36 Not wearing Identity Card while on duty.
- 1.26.37 Unauthorized use of cell phone in the Campus.
- 1.26.38 Refusal to work beyond the stipulated period of work or work on holidays when specifically instructed to do so by the Institution.
- 1.26.39 Organizing or attending any meetings during the working hours, which are not official and authorized.
- 1.26.40 Violation of any service rules / instructions by the appropriate authority.

**NOTE:** The above instances of misconduct are only illustrative in nature but not exhaustive, and any action which can be construed as indiscipline or misconduct by the Institution will come under the purview of the term "misconduct".

### **1.27 INQUIRIES – PROCEDURE & PUNISHMENT**

- 1.27.1 The Management has authorized and delegated powers to the ED/ Principal / Director for the purpose of administering these Service Rules or for ordering an enquiry. The ED/ Principal / Director also have the right to mete out punishment to the offenders.
- 1.27.2 Any employee found to commit any act of misconduct as mentioned above shall be served with a Charge Memo stating the charges leveled against him. Such an employee shall be given an opportunity to explain and answer the charges. If the reply is not satisfactory, a Domestic Enquiry will be conducted by an Enquiry Officer duly appointed by the ED/ Principal / Director for this purpose. The employee concerned shall be given an opportunity to lead evidence to the charges and produce witness in his defense and cross-examine the witness on whose evidence the charge is based. The employee concerned shall, if he so desires be allowed to be defended by another employee of the Institution. The statement of the employee concerned to be defended by and the evidence led by either side shall be recorded by the Enquiry Officer, who will record his findings, based on the evidence so recorded. If the employee concerned fails to attend the enquiry it shall proceed ex-parte. The Enquiry Officer shall submit the findings to the ED/ Principal / Director for further action.
- 1.27.3 Additionally, the findings of the Enquiry Officer shall be communicated to the Employee concerned asking for an explanation within a specified period, and if not found satisfactory, action can be initiated against him.
- 1.27.4 An employee against whom misconduct is alleged may be suspended from duty without pay or allowance, pending enquiry. The order of suspension shall take effect immediately on its communication to the employee.

- 1.27.5 If an employee is found guilty of misconduct as a result of the enquiry and punishments awarded to him, the employee shall not be entitled to any salary / wages during the period of his suspension.
- 1.27.6 An employee found guilty of misconduct after an enquiry duly conducted may be punished by (a) suspension from duty without salary / wages not exceeding 7 days or (b) dismissal or (c) demotion or (d) stoppage of salary / wage / increment or (e) fine or (f) reprimand by an order of the Institution or any one authorized by him.
- 1.27.7 While awarding punishment, the ED/ Principal / Director may take into account the gravity of the misconduct, the previous record of the employee, if any, and any other extenuating or aggravating, circumstances that may exist. A copy of such order passed by the Institution shall be served on the employee concerned.
- 1.27.8 In case of dismissal, the employee may if he thinks it necessary, appeal to the Management team whose decision will be final.

## CHAPTER – XII

# GRIEVANCE POLICY AND REDRESSAL FORUMS

### 1. Grievance Redressal

- 1.1 Any staff having any specific grievance concerned with their Academic / Administration activity can address his problem to the Department of HR in writing through the concerned Department Head. Their grievances are routed through to the ED/Principal/Director. Genuine grievances of the staff will be considered and remedial measures taken by the authorities.

### 2. Counseling Cell:

- 2.1 A separate Counseling Cell has been constituted for redressing the grievances of the staff and students with the following members:

- a) Principal
- b) Director
- c) Coordinatorss

### 3. Suggestion System:

- 3.1 The staff members are encouraged to post any suggestion pertaining to improvement in institutional matters and issues. These suggestions can be submitted in writing to the Principal/Director in a sealed envelope. If any staff does not want his name to be identified, he can do so in order to protect his identity.

### 4. Women's Grievances Redressal Cell:

- 4.1 This Cell is meant to address the grievances encountered by women staff in the work place. The Chairperson of the Cell will be appointed by the Institution.

#### Objectives:

- (a) Create awareness on equal opportunity for women, which will ultimately lead to an improved attitude and admirable behavior.
- (b) Bring about attitudinal and behavioral changes in the teenage female youth of the Institution.

- (c) Provide a working / living harassment-free atmosphere by identifying the responsibility on the persons concerned for ensuring equal treatment of women and acknowledgement of women participation in all areas.
- (d) Conduct programs for ladies to empower them financially, emotionally, mentally and physically.
- (e) Deal appropriately with reported cases of sexual harassment, abuse or discrimination.
- (f) Initiate action against particular grievances in respect of unfair treatment due to gender bias.

5. Appeals and Review

- 5.1 The staff member of the College is welcome to submit their appeals or grievances if any to the ED/Principal / Director / Management for review and Redressal on any of the above.
- 5.2 The decision of ED/ Principal / Director will be final on all such appeal and review.



## CHAPTER – XIII

### COLLEGE COMMITTEES / CLUBS

1.1 Committee formation is a tool for staff participation in the Academic as well as the Administrative activity. Each staff member is given a responsibility in any one or more committees to participate and to contribute for the development of the Institution, as a whole some of the Committees are -

Discipline, Anti-Ragging, Academic, Time Table, Syllabus Coverage, Research & Development, Examinations, Library, Transport, Sports, Cultural, Campus Publications, Technical Association, Hospitality, Campus Maintenance, Grievance Redressal (Staff), General Grievance Cell (Students), Grievance Redressal Cell for Women, Grievance Cell (Exam), Hostel Allotment committee, Alumni and Business Cl, Stores and Purchas, NSS, NCC, YRC, Placement, and Training, etc.

1.2 In addition to the above, the Institution has various Clubs like Rehabilitation Club, Fitness Club, Music Club, etc., in which also, the staff are expected to serve.

