

**DATTA MEGHE
INSTITUTE OF
MANAGEMENT
STUDIES**

**Standard Operating
Procedures (SoP)**

2020-21 Onwards



*Final copy
for Approval
of Hble Council*



Datta Meghe Institute of Management Studies

(Formerly NYSS Institute of Management & Research)

Atrey Layout, Nagpur--- 440 022



Autonomous Institute Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University with NBA Accredited MBA Programme.

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POLICY : S001

Policy Name: Student's Participation in Curricular/ Co-curricular Event/competition.	Policy Category Student
DMIMS/2020-21/S001, DATED 15/07/20	
Policy Statement: Financial Assistance to students for participation in technical activities organized by Premier Institutes.	

Objective	To provide National level Exposure to students where they get a chance to collaborate and learn from the peers.
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Policy Description:

- Students will be encouraged to participate in the curricular/co-curricular activities like Business Plan, Quiz, Ad-Mad show, Summer Internship Presentation (SIP), Case Study Presentation and similar events by providing financial assistance in form of the Registration fees, Accommodation charges and Traveling assistance.
- Students will be sponsored only for events organized by premier Institution will be IITs, IIMs & Institutes reflected in the first 50 NIRF Ranking, 2020
- Participating students will be finalized through screening process and maximum 30 students can avail this benefit per year.
- This assistance will be provided to a particular student only once in the tenure of 2 years.
- Preference will be given to the students, who come under the Bright Student category.
- Students desirous of participation shall require approval from the Director.
- The faculty members who are guiding the students for the competition shall certify the relevance and quality of work done by students for the said competition.

Financial Assistance:

- Registration for the Event: Rs. 1000/ per student will be provided towards event registration/ accommodation.
- Travel Expense: Participating students shall be entitled for II class sleeper two way rail/bus fare.



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Financial Implications :

Registration :- Rs. 2000 per student = 2000×10 students = Rs 20000/ per year

Accommodation :- Maximum Rs. 1000 per student = 1000×10 Students = 10000/ per year

Travel assistance/student = II class sleeper two way rail/bus fare whichever is less.



Treasurer

NYSS



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POLICY : S002

Policy Name : Students Participation in Paper presentation in Conferences.	Policy Category Student
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DMIMS/2020-21/S002, DATED 15/07/20

Policy Statement:

Financial Assistance to students for Paper presentation in Conferences.

Objective	To develop research acumen in students by presenting Research Papers in conferences.
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Policy Description:

Students will be encouraged to participate in the conferences and presenting the research papers, by providing financial assistance in the form of the Registration fees, Accommodation charges and Traveling assistance.

- Students can seek approval for participation after passing through screening process and maximum 10 students can avail this benefit per year.
- Students will be sponsored only for events organized by premier Institution will be IITs, IIMs & Institutes reflected in the first 50 NIRF Ranking, 2020
- This assistance will be provided to the student only once in the tenure of 2 years.
- Preference will be given to the students, who come under the Bright Student category.
- Students desirous of participation shall require approval from the Director
- The faculty members who are guiding the students for the conference shall certify the relevance and quality of paper and will be the co-author.

Financial Assistance:

Registration and Accommodation: Rs. 3000/ per student will be provided. Accommodation will be considered only if it is not provided by the host institution.

Travel Expenses: Participating students shall be entitled for II class sleeper two way rail/bus fare.



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Accommodation :- Maximum Rs. 1000 per student = 1000×10 Students = 10000/ per year

Travel assistance/student = II class sleeper two way rail/bus fare whichever is less.



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POLICY : S003

Policy Name: Students' Industrial visit

Policy Category Student

DMIMS/2020-21/S003, DATED 15/07/20

Policy Statement: Policy with respect to Students' Industrial visit

Objective	To provide students, know how about the work environment and actual practices of the Industry.
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Policy Description :

- The aim of this policy is to introduce the students to real life situations of the industry. It will help them to understand the application of theories they studied in their classes.
- The visits will preferably be organized during non-teaching period/vacations so that there will not be academic loss of the students.
- Visits will be made to the local industries involved in manufacturing, logistics etc.
- The modalities of the industrial visit, like seeking permission from industry, vehicle formalities will be taken care by the Faculty In charge.
- Student committee will be formed to carry out the operational part of the industrial visit.
- Industry visit of the first year and the second year will be carried out separately.
- At least one industrial visit per semester will carried out by the institute (on visits in a year).
- The institution shall provide transport vehicle and driver, diesel charges and RTO charges, toll tax, if any.
- Daily allowances of Rs. 50/- per student shall be paid by the college.
- Impact Analysis will be done by conducting pre-test & post-test of the concept learned and the average score will be added to Teacher's Assessment.
- Report of industrial visit shall be submitted to the Director on completion of visit within 3 working day. A copy of the same need to be maintained in the library,



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Financial Implications :

Daily Allowance @ 50 :

One industrial visit per semester will be conducted:

First semester (50 x 180) = Rs. 9000 p.a.

Second semester (50 x 180) = Rs. 9000 p.a.

