Maharaja Agrasen Institute of Management Studies

(A unit of Maharaja Agrasen Technical Education Society)
Affiliated to GGSIP University; Recognized u/s 2(f) of UGC
Recognized by Bar Council of India; ISO 9001:2015 Certified Institution
Sector- 22, Rohini, Delhi- 110086, India

M A I M S

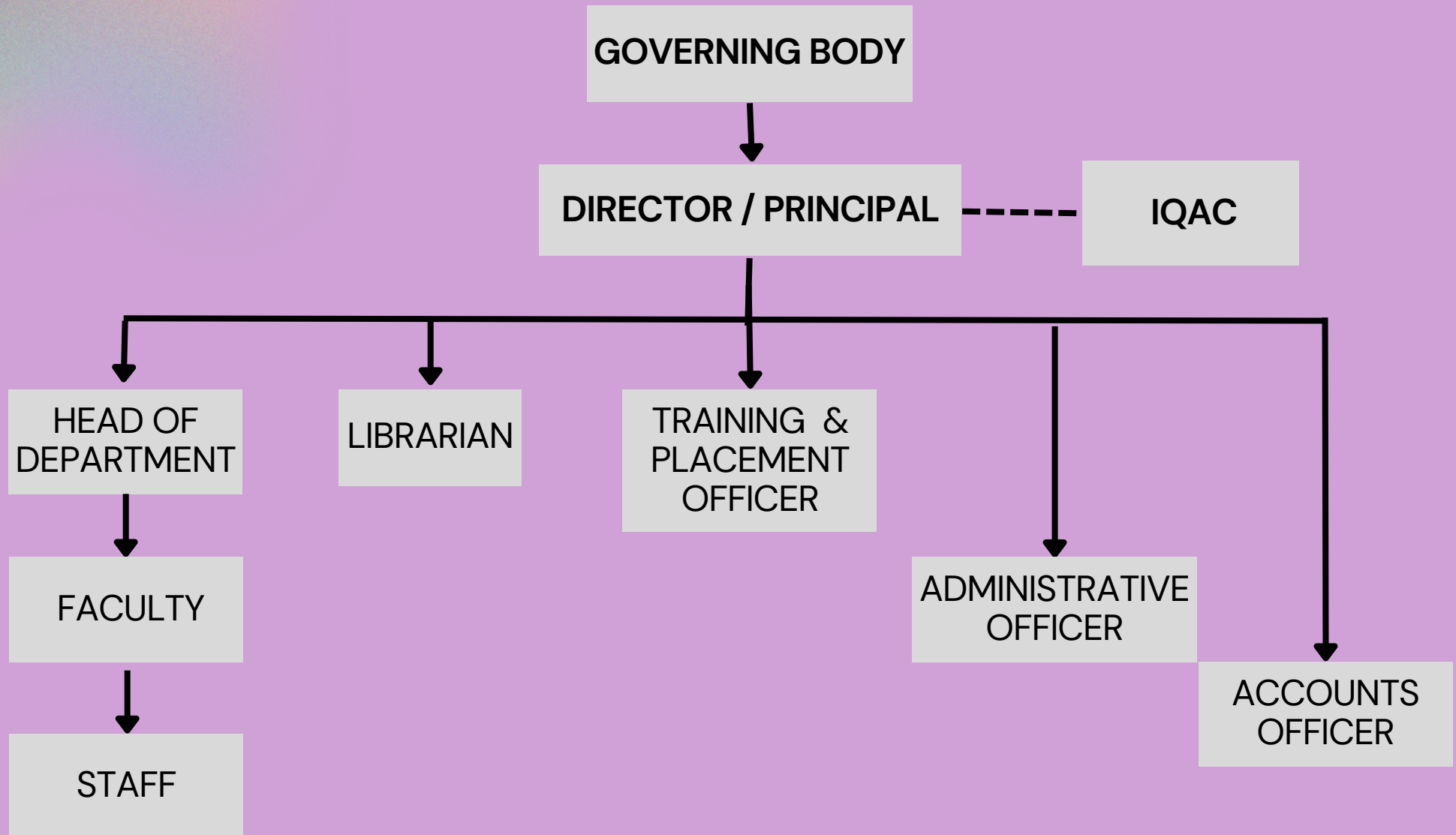## CRITERION 6

6.2 STRATEGY DEVELOPMENT AND DEPLOYMENT

Metric 6.2.1

Supporting Documents 6.2.1

Index

MAIMS ORGANOGRAM

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                        ┌─────────────────────┐
                        │   GOVERNING BODY    │
                        └─────────────────────┘
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        ┌──────────────────────────────────┐       ┌──────────┐
        │      DIRECTOR / PRINCIPAL         │- - - -│   IQAC   │
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- HEAD OF DEPARTMENT
  - FACULTY
    - STAFF
- LIBRARIAN
- TRAINING & PLACEMENT OFFICER
- ADMINISTRATIVE OFFICER
- ACCOUNTS OFFICER

MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES, ROHINI, DELHI

MAIMS

"योगः कर्मसु कौशलम्"

Service Rules
&
Regulations

**Maharaja Agrasen Chowk,
Sector-22, Rohini, Delhi-110086
Ph. 91-11- 8448186947, 8448186950
Email Address: maimsrohini@yahoo.co.in
Website :https://www.maims.ac.in**

Revised w.e.f. Sept. 5, 2019

05.9.19

CHAPTER 1: SERVICE MATTERS

1.1 Classification of Employees

The employees are classified as follows:

(i) Teaching Staff
(ii) Non-Teaching Staff (including technical supporting staff and non-technical staff).

