



H. & G. H. Mansukhani Institute of Management

GENERAL INSTITUTE POLICIES



HYDERABAD (SIND)
NATIONAL COLLEGIATE BOARD



**Hashmatrai & Gangaram Himathmal
Mansukhani Institute of Management**

Policies

The various academic and administrative committees of the college frame and recommend policies to be implemented for decision making and execution in all aspects where there are no statutory rules/ ordinances/ guidelines given by regulatory bodies or HSNC Board. These policies are referred to the College administration committee for approval and dissemination to staff.

Awareness about the policies is ensured by making these available on the Institute's website and in relevant publications and displays.



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1. Policy for sanction of leaves

1. All the leave rules are followed as per Mumbai University compendium for teaching staff & Maharashtra civil service rules for non-teaching staff.
2. Staff has to apply in the prescribed Leave application format & fill up the complete details & submit in the inward department.
3. Leave balance is filled by the OS and forwarded to the Director with remarks.
4. Leave is sanctioned/ not sanctioned by the Director depending on the leave position of the employee asking for leave.
5. While sanctioning the leave, it is made sure that no specific event is already fixed on that day & also if in emergency/necessity, the availability of alternative staff is assured.



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2. Policy for monitoring attendance of staff

1. Objective:

- a) To communicate the college timings of the institute
- b) To lay down the general guidelines to record the attendance in the Institute as per the applicable timings

2. Procedure:

- a) Employees are required to come to their workplace, on all working days, at the designated time and mark attendance either in the manual attendance register or in biometrics, as the case may be. They need to do this again at the time of leaving the workplace at the end of the working day as well.
- b) Grace Period up to 15 minutes after the designated starting time is considered as “grace period”.
- c) Employees are expected to register out station duty like tours, trainings etc. either in advance or immediately after resuming the work. The intimation of this should be provided to the Director for approval.



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3. Policy for Petty Cash

Petty cash is basically for Institute's day to day petty expenses such as, Conveyances Expenses, Hospitality expenses, Repairs & maintenance expenses, Telephone expenses, Spiral Binding, and other miscellaneous expenses –as and when required for smooth functioning of the Institute.

Initially Rs.10000/- will be disbursed to the custodians of petty cash, Dr. PoonamJeswani and Mr. ManojAsrani.

As the limit for amount to be maintained in cash will reach Rs. 2000/- custodians of petty cash will ask the accounts department for further advance of petty cash for replenishment,

By producing a hard copy of tally statement under petty cash ledger, along with debit vouchers & payment bills of the expenses incurred (for disbursement of petty cash) .

Advance given to staff & expenses are cleared after receiving the payment bills and then debit voucher is prepared by the custodians of petty cash, verified by the O.S & approved by the Director.

This system is to be maintained for full financial year.

All petty cash vouchers / Debit vouchers, petty cash ledger statements are quarterly audited by the auditor.



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4. Repairs and Maintenance Policy:

Introduction:

The college infrastructure is developed for smooth of the MMS programme. Hence the infrastructure needs to be maintained from time to time. The policy related to maintenance is as illustrated below.

Scope:

This policy will include repairs and maintenance of facilities like Acs, Computers, fire extinguishers etc.

Guidelines:

1. For any Repairs and Maintenance form of repairs and maintenance needs to be filled by the person who observes the need for repairs and maintenance and submit in the admin office to Mr. Manoj Asrani.
2. The relevant technician will visit the site and complete the process.
3. Once the job is completed bills for the same are in warded in the college and then sent to the Director for approval.



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5. Budget Allocation Policy:

Budgeting is a very useful exercise for determining the amount of expenses to be incurred for conducting a particular activity. It will also help in controlling the costs. This policy will enable the in charges to understand how to do budgeting for a particular event/ activity.

Scope:

This policy is applicable for all the in charges and heads for smooth conduct of various events/ activities.

Guidelines:

1. The relevant head/event in charge needs to submit the budget requirement for the relevant activities/events for the year.
2. The event in charge will have to discuss the flow of the event with other committee members.
3. Based on the meeting various activities required for smooth conduct of the event will be decided.
4. Based on the activities decided a requisition of amount required and application for smooth conduct of the event will be given in the accounts section.
5. The amount will be released from the accounts section once approved by the Director.
6. The in charge will be handed over the amount by the accounts person and will have full autonomy to use it appropriately.
7. Once the event is completed the relevant in charges are required to submit the bills to the accounts section within 7 days of the completion of the event.