## CHAPTER – XIV

### LIBRARY

- A. The library is the integral part of intellectual power of our Institution. Library has an area of about 1200 sq.ft. The college library is well equipped, with more than 7,000 books, more than 900 back volumes, about 1000 project reports, previous year question papers and nearly 1900 multimedia packages like CD's and DVD's. Further, the Library subscribes to a large number of Indian and Foreign technical journals and periodicals besides a good collection of light reading materials. The library also provides online access to journals. The library is kept open on all working days from 9.30 am to 5.30 pm and on Saturdays between 9.30 am and 2.30 pm. It is kept open during vacation. The books can be borrowed and returned between 10 am and 3 pm on all working days.
- B. The Digital Library provides the users the advanced facility like CD –ROM search and browse through INTERNET. The online journals (such as IEEE, Elsevier) can be accessed through the state-of-the art computers available in the Digital Library.
- i. The Digital Library services unit has 5 advanced computers and 10 laptops with high speed internet connection.
  - ii. The library also provides documentation reprographic services to the users.
  - iii. Department libraries are available in each department with a sizable collection of text Books, reference books, etc.
  - iv. The Library has Institutional Membership with Bengaluru City Library, British Council Library, American Library, DELNET and MAWBNET.



**CHAPTER XV**

**HELP DESK / EXTRA CURRICULAR ACTIVITIES / OTHER FACILITIES**

**HELP DESK**

| Dept.      | Contact person | Phone<br>ExtnNos | Email Id (Internet)  | Contact for  |
|------------|----------------|------------------|--|--|
| Admin & HR | HR & ADMIN     | 112/208          | <a href="mailto:admin@iibsonline.com">admin@iibsonline.com</a>       | <ul style="list-style-type: none"> <li>➤ Joining Formalities / Orientation Program</li> <li>➤ Collecting appointment orders, office orders, etc.,</li> <li>➤ Availing leave, Permission</li> <br/> <li>➤ Addressing suggestions regarding Institutional Development</li> </ul> |
| Accounts   | Account Head   | 120              | <a href="mailto:accounts@iibsonline.com">accounts@iibsonline.com</a> | <ul style="list-style-type: none"> <li>➤ Salary</li> <li>➤ Opening a bank account</li> <li>➤ Income Tax / TDS, to obtain Form 16, etc.,</li> <li>➤ Processing bills, Suspense, Impress cash, etc.,</li> <li>➤ Procurement of Capital /</li> </ul>                              |

|   |   |     |  |   |
|---|---|-----|--|---|
|   |   |     |  | consumable items for the department / lab                                     |
| Admin   | Admin & Purchase Officer                          | 126 | admin@iibsonline.com                                     | ➤ Placing purchase orders   |
| Library   | Chief Librarian                                   | 123 | library@iibsonline.com                                   | Getting department requirements such as stationery, etc.,                     |
| Library hours   |   |     | 9.30 a.m. to 5.30 p.m. (Saturday 9.30 a.m. to 2.30 p.m.) | ➤ Borrowing books<br>➤ Mon to Sat<br>➤ Reference of journal, magazines, etc., |
| Hostel  | AO/Warden   | 110 | admin@iibsonline.com                                     | ➤ Requirement of hostel accommodation / mess                                  |
| Medical   | Campus  | 110 | -  |   |
|   | Doctor  |     |  |   |
|   |   |     |  |   |
| Campus Doctor is available on immediate medical requirement however for , the Institution has a tie up with a nearby hospital | Tuesday / Thursday between 10.00 am and 1.00 pm – |     |  | ➤ Getting treatment for sickness, consultation,                               |

a. Extra-Curricular activities:

NCC, NSS, Cultural, Yuva Sports, Emeralds, Current affairs, Polity, Constitution, Business Club etc., are available.

b. For conducting official meetings, seminars, symposium, guest lectures, etc., there are separate halls such as Conference Halls, A/c Seminar, open Auditoriums, Amphi Theater & Board rooms are available.

CANTEEN:

Canteen facilities are available for staff and students and the service timings are:

| Session           | From       | To         |
|-------------------|------------|------------|
| Morning Breakfast | 8.00 a.m.  | 10.15 a.m. |
| Lunch *           | 12.30 p.m. | 2.30 p.m.  |
| Evening Snacks    | 3.45 p.m.  | 5.30 p.m.  |

\* Lunch break is for 50 minutes depending upon the time table.

In addition to the above, snacks / hot beverages are also available in the campus stores / Kiosks

**Academic Timetable, Tea & Lunch Break timings:**

| <b>Time Table</b> | <b>Break timings</b>  |
|-------------------|---|
| 3 + 3             | 10:30 AM to 10:45AM (Tea Break)<br>12:30 PM to 12:45 PM(Tea Break)<br>12:45 PM to 1:30 PM(Lunch Break)<br>2:15 PM to 3:00 PM(Lunch Break) |

- **HOSTEL**

Hostel facilities are provided to both staff and students. There are one boys' hostels and girls' hostels attached with dining halls in addition to staff quarters.

- **SPORTS**

Sports fields are available for both Indoor and Outdoor games.

Indoor games - Table Tennis, Badminton, Chess, Carom, Gym (Hostel) etc.,

Outdoor games – Basketball, Volley ball, Hand Ball, Tennis, Kabaddi, Kho-Kho, Football, Cricket, Short put etc,

- **UTILITY CORNER**

Internet Café, Air / Train / Bus / Cab booking, Fax, Courier service, are available in the campus.

- **INTERNET CAFÉ**

Internet connection is provided to each department to access on-line academic references. Wi-Fi facility is available in the campus.

- **Do's and Don'ts:**

To wear identity cards in the Campus.

**Dress Code** : To come in formal attire.

Men : Tucked shirt & Trousers with Tie & formal shoes

Women : Saree & Blazer

Senior staff : College logo shirt with jacket for all official events / functions

To follow institution timings

- Monday to Friday - 8.30 a.m. to 5.30 p.m.
- Saturday - 8.30 a.m. to 02.30 p.m.
- Sunday is a Holiday
- Institution timings may change as per the time table.
- For Non-Teaching and Admin staff 9.30 a.m. to 5.30 p.m. (i.e. from Monday to Friday).
- Saturday - 9.30 a.m. to 02.30 p.m.
- Sunday is a Holiday.

