



KARNATAK LAW SOCIETY'S
**INSTITUTE OF MANAGEMENT
EDUCATION AND RESEARCH**
AUTONOMOUS



KLS IMER
**POLICIES' AND
PROCEDURES' MANUAL**

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2
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KARNATAK LAW SOCIETY'S
**INSTITUTE OF MANAGEMENT
EDUCATION AND RESEARCH**
AUTONOMOUS

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30 Years' of Academic Excellence

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About Relevance, Exposure, and Placements

AUTONOMOUS

IMPORTANT MILESTONES

- 1991 - Started PGDM program with 18 students
- 1992 - Expanded to a total of 73 students
- 1995 - Moved to an independent campus (Safalya Building)
- 1999 - Transition from PGDM to MBA (affiliated to Karnatak University, Dharwad)
- 2003 - Moved to own state-of-the-art campus and intake increased from 60 to 90.
- 2009 - Intake increased from 90 to 120.
- 2013 - Permanent affiliation from Rani Chanamma University.
- 2013 - Recognized as a Research Centre by Rani Chanamma University
- 2019 - Got Academic Autonomy Status from UGC, New Delhi for a period of 10 years

Backed by Strong...

- Academic and Administrative Audit
- Finance Audit
- Green Audit

PREFACE

The KLS IMER, a well-known management institute in the Northern part of Karnataka state for its quality and professional education, has also carved a niche for its definite and vision-based policies and procedures document. In 2020, this manual carries more meaningful dimension owing to the fact that IMER has been recognized by the UGC as an autonomous institute to carry out its MBA programme and also add variety to its domain of autonomous courses and other management related professional programmes.

To run such programmes effectively and execute them properly, we have created a well-structured manual of Policies and Procedures for the academic year 2020-21 when the learning of our first autonomous batch begins. This document consists of agreed policies and procedures being practiced at IMER. This manual is not static in its contents but it also provides a dynamic aspect where it incorporates in it updated and modified policies and practices as and when they are reviewed and amended by the authorities concerned. This policies' and procedures' manual has used as its structure a definite pattern through which policies and practices are being unfolded. For example, objectives, policies, outcomes and flowchart etc.

This document is a property of the Internal Quality Assurance Cell (IQAC) of the institute and it provides a continuous and consistent information base to manage all operations of an institute that stem from policy formulation stage to its implementation stage. The absence of such document, at times, may lead to non-governance or faulty governance of operations of many academic and non-academic activities. This, finally, may lead to conflict of interests and chaotic environments. To avoid such things to happen, policies' and procedures' manual ensures good governance with consistency and cohesiveness in the working of various functions of the institute.

The policies and procedures in this manual have been classified by taking into account the 7 Criteria Framework given by NAAC. The manual is, therefore, divided into 7 important sections as follows:

- Section 1** : Course and Curriculum Aspects
- Section 2** : Teaching-Learning and Evaluation
- Section 3** : Research, Innovations and Extension
- Section 4** : Infrastructure and Learning Resources
- Section 5** : Student Support and Progression
- Section 6** : Governance, Leadership and Management
- Section 7** : Institutional Values and Best Practices

Second Edition, January 2021

INFORMATION AND COPYRIGHT DETAILS

The IMER Policies and Procedures manual lays down all the information necessary in all admin sections viz, Course and Curriculum, Student welfare, Research and Consultancy, Faculty Empowerment, Library and Office and Standard forms and formats. It is intended to be comprehensive and covers all exigencies. It is possible that there may be exceptions to any of the policies and processes outlined here which may have to be dealt with in a discretionary manner. In such cases the discretion rests solely on the Director, who may take the aid of the necessary agency in case of major exception.

This IMER Policies and Procedures manual is a property of:

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KLS Institute of Management Education and Research,

Hindwadi, Belagavi, Karnataka – India.

Copying of the material from this manual by any individuals or organizations other than KLS, IMER is not permitted without prior permission and written approval of the author.

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Director, KLS IMER.



ACKNOWLEDGEMENT

KLS IMER has always been committed to continuous improvement. The institution has revisited policies and procedures from time to time to ensure quality in academic and administrative processes. Hence, Internal Quality Assurance Cell (IQAC) had come up with Policy and Procedure Manual in the year 2016. During the last five years, the Institution has undergone many positive changes in its Policy and Procedures so as to become an autonomous institution. So, IQAC has initiated to come up with a revised Manual.

I take this opportunity to thank all faculty members and administrative staff, who have contributed to the revision and development of new contents included in this Manual. IQAC

Special thanks to the Director, Dr. Atul R Deshpande, for providing continuous and valuable guidance throughout the process of making the Manual. IQAC extends sincere gratitude to honorable Chairman, Shri R.S. Mutalik and members of IMER Governing Council for their constant support and encouragement.

IQAC appreciates Dr. Sanjay Deshpande and Prof. Ajay Jamnani for their diligent contribution to get this Manual printed.

Lastly, I thank Mr. Akshay Bapat for his artwork and printing job of the Policy and Procedure Manual.

Prof. Shailaja Hiremath
Coordinator- IQAC & NAAC,
KLS IMER




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ABOUT KLS IMER

Since its inception, Karnatak Law Society's Institute of Management Education and Research has been a pioneer institution in Management education, research and consultancy. Promoted by great visionaries, it has a team of highly qualified and research oriented faculty lead by a dynamic Director and bustles with green campus with state of the art infrastructure.

KLS IMER is recognized as a Research center. Over the years the institute has been consistently rated as one of the top B-schools in this part of the country. Institute has been accredited by NAAC with grade "A" (CGPA of 3.24) & granted Autonomy status by UGC for a period of 10 years (2020-30). The Week -Hansa Research has ranked the institute 137th in B-School Private All India & 52nd in B-School South Zone at all India level for the year 2019-2020.

The practical and research oriented teaching and learning processes adopted at KLS IMER have resulted in top notch placements and in attracting students from diverse backgrounds across India.

VISION

Be a globally recognized B-School for professional excellence by creating an inclusive ecosystem for our stakeholders to engage with businesses and society.

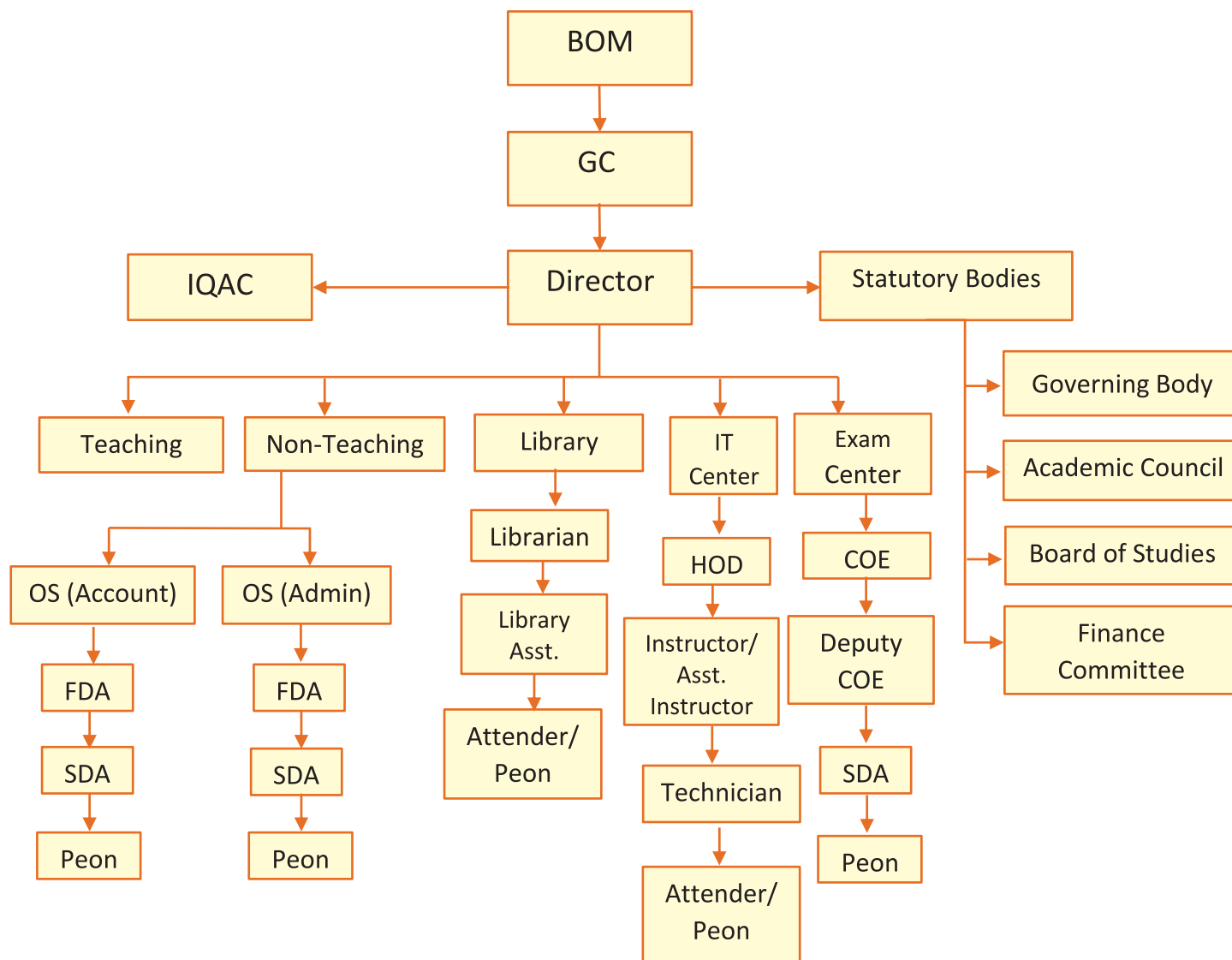
MISSION

1. Facilitate contextual management education by providing a conducive environment for learning and industry relevant skill training.
2. Nurture research culture which addresses business and social concerns to provide suitable remedial measures.
3. Promote institute-industry interface and alumni connect on a continual basis
4. Enhance employability skills relevant to industry needs and attributes which are highly valued by employers
5. Offering value added courses backed by experiential learning to develop entrepreneurs, intrapreneurs and critical thinkers

Quality Policy

To ensure continuous improvement and quality enhancement in the academic and administrative processes of the institution to provide high quality education in the field of Management Science and continue to excel in research, consultancy and industry institute interface.

ORGANISATION STRUCTURE





SECTION 1

**COURSE AND
CURRICULUM ASPECTS**



1. Course and Curriculum Aspects

1.1 Academic Process

About the Process

Academics process includes implantation of curricula, implementation of Value added activities, pedagogy review process and stakeholder feedback review mechanism and process. KLS IMER is recognized for the academic excellence and it is a result of well-designed processes and meticulous implementation of curricula by the faculty members with exceptional scholarship & dedication. The faculty members are primarily responsible for developing & delivery of the curriculum, development of industry centric value added courses and conduct of continuous internal evaluation for their respective courses. This section of the manual deliberates on processes and activities related to the academic activities implementation.

Objectives

- To develop program structure
- To design and implement curriculum.
- To design the process for program delivery
- To design the process of developing value-added programs and their implementation
- To review the pedagogy implementation of the program
- To develop mechanism for stakeholder's feedback to assess effectiveness of the program delivery.

Policy

Academic excellence is the critical success factor for the Institute. The institute shall make sure that all the proposed systems & processes leading to academic excellence are strictly adhered and the performance assessment is done to continuously improve institute's academic credentials.

Academic Committee constitution

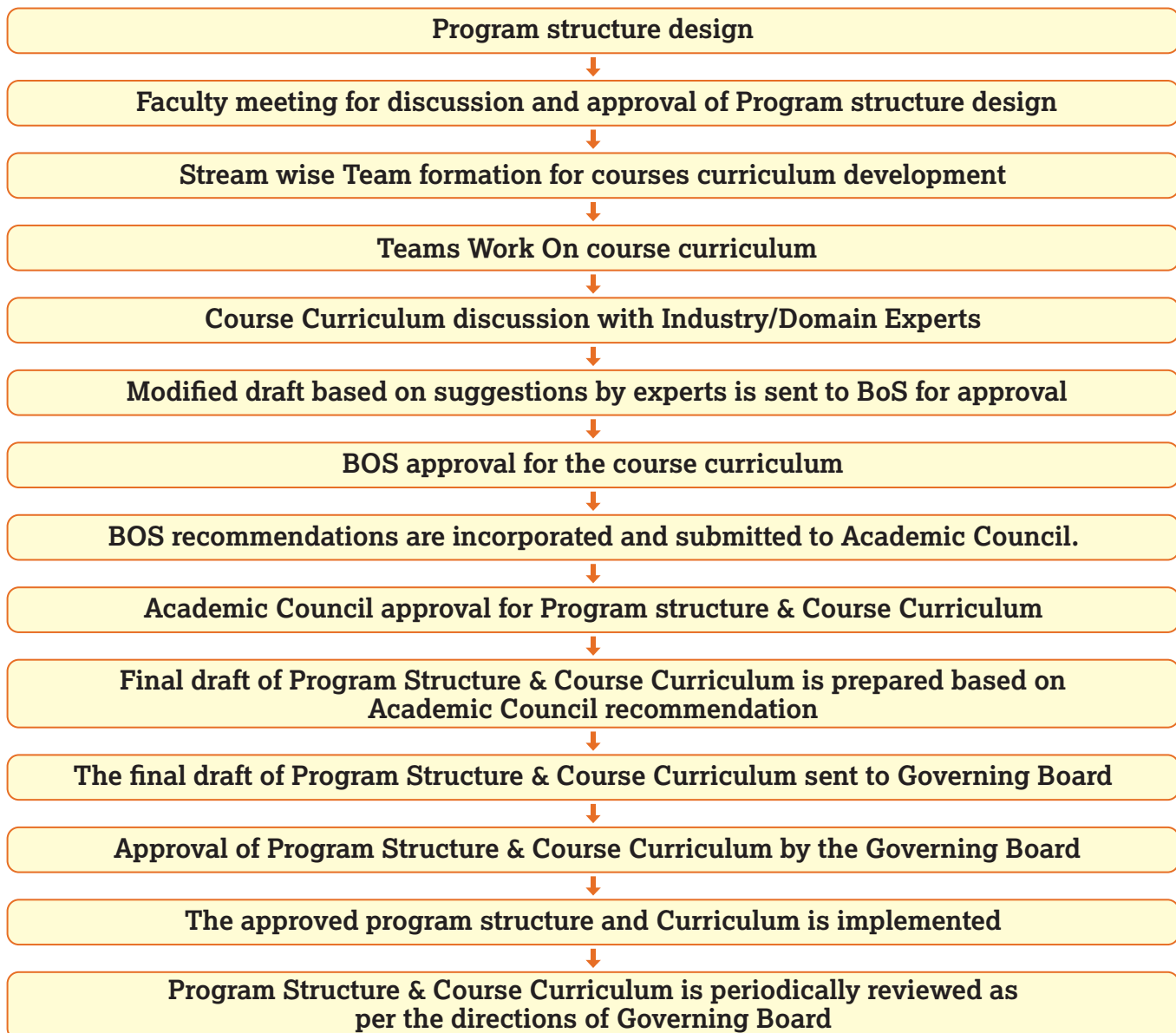
Sl. No.	Particulars	Details
1	The Chairman	The Director, KLS IMER
2	Committee for Program structure development	Two Senior faculty members nominated by the Director
3	PG Program Co-coordinator	Senior faculty member nominated by the Director
4	Administrative Head Office Superintendent	Administrative Head Office Superintendent
5	3 Administrative Staff Second Division Assistant	3 Administrative Staff Second Division Assistant

Functions

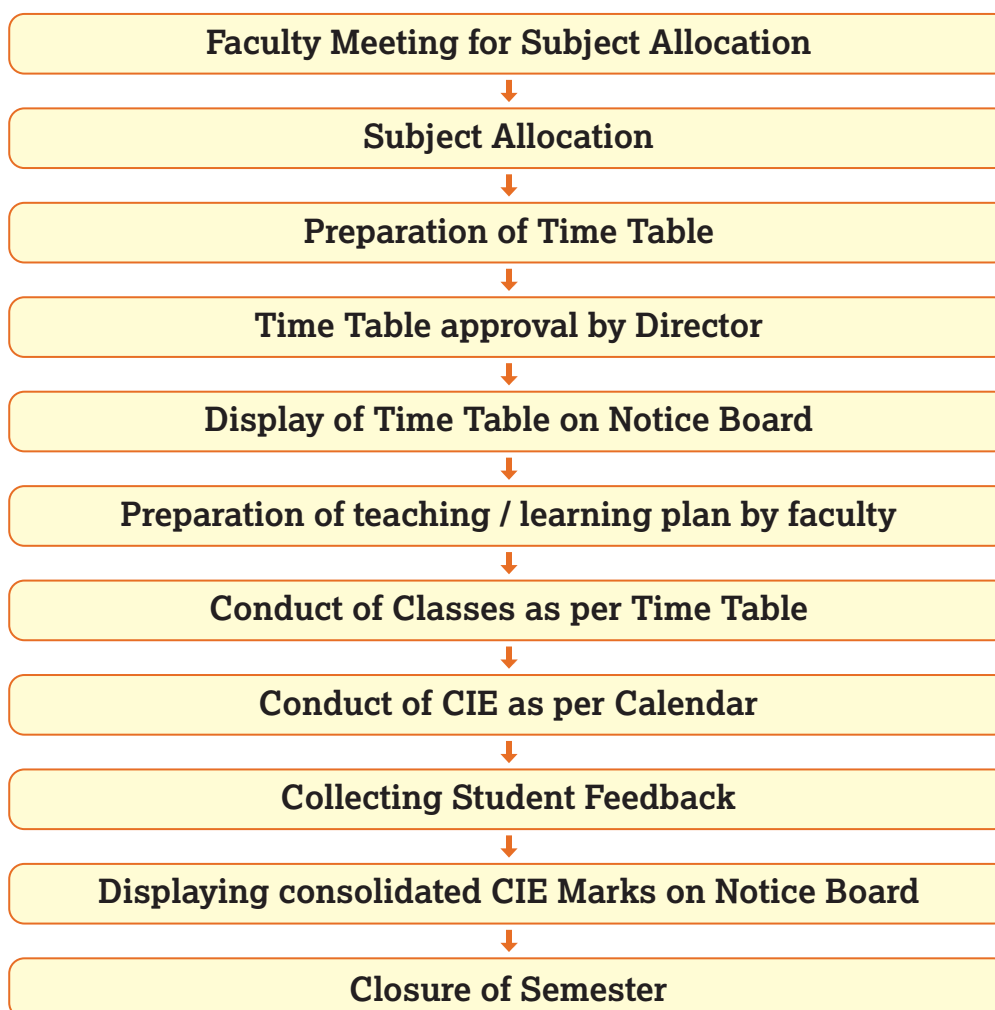
1. Developing the program structure.
2. Designing the curriculum
3. Allocation of courses to the faculty members
4. Preparation of semester time table
5. Co-ordinating the implementation of value added programs
6. Designing the stakeholder's feedback process
7. Collection, analysis and submitting the feedback to the director

1.2 Process of designing and developing curriculum

Activity Flow chart for Design and Development of curriculum



1.3 Activity Flow Chart for Curriculum planning and Implementation



Outcomes Expected: Mapping of Course Outcomes and Program objectives

1.4 Curriculum Enrichment

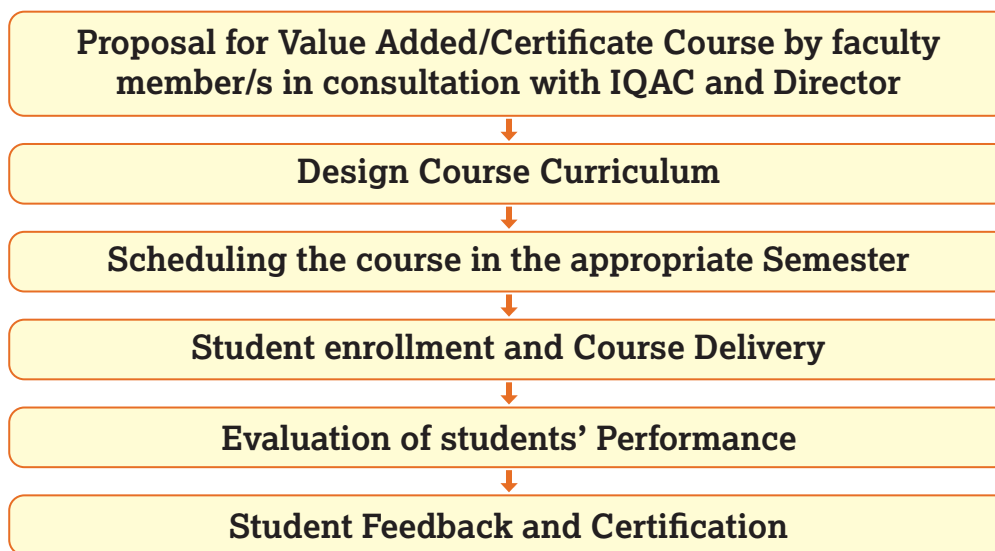
About Curriculum Enrichment

In addition to the prescribed syllabus, IMER offers Value Added Courses/Certification Courses such as Advanced Excel, Entrepreneurship etc., to enhance the employability of students. The process of designing the value added courses starts with the concerned faculty proposing the course based on the need emerged either in stakeholder feedback or by considering the importance of the course to enhance employability.

Objective

- To design and implement the add-on courses to complement the present curriculum and provide contemporary knowledge and skills that are appreciated in the industry

Activity flow chart



Outcomes expected

- Enriched learning for students
- Enhancement in employability opportunity

1.5 Stakeholders' Feedback on Curriculum

About Stakeholders' Feedback:

Feedback is considered to be an effective means to improve the existing curriculum. So, IMER ensures to reach out to the stakeholders for feedback. The feedback forms are designed to capture the curricular aspects such as curriculum structure, planning and its implementation.

Objectives

- To collect the stakeholder feedback on curricular aspects and its implementation
- To identify the gaps, areas of improvement and contents to be added in the existing curriculum

Policy

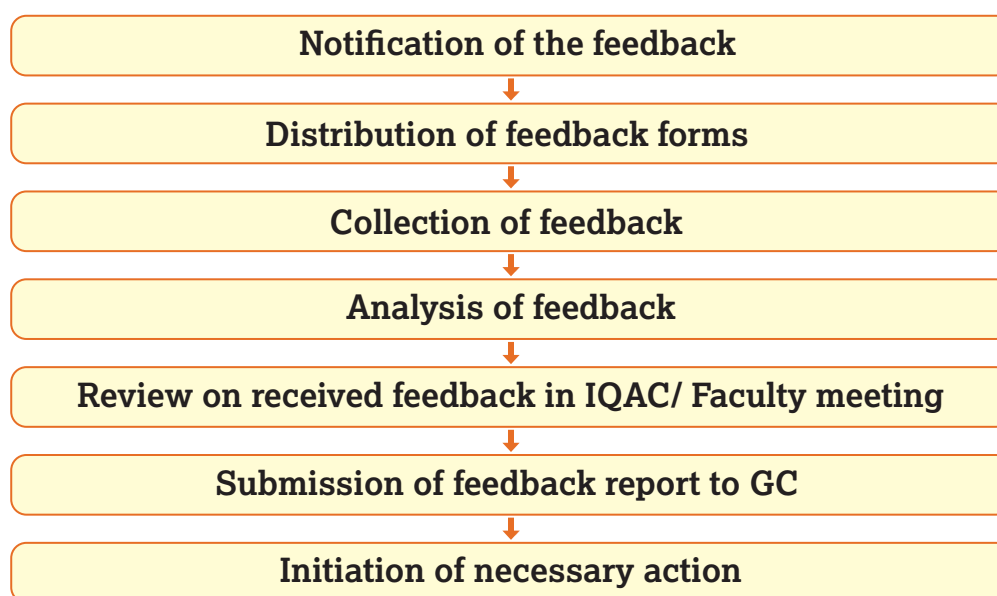
- The feedback process is initiated by IQAC every year during IV semester of every batch.
- Feedback forms are distributed to the students, parents, teachers, recruiters, alumni. Online feedback forms are also used to reach the stakeholders.
- Feedback received, is discussed in IQAC and analysis is reported to the Governing Council and necessary actions are taken

- Suggestions or improvements will be considered for implementation immediately or in due course of time taking into account short term or long term perspective.
- The institute makes efforts to include the input from the recruiters in classroom discussions, Add-on Courses & extracurricular activities. Similarly, the suggestions received from alumni and parents are analysed and utilised for overall development of the institution.

Committee and its function

The committee of faculty members responsible for NAAC Criteria 1 on Curricular aspects and academic activities conduct the stakeholders' feedback. The functions of the committee include the designing, collecting and analyzing the feedback of stakeholders on the curriculum.

Activity flow chart



Outcomes expected

- Addition of contemporary and relevant content in the existing curriculum
- Action plan for Add on/Value added/Certificate courses to enrich the present curriculum



SECTION 2

**TEACHING-LEARNING
AND EVALUATION**



2. Teaching-Learning and Evaluation

2.1 Admission policy

Objectives

- To have a smooth functioning of admissions' procedure
- To adhere to the strict norms of admission guidelines
- To effectively implement the admission policy as per the Autonomous institute's & RCU 's guidelines
- To follow the eligibility criteria for Government quota seats as well as the Management quota seats
- To carry out smoothly the admission related activity
- To follow strictly the admission procedure
- To honour any complaint or queries regarding admission

2.1.1 Admission and Selection Criteria: All the applicants are required to submit a completed IMER application form (attached to the prospectus), with required testimonials (attested degree certificates, mark sheets, scorecard etc.). All applicants must meet the following admission criteria.

2.1.1.a Eligibility criteria for Government quota seats:

- Graduation from any recognized university with at least 50% (SC/ST 45%)
- If the applicant has completed his/her graduation course from other than Rani Channamma University, he/she must produce eligibility certificate from Rani Channamma University and Migration Certificate from the University of his/her graduation.
- Must appear for Post Graduate Common Entrance Test (PGCET) conducted by Government of Karnataka.

2.1.1.b Eligibility criteria for Management quota seats:

- Graduation from any recognized university with at least 50% (SC/ST 45%)
- If the applicant has completed his/her graduation course from other than Rani Channamma University, he/she must produce eligibility certificate from Rani Channamma University and Migration Certificate from the University of his/her graduation.
- Must appear for Post Graduate Common Entrance Test (PGCET) conducted by Government of Karnataka or MAT/CAT/XAT/KMAT or any other entrance test recognized by AICTE, New Delhi.

2.1.2 Admission Committee

The admission related activities of the institute are monitored and coordinated by the admission committee. The committee is formed which is headed by the Director and one senior faculty is designated as the coordinator. The admission committee in consensus with the Director chalks out the admission related activities for the coming academic year and places them before the Governing council for approval.

