



NAVJEEVAN INSTITUTE OF MANAGEMENT

HUMAN RESOURCES POLICY MANUAL

FOR STAFF

2023

DECLARATION

The objective of this Manual is to compile the HR policies and procedures followed in Navjeevan Institute of Management, Nashik. It also presents the general rules and regulations that govern the employees of the Institute.

The Institute reserves its right to interpret; change; suspend; cancel; or dispute, with or without notice; all or any part of what is contained in the Manual. The Institute will notify all employees of such changes. In the interpretation of any policies and procedures covered in the Manual, the Director's decision will be final and binding on all employees of the Institute.

Director

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NAVJEEVAN EDUCATION SOCIETY: A BRIEF NOTE

Navjeevan Education Society was established in 1983 as an ambitious educational body, registered by Society's Registration Act & B.P.T Act 1960. Our sheer ambition is to be useful for rebuilding of this nation by supplying sincere, hardworking and totally dedicated youth. This society and its group of institutions is the dream projects of its founder SHRI SUBHASH G. DESHMUKH a visionary, an acknowledged educationist, a philanthropist, and a social worker. All the Campuses of NES are located in the heart of the city & campus of Navjeevan Public school, sVinchurgavli is located in lush greenery and away from the city hustle and bustle, elegantly landscaped with well planned & aesthetically designed building that house spacious lecture halls, Seminar Hall, Computer Lab and library. Our institute is backed up with excellent Staff.

Today the society has under its umbrella the following institution and schools

1. Navjeevan Public School, Vinchurgavli, Nashik
2. Navjeevan Law College, Nashik
3. Navjeevan Institute of Management, Nashik
4. Navjeevan World peace and Research Foundation
5. Navjeevan Day school, Cidco, Nashik
6. SMT Pushpavati Deshmukh Day school, Sinnar
7. Navjeevan College of Science, Duber Naka, Sinnar
8. D P Kharde Navjeevan Day school, Nandur Singote
9. Navjeevan ITI College, Nandur Singote

ABOUT NAVJEEVAN INSTITUTE OF MANAGEMENT (NIM):

NIM is a premier business school established in 1994, is affiliated to Savitribai Phule Pune University (SPPU), recognized under AICTE (New Delhi), accredited by NAAC in 2004 and re-accredited in 2019 with B++ Grade. It is also an active member of CII Western region. Our aim is not only to impart quality education in the field of management but also to ensure holistic development of the students. The institute is in scenic Nasik, also known historically as the city of pilgrimage and recently as Asia's only wine park

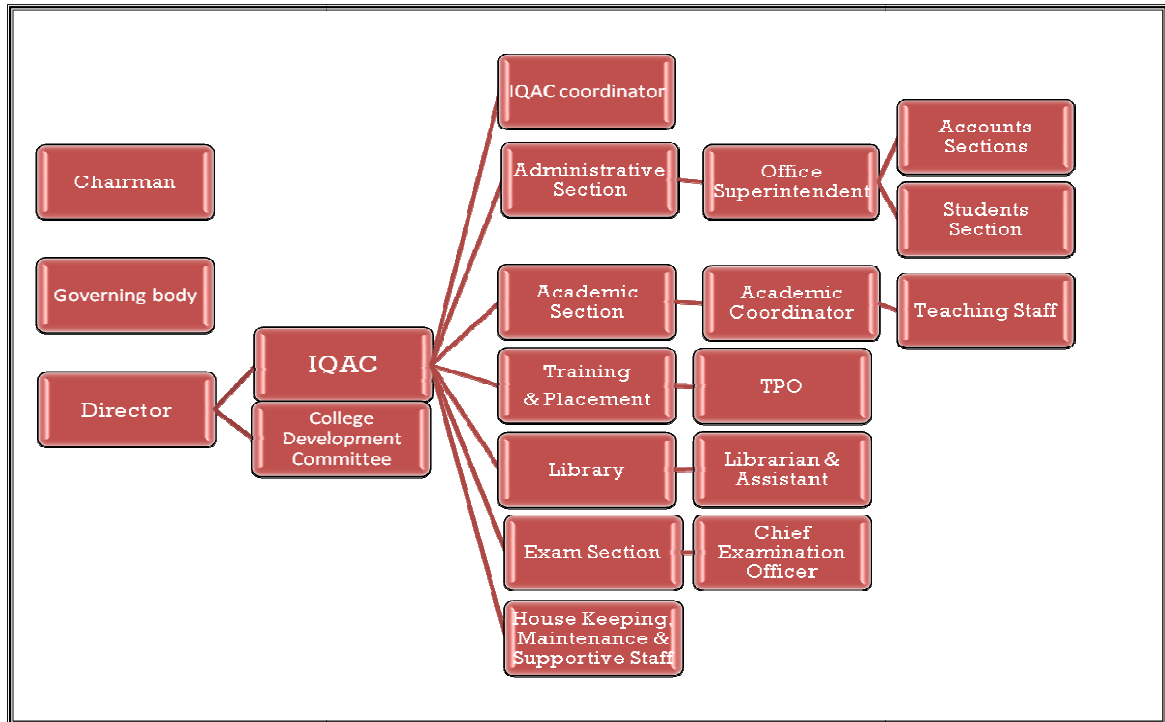
VISION

“To be India's leading University – based Business School, offering the holistic development of the people who are going to shape the World in 21st century with their transformational ideas”

MISSION

“We are committed to educating and developing tomorrow's leader's and builders of the world, who create value for their stakeholders and society at large, by providing them the highest Quality and life – transformational learning experience.

Governing structure of NIM is represented in tabular format below



HIERARCHY OF REPORTING

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

Staff	Reporting Authority
Director	Managing Trustee
Head of the Departments	Director
Training & Placement officer	Director
Alumni Coordinator	Director
Social media Coordinator	Director
Librarian	Director
Examination-CEO	Director
Admission coordinator	Director
Co curricular Coordinator	Director
Teaching Staff	Director
Computer Laboratory Staff	Director
Office Staff	Director
Peons / Non-teaching Staff	Director

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

GOVERNING COUNCIL

SN	Name	Designation
1	Mr.Subhash G. Deshmukh, Managing Trustee, NES	Chairman
2	Mrs.Vijaya S.Deshmukh, Chairperson, NES	Vice-Chairperson
3	Mr. Vijay B. Kale, Secretary, NES	Member Secretary
4	Dr. Wagh Bhiwa G. (Educationist)	Member
5	Mr. Shrirang Sarda (Industrialist)	Member
6	Savitribai Phule Pune University, Pune	Nominee
7	AICTE WRO, Mumbai	Nominee – Ex-officio
8	MS-DTE, Mumbai	Nominee – Ex-officio
9	Mr. Yateen S. Nandanwar	Faculty Member
10	Dr.Nutan N Thoke	Faculty Member
11	Dr. Suvarna R. Shinde	I/C Director

INTRODUCTION

Navjeevan Institute of Management believes that, for a sustainable development, institutional effectiveness and employee satisfaction, it is imperative to have a sound set of human resources policies which are dynamic and accommodative in creating conducive working environment, where employees can work and benefit in conformance to the vision, mission and quality policies of the institution

This handbook has been developed and maintained as a guide for the employees so that human resources matters can be handled more consistently and equitably throughout the campuses. However, the contents of this handbook are not intended to create a contract or agreement between the organization and the employee. The policies stated in this handbook are subject to change at any time at the sole discretion of the institution. The updated information regarding any changes in policy will be conveyed time to time.