1.2 Recruitment Procedure

i.   Requisition of the teaching and non-teaching staff by HOD & its approval by Competent Authority.
ii.   Advertisement in leading newspaper /Institute's Website/ Institute's Notice Board.
iii.   Applications to be collected through e-mail /hard copies
iv.   Listing of candidates along with the summary of their academic and other details.
v.   Constitution of Selection Committee with at least one subject expert from GGSIP or any other University.
vi.   Information to the candidates for interview.
vii.   Conduct of interviews and Selection of candidates on merit.
viii.   Offer of appointment followed by appointment letter offer is accepted.
ix.   Reporting of selected the candidate to duty.

1.3 Pay Fixation

Pay for the selected candidates are fixed by the Competent Authority as per GGSIP University guidelines for the respective post and other allowances as per Institute's norms. Higher start may be given to deserving candidate based on the qualification and experience.

1.4 Joining Formalities

At the time of joining, the new recruited staff member would have to furnish the following documents to the HR Department:

i.   Joining Report
ii.   Medical fitness certificate from a recognized hospital
iii.   Proof of Date of Birth
iv.   Original Certificates supporting qualification/experience for verification with self attested photocopies to be furnished.
v.   Two passport size photographs
vi.   Names and addresses of two persons for contacting in case of emergency.
vii.   Copy of PAN. Card
viii.   Copy of AADHAR Card
ix.   Relieving certificate from the previous employer (if applicable)

1.5 Probation

Employees who are appointed in the institute on a regular basis shall be on probation for a period of one year. The probationary period may be extended if the performance of an employee is not upto the expected standards. The services of an employee on probation may be terminated either by giving one month's notice to or one month' salary in lieu of notice period without assigning any reason. The services shall be confirmed by the Competent Authority after one year, on good performance report from the concerned HoD.

1.6 Record of Service

The record of service of all staff members shall be maintained in the institute's office.

CHAPTER 2: SERVICE CONDITIONS

Every member of the staff shall abide by all the conditions stated herein and also such conditions stipulated from time to time by the Management of the Institute :

i). Staff should be available in the Institute premises during the entire period of office hours, on all the working days.

ii). Staff shall mark the attendance every day at the reporting time on the beginning and end of the working hours except when they are on duty outside the campus or on leave. Coming late will be dealt by the competent authority as per the regulations in force.

iii). If a staff member has to go out of station, then he/ she should intimate the Director/ Designated Authority, his/her exact address of stay and contact numbers in the leave application. The leave should be duly sanctioned by the Designated Authority before going out of station.

iv). No member of the staff shall apply, during the period of his/her service in this institution, for an appointment outside or send an application for study or training, without prior permission of the Competent Authority. Breach of this rule will make him/her liable for disciplinary action.

v). Staff members should get prior permission from the Designated Authority to contact any outside agency or government departments for any matter related to the Institute/Hostels.

vi). Every staff member shall strive to impart not only quality education to the students to develop expertise in their respective fields but also to groom them to be adaptable to any environment requiring leadership qualities, positive attitudes, loyalty and integrity towards the organization with which they are going to be employed.

vii). Any Staff Member when relinquishing the job, shall hand over the

charge to the concerned HOD and get NOC from all concerned departments.

viii). The working hours of the employees are determined and notified by the Institute from time to time, based on the work / service requirements, fulfillment of institute's obligation based on the University's guidelines. The Institute will observe National/Festival holidays as may be notified by the university from time to time: In case the services of an employee are required on a holiday or during the vacation period he/she may be called by the Director or HODs.

The Institute also observes vacation as per the academic calendar issued by GGSIP University which is notified from time to time.

ix). Every Staff member shall participate in & facilitate 360 degree feedback and take necessary remedial measures for improvement, based on the feedback.

x). **Retirement:** The age of retirement is normally the one prescribed by GGSIP University. However, competent authority may extend services of an employee based on the need, qualification and experience.

xi). **Quitting/Termination of Services :**

(a) Member of the staff can quit his/her service by giving one month prior notice or one month salary in lieu of notice period.

(b) The Chairman of the Management Committee of the Institute shall have the power to terminate the services of a member of the staff of the Institute without assigning any reason by giving one month's notice or one month's salary in lieu of notice in the following circumstances:

- Serious misconduct and willful negligence of duty
- Gross insubordination
- Physical or mental unfitness
- Participation in any criminal offence involving moral turpitude.
- Proven charges of sexual harassment
- Any other conduct in violation of the terms of his/her letter of appointment.

CHAPTER 3: LEAVE RULES

Leave shall not be claimed as a matter of right. A member of the staff shall not normally or on any pretense be absent from duties without prior permission of the Director/Designated Authority.

Leave application is to be submitted in advance and approval must be obtained prior to availing the leave.

In case of absence on Medical grounds, intimation should be sent to the Director / Designated Authority at the earliest and a Medical cum Fitness Certificate shall be produced at the time of joining after leave if medical leave is for more than two days. Ordinarily, leave of any kind will not be sanctioned when the services of the staff are needed for the Institute work or when there is an unfinished job involving a particular employee.

3.1 Casual Leave (CL)

All employees are eligible for 8 days of casual leave per Academic year.

During the probation period staff members may be allowed to take leave after completion of the respective months only.

Carryover of lapsed CL is not permissible.

3.2 Vacation Leave (VL) For Teaching Staff

These rules govern the availing of vacation leave for each semester. The maximum duration and number of days shall be decided by the Director/Designated Authority.

Vacation Leave (VL) is applicable to only the members of the Faculty (teaching staff) with eligible service.

The total number of VL for members of faculty (teaching staff) is limited to 30 (Thirty days) of Summer Vacation and one week of Winter Vacation for a continuous service of 12 months in the institution.

However, vacation leave shall be availed as per the circulars issued by GGSIP University in this regard, indicating the slots identified for winter or summer vacation to ensure smooth functioning of the institution.

While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.