The composition of the admission committee is as follows

	Designation	Role in the committee
1	Director	Chairperson
2	Senior Faculty (Professor)	Admission Team In-charge
3	Male Faculty (Associate Professor)	Member
4	Male Faculty (Assistant Professor)	Member
5	Female Faculty (Assistant Professor)	Member
6	Librarian (Head)	Member

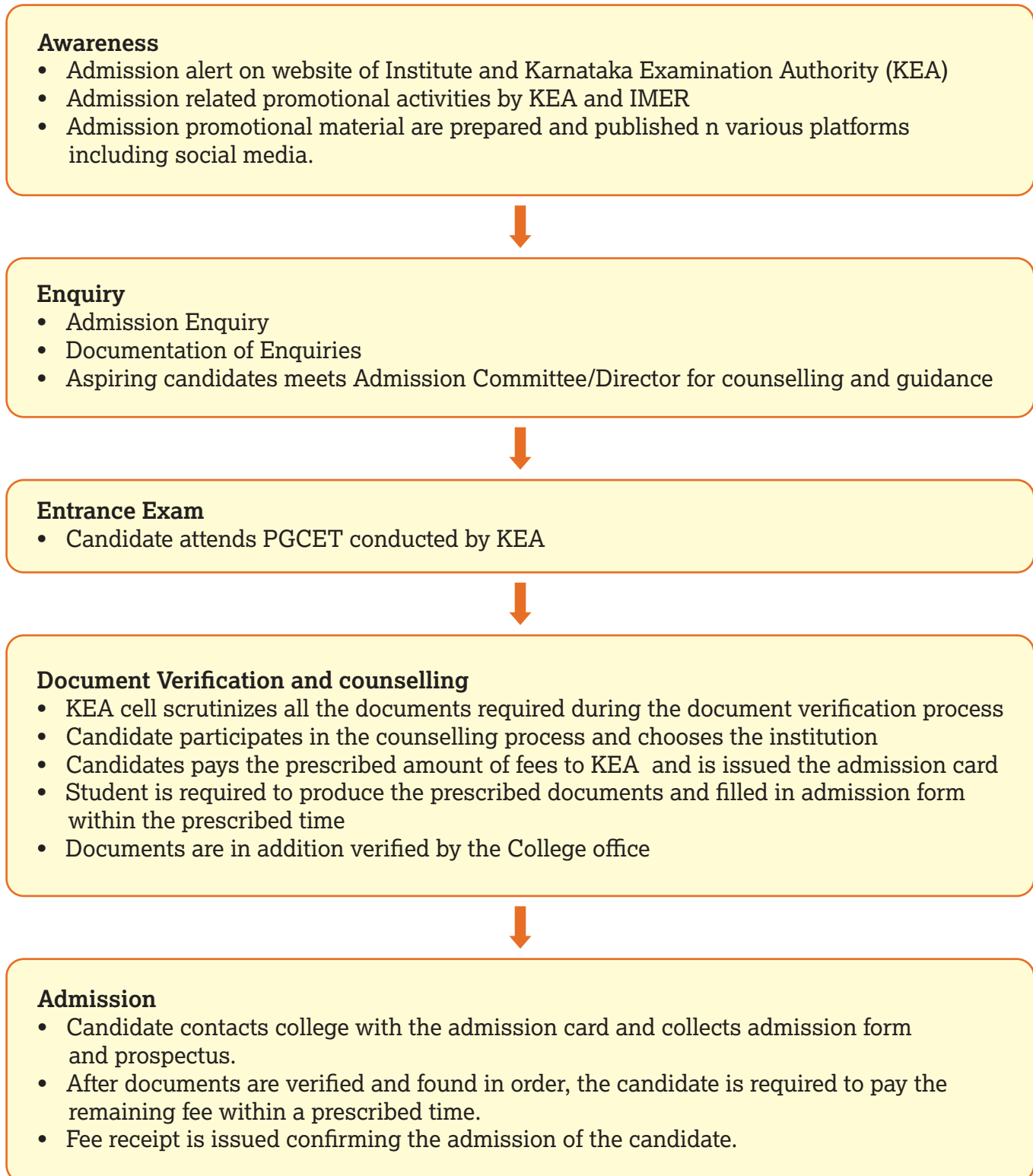
2.1.3 Admission related activities: The activities relating to admission may be grouped into

- a) Promotional events like flagship events of IMER i.e. Samagam, Antaraprerana, Conclave, Foundation Day etc.
- b) Media promotion via Print media: Print and display of hoardings, Newspaper advertisements, Admission prospectus, Newsletters.
Electronic media: Video advertisements, Compact Disc (CD).
- c) Scholarships for top rankers- PGCET, KMAT, Autonomous and Govt. Scholarships
- d) Preparation of budget for the activities
- e) Implementation and reporting

2.1.4 Admission Procedure

Described below is the step by step procedure followed at IMER for admitting students to the MBA program for general merit seats and management seats

Flowchart depicting the procedure of admission for General Merit quota seats



Flowchart depicting the procedure of admission for Management quota seats

Awareness

- Admission alert on website of Institute and Karnataka Examination Authority (KEA)
- Admission related promotional activities by IMER and KEA
- Admission promotional material are prepared and published on various platforms including social media



Enquiry

- Admission Enquiry
- Documentation of Enquiries
- Aspiring candidates meets Admission Committee/Director for counseling and guidance



Entrance Exam

- Candidate attends PGCET/KMAT/MAT/XAT/CAT etc.
- Candidate contacts college with score card and collects admission form and prospectus



Document Verification

- Student is required to produce the prescribed documents and filled in admission form within the prescribed time
- Documents are verified by the office



Admission

- After documents are verified and found in order, the student is required to pay the fee within a prescribed time
- Fee receipt is issued confirming the admission of the candidate

2.2 Industry Institute Interaction (III) Series

A platform to connect students with the industry experts to gauge the pulse on expectations and required skill sets from managements students

Objectives

- To know the industry-institute gap in required skillsets
- To share rich experience by the industry expert
- To provide necessary inputs to the academic institute to build the competencies required by students

Policy

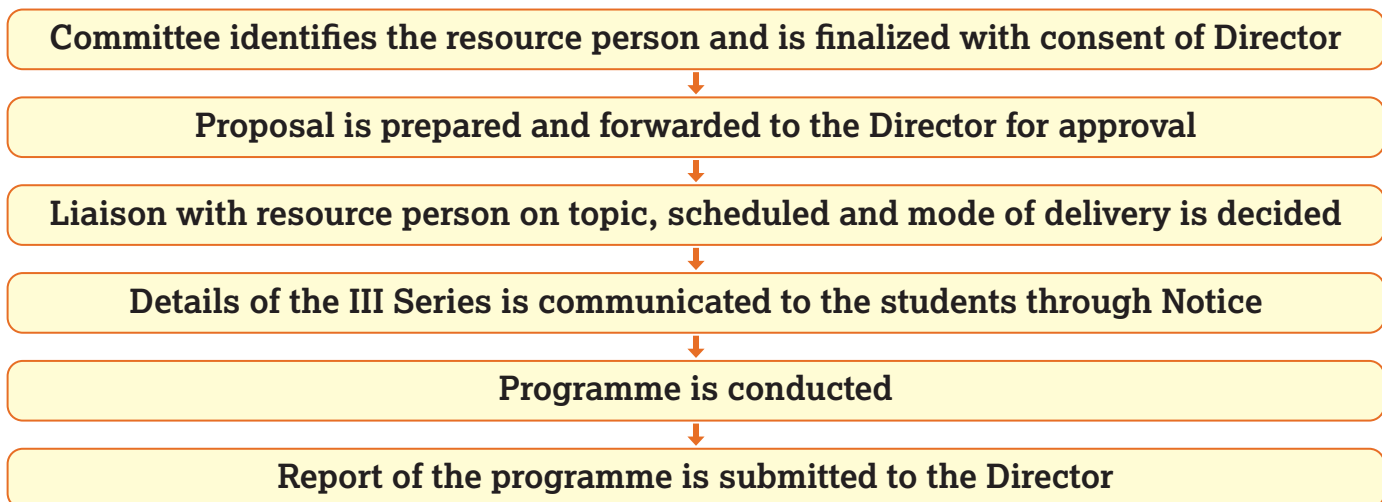
In order to cater to the dynamic changes across various verticals of businesses, management students should be made aware of the industry expectations and build the required skillsets to be an effective manager. Hence the policy requires the following

- Identifying resource person that could benefit management students to connect in terms of projects, consultancy, job opportunities, etc.
- Institute should conduct III Series once per semester

Committee

III series committee shall comprise of: Director, TPO, One Professor each from specialization subjects and two student representatives from 1st and 2nd year respectively

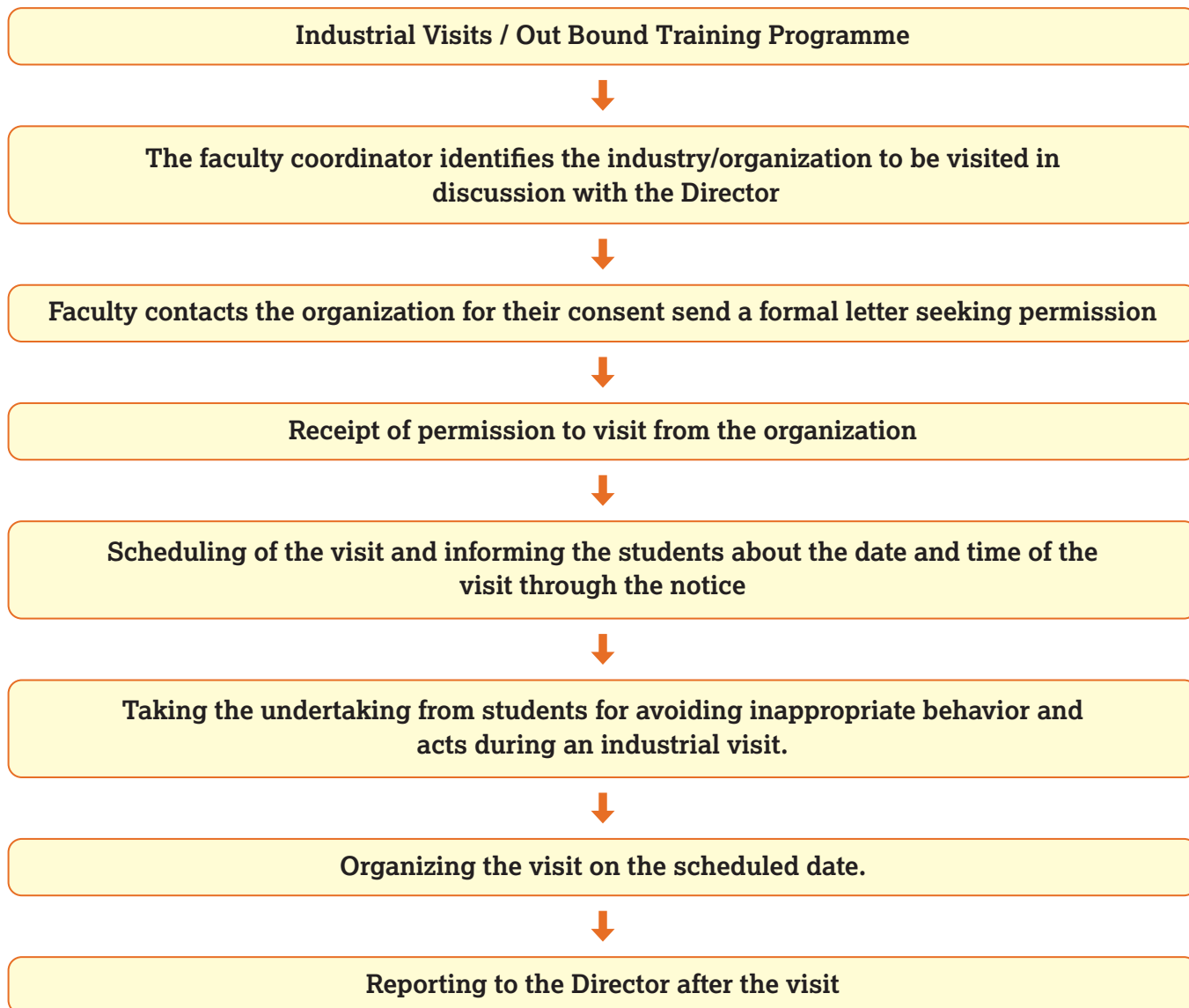
III Series Process Flow Chart



Outcome : To be aware of the industry expectations, changing trends and required skillsets from a management student.

2.3 Experiential Learning (OBT/Industrial Visits)

Activity flow chart



2.4 Examination Process

About the Process

The success of an autonomous academic program largely depends on the robust Examination process and systems. The examination process includes pre-examination work, conduct of examination and post-examination work. Maintaining the sanity of the examinations is the principal objective and the processes are designed to ensure the same. Necessary checks and balances at various levels are designed to make sure that the system is free of errors. The examination department at KLS IMER works according to the examination rules and regulations approved by the academic council and the governing board of the institute.

Objectives

- To ensure completion of necessary pre-examination formalities such as issue of examination form, releasing the exam schedule, question paper setting, issue of hall tickets etc.
- To conduct of semester end examination as per the rules and regulation pertaining to the conduct of examination.
- To conduct valuation as per the rules and regulations governing the valuation.
- To publish the semester end examination results.
- To ensure sanity of the examinations at the institute.

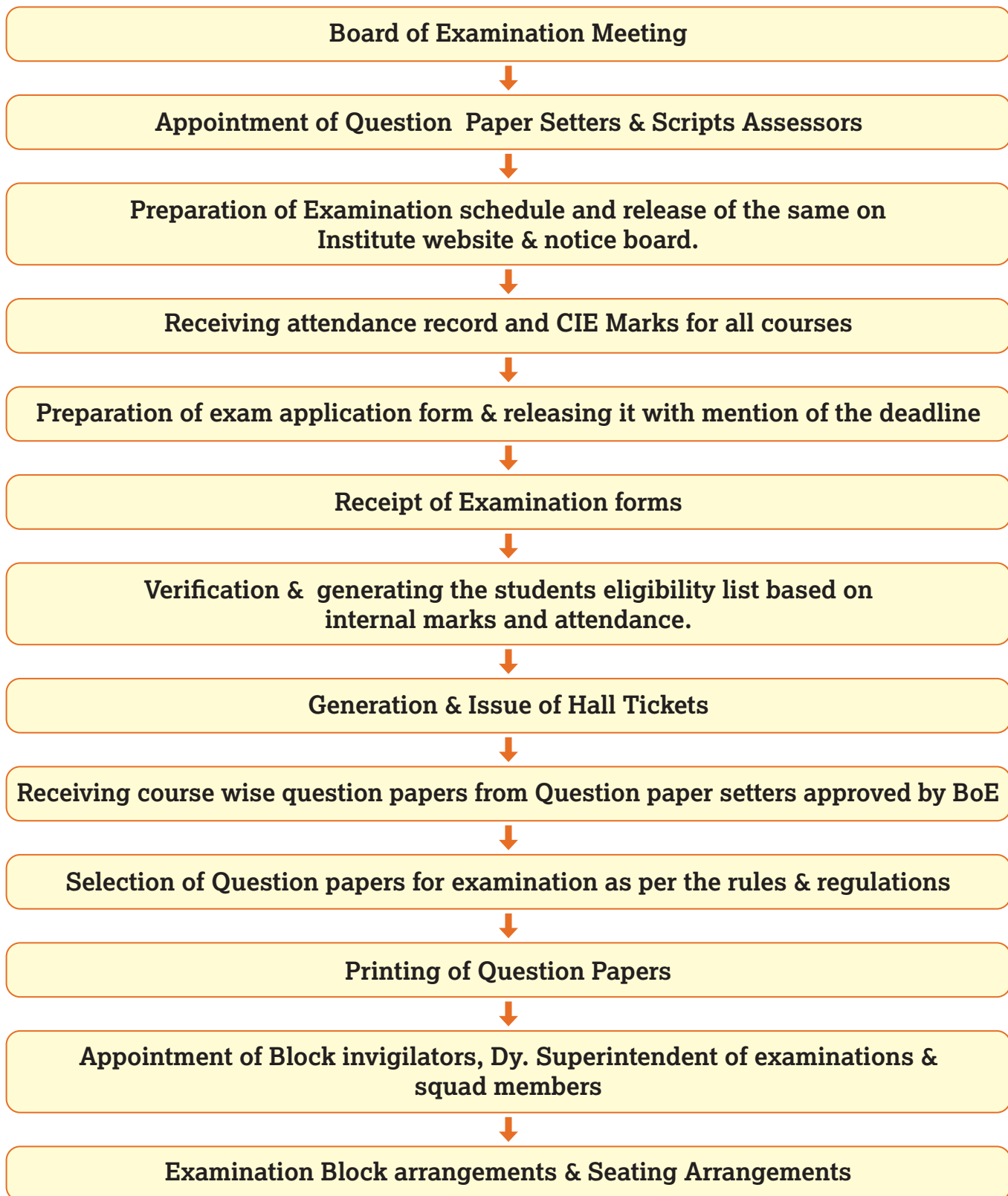
Policy

The sanctity of the examination is a key performance indicator for an autonomous institute, the policy is to uphold highest ethical standards with proper implementation of examination rules and regulations as approved by the Academic Council and Governing Board of the Institute.

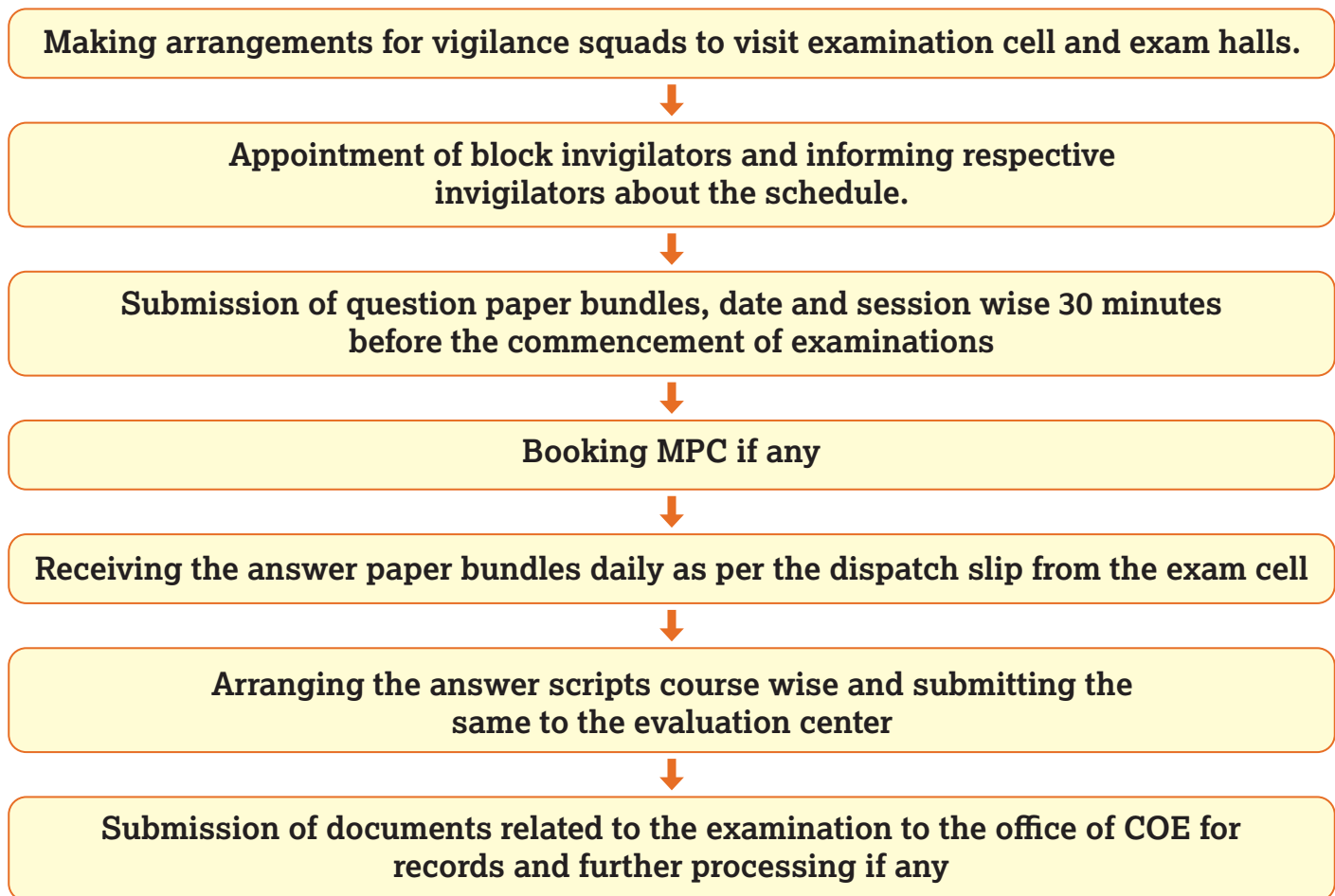
Committee constitution

Sl. No.	Particulars	Details
1	Chief Controller of Examination	The Director
2	Controller of Examination	Senior faculty member nominated by the Director
3	Dy. Controller of Examination	Senior faculty member nominated by the Director
4	Examination Office Executives – 2 nos.	Second Division Assistant

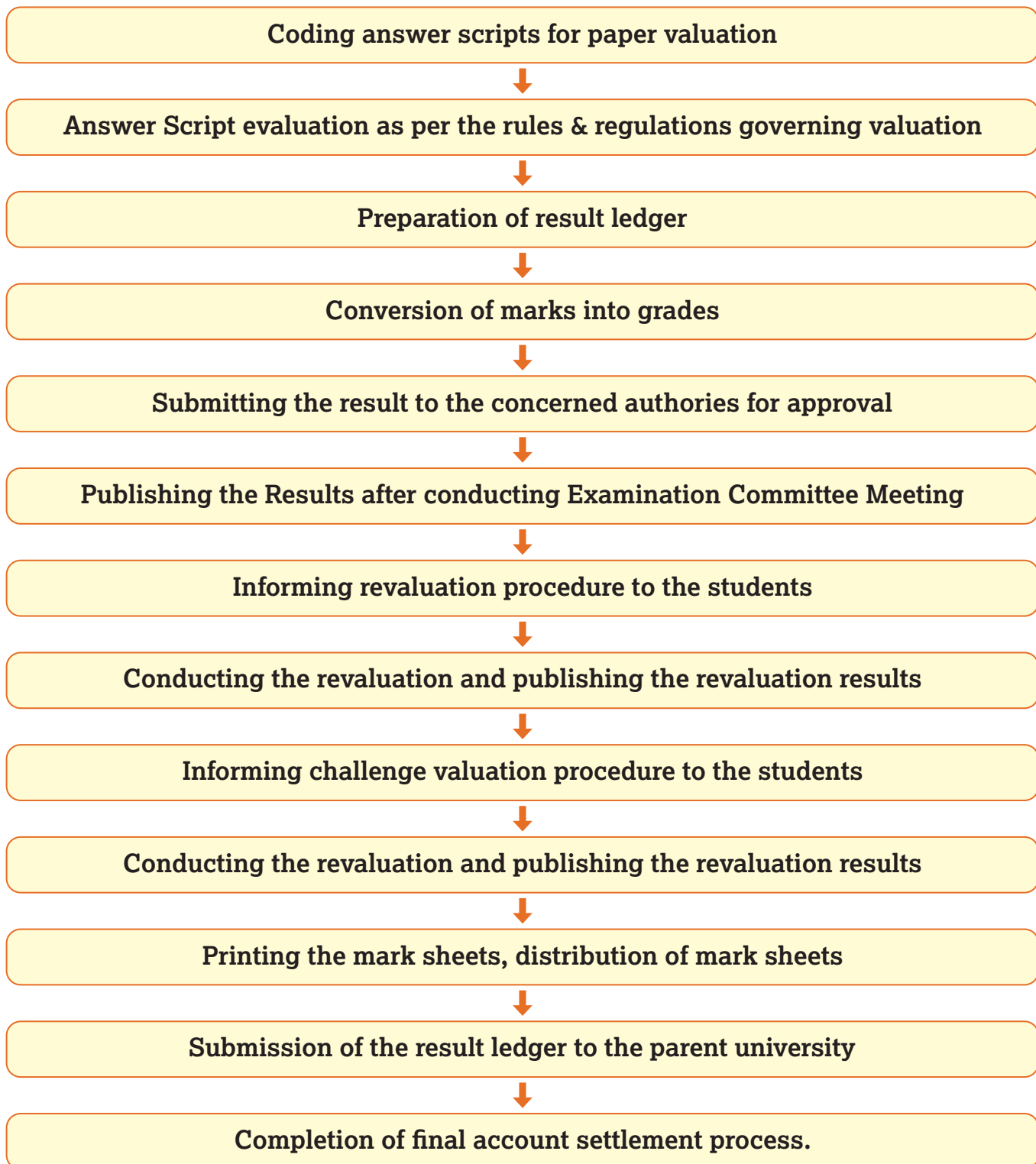
Pre-Examination Work Flow Chart



Actual Conduct of Examination Work Flow Chart



Post-Examination Work Flow Chart



2.5 Evaluation Process

About the Process

Examination Evaluation is a critical process as the outcome of this process helps the student and the institute to evaluate the academic performance. Successful completion of the program is decided on the basis of the results of the examination undertaken by the students. The evaluation process is linked to the program outcomes and the course outcomes, hence vital in assessing the outcomes with that of planned. The process includes the appointment of the examination evaluation panel, evaluation process, moderation process, preparation of ledger, and the announcement of results.

Objectives

- To ensure quality in the evaluation process.
- To make sure that the fair and just practices of evaluation are adopted.
- To conform to the evaluation guidelines approved by the competent authorities.

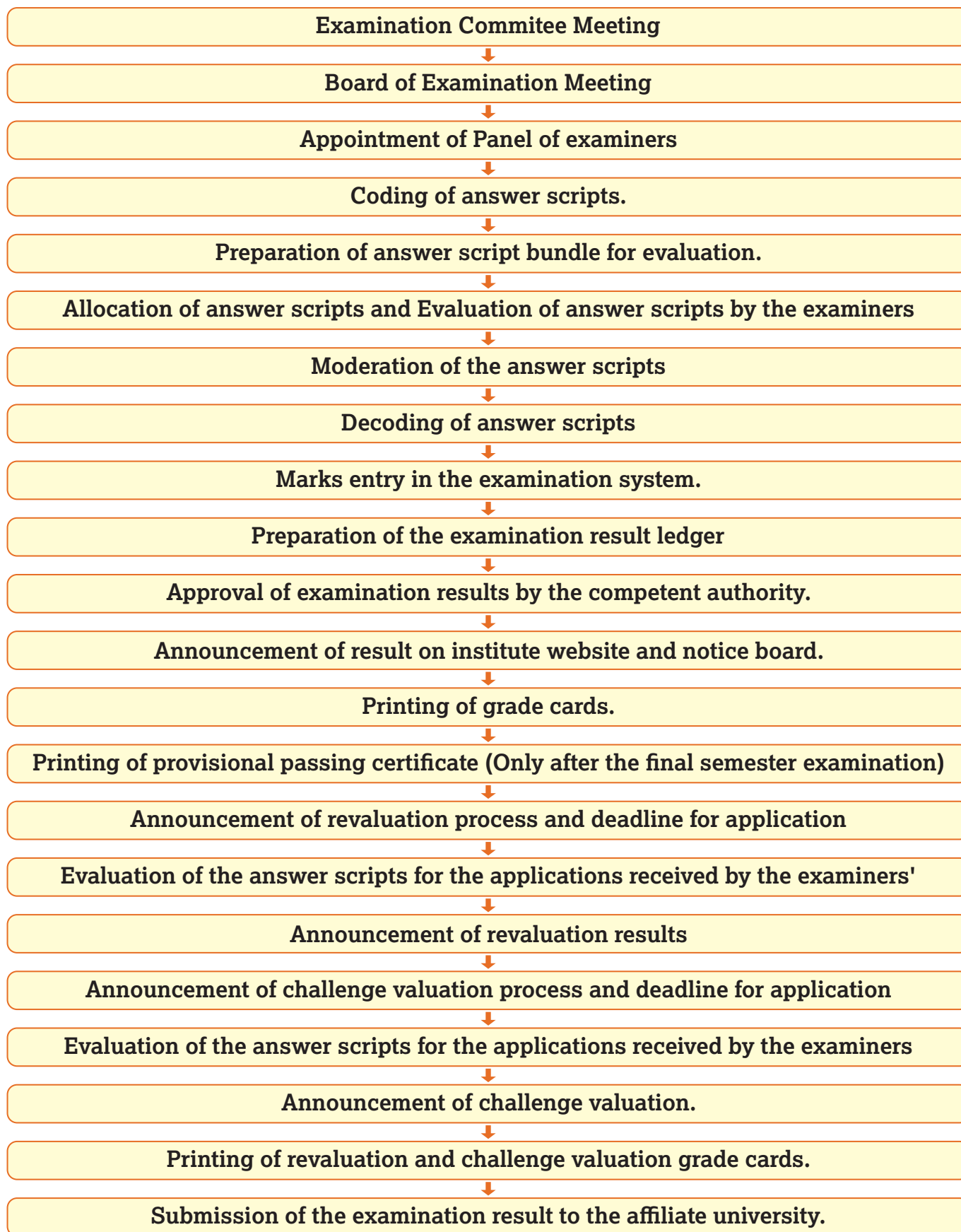
Policy

Examination evaluation is a key result area for performance evaluation of the academic process followed by the institute. It is imperative to ensure highest ethical standard by strictly implementing the guidelines for examination evaluation approved by the institute.

Committee constitution

Sl. No.	Particulars	Details
1	Chief Controller of Examination	The Director
2	Controller of Examination	Senior faculty member nominated by the Director
3	Dy. Controller of Examination	Senior faculty member nominated by the Director
4	Examination Office Executives – 2 nos.	Second Division Assistant

Evaluation Process Flow Chart



2.6 Result Analysis

About the Process

Analysing the data to draw inferences is key to evaluate performance of any process. Examination result analysis is important to assess academic performance of the students. This analysis is also vital to assess the institute's academic progress over the period of time. The process helps the institute to measure the effectiveness of its academic processes and also to identify key areas of improvement. The process includes application of data analysis tools to measure the performance of students in examination.

Objectives

- To analyses the students' academic performance.
- To measure the effectiveness of academic processes of the institute.
- To identify key areas of improvement.

Policy

Analyze and assess the academic performance of the students and institute with the benchmark practices.

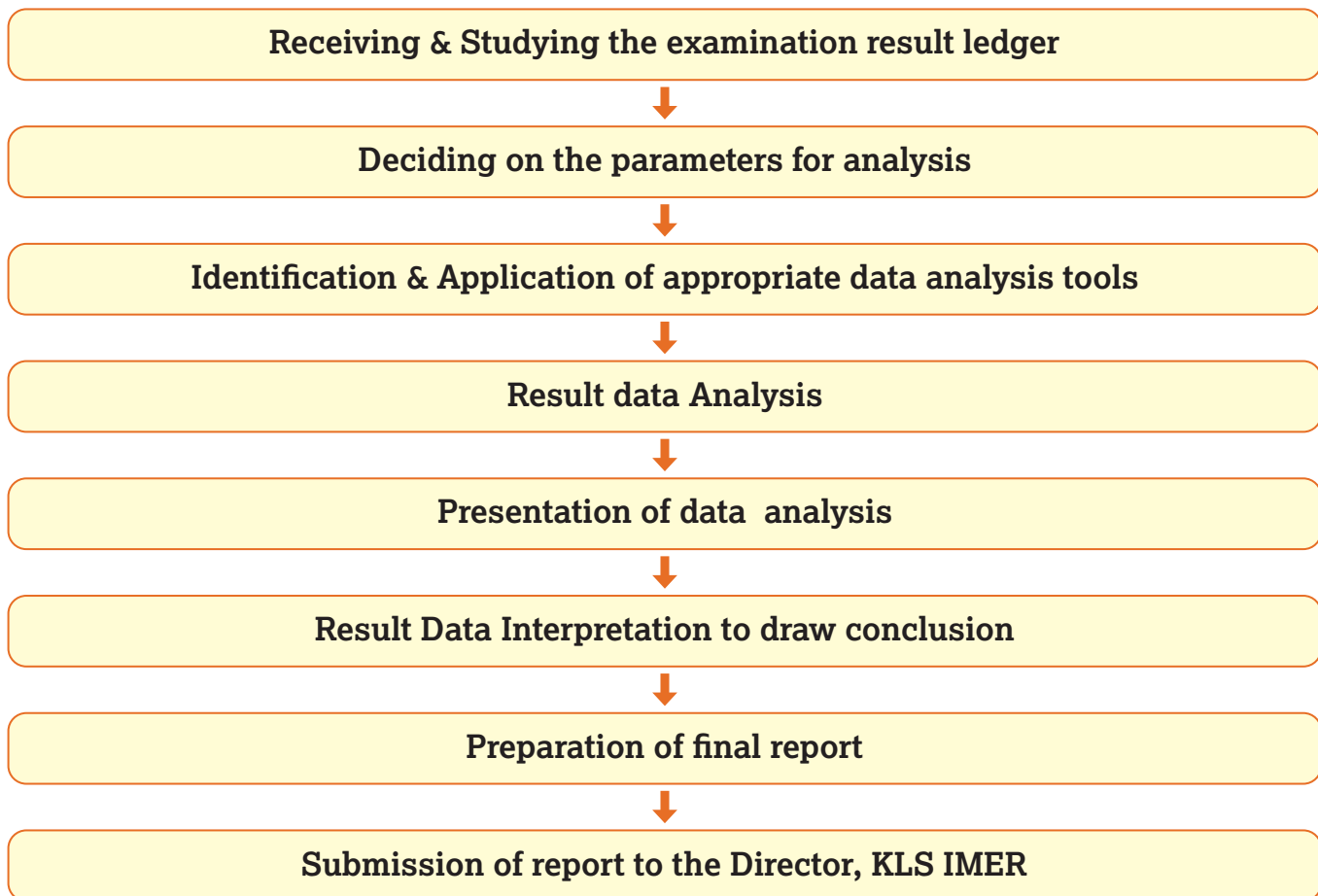
Committee constitution

Sl. No.	Particulars	Details
1	The Chairman	The Director
2	Administrative Office Superintendent	Office Superintendent
3	Office Executive	Nominated by the Director

Functions

- Receiving & Studying the examination result ledger
- Deciding on the parameters for analysis
- Identification & Application of appropriate data analysis tools
- Analysis of results
- Presentation of data analysis
- Result Data Interpretation to draw conclusion
- Preparation of final report
- Submission of report to the Director, KLS IMER

Examination Result Analysis Flow Chart



2.7 Teacher Performance Evaluation

Students' Feedback on Teaching-Learning Process

About Students' Feedback:

Overall Student Feedback is collected every year to know the perception and satisfaction of students on Teaching-Learning process and campus experience. This activity helps the institution to know the areas of improvement and satisfaction level towards teachers' performance.