The preparation, release, and maintenance of this Manual is the responsibility of the Director or any official designated by the Director.

1. The Manual is subject to modifications to reflect changes that the Institute may decide to undertake in its HR policies from time to time.
2. This Manual is confidential and is for restricted circulation only.
3. The policies laid down in the Manual and the subsequent amendments, if any, will supersede the relevant existing policies.
4. Clarification on the Manual can be sought from the Human Resources Department/ Director of the Institute.
5. On matter concerning the human resource policies and procedures that are not covered in this Manual, the Institute will be guided by the rules, norms, and procedures prescribed by the top management from time to time.

DEFINITIONS

- a) “Institute” means the Navjeevan Institute of Management, Nashik
- b) “Management” means the Managing Trustee, Chairperson of the Institute.
- c) “Director” means the Director of the Institute.
- d) “Faculty” means the Faculty of the Institute.
- e) “CFO” means Chief Financial Officer of the Institute
- f) “OS” Office Superiendent of the Institute.
- g) “Administrative Staff” means a person serving in the Institute in any capacity other than “Faculty”. “Administrative Staff” will be referred to as “Staff” for the purpose of this Manual. Administrative staff includes staff members on probation, as well as on regular scale. It does not include staff members appointed from manpower agencies or academic associates working with the Institute.
- h) “Employee” means any person employed in the Institute to do any professional, skilled or unskilled, manual or supervisory, technical or clerical work for hire or reward whether terms of contracts are express or implied, including part-time workmen and trainees other than apprentice appointed under the Apprentice Act, 1961. Academic Associates and other Trainee appointees are included as employees of the Institute.
- i) ‘Day’ means calendar day beginning and ending at midnight but extends up to end of a shift where the shift starts before midnight
- j) ‘Month’ means a calendar month, but for the purpose of calculation of salary and for its payment, if the management prescribes another period in respect of any employee or class or classes of workmen, it shall be such other period.
- k) ‘Premises’ means building and the land owned and used by Institute.
- l) ‘Notice’ means a notice in writing required to be given or to be displayed on the notice board of the Institute.
- m) ‘Notice Board’ means display board or board maintained to display notices in the Institute premises and includes any other board or boards maintained in the department/departments of the Institute.
- n) “Area” means the various Academic Areas of the Institute.
- o) Committees at NIM, Nashik is administered / managed by several faculty committees. Such faculty committees are appointed by the Director on a need basis.

RECRUITMENT POLICY

RECRUITMENT CRITERIA FOR VARIOUS POSTS

Recruitment on various posts will be purely on the basis of AICTE guidelines and norms

MANPOWER REQUISITION

1. Planning for manpower requirement is initiated by the Director of the Institute. A proposal duly prepared by the director is being sent for approval to top management. The proposal should capture all the details such as pay level, tenure of employment etc.
2. According to the position required, the appropriate proposal for Permanent/Ad hoc / Visiting faculty should be filled.
3. The proposal would have a brief description of the job to be assigned to the position. It should also include a justification for the creation of the position.
4. Once the approval is granted by top management, the Director will initiate the recruitment process.

ADVERTISEMENT

1. Advertisement inviting applications will be released in newspapers/ Social Media identified for the purpose. Wherever necessary, the advertisement copy will be shared with the concerned person for comments/inputs before the release of the advertisement.

PROCESSING OF APPLICATIONS

1. The OS will be responsible for segregating the resumes received against the advertisement.
2. The compiled statement showing the details of the applicants will be sent to the Director for short listing.
3. The Director does the short listing as per eligibility criteria.

INTERVIEW PANEL

- Interview Panel for selection of candidates will be constituted by the competent authority. Government norms on the inclusion of members belonging to the minority community and SC/ ST on interview panels will be kept in mind while constituting the panel.

Following will be the constitution of the interview panel

FOR DIRECTOR:

1. Committee members nominated by University
2. Chairman of the Institute
3. Vice Chairperson of the Institute
4. Secretary of the Institute
5. Category nominee from university.
6. Any other expert or person if nominated by Chairman

Note: Incase of Local selection, except members nominated by university all others are in panel.

FOR TEACHING FACULTY AND ADMINISTRATIVE STAFF:

1. Committee members nominated By University
2. Chairman of the Institute
3. Vice Chairperson of the Institute
4. Secretary of the Institute
5. Director of the Institute
6. Nominated Person

Note: In case of Local selection except members nominated by university all others are in panel.

INTERVIEW & SELECTION PROCESS

1. Personal Interviews will be fixed as per the convenience of the interview panel members.
2. Candidates shortlisted for test/interview will be notified about it by an email. This will be followed by a detailed call letter, which will be sent to them by post/courier.
3. The candidates will be directed to the venue for test/interview. Forms that are needed to be filled like qualification details etc will be done at this stage.
4. The interview structure may involve personal interview, and/or group discussion/debate/quiz/ Demo Lecture.
5. Director/OS will ensure that after the interview, each of the panel members provide their feedback in writing about the performance of the candidates.
6. Director will also play an active role in salary negotiation & fixation.
7. The Director will collect feedback from references as needed.

CONVEYANCE REIMBURSEMENT

Candidates called for the interview will have to bear the conveyance charges.

FINAL SELECTION

Final selection is made upon acceptance of the selection committee's recommendations. The selected candidate is offered the position subject to submission of all required documents.

JOINING PROCEDURE

Joining process involves the following:

1. Collection of primary details in the prescribed form.
2. Document of the following certificates and testimonial submitted by the candidate will be verified with the originals.
 - a. Mark sheets from 10th to last qualified exam (educational & professional)
 - b. Passing certificates of exams
 - c. Birth certificate
 - d. Present and Permanent address proof
 - e. Relieving letter and latest salary slip of the last organization served
 - f. Medical certificate for fitness
 - g. Copy of Aadhar card / PAN card / passport / driving license / election identity card / any other photo identity proof issued by State/Central Government.
 - h. Two photographs
3. Collection of joining report.
4. Formal introduction with all concerned staff about the candidate's appointment.
6. Issuing I-card.

SCALE PAY

- i. Pay scales, allowances and other financial benefits for various categories of teaching / non-teaching staff will be provided as prescribed by the Top management.
- ii. Annual increments shall be sanctioned by the Top Management on satisfactory performance of the employee based on the recommendations of Director.