3.3 Earned Leave (EL) for Non-Teaching Staff

The number of days of EL for Non-Teaching Staff is restricted to 30 days per calendar year which should be availed within the corresponding year.

However, in extra-ordinary circumstances, EL can be sanctioned after 6 (six) months of continuous service, including the following vacation period, on pro rata basis. In such cases, staff members will be required to serve the institution for a further period of six months or one semester, in order to complete one

year's service.

In case a staff member, after availing EL does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave Without Pay (LWP) and proportionate salary will be deducted from any payment due to him / her or will be recovered from the said staff member.

Any unused part of EL cannot be carried over to the next academic year. While calculating the number of days of earned leave, all intervening declared holidays and Sundays will be included.

3.4 Maternity Leave Rules

A regular woman employee of the institution, who has completed at least one year of continuous and satisfactory service, is eligible for Maternity Leave granted as per norms of the Institute, subject to prior approval of the Director/Designated Authority.

Additional leave beyond the above, with prior permission, can be reckoned as leave on Leave without pay

An employee can avail Maternity Leave only on two (2) occasions in her entire service period.

The Maternity Leave sanctioned shall be availed on a continuous basis and cannot be availed in installments.

The decision of the Director/Designated Authority will be final in sanctioning

of Maternity Leave.

3.5 Medical Leave

An employee is eligible for 10 days of medical leave in a year. The unavailed medical leaves shall be accumulated as per norms of the Institute.

3.6 Out-Station Duty (OD)

OD will be granted when staff members are required to go out on official duties or are deputed to participate in seminars/workshops/conferences etc. by the Director/Designated Authority or for the exam work of GGSIP University. When staff members go for examination work for Universities other than GGSIP University, OD will not be granted.

The Director/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the Institute.

3.7 Leave Without Pay

Any Leave availed in excess of the prescribed limit or availed without prior permission shall be deemed to be Leave Without Pay(LWP).

If any staff member is absent from duty without prior or later permission, such period of absence will be considered as LWP.

3.8 Special Casual Leave (SCL)

A maximum of 10 days of SCL will be available to staff members for participation in Seminars/Conferences/Workshops/FDP's etc. and for the examination work of other Universities/Government Organizations like UPSC, CBSE etc.

CHAPTER 4: CONDUCT & DISCIPLINE

4.1 Conduct Rules

i. Every employee shall, at all times, maintain absolute integrity and devotion to the duty and shall not do anything which is unbecoming of an employee of an educational institution.

ii. Every employee shall abide by and comply with the rules and regulations of the Institute and all orders and directions of his/her senior authorities, under whose superintendence or control, he/she is placed.

iii. Every employee shall extend utmost courtesy and attention to all persons with whom he/she is to deal with in the course of his/her duties. In any meeting or assembly, decorum should be maintained and difference of opinion, if any, shall be expressed politely in diplomatic words without hurting the feelings of others.

iv. Every employee shall endeavor to promote the interest of the Institute and shall not act against the prestige of the institute. For the development and progress of the Institute/department, all members of the staff should work as a team and they should also, maintain a cordial relationship with other departments.

v. No employee shall be a member , or be otherwise associated with, any political party or any organization which takes part in politics, nor shall he/she take part in subscribe in aid of, or assist, in any other manner any political movement or activity.

vi. No employee shall join, or continue to be a member of an association, the objectives or activities of which are prejudicial to the interests, sovereignty and integrity of India or public order or morality.

vii. No employee shall engage directly or indirectly in any trade or business or undertake any other employment. For undertaking honorary work of a social and charitable nature or work of a literary, artistic or scientific character the employee shall obtain prior permission of the designated authority.

viii. The mobile phone should be kept in switched off mode in the classroom/Laboratory.

ix. Every faculty member must be formally dressed while in the Institute. The Institute has the right to prescribe a dress code for the faculty, which would be adhered to by every member.

4.2 Discipline

Every employee is expected to maintain a certain standard of discipline as envisaged by the Institute policies in force from time to time, failing which, he/she renders himself liable for such action as may be taken against him/her.

i) In a case wherein a member of the teaching or non-teaching staff commits any misconduct in discharge of his/her duties, the Management has the discretion to award punishment such as warning, censure, withholding of increment with or without cumulative effect after conducting an enquiry by a committee constituted by the Director/Designated Authority.

ii) The Director/Competent Authority shall have the right to place any staff under suspension on charges of misconduct.

iii) It will be obligatory on the part of every staff member to maintain secrecy regarding the affairs of the Institute.

11

CHAPTER 5: INCENTIVE TO FACULTY MEMBERS

The Institute gives the following incentives to faculty members:

i)   **Certificate of Appreciation:**

A Certificate of Appreciation is awarded to a faculty member annually on the basis of the following parameters:
- a) Research and Academic achievements during the year.
- b) Contribution towards Administrative activities at department as well as Institute level.
- c) Feedback of the faculty given by the students.

ii)   **Incentive for Academic accomplishments :**
- a) **Ph.D**: A faculty member will get two increments on award of Ph.D. degree. It will be given with effect from the date of declaration of result.

- b) **Publications**: Every faculty member is expected to publish at least one Research Paper every year in a UGC approved, peer reviewed journal, which is a pre-requisite for annual increment. For every additional Research Paper published in UGC approved, peer reviewed journal, a cash award of Rs.5000/- will be given.

- c) **Book Writing :** A faculty member is awarded cash prize of Rs 5000/- for writing a book on technical subject of his/her area of specialization.

- d) **Consultancy and Research Projects**: Faculty is expected to bring Consultancy/Research Projects.
  For consultancy work 90% of the amount received will be given as incentive to the concerned faculty.
  For Research Projects, 75% of the overhead charges (payable to the Institute) shall be given to the concerned faculty to be used by him/her for professional growth.