To do additional hours of service as may be required, depending upon the exigency of the work without claiming extra remuneration.

- To ensure safe custody and return in good condition the Management properties such as files, materials, documents or copies of any nature whatsoever belonging to the Management; failing which the Management shall have the right to recover the cost of the items from the staff.
- To be punctual.
- To ensure code of conduct.
- To be sincere and loyal to the Institution
- To prepare well for the classes.
- To make the classes interactive and interesting
- To follow lesson plan.
- To follow the procedures laid down in the Manual. (Manual is available in each department).
- To arrive to the respective class at least five minutes in advance.
- To take attendance of the students by their names.
- To monitor each student performance by conducting tests, giving assignments and to take necessary measures to improve the level of performance.
- To visit Central Library / Department Library to update knowledge.
- To utilize free hours in the library.



- To monitor the cleanliness of the class rooms / laboratories.
- To make necessary alternative arrangements of their duties for engaging the classes / practical sessions, before the staff goes on leave.
- To provide information with regard to pursuing higher study, additional qualification, change of address with necessary proof to the Department of HR for updation of the staff record.
- To ensure that all research content of project, either by staff or student, remains the Intellectual Property of IIBS Group of Institutions at all times.
- To provide information with regard to additional qualification, change of address with necessary proof, to the Department of HR for updating the individual staff record.

**Don'ts:**

- Do not use mobile phones in the Campus during the working hours
- Do not take frequent leave, which disrupts the functioning of the department.
- Do not engage in private commitments during the working hours.
  
- Do not violate the rules and regulations of the Institution that are in force from time to time.

**Best of luck and Wish you all Success!**

# Smt. B. Devi Educational & Charitable Trust®

## Resolution

Date: 02/08/2017

Issued By: Dr. Jay Prakash, Chairman

Subject: Promotion and Deputation of Dr. Tripuraneni Jaggaiah to Director at IIBS (International Institute of Business Study)

Whereas:

Dr. Tripuraneni Jaggaiah has demonstrated exceptional leadership, academic excellence, and unwavering commitment to the mission and values of the International Institute of Business Studies (IIBS).

Whereas:

There is a strategic need to enhance the leadership at the newly established IIBS (International Institute of Business Study) to ensure consistency in academic standards and administrative efficiency.

Be It Resolved That:

Dr. Tripuraneni Jaggaiah is hereby promoted to the position of Director.

Further Resolved That:

Dr. Tripuraneni Jaggaiah is deputed from IIBS (International Institute of Business Studies) to IIBS (International Institute of Business Study) effective immediately.

Further Resolved That:

This deputation is aimed at leveraging Dr. Tripuraneni Jaggaiah's expertise to foster cross-institutional collaboration, enhance the academic framework, and promote the alignment of policies and standards across both campuses.

Execution of Resolution:


The Chairman, Dr. Jay Prakash, will oversee the official announcement of this resolution and ensure the necessary arrangements for Dr. Tripuraneni Jaggaiah.

[Dr. Jay Prakash]

## 2.2. Financial Resources (40)

### 2.2.1. Budget Allocation, Utilization, and Public Accounting at Institute level (40)

| Financial Year | Fee Received PGDM | Grant Received from Govt. | Other Sources (Specify)<br>Bank Interest & Old Debts | Total Income |
|----------------|-------------------|---------------------------|--|--------------|
| 2023-2024      | 7,10,93,323       | -                         | 10,35,067  | 53,26,89,481 |
| 2022-2023      | 3,21,08,323       | -                         | 15,84,640  | 30,44,44,230 |
| 2021-2022      | 1,27,24,396       | -                         | 15,01,412  | 32,72,45,940 |

  
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### 2.2.1.1. Adequacy of budget allocation (15)

IIBS has a steadfast commitment to fostering the overall development of students, faculty, and staff, aligning with the institute's mission. Emphasis is placed on delivering high-quality education supported by smart technology and robust knowledge resources. The management consistently advocates for the grooming of socially responsible business leaders without compromising on educational standards.

Budgetary allocations for various departments are meticulously evaluated, with funds earmarked well in advance for respective activities. Over the past four years, significant provisions have been made for infrastructure enhancements, staff salaries, library expansions, research endeavors, academic conferences, computer lab upgrades, and maintenance and repair initiatives. Key budgetary provisions include the expansion of hostel facilities, restroom amenities, reading rooms, and admission office improvements.

These budget allocations underscore the management's prioritization of institutional development and upkeep, ensuring that WBS maintains its standards of excellence in all aspects of its operations.