SALARY DISBURSEMENT

- i. Salary of employees will become due and payable on the 10th day of each month.
- ii. As a policy of the Institute, the salaries of all the staff members are directly credited to their respective SB Account in Pnb Bank or ICICI Bank.

DEDUCTION FROM SALARY

Deductions in salary may be made for coming late to work, unauthorized absence, against fines imposed etc.

IDENTITY CARD

1. Every employee will be provided with an identity card which, besides the name of the employee, will have an employee photograph, and other relevant personal details.
2. Identity cards are not transferable and should be carried by the employee whenever he/she is on Institute's duty either inside or outside (official duty) the premises of the Institute.
3. Employee shall present the identity card for inspection to any person so authorised to inspect by the Institute.
4. Loss of the identity card should be immediately reported so that any possible misuse can be avoided and a replacement card can be issued. Loss of I-card on more than 2 occasions shall be viewed as misconduct on the part of the employee.
5. Employees are required to surrender their identity cards, badge, etc. on leaving the service of the Institute. Surrender of I-card is a requirement for final settlement of dues.

PROBATION

The period of probation for the employee, shall be of 1 years, on the expiry of which he/she will be deemed to be confirmed unless after assessment of his/her work by the competent authority, his/her services are terminated by giving him/her One month's notice or One month's salary in lieu of notice.

LEAVE AND ATTENDANCE

Institute's rules for maintaining attendance and leave policy

OFFICE HOURS

- The Institute timings are from 7:45 am to 2:45 pm (Monday to Saturday) for faculty and 10.00 am to 5.00 pm for administrative staff.
- The Director has to ensure that:
 - ✓ The staff takes a lunch break during specified hours (i.e. teaching staff between 12:00 pm to 12.30 pm and non teaching staff 01.00pm to 1.30pm).
 - ✓ The staff must follow office time while coming to the office and leaving the office.
 - ✓ The staff punches their presence via the biometric system and signs the muster.
 - ✓ For the staff working on shift-basis, the timings will be decided by the Director, according to the nature of work in the department.
 - ✓ Three late attendance in a month will be equaled to one casual leave
 - ✓ If an employee does not improve on his punctuality; the Institute may initiate disciplinary actions against the concerned employee in addition to the debiting of half-a-day's Casual Leave to his account.

2.2 PROCEDURE FOR GRANTING LEAVE

The grant of leave to the Institute employee is governed by the Institute Leave Rules.

- Leave cannot be claimed as a matter of right. Based on the Institute's requirement or public exigencies, leave can be denied.
- The leave sanctioning authority may refuse or revoke leaves of any kind but cannot alter the kind of leave due and applied for.
- The reasons for leave should invariably be indicated in the leave application.
- Any planned leave for more than two days should be applied at least 5 days before the start of the leave.
- On return from a leave of more than ten days, the employee should report for duty to the Director.
- Leave should be applied through Leave application form only.

EXTENSION OF LEAVE

- Requests for extension of leave should be avoided as far as possible. Applications for extension of leave should be submitted well in advance of the date of expiry of the leave already sanctioned through the Director. It should not be assumed that an extension will always be granted.
- If an employee is unable to resume duty on the due date on account of any unforeseen circumstances, he must send an immediate intimation to the Director stating the reason of his inability to attend Office on the due date.
- Extension of leave without proper sanction will lead to the deduction of full pay leave. No leave salary is admissible for the entire period of extension of leave without sanction and such period will not be counted under the qualifying service.
- If employee is absent without proper sanction of leave, it will be treated as LWP.

CANCELLATION OF LEAVE

- Cancellation of leave by the employee should be applied and it has to be approved by the Director

KINDS OF LEAVE

CASUAL LEAVE

- Casual leave admissible to an employee is **twelve days** for a calendar year, subject to the condition that not more than three days' casual leave may be allowed at a time.
- Casual leave cannot be combined with any other kind of leave.
- Sundays and Holidays falling during a period of Casual Leave will be counted as part of Casual Leave.
- Sundays/public holidays/restricted holidays/weekly offs can be prefixed/suffixed to Casual Leave.
- Casual Leave can be taken while on tour, but no daily allowance will be admissible for the period.
- Casual leave can be taken for half-day also. If CL is availed forenoon, then the person must join duty by the end of lunch hours.(Employee has to work for minimum 4 hours on the day, he is availing Half day CL)
- Casual leave cannot be accumulated. Leave not availed in a particular calendar year will lapse at the end of that financial year.
- If a person joins in the middle of a year, casual leave will be granted to him proportionately.
- As far as possible Casual Leave should not be kept unutilized till March. Availing the accumulated casual leave in the last month results in disruption of work.

MATERNITY LEAVE

- Rights are reserved with Management.

SICK LEAVE (Rights are reserved with Management and can be considered on case to case basis)

- All employees are entitled to 10 days of full pay ML, or part thereof, in a financial year depending on the date of joining.
- Medical leave exceeding three days at a spell will be granted only on producing of medical certificate. An employee who has been granted Medical Leave shall resume duty after producing a certificate of fitness from a registered medical practitioner.
- An oral (in exceptional cases) or written request will be required for availing ML due to illness or injury. For extension of medical leave, request has to be made to Director.
- No medical leave will be sanctioned to an employee during the first year of service. After one year, all teaching and Non-teaching employees are eligible for **10** (ten) days of medical leave per year.

DUTY LEAVE

- **“Duty Leave”** will be granted only with the prior approval in writing to the Director
- Faculty and Administrative staff will be granted **“Duty leave”** for the purpose of attending Board Meetings / Central Valuation / External Examination connected with **SPPU** / delivering guest lecture / attending FDP programme etc., during the Institute working days.
- The duty leave should not exceed **5** days at a time. Employees who avail Duty leave should produce necessary attendance certificate from the competent authority for having done the intended duty. Otherwise his/her absence will be treated as leave to which he/she is eligible.

COMPENSATORY/HOLIDAY LEAVE

- Staff who works on holidays will be entitled to COF for an equal number of days that they have worked. COFs cannot be carried over to the next financial year.

LEAVE WITHOUT PAY

- All rights are reserved with institute. If an employee takes a leave without the permission of director all the absent days will be treated as LOP.

SABBATICAL LEAVE (SA)

- Any faculty who has completed ten years of continuous service can avail one year of SA with full pay for study /executing research projects / Book writing etc. A proof of having effectively used the SA is required to be submitted to the Institute on resuming duties **subject to approval from management.**
- ***Note:** All the employees are requested to fill up their leave application, Com-off form or Duty leave form completely and submit the same to the Administrative dept and forms without the Directors signature will not be accepted in any case

PUBLIC HOLIDAYS AND RESTRICTED HOLIDAYS

- The Institute will observe public holidays and restricted holidays in a calendar year as approved by the Director based on the list of holidays declared by the SPPU every year.