- e) **Financial assistance for attending Faculty Development Programs/Conferences/Seminars:**
  To encourage the Faculty to write Research Papers and attend

Seminars / Conferences / Faculty Development Programs, Financial assistance of 50% of the Registration amount and travel cost limited to 2 AC train fare shall be provided by the Institute.

iii) **Incentive for non-academic activities:**

An award of Rs.3000/- is given to the faculty for extra ordinary performance in fields like sports, co- curricular activities, extra-curricular activities etc. on the express approval of the competent authority.

iv) **Incentive for :**
   a) Conducting Add on courses : The coordinators & faculty members taking at least 20% of the classes are given a Certificate.
   b) Getting extra qualification like CFA : Any faculty member willing to do CFA is provided free coaching through the Add on course on CFA and will be awarded Rs. 1 lakh as cash prize on successful completion of CFA level 3.

v) **Following facilities are available to all faculty and staff members**
   a) Employee Benevolent Fund
   b) Group Insurance of Rs. 10.00 Lakhs on accidental death
   c) Paid maternity leave
   d) Long term meritorious service (15yrs) award
   e) Subsidized Laptops
   f) Rs. 5,100/- is given as Gift on the occasion of the wedding of the staff members and their Children.
   g) Reimbursement of 50% of the amount spent on mediclaim subject to a maximum of Rs.4000/- per annum.

Code of Conduct and Ethics

The purpose of the Code of Conduct and Ethics is to provide a clear framework within which Students, Teaching and Non-Teaching staff at the Maharaja Agrasen Institute of Management Studies, Delhi are expected to conduct themselves. Individuals can use these guidelines in their everyday interactions with their colleagues, peers and subordinates and are encouraged to refer to the guidelines if an ethical dilemma occurs. We strive to maintain a harmonious and healthy work environment with honesty, integrity and respect at all levels. This code covers some of the most important issues relating to conduct, and gives a framework of standards and behavior guidelines. These guidelines are not exhaustive and are subject to amendments from time to time.

Personal and Professional Responsibilities
Every person as a student, teaching and non-teaching staff is bound and expected to understand their individual responsibilities and commitments through self-discipline and self-initiation. It is the responsibility of every individual to create and maintain a healthy, conducive and highly productive environment for learning at all times.

Equality and Justice
In a just community, every individual has the right to access opportunities and not be discriminated. Individuals are expected to act with honesty and integrity demonstrating duty and responsibility under all circumstances.

Code of Conduct and Ethics Policy
We always strive to create a healthy, safe and supportive working culture and environment on campus with diverse values. It is a place where students, faculty, staff, visitors and other stakeholders of the Institute are valued, communication is transparent and courteous. Any misunderstandings, grievances are addressed respectfully, positively and judiciously without any discrimination.

Key Faculty Responsibilities on Ethical Aspects

a) Faculty are expected to fulfill their academic responsibilities of the Department in accordance with the needs and requirements concerning the conduct of classes specified in the regulations of the GGSIP University

b) Quality teaching requires continual application, dedicated and diligent efforts and hence the teaching faculty is expected to keep abreast of new developments in their respective fields and must maintain the requisite credentials. He/she should be engaged with his/her particular discipline and should be able to convey to the students the value of the subject. Advising students on academic queries is a part of the teaching responsibility of the faculty.

c) Teaching responsibilities mandatorily include prompt, regular and timely presence in class & laboratories during the scheduled class/ lab hours. With the exception of illness or emergency a faculty member must make satisfactory advance arrangements and obtain his/ her Reporting Authority's approval if he/ she will be absent from class/ lab or unable to meet his/her teaching responsibilities, or if he/ she needs to change a class/ lab timing or location. In such a case, It is essential that such arrangements do not cause undue hardship for any student and will be timely communicated to the students in the prescribed manner by the concerned faculty member under intimation to the Competent Authorities.

d) Faculty members are expected to perform professional responsibilities with due diligence, and in conformance with professional standards.

e) Faculty members are expected to respect the rights and academic freedom of students

f) The Faculty members are also expected to strictly abstain from engaging in any misbehavior in the discharge of duties that violates commonly accepted standards of professional ethics including conduct of private tuitions and coaching during or after duty hours of the institute. However extra classes (beyond academic and laboratory hours) are permitted to be conducted on campus ONLY for the benefit of the students with the prior written approval of the Competent Authorities

g) Refrain from plagiarism, misrepresentation and dishonesty in the performance of responsibilities

h) Faculty is advised to cease from committing acts that involves moral turpitude proving one's self unfit for his/ her position. For the purpose of clarity, conduct involving moral turpitude means intentional conduct prohibited by law, which is harmful to another person or to the society and which constitutes a substantial deviation from the normal accepted standards of duty owned by a person to other persons and the society.

Fraud and Corruption

Students' faculty and staff members are expected to uphold values such as integrity, honesty and ethical values. Corruption is strongly disapproved in all forms. Exchanging bribes, or intimidating, blackmailing, harassing, threatening any person is deemed corrupt practice and strictly prohibited.

Non-Discrimination

We do not discriminate against individuals nor permit harassment of individuals on the basis of caste, class, religion, race, colour, sex, sexual orientation, physically challenged or any other legally protected status.

Anti-ragging

We attempt to create and nurture an environment that is free from ragging; where every individual is ensured of his/her right to live life with dignity and respect. We are committed to creating a community that curbs and curtails ragging in all forms.

Sexual Harassment

Sexual Harassment is unwelcome, unsolicited and unreciprocated conduct with a sexual component which offends, intimidates, embarrasses or humiliates a person. We endeavor to provide a place of work and study where every individual is treated with respect, and free of sexual harassment, intimidation and exploitation. Appropriate action will be taken against perpetrators.