| Head of expenditure               | Item of expenditure                    | Budgeted in CFY 2023-2024 | Budgeted in CFYm1  | Budgeted in CFYm2 | Budgeted in CFYm3  | Actual Expenses in CFYm1 | Actual Expenses in CFYm2 | Actual Expenses in CFYm3 |
|-----------------------------------|--|---------------------------|--------------------|-------------------|--------------------|--------------------------|--------------------------|--------------------------|
| Capital Expenditure               | Infrastructure                         | 27,49,227                 | 1,62,784           | 86,502            | 2,28,626           | 9,16,409                 | 54,261                   | 74,093                   |
| Capital Expenditure               | Library                                | 3,41,824                  | 69,038             | 8,851             | -                  | 1,13,941                 | 23,013                   | 7,582                    |
| Capital Expenditure               | Vehicles                               | -                         | -                  | 7,139             | 1,00,059           | -                        | -                        | 6,115                    |
| Capital Expenditure               | Computer Labs and Software             | 39,43,053                 | 5,43,479           | 13,669            | 31,213             | 13,14,351                | 1,81,160                 | 11,708                   |
| Capital Expenditure               | Other Specify Capital Items,           | 1,26,03,384               | 60,85,119          | 30,21,591         | 69,83,601          | 42,01,128                | 20,28,373                | 25,88,153                |
| Other Expenses                    | Teaching and Non-Teaching staff Salary | 2,90,22,582               | 1,07,13,314        | 41,28,354         | 1,28,57,420        | 96,74,194                | 35,71,105                | 35,36,154                |
| College - Campus Expenses         | Rent - College Building & Ground       | 2,52,530                  | 4,75,465           | 3,82,182          | 11,82,251          | 84,177                   | 1,58,488                 | 3,27,359                 |
| College - Campus Expenses         | University Expenses                    | 24,25,882                 | 11,69,113          | -                 | -                  | 8,08,627                 | 3,89,704                 | -                        |
| Hostel & Student Related Expenses | Rent - Hostel Building                 | 54,32,448                 | 23,88,544          | 8,70,146          | 16,83,735          | 18,10,816                | 7,96,181                 | 7,45,327                 |
| Hostel & Student Related Expenses | Student Uniforms                       | 19,70,525                 | 8,90,452           | 1,37,451          | -                  | 6,56,842                 | 2,96,817                 | 1,17,734                 |
| Hostel & Student Related Expenses | Recreational Activities                | 10,65,447                 | 32,147             | 2,591             | 1,56,417           | 3,55,149                 | 10,716                   | 2,219                    |
| Hostel & Student Related Expenses | Student Welfare                        | 13,08,464                 | 44,523             | 13,669            | -                  | 4,36,155                 | 14,841                   | 11,708                   |
| Hostel & Student Related Expenses | Conference & Seminar                   | 31,839                    | 2,752              | 2,698             | 34,857             | 10,613                   | 927                      | 6,594                    |
| Hostel & Student Related Expenses | Training & Development                 | 1,30,833                  | 1,07,988           | 40,671            | 2,52,922           | 43,611                   | 35,996                   | 34,837                   |
| Other Expenses                    | Electricity Charges                    | 9,02,052                  | 5,70,611           | 2,32,593          | 7,21,760           | 3,00,684                 | 1,90,204                 | 1,99,228                 |
| Other Expenses                    | House Keeping                          | 1,00,714                  | 30,833             | 14,526            | 1,11,553           | 33,571                   | 10,278                   | 12,442                   |
| Other Expenses                    | Office Expenses                        | 21,83,535                 | 8,17,877           | 3,13,592          | 7,06,302           | 7,27,845                 | 2,72,626                 | 2,68,608                 |
| Other Expenses                    | Printing & Stationery                  | 19,43,469                 | 5,24,474           | 1,54,399          | 3,85,411           | 6,47,823                 | 1,74,825                 | 1,32,251                 |
| Other Expenses                    | Repairs & Maintenance                  | 27,03,239                 | 8,16,495           | 3,69,945          | 14,15,250          | 9,01,080                 | 2,72,165                 | 3,16,877                 |
| Other Expenses                    | Telephone & Internet                   | 11,79,609                 | 1,95,967           | 1,73,566          | 3,14,606           | 3,93,203                 | 65,322                   | 1,48,669                 |
| Other Expenses                    | Water Charges                          | 24,155                    | 8,568              | 3,064             | 44,347             | 8,052                    | 2,856                    | 2,625                    |
|                                   | <b>Total</b>                           | <b>7,03,14,811</b>        | <b>2,56,49,541</b> | <b>99,82,198</b>  | <b>2,71,90,328</b> | <b>2,34,38,270</b>       | <b>85,49,847</b>         | <b>85,50,283</b>         |

  
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### 2.2.1.2 Utilization of allocated funds (15)

At IIBS, budget allocations are widely distributed across key areas to support infrastructure development, student training, faculty enhancement, and research activities. A significant portion is directed towards modernizing classrooms, laboratories, and academic spaces, ensuring a conducive learning environment. Funds are also allocated for student training programs, including workshops, seminars, and industry visits to enhance employability. Faculty development initiatives and research support receive considerable attention, promoting continuous learning and scholarly pursuits among staff. Additionally, investments in library and IT infrastructure upgrades enhance academic resources and teaching methodologies. Resources are also dedicated to student-centric activities like placement assistance, sports, and cultural events, enriching the overall student experience. This prudent allocation underscores IIBS's commitment to academic excellence and holistic development.

| S.no | Financial year | Budget Allocation Rs. | Actual Expenses Rs. | Adequacy |
|------|----------------|-----------------------|---------------------|----------|
| 1    | 2023-24        | 7,03,14,811           | -                   | NA       |
| 2    | 2022-23        | 2,56,49,541           | 2,34,38,270         | Adequate |
| 3    | 2021-22        | 99,82,198             | 85,49,847           | Adequate |

  
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# IIBS Faculty Appraisal Policy

**Objective:** The primary objective of the IIBS Faculty Appraisal Policy is to evaluate faculty performance on a quarterly basis, with the overarching goal of enhancing teaching quality, research output, and institutional support. This policy aims to ensure alignment with institutional objectives and encourage ongoing professional development.

**Evaluation Periods:** The faculty performance evaluation will be conducted quarterly according to the following schedule:

- **January - March:** Evaluated in April
- **April - June:** Evaluated in July
- **July - September:** Evaluated in October
- **October - December:** Evaluated in January

**Evaluation Components:**

## 1. Core Activities (60% Weightage)

- **Teaching (T)**
  - **Weightage:** 10%
  - **Target:** Achieve 95% PG and 90% results
  - **Description:** Evaluation based on the SEE Results across all subjects/labs for the semester.
  - **Documentation:** Results sheet signed by the Principal.
- **Research (RP)**
  - **Weightage:** 20%
  - **Target:** Publish 1 paper in UGC Listed journals and complete 1 project or submit 5 proposals to various agencies.
  - **Description:** Details of paper title, journal name, authors, and project specifics.
  - **Documentation:** Copy of published paper, journal details, sponsorship letters, and amount received attested by the Principal.
- **Consultancy (C)**
  - **Weightage:** 10%
  - **Target:** Earn Rs. 1.00 lakh for IIBS or publish 2 books/chapters.
  - **Description:** Type of consultancy work, company name, participants' details.
  - **Documentation:** Amount received attested by the Principal.
- **Innovation (I)**
  - **Weightage:** 10%
  - **Target:** Earn Rs. 0.50 lakhs or submit 2 patents.