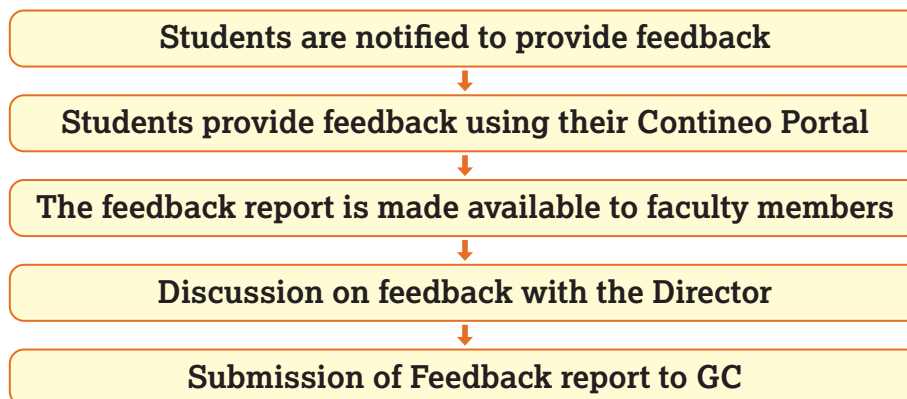
Objectives:

- To know the overall satisfaction of students
- To know the satisfaction of students towards Teaching-Learning Process
- To get the feedback on individual performance of teachers in their respective courses

Policy:

- The feedback on overall satisfaction towards MBA programme and campus experience is taken at the end of fourth semester for every batch.
- The feedback on individual courses is taken online using Contineo Software at the end of every semester from the students.
- The Director discusses the feedback with the faculty members individually and also it is presented to the Governing Council for the suggestions

Activity flow chart



Outcomes expected:

- Better reflection of quality of teaching-learning processes
- Action plan based on the feedback received for areas of improvement
- Individual teachers know the student satisfaction level towards quality of their teaching and improve upon the same.

2.8 Faculty Development and Empowerment:

2.8.1 FDP – Faculty Development Program

Meaning

- Faculty Development programs aim to improve the skill sets, competency and teaching capabilities to improve teaching quality and teaching – learning process eventually. Minimum number of days either to organize/ attend FDP is 3 working days.

Objectives

- To organize FDP either which are AICTE sponsored/UGC Sponsored/ TEQIP sponsored or Self-Sponsored to train the faculty of other institutions in the relevant areas which will directly or indirectly assist in improvising their teaching quality (FDP organizing).
- To get trained on relevant areas by participation in FDP organized by other Academic Institutions/Universities/ Apex Organizations/ Nodal Bodies/ Government organizations or Department through online or offline way which will directly or indirectly assist in improvising teaching quality (FDP participation / attending).

Outcomes expected

- Change in teacher behaviour for better student acceptability
- Usage of advanced and appropriate pedagogy for better and efficient teaching learning process
- Advancement in application of ICT to keep abreast with digital teaching methods

FDP Organizing

Institute Sponsored

Faculty Coordinator (s) is nominated by the Director based on mutual discussion and consent



Faculty Coordinator (s) select the theme, title area, duration schedule of FDP



Faculty Coordinator (s) identifies relevant resource persons and takes their consent



Faculty prepares the proposal with financial and forwards to the Director and to IQAC for Information



Director places the proposal in the GC meetings for approval



Detailed schedule, theme and contents of the FDP is communicated to the faculty of other colleges are invited to participate in the same



Programme is conducted



Feedback is sought from the participants



Report of the Progra

Externally Sponsored

Interested Faculty Coordinator applies to seek funding with nodal bodies/ funding bodies



Detailed schedule, theme and contents of the FDP is communicated to the faculty of other colleges are invited to participate in the same



Director places the details of the program in the GC for information as for IQAC for information



Faculty Coordinator (s) shortlists the relevant faculty and selects the prescribed number of faculty participants



Selected candidates are informed the to participate in the program



Programme is conducted (Online or Offline)



Feedback is sought from the participants



Report of the Programme submitted to the funding agency, Director and GC for information

2.8.2 MDP – Management Development Program

Meaning

- Management Development is a systematic process of training managerial personnel to enable them to gain and apply skill, knowledge, altitude and insights to manage the work in their organisation effectively and efficiently. MDPs can either be organised by self-financed method or by seeking sponsorship/ grants by various funding agencies at district or state or central level.

Objectives

- To develop managers/executives for better performance on their present job or assignment.
- To provide a steady source of competent persons at different levels so as to meet the future requirements of the organisation.
- To foster and reinforce industry academic connect.
- Improving decision-making abilities with regards to customer satisfaction, relation with employees and vendors and productivity of the organisation;
- Ensuring personal growth which involves increasing the tenure of managerial employees and shaping their future career by giving them the space to grow;
- Developing succession plans to generate future managerial positions within the organisation;
- Preparing new business expansion strategies;

Outcomes expected:

- Achieve economy in Business operations:
- Greater Productivity:
- Uniformity of Procedures:
- Less Supervision:
- Systematic Imparting of Skills:
- Creation of Inventory of Skills:
- Higher Morale

MDP Organizing

Institute Sponsored

Faculty Coordinator (s) is nominated by the Director based on mutual discussion and consent



Faculty Coordinator (s) select the theme, title area, duration schedule of MDP



Faculty Coordinator (s) identifies relevant resource persons and takes their consent



Faculty prepares the proposal with financial and forwards to the Director



Director places the proposal in the GC meetings for approval



Detailed schedule, theme and contents of the FDP is communicated to the faculty of other colleges are invited to participate in the same



Programme is conducted (Online or Offline)



Feedback is sought from the participants



Report of the Programme submitted to the Director and GC for information

Externally Sponsored

Interested Faculty Coordinator applies to seek funding with nodal bodies/ funding bodies



Detailed schedule, theme and contents of the MDP is communicated industry Executives / Managers are invited to participate in the same



Director places the details of the program in the GC for information



Faculty Coordinator (s) shortlists the relevant faculty and selects the prescribed number of faculty participants



Selected candidates are informed the to participate in the program



Programme is conducted (Online or Offline)



Feedback is sought from the participants



Report of the Programme submitted to the funding agency, Director and GC for information

2.8.3 Conference

Meaning

A conference is an event that is generally organized for a one-day to three days, where researchers (including students) present their work to similar or variety of audience. Conferences give opportunity to students, teaching fraternity and researcher to network with each other for enriching their knowledge in their field. Conference presentations can be of two types Poster presentations and oral presentations. Conferences can also be organized using online platform. Based on the objective and scope, conferences can be organized at local, state, national or international level. Conference themes may include Management and related subfields.

Objective

The objective of the conference is to promote high standards in technical education by way of extending opportunities to the academicians and working professionals by providing a forum for sharing their knowledge, experiences, innovations and inventions. (AICTE)

Policy

IMER encourages faculty members to organize as well as participate in conferences. The institution extends financial support for the same. Eligible faculty members are invited to apply for grants for organizing conferences from supporting organizations like AICTE, UGC and alike. Student participation is equally promoted in the institutions.

Outcomes expected

- Knowledge sharing and dissemination among the participants
- Research exposure and experience to students
- Networking with eminent academicians and industry experts
- Promotion of Research publications
- Prospective collaborations
- Brand building for the institution

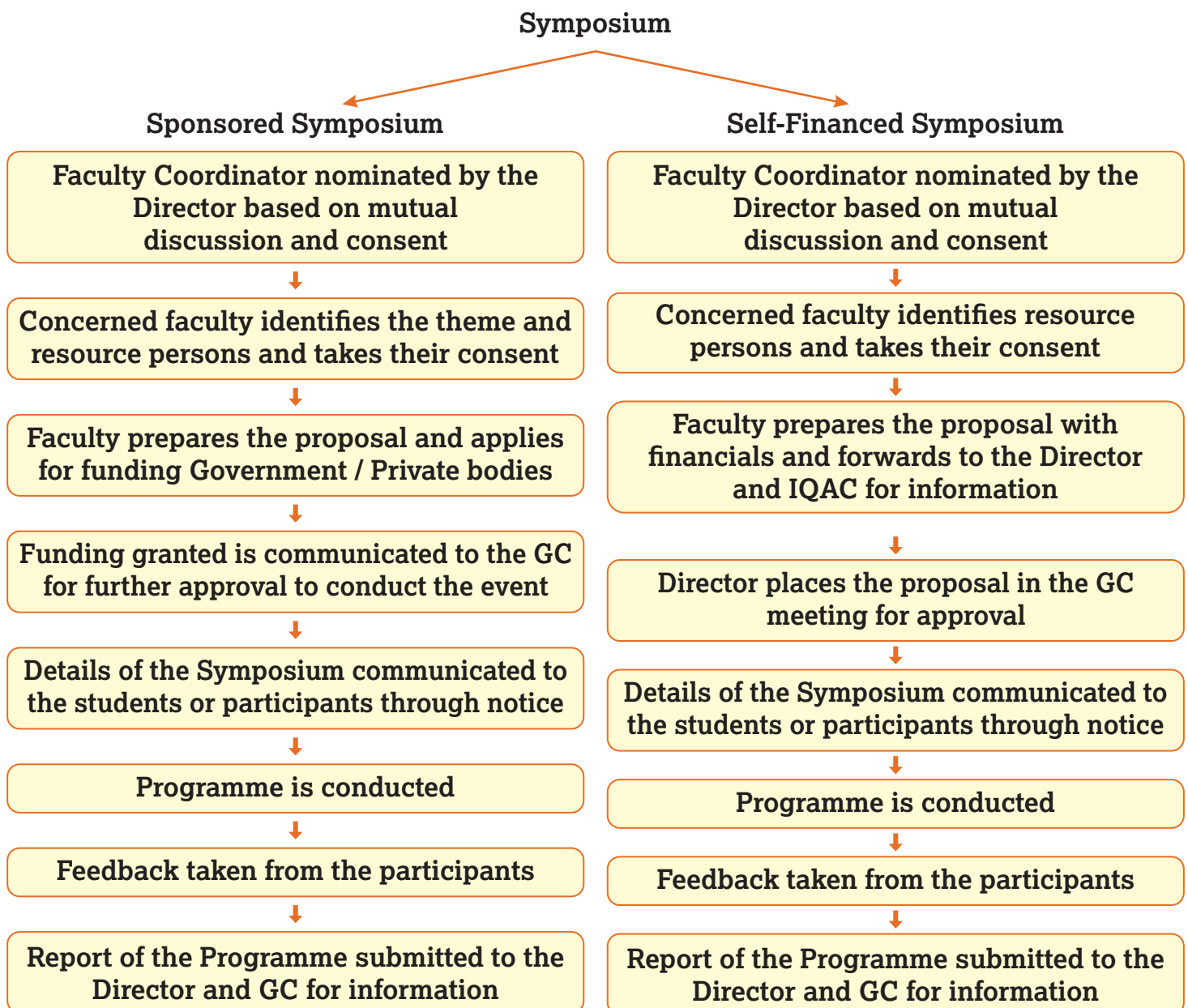
2.8.4 Symposium

A symposium is a meeting or conference for the discussion of some subject, especially a meeting at which several speakers talk on or discuss a topic before an audience.

Objectives: Faculty prepares the proposal with financial details and forwards to the Director and to IQAC for Information

- To impart knowledge to the attendees pertaining to an Area/Domain.
- To share the latest research findings pertaining to an Area/Domain.

Activity Flow chart for conduct of a symposium.



Conference Organizing

Institute Sponsored

Faculty Coordinator (s) is nominated by the Director based on mutual discussion and consent



Faculty Coordinator (s) select the theme, title area, duration schedule of the Conference



Faculty Coordinator (s) identifies relevant resource persons and takes their consent



Coordinator prepares the detailed proposal and forwards to the Director and to IQAC for Information



Director places the proposal in the GC meeting for approval



Coordinators work out operating details. Formulate communication and promotional strategy to invite prospective participants from other institutions and industry



Conference is conducted (Online/Offline) & Feedback is sought from the participants



Publication of Conference proceedings/ Special issue of Journal



Report of the Conference submitted to the Director and GC for information

Externally Sponsored

Interested Faculty Coordinator applies to seek funding with nodal bodies/ funding bodies in consultation with the Director



Director places the details of the program before the GC and to IQAC for information



Coordinators work out operating details. Formulate communication and promotional strategy to invite prospective participants from other institutions and industry



Faculty coordinator (s) prepare detailed lists of confirmed participants and paper presenters



Conference is conducted (Online/Offline) and feedback is sought from the participants



Publication of Conference proceedings/ Special issue of Journal



Report of the Conference to be submitted to the funding agency, Director and GC for information

2.8.5 Workshop

Meaning

- A workshop is a single, short (although short may mean anything from 45 minutes to two full days) educational program designed to teach or introduce to participants, practical skills, techniques, or ideas which they can then use in their work or their daily lives
- Workshop organized in collaboration with recognized academic associations/ academic bodies, academic/professional institutions, associations of business/ industry, voluntary organizations, NGOs and registered societies/trusts may be encouraged. In case of collaboration, a letter from the academic association/ academic body or academic/professional institution association of business/industry, voluntary organization, NGO, registered society/trust, as applicable, may be furnished with the application

Objectives:

- To create an intensive educational experience in a short amount of time
- To teach hands-on skills
- To create a sense of community or common purpose among its participants.

Outcomes expected:

1. Acquire technical skills.
2. Enhance Knowledge,
3. Acquire competencies of participants so that they can perform at their job
4. Acquire Skill related to a particular domain

2.8.6 Seminar

Meaning: A seminar is a form of academic instruction, either at an academic institution or offered by a commercial or professional organization. It has the function of bringing together small groups for recurring meetings, focusing each time on some particular subject, in which everyone present is requested to participate.

Objectives

- To organize seminars which are either AICTE sponsored/UGC Sponsored/ TEQIP sponsored or Self-Sponsored to train the faculty/students of other institutions in the relevant areas which will directly or indirectly assist in improvising their teaching quality and learning.
- To get trained on relevant areas by participation in seminars organized by other Academic Institutions/Universities/ Apex Organizations/ Nodal Bodies/ Government organizations or Department through online or offline way which will directly or indirectly assist in improvising teaching quality and student learning.

Outcomes expected:

- Better delivery from teachers and required knowledge up gradation by students.
- Usage of advanced and appropriate pedagogy for better and efficient teaching learning process.
- Advancement in application of ICT to keep abreast with digital teaching methods

Workshop Organizing

Institute Sponsored

Faculty Coordinator (s) is nominated by the Director based on mutual discussion and consent



Faculty Coordinator (s) select the theme, title, area, duration and schedule of the Workshop



Faculty Coordinator (s) identifies relevant resource persons and takes their consent



Faculty prepares the proposal with financial and forwards to the Director and to IQAC for Information and Approval



Director places the proposal in the GC meetings for approval



Detailed schedule, theme and contents of the Workshop are communicated to the participants of the workshop and they are invited to participate in the same



Workshop is conducted



Feedback is sought from the participants



Report of the Workshop is submitted to the Director and GC for information

Externally Sponsored

Interested Faculty Coordinator(s) applies to seek funding from recognized academic associations/academic bodies, professional institutions, associations of business/industry, voluntary organizations or NGOs for the workshop



Faculty Coordinator(s) selects the title, prepares a schedule, theme and contents of the Workshop



Faculty Coordinator (s) identifies relevant resource persons and takes their consent



Faculty prepares the proposal and forwards it to the Director and to IQAC for Information and Approval



Director places the details of the workshop in the GC for information and to IQAC for information



Detailed schedule, theme and contents of the Workshop are communicated to the participants of the workshop and they are invited to participate in the same



Workshop is conducted



Feedback is sought from the participants



Report of the Workshop is submitted to the funding agency, Director and GC for information

Organizing Seminar

Institute Sponsored

Faculty Coordinator (s) is nominated by the Director based on mutual discussion and consent



Faculty Coordinator (s) select the theme, title area, duration schedule of Seminar



Faculty Coordinator (s) identifies relevant resource persons and takes their consent



Faculty prepares the proposal with financial and forwards to the Director and to IQAC for Information



Director places the proposal in the GC meetings for approval



Detailed schedule, theme and contents of the seminar is communicated to the faculty of other colleges are invited to participate in the same



Programme is conducted



Feedback is sought from the participants



Report of the Programme submitted to the Director and GC for information

Externally Sponsored

Interested Faculty Coordinator applies to seek funding with nodal bodies/ funding bodies



Detailed schedule, theme and contents of the Seminar is communicated to the faculty of other colleges are invited to participate in the



Director places the details of the program in the GC for information as for IQAC for information



Faculty Coordinator (s) shortlists the relevant faculty and selects the prescribed number of faculty participants



Selected candidates are informed to participate in the program



Programme is conducted (Online or Offline)

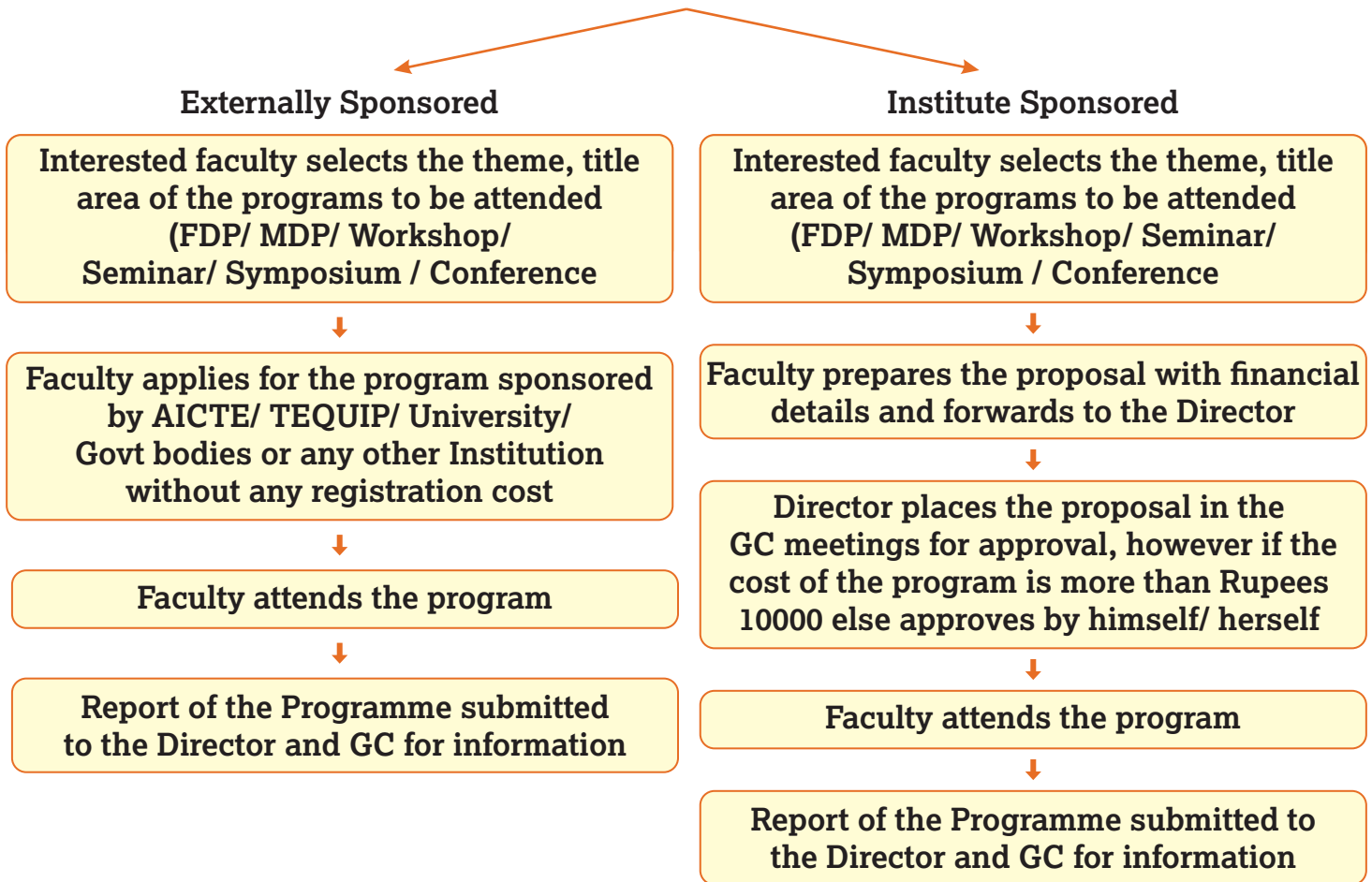


Feedback is sought from the participants



Report of the Programme submitted to the funding agency, Director and GC for information

Activity flow chart for Attending Programs



2.9 MOU with Industry

About the activity:

MOU with the industry will help in strengthening Industry-Institute interaction, faculty development, industry allied curriculum and industrial exposure to students & faculty. Better interaction with industry will lead to greater consultancy activities, joint research projects that can complement and supplement the Industry needs.

Objective : To understand the industry expectations from the Institute

Policy :

1. Industrial Visit – The industrial visit will be undertaken during first and second semester as per the convenience of both the parties.
2. Student Internship – The Company shall provide two months internships to the students as per the time stipulated by the University.
3. Final Placements – The Company shall provide an opportunity to students as and when they have vacancy.
4. FDP – The Company shall provide the update practices implemented in the corporate to the faculty of the institute as per their convenience and requirement.
5. Curriculum – The Company shall give inputs to update the curriculum as per the industry requirements.
6. Consultancy & Joint Research Projects – The company employees & the faculty of the institute will undertake joint research projects & consultancy which will help both the parties in updating knowledge.
7. Guest Lectures – The Company shall depute its employees to deliver guest lectures & impart updated knowledge on industry practices.

Activity Flow Chart



Outcomes Expected: Bridge the gap between academia & the industry.



SECTION 3

**RESEARCH,
INNOVATIONS AND
EXTENSION**



3. Research, Extension, Consultancy and Incubation

3.1 About Research Center

One of the core strengths of IMER is an active research center approved by Rani Channamma University and has been delivering exceptionally well in the area of social science research.

Objectives

- To undertake research projects to create a stronger industry institute interface.
- To develop the infrastructure necessary for undertaking research projects in the area of management.
- To publish a yearly research journal 'TATVA'
- To encourage students and faculty to use these facilities to the maximum and contribute to the body of knowledge.

3.2 Research Policy

1. The Research Center shall earmark a minimum of Rs 10 lakhs per annum specifically for Research to be given as grants to the faculty and students aspiring to do research.
2. The Research Center shall have 'Research Advisory Committee' comprising of both internal and external experts from academics and industry. The Committee shall meet at least twice in a year.
3. The Research Center shall organize workshops and FDPs for faculty to enhance their research output.
4. The Research Center shall publish "Tatva" the annual Journal of Management Scholars, for promoting Business Research.
5. The Research Center shall arrange seminar/conference/workshop on the contemporary business issues.
6. The Research Center shall comply with the guidelines of the affiliating university.
7. The faculty members along with students shall undertake research projects to address the social and local business problems.
8. Each Faculty member of the institute shall publish at least one research paper in a year and present at least one paper in a seminar /conferences in a year to upgrade their knowledge and use the same in their teaching learning process.
9. Confirmed employee may be granted study leave/special leave for pursuing higher studies/improving qualifications/undertaking research work as per service rules determined by the Board of Management from time to time.
10. The eligible faculty members shall apply for PhD guideships and guide the research scholars.
11. All the research funding in the form of payments and receipts should be routed through the institution account only.
12. The Research policy may be modified from time to time as per the guidelines of affiliating university and Board of Management.

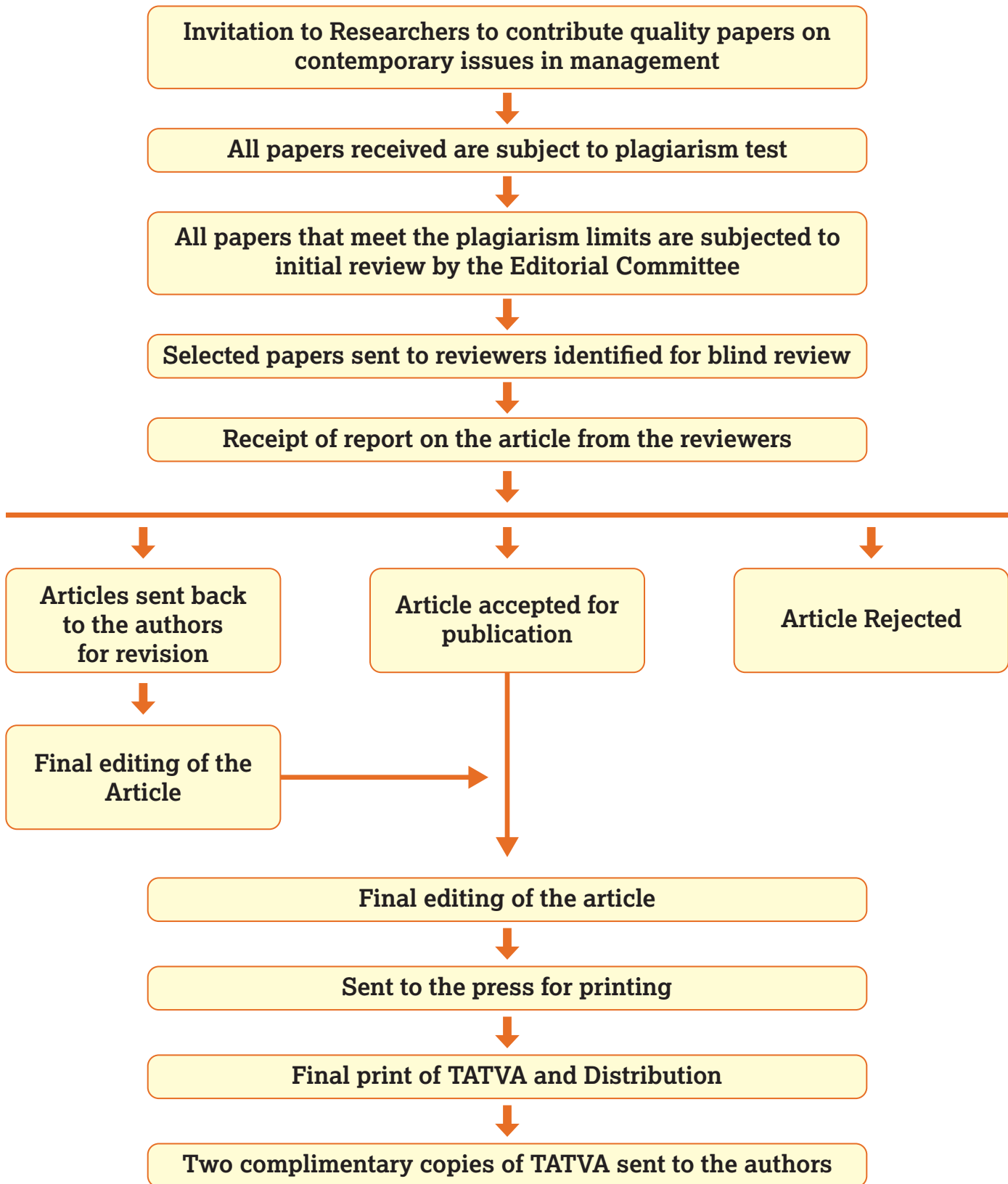
3.3 Research Advisory Committee

Sl. No.	Particulars	Designation	Number
1	Senior Professor KLS' IMER	Coordinator	01
2	Director KLS' IMER	Member	01
3	Chairman, Department of Management, RCU, Belagavi	Member	01
4	Senior Professor, Department of Management, RCU, Belagavi	Member	01
5	Senior Professors, KLS' IMER	Members	03
6	Industry Representatives	Members	08

Research Proposal Approval Process



3.4 Process for Publication in Research Journal - TATVA



3.5 Policy for Extension activities and Institutional Social Responsibility

1. The Center of Ethics and Social Responsibility shall plan and organize various extension and outreach programs to be carried out by the institute.
2. The faculty members shall also take up extension and outreach programs to address the social problems of the neighbourhood community in particular and society at large.
3. All such extension and outreach programs should involve the active participation of the students to enable them to inculcate service orientation.
4. The institute shall ensure the active involvement of the local community in its extension and outreach programs.
5. The institution shall develop relationships with other social organizations and plan and execute its extension and outreach activities.
6. Concerned faculty/ center shall prepare a complete proposal (mentioning objectives, timeline and costs involved) on the extension and social outreach programme and place it before the Governing Council through the Head of the Institution.
7. Once approved by the Governing Council, the concerned faculty/center should form a team and start working on the programme and brief the Governing Council at regular intervals.
8. All the payments and receipts shall be routed through the institution account only.
9. The concerned faculty/ center can make use of available institutional resources to implement the programme.

Outcomes Expected

1. Enhanced research output from faculty and students contributing to the body of knowledge.
2. Enhanced experiential learning for the students.
3. Improved Industry Institute interface.
4. Overall faculty development.
5. Students sensitized to social issues.
6. Enhanced Institutional Social Responsibilities

3.6 Consultancy Policy

A consultancy project/task/work is one where faculty and research staff provide knowledge and intellectual inputs to industry or other organizations primarily to cater local industries. The faculty is expected to estimate the time and cost required to accomplish the task.