Racial Harassment

Racial harassment is any verbal, physical or written act which is based on a person's colour, physical characteristics, descent, country of origin, ethnic background or nationality, and is unwanted, unacceptable and offensive to the person or those related to, or closely associated with that person. Appropriate action will be taken against individuals who perpetrate discrimination based on race.

Grievance Redressal

Grievances are natural in educational institutions. However like disciplinary problems, grievances also benefit none. Hence, there is a need for handling or redressing grievances. All grievances will be addressed with an inquiry, in a timely fashion, and in a manner that is acceptable within a legal framework.

Dispute Resolution and Mediation

Resolving ethical conflicts may be as simple as a discussion with the party engaging in unethical behavior. Disputes are best resolved informally directly between the individuals involved. However, we recognize that there are situations when a formal process may be beneficial and additional perspectives may be needed to review a dispute, in extreme circumstances, and if necessary with legal intervention.

Dealing with Confrontations

It is imperative that any confrontations are constructive and that individuals are accountable for their own actions.

Enforcement and Discipline

Upon notification to the Competent Authorities of the Institution, the person making threats, exhibiting threatening conduct, or committing any other acts of aggression or violence on the institute's property shall be distanced as quickly as safety permits and shall remain off the institute's property pending investigation. Any faculty or staff member found to have committed such acts will be -subject-to disciplinary action, up to and including termination and/or criminal prosecution. Non-employees engaged in violent acts on the institute's property will be reported to the proper authorities and fully prosecuted.

Social Media Policy

Social media is a term which encompasses the various activities that integrate technology, -social interaction, and the construction of words, pictures, videos and audio. As participation in social media technologies is an integral aspect of many individuals, it can lead to a blurring of the public face and private identity of individuals and entities. Individuals are obligated to be responsible for what they write, respect their audience (both visible and invisible) and respect copyrights.

Confidentiality of Information

Individuals with access to official documentation and information must take care to maintain the integrity, confidentiality and privacy of such information to protect any individual concerned. Individuals should also undertake to maintain the privacy of oral communications.

Nepotism

Relatives may be employed if they meet the regular guidelines of MAIMS recruitment standards. However, faculty or staff members may not participate in or otherwise influence the Institute decisions which involve members of their own families. This includes hiring, promotion, retention, leaves, pay changes, etc. When such a relationship exists and involves people who differ in power within the institution community, it is of special concern because of the potential for conflict of interest and/ abuse of power. In such situations, decisions which must be made free from bias or favour, come into question and the persons involved may benefit from or be harmed by the decisions. The mere appearance of bias resulting from such relationships may seriously disrupt the academic or work environment. Equally important, such relationships have the potential to undermine the Institution's sense of community, mutual trust and support.

Gift Collection/ Donation

As giving and receiving gifts in KIND is an accepted culture of expressing appreciation. the exchange of gifts and mementos up to the value of Rs. 500/- (Rupees Five Hundred Only) is acceptable practice in certain circumstances such as a gift received as a memento after a guest lecture.

Workplace Threats/ Violence/ Custody of Weapons

The campus is a weapons free zone. Prohibited weapons include, but are not limited to, any firearm, pellet guns, handguns, blades, daggers, axes, martial arts devices, stun guns, etc. Strict action will be taken against individuals who possess weapons on campus or perpetrate violence as per the prevalent laws in force.

Drug and Tobacco free Workplace

Smoking cigarettes and possession and/ or consumption of alcohol is not permitted on campus. The use, possession, exchange, manufacturing, or distribution of marijuana, heroin, narcotics, other controlled substances and/or paraphernalia is strictly prohibited.

Minors on Campus

Contractors and outside agencies are strictly prohibited from employing minors to work on campus. Every individual who is employed must supply documents with proof of age, to be submitted for verification as and when demanded by the Competent Authorities of the Institute.

Disciplinary Action

Any violation of any clauses of this Code of Conduct and Ethics Policy shall be sufficient ground for the imposition against the erring individual of the disciplinary action as deemed fit.

Policy Compliance

The Competent Authorities of the MAIMS will verify compliance to this Policy through various methods, including but not limited to, institutional activities and reports thereon, internal and external audits, and feedback to the Management.

Any exception to this Code of Conduct and Ethics Policy must be approved by the Competent Authorities of the MAIMS only. All Students, Teaching or Non-Teaching Staff including the Competent Authorities are expected to follow the Code of Ethics and Code of Conduct with uncompromising integrity, honesty, and nondiscrimination; it is the duty of every individual to ensure that no situations that defy the code should be reported.

Director
Director Maharaja Agrasen Institute
of Managemet Stud
Sector-22, Rohini, De
Date Aug. 2022

18

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E- Governance Policy

of

Maharaja Agrasen Institute of Management

Studies

Director
Maharaja Agrasen Intitute
of Management Studies
Sector-22, Rohini, Delhi-86

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E-GOVERNANCE POLICY

In the system of higher education institution, the use of ICT to provide and facilitate all the necessary functions has become imperative. The workflow within different sections or departments should be automated to enable efficient governance in the institute in order to serve all the stakeholders. Maharaja Agrasen Institute of Management Studies has created an E-Governance Policy with the primary goal of integrating e-governance in various activities, transactions, and services of the institution for enhanced efficiency, transparency, and accountability. The Institute's Administration, Finance and Accounting, Student Admission and Support, Examination, Library shall be subject to this policy.