# IIBS Faculty Appraisal Policy

- **Description:** Title, Patent ID, revenue generation mechanism, and participants' details.
- **Documentation:** Revenue documents and patent submission attested by the Principal.
- **Entrepreneurship (E)**
  - **Weightage:** 10%
  - **Target:** Earn Rs. 1 lakh or initiate 2 start-ups.
  - **Description:** Company name, product/services details, and revenue.
  - **Documentation:** Registration and revenue details attested by the Coordinators.

## 2. Non-Core Activities (40% Weightage)

- **Knowledge Upgrade (K)**
  - **Weightage:** 10%
  - **Description:** Involvement in mega projects, start-ups, MOOCs, tech-talks, FDPs, and external events.
  - **Documentation:** As applicable.
- **Support (S)**
  - **Weightage:** 30%
  - **Description:** Mentoring outcomes, participation in NBA/Institutional ranking activities, and other supportive roles.
  - **Targets:** 100% placement achievement for PG, contributions to various institutional activities.
  - **Documentation:** As applicable.

### Evaluation Process:

1. **Documentation:** Faculty must provide supporting documents for each activity outlined in the evaluation components.
2. **Auditor Review:** External auditors will provide remarks and grades for each activity.
3. **Faculty Signature:** Faculty members must sign the evaluation form to acknowledge the evaluation.
4. **Director Signature:** The Director will provide final approval and signature on the evaluation form.

### Additional Evaluations:

- **Key Additional Outcomes:** Any additional achievements not covered in core or non-core activities will be graded by the Principal. If the achievements fall under prescribed

# IIBS Faculty Appraisal Policy

categories, they will be graded from the maximum score of the activity; otherwise, they will be graded as A, B, or C.

- **Strengths and Areas of Improvement:** The Principal or Coordinator will fill out sections regarding the strengths and areas of improvement for each faculty member.
- **Final Remarks:** The Director will provide final remarks, date, and signature.

## Key Evaluation Criteria:

1. Performance in core teaching and research activities.
2. Contribution to consultancy, innovation, and entrepreneurship.
3. Engagement in knowledge upgrade and support activities.
4. Proper documentation and evidence for all activities.
5. Continuous improvement and strategic contribution to institutional goals.

**Appraisal Committee:** The appraisal will be overseen by a committee comprising the Principal, Chairman, and Director. The external auditors, appointed as part of this process, will be responsible for evaluating the faculty and providing objective assessments.

This evaluation framework aims to provide a comprehensive assessment of faculty performance, encouraging alignment with institutional objectives and fostering ongoing professional development. The policy ensures that faculty members are evaluated fairly and consistently, with a focus on continuous improvement and excellence in their professional roles.



# Divyangjan Policy

## International Institute of Business Study (IIBS)

### Objective:

The Divyangjan Policy at the International Institute of Business Study (IIBS) is designed to ensure inclusive education and equal opportunities for students with disabilities. This policy aims to create a supportive and accessible environment that promotes the academic, social, and personal development of Divyangjan students.

### Scope:

This policy applies to all Divyangjan students, faculty, and staff at IIBS. It encompasses academic accommodations, physical accessibility, support services, and awareness initiatives.

### Definitions:

**Divyangjan:** Refers to individuals with disabilities, as recognized under the Rights of Persons with Disabilities Act, 2016.

**Disability:** Includes physical, sensory, intellectual, and mental health conditions that may require accommodations.

### Policy Statements:

#### 1. Admission:

IIBS is committed to providing equal opportunities to Divyangjan students in the admission process.

Special consideration will be given to Divyangjan applicants during the admission process, ensuring that necessary accommodations are made.

#### 2. Academic Accommodations:

**Curriculum Adaptation:** Course materials and teaching methods will be adapted to meet the needs of Divyangjan students.

**Assessment Modifications:** Alternative assessment methods, such as extended time, oral examinations, or the use of assistive technology, will be provided.

**Accessible Materials:** Textbooks, course materials, and other educational resources will be made available in accessible formats.

### **3. Physical Accessibility:**

Infrastructure: All buildings, classrooms, libraries, laboratories, and other facilities will be made accessible to Divyangjan students.

Transportation: Accessible transportation services will be provided for Divyangjan students to ensure safe and convenient travel within the campus.

### **4. Support Services:**

Counselling and Guidance: Professional counselling and guidance services will be available to support the mental health and well-being of Divyangjan students.

Assistive Technology: Necessary assistive devices and technology will be provided to facilitate learning and participation.

Peer Support: Peer mentoring programs will be established to foster a supportive community for Divyangjan students.

### **5. Training and Awareness:**

Sensitization Programs: Workshops and training sessions will be conducted to sensitize faculty, staff, and students about the needs and rights of Divyangjan individuals.

Capacity Building: Training programs will be organized to enhance the skills of faculty and staff in supporting Divyangjan students.

### **6. Grievance Redressal:**

Grievance Committee: A dedicated grievance committee will be established to address and resolve issues faced by Divyangjan students.

Complaint Mechanism: An accessible and confidential mechanism will be in place for Divyangjan students to report grievances.

### **Implementation:**

Responsibility: The Principal and Academic Director will be responsible for the implementation and monitoring of this policy.

Monitoring and Evaluation: Regular audits will be conducted to assess the effectiveness of the policy and make necessary improvements.

### **Review:**

This policy will be reviewed annually to ensure its relevance and effectiveness. Feedback from Divyangjan students and other stakeholders will be considered during the review process.

**Conclusion:**

The International Institute of Business Study (IIBS) is dedicated to fostering an inclusive and supportive environment for Divyangjan students. Through this policy, IIBS aims to ensure that all students have equal opportunities to succeed and thrive academically, socially, and personally.

**Approved by:**

Dr. Jay Prakash

Chairman

International Institute of Business Study (IIBS)

## International Institute of Business Study (IIBS)

### Chairman Circular

**Date:** 01/06/2020

**Subject:** Delegation of Financial Powers

Dear Colleagues,

In alignment with our commitment to decentralized administration and participative management, the International Institute of Business Study (IIBS) has structured a framework for the delegation of financial powers. This framework aims to streamline financial decision-making processes, thereby enhancing operational efficiency and fostering a culture of accountability and transparency.