Objectives

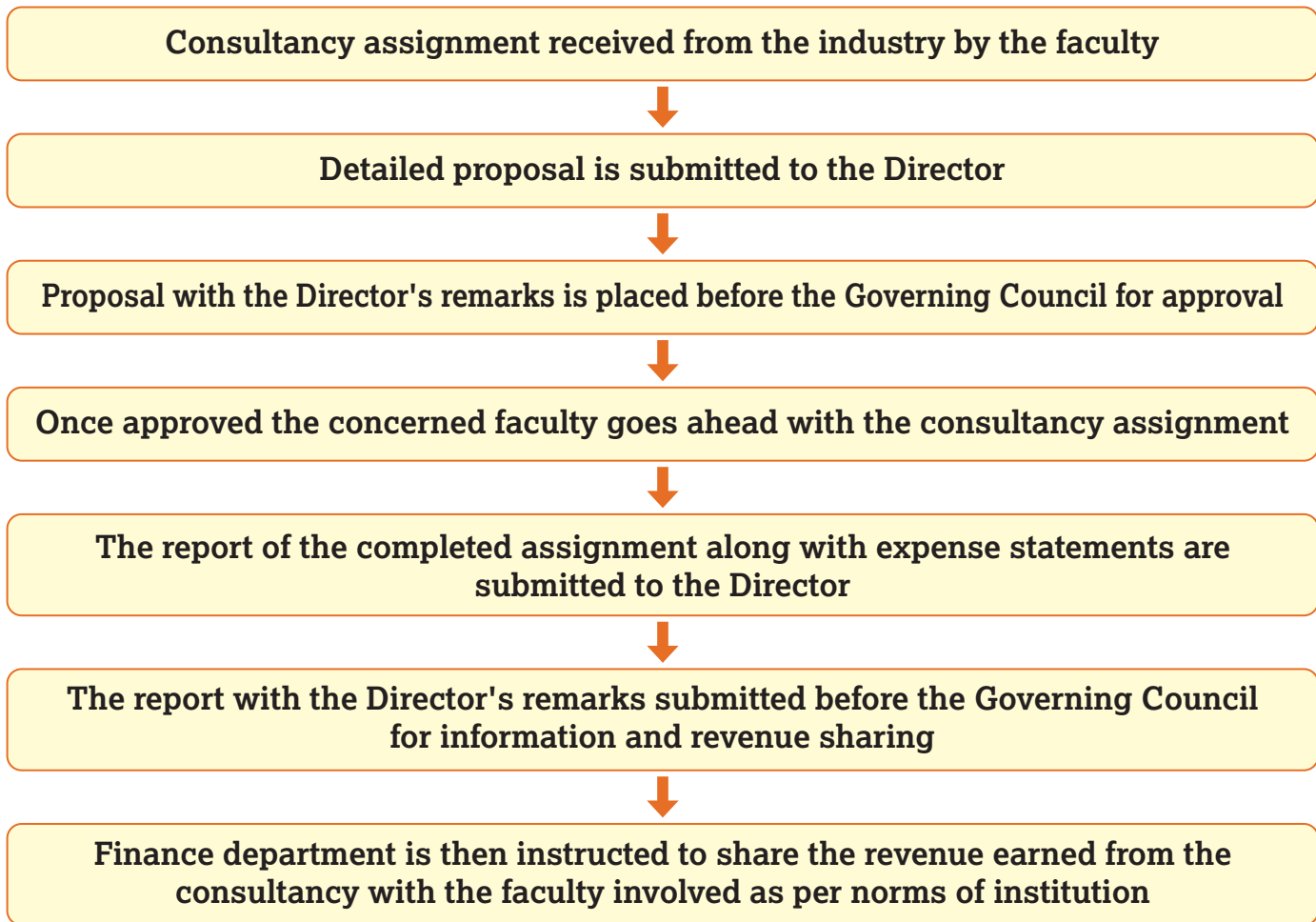
- To provide possible solutions in the managerial problems being identified
- To cater to the industry's requirement on various verticals of business operations
- To provide recommendations in areas where the company needs improvement
- To undertake field work research and obtain first-hand information

Policy

The policy statement of the institution to promote consultancy is as under:

1. The Institute promotes faculty members to work on consultancy assignment having business and social relevance.
2. The faculty members should undertake the consultancy assignments with the permission of the Director/Governing Council of the institute
3. The institute encourages faculty members to use students support in consultancy assignment to promote experiential learning.
4. All the payments and receipts should be routed through the institution account only.
5. The faculty may use the institutional resources as and when required.
6. The net revenue received (after deducting all the expenditure) is shared as per the latest norms between the faculty and the institute.
7. Appropriate leave such as duty leave/special leave is sanctioned to faculty members to undertake consultancy assignments.

Consultancy Proposal Approval Flow Chart



Outcome Expected

The final outcome would be to maintain continual and long term relationship with the industry and strive to provide satisfactory solutions that will help the industry to make better managerial decisions.

3.7 Incubation Center

SANDBOX IMER Incubation Center is established in collaboration with Deshpande Foundation's SANDBOX Start-ups on 27th July, 2016 to promote innovation and entrepreneurship among current students /alumni and support entrepreneurs incubated at the incubation center.

Objectives of SANDBOX IMER Incubation Center

- To support the entrepreneurs who come with innovative ideas and assist them in providing the required mentoring.
- To create and nurture an ecosystem that will help entrepreneurs in prototype test and commercialize new ideas and technologies
- To build a support system for legal, financial, IPR assistant etc., and
- To foster partnerships with academia, industry, financial institutions and the government to provide better opportunities to incubatees.

Policy

Incubation Center at IMER follows the guidelines provided by the Deshpande Foundation's SANDBOX from time to time to ensure smooth functioning of the incubation center.

Functions

The selected incubatee would be given following support

- Basic facilities to start their operations
- Technical support from SANDBOX Start-ups team
- Business and Sales mentoring to the start-ups
- Access to talent pool through our partner network & in house
- Secure operational environment
- Access to the mentors on need basis who are part of our network
- Guidance with regard to Marketing, Finance, Accounting & Taxation etc.

However, the primary responsibility for these functions remains with the incubatees.

Procedure to Apply

- 1) Apply online/offline to SANDBOX Hubli
- 2) Get Selected to Pitch
- 3) Pitch to Experts

While pitching the idea following details needs to be provided by the aspiring incubatees

Company & Founders

1. Details about the Company (if established) & Contact Details of the applicant
2. Details about the Founders/Promoters

Business Proposition – Background and Prospects

- Brief introduction of the company, its core proposition and its significance
- Any uniqueness or innovation about the Product/Service idea? Does it address any of the current concerns of Industry/Society?
- What led you to start this venture? How did you come up with your Product / Service idea?
- When the idea was conceived and your journey to the current stage?
- Why do you believe your idea would be successful? What is your vision for the company?
- Highlight the progress made so far on developing the Product / Service idea like – prototypes / models / etc.
- Will the Product / Service idea need any technical collaboration to take it to market?
- Gestation period
- Estimated market size for the Product/Service.
- Potential end users of this Product/Service.
- Competition for this Product/Service – either immediate or in future? If so who are/ could be the potential competitors?
- Revenue model
- Where do you see your company at the end of 12 months of the incubation period? Where do you see it in a 3-year time frame?

Financial Aspects of the Business Proposition

Funding Sources and Utilization
Equity Capital –Promoters
Equity Capital – Others
Seed Capital Grants
Others (Specify)

Application of Funds

Product/Service Development
Establishment Costs
Marketing and Sales
Others (Specify)

2. Projected Revenue and Expenses for next three years
3. Specific financial concerns if any that may affect the project plans
4. How will the Company fund itself during the Incubation Period?

General Information

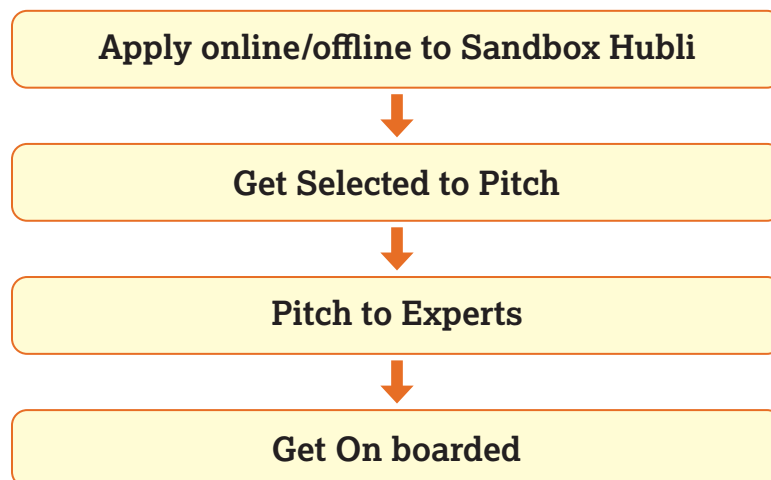
1. Any significant past achievements (if any) of the founders in field of their expertise.
2. Participated in any other accelerator / incubator program prior to your application here? If yes, (Details to be Provided)

IV) Get On boarded

Outcome Expected

On successful idea pitching and selection, the prospect becomes an Incubatee under Sandbox IMER, and necessary assistance, Mentoring, Networking, and guidance are provided from time to time to embark their entrepreneurial journey.

Activity Flow Chart





SECTION 4

**INFRASTRUCTURE AND
LEARNING RESOURCES**



4. Infrastructure and Learning Resources

4.1 Maintenance Policy and Procedure:

Objectives:

- To have smooth functioning of the administration
- To assure the maintenance of infrastructure to provide a clean environment of learning
- To fulfill the required facility as per norms
- To process material and assets procurement as per the requirement
- To process for renting facilities to external agencies

Committee:

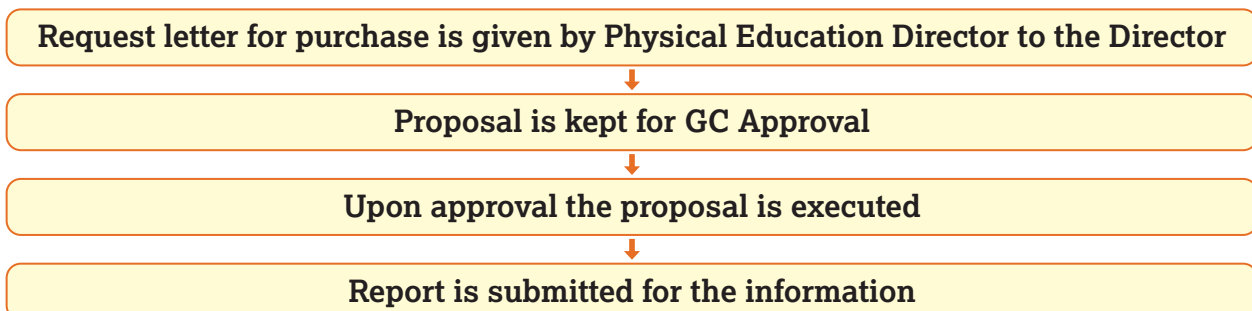
1. To maintain the campus & surrounding including the main building a committee is constituted.

1	Director KLS IMER
2	Physical Education Director
3	Two office Staff

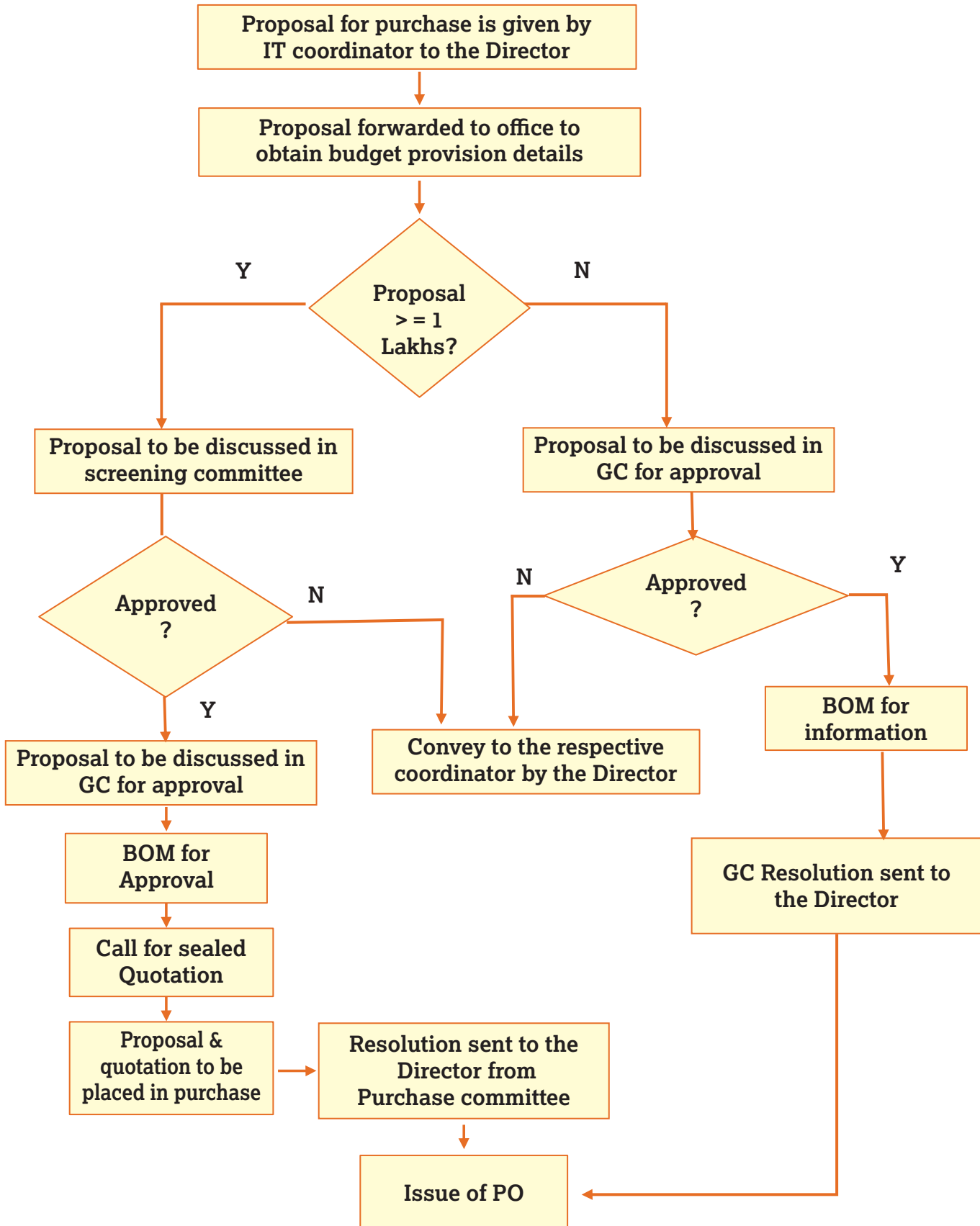
The existing facilities at the institute will fulfill the requirement of AICTE and affiliated university norms. Any additional facilities required will be fulfilled from time to time based on the instructions from higher authorities.

2. To provide a clean and conducive environment of learning, daily maintenance of infrastructure is carried out by outsourcing the cleaning of campus.
3. To generate the electricity Institute has utilized its building terrace where we installed a solar panel of 125 KVA. To maintain solar panels two menial staff are assigned to clean the solar panel thrice a month.
4. The institute has also installed a lift in the building. Annual Maintenance Contract to maintain the lift has been placed to OTIS company.
5. In case of any electrical work, the institute will contact the contractors who have been identified by the trust. For maintenance of Generators, Air Conditioners, and EPABX systems the institute contacts the service providers, and budgetary provision is made for the same.
6. In case of any civil work to be carried out, the nominated contractor from the trust will be contacted to carry out the required work. Internal and External painting work will be done as and when it is required.

Process Chart



IT Equipment's Procurement Process



4.2 IT Center and Infrastructure

IT Center is heart of the institute that focuses on increasing technology adoption for students, researchers and faculty of Business and Management. Entire campus is Wi-Fi enabled and networked with Local Area Network with high speed Leased Line Internet connectivity. Computer center has also been offering services to various stakeholders of the institute in purchase, configuring hardware and software, maintenance of their IT equipment's and peripherals.

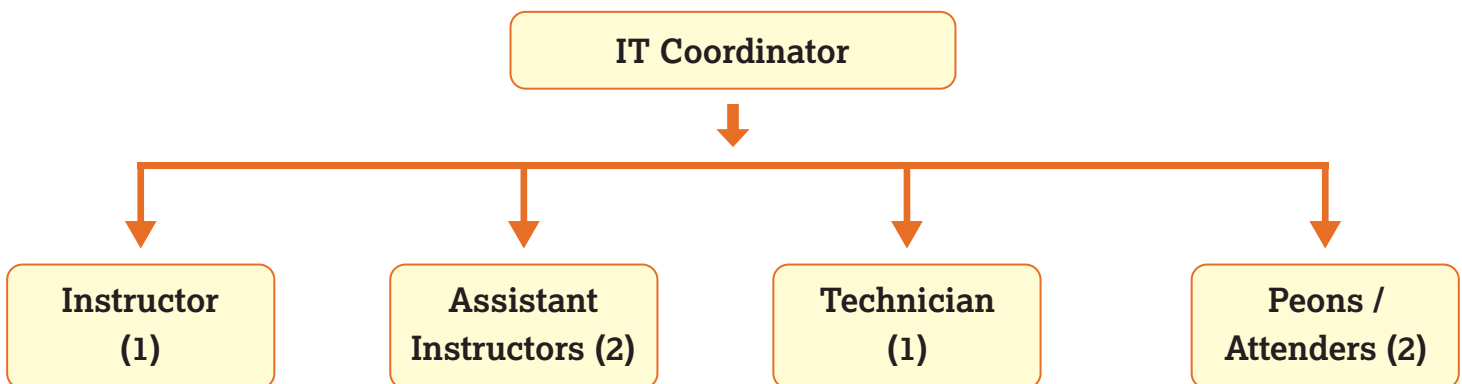
Objectives

- To impart technical education to students, teaching and non-teaching staff.
- To provide centralized computing facility to all the stakeholders of the institute.
- To coordinate, maintain and administer IT and Network equipment's and campus-wide network.
- To provide technical support to all the Accreditation processes, Admissions, events and activities organized by the institute.
- To plan and deploy computing facilities in the institute.

Functions of IT Center

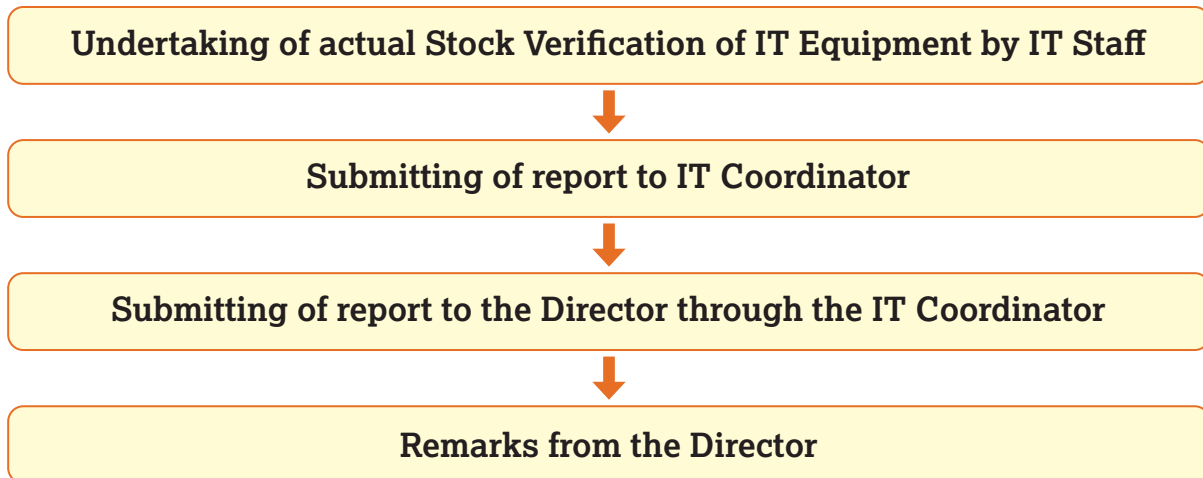
1. Teach and conduct labs for various IT courses
2. Facilitate online tests, examination, Meetings for staff, students and placement related activities in the institute.
3. Maintain and update the institute website regularly.
4. Manage and update institute Social media pages.
5. Procurement and maintenance of Hardware and software in the institute.
6. Provide required technical support to all staff and students.

IT Center Flow Chart



4.1.1 Stock Verification of IT equipments

Internal Stock verification is done once in a year by the IT Staff and report is submitted to the Director



4.3 Sports Facility

IMER strives to induce the sportsman spirit among the students by encouraging them to play Indoor as well as outdoor games. IMER students have brought laurels to the institution in the field of sports apart from academics.

Objectives

- To promote sportsmanship, fair play, teamwork, respect, health and welfare of all the students.
- To develop physical talents to their maximum potential. Engage in competitive activities, while promoting sound health, safety and physical fitness.
- To learn to appropriately experience both success and failure in an educational environment.

Sports Policy

1. Policy to conduct Sports Activity in IMER.

The Slot for Sports Activity is reserved in the Education Time Table.

Every year students organize Annual In-house sports events to celebrate the spirit of sports.

- 2 Deputation to Sports Events.

Students will be deputed for events conducted by University and affiliated colleges.

- Inter- University events.
- Inter- Collegiate events.

- 3 Financial Support by the Institution will be provided as Stipulated below:
 - Registration fees for events.
 - Traveling Allowance (Shortest distance by Train/Bus).
 - Meal Allowance.
 - Sports Jerseys to participate in sports events.
 - Sports Equipment.
- 4 All the expenses have to be certified by the Physical Education Director/ Sports officer, approved by Director and then submitted to GC (Governing Council) for sanction.
- 5 Attendance as per university norms will be given to those students who represent the institution in sports events. However, the student must ensure that written permission is obtained from the faculty.
- 6 The Students must submit the prescribed undertaking regarding safety and discipline, signed by himself/herself, mentor and parent/guardian to the Physical Education Director prior to the event.

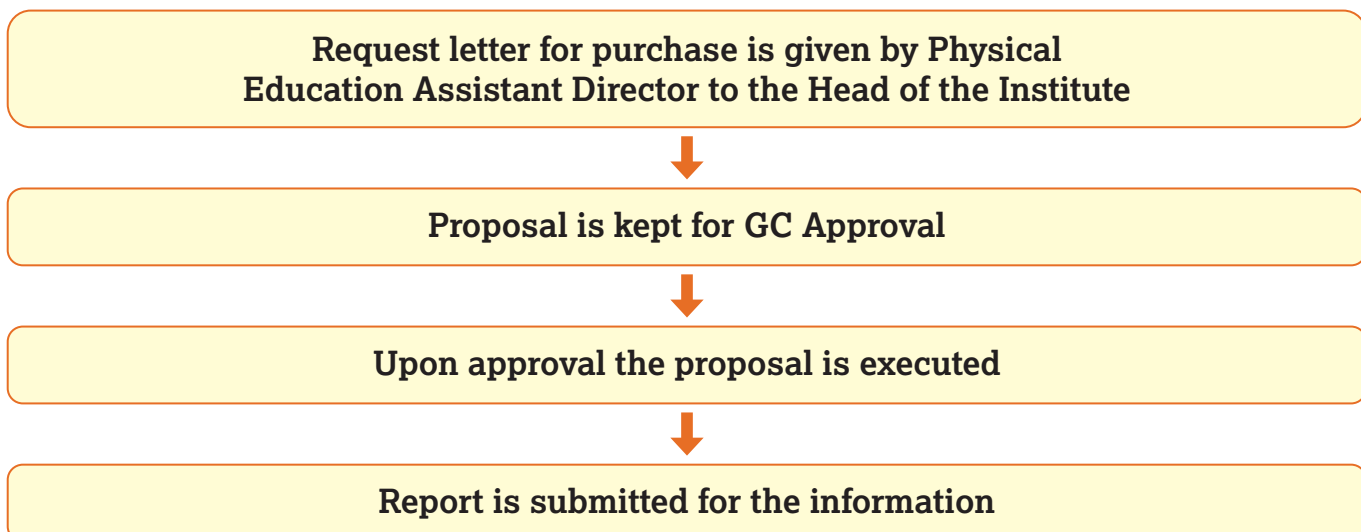
Sports Committee Members

1	Asst. Physical Education Director
2	Faculty Coordinator Sports
3	Student Representative from 1st and 2nd year.

Functions

- 1 Prepare Budget
- 2 Procurement of Gym and Sports Equipment & Maintenance.
- 3 Organize Annual In-house sports events for Students & Staff.

Sports Process Chart



4.4 Knowledge Resource Center

IMER Library is an invaluable resource for students, researchers and faculties of business and management. The library has over the years built a robust collection of over 18000 books, 110 current subscriptions to serials (which include journals and magazines) and newspapers, and many other resources like thesis, students project reports, CDs/DVDs, back volumes of journals.

It provides access to more than 18700 online full texts/abstracts/Index to journals, 50000 company/industry Profiles etc. The functions and services of the library are fully automated.

Objectives

- To support the learning process of the students through provision of knowledge/information.
- To meet knowledge/information needs of the faculty and research staff/scholars to support their research activities.

Library Policy

- Collections Policy: Providing access to high quality collections in support of learning, teaching and research. It includes guidance on, selection and acquisition of material, management of and access to collections, withdrawal of materials/information resources.
- Open Access Policy: OAP is applied to all the Library members which includes students, staff, KLS members etc.
- Issue of Reading Materials Policy: Readers can't take any books, Question papers, and periodicals out of library Reading room premises unless they are issued.
- Issue of Text Books Policy: The books taken out from Home-lending-section (by students) may be retained for a period of twenty days unless they are called earlier back by the Director/Librarian.
- Issue of Reference materials Policy: Paperback editions, reference books, Rare books, Periodicals will be available for reading against the Identity card in the reading room only. Such issued reference books, question papers and periodicals are taken out of the Library counter without the knowledge of the Library staff a penalty of Rs. 10/- per day shall be levied.
- Fine Policy: Payments regarding fees, deposits, fines and cost of loss of books should be made in the college-office only.

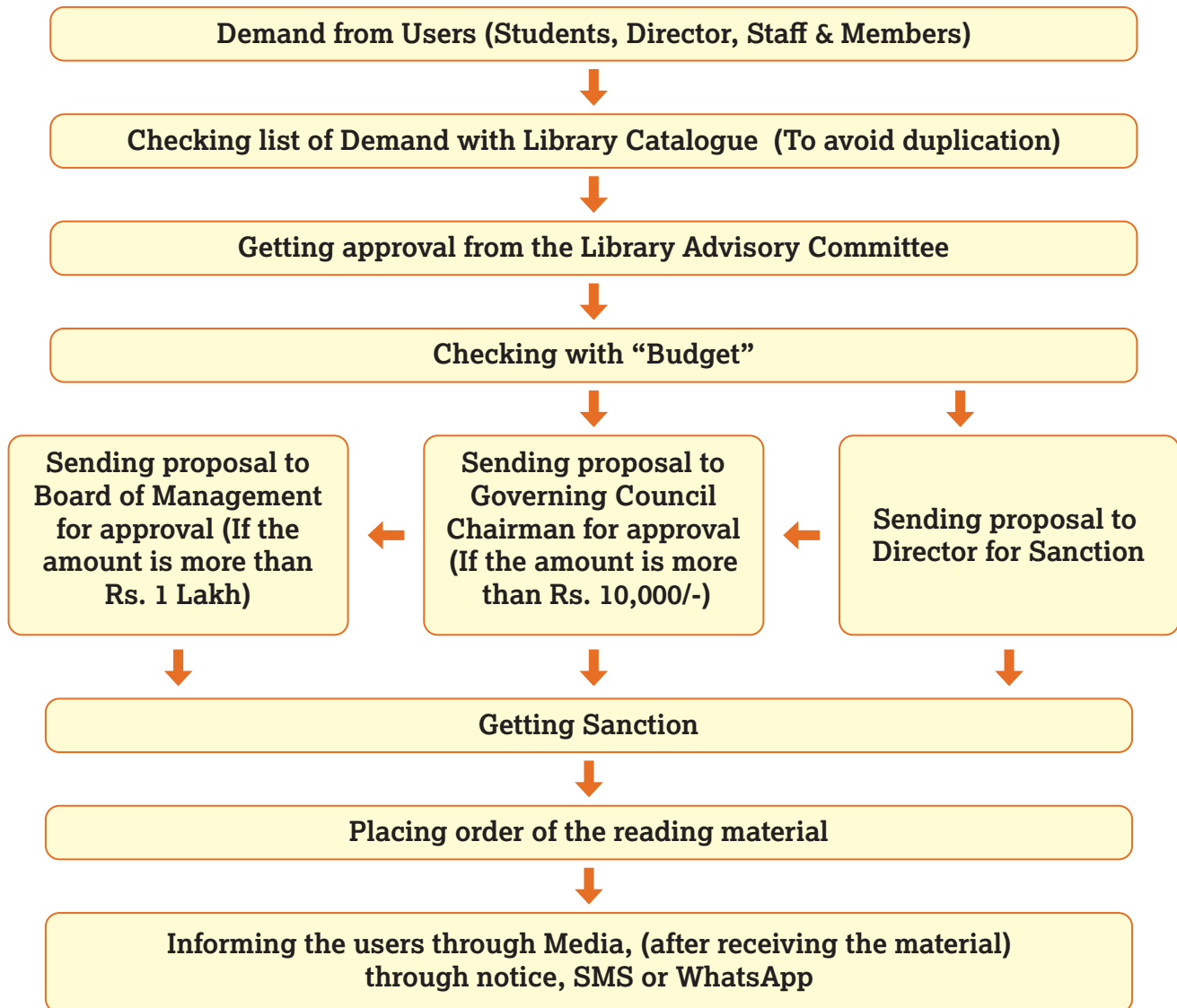
Library Advisory Committee

The committee comprises of Professor, Assistant Professor, Librarian, Student Representative (2 Nos.)

Functions

- Preparing Library Budget
- Procurement of books and other reading materials
- Issue and Return of books
- Stock Verification
- Maintaining previous exam question paper.

**Knowledge Resource Center
Reading Materials procurement process**





SECTION 5

**STUDENT SUPPORT
AND PROGRESSION**



5. Student Support and Progression

5.1 IMER Student Council

The IMER Student Council is called "IMER STUDENTS MANAGEMENT FORUM" in short "IMF"

The IMF is a student-based organization designed to help promote team spirit and leadership among students. It is also a democratic forum of students where they plan with the guidance of the faculty coordinator of the IMF. Students participating at all levels of IMF will maintain a high standard of personal conduct. Council members will demonstrate leadership qualities by serving as good examples of behaviour through their words and actions.

All IMF members will be expected to participate in approved activities, which will serve to enhance the quality academic, co-curricular, and socio-cultural environment of IMER.

Objectives

- To provide a democratic form in which students can address those institutions related issues, which affect their lives.
- To maintain open communication between students and college staff.
- To train students in the duties and responsibilities of good citizenship.
- To involve students in the planning of special events or projects, industrial visits, placement activities, etc.