Objectives:

- To install an integrated, user-friendly Enterprise Resource Planning (ERP) solution to automate various modules of intuitional functioning.
- To implement E-governance in every function of the institution and providesimpler and efficient system of governance within the institution and outside as well.
- To maintain the data on a secure environment
- To promote transparency and accountability in all the functions of the institute.
- To achieve and create a paperless environment in the college.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.
- To provide easy and quick access to information to relevant stakeholders

I- Finance and Accounts:

- The accounts of the institution will be maintained through Tally software andERP.
- All payments/transactions will be through online mode such as NEFT, RTGS, Bank Transfers, UPI, etc.
- Purchase latest software versions.
- Make application of software to generate Profit and loss, Balance Sheet etc..
- Generate all the analysis reports through Tally.
- Implement appropriate security measures for maintaining confidentiality in transactions.
- Use automated Payroll Management System in all aspects including salary calculation, salary slips, disbursement of salary to the bank accounts, TDS, Provident Fund, Allowances, etc.
- Provide regular training in updated versions of software to the new as well as existing staff.

II- Student Admission and Support:

- Use ERP to manage all student data including course, fee submission.
- Update college website regularly for real time information sharing/dissemination,
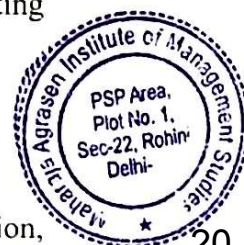
20

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including admission and online transaction interfaces etc.
- Make timely update of website by the designated Information and website committee.
- Post regular updates on Alumni portal for information of passed out students
- Share Digital Brochure, social media posts on course details, sanctioned intake, placements, and facilities during admission time.

III- Examination:

- Use ERP to handle the institute's Examination Process.
- Make the examination records of students available online with an interactive platform for students to view their internal assessment and semester marks/grades and raise discrepancies online, if any.
- Maintain compatibility of examination process with the regulations of the affiliating university as far as e-governance policy is concerned.

IV- Library

- The Institute will continue to maintain its academic excellence through maintaining a well-stocked library.
- The institute will regularly add more e-learning resources for the benefit of the teachers and the students. Recommendations to be taken from the teachers and students while subscribing to the e-resources.
- Library services to be automated with DELPLUS 2.0

V- Hardware & Software Infrastructure:

- The institute ensures that it has adequate number of desktops for students and staff.
- Computers and printers to be made available.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, and seminar rooms.
- The institute maintains adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops like Open Office, MS Office and Antivirus to be purchased and updated regularly.

VI- E-Waste Management:

MAIMS ensures that its usage of technology and generation of e-waste does not impact the environment.

The Institute shall continuously review and update the approved policy and is committed to its implementation.

21

STUDENT'S HANDBOOK
(CODE OF CONDUCT)

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Maharaja Agrasen Chowk, Sector-22, Rohini, Delhi-110086, India
Phone Office: 8448186947, 8448186950 Website: **www.maims.ac.in**

Maharaja Agsrasen Technical Education Society(MATES),Delhi

Dr. Nand Kishore Garg
Founder & Chief Advisor, MATES
Chancellor, Maharaja Agrasen University, Baddi, HP

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Maharaja Agrasen Institute of Management Studies	Maharaja Agrasen Institute of Technology	Maharaja Agrasen University	Maharaja Agrasen Global School
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23

1. ABOUT THE INSTITUTE

Maharaja Agrasen Institute of Management Studies (MAIMS) is an ambitious initiative of Maharaja Agrasen Technical Education Society (MATES). The Society has been promoted by a group of eminent industrialists, businessmen, professionals and philanthropists to provide quality education in the area of technology, management, law and journalism. The Institute keeps a vision to provide quality and professional education to all students in its world-class centres of learning.

Maharaja Agrasen Institute of Management Studies, affiliated to Guru Gobind Singh Indraprastha University, is recognized by Bar Council of India (BCI). The Institute is ISO 9001:2015 certified. It started its journey in 2003 with two programs BBA and BBA (B&I), sanctioned intake being of 60 students in each program. Presently, MAIMS offers seven programs which are BBA, B.Com (Hons.), B.A.(Hons) Economics, B.A.(JMC), B.A. LLB, BBA LLB & LLM. The institute also provides a number of add-on as well as certificate courses for the holistic development of the students. The institute has a lush green campus and infrastructure comprising large and airy classrooms, well- equipped laboratories, studios, auditorium, computerised libraries, facilities for sports and cultural activities, language labs and hostel.

Vision and Mission of the Institute

Vision

MAIMS envisions a value-based education which empowers the youth to bring positive change in society. They should become capable of taking balanced decisions keeping global interest in mind; in the true spirit of "Vasudhaiva Kutumbakam".

Mission

- To contribute towards generation and dissemination of Knowledge
- To nurture creativity and encourage entrepreneurship
- To enhance employability and contribute to human resource development
- To instil sensitivity amongst the youth towards the community and environment
- To develop global competencies amongst students
- To foster the spirit of national development

Faculty

The Institute has diligent, hardworking, professionally qualified and experienced permanent faculty from diverse streams of management, information technology, mass communication and law. Industry experts and field specialists regularly visit the institute for practical impetus. At MAIMS we create an environment of intellectual freedom, creativity and originality and make an effort to impart holistic and ethical education to students. The faculty consistently performs this initiative through innovative teaching, rigorous research and an unending spirit of teamwork.

Teaching Methodology

At MAIMS, a special emphasis is laid on providing practical insight through research projects, industrial visits, experiential learning, incubation centres, etc. along with class room teaching. There is a persistent attempt to keep our students abreast with the changing policies, practices and trends of the business environment by conducting various interactive sessions with industry experts and government officials. An appropriate pedagogy of traditional and modern methods is used to impart knowledge to

1

students. The diverse teaching method helps the students to question their preconceptions, and motivates them to learn. Apart from the lecture method, case studies, industry-academia interaction, management games and role plays are used extensively to imbibe live business conditions to the students and thereby develop industry-oriented knowledge among students.