#### 1. Director:

The Director holds the authority to approve and execute budgets up to INR 2 lakhs per financial year. This approval covers expenditures in areas such as Academics, Library, Computer Centre, Infrastructure Development, and other support facilities. Any expenditure above this threshold requires consultation with and approval from the Chairman.

#### 2. Principal:

The Principal is empowered to approve expenses up to INR 10 thousand. This authority enables the Principal to address immediate and essential academic and administrative needs efficiently.

#### 3. Coordinators:

The Coordinators are granted the authority to approve expenses up to INR 5 thousand. This delegation allows Coordinators to manage departmental needs promptly, ensuring the smooth functioning of academic and administrative operations within their respective areas.

#### 4. Additional Guidelines:

- **Consultation and Communication:** Regular consultations and communications among department heads, faculty, and administration are essential to ensure the effective utilization of financial resources.
- **Training and Awareness:** Adequate training and awareness programs will be conducted to familiarize all stakeholders with the financial delegation framework and procedures.

The strategic decentralization of financial powers is designed to empower our leaders and process owners, enabling them to make timely and informed decisions that contribute to the overall development and success of IIBS.

For any further clarifications or guidance on the financial delegation framework, please do not hesitate to contact the administrative office. Thank you for your continued dedication and support in realizing our institutional goals.

Best Regards,

Dr. Jay Prakash

Chairman  
International Institute of Business Study (IIBS)

Pradeepa Rao & Associates

Chartered Accountants

1956, south end D cross

9<sup>th</sup> Block Jayanagar

Bangalore 560069

Subject: Verification of Student Enrollment Numbers

I hope this letter finds you well. As the head of International Institute of Business Studies, Bengaluru, Karnataka, I am writing to provide you with the current student enrollment figures for our institution.

As of the academic years 2021-2022, 2022-2023 and 2023-2024, International Institute of Business Studies, Bengaluru, Karnataka has a total of 53 in F.Y 2021-22, 153 in F.Y 2022-23 and 180 in F.Y 2023-24 students enrolled across various programs and departments respectively.

Should you require any additional information or specific breakdowns of these figures, please do not hesitate to contact our administrative office. We are committed to providing you with accurate and timely information to support your needs.

Thank you for your attention to this matter. We appreciate your ongoing support and collaboration with our institution.

Sincerely,

Dr. Tripurarneni Jaggaiah

Academic Director



International Institute of Business Studies,

Bengaluru, Karnataka

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## **Grievance Cell Annual Action Report**

**June 2021 - June 2022**

This report outlines the various complaints received by the Grievance Cell from June 2021 to June 2022. It also includes the actions taken by the respective committees to address and resolve these complaints. The Grievance Cell aims to maintain transparency, accountability, and responsiveness in handling student concerns.

### **1. Complaint: Mess Food Quality**

**Date Received:** July 15, 2021

**Complainant:** Group of Students

**Directed to:** Hostel Committee

**Details:** Students reported dissatisfaction with the quality of food served in the mess. Complaints included stale food, lack of variety, and unhygienic conditions.

**Action Taken:**

- **Hostel Committee Meeting Date:** July 20, 2021
- **Actions:**
  - Conducted an inspection of the mess facilities.
  - Engaged with the mess contractor to discuss the issues raised.
  - Implemented a new menu with more variety and ensured better quality control.
  - Scheduled regular checks for hygiene standards.
- **Follow-up:** Conducted a student satisfaction survey in August 2021, showing improved feedback.

### **2. Complaint: Internet Connectivity Issues**

**Date Received:** August 10, 2021

**Complainant:** Vissamsetty Venkata Dhana Lakshmi

**Directed to:** IT Committee

**Details:** Complaints about frequent internet outages and slow connectivity affecting academic activities.

**Action Taken:**

- **IT Committee Meeting Date:** August 12, 2021
- **Actions:**
  - Assessed the existing network infrastructure.
  - Upgraded the bandwidth and installed additional routers.

- Created a troubleshooting guide and established a helpline for immediate support.
- **Follow-up:** Monitored internet usage and connectivity, reported improvements in September 2021.

### 3. Complaint: Library Resource Availability

**Date Received:** October 5, 2021

**Complainant:** Parth Budhia

**Directed to:** Library Committee

**Details:** Students reported the unavailability of essential textbooks and reference materials.

**Action Taken:**

- **Library Committee Meeting Date:** October 10, 2021
- **Actions:**
  - Conducted a survey to identify the most needed resources.
  - Procured additional copies of high-demand books and updated the digital library.
  - Extended library hours during exam periods.
- **Follow-up:** Increased student satisfaction reported in November 2021.

### 4. Complaint: Placement Opportunities

**Date Received:** January 20, 2022

**Complainant:** Group of Students

**Directed to:** Placement & Corporate Relations Committee

**Details:** Concerns regarding the limited number of companies visiting the campus for placements and lack of diverse job opportunities.

**Action Taken:**

- **Placement Committee Meeting Date:** January 25, 2022
- **Actions:**
  - Engaged with a broader range of companies across different sectors.
  - Organized career fairs and networking events.
  - Provided additional training and workshops on resume building and interview skills.
- **Follow-up:** Notable increase in the number of companies participating in the placement drive in April 2022.

## 5. Complaint: Cleanliness and Maintenance in Hostel

**Date Received:** March 10, 2022

**Complainant:** Hemalinea R

**Directed to:** Administration Committee

**Details:** Complaints about the cleanliness of hostel rooms and common areas, including unclean bathrooms and pest issues.

### Action Taken:

- **Administration Committee Meeting Date:** March 15, 2022
- **Actions:**
  - Hired additional housekeeping staff and increased the frequency of cleaning.
  - Conducted pest control measures.
  - Established a maintenance request system for timely repairs and upkeep.
- **Follow-up:** Conducted inspections and received positive feedback from students in April 2022.