PERFORMANCE APPRAISAL

FACULTY SELF-APPRAISAL

- At the end of each academic year, the teaching faculty shall evaluate themselves using prescribed faculty Self-Appraisal form and same shall be submitted to the Director.
- Additionally feedback of students for overall performance of faculty will be taken in feedback form. Both the feedback will be analyzed by the Director and remark will be given on the same which may be taken into consideration at the time of increments or promotion. (In case of Non teaching staff, only Self-Appraisal form shall be filled and same has to be submitted to Director for performance appraisal).

TERMINATION:

The Institute reserve the right to terminate the services of an employee without any prior notice or assigning any reason in case of underperformance, misconduct etc.

RESIGNATIONS:

Employees of the Institute may resign from the Institute by giving one month notice. While the Institute is interested in settling all the outstanding dues, as early as possible, no outstanding dues will be settled unless a properly endorsed clearance form is submitted by the employee concerned.

SEEKING RELEASE

- i) Nobody can leave the service without applying for the release to the Institute.
- ii) The employee shall not leave the service of the Institution without giving to the Appointing Authority one month's notice, or in lieu thereof pay to the Appointing Authority an amount equivalent to one month's salary.
- iii) In the event of a vacancy in the post of the Director/ teaching staff/Administrative staff of Institute, occurring due to illness, leave, retirement, resignation, or for any other reason, the current duties of the said post shall be assigned by the competent authority to another employee in the institute, in addition to his/her own duties, as a temporary arrangement till the person resumes his/her duties or till the post is filled by due procedure.

HANDING OVER CHARGE:

- i) The Employee before leaving service shall hand over the charge of his post to a duly authorized person and shall return all books, computer, Laptop, furniture, etc. issued to him to the Institute / library/ Department.
- ii) The last salary will not be paid to the employee until a clearance certificate is issued by the Director after obtaining No dues Certificate of all concerned sections.
- iii) The exiting employee shall have to handover data related to Institute activities handled by him/her in soft copy / hard copy format e.g. seminar, guest lectures, placement, alumni, events etc.; any other communication related to the institute with any outside party / individuals, to a person authorized by the Director of the institute.

RELIEVING ORDER / DISCHARGE CERTIFICATE:

The Appointing Authority / Head of Institute will give a discharge certificate to the employee who leaves service after due notice or to the employee whose services are terminated after making sure that the employee leaving services, has paid off all amounts due from him/her to the Institute and a proper handover of roles and responsibilities has been done to the designated person taking over the charge from the leaving employee.

PROMOTION POLICY:

1. The policy for teaching staff is purely based on the AICTE Guidelines
2. The policy for non-teaching staff is based on the principle of Seniority-cum-performance

RETIREMENT (Rights are reserved with Management)

1. Every teaching and non-teaching staff of the Institution will retire from service on completing 65 years and 58 years of age respectively. However, faculty can be re-employed after retirement period up to the age of 70 subject to the vacancy position depending on the management decision and the meritorious service of the faculty. Similarly, the non-teaching staff can also be re-employed on a contract basis.
2. Persons, who are physically fit and whose services are considered necessary and beneficial to the institution, may be appointed on contract service on tenure.
3. In respect of an employee attaining the age of retirement on a particular day, he shall retire on the afternoon of the same day.

WELFARE ACTIVITIES:

The Institute has constituted a Welfare Committee chaired by designated Professor. A Welfare Manager drives the entire activities. Below are the details of the activities carried out by the Welfare Committee:

- **Employees Birthday Celebrations:** The Staff Welfare Committee celebrates the birthday of the faculty and staff by wishing them with a greeting card and a packet of sweets.
- **International Women's Day Celebrations on March 8:** The Staff Welfare committee celebrates the International Women's Day on March 8 every year. The Welfare Committee distributes sweet packets and flowers to all the women engaged with the Institute.
- **Ladies Room:** Institute has a dedicated ladies room with basic facilities available in it. The women employees of the Institute can utilize it as a rest room or for any other purpose which deemed fit to the women employees of the Institute.
- **Loan Facility:**
- **Research Publication:** 5000 Rs per year is granted to faculty for undertaking research projects/Research Paper Publication/ attending Seminars/ Conferences etc.
- **Navjeevan Co-operative Housing Society:** NCHS is a registered Co-operative Society. The Society is established by and for the employees of the Institute. The principal purpose of the society is to provide prompt credit facilities to its members as per the provisions mentioned in the bye laws of the Society. The business of the society is managed by its Managing Committee. Members of the Managing Committee are duly elected by the members of the Society every year. The society has been running successfully for several years. The permanent employee of the Institute can become a member of the Society after completing the formalities. · Members contribute towards Share Capital and have savings through Compulsory Savings Scheme. Members can also avail benefit of Recurring Deposit as per the provisions of the Society. · Members are eligible for Emergency loan (up to Rs.5000/-) three times during the year and full loan (exceeding Rs.5000/- but not more than Rs. 5, 00,000/-) once in a year as per their eligibility

GENERAL CONDUCT, ETHICS & DISCIPLINARY ACTION

All employees of the NIM are expected to follow the rules and regulations of the Institute as promulgated and modified from time to time.

SPEECHES/ PRESENTATIONS IN PUBLIC SEMINARS/ CONFERENCES

1. All employees are required to seek prior approval from Institute for making speeches and presentations in public seminars and conferences mentioning following details:

- i. Date and venue of the Seminars/Conferences
- ii. Purpose and theme of the Seminars/Conferences
- iii. Brief outline of the proposed presentation/speech
- iv. Likely audience
- v. Reason for participation

2. After participation in the seminar, the employee will be required to submit a report on the same.

COMMUNICATIONS TO THE MEDIA

1. The Social Media committee of the NIM will manage all communications with the press, in coordination with Director. Direct interaction with the Press will be handled by the Director.

2. An employee will deal directly with media on NIM related matters, only after proper authorization to do so.

3. The use of internet or any other social media to reveal sensitive information is not allowed.

PROTECTION & PROPER USE OF NIM ASSETS

1. All employees are expected to be responsible and efficient in their use of NIM's assets. All assets of the Institute shall be used only for legitimate business purposes.

2. Theft, carelessness, and waste of resources will be viewed seriously.

DRUGS/SMOKING/ALCOHOL/WEAPONS

1. An employee taking drugs/consuming alcohol/smoking in office or found to possess weapons in office will be committing a disciplinary offence, which will be dealt with in accordance with the Institute's Disciplinary Action Procedure.
2. An employee may be, on reasonable suspicion, asked to undergo drug/alcohol testing. Refusal to comply with the directive may result in termination of the employee's services with the Institute.