Students must be very responsible, who are willing to work hard as a team. As student council members they will be responsible for helping the entire student community of IMER in various areas by representing their issues. The council does not have the power to change policies, only to voice student opinion.

Composition of IMF (IMER Students Management Forum)

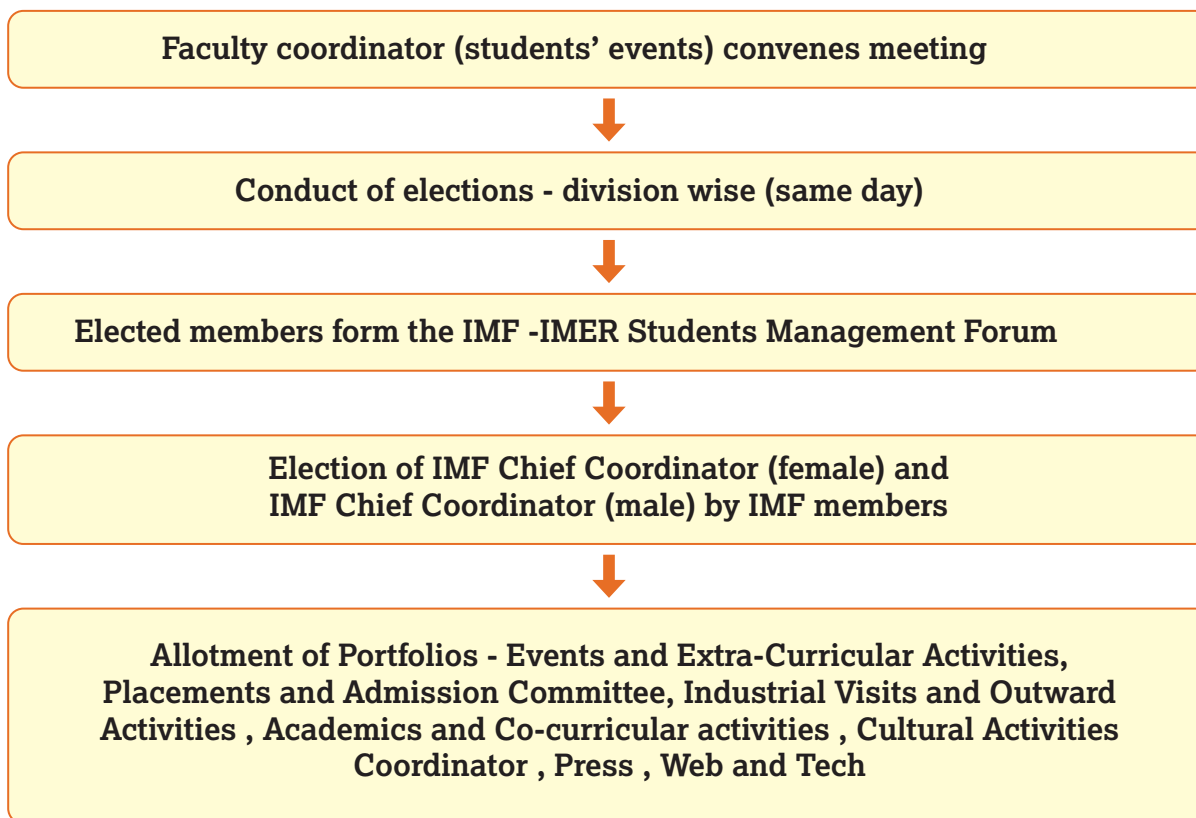
Sl. No.	Designation	Role
1	Director	Head -IMF
2	Faculty(Students events coordinator)	Chief Coordinator (IMF)
3	One male and one female student	Chief Student Coordinators
4	Students (22) – an equal number of male and female	Members

Committees
Events and Extra-Curricular Committee
Placements and Admission Committee
Industrial Visits and Outward Committee
Academics and Co-curricular Committee
Cultural Activities Committee
Press , Web and Tech Committee

Process of Stock Verification of Books



FLOW CHART INDICATING PROCESS OF THE FORMATION OF IMF



5.2 Statutory Cells

5.2.1 Grievance Redressal cell

The function of the cell is to look into the complaints lodged by any student and judge their merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the Director in person or consultation with the faculty in charge of the Students' Grievance Cell. In case the person is unwilling to appear in self, grievances may be dropped in writing in the / suggestion box of the institution. Anonymous complaints will not be treated as grievances. Grievances may also be sent through e-mail to the faculty in-charge of the Students' Grievance Cell.

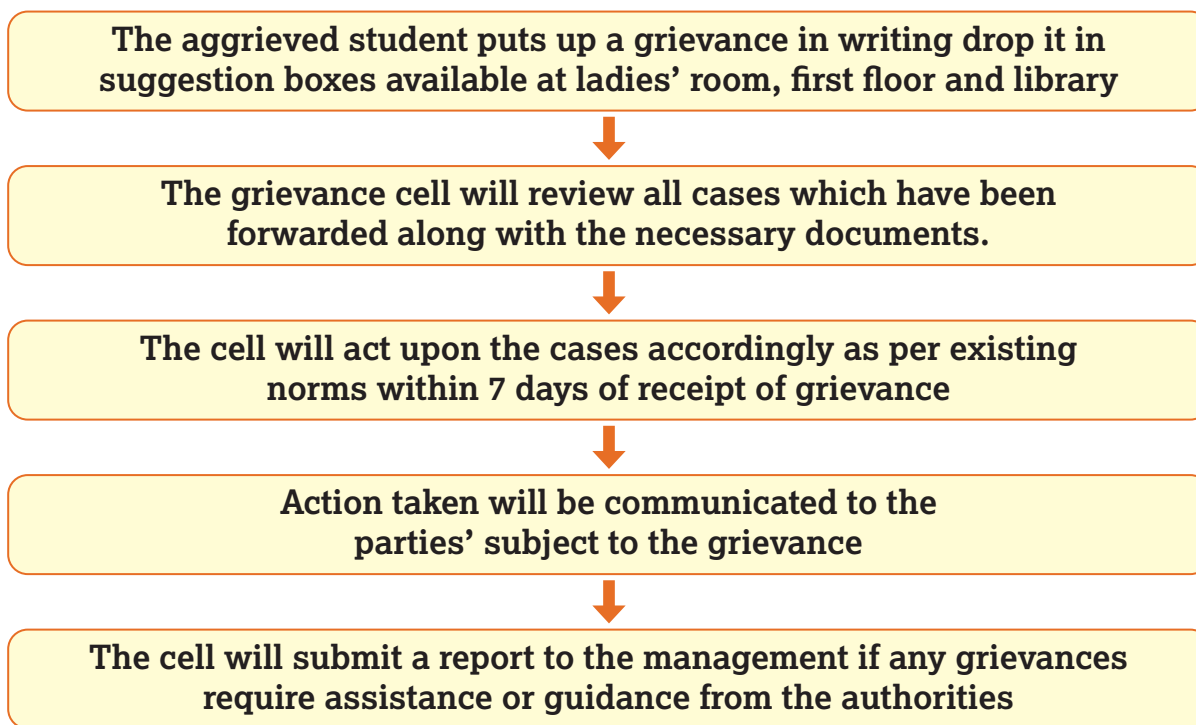
5.2.1.1 Grievance Redressal Mechanism At IMER

Grievances of the students are attended to promptly. Our open-door policy ensures that students can meet the faculty or director at any time on the college premises. IMER has a Student Grievance Redressal Cell and the students can approach the cell individually or through the IMF or the suggestion boxes. The students can also have access to the online grievance redressal mode by writing to grievanceredressal@klsimer.edu

Objectives :

- To develop a responsive and accountable attitude among all the stakeholders to maintain a harmonious educational atmosphere in the institute.
- To uphold the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc.
- To encourage the Students to express their grievances/problems freely and frankly, without any fear of being victimized.

PROCESS FOR FILING GRIEVANCE IN PHYSICAL MODE.



5.2.2 Anti-Ragging Cell

An anti-ragging cell has been formed on the lines of the format recommended by AICTE. Students will also have to sign the anti-ragging declaration and affidavits at the time of admission.

Objectives

- To uphold and comply with the directions of the Hon'ble Supreme Court and be vigilant on any acts amounting to ragging
- To publicize to all students and prevalent directives and the actions that can be taken against those indulging in ragging
- To consider the complaints received from the students and conduct inquiry and submit the report to the Anti-Ragging Committee along with punishment recommended for the offenders
- To oversee the procedure of obtaining an undertaking from the students following the provisions
- To conduct workshops against ragging menace and orient the students
- To provide students the information about contact address and telephone numbers of the person(s) identified to receive complaints/distress calls
- To offer services of counseling and create awareness to the students
- To take all necessary measures for the prevention of Ragging inside the Campus/ Hostels

- Suggestion/complaint Box is installed in front of the Administrative Block in which the Students, who do not want to bring it up in person may put in writing their grievances and their suggestions for improving the Academics / Administration in the College. Anonymous suggestions will be taken into consideration however anonymous complaints about a specific person will not be considered to avoid this procedure to turn into a platform to settle personal disputes.
- To advise Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- To advise all the Students to refrain from inciting Students against other Students, teachers and College administration
- To advise all staff to be professional /fair to the Students and not behave in a vindictive manner towards any of them for any reason.

POLICY :

- The cases will be attended to promptly on receipt of written grievances from the students within 7 working days.
- The cell formally will review all cases and will be acted upon accordingly as per existing norms.
- The cell will report to the management every quarterly about the cases attended to and the number of pending cases, if any, which require direction and guidance from the higher authorities.

COMPOSITION OF GRIEVANCE REDRESSAL CELL

Sl. No.	DESIGNATION
1	Director
2	Professor
3	Professor
4	Office Superintendent
5	Student Representative Male
6	Student Representative Female

Functions:

- The cell will deal with Grievances received in writing from the students about any of the following matters: -
- Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates, or other examination related matters.
- Financial Matters: Related to dues and payments for various items from the library, hostels, etc.
- Other Matters: Related to certain misgivings about conditions of sanitation, canteen, availability of transport, victimization by teachers, etc.

ANTI-RAGGING CELL COMPOSITION

1	Member	Director
2	Member	Coordinator, Internal Quality Assurance Cell
3	Member	Senior-most Professor
4	Member	A representative of Police Administration
5	Member	Media Representative
6	Member	Guardian of the student
7	Member	Registrar
8	Member	Warden, Ladies Hostel
9	Member-	Students Representatives,
10	Member Secretary	Rector, Gents Hostel

PROCESS FOR HANDLING RAGGING COMPLAINTS

Receipt of information on ragging can be received through the notified contact details of the Committee members, through any other member of the Institute or from any external source.



In the event of receipt of information of ragging by any of the officers mentioned at (i) above, he/she will promptly alert/inform the Chairman of the Anti-Ragging Committee of the Institute or any of its members. The activity shall be completed, at the most, in two hours of receipt of this information.



The Anti-Ragging Committee of the Institute will promptly conduct a preliminary on the spot enquiry and collect details of the incident as available prima facie. The preliminary investigation/details of the incident shall be immediately brought to the notice of the Chairman of the Institute. The activity shall be completed, at the most, within twenty hours of



The Anti-Ragging Committee of the Institute shall promptly conduct an enquiry into the incident



The Anti-Ragging Committee of the Institute shall complete the enquiry and submit its report along with recommendations to the Chairman of the Anti-Ragging Committee of the Institute within fifteen days of the incident



Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following mentioned below.

Punishments for Ragging

Depending upon the nature and gravity of the offense as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following mentioned below in the list

- Cancellation of admission
- Suspension from attending classes
- Withholding/withdrawing scholarship/fellowship and other benefits
- Debarring from appearing in any test/examination or another evaluation process
- Withholding results
- Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/expulsion from the hostel
- Rustication from the institution for period ranging from 1 to 4 semesters
- Expulsion from the institution and consequent debarring from admission to any other institution.
- Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential suspects.

5.2.3 ANTI-SEXUAL HARASSMENT CELL

Provisions for a safe and harassment workplace.

Based on the Vishaka judgment as well as AICTE guidelines, IMER has a very stringent policy to prevent any kind of workplace harassment and aims to keep the workplace safe for all employees especially women.

Objectives

- To fulfill the directive of the Supreme Court and the AICTE in respect of implementing a policy against sexual harassment in the institution.
- To evolve a mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence in the institution.
- To ensure the implementation of the policy in letter and spirit through proper reporting of the complaints and their follow-up procedures.
- To provide an environment free of gender-based discrimination.
- To ensure equal access to all facilities and participation in activities of the college
- To create a secure physical and social environment that will deter acts of sexual harassment
- To promote a social and psychological environment that will raise awareness about sexual harassment in its various forms.

ANTI SEXUAL HARASSMENT POLICY

a. SEXUAL HARASSMENT IS UNLAWFUL

Every employee shall have a right to be free from Sexual Harassment and the Right to work in an environment free from any form of Sexual Harassment.

No employer or any person who is a part of the management, Teaching or Non-teaching staff of IMER shall,

POWERS OF THE COMMITTEE

The Committee shall have the power to summon witnesses and call for documents or any information from any employee/student.

If the Committee has reason to believe that an employee/student is capable of furnishing relevant documents or information, it may direct such person to produce such documents or information by serving a notice in writing on that person, summoning the person, or calling for such documents or information at such place and within such time as may be specified in the written notice.

Where any relevant document or information is recorded or stored utilizing a mechanical, electronic, or another device, the Committee shall have the power to direct that the same be produced, or that a clear reproduction in writing of the same is produced.

Upon production of documents/information called for by it, the Committee shall have the power to (i) make copies of such documents/information or extracts therefrom; or (ii) retain such documents/information for such period as may be deemed necessary for purposes of the proceedings before it.

The Committee shall have the power to issue interim directions to/concerning any person participating in the proceedings before it.

The Committee shall have the power to recommend the action to be taken against any person found guilty of (a) sexually harassing the complainant; (b) retaliating against / victimizing the complainant or any other person before it, and (c) making false charges of sexual harassment against the accused person.

Functions of The Committee

a. PREVENTIVE STEPS


- To facilitate a safe environment that is free of sexual harassment;
- To promote behaviors that create an atmosphere that ensures gender equality and equal opportunities

b. REMEDIAL STEPS

- To ensure that the mechanism for registering complaints is safe, accessible, and sensitive.
- To take cognizance of complaints about sexual harassment, conduct inquiries, provide assistance and redressal to the victims, recommend penalties, and take action against the harasser, if necessary.
- To advise the competent authority to issue warnings or take the help of the law to stop the harasser, if the complainant consents.
- To seek medical, police, and legal intervention with the consent of the complainant.
- To make arrangements for appropriate psychological, emotional, and physical support (in form of counseling, security, and other assistance) to the victim if so desires.

If, in the course of the proceedings before it, the Committee is satisfied that a prima facie case of sexual harassment is made out against the accused employee(s)/student and that there is any chance of the recurrence of any such action, or that it is required to do so in the interests of justice, it may, on the request of the complainant or otherwise, disciplinary action could be initiated in the form of: -

- Warning
- Written apology
- Bond of good behavior

- 
- Adverse remarks in the appraisal report
 - Debarring from supervisory duties
 - Denial of membership of statutory bodies
 - Denial of re-employment/readmission
 - Stopping of increments/promotion/denying admission ticket
 - Reverting, demotion
 - Suspension
 - Dismissal or any other relevant action it deems fit

If, in the course of the proceedings before it, the Committee is satisfied that any person has retaliated against /victimized the complainant or any person assisting the complainant as a result of the complaint having been made or such assistance having been offered, the Committee shall report the same in writing, to the Principal/Management, with reasons and with recommendations of the action to be taken against such person. If at the culmination of the proceedings before it, the Committee is satisfied that the complainant has knowingly brought false charges of sexual harassment against any person, it shall report the same in writing to the Director/Management, with reasons and with recommendations of the action to be taken against such person.

PROCESS OF FILING COMPLAINT TO THE ICC OF THE ANTI SEXUAL HARASSMENT CELL

The Committee shall meet as and when any complaint is received by it. Complaint may be received by any member of the committee.



The Committee may direct the complainant to prepare and submit a detailed statement of incidents if the written complaint lacks exactness and required particulars, within a period of two (2) days from such direction or such other time period that the Committee may decide.



The Committee shall direct the accused employee(s)/ student/s to prepare and submit a written response to the complaint / allegations within a period of four (4) days from such direction or such other time period as the Committee may decide.



Each party shall be provided with a copy of the written statement(s) submitted by the other.



The Committee shall conduct the proceedings in accordance with the principles of natural justice. It shall allow both parties reasonable opportunity of presenting their case. However, should the accused choose not to participate in the proceedings, the Committee shall continue ex parte.



The Committee shall allow both parties to produce relevant documents and witnesses to support their case. The party against whom the document / witness is produced shall be entitled to challenge / cross-examine the same



The Committee shall sit on a day-to-day basis to record and consider the evidence produced by both parties. proceedings of the Committee shall take place in the presence of both parties. Minutes of all proceedings of the Committee shall be prepared and duly signed by the members of the Committee



Committee shall make all endeavour to complete its proceedings within a period of fifteen (15) days from the date of receipt of complaint.



The Committee shall record its findings in writing supported with reasons and shall forward the same with its recommendations, to the Principal/Management, within a period of five (5) days from completion of the proceedings before it.

sexually harass an employee or student whether male or female, where he or she is employed; whether the harassment occurs in/at the workplace, or at a place where the said persons have gone in connection with the work or the workplace, or at any place whatsoever Sexual Harassment will amount to misconduct in employment.

IMER will take all necessary and reasonable steps to prevent and ensure that no Teaching or Non-teaching staff or student, employed or studying in IMER is subject to sexual harassment by any person during employment/ study.

Where any such Sexual Harassment occurs, the employer shall take all necessary steps to assist the aggrieved man/ woman to redress the act of Sexual harassment.

b. JURISDICTION

The rules and regulations outlined in this policy shall apply to all complaints of sexual harassment made:

- By a member of the institution against any other member irrespective of whether the harassment is alleged to have taken place within or outside the campus.
- By an outsider against a member of the college or by a member of the college against an outsider if the sexual harassment is alleged to have taken place within the campus.
- By a member of the college against an outsider if the sexual harassment is alleged to have taken place outside the campus. In such cases, the Committee shall recommend that the college authorities initiate action by making a complaint with the appropriate authority. Further, the committee will actively assist and provide available resources to the complainant in pursuing the complaint.

Composition of the Anti – Sexual Harassment Committee (ICC – Internal Complaints Committee)

POSITION	ROLE IN THE COMMITTEE
Management Representative	Member
Senior Woman Faculty	Chairperson
Senior Woman Faculty	Member
Head of the institution	Member
One Senior Male Faculty	Member
One woman administrative staff	Member
One woman class – IV staff	Member
Three female students	Members
Inspector of Police of the jurisdictional police station	Member
Parent of the girl student	Member

5.2.4 SC/ST Cell

About the activity/process:

The Scheduled Caste (SC) and Scheduled Tribes (ST) Cell was established in the year 2017 at KLS IMER. The cell is expected to provide special inputs in areas where the students experience difficulties. The Cell also organizes interactive sessions and informal meetings with students to attend to their personal, social, and academic issues.

Objectives

- To circulate information through the college office regarding different scholarships offered by various government bodies and others.
- To look after grievances of students & staff and provide necessary help after consultation with the competent authorities.
- To organize interactive sessions, informal meetings with students to address their academics related issues.
- To communicate with the students and motivate them for better future planning.

Committee constitution

Activities:

Meeting are conducted with the students on regular basis to provide necessary guidance in attaining academic goals and better career planning.

No.	Person	Role
1	Director	Head of NBA Core team
2	Professor	NBA Coordinator
3	2- 3 Faculty	Members of NBA Core team

5.3 Training and Placements

Placement Activity:

To help students build a rewarding career in the function & industry of their choice & interest with dream companies.

Objectives:

- To identify the students' potential to match suitable career options.
- To enhance employability skills in students.
- To make the students industry-ready.
- To provide career guidance to students.
- To provide internship/placement assistance to students.

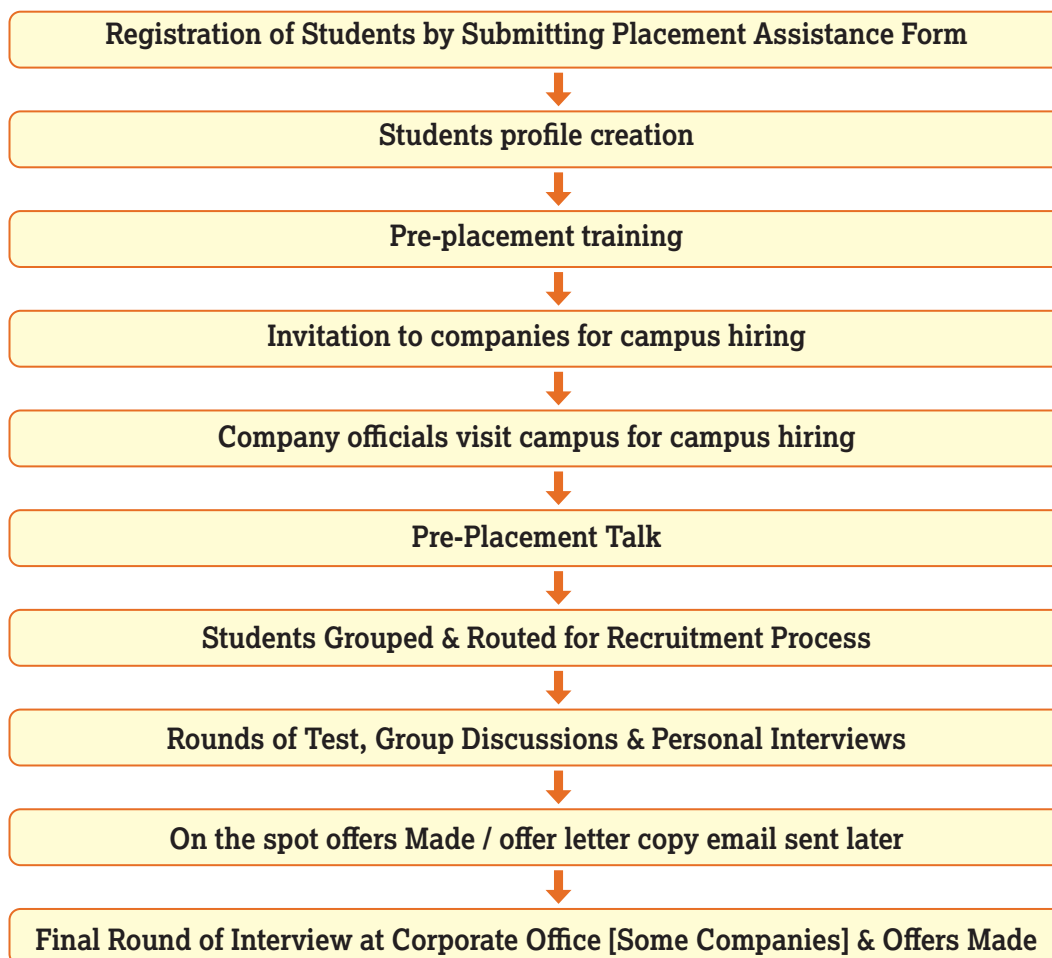
Placement Policy of the Institute:

- Companies are expected to give a pre-placement talk, laying out the details of the company and the offer before the process. In case there is no presentation by the company, then the placement cell shall give away the required job details to the students.
- The company is free to make their choice of students irrespective of their specialization.
- If the pre-placement offer is accepted, the student will have to opt-out of the institute placement process. However, a student with a pending pre-placement interview offer is eligible to participate in the placement process.
- In case a student who is placed through the institute placement process can attend any interview or apply to any company in his capacity outside the institute, but cannot attend Pool Campus drives in MBA institutes.
- All correspondence to and from the company should be routed through the placement cell. 'No student can communicate to the company officials without the prior consent of the placement cell.
- Dis-qualification from the placement activity; students will be debarred from the placement process if any of the below mentioned is true:
 - If there is misbehavior/indiscipline on the part of the student during the entire academic career or during the interview selection process.
 - If students have not cleared the applicable fees due to the institute.
 - Students who fail to clear the placement assessment examinations scheduled at the end of every semester or having an attendance record of less than 80% across all subjects and value-added courses.
 - A student registered to attend a company's interview and on the day of the interview doesn't turn up.
 - The student attends 5 interviews of his choice and still fails to get the offer.
 - Disqualified students shall be referred to the placement committee on a case-to-case basis and the committee shall decide to allow them for participating in the campus placement process.

Placement Committee:

Placement committee shall comprise of Director, TPO, One Professor each from specialization subjects and one student each from 2nd year (both divisions).

Placement Process Flow chart



Outcome:

To provide employability skills, career guidance, and placement assistance to transform every student into an industry-ready and motivated business leader.

5.4 Alumni Relations

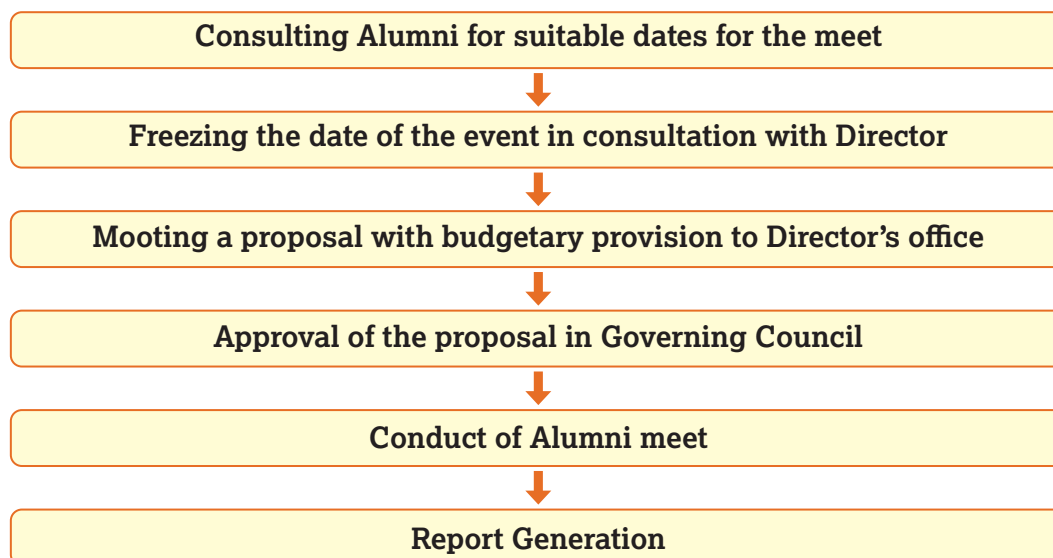
Objectives

- To bring all the past students of KLS IMER, Hindwadi Belgaum under a common forum.
- To develop the spirit of cooperation among the past students and to create nostalgic feelings about their alma mater.
- To involve the alumni in the development activities of the institute and to seek cooperation and support.
- To initiate alumni to institute scholarships and prizes in cash/kind to encourage and honor the meritorious/ outstanding students of the institute and to provide monetary assistance to the students of the college in deserving cases
- To carry out social responsibility work.

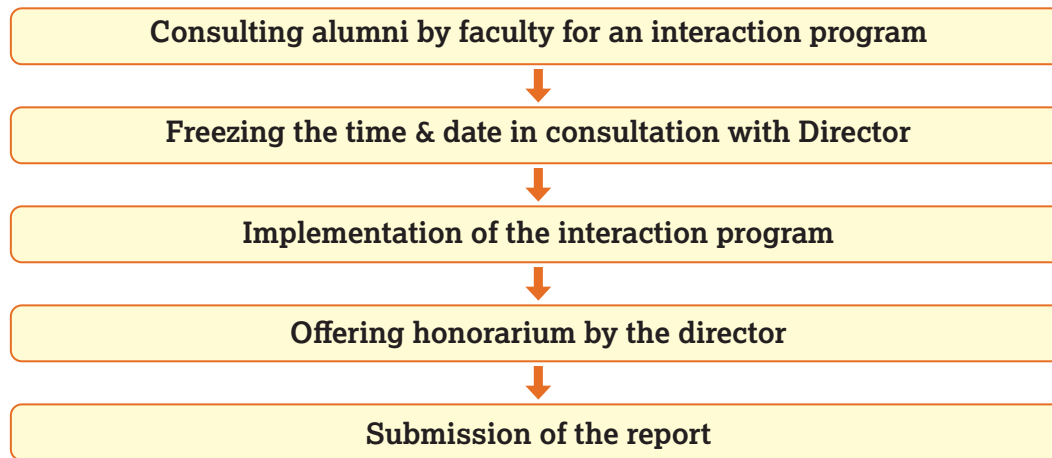
Functions of Alumni Cell

1. The IMER Alumni cell regularly interacts with Alumni and invites them to share their experience and knowledge with students, which helps them to plan for their careers.
2. To boost the institute and Alumni cell relations, the Alumni cell the Alumni Meet every year and interact with its proud alumni.
3. The cell actively works with the Bengaluru chapter and Belagavi chapter.