The Grievance Cell at IBS remains committed to addressing student complaints promptly and effectively. The coordinated efforts of various committees have led to significant improvements in campus facilities and student satisfaction. Continuous feedback and periodic reviews ensure that the institution maintains high standards of academic and administrative services.

**Dr. Jay Prakash**

Chairman

International Institute of Business Study (IIBS)



- **Student Welfare Committee Meeting Date:** October 15, 2022
- **Actions:**
  - Launched new student clubs and activity groups.
  - Organized monthly events and competitions.
  - Allocated budget for extracurricular activities.
- **Follow-up:** Increased student participation reported in November 2022.

#### 6. Complaint: Noise Disturbance in Hostels

**Date Received:** November 5, 2022

**Complainant:** Group of Students

**Directed to:** Disciplinary Committee

**Details:** Students reported excessive noise in hostels during study hours.

**Action Taken:**

- **Disciplinary Committee Meeting Date:** November 7, 2022
- **Actions:**
  - Implemented quiet hours during study periods.
  - Issued warnings to frequent violators.
  - Conducted awareness sessions about hostel conduct.
- **Follow-up:** Reduction in noise complaints by December 2022.

#### 7. Complaint: Cafeteria Menu and Prices

**Date Received:** December 10, 2022

**Complainant:** Saurabh Kumar Singh

**Directed to:** Hostel Committee

**Details:** Concerns about the limited menu options and high prices in the cafeteria.

**Action Taken:**

- **Hostel Committee Meeting Date:** December 15, 2022
- **Actions:**
  - Introduced a more diverse menu with affordable options.
  - Negotiated with vendors to reduce prices.
  - Set up a feedback system for continuous improvement.
- **Follow-up:** Positive feedback from students in January 2023.

#### 8. Complaint: Delay in Exam Results

**Date Received:** January 20, 2023

### 3. Complaint: Insufficient Lab Equipment

**Date Received:** August 5, 2022

**Complainant:** Adurty Meghana

**Directed to:** Academic Committee

**Details:** Lab sessions were disrupted due to a lack of sufficient equipment.

#### **Action Taken:**

- **Academic Committee Meeting Date:** August 7, 2022
- **Actions:**
  - Conducted an inventory of lab equipment.
  - Procured additional equipment to meet the demands.
  - Scheduled maintenance checks to ensure equipment functionality.
- **Follow-up:** Feedback from lab sessions in September 2022 indicated smoother operations.

### 4. Complaint: Unhygienic Hostel Bathrooms

**Date Received:** September 15, 2022

**Complainant:** Group of Students

**Directed to:** Hostel Committee

**Details:** Complaints about the cleanliness and maintenance of hostel bathrooms.

#### **Action Taken:**

- **Hostel Committee Meeting Date:** September 20, 2022
- **Actions:**
  - Increased the frequency of cleaning.
  - Hired additional housekeeping staff.
  - Conducted regular inspections to ensure cleanliness.
- **Follow-up:** Positive feedback received in October 2022.

### 5. Complaint: Lack of Extracurricular Activities

**Date Received:** October 10, 2022

**Complainant:** Pravallika Kurapati

**Directed to:** Student Welfare Committee

**Details:** Students expressed the need for more extracurricular activities and clubs.

#### **Action Taken:**

## **International Institute of Business Study (IIBS)**

### **Grievance Cell Annual Action Report**

**June 2022 - June 2023**

This report outlines the various complaints received by the Grievance Cell from June 2022 to June 2023. It also includes the actions taken by the respective committees to address and resolve these complaints. The Grievance Cell aims to maintain transparency, accountability, and responsiveness in handling student concerns.

#### **1. Complaint: Overcrowded Library**

**Date Received:** June 15, 2022

**Complainant:** Group of Students

**Directed to:** Library Committee

**Details:** Students reported that the library was often overcrowded, making it difficult to find study spaces.

##### **Action Taken:**

- **Library Committee Meeting Date:** June 20, 2022
- **Actions:**
  - Expanded library hours to include early mornings and late evenings.
  - Created additional study spaces by reorganizing the layout.
  - Implemented a booking system for study rooms.
- **Follow-up:** Conducted a survey in July 2022, showing improved student satisfaction.

#### **2. Complaint: Poor Hostel Wi-Fi**

**Date Received:** July 10, 2022

**Complainant:** Yemireddy Anusha Reddy

**Directed to:** IT Committee

**Details:** Students experienced frequent disconnections and slow speeds in hostel Wi-Fi.

##### **Action Taken:**

- **IT Committee Meeting Date:** July 12, 2022
- **Actions:**
  - Upgraded the Wi-Fi infrastructure with more powerful routers.
  - Added additional access points to cover blind spots.
  - Set up a dedicated helpdesk for Wi-Fi issues.
- **Follow-up:** Monitored network performance, with significant improvements noted by August 2022.

**Complainant:** Parth Budhia  
**Directed to:** Examination Committee

**Details:** Students complained about delays in the publication of exam results.

**Action Taken:**

- **Examination Committee Meeting Date:** January 25, 2023
- **Actions:**
  - Streamlined the result processing system.
  - Implemented strict timelines for result declaration.
  - Improved coordination among examiners and administrative staff.
- **Follow-up:** Results for the next exams were released on time in March 2023.

### **9. Complaint: Lack of Career Counseling**

**Date Received:** February 15, 2023  
**Complainant:** Group of Students  
**Directed to:** Placement & Corporate Relations Committee

**Details:** Students felt there was insufficient career counseling and guidance.

**Action Taken:**

- **Placement Committee Meeting Date:** February 20, 2023
- **Actions:**
  - Hired additional career counselors.
  - Organized career guidance workshops and seminars.
  - Established one-on-one counseling sessions.
- **Follow-up:** Enhanced career counseling services appreciated by students in March 2023.

### **10. Complaint: Access to Library Resources Online**

**Date Received:** March 5, 2023  
**Complainant:** Hemalinea R  
**Directed to:** IT Committee

**Details:** Students reported difficulties accessing online library resources.

**Action Taken:**

- **IT Committee Meeting Date:** March 7, 2023
- **Actions:**
  - Upgraded the library's digital platform.
  - Increased bandwidth for better access.