CONDUCT RULES

[DO'S] – EVERY EMPLOYEE SHALL

1. Maintain absolute integrity at all times.
2. Maintain absolute devotion to duty at all times.
3. Maintain independence and impartiality in the discharge of duties.
4. Maintain a responsible and decent standard of conduct in premises.
5. Render prompt and courteous service to the public.
6. Observe proper decorum on and off the workplace.
7. Promptly report to superiors civil/criminal procedures against him/her, if any, in a Court of Law and the circumstances connected therewith.
8. Keep away from demonstrations organised by political parties.
9. Maintain political neutrality in their official dealings involving the Institute.
10. Avoid habitual indebtedness or insolvency.
11. Act in accordance with Institute policies
12. Maintaining courtesy while dealing with the general public.

[DON'TS] NO EMPLOYEE SHALL

1. Indulge in acts detrimental to the interest of NIM.
2. Adopt dilatory tactics in his/her dealings with the public.
3. Practice untouchability.
4. Associate himself/herself with any banned organizations.
5. Join any association or demonstration whose objects or activities are prejudicial to the interest of the sovereignty and integrity of India, public order or morality.
6. Accept lavish or frequent hospitality from any individual, industrial or commercial firms, organizations, etc., having official dealings with him/her.
7. Lend money to or borrow money from or deposit money as a member or agent, with any person, firm or private company with whom he/she is likely to have official dealings.
8. Approach subordinates for standing surety for loans taken from private sources either by him/her, relations, or friends.
9. Appear in public place in a state of intoxication.
10. Indulge in any act of sexual harassment of any kind at workplace.
11. Enter into any private correspondence with Foreign Embassies or Missions/High Commissions.
12. Willful insubordination or disobedience, whether alone or in combination with others to any lawful and reasonable order of a supervisor.
13. Theft, or dishonesty in connection with the Institute's activities or property.
14. Willful damage to or loss of the Institute's goods or property.
15. Taking or giving bribes or any illegal gratification.
16. Habitual late attendance.
17. Habitual breach of any law applicable at the Institute.
18. Habitual negligence or neglect of work.
19. Frequent repetition of any misconduct or omission.
20. Striking work or inciting others to strike work.
21. Contravention of the provisions of any law, or rule having the force of law.

22. Acting in a manner prejudicial to the interests of the Institute.
23. Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Institute or outside such premises where such behavior is related to or connected with the employment.
24. Gambling within the premises of the office or other place of work, where it is prohibited.
25. Smoking within the premises of the Office or other place of work, where it is prohibited.

GRIEVANCE REDRESSAL MECHANISM AT NIM

NIM is committed in providing a safe, fair and harmonious learning and work environment. According to the AICTE's Establishment of Mechanism for Grievance Redressal Regulation 2012, the Grievance Redressal Committee has been constituted with the objective of resolving the grievances of students and staff.

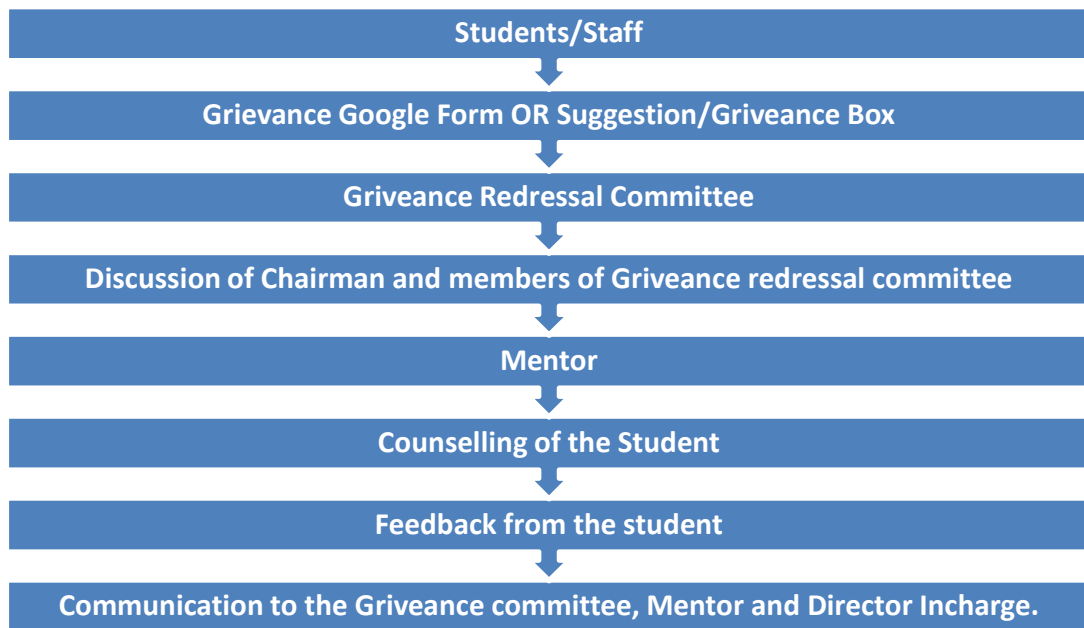
Grievance Redressal Committee facilitates the resolution of grievances in a fair and impartial manner, maintaining necessary confidentiality, as the case may be. Any staff or student with a genuine grievance may approach Grievance Redressal Committee to submit his/her grievance in online form or send through suggestion/Grievance box kept outside the administrative office.

OBJECTIVES

- To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the stakeholders;
- To uphold the dignity of the institution by promoting cordial Student-Student relationship, Student-teacher relationship, teacher-teacher relationship;
- To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the campus;
- To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality;
- To ensure that the views of each grievant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized;
- To advise stakeholders to respect the right and dignity of one another, and not to behave in a vindictive manner towards any of them for any reason.

Procedure for lodging complaint:

- Any stakeholder may lodge a complaint.
- Complaint should be made to Grievance Redressal Committee.
- The students can lodge their grievance online by clicking below link.
(https://docs.google.com/forms/d/1Tybsm61DR8aYh_zE8xDm43aGXwTqQK7mikCAFmVpofQ/edit)
- The staff can lodge their grievance online by clicking below link.
(https://docs.google.com/forms/d/1SQvJ4_eVXvBG8CtmMIHgiS2N_f2p9ABKXHT_hX7KkNM/edit)
- The students may feel free to drop the writing (can be anonymous if required) in the grievance/ suggestion box kept outside administrative office
- Upon receipt of complaint, the Chairperson of the Committee will send a response to the complainant acknowledging the receipt of grievance immediately.
- At this stage, based on the nature of the complaint and severity of its possible impact, the chairman will call upon the Grievance redressal committee meeting.
- The Grievance redressal committee will act upon those cases which have been forwarded along with the necessary documents.



EXCLUSIONS

SGC shall not entertain following issues.

1. Decisions of the Academic Council / Board of studies and other academic / administrative committees constituted by the Institute.
2. Decisions with regard to award of scholarships / fee concessions / awards / medals as per norms by concerned authority.
3. Decisions made by Institute under the Discipline Rules and Misconduct.
4. Decisions of the Institute in admissions of my courses.
5. Decisions of the competent authority on assessment and examination result.