Process for the conduct of Alumni meet



Procedure for conduct of Alumni Interaction





SECTION 6

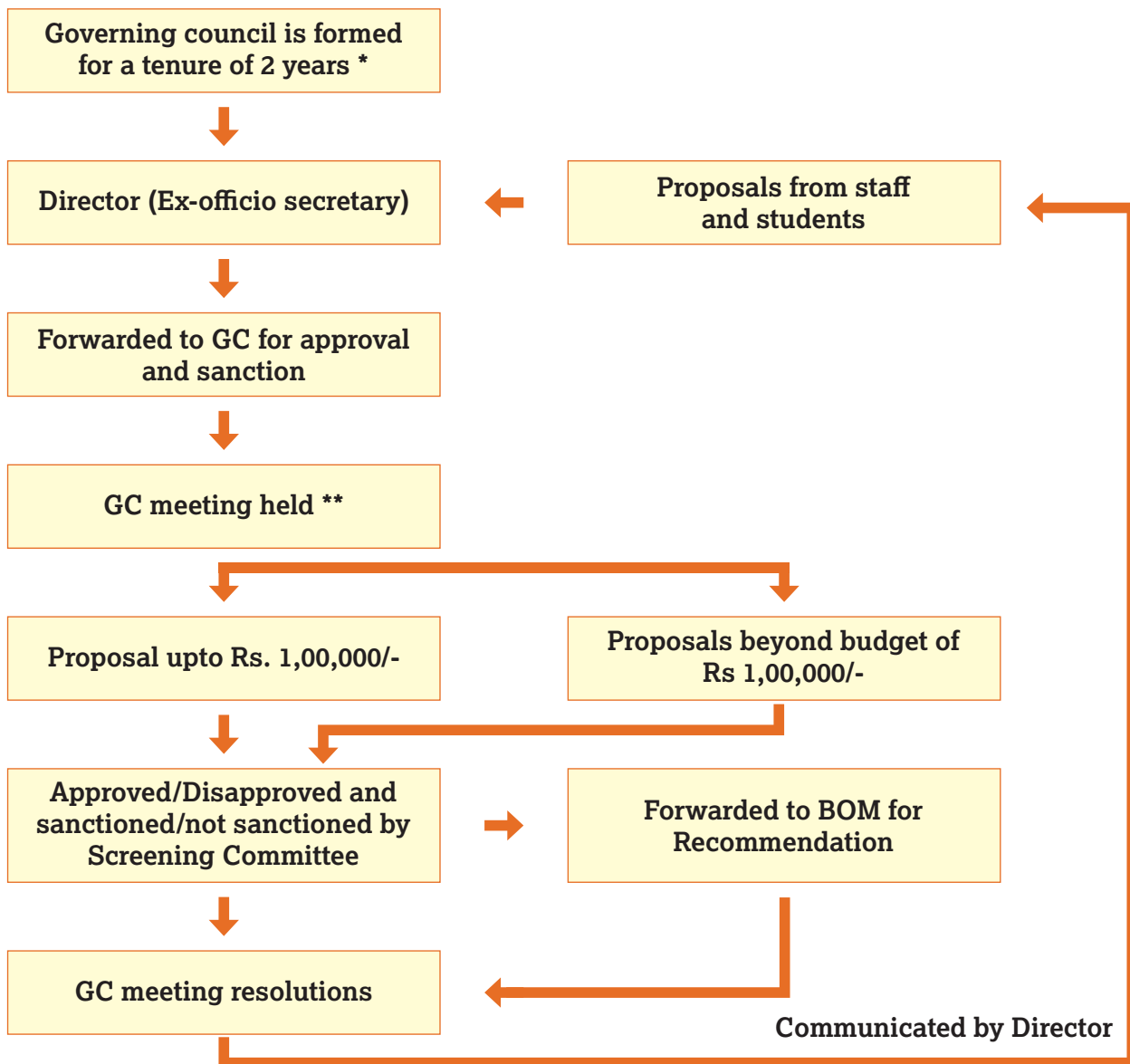
**GOVERNANCE,
LEADERSHIP
AND MANAGEMENT**



6. Governance, Leadership And Management

6.1 Governing Council

Formation of GC and its role in the management of the institution Communicated by Director Proposals from staff and students



* Every two years in the annual general body meeting of Board of Members (BOM) the Governing Council (GC) of the institute is formed comprising of 6 members and among them, one will be Chairman of Governing Council and the Director is the ex-officio secretary

** The GC meeting is held once a month (i.e on 2nd Wednesday)

6.2 Office administration and Maintenance

Objectives:

- To have smooth functioning of the administration
- To assure the maintenance of infrastructure to provide a clean environment of learning
- To fulfill the required facility as per norms
- To process material and assets procurement as per the requirement
- To process for renting facilities to external agencies

Administration Policy

The administration policy at KLS-IMER aims at carrying out a multifaceted administrative activity based on the following three executable principles.

- a) The pervasiveness of the administrative domain
- b) Efficiency and Transparency
- c) Flexibility in execution

As part of overall administration, the following issues are included in the administrative domain

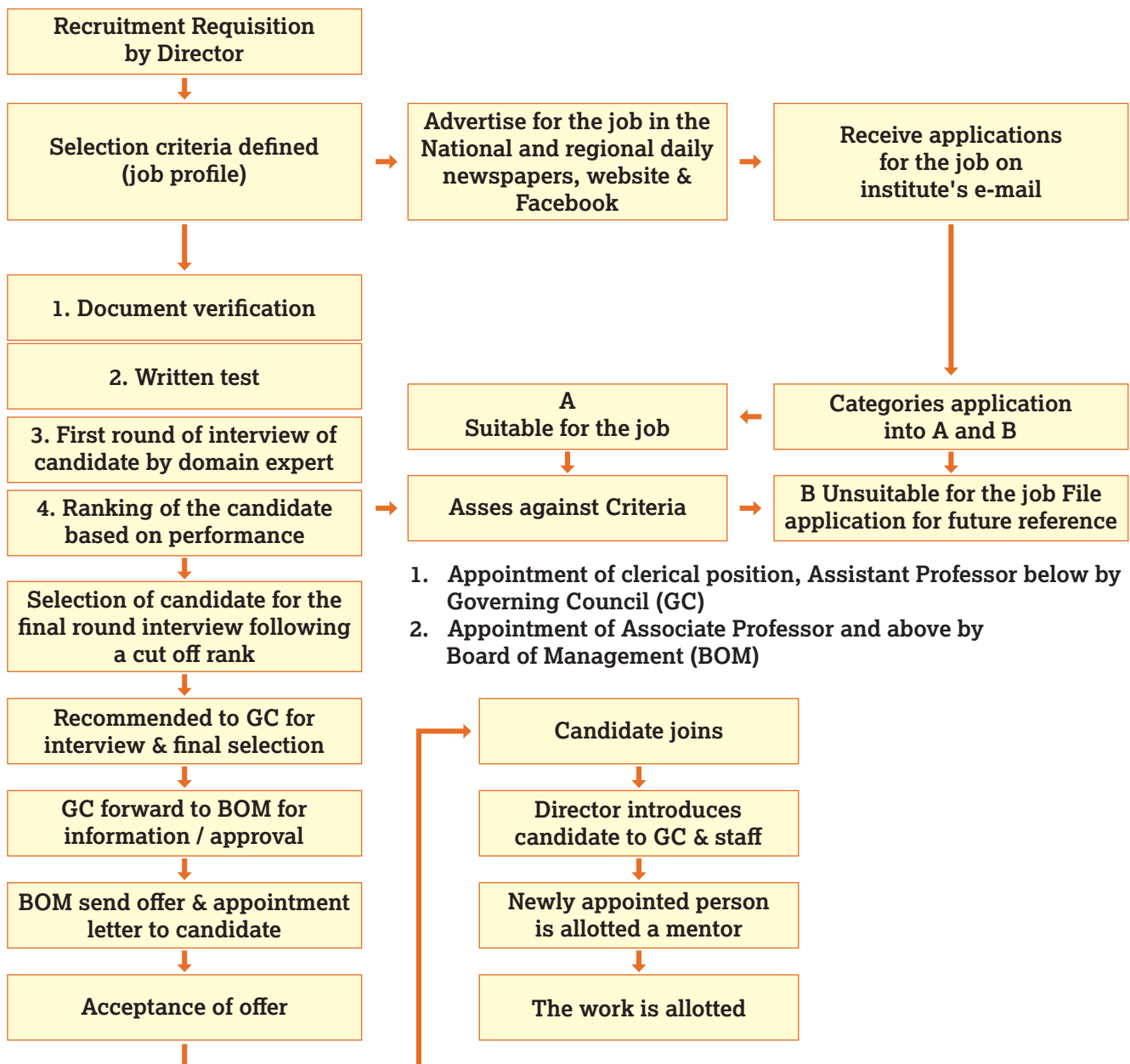
1. Administration- Formation of GC
2. Maintenance policy and Procedure
3. Admission policy
4. Recruitment and selection process
5. Promotion and increment to faculties
6. Leave policy

6.2.1 Recruitment and Selection of Staff

Objectives

- To carry out effectively the recruitment process at KLS IMER
- To follow all the rules and norms laid down by the institute for recruitment
- To disseminate required information on recruitment procedure to all the stakeholders involved

Flow Chart depicting Recruitment Process



6.2.2 Promotion and increment to Staff

Objectives

- To guide and manage to discern promotions and give annual increment to staff as per norms
- To fill the vacancy as per the staffing pattern approved by BOM

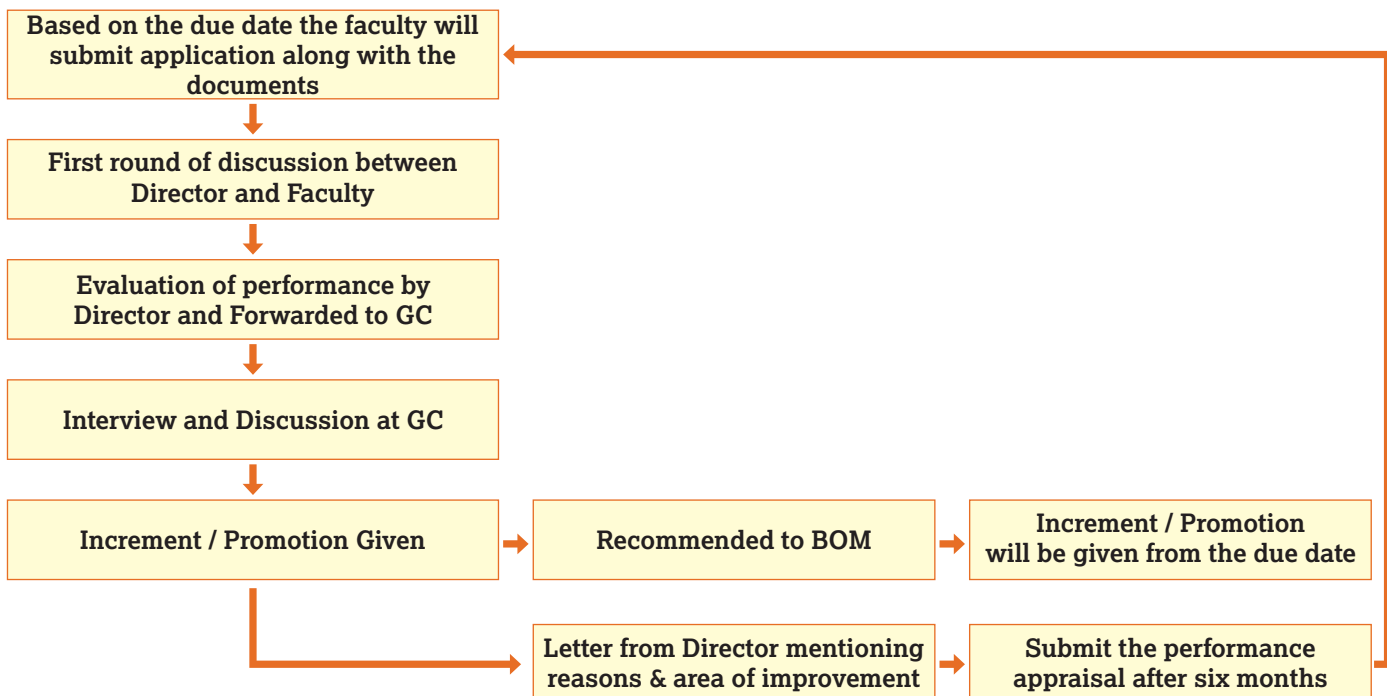
Service conditions for promotions and annual increment to faculties Promotion:

Promotion to a higher position

- a) Is not a matter of right based on seniority or otherwise.
- b) Is subject to review of performance in the existing position and meeting the eligibility requirements of the higher position.
- c) Is subject to a vacancy existing at such higher position as determined in the staffing pattern of the institute which has been approved by BOM
- d) Employee shall have to undergo tests prescribed by the BOM/AICTE/UGC/State Govt. from time to time and shall also get through efficiency bar that may be prescribed.

Annual Increment

- a) Grant of annual increment to an employee is not a matter of right based on his /her seniority or otherwise and is subject to a review of his/her performance by a higher authority. Annual increment will be granted unless there is an adverse remark in the review warranting denial/withholding of such increments.
- b) Annual increment shown in the scales of pay shall be each year with effect from the date of anniversary reckoned with the reference to the date of joining.
- c) In the case of an employee on leave without pay, the annual increment shall be deferred correspondingly by the number of days of leave without pay.



Documents required by Faculty

Sl.No	Document
1	Action Plan
2	Self- appraisal
3	Appraisal by Director
4	Service Details
5	Students' Feedback
6	Mentees' Feedback
7	Updated current CV

6.2.3 Leave for employee

Objectives

- To maintain leave policy as per the norms
- To Monitor the leave application process
- To review leave application

Leave policy

For confirmed employees

Casual Leave (CL)

- a) A confirmed employee is entitled to a casual leave of not exceeding fifteen days and RH two days in a calendar year. This leave can neither be encashed nor carried forward. No employee shall have a right to the grant of leave. The Competent Authority reserves the right to refuse or revoke the leave at any time, depending on the urgency of the work.
- b) In the event of an employee retiring or resigning during the year and has availed CL which is more than proportionate to his period of service in that year, the amount relatable to the excess casual leave shall be recovered from such employee.

Earned Leave (EL)

- i) A confirmed employee, being a non-vacational employee is entitled to be credited with Earned leave at the rate of fifteen days for every twelve months of service. Such leave to accrue only on completion of 12 months of service.
- ii) On completion of one year of service, such leave can be either encashed or accumulated.
- iii) Such accumulated leave cannot exceed 240 days at any given time.
- iv) Such accumulated leave may be availed at any time to the extent sanctioned by the Head of the institute (HOI)
- v) Balance in such accumulated leave may be encashed during the service of an employee, by surrendering thirty days of the accumulated leave for one month's salary once in two years or by surrendering fifteen days of the accumulated leave for half a month's salary in one year. Any variation in this provision will be subject to the approval of BOM

- vi) Permanent non-vacational employees who have already encashed/accumulated earned leave of 240 days or more, are not eligible either for accumulation/encashment. However such employees are entitled to avail up to 10 days of earned leave in a calendar year. These 10 days of earned leave can neither be encashed nor accumulated.
- vii) Any encashment of leave will be computed based on the employee's salary (Basic + DA) prevailing on the date of encashment.
- viii) The number of days of leave encashed, whether during the service period or at the cessation of the employment cannot exceed 240 days.
- ix) The balance of the leave earned by the employee which is not allowed to be accumulated (refer (ii) above) shall be availed in the current year failing which such leave or portion of leave not availed shall lapse.

(For removal of any doubt it is clarified that such leave which is liable to have lapsed cannot be encashed at any time or cannot be adjusted against any shortage, in the notice period in the event of employee's resignation)

A confirmed employee, being a vacational employee is entitled to earned leave at the rate of ten days for every twelve months of service. 50% of such leave should be credited on the 1st day of January and the balance of 50% of leave should be credited on the 1st day of July every year.

(This leave cannot be encashed at any time or adjusted against any shortage in the notice period in the event of an employee's resignation). Such leave shall be availed in the current year failing to which such leave or portion of such leave at credit and not availed shall lapse at the end of the year.

Maternity leave

A married lady being a confirmed employee is entitled to maternity leave (with pay) for not exceeding ninety days and the interval between two such leave availments shall not be less than three years. Provided further that the number of availments of paid maternity leave shall not exceed two during the service period employee.

Medical leave

A special medical leave to cover protracted/major ailments/illness, not being ailment/ illness relatable to maternity, may be given to a confirmed employee with full pay for the first 20 days, with half pay for the next 20 days, and without any pay for the balance period if any. This special medical leave may be granted against the production of a certificate from the hospital/ medical practitioner approved by the society.

Study leave

Confirmed employees may be granted study leave for pursuing higher studies/ improving qualifications either with or without pay or stipend as determined by the board from time to time. BOM may prescribe conditions which shall be agreed to by the employee, as to the requirement of such employee resuming his employment in the institution for a specified time after he completes higher studies/obtaining qualification, etc. and as to the penalty or any other measure to be levied /taken by the BOM in the event of the employee failing to fulfill the requirement as agreed.

Temporary and Probationary employees

Casual leave (CL)

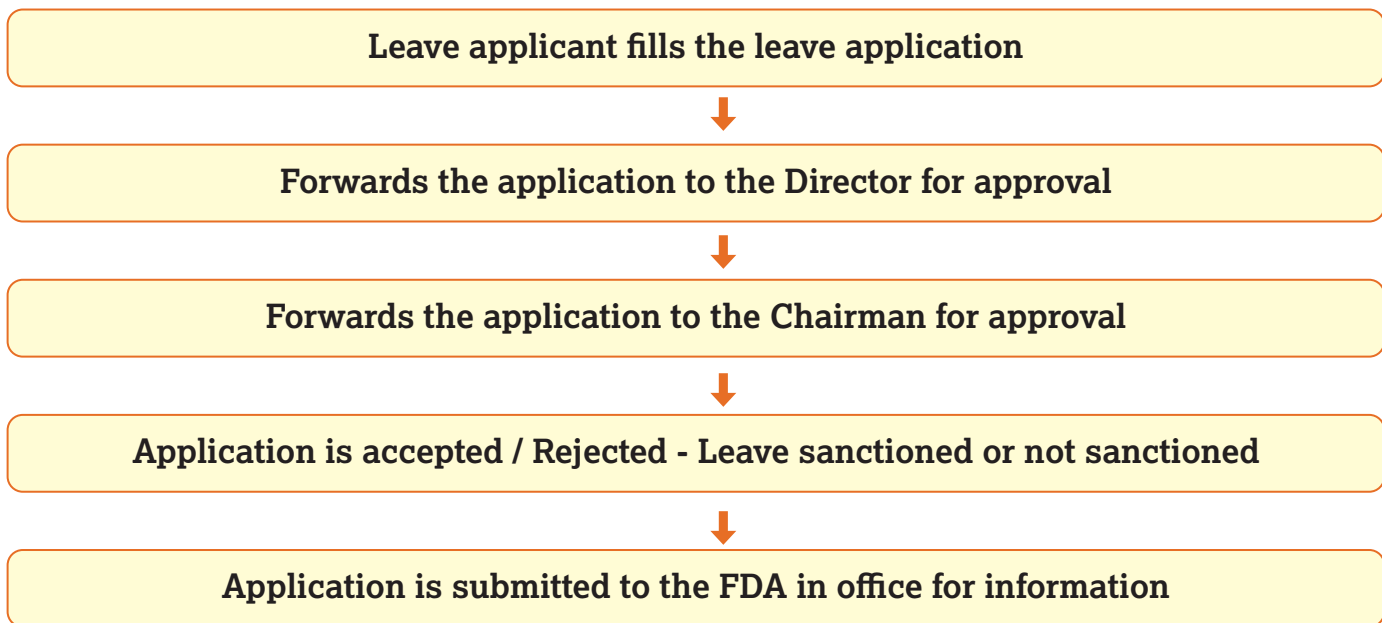
Temporary /Probationary employees are entitled to casual leave (with pay) for not exceeding 15 days in a calendar year. This leave can neither be carried forward nor encashed.

Temporary/Probationary employees are not entitled to any leave other than casual leave as above.

General provisions for availing leave

- i) Leave is a privilege and cannot be claimed as a matter of right.
- ii) All leave with or without pay will be against written sanction by the HOI and in case of leave availed by the HOI, it will be against written sanction by the Governing council chairman. The HOI or Governing Council Chairman has the discretion to sanction or decline or to revoke leave at any time in the interest of the institution.
- iii) Any Sundays or public holidays falling between the day of commencement of leave and the day of completion of leave will be counted as a part of the leave period including casual leave.
- iv) EL should be availed for a minimum period of three days at a time.
- v) CL availed should not exceed 3 working days at a time.
- vi) In case of an employee on leave without pay, the annual increment/continuation of service will be postponed correspondingly by the number of days of leave without pay availed. The postponement of benefits should be considered throughout the service period of an employee.

Depicting leave Application processes.



6.2.4 Termination of Employment

Board of Management is competent to terminate the services of any employee in the following cases and such termination may be without any notice or salary in lieu thereof:

- Where an employee is adjudged as a person of unsound mind by the competent court.
- Where an employee is adjudged insolvent.
- Where an employee is guilty of any misconduct or guilty of any act of indiscipline.
- Where an employee is guilty of insubordination.
- Where an employee is working or behaving against the interest of the society/institute either directly or indirectly.
- Where an employee habitually remains absent from duties or is habitually negligent of his work or otherwise careless in discharge of his duties.
- Where an employee is convicted in a criminal case amounting to moral turpitude.
- Where an employee is participating in a strike, picketing and inciting others to go on strike, go-slow, mass leave or causes damage to the property of the society/institutes, holds demonstrations/meetings within the premises of the society/institutes or in the vicinity of residences of the member or officer /HOI of the society/institute.
- Where an employee indulges in drunken behavior, fighting, riotous acts, disorderly or unlawful acts, or indecent behavior with female workers or any other person.
- Where an employee is found to have accepted/engaged in a job elsewhere either of contractual or any other nature without the permission of the management.
- Where an employee is found to have contested elections without the permission of the management.
- Where an employee is found to have committed any breach of Marriage law applicable to him/ her either before or after joining service.
- Where an employee refuses to order himself/herself to cooperate in any interrogation/inquiry/ investigation held by the Management or at its behest refuse to accept charge-sheet, suspension order or memo or notice or letter or order signed by the superiors.
- Where it is found that an employee has committed a breach of any of the rules framed by the Management concerning his/her conduct as stated in Chapter 3 of KLS Service rules, tent amounting to misconduct.
- Where an employee ill-treats any other employee, students, their parents or causes discrimination among students or carries any prejudice for or against any subordinate employee or any student.

Board of Management may frame any other rule for this purpose from time to time.

1) Cessation of employment on retirement

The employee shall cease to be in the service of the society or its institution from the last day of the month in which he/she attains the age of retirement which shall be 58 years.

2) Cessation of employment on expiry of tenure

The service of a contractual employee shall cease on the last day of the tenure of his appointment after ice hours (except in cases covered by 7 (c) or 8(a) below). In such cases, there will not be any notice of

termination of employment or notice pay.

3) Closure of Institution, Branch, course, etc

Appointing authority may terminate the services of an employee on the following grounds:

- a) Closure of any institution, division, branch, section, course, etc on account of inadequate workload, insufficient workload, insufficient admissions, non-availability of proper teaching staff
- b) Or any other ground which is beyond the control of the appointing authority including financial, academic, and administrative non-availability.
- c) An employee whose services are terminated under this provision may be compensated as decided by BOM

4) Compulsory Retirement

The services of an employee may be terminated by compulsory retirement before superannuation under the provisions laid down by management from time to time.

5) Voluntary Retirement – Services of an employee may be terminated under a voluntary retirement plan as provided in a scheme that may be framed by the board of management.

6) Cessation of employment by the employer

- a) The services of a probationary employee may be terminated by the appointing authority at any time during the probationary period without any notice or salary in lieu thereof.
- b) The appointing authority may terminate the services of a confirmed employee by giving three months prior notice or three months salary in lieu thereof
- c) The appointing authority may terminate the services of a temporary employee at any time during the tenure of employment of such employee.

7) Cessation of employment by an employee

- a) Temporary employee or probationary employee may resign before the completion of the tenure of specified period / probationary period, from his/her post by giving one month's prior notice or one month's salary in lieu thereof.
- b) A confirmed employee may resign from his post by giving three months prior notice or three months salary in lieu thereof.

Any shortage in the notice given by the employee may be set off against the balance left, if any, accumulated in case of a non-vacational employee only, and salary for the balance period, if any, shall be paid by the employee.

- c) Resignation by an employee shall take effect only on its acceptance and issue of relieving order by the appointing authority.
- d) An employee who has served a notice of resignation may be relieved by the BOM at any time during the period of such notice.
- e) i) Where an employee serves the notice of resignation (of one month or three months, as the case may be) while on leave of any kind or vacation, the period of such notice will be deemed to commence on the date of resumption of duty by the employee.
ii) Where an employee serves the notice of resignation of one month or three months, as the case may be) and goes on any kind of leave, the notice period stands extended by the period of such leave availed or such period of leave will be regarded as the shortage in the notice period

6.2.5 Budget preparation Process

Objectives

- To achieve smooth functioning of financial transactions.
- To identify the source of Income and uses of expenditure as per the purpose & activity.
- To forecast income & expenditure trends and make proper decision making given balancing the act between income & expenditure needs.
- To ensure decentralized & effective control of Institutions' funds.

Budget Preparation Policy:- Budget preparation policy unfolds a proper course of action. In every financial year, the initial meeting is scheduled with the Director to take a review of the existing budget. Further, the policy expects at least a draft to be discussed with GC members. Upon its approval, the draft budget is sent to the Budget Committee. The Budget Committee reviews the suggested budgetary document and gives its suggestions. The same is incorporated and once the budget committee finalized the budget it is kept for information in the AGM.

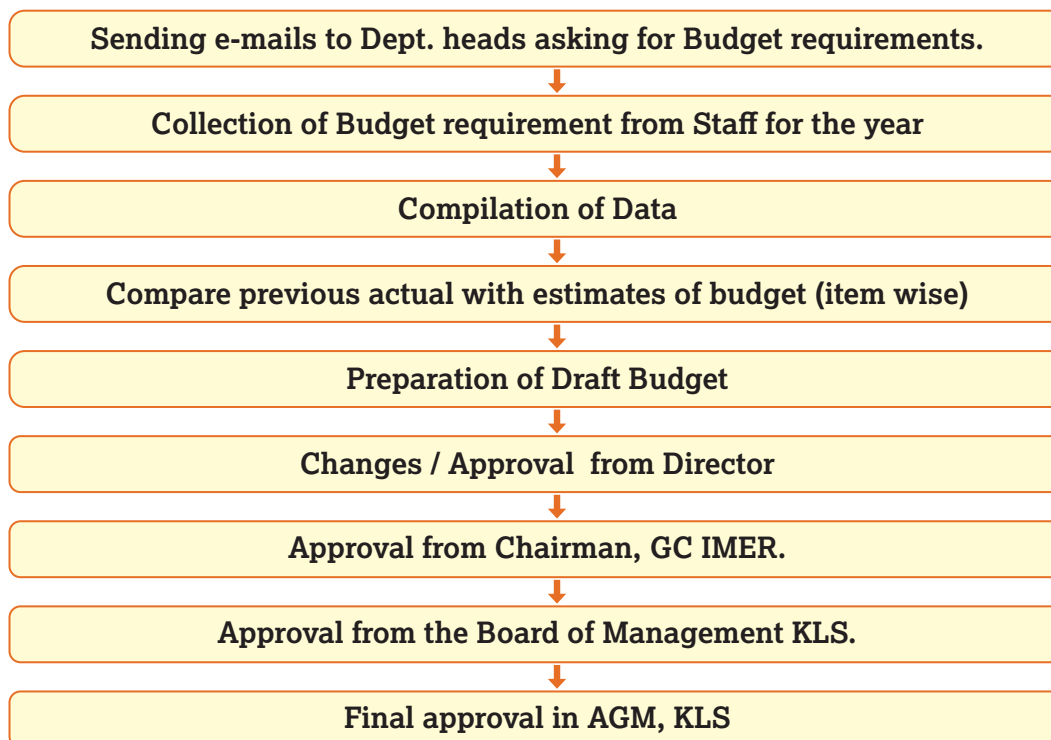
Committee Constitutions: Internal Budget Review Committee

Outcome expected:

Preparation of budget process would result in:

- Smooth functioning of financial transactions
- Proper utilization of funds
- Good guidance for next year
- Good governance of financial transactions.

Activity flow chart: Budget preparation



6.2.6 Finalization of Accounts

Objectives

- To know the financial position of the Institution.
- To ensure a balancing act between income and expenditure.
- To ascertain the results of transactions

Account Finalization Policy: - The policy aims at completion of Audit work and a draft copy of the audited statement which is sent to Chartered Accountant. After incorporating the suggestions from CA, a copy is sent to BOM for information and to take final approval in AGM.

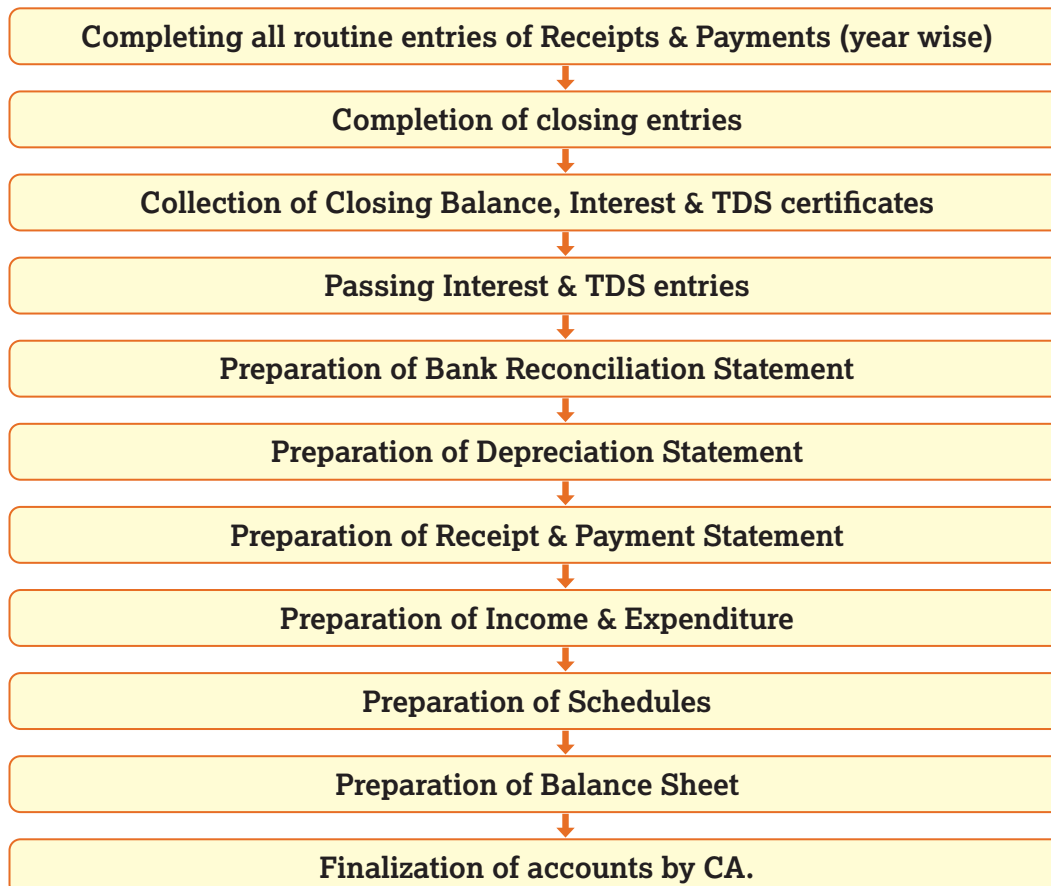
Committee Constitutions: Internal Audit Committee

Outcome expected

Finalization of accounts would result in

- Good governance of financial activities
- Understanding the surplus/deficit position of the institute
- Understanding the proper utilization of resource activities.
- Enhancing the most relevant activities and discouraging relatively unimportant activity.