- Provided training on how to use online resources effectively.
- **Follow-up:** Improved access reported in April 2023.

### **11. Complaint: Poor Maintenance of Sports Facilities**

**Date Received:** April 10, 2023

**Complainant:** Group of Students

**Directed to:** Administration Committee

**Details:** Students complained about the poor condition of sports facilities.

#### **Action Taken:**

- **Administration Committee Meeting Date:** April 15, 2023
- **Actions:**
  - Carried out repairs and maintenance of sports facilities.
  - Purchased new sports equipment.
  - Scheduled regular maintenance checks.
- **Follow-up:** Facilities improved and student feedback positive in May 2023.

### **12. Complaint: Unavailability of Parking Spaces**

**Date Received:** May 20, 2023

**Complainant:** T Giridhar

**Directed to:** Administration Committee

**Details:** Students reported a lack of parking spaces on campus.

#### **Action Taken:**

- **Administration Committee Meeting Date:** May 22, 2023
- **Actions:**
  - Reorganized the parking layout to create more spaces.
  - Implemented a parking permit system.
  - Ensured proper signage and monitoring.
- **Follow-up:** Improved parking availability noted in June 2023.

### **Conclusion**

The Grievance Cell at the International Institute of Business Study remains committed to addressing student complaints promptly and effectively. The coordinated efforts of various committees have led to significant improvements in campus facilities and student satisfaction. Continuous feedback and periodic reviews ensure that the institution maintains high standards of academic and administrative services.

**Dr. Jay Prakash**  
Chairman  
International Institute of Business Study (IIBS)

## **International Institute of Business Study (IIBS)**

### **Grievance Cell Annual Action Report**

**June 2023 - June 2024**

This report details the various complaints received by the Grievance Cell from June 2023 to June 2024 and the actions taken by the respective committees to address and resolve these issues. The Grievance Cell is dedicated to ensuring a responsive and accountable system for handling student concerns.

#### **1. Complaint: Inadequate Sports Equipment**

**Date Received:** June 15, 2023

**Complainant:** Pranjal Gupta

**Directed to:** Student Welfare Committee

**Details:** Students reported a lack of adequate sports equipment for various activities.

##### **Action Taken:**

- **Student Welfare Committee Meeting Date:** June 20, 2023
- **Actions:**
  - Conducted an inventory check and identified missing or damaged equipment.
  - Procured new sports equipment based on student needs.
  - Scheduled regular maintenance and checks.
- **Follow-up:** Positive feedback received in July 2023, with improved participation in sports activities.

#### **2. Complaint: Unreliable Campus Shuttle Service**

**Date Received:** July 10, 2023

**Complainant:** Mavireddy Bhavana

**Directed to:** Administration Committee

**Details:** Students experienced frequent delays and inconsistencies in the campus shuttle service.

##### **Action Taken:**

- **Administration Committee Meeting Date:** July 12, 2023
- **Actions:**
  - Revised the shuttle schedule to ensure timely service.
  - Hired additional drivers to cover peak hours.
  - Implemented a tracking system for shuttles.
- **Follow-up:** Service reliability improved significantly by August 2023.

### 3. Complaint: High Prices in Campus Store

**Date Received:** August 5, 2023

**Complainant:** Sagnik Ghosh

**Directed to:** Hostel Committee

**Details:** Complaints about high prices for essential items in the campus store.

#### Action Taken:

- **Hostel Committee Meeting Date:** August 7, 2023
- **Actions:**
  - Conducted a price comparison with local stores.
  - Negotiated with suppliers for better rates.
  - Introduced a feedback system to monitor price fairness.
- **Follow-up:** Prices adjusted and student satisfaction improved by September 2023.

### 4. Complaint: Insufficient Academic Resources

**Date Received:** September 15, 2023

**Complainant:** Komal Sharma

**Directed to:** Academic Committee

**Details:** Students reported a shortage of academic resources, including textbooks and reference materials.

#### Action Taken:

- **Academic Committee Meeting Date:** September 20, 2023
- **Actions:**
  - Expanded the library's collection of textbooks and reference materials.
  - Collaborated with publishers for discounts on books.
  - Introduced an e-library for online access to academic resources.
- **Follow-up:** Positive student feedback received in October 2023.

### 5. Complaint: Poor Cafeteria Hygiene

**Date Received:** October 10, 2023

**Complainant:** Group of Students

**Directed to:** Hostel Committee

**Details:** Students expressed concerns about the cleanliness and hygiene standards of the cafeteria.



- **Follow-up:** Enhanced career services received positive feedback by January 2024.

#### **8. Complaint: Lack of Student Counseling Services**

**Date Received:** January 20, 2024

**Complainant:** Yemireddy Anusha Reddy

**Directed to:** Student Welfare Committee

**Details:** Students reported a lack of adequate mental health and counseling services on campus.

#### **Action Taken:**

- **Student Welfare Committee Meeting Date:** January 25, 2024
- **Actions:**
  - Hired additional counselors for student support.
  - Established a confidential counseling center.
  - Conducted awareness programs on mental health.
- **Follow-up:** Counseling services utilization increased and student feedback positive by February 2024.

#### **9. Complaint: Outdated Computer Labs**

**Date Received:** February 15, 2024

**Complainant:** Group of Students

**Directed to:** IT Committee

**Details:** Students complained about outdated hardware and software in computer labs, affecting their coursework.

#### **Action Taken:**

- **IT Committee Meeting Date:** February 20, 2024
- **Actions:**
  - Upgraded computers with the latest hardware and software.
  - Installed new software relevant to current academic programs.
  - Scheduled regular updates and maintenance checks.
- **Follow-up:** Lab resources improved, leading to better student experiences reported in March 2024.

#### **Conclusion**

The Grievance Cell at the International Institute of Business Study remains dedicated to addressing and resolving student complaints efficiently. The proactive measures taken by various committees

have significantly improved campus life and academic services, ensuring that the institution upholds high standards of education and student welfare.

**Dr Tripuraneni Jaggaiah**

**Director**

**IIBS**