Third semester (50 x 180) = Rs. 9000 p.a.

Four semesters (50 x 180) = Rs. 9000 p.a.

(Above budget is not inclusive of driver, diesel charges, RTO charges, toll tax, if any).

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POLICY : S004

Policy Name: Student's Club

Policy Category: Student

DMIMS/2020-21/S004, DATED 15/07/20

Policy Statement: Policy with respect to Students Club

Objective

This Policy is formed to encourage the students to organize and participate in various co-curricular & extracurricular activities.

Policy Description:

- Four clubs namely Student Welfare club, Dance Club, Sports Club and Literary Club have been formulated to explore and nurture talents of the students.
- Office bearers of these clubs shall include the Faculty in charge along with Student committee inclusive of representatives from both first and second year.
- The Club activities shall be organized without disturbing the academic calendar of the institution
- All clubs should prepare Annual Activity Calendar under the guidance of respective faculty in charges at the start of the academic year and get it approved by Dean Academic Matters and Director.
- In order to qualify for sponsorship, all club must participate in the University Fest and a minimum of one National level reputed competition.
- All clubs should prepare budget for conducting the activities as per calendar and get the same approved from the Management through the Director.
- Each Club will maintain record of meeting, minutes of meeting, online recording of activities, etc.
- All the clubs should give due publicity before and after the conduct of activity (Print and digital/social media)
- Students participating in club activities outside the campus must take permission from Faculty In-charge.
- For expenditure of club activities within the sanctioned budget, detailed Note Sheet shall be submitted by Faculty In-charge and to the Director for approval.



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Financial Implications:

Total Financial Implication: Approved budget would be Rs.1, 00,000 p.a. to be distributed as per norms of activity by the Director.



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POLICY: S005

Policy Name: ENTREPRENEURSHIP DEVELOPMENT CELL (EDC)

Policy Category
Student

DMIMS/2020-21/S005, DATED 15/07/20

Policy Statement: Policy with respect to ENTREPRENEURSHIP DEVELOPMENT CELL (EDC)

Objective

- To orient students towards entrepreneurship and encourage them to choose Entrepreneurship as a career option.

Policy Description:

- Faculty in charge with Student committee will be formed to look after the operational part of ENTREPRENEURSHIP DEVELOPMENT CELL (EDC).
- Organizing Guest Lecture during Induction Program of first year students.
- One-week workshop in collaboration with MSME/MCED during second semester will be organized, in order to orient the students towards entrepreneurship.
- Sessions / Discussion on Success/Failure stories by the Established entrepreneurs of Nagpur.
- This cell will organize Inter- college Business Plan activity annually.
- Maximum expenses of this cell in a year will be Rs. 30,000/- which will include the expenses towards guest lecture, one week workshop & student prizes (if any).

Financial Implications:

Maximum expenses of this cell in a year will be Rs. 30,000/- per year.


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POLICY: S006

Policy Name: Financial Assistance for Student Forums DMIMS/2020-21/S006, DATED 15/07/20	Policy Category: Student
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Policy Statement:
Policy for Financial Assistance for Student Forums.

Objective	Student Forums are formed to provide students a platform to organize and participate Domain Specific Co-curricular activities throughout the year.
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Policy Description:

- Student forum will provide students a platform to organize and participate Domain Specific Co-curricular activities and will thus help in the overall development of their personality.
- 4 FORUMS namely: HR Forum, Marketing Forum, Finance Forum & Environment Forum, Will be formed.
- Each forum will have faculty In-charge and a Student Body.
- These forums will organize at least two Co-curricular activities like Business Quiz, Newsroom, News Maker of the week, colloquiums, presentation competition, Product Design, case presentation etc. in a semester.
- This effort will result in the overall personality development of the students.
- Faculty in-charge need to submit the Activity planner before the start of the session.
- Budget for each activity will be Rs. 2500/- which will include winner's prizes and the expenses towards the event.
- Each forum will organize at least 2 activities per semester and will be allotted a budget of Rs.5000/- in a semester.



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Financial Implications:

Rs 40,000/-per year = Rs. 5000* 2 Semester * 4 Forums



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POLICY : F001

Policy Name: Financial Assistance for Publishing Monograph/Book	Policy Category Faculty
DMIMS/2020-21/F001, DATED 15/07/20	
Policy Statement: Policy for Financial Assistance for Publishing Monograph/ Book	

Objective	To encourage faculty to publish book / Monograph.
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Policy Description:
<ul style="list-style-type: none"> Financial assistance for the faculty to publish book / Monograph. Assistance will be provided once in a year to the faculty. Faculty need to submit the note sheet to the Management through the Director. Note sheet should have the details like title of the book/Monograph, acceptance by the publisher etc. Maximum 4 faculty will be allowed to take the benefit of this in an academic year.

Financial Implications :
Rs. 10,000 will be the upper limit of the financial assistance.
Maximum 4 faculty can avail this in an academic year.
Rs. 10,000 x 4 faculty = Rs.40000 in an academic year.

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