Activity flow chart: Finalization of Accounts



6.3 Monitoring Overall Progress of Autonomous Programme/UGC Correspondence

About the activity/process:

The institute has constituted a core committee comprising of the Director as chairperson, a coordinator, and three Senior faculties as members to ensure smooth functioning of Autonomous Programs of the Institute. The core committee coordinates the meetings of statutory bodies like the Governing Body, Academic Council, Board of Studies, and the Finance Committee to ensure proper management of academic affairs of the institute. The committee ensures the establishment of processes and systems for autonomous programs following the UGC guidelines.

Objectives:

- To coordinate and conduct meetings of statutory bodies
- To inform the management through the Director of the policies, procedures, and circulars received from the UGC and action taken.
- To monitor the processes and ensure the compliance

Policy:

Autonomous Core Committee follows the guidelines provided by the University Grants Commission (UGC) for promoting broad-based quality education and excellence.

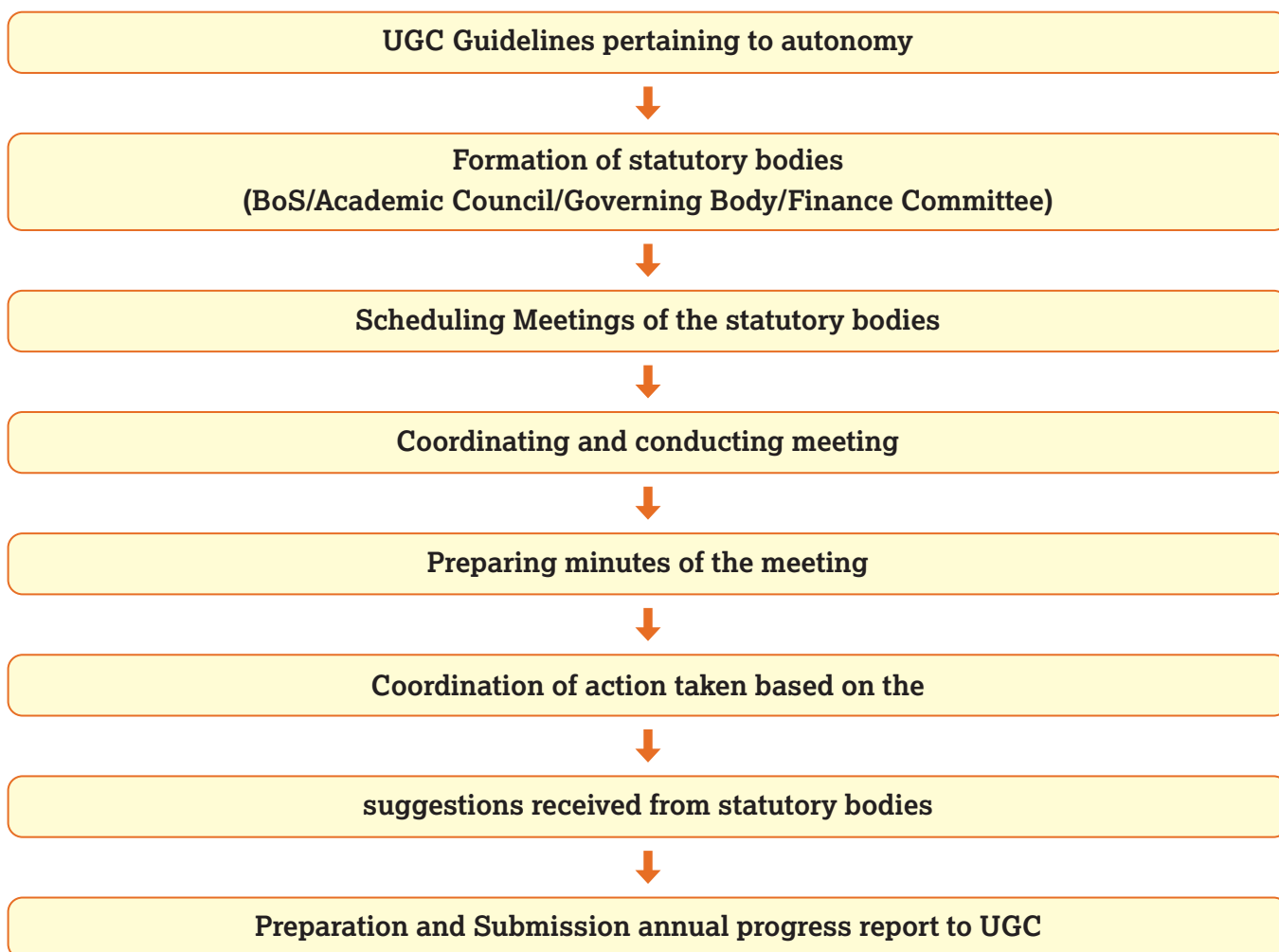
6.3.1 Autonomous Core Committee

Sl. No.	Particulars	Details
1	Chairperson	The Director
2	Coordinator	Professor
3	Members	Three Faculty Members

Functions:

- To ensure the formation of specialization wise Board of Studies as per UGC norms
- To coordinate and conduct meetings of statutory bodies at least twice a year
- To make sure that the institute follows all the regulations/directives of UGC about autonomous college from time to time.
- To correspond with the concerned authorities

Activity flow chart:



6.4 AICTE Committee

The All India Council for Technical Education (AICTE) is the statutory body and a national-level council for technical education, under the Department of Higher Education, Ministry of Human Resource Development. Established in November 1945 first as an advisory body and later on in 1987 given statutory status by an Act of Parliament, AICTE is responsible for proper planning and coordinated development of the technical education and management education system in India. The AICTE accredits postgraduate and graduate programs under specific categories at Indian institutions as per its charter.

AICTE COMMITTEE STRUCTURE

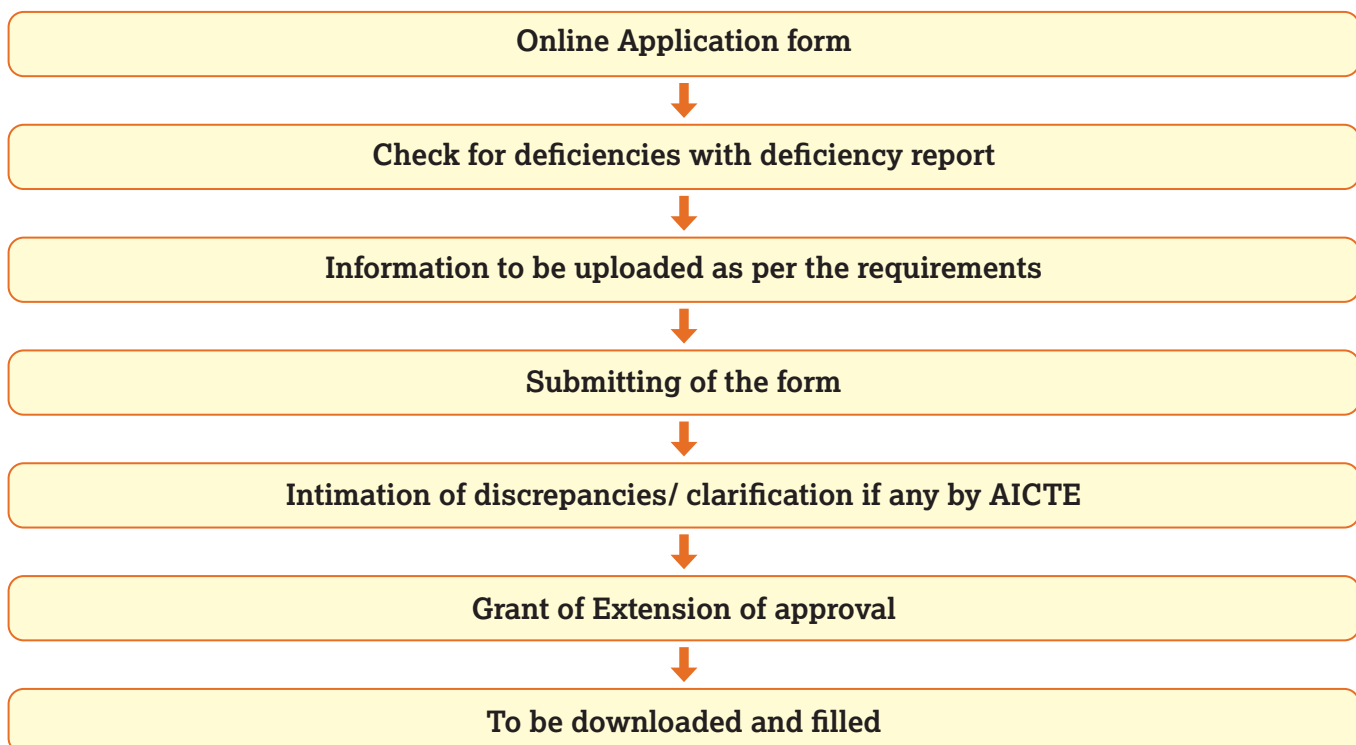
Sl. No.	Particulars	Details
1	Director of the Institute	Senior staff member
2	Staff Coordinator	Administrative Coordinator

All the members have access to the user name and password for the institution.

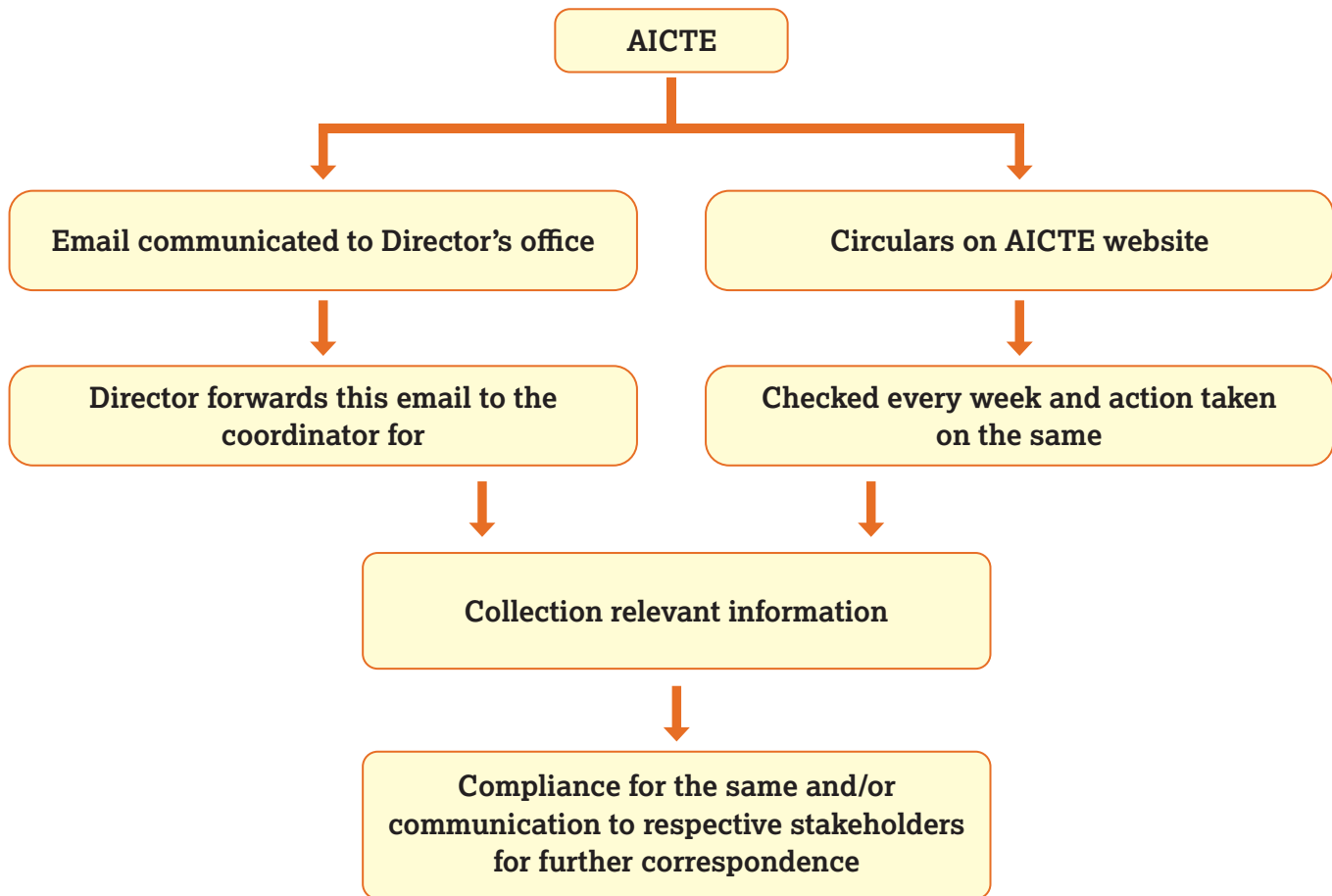
FUNCTIONS OF THE AICTE COMMITTEE

- Regularly checking the AICTE portal.
- Providing information to stakeholders/faculty.
- Uploading the information as and when required by AICTE.
- Complying with the deadlines related to AICTE.

ACTIVITY CHART FOR EXTENSION OF APPROVAL



ACTIVITY CHART FOR RESPONDING TO AICTE CIRCULAR & INITIATIVES



Note : Information about placements, Internships, Anti-ragging affidavit, and any other (As and when asked by AICTE) are provided through the AICTE portal.

6.5 IQAC-Internal Quality Assurance Cell

6.5.1 About IQAC:

According to the National Assessment and Accreditation Council (NAAC), Bengaluru, every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Looking into this requirement, IMER established IQAC, in the year 2014. IQAC has been formed following the guidelines provided by NAAC. IQAC is a part of the IMER system working towards achieving quality excellence in academic and administrative processes.

Objective: The objective of IQAC is to promote quality culture and continuous excellence in all academic and administrative endeavors of the institution.

Policy : IQAC at IMER follows the guidelines provided by NAAC and ensures the involvement and participation of key stakeholders in the institution's journey towards excellence. IQAC works to channelize its efforts and measures towards promoting holistic academic excellence and to develop a system for improvement in the overall performance of the institution. IQAC conducts meetings regularly to review academic and administrative activities. The minutes of the meetings are documented.

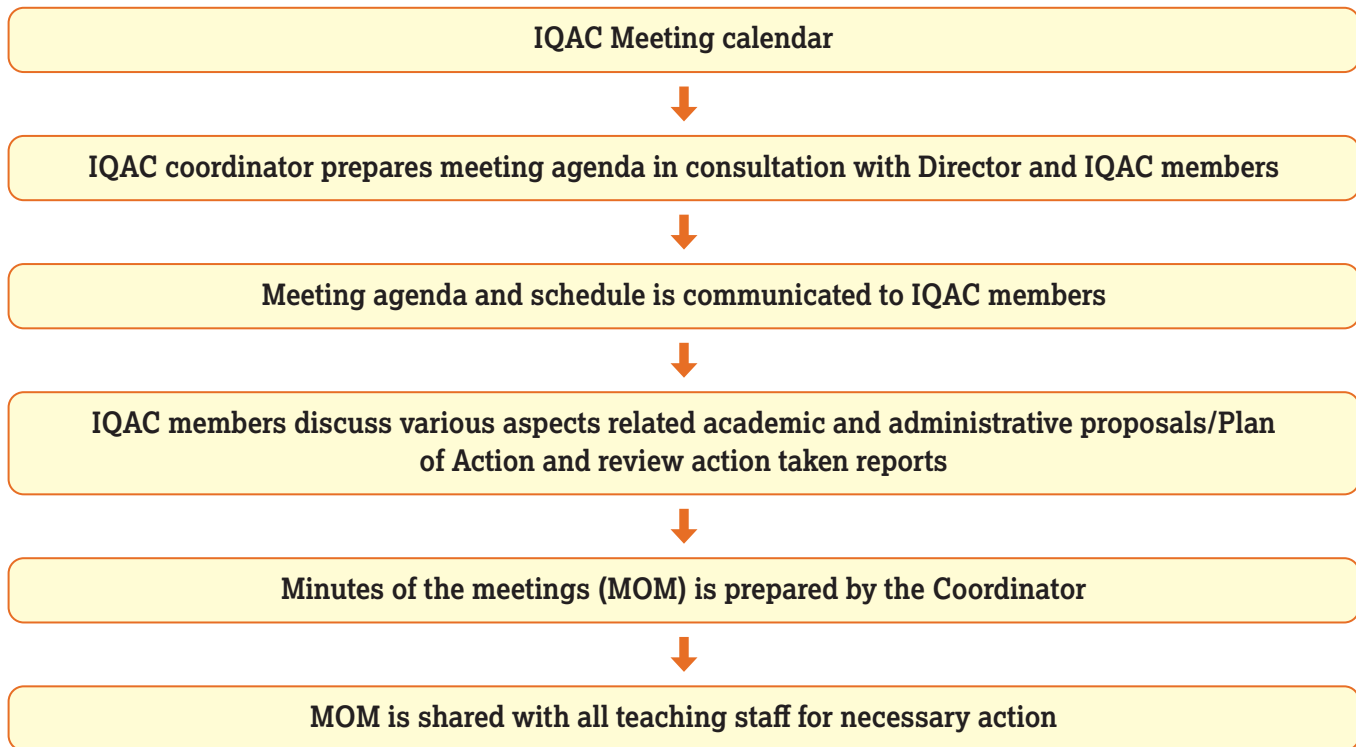
IQAC Composition: The composition of IQAC at IMER, is as per NAAC guidelines and is as follows.

Chairperson: Head of the Institution
One senior teacher as the coordinator of IQAC
Members from the Management
Faculty members
Senior administrative staff
Nominees from students and alumni
Nominees from industrialists

Functions of IQAC: (Ref: NAAC Guidelines)

- Act as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and application of quality parameters for various academic and administrative activities of the institution
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC
- Arrange for annual stakeholder feedback on institutional processes
- Development and maintenance of an institutional database to maintain/enhancing the institutional quality
- Documentation of the various programs/activities leading to quality improvement

Activity flow chart for regular IQAC Meetings:



Outcomes expected :

- The heightened level of clarity and focus in institutional functioning towards quality enhancement
- Internalization of the quality culture
- Enhancement and coordination among various activities of the institution and institutionalize all good practices
- Improved institutional functioning
- The organized methodology of documentation and internal communication

6.6 National Assessment and Accreditation Council (NAAC)

About NAAC:

IMER has been accredited by NAAC with a grade of "A" (CGPA of 3.24) in the year 2016. The institution believes in continuing with Assessment and Accreditation (A & A) process, for ensuring the quality of management education, research, consultancy, and stakeholder relationship.

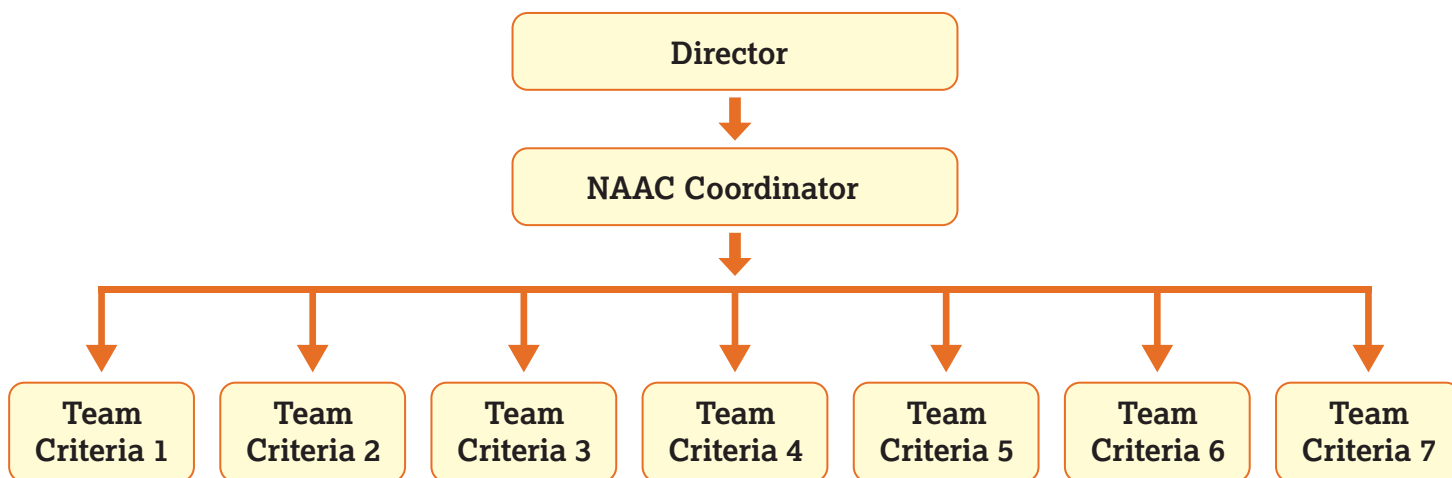
Objective:

The objective of participating in the NAAC process is to volunteer an assessment, of the institution's performance vis-a-vis set parameters assessed, by a reputed accreditation agency, recognized by the Government of India.

Policy:

IMER participates in the A & A process in a continuous cycle as per NAAC guidelines. The institute abides by the NAAC process manual, as notified from time to time from NAAC official website. The institution has the budget provision for accreditation activities, as proposed by IQAC every year. Every member from teaching and administrative staff have to participate in the process of A & A to ensure good grade for the institution. Seven committees consisting of both teachers and administrative staff have been formed according to NAAC criteria to ensure the smooth conduct of A & A process requirements. There is a coordinator, nominated by the Director, to anchor the entire A & A activity. IQAC guides and monitors the NAAC work progress. Director appoints a steering committee, in consultation with IQAC to manage the formalities during peer visit, upon completion of previous NAAC cycle and successful application for a new cycle of A & A process.

NAAC Criteria-wise Teams: The composition of NAAC Criteria-wise Teams at IMER, ensures the participation of everyone in the A & A process and is as follows. Criteria teams consist of both teaching and administrative staff.



Criteria 1: Curricular Aspects

Criteria 3: Research, Innovations & Extension

Criteria 5: Student Support & Progression

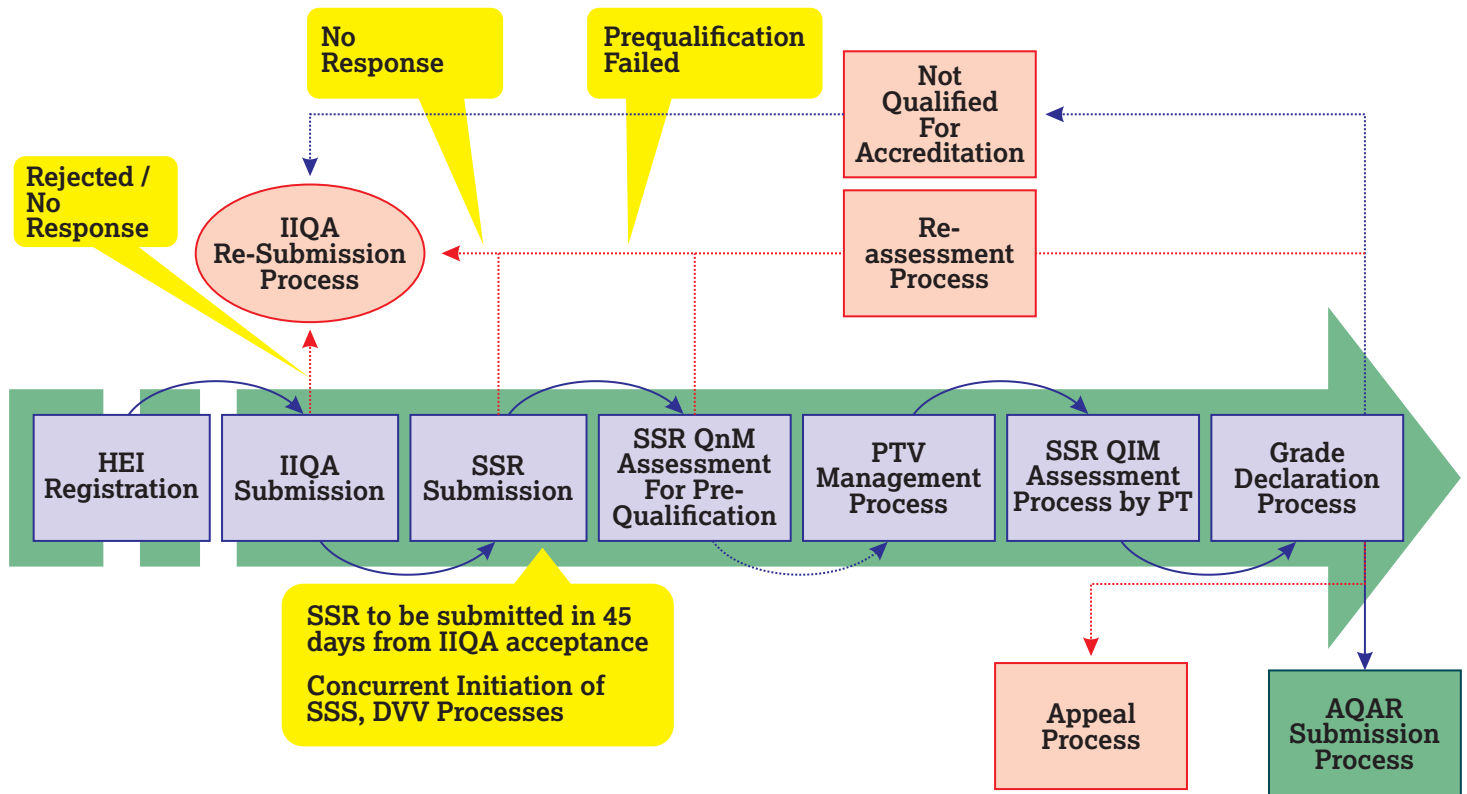
Criteria 7: Institutional Values & Best Practices

Criteria 2: Teaching-learning & Evaluation

Criteria 4: Infrastructure & Learning Resources

Criteria 6: Governance, Leadership & Management

Activity flow chart for online A & A Process provided by NAAC:



HEI: Higher Education Institution

IIQA: Institution Information for Quality Assessment

SSR: Self Study Report

QnM: Quantitative Metrics

QIM: Qualitative Metrics

DVV: Data Verification and Validation

SSS: Student Satisfaction Survey

AQAR: Annual Quality Assurance Report

Outcomes expected:

- Positive outlook from stakeholders
- Awareness about the Institution’s strengths, weaknesses, and opportunities
- Improved opportunities for receiving grants from various funding agencies
- Identification of internal areas of planning and resource allocation
- The new sense of direction and identity for the Institution
- The institution is known among the employers for reliable information on the quality of education offered to the prospective recruits
- Enhanced intra and inter-institutional interactions

6.7 NBA – National Board of Accreditation

Application to be made in 2023

Since we must have documentation for at least 3 years at least 3 batches should have graduated. Since our first autonomous batch begins in 2020. AICTE requires that at least 60% of the programs run by any AICTE approved institute must be accredited by 2023. UGC requires that the Autonomous program must apply for NBA accreditation within 2 years of being granted autonomy

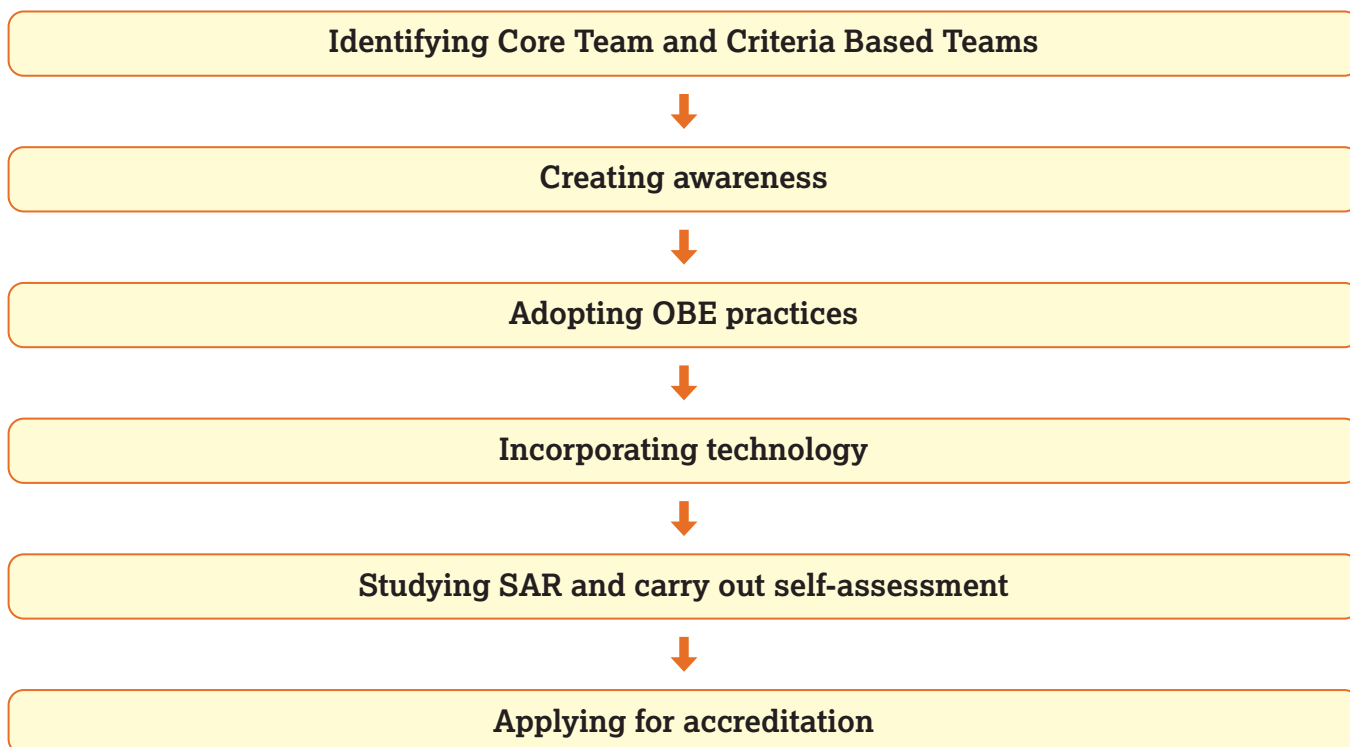
Objectives

- To get 5 years' accreditation for the MBA program
- To meet statutory requirements

Functions: Making education Outcome Based

- To coordinate all NBA, relate activities, right from applying for accreditation, preparation of SAR, making all stakeholders aware of NBA requirements, developing standardize\

Activity flow chart: applying for accreditation to NBA



Outcome expected: (Accreditation for 5 years by NBA)

- Enhanced quality of Teaching-Learning Process
- Outcome-Based Education
- Standardized Evaluation patterns
- Employability in students

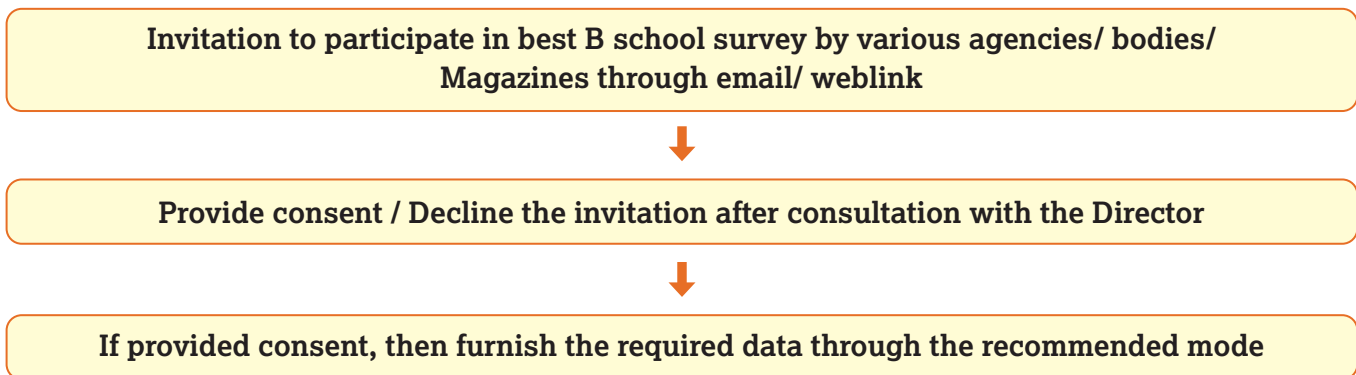
Process Chart for Best B School Ranking

- **B school ranking** : B school ranking survey is a widely used assessment tool used by many B schools to get themselves assessed and subsequently ranked by various agencies and disseminate the information to prospective graduate students/ corporates/ employers and all stakeholders at large.