2. CODE OF CONDUCT

Attendance Rules

(i)   As per GGSIPU University Ordinance, a student shall be required to have a minimum attendance of 75% in the aggregate of all the subjects taken together in a semester. The Director of the Institute concerned may condone attendance shortage up to 5% for individual students for reasons to be recorded. However, under no condition, a student who has an aggregate attendance of less than 70% in a semester shall be allowed to appear in the Semester-End-Examination.

A student who has been detained due to shortage of attendance will not be promoted to the next semester and he/she will be required to take re-admission and repeat all papers/subjects of the said semester with the next batch of students. In other words, he/she will lose one year.

(ii)   Every student has to attend a minimum percentage of classes in all the subjects as prescribed by the University/Bar Council of India; Failing which he/she shall not be awarded the Degree.

The Bar Council of India also requires the student to produce a Certificate of Attendance issued by the Head of the Institution at the time of his/ her enrolment with the Bar Council. If a student does not have 70% of attendance, he/she will not be permitted to enrol as an advocate as per the Advocates Act 1961.

(iii)   In case of participation in co–curricular and extra–curricular activities, student application shall be duly recommended by the faculty in-charge of the particular activity should be submitted to the Head of Department concerned before such participation, and also immediately after the participation is over for grant of attendance for that period. Any application received after 3 working days of the event will not be accepted.

(iv)   Once the list of students detained on account of shortage of attendance has been put up on the notice board, no further hearing will be given to the students except in cases of any discrepancy in the calculation of attendance.

(v)   If a student is continuously absent without permission of the concerned Head, his/her parents/guardian will be informed accordingly.

Ragging

With reference to guidelines of the Hon'ble Supreme Court of India in Writ Petition No. (C) 656/1998, DHE, Delhi, UGC, BCI and Guru Gobind Singh Indraprastha University, ragging is totally prohibited and anyone found guilty of ragging or abetting ragging will be liable for punishment as per "UGC Regulations on Curbing Ragging". To prohibit, prevent and eliminate the scourge of ragging from the Institute, the Anti - Ragging Committee is constituted in the institute. The committee ensures compliance with the provisions of these Regulations / Guidelines as well as the provisions of any law for the time being in force concerning ragging. The Committee takes adequate measures for prevention

2

of ragging. In case of any query/complaint the committee can be reached at **antiraggingcommittee@maims.ac.in.**

Anti-Ragging Committee

S. No.	Name & Designation	Post
1	Dr. Geetanjali Gupta, Assistant Professor, Dept. of Commerce, MAIMS	Convenor
2	Dr. Shaveta Gagneja, Associate Professor, Dept. of Law, MAIMS	Member
3	Dr. Nirdosh Kumar, Assistant Professor, Dept. of Law, MAIMS	Member
4	Ms. Kamna Vaid, Assistant Professor, Dept. of Economics, MAIMS	Member
5	Dr. Nisha Singh, Assistant Professor, Dept. of Journalism & Mass Communication, MAIMS	Member

Discipline

The MAIMS is one in which faculty members and students can flourish in an atmosphere of mutual respect. Students will be guided in a positive manner to develop their full potential academically, socially and emotionally. The Institute is a peaceful one in which differences are settled through negotiation and problem solving. Everyone has a right to be shown respect, kindness and courtesy and to live in a safe environment.

1. All the students shall make themselves acquainted with the rules and regulations notified for their conduct. Ignorance of the rules will not be accepted as an excuse for their violation.
2. Students are strictly forbidden to write or make any remarks on wall or any part of the Institute premises or on furniture.
3. Discourtesy and disrespect to the members of the Institute in any form will be viewed seriously and students responsible for such misbehaviours are liable to be dismissed.

Breach of Discipline

A student committing any breach of discipline in the Institute as specified below will render himself/herself liable to disciplinary action:

1. Any form of bullying or ragging.

2. Unacceptable behaviour including but not limited to irregular attendance, academic dishonesty, disruptive behaviour, loitering and disrespectful behaviour towards staff or fellow students.

3. Long absence from lectures/training programmes without permission.

4. Absenteeism from university examination without any valid reason.

5. Found inappropriately dressed.

6. Misbehaviour and misconduct of any kind with your peers, staff, faculty and outsiders.

7. Use of criminal force, physical assault or threat to use physical force against any fellow students or any other member teaching or non-teaching staff of the institution.

3

8. MAIMS is an alcohol and tobacco/substances of abuse free campus. Consumption of alcohol or any form of tobacco within the campus is a punishable offence and would lead to serious repercussions.

9. Use of Crackers or Holi Colours in the Campus.

10. Failing to pay the prescribed fee within the time schedule notified by the Institute.

11. Unauthorised communication/association with foreign nationals, press, undesirable persons and political parties in India and abroad.

12. Entry into areas declared 'Out of Bound' by the Institute authorities.

13. Not carrying an Institute ID Card inside the Campus.

14. Unauthorised collection of funds for any purpose.

15. Cell Phones shall be on "Silent" mode in the class/laboratory/ library or during any other academic activity.

16. Students will refrain from damaging any form of Institute property. The Institute reserves the right to be compensated by the student for any such damages.

17. Putting information/posters without permission of the Head of Department on Notice Boards.

18. Use of unfair means during examinations, class tests, assignments, etc.

19. Carrying or possession of a deadly weapon inside or outside the Institute's premise.

20. Any form of gambling.

21. Any other behaviour or act by a student or group of students that threatens the Institution's disciplinary system or academic environment.

Discipline Committee

The Discipline Committee shall perform the following functions:-

(i)   To examine issues relating to maintaining discipline among students in the teaching department of the college or the institution.

(ii)   To investigate acts of indiscipline or misconduct committed by a student or students whenever such cases are referred to the Discipline Committee by the Director of an institution, and to submit their findings, conclusions, and recommendations.