DUTIES OF DIRECTOR

1. To monitor the working of department.
2. To distribute the teaching activity among the teachers
3. To decide the annual requirement of Lab equipments books, stationery & consumable.
4. To monitor the teaching programs.
5. To initiate the action on student, faculty problem.
6. To monitor the achievement of quality objectives.
7. Carry out planning of academic year.
8. To appoint faculty coordinator for various activities for smooth functioning.
9. To select the faculties for the subjects.
10. To approve the purchase requirement.
11. To recommend the requirement of staff selection (Teaching / Non Teaching)
12. To take action on students test & attendance performance.
13. To approve internal test results, journals and project work.
14. To ensure that the processes are delivering their intended outputs.
15. To report on the performance of the quality management system and on opportunities for improvement to top management.
16. To ensure the promotion of student focus throughout the department.
17. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

Duties of Professor and Associate Professor:

1. To plan prepare for the topic wise teaching activity.
2. To participate in policy planning, monitoring and evaluation at departmental and institutional level.
3. To develop and make use of new teaching Methodology & facilities.
4. To complete the teaching program within the specified time.
5. To evaluate the answer sheet.
6. To guide the student in project work.
7. To guide the lecturers in teaching process.

8. To take actions on defaulter student in discussion with Director
9. To suggest changes in teaching.
10. Any other duties assigned by the higher authority time to time.
11. To configure learning objectives for the subjects & topics/units.
12. To suggest quality objective measuring tools & accordingly changes in teaching process.
13. To ensure that the processes are delivering their intended outputs.
14. To report on the performance of the quality management system and on opportunities for improvement to top management.
15. To ensure the promotion of student focus throughout the department.
16. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

Duties of Assistant Professor:

1. To plan prepare for the topic wise teaching activity.
2. To complete the teaching program and laboratory sessions within the specified time.
3. To evaluate the answer sheet.
4. To develop resource material and laboratory development.
5. To submit monthly attendance report to HOD.
6. To interact and counsel with students.
7. To take actions on defaulter student in discussion with HOD and Principal.
8. To suggest changes in teaching & QMS process.
9. Any other duties assigned by the higher authority time to time.
10. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
11. To ensure that the processes are delivering their intended outputs.
12. To report performance of the QMS and on opportunities for improvement to top management.
13. To ensure the promotion of student focus throughout the department.
14. To ensure that the integrity of the QMS is maintained when changes to the QMS are planned and implemented.

Duties of OS

Duties of Accountant

Duties of Lab Asst.:

1. To prepare the lab before the session.
2. To rectify the problem with the help from external agency or maintenance department.
3. To ensure proper maintenance of lab equipment.
4. To maintain the Dead Stock Register.
5. To assist lab I/C & lecturer for smooth function of lab.
6. To arrange & set the instruments before start of practical session.
7. To maintain attendance of student for Practical.
8. To suggest the changes in QMS.
9. To recommend the computer center requirements.
10. Any other duties assigned by the higher authority time to time.
11. To ensure that the quality management system conforms to the requirements of ISO 9001:2015 Standard.
12. To ensure that the processes are delivering their intended outputs.
13. To ensure the promotion of student focus throughout the department.
14. To ensure that the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

Duties of Peon:

1. Opening & closing of department.
2. Cleanliness, sweeping department.
3. Help during the examination.
4. Cleaning of instruments.
5. To circulate notice & other documents given by higher authority. (Teaching / Non Teaching).
6. To display & remove the notice from notice board.
7. Any other duties assigned by the higher authority time to time.
8. To ensure that the processes are delivering their intended outputs.
9. To ensure the promotion of student focus throughout the department.

ADMISSION COMMITTEE

Role and Responsibilities:

1. To carry out the Admission Process of the each Academic year.
2. To carry out the promotional activity
3. To keep updated the Institute as well as the faculty through AICTE, DTE websites about the schedule of the admission process published by DTE.
4. To communicate with the Alumni, students and walk in students about the schedule of Admission process through calling and SMS.
5. To coordinate with the non teaching staff regarding the admission process documentation and fees.
6. To take the follow up of the revised scheduled (if necessary) to the interested students.
7. To carry out all the functions and the process of Facilitation Center (FC).
8. To solve the queries of the students as well as the staff.
9. To maintain the records of the students visit for the FC Center.
10. To held the meetings of members of the committee.
11. To maintain the register of the minutes of the meeting.

SOP OF ADMISSION DEPARTMENT

ADMISSION PROCESS FOR MBA COURSE

The MBA Program of Navjeevan Institute of Management, Nashik is affiliated to Savitribai Phule Pune University, Pune. The admissions to same are done as per rules & regulations framed by the **Admission Regulating Authority (ARA)**, time to time.

The detailed schedule for admission is published by them on their website <http://cetcell.mahacet.org/>. Interested candidates must regularly visit the website for eligibility, procedure & participation in the Common Admission Process also referred as CAP.

Candidates are advised to, do their registration for the admission online on <https://www.maha2019cap.org/>, submit preferences of Institutes, and get documents verification done at Facilitation Center (FC) allotted by State Common Entrance Test Cell, Maharashtra State.

After the registration and the students' preferences the State Common Entrance Test Cell, Maharashtra State will be putting up the merit list. Candidate will get admission to a suitable college as per his/ her merit and the preferences filled. Our Institute is a part of CAP process. However, please note that the allotments (Round Wise) are done by State Common Entrance Test Cell, Maharashtra State.

Our Institute code is MB5116

After allotment by State Common Entrance Test Cell, Maharashtra State the candidates must report to the allotted institute within date & time given by **State Common Entrance Test Cell, Maharashtra State**. The candidate must submit the duly filled the requisite application form of the Institute with one attested copy of academic & other supporting documents along with institute's fees.

Reservations:

All the reservations given below shall be applicable to candidates belonging to Maharashtra State only subject to the fulfillment of the eligibility criteria specified by respective authorities from time to time.

Reservation for Backward Class Category Candidates: As per the guidelines provided by the STATE CET CELL, the percentage of seats reserved for candidates of backward class categories belonging to Maharashtra State.

Candidate will have to **submit ORIGINAL documents** at the time of admission before they can be confirmed through **ONLINE ADMIISION REPORTING** process, the very same day of admission.

These documents will remain in the custody of institute for the verification of same by Admission Regulating Authority (ARA), Directorate of Technical Education, Mumbai (DTE) & University authorities. The verification process takes a few months' time.

Please ensure a print out of **RECEIPT of ONLINE** admission from website, within reporting hours of the particular Round. This is a proof of confirmation of admission. Failure to do so will result in seat treated as vacant by State Common Entrance Test Cell, Maharashtra State & will be passed on to candidates of next round.