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6. Policy for scrapping of assets:

Introduction:

This policy will enable the institute to track the useful life of the asset. It will also enable the institute to understand when to set out an amount for purchase/ replacement of existing assets.

Scope:

Assets for this policy means all the fixed assets like computers, furniture, grills of iron.

Guidelines:

1. The assets' condition is assessed by office clerk and reported to the Director.
2. Quotations are invited from 3 external parties.
3. Scrap is sold to that party which gives the highest quotation.
4. A gate pass is prepared which is signed by O.S., office clerk, the relevant party and a peon.
5. Assets are scrapped and receipt is issued to the party.



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7. Fee Installment Policy:

The aim of this policy is to help the students in getting higher education without any hassle.

This policy helps the students with financial problems to avail loan facility from the bank.

Guidelines/ general rules:

1. The student needs to give a written application for availing this facility.
2. The installments are decided based on the student's application.
3. The student needs to fill the fee installment form and submit it in the accounts section.
4. In case a student wants to take education loan for payment of fees all the necessary documents/ letters are provided to the students.



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8. Library Policies

I. Library General Use Policies

- The Library being a place for individual study and research, members are requested to maintain an atmosphere of dignity, peace and silence within the Library premises.
- Members are requested to handle the Library reading materials with utmost care. Mutilation, writing, scribbling, marking, cutting pages will be severely dealt with.
- Use of personal stereos, music sets and Walkman in the Library is not permitted.
- The audible use of mobile phones is not permitted in the Library premises.
- Smoking, food and drinks are not allowed in the Library.
- Users are requested to bring their Library card issued by the Institute while coming to the Library. The Library card is a must for borrowing Library materials, and is not transferable.
- Entry to the Library is restricted to the bonafide members on production of Library card.
- All members are requested to keep their personal belongings in the reading area. Library is not responsible for loss or damage.
- The borrowers are requested to check the books & other reading materials thoroughly for missing pages, chapters, any damages, markings etc. before borrowing.
- No books in damaged conditions will be accepted from the borrowers. Mutilated or spoiled books may have to be replaced by the borrower.
- The borrowing facility can be restricted or suspended in case of misbehavior or misuse of the Library facilities/materials.
- Members are held responsible for all items issued on their name, until they are returned by the respective members to the Library.
- Faculty and staff going on long leave, with or without salary, deputation, study leave, or extraordinary leave will have to return all borrowed materials before leaving the institute.



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- No material from the Library should be taken out without proper issuing/ recording. Any type of violation may lead to a disciplinary action.

II. Circulation Policy :

Borrowing Limits

Category of Membership	No. of Books	Loan Period
Students (FYMMS & SYMMS)	4	10 days
Research Scholars(Ph D)	5	30 days
Faculty (Regular Account)	10	15 days
Faculty (Book Bank Account)	15	One semester
Visiting Lecturer	2	15 days
Non- Teaching Staff	2	15 days

Renewal of Borrowed Books: Users can renew the books borrowed by them if the same books are not claimed by any other user. Book can be renewed by bringing them to the library Circulation Counter.

Late Fee Structure



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Types of Material	User	First 30 Days	Beyond 30 Days
Books	All Categories	Rs. 5/Day per item	Rs. 10/Day per item
Reference Books issued over night	All Categories	Rs. 25/Day per item	

Important: Books Issue facility will be suspended if fine exceeds Rs. 100/- in case of Students.

Circulation Rules

- General books are issued to all eligible members as per their entitlements.
- Reference books, bound volumes are issued overnight only with special permission of director.
- Theses, dissertations, newspapers are not lent out of the library.
- The readers should check the book thoroughly for missing pages, chapters, pictures etc., while borrowing the book.
- No book in damaged condition will be accepted from the reader. Mutilated or spoiled books will have to be replaced by the borrower.
- Reader can claim books (reserve) already issued, at the circulation counter.
- Loss of book must be reported immediately. Late fees, if any, will be charged till the loss of book is reported. If the original library book is returned after reporting it lost, the fine will be calculated till the date of its return.
- For the rules for replacement of lost book, kindly contact the Librarian.
- One reader can put maximum 2 claims.
- A book can have maximum 2 claims.