Objectives:

- To showcase the resources/ strength of the institute to various parts of the country
- To assess the existing academic performance against the preconceived benchmark
- To be in the eyes of prospective students/ parents/ employers who are looking to enroll in a PG program or hire talented individuals.
- To understand the areas of improvement
- To be able to benchmark with elite B school and know the current position of the Institute vis a vis competitors.

Activity flow chart:



Outcomes expected :

- Able to understand areas of improvement
- Know the position of the institute vis a vis competitors
- Able to benchmark against elite and top-ranked B schools and Introduce better policies or best practices

SECTION 7

**INSTITUTIONAL VALUES
AND BEST PRACTICES**



7. Institutional Values and Best Practices

7.1 Mentoring Process

About Mentoring at IMER:

The institute has a mentorship program, wherein about 20 students are allotted to each faculty member as their mentor. The group consists of both junior and senior batch students. The students' concerns related to their academic activities, career aspirations, and personal matters are discussed during weekly mentor meetings. The mentor takes initiative and ensures that the problems relating to the student are addressed at the earliest and enhances his or her self-confidence. Mentoring is usually a continuous process and the institute pays a lot of importance to the role of the teacher as a mentor. Feedback from mentees about the mentor forms a vital part of the Faculty feedback.

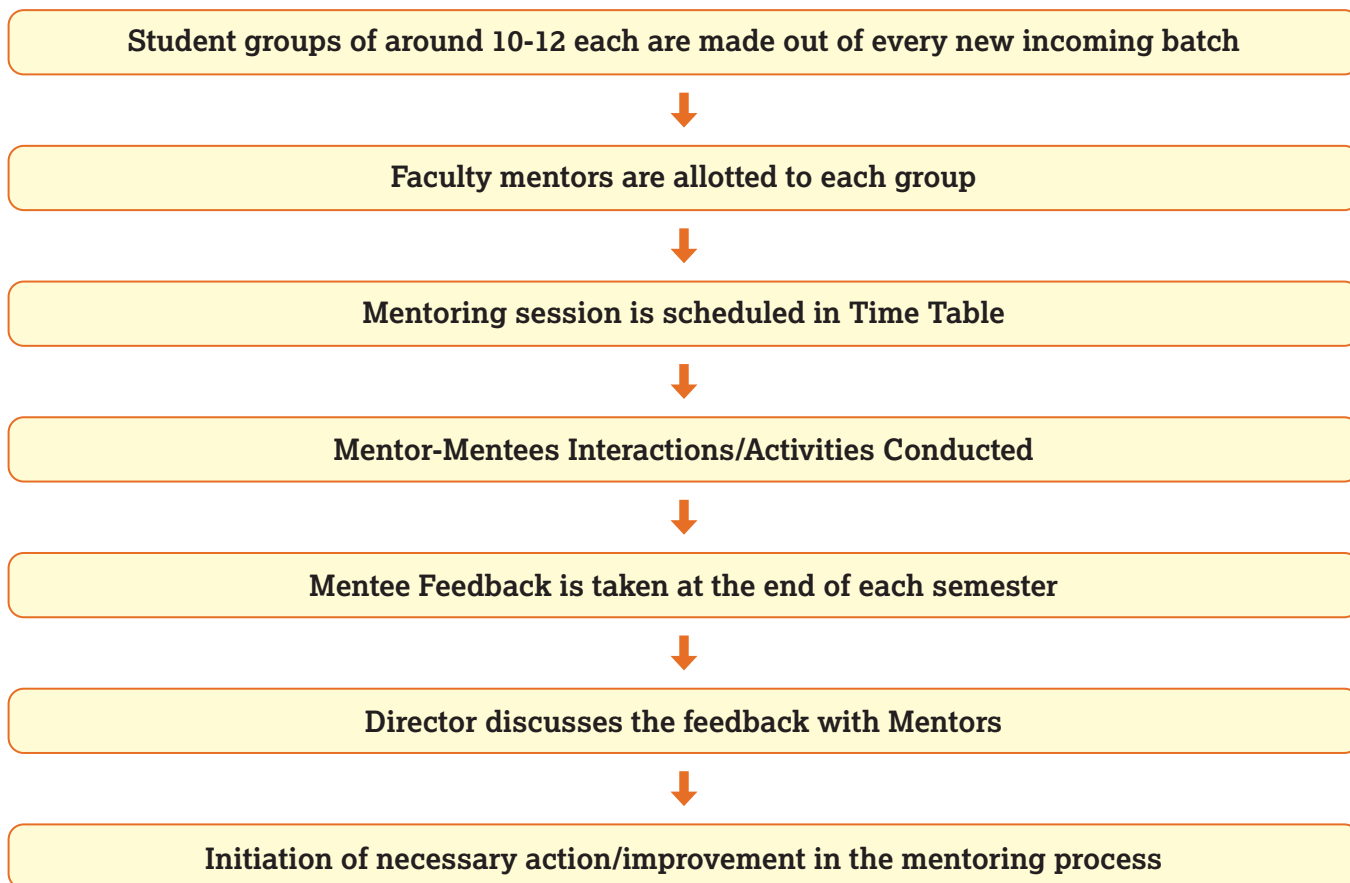
Objectives

- To facilitate mentees to adjust to the new academic environment
- To facilitate mentees towards their personal and professional development

Policy

- IMER has Institutionalized the mentoring process
- Every faculty member plays the role of a mentor
- Mentor to mentee ratio is usually 1:20
- Mentoring session reflects in the regular academic time table, once a week
- Mentor feedback is obtained from respective mentees and is further discussed with the Director.

Activity flow chart



7.2 Audit Process:

IMER conducts audits to ensure the implementation of policies and procedures in the following areas.

- Academic and Administration
- Finance
- Campus Environment

Objectives:

- To understand the present system and assess the strengths and weaknesses of the institution.
- To identify the opportunities for academic developments, administrative improvements, and examination reforms, etc.
- To evaluate the utilization of financial and other resources.
- To assess the campus environment and green initiatives
- To suggest the methods for continuous improvement of quality.

Academic and Administrative Audit: IQAC conducts internal academic and administrative audit every year before the submission of the Annual Quality Assurance Report (AQAR) to NAAC. Internal IQAC members audit the implementation of procedures and practices and related documentation for the particular academic year. The report is prepared to reflect the gaps based on the seven NAAC criteria. The action plan is suggested for improvement. The external academic and administrative audit is conducted once before the completion of each NAAC cycle validity period or as a part of academic compliance.

Finance Audit: Finance committee consisting of two faculty members and Accounts Superintendent headed by the Director, conduct finance audit. The external audit is conducted by Chartered Accountant nominated by Karnatak Law Society, as an external auditor. The plan of action is initiated based on the report submitted by the auditing firm.

Green Audit: IMER espouses the importance of the natural environment. The Institution is very conscious of the conservation, safety, and sustainability of the environment. It adopts environmentally friendly practices and takes necessary steps such as energy conservation, rainwater harvesting, etc. One hundred plus trees are planted to develop greenery on the campus. Harmful products like tobacco are banned on the campus. Usage of plastic is minimum on the campus. Awareness about cleanliness in the campus is created through SWACHCH BHARAT ABHIYAAN. IMER conducts Green Audit through a qualified consultant appointed for the purpose. The audit is initiated once during every NAAC cycle period. The consultant submits the report and necessary action towards the improvement suggested.

7.3 Centers at the Institute

7.3.1 IMER Case Development Center (ICDC)

As a leading management institute in the region, KLS' IMER has established the IMER Case Development center (ICDC) at the institute to work closely with the Academia and Industry to bring the real-time knowledge of business practices in the region to learning in management education classes.

Objectives

- To promote learning at IMER through case development and case teaching
- To convert exceptional Research, Consultancy, and outreach activities into high-quality case studies
- To convert select student internship projects into case studies under the guidance and support of the faculty
- To use the cases developed into effective learning tools

Committee constitution

1. Director
2. Faculty Co-coordinator
3. Faculty Member
4. Administrative Assist

The Proposed Activities of the Center:

1. Invite experts with accomplishments in case writing to conduct case writing sessions for faculty and students
2. Organize case teaching and case writing workshops for the faculty of the region
3. Explore mutually beneficial partnerships with other institutes of repute
4. Facilitate proposals to provide seed money to faculty to develop cases on a need basis
5. Facilitate publication of select cases
6. Organize case analysis competition for students

Outcomes expected

- Experiential Learning for students
- To develop IMER case folio

7.3.2 Center for Peace

The center for Peace was established on 26th December 2014, i.e. the day when Mahatma Gandhi visited Belagavi to attend Indian National Congress Meeting. The center is established to inculcate strong values (moral, ethical, spiritual, material, social, and above all humane values) amongst the students and staff so that one can live in peace.

Today, everybody is engrossed in their day to day activities, firefighting on the so-called urgent matters, material issues, and short term sense of gratification. This has created a kind of vacuum in everybody's life and hence a strong need for peace. Through center institute is trying to address this need using Gandhian philosophy.

Objectives:

- To build a culture of peace, cooperation, reconciliation, non-violence, patriotism, etc. amount human beings by organizing programs like Gandhi Jayanti, Dr. Ambedkar Jayanti, Lal Bahadur Jayanti, etc. through the center for Peace.
- To create the conditions for dialogue among people from different cultures based upon respect for commonly shared values.

7.3.3 Center for Ethics and Social Responsibility

KLS IMER instituted the center for Ethics and Social Responsibility (CESR) in the year 2009. CESR is a common platform for interaction amongst educational institutions, industries, NGOs & Government Agencies to promote Ethics and Social Responsibility. CESR undertakes many programs and extension activities to create awareness about social issues and the role of stakeholders to solve those issues.

Research, FDPs, industry visits, and guest lectures related to Corporate Social Responsibility have been organized by the center. IMER faculty members and students volunteer for various activities like Swachha Bharat Abhiyaan, Voting Awareness campaign, Plantation, Awareness Campaigns concerning social issues, etc. KLS IMER CESR aims at grooming students to become responsible citizens apart from being professionals.

Vision

To be the leader in value-based management education by initiating Ethical Movement and Social Responsiveness in partnership with various stakeholders of the society.

Mission

To create a common platform for interaction amongst Educational Institutions, Industries, NGOs & Government Agencies to promote Ethics and Social Responsibility.

Objectives

- To create awareness about Ethics and Social Responsibility amongst stakeholders of society and management students in particular.
- To supplement management education through value-based inputs.
- To provide a forum for academicians to widen knowledge in the field of Ethics and Social Responsibility
- To bring out research publications in the area of Ethics & Social Responsibility
- To provide consultancy services to corporate houses, NGOs & Government agencies in the area of Ethics and Social Responsibility.

7.3.4 CSR Advisory Cell

The CSR Advisory Cell of KLS IMER and R.L. law College was inaugurated on 13th July 2019. The cell aims to render consultancy and advisory services in the field of CSR in the areas of Finance, Accounting, R.O.C. Compliance, Human Resources, and Law. The CSR Advisory Cell, in the long run, is to become a platform for all CSR related queries and services: - right from policy formulation to project implementation and even CSR audits, Legal Consultancy in relating to Non- Compliance Issues, Drafting, Executing Legal Agreements and MOUs between the Company and NGO. The Cell also brings out a half-yearly newsletter called CSR TIMES, edited by Dr.Kirti Shivakumar

VISION

To be the most sought after cell offering CSR advisory services to corporates to serving the mutual interests of Society, Corporates, NGOs, IMER, and R.L. Law College

MISSION

- 1 To be able to help corporates to find impactful projects in their areas of interest and fulfill their statutory CSR spends in a meaningful way.
- 2 To offer consultancy services in CSR
- 3 To enhance industry-academia interface to benefit all stakeholders involved

OBJECTIVES OF THE CELL : - provide specialized assistance and consultancy in the following areas: -

1. Policy Formulation and Implementation
 - To create an effective CSR policy.
 - To develop an effective CSR strategy.
 - To comply with the Companies Act, 2013 and other laws
 - To develop and plan a CSR project.
 - To implement CSR projects.
 - To write a CSR compliance report
2. To conduct CSR and Social audits
3. To conduct CSR related research
4. To evaluate CSR project proposals submitted projects by third parties
5. To monitor the implementation of CSR projects
6. Legal Consultancy

The Composition of the CSR Advisory Cell is as follows: -

ROC COMPLIANCE : Mr. S.R. Deshpande, Company Secretary, Belgaum

ACCOUNTING : Mr. Ashok Paranjape, Chartered Accountant, Belgaum

LEGAL : Shri R.S. Mutalik Desai, Advocate, Chairman, GC, KLS IMER
Dr. Samina Nahid Baig, Asst. Professor, R.L. Law College

CSR, HR, FINANCE, ANALYTICS AND NGO AFFILIATION

Dr. Atul Deshpande, Director, IMER

Dr. Kirti Shivakumar, Professor, IMER

Ms. Shailaja Hiremath, Asst. Professor, IMER

Mr. Rahul Mailcontractor, Asst. Professor, IMER

7.3.5 Center for Marketing Research

Center for Marketing Research has been formed in KLS IMER institute in the year 2011. Since then this center is making value addition to our MBA students learning, as well as for the growth of our institute. There are very few management institutes across Karnataka where a dedicated center for marketing research has been established. So this center is providing an opportunity for our students to do various research projects, consultancies, surveys, and promotional activities of companies, which will bridge theory and practice.

Vision

To provide an opportunity for management students to apply marketing theories and methods to improve their knowledge level in areas such as marketing, consumer behavior, customer relationship management including business analytics.

Mission

Establishing KLS IMER as a dominant school in the marketing area by undertaking academic research, marketing surveys, and investigative inquiries through management students and provide consulting solutions and training to help local, state, and national level companies.

Objectives

- To provide a learning opportunity for students under the guidance of faculty to understand Marketing Research which provides a sound basis for the formulation of all marketing plans, policies, programs, and procedures.
- To study the needs wants and expectations of consumers by the students with faculty guidance.
- To suggest the introduction of new products, modifications of existing products & packaging and to discover new uses of existing products to the companies.
- To study existing pricing, channels of distribution, and market competition for suitable changes, if necessary.
- To know the company's expected share of the market, goodwill & market reputation and to estimate potential buying-power in various areas.

Functions:

1. To identify short term projects, surveys, and promotional activities in companies in and around Belagavi District.
2. Taking approval from Director to accept company assignments for students.
3. Creating awareness among first semester MBA students about the importance of participating and learning from marketing research projects.
4. Motivating and involving the students to take part in activities under this center.
5. Getting a letter of appreciation or participation certificates from respective companies to all students who have participated in the projects.
6. Strengthening students' profile and making them industry-ready.



The number of Marketing projects undertaken to date:

Year 2014-six projects

Year 2015-four projects

Year 2016-eleven projects

Year 2017-one project

Year 2018-four projects

Year 2019-one project

Center Coordinator:

Mr. Shreekant G. Naik

Sr. Lecturer

KLSIMER, Belagavi

Email: shreekant_naik@klsimer.edu

Mobile: 9008030978

7.4 Standard Formats

7.4.1 Faculty Self Appraisal Report

FACULTY SELF APPRAISAL REPORT

Name: _____ Date: _____

Designation: _____ Last Salary: (Rs/Month) _____

A. Academic Performance Indicators (API) :

Sl.No.	Quality Indicator	Points (Self)	Points (HOI)	Final (After HOI & Staff Discussion) Points
I	Teaching (45)			
I(a)	Overall Teaching Quality: (20)			
I(b)	Innovations in Teaching: (20)			
I(c)	Overall quality of evaluations: (05)			
II	Professional Related Activities (30)			
II(a)	Activities strengthening industry linkage: (15)			
II(b)	Activities strengthening Institution: (15)			
III	Extension, Co-curricular, Extra-curricular & student mentoring activities (25)			
	Total API Score & Rating (100)			

B. Research Performance Indicators (RPI) :

Sl.No.	Quality Indicator	Points (Self)	Points (HOI)	Final (After HOI & Staff Discussion) Points
IV	Research & Development related activities			

C. Appraisal Score history :

Performance Indicator	Previous		Previous		Current	
	Date	Score	Date	Score	Date	Score
API						
RPI						

Review Dates/Initials

Staff Self Review	Dt	HOI Review	Dt	HOI & Staff Review	Dt	
	Initials		Initials		Initials HOI	Initials Staff

Remarks by the Director after discussion with Staff:

7.4.2 Stakeholders Feedback Forms

7.4.2.1 Teachers' Feedback

TEACHERS' FEEDBACK

Please give a rating of your institute and the variable related to it on the following 1-5 Likert Scale

Tick the number that best describes your level of satisfaction at each question:

1- Highly Dissatisfied, 2- Dissatisfied, 3- Neutral, 4- Satisfied, 5- Highly Satisfied

Sl. No.	Particulars	1	2	3	4	5
1	How would you rate your satisfaction level working at IMER?					
2	The processes and practices you find at the institute are					
3	The level of professionalism at the institute is					
4	Rate your level of satisfaction with the curriculum at the RCU					
5	The courses offered in MBA programme in terms of credits distributed in four semesters					
6	How do you rate various activities and add-on courses provided to students to enhance their employability?					
7	Your freedom of choice of work and privacy are accorded respect					
8	Institute's teacher appraisal system is robust and compact					
9	Institute's mechanism of teacher's Quality Improvement Programme needs qualitative improvement					
10	The infrastructure along with technology provided is more than adequate					
11	Your role being mentor is more accountable than your role being teacher					
12	Institutional autonomy matters more in decision making than the system and affiliation					

NOTES:

Rating scale for API:

< 35%	Unsatisfactory	65-80%	Good
35-49%	Needs improvement	>80%	Excellent
50-64%	Satisfactory		

Notes pertaining to I: Teaching:

I(a): Overall Teaching Quality includes;

- Preparedness
- Effectiveness of teaching
- Behaviour with the students
- Other relevant parameters

I(b): Innovations in Teaching includes;

- Quality and variety of cases and reading material used
- Innovation w.r.t pedagogy and delivery
- Usage of OUST
- Other relevant parameters

I©: Overall quality of evaluations includes;

- Innovations w.r.t evaluation pattern
- Live projects, Industrial visits and other assignments
- Other relevant parameters

Notes pertaining to II: Professional Related Activities:

II(a): Activities strengthening industry linkage includes;

- Inviting people from the industry regularly
- Building close rapport with the selected organizations
- Collaborating with the industry at various levels, i.e. at department level, organization level, association level, etc.
- Other relevant parameters

II(b): Activities strengthening Institution includes:

- Collaborating with the universities, other institutions, NGOs and nodal bodies
- Responsibilities taken and executed at the Institution
- Other relevant parameters

Notes pertaining to III: Extension, Co-curricular, Extra-curricular & student mentoring activities

- Field studies, industrial visits and tours
- Student mentoring and counselling
- Promoting ICT usage amongst students
- Events, fests, seminars, etc.
- Other relevant parameters

Notes pertaining to B: Research Performance Indicator:

- Refereed peer reviewed international scholarly Journals with ISSN Numbers: 10 per publication
- Non-refereed journals with ISSN numbers: 5 per publication
- Books published: International publisher – 20 per sole author; National publisher – 10 per sole author; Local publisher – 5 per sole author; Chapter contributed in book published by international publisher – 5 per chapter; national publisher – 3 per chapter;
- Sponsored/funded/paid research projects and consultancy assignments: 10 per project / assignment; unpaid with significant impact: 5 per project/assignment
- Evaluation of Ph.D. thesis: 5 per thesis
- Ph.D. research guidance: 10 per candidate on awarding
- Participation & Presentation in International Conference / seminar of repute: 10 each
- Only participation: 5 each (Workshop / FDP / MDP / Conference / seminar)
- Participation & Presentation in National Conference / seminar of repute: 5 each
- Only participation: 3 each (Workshop / FDP / MDP / Conference / seminar)
- Organizing Conference / seminars / FDP / WS in the field of research as the chief coordinator:
International: 15; National: 10; Regional: 5
- Award/Honor/Recognition as teacher or researcher:
International-50; National-25; State level-10; Local-5

7.4.2.2 Alumni Feedback

ALUMNI FEEDBACK

We are glad that you have spent valuable years pursuing MBA at **KLS' Institute of Management Education and Research**. We shall be thankful if you can spare some of your valuable time to fill up this feedback form and give us valuable suggestions for further improvement of the Institute. Your valuable inputs will be of great use to improve the quality of our academic programs and enhance the credibility of our Institute.

Name of the Alumni	
Passing Year	
Professional Details	
Organization Name	
Designation	
Joined Year	

Dear Alumni,

Please give your overall assessment of institute academics. Please rate us on following criteria:

1- Highly Dissatisfied, 2- Dissatisfied, 3- Neutral, 4- Satisfied, 5- Highly Satisfied

Sr.	Details	1	2	3	4	5
1	Academic Environment					
2	Infrastructure & Lab facilities					
3	Faculty					
4	Teaching Methodology					
5	Evaluation of Internal Assessment Examination					
6	Project Guidance					
7	Quality of support material					
8	Training & Placement					
9	Library					
10	Overall Rating of the Institute					
11	Alumni Association/ Network of Old Friends					
12	Relevance of curriculum in your Job					

Please suggest any skills you want the institute should focus on for grooming students. Your suggestions are welcome

Suggestions:

Need any change in curriculum and syllabi/Additional inputs to be provided:

Any other suggestions/comments:

Signature

7.4.2.3 Parents' Feedback

PARENTS' FEEDBACK

Dear Parents,

We are glad that you have chosen KLS' Institute of Management Education and Research as a preferred institution for your ward. We shall be thankful if you can spare some of your valuable time to fill up this feedback form and give us valuable suggestions for further improvement of the Institute. Your valuable inputs will be of great use to improve the quality of our academic programs and enhance the credibility of our Institute

Name: Mr/Ms/Mrs : _____

Education : _____

Occupation : _____

Student Name : _____

Make a tick mark in the appropriate cell:

1 - Strongly Disagree, 2 - Disagree, 3 - Neutral, 4 - Agree, 5 - Strongly Agree

Sr.	Details	1	2	3	4	5
1	Getting admission in the Institute for my ward is a matter of pride for me.					
2	My ward is improving his knowledge through interaction with professors of the institute					
3	The discipline in the institute is good					
4	The atmosphere in the institute is Conducive for learning					
5	There is a positive change in the behavior of my ward after joining the institute.					
6	Institute website is very informative and regularly updated					
7	The curriculum is well designed and promotes learning experience for the students					
8	Employability is given focus in the Curriculum design.					
9	The curriculum contents are appropriate for changing business environment					

Suggestions for further improvement:

Signature

7.4.2.4 Employers' Feedback

EMPLOYERS' FEEDBACK

Dear Employer,

We are thankful to you for providing our student/alumni with an opportunity to work at your prestigious Company/Organization. We shall very much appreciate and be grateful to you if you can spare some of your valuable time to fill up this feedback form. It will help us to improve the institute further and give you better employees in future.

Tick the number that best describes your level of satisfaction at each question:

1 - Highly Dissatisfied, 2 - Dissatisfied, 3 - Neutral, 4 - Satisfied, 5 - Highly Satisfied

Sr.	How satisfied are you with our curriculum on the following areas?	1	2	3	4	5
1	The curriculum is well designed and promotes learning experience for the students					
2	Employability is given focus in the Curriculum design.					
3	The curriculum contents are appropriate for changing business environment					

Sr.	How satisfied are you with our student/s' work performance in each of these areas:	1	2	3	4	5
1	Communication skills					
2	Ability to develop practical solutions to work place problems					
3	Ability to work as part of a team					
4	Ability to take appropriate level of responsibility					
5	Ability to contribute to the goal of the organization					
6	Leadership qualities					
7	Relationship with seniors/peers/subordinates					

Would you like to recruit our students in future? Yes No

Would you recommend our students to other Recruiters (Organization/s)? Yes No

What specific comments do you have regarding our curriculum?

Please feel free to speak in confidence with our TPO/ staff about any aspects of the program or student's performance. If you would like staff to contact you to discuss any issues, please provide your contact number.

Name : _____ Position : _____

Phone : _____ Company/organization : _____

Please email the completed form to placement@klsimer.edu

Or post it on the following address:

Training & Placement Officer, KLS IMER, Sy.No. 77, Adarshnagar, Hindwadi, Belagavi-590011

7.4.2.5 Student Feedback

STUDENT FEEDBACK

Dear Parents,

We are glad that you are pursuing MBA at **KLS' Institute of Management Education and Research**. We shall be thankful if you can spare some of your valuable time to fill up this feedback form and give us valuable suggestions for further improvement of the Institute.

1. Your responses will be seen only after your course results have been finalized and recorded.
2. The information will be used only for the improvement of the course and teaching in the future.
3. You need not disclose your name if you do not wish to.

Please give a rating of your course on the following criterion :

1 - Highly Dissatisfied, 2 - Dissatisfied, 3 - Neutral, 4 - Satisfied, 5 - Highly Satisfied

Sr.	Details	1	2	3	4	5
1	Learning value (in terms of skills, concepts, knowledge, analytical abilities, or broadening perspectives)					
2	Applicability/relevance to real life situations					
3	Depth of the course content					
4	Extent of coverage of course					
5	Extent of Efforts required by students					
6	Relevance/learning value of project/ report					
7	Syllabus					
8	Syllabus Covered in the class					
9	Library materials					
10	Prescribed readings					
11	Internal assessment					
12	Industry experts invited					

If you have other comments to offer on the course and the instructor you may do so below or on a separate sheet.

Signature

7.4.3 Leave Application Formats



**KARNATAK LAW SOCIETY'S
INSTITUTE OF MANAGEMENT EDUCATION AND RESEARCH**



APPLICATION FOR EARNED LEAVE
(Rule 1 (C) of Chapter 5 of KLS Service Rules)

01	Name of the Applicant	
02	Designation	
03	Department	
04	Pay Details	Basic Rs. _____ (Pay scale _____)
05	Period of Leave	From _____ To _____ (No. of Days _____)
06	Reason for applying leave	
07	Contact details during leave period	
08	Alternative arrangement made during leave period	Name : _____ Signature : _____

Date: _____

Signature _____

FOR OFFICE USE

Mr./Ms. _____ Applied for Earned leave from _____ to _____
(No of days _____). The Leave at credit is under:

El Admissible		El applied	
----------------------	--	-------------------	--

As Per service Register applicant has _____ days Earned Leave at his/her credit and alternative arrangement has been made/not made during his leave period. Hence this application Recommended / Not Recommended.

Date: _____

Signature of Case worker _____

Signature of Office Superintendent _____

Order of the sanctioning authority: _____



Signature _____

KLS' Institute of Management Education & Research

Details of alternative arrangements of regular classes for I to IV semester students

Date	Regular Class	Semester	Division	Time	Alternative arrangement

Name of the Faculty :

**(Dr.Atul R Deshpande)
Director**

**KARNATAK LAW SOCIETY'S
INSTITUTE OF MANAGEMENT EDUCATION AND RESEARCH**

From:

Date : _____

To,
The Director
KLSIMER, Belagavi

Respected Sir/Madam,

Please grant me Casual/RH/Duty/OD/Medical/Earned Leave on _____

Number of days required : _____ Purpose : _____

Students informed Yes / No NARRATE

Alternate Arrangement made Yes / No

Thanking you,

Yours faithfully,

()

Recommended & forwarded by:

FOR OFFICE USE ONLY

Leave to Credit : _____ Days

Leave Applied : _____ Days

Leave Balance : _____ Days

Case worker

Your application dated _____ for _____ days casual/RH/Duty/OD/Medical/Earned Leave has been granted / refused.

DIRECTOR

To,
The Chairman-GC for information.

CHAIRMAN - GC

**KARNATAK LAW SOCIETY'S
INSTITUTE OF MANAGEMENT EDUCATION AND RESEARCH**

Date : _____

To,
The Director
KLS' IMER, Belgaum

Sir,
Kindly permit me to leave the office on _____ from/at _____ to _____ for

I will inform the OS and enter the same in movement register.

Thanking you,

Yours faithfully,

Name of the staff

Office Superintendent

Director

**KARNATAK LAW SOCIETY'S
INSTITUTE OF MANAGEMENT EDUCATION AND RESEARCH**

Date : _____

To,
The Director
KLS' IMER, Belgaum

Kindly permit me to leave the office on _____ from/at _____ to _____ for

I will inform the OS and enter the same in movement register.

Thanking you,

Yours faithfully,

Name of the staff

Office Superintendent

Director