SOP OF COLLEGE EXAMINATION OFFICER (CEO)

The committee shall be the authority for conducting the Examinations and making policy decisions in regard to organizing and holding examinations, improving the system of examinations, appointing the paper setters, examiners, moderators and also prepare the schedule of dates of holding examinations and declaration of the results. Committee shall also oversee and regulate the conduct of examinations in the institution. Committee shall deal with all the matters in relation to examinations, and shall hear the complaints received pertaining to any matter arising out of conduct of examinations and decide the course of action.

POWERS AND RESPONSIBILITIES OF CHIEF OFFICER OF EXAMINATIONS (COE)

The committee shall meet at least once in each academic term. The Board shall exercise the following powers and perform the following duties, namely:

- To ensure proper organization of examinations of the institute, including appointment of examiners, assessment, moderation, and the declaration of results.
- The Director / COE shall appoint the coordinators for these activities from amongst Sr. faculty of the institute. (The role and responsibilities of these coordinators are described below.)
- To undertake, exercise and experiment in examination reforms.
- To coordinate the overall work for the internal of as well as university examination.
- To inform the staff and students the schedule of internal as well as the external examination scheduled provided by the SPPU.
- To collect the internal question papers set from the concern subject faculty for internal examination.
- To coordinate with the faculty regarding concurrent evaluation as per SPPU and make sure that faculties submit the final concurrent evaluation marks to the COE.
- To make sure all the examination forms of the students are filled completely and are cross checked by the committee members.
- To see all the filled forms are submitted to the SPPU on time.
- To fill the quotations of the stationary required for SPPU Examination on the university portal.
- To collect the answer sheets from the regional office of SPPU.

- To maintain the stationary records of used, trashed and balanced answer sheets.
- To smoothly conduct the internal and external examination as per the schedule.
- To coordinate with the CAP Center during examination regarding queries in question paper or online submission of AB report and Junior Supervisor Report.
- To coordinate with the External Senior Supervisor regarding the schedule of the examination appointed by the SPPU.
- To maintain the Squad register, stationary used register and
- To solve the queries of the students before, during and after examination.
- To coordinate with the IT Department and make available the computer for the SPPU Online Examination and also generate the online result and will make sure that it is displayed for the student on time
- To collect the internal answer sheets and handover to concern subject faculty for checking, and collect the same after checking.
- To assist the concern subject faculty during the filling of internal marks on the SPPU portal.
- To inform the students about the results published by the university.
- To analyze the semester examination result of MBA I & II year for records.
- Such a committee shall submit its report and recommendations to the committee which shall take disciplinary action in the matter as it deems fit (against the person or persons involved in the malpractices, directly or indirectly).
- The committee shall approve the financial estimates prepared by COE for incorporation in the budget of the institute and shall submit the same to the Finance and Planning Committee.
- The committee shall arrange for strict vigilance during the conduct of the examinations so as to avoid use of unfair means by the students, teachers, invigilators, etc.

STANDARD OPERATING PROCEDURE OF LIBRARY DEPARTMENT:-

Library Department: Library as Resource Centre.

1. BOOKS/PERIODICALS ORDER PROCEDURE :-

While purchasing of books considering following steps:-

- a) Requisition books fill up form will be taken from students and teaching staff.
- b) AICTE HANDBOOK rules of every year will be considered as well as SPPU syllabus books must be considered.
- c) Catalogs, Quotations from various vendors will be considered.
- d) Also permission of Director/management committee is taken.
- e) Proforma Invoice taken from vendor for permission from management committee.
- f) Final list submitted to vendor for order.
- g) Entry of every Periodical is done in register as well as in excel sheet.

2. Walk-in register :

- a) Student must sign daily on the register.
- b) Teaching staff must sign daily on the register.

3. BOOKS ISSUING AND RETURNING PROCEDURE:

- a) BOOK BANK for every student is provided to every student. Sem. wise all subjects books will be given to students. Books will be received after over of exam.
- b) Also other publications academics books, General books will be provided on demand by students.
- c) If book is lost by student, new book or price of book is taken.

4. NDL/National Digital Library. :

Every year we do registration of all students.

5. DELNET CONSORTIA :

Information of DELNET given to student every year. Registration and viewing by student is important because Usage Report print taken for record. It is useful for NAAC.

6. Ebooks:

We download more than 3000 ebooks for library record which is useful for student and staff. As well as audio books also available for library record. Every time we added more ebooks for enhance library services.

7. Update library resources on College website every year.

COMPUTER LAB
(STANDARD OPERATING PROCESS)

· **COMPUTER LAB ATTENDANCE**

1. AT THE TIME OF INTERNAL EXAM
2. AT THE TIME OF EXAM FORM SUBMISSION
3. RESULT HARD COPY
4. AT THE TIME OF HALLTICKET ISSUE

· **NDL REGISTRATION (NATIONAL DIGITAL LIBRARY)**

1. COLLECT DATA FROM ADMINISTRATIVE DEPARTMENT
(NAME, EMAIL ID, CONTACT NO.)
2. AFTER REGISTRATION ACCOUNT ACTIVATE FROM STUDENTS SIDE
 - A. AT THE TIME OF EXAM FORM SUBMISSION
 - B. RESULT HARD COPY
 - C. AT THE TIME OF HALLTICKET ISSUE

· **SOCIAL MEDIA (FACEBOOK/FACEBOOK PAGE/INSTAGRAM/YOUTUBE)**

1. AT THE TIME OF ADMISSION
2. AT THE TIME OF EXAM FORM SUBMISSION
3. AT THE TIME OF HALLTICKET ISSUE

· **ALUMNI REGISTRATION ON WEBSITE**

1. AFTER FINAL RESULT HARD COPY ISSUE OR (ORIGINAL DOCUMENT CLEARANCE

SOP FOR EXTRA CURRICULAR ACTIVITIES

1. DEVELOPMENT OF OBJECTIVES

With a view to streamline the set of procedures required to conduct various activities it is necessary to devise the Standard Operating Procedures (SOP). SOP is a simple mechanism where it guides the performer to do the assigned tasks in a better way to achieve quality through continuous improvement. It is therefore necessary for SOP to contain a set of principles of instructions, directions, and other information as it is required to complete the tasks successfully.

2. PRE-EVENT ACTIVITIES

Director Approval

The event manager should ask an authorized personnel that is director in charge before starting the event.

Team Formation

A special event takes a concerted team effort to handle all of the details. Hence a team comprising of active members from the college should be formed. Different teams for activities are as follows:

- **Core team-** would be responsible for event approval, planning, overall monitoring, feedback, documentation
- **Venue management team-** Guest arrangement, logistics, catering management
- **Guest management team-** invitations, registrations, seating arrangement
- **Speakers/presenters team-** selecting, confirming, management etc
- **Publicity/promotion team-** web presence, social media etc

Determining the Theme of the Event

Selecting a timely & convincing theme to harmonize event objectives is very important. Name of the event should be attractive and easiest to communicate.

Budget Establishment

A compressive budget, listing all expenses for all functional areas of event needs to be worked out.