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- Claimed books are kept reserved for the claimant for 1 day from the date of return by previous borrower.
- Reference books should be claimed before 2.00 pm. A book can have maximum 2 claims.
- Books are reissued / renewed only if there are no claims.
- The borrowing facility can be withdrawn or restricted in case of misbehavior or misuse of the library.

Issue/Return Timing

- General / Reference books – Monday-Saturday: 9.00 A.M. to 5.00 P.M.
- Reference Books are issued for overnight between i.e 4.00 pm – 5.00 pm

Please contact :Librarian for any clarification.



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9. Continuing education policy for staff:

This policy aims to ensure professional development of the staff which includes academic, administrative and supporting staff. The policy is made to encourage the staff to pursue training opportunities open to them for their career development.

Policy:

1. The teaching staff members and non-teaching staff members are encouraged to attend workshops, seminars for their professional development.
2. Supporting staff are encouraged to continue further studies and courses related to their development.
3. The institute provides duty leave whenever seminars/ workshops are attended by the concerned staff.
4. Staff members are encouraged to do Ph.D and attend faculty development programmes.



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10. Policy for internal official communication:

Effective internal communication is critical to the success of any organization. This policy is framed to lay down the methods of internal communication to students and employees of the institution.

Scope:

The policy includes internal communications within the institute for employees and students.

Guidelines:

For Students:

1. Information related to Events is provided by the event in charges by making announcements in the sessions and conducting meetings for the same.
2. Information related to Sessions is provided by the concerned coordinator. It is communicated through time table displayed on student's notice board.
3. Information Related to Guest lectures is given to the students by making announcements in the class and through whatsapp groups as well.
4. Information related to Placements is provided by the relevant in charges in the form of announcements in the class and through whatsapp groups.

Employees:

1. For employees of the organization meetings are conducted from time to time to disseminate information about updates in the institute.
2. For any repairs and maintenance application forms are available in the office. The concerned staff fills the forms, Director approves it and further it is processed by Mr. Manoj Asrani.
3. For any additional requirement of stationery form is filled by the concerned staff and processed further by Mrs. Jyoti/Mr. Manoj.
4. For any leaves the leave forms are available in the office which are filled by the employees, sanctioned by the director and processed further by O.S.



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5. For any advance/reimbursement required the form is filled by the concerned staff and submitted to the clerk handling accounts.
6. For any guest lectures arranged a form of honorarium is filled by the concerned staff who arranges the lecture and forwarded to clerk handling accounts.



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11. Faculty Development Policy

1. Preamble:

The policy is framed to promote research activities in the institute to give extra fillip to research, publication and other related activities.

2. Objective:

To give special thrust to research culture in the Institute, and thus improve the profile of the Institute in the country.

3. Policy and Guidelines:

- i. Conducting faculty development programs.
- ii. Sanctioning leaves and funds to faculty members for attending seminars, workshops, faculty development programs and QIPs.
- iii. Preferentially registering faculty members of MIM for Ph.D. in the approved research Centre at MIM.
- iv. Permitting and encouraging faculty members to use infrastructure and facilities of MIM for research leading to Ph.D. degree.
- v. Incentivizing faculty members by reimbursing faculty members for publishing their papers in UGC care listed, Scopus, ABDC Journals.
- vi. Implementing the Career Advancement Scheme and creating systems to enable faculty members to meet requirement of the scheme.



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12. Guidelines for Articles to be Published in Gnosis

1. All articles submitted must be in English and in MS Word format.
2. Authors must adhere to all the formatting rules relating to font size, indentation, figures, tables, etc.
- . Text of the research article should be arranged in the following order: Title, Abstract, Introduction, Body Text, Results and Discussion, Conclusion, Acknowledgements, and References.
3. Authors submitting articles to institute's Journal must ensure that the contents of their research article are original and there is no plagiarism in the data.
4. The article should not be submitted to multiple journals for publication.
5. 1st author should ensure that co-authors have made a significant contribution to conception, design, execution or interpretation of the research study.