- Participation kit(If required)
- Entertainment & recreation
- Food & beverage
- Audio visual equipment(If required from outside)

Determine Venue/Location

When determining the location for the event, the following points needs to be considered:

- **The capacity of the venue to accommodate the guest & the target audience**
- **Considering weather, especially if considering an outdoor venue.**
- **Photography,videography**
- **Audiovisual needs**
 - **Sound systems**
 - **Projector**
 - **Screen**
 - **Microphone (Podium mic,standing mic,collar mic etc)**
 - **Internet connection (For accessing YouTube or other online content)**
 - **Desktop/laptop**

Setting up an Event Date

The Following Points needs to be considered while setting up the date of the event:

- Checking the Academic Calendar and seeking permission from the respective department head
- Checking availability with key participants- e.g., speakers, presenters, VIP guests, etc.
- Checking the statutory and religious holidays

Advertising & Promotion

Satisfactory publicity & promotional items needs to be designs & printed wherever applicable.(e.g.banners,flyers etc).

Plan Menu for Meals and Refreshments

- Plans refreshments to fit with the nature of the event, where possible
- Ensure an adequate supply of water for guests & participants.

3. Activities during the Event:

On the day of event ensure all signage is in place, ensure registration and media tables are prepared and stocked with necessary items

- a) Participation Kit(Note Pad, Pencil, Paper, badges),
- b) Ensure all promotional items, gifts, memento, etc. are on-site,
- c) Ensure catering Services,
- d) Guest Introduction by anchor and other felicitation by committee of NIM.

4. Post-Event Activities:

The event should be duly completed with post-event thank-you messages to speakers. Creating materials for the media as appropriate, including Pselective photos, videos, press release (if required) detailing the outcome(s) of the event.

Post-event Advertising Activities

Include post-event stories and photos in:

- Web page(s)
- Newspaper
- Post videos and/or speaker presentation on your Web site and/or social media
- Update your event page to include information on the event's success adding testimonial of the participants, guest, speakers etc.
- Taking the feedback of the event

4.1 COMPREHENSIVE REPORT

A Comprehensive report to be prepared and the report to be filed.

Sr.No	Particulars
1	Invitation to guest speaker (Standard invitation letter of NIM)
2	Acknowledgment from guest
3	Topic finalization by guest in advance to make flyer
4	Flyer of guest speaker & uploading it on social media
5	Reminder to guest one day prior
6	Flex (if necessary)
7	Seating arrangement, seminar room decoration
8	Sound system,mike,projector,system arrangement
9	Escorting while entering college
10	Formal discussion with guest in waiting area
11	Tea,Snacks for guest,water bottle arrangement
12	Notepad,Pencil
13	Welcome Speech for Guest
14	Sarawati Poojan (If necessary)Arranging flowers and other stuff
15	Bouquet for guest
16	Clicking photographs of Guest while delivering guest lecture
17	Vote of thanks
18	Honorarium to guest
19	Feedback Diary for guest
20	Thanking letter (Standard thank you letter of NIM)
21	Escorting when guest is leaving the college
22	Feedback of session(If necessary)
23	News (If Necessary)

STANDARD OPERATING PROCEDURE
TRAINING & PLACEMENT DEPARTMENT

The Training & Placement department of any institution is the back bone of their goodwill, network and Alumni extent.

To maintain a system, standard and uniformity in the smooth functioning of this cell as well as to forecast and plan future Training & Placement Activities, we need to make sure the standard operating procedures (SOPs) of all these functions are followed accurately. For the same cause, we need to analyze and understand the extent of Training & Placement Functions prior to the setting of the SOPS.

Functions of Training & Placement Cell:

1. Training the students for:
 - Soft Skills Trainings
 - Hard Skills (Technical) Trainings
 - Aptitude Trainings.
 - Ethics & Corporate Values.
 - Campus to Corporate (Industry Talks)
 - General Awareness sessions
 - Industrial Visits for industry exposure.
2. Inviting Campus Placements. (Visits and Communication)
3. Placement Exposure (Sharing placement vacancies and providing 100 percent assistance)
4. Conducting Placement Drives In house and Participating in Outbound drives as well.
5. Creating a strong Data base of Monthly reports, vacancy updates, placement lead generation and Liaison along with the Alumni Coordinator for the Batch Handover.

Standard operating Procedure for Inviting Placements:

1. Finalize Placement Brochure.
2. Conduct Lead hunt through online & Offline means. Leads can be generated through online websites, network groups, faculty references, student's references & Alumni references.
3. Placement cell including I/C Director, Training & Placement Officer, Placement faculty member & Student members should be formed to initiate invitation visits. (trainings will be given regarding same & regular placement cell meetings should be initiated).

Standard Operating Procedure for Trainings:

1. Identifying and Analyzing the need for training type in the student's batch.
2. Creating a plan of action Or Schedule for semester wise Training Programs. Including type (Soft Skills, grooming, Computer, Hard skills etc)
3. Prepare a training proposal and get approved from I/C Director madam.
4. Identify In house and external Trainers for each training. Communicate, Invite trainers personally / email communication (In Coordination with Guest Lectures Coordinator).
5. Conduct the Training & Collect session feedback from students, Trainer as well as faculties.
6. Prepare a post Training Report.

Standard Operating Procedure for Sharing Placement Vacancy:

1. Generate vacancy leads (by emails, lead hunt, inviting companies by paying visits and meets) or acquire vacancies through individual contacts, placement email, faculties leads etc.
2. Connect on one on one call with the concerned authority and verify the vacancy's validity.
3. Check & Verify the company's profile through MCA, Linked in, & Zauba. Registration.
4. Prepare a notice (standard format of NIM) and get signed from I/C Director.
5. Share vacancy notice along with concerned students on whatsapp Placement group only.
6. The company contact details are not to be shared directly along with students (as it may not be appreciated by the company). Invite student's applications on nim1.placement@gmail.com .
7. Share the collected resumes along with concerned authority of the company and take regular follow ups.
8. Maintain Placement noticed attached with placement update sheet (Contains company name, salary, no of students applied, no of students selected and vacancy details like remarks & source) in file.
9. Prepare a monthly placement record report (standard format) and get signed from I/C director every month.

Standard Operating Procedure for Industrial Visits:

1. Discuss with faculty Team & I/C Director regarding any suggestions if any.
2. Contact Company's concerned authority for the visit plan.
3. Prepare a proper email acknowledgement and take confirmation regarding the visit.

4. Analyze number of students interested and confirmation of students on Google from for visit registration.
5. Plan for schedule, transport of students, uniform & grooming etc.
6. Conduct the visit and ensure extreme discipline throughout the visit. Also during the visit, meet the concerned authority and invite them personally for the Campus placement.
7. Acknowledge the industrial visit either online or offline through letter.




VC-DIRECTOR
Navjeevan Institute of Management
CIDCO, Nashik