(iii)   To oversee and keep an eye on the current disciplinary climate at the institution.

(iv)   To take preventive and precautionary measures, such as issuing notices, warnings, instructions, etc., as necessary, to stop individual or group acts of indiscipline, misconduct, and ragging, etc.

(v)   To maintain contact with the police, relevant government departments, nearby institutions, and relevant authorities regarding the maintenance of law and order in the institution.

(vi)   To carry out any additional duties that may occasionally be given to it by the Director of the Institution.

To ensure discipline among students, MAIMS has constituted a "Discipline Committee" of following members. In case of any query/complaint the committee can be reached at **discipline@maims.ac.in.**

4

S. No.	Name & Designation	Post
1	Dr. Riya Sharma, Associate Professor, Dept. of Business Administration, MAIMS	Convenor
2	Dr. Charu Mohla, Associate Professor, Dept. of Business Administration, MAIMS	Member
3	Mr. Praveen Malik, Assistant Professor, Dept. of Law, MAIMS	Member
4	Dr. Nirdosh Kumar, Assistant Professor, Dept. of Law, MAIMS	Member
5	Dr. Deepak Dagar, Assistant Professor, Dept. of Business Administration, MAIMS	Member
6	Dr. Nisha Singh, Assistant Professor, Dept. of Journalism & Mass Communication, MAIMS	Member
7	Dr. Rachna Jain, Associate Professor, Dept. of Commerce, MAIMS	Member
8	Dr. Monica Sharma, Assistant Professor Dept. of Business Administration, MAIMS	Member
9	Ms. Smriti Sharma, Assistant Professor, Dept. of Law, MAIMS	Member

Penalties and Punishments

The Institute reserves to itself the right to remove or rusticate students from the rolls on the grounds of deliberately furnishing false particulars for admission to the Institute. The Institute can also dismiss students whose diligence or progress in studies is steadily unsatisfactory or whose conduct is harmful to the other students. Immorality, grave insubordination, contempt of authority or wilful damage to property is always a sufficient reason for immediate dismissal.

Parent Teacher Meeting (PTM)

The Faculty maintain regular contact with the parents/guardians of their students to keep them informed of the state of their ward's academic pursuits, their general conduct or behaviour and interest in cultural and other co-curricular activities etc. Once a semester, parent-teacher meetings are held preferably with a prior appointment. However, parents can come to meet the staff between 03:00 PM and 04:00 PM on any working day, if needed for private discussions and potential changes in their ward.

Dress Code

The students are required to be well dressed on all working days in college premises but on the specified days, students must wear the appropriate dress as prescribed by their respective departments. Any activity, including Guest Lectures, Workshops, Training Programs, Interviews, and Presentations, will not be permitted in casual wear. The dress code for students in the Department of Law is white shirt with black trousers twice a week, on Mondays and Wednesdays.

3. LIBRARY RULES & REGULATIONS

MAIMS has established itself as a centre of higher learning which is providing a high quality of management education. This has been possible only with the help of dedicated & experienced staff, and fast growing well-furnished two digital libraries.

5

Library Computerization

The MAIMS Library is fully computerized on the basis of software 'Del Plus Ver .2.0" multi user version which meets international standards. Computerization of the Library includes database management system (DBMS) of library holding, computer-based acquisition processing and control system, automation.

Services of the Library are divided into three sections

> (A)   **Circulation section**
>
> (B)   **Reference Section**
>
> (C)   **Book Bank Section**

Circulation Section

Library books are issued/returned through software Del Plus Ver .2.0. At the time of borrowing a book, the student is required to show Identity-cum-Library Card at the library circulation counter. While returning the books, it is the duty of the student to ensure that the library assistant has made the appropriate entry in library records. Library issues books only to the regular students of MAIMS from the circulation section of the Library.

Reference Section

This section has at least one copy of the book as prescribed in the syllabus for each subject. Journals and magazines are also kept here for reference. Books from the Reference section are not issued to the students.

Book Bank Section

MAIMS provides book bank facility to the students. Under this scheme, one book for each subject will be issued to students at the beginning of every semester. Students are required to return these books in the same condition after the end of the semester. The Scheme is optional.

The fees for availing the facility are Rs. 5000 (For 3 year undergraduate Courses)/ Rs. 6000 (for five year Undergraduate Courses i.e. BA LLB, BBA LLB) which is fully refundable after the completion of the student's respective course.

Library Fine Collection

When the student returns the book after the due date, the library charges a late fine @ Rs. 2/- per day per book. A proper receipt is given for the money taken with the signatures of Chief- Librarian/ Senior Librarian/Library Assistant. The total amount collected from the fine is deposited in the Accounts Section.

General Library Rules

1. Library shall remain open from 09.00 A.M. to 4.30 P.M. on all working days. In addition, library facilities may be extended for any class of users by the competent authority.
2. The Reference Section has two sub-sections. One section has encyclopaedias, dictionaries, handbooks, yearbooks, atlas, etc. While the other section has Periodicals (journals, magazines) and certain important textbooks. However, the resources of this section are not issued to any student.
3. Student shall be issued a non-transferable membership Card. All the students are expected to show the membership card if needed for availing library service(s).
4. The students will be issued a maximum of 3 books for a period of 10 days.

6

5. It will be the duty of the student to take proper care of every resource borrowed from the library and return it to the library in the same condition as it was at the time of borrowing. In case a book is defaced/ mutilated, the student has to replace it with a new book of the latest edition.

6. Students are required to take necessary care while using the resources of the library. If any student is found guilty of mishandling any book, journal, CD, etc. disciplinary action will be taken against him.

7. The entire library is under the CCTV surveillance system.

8. Before entering the library students have to sign in the Visitors' Register.

9. Readers are advised not to bring their belongings in the library. However, students are allowed to bring their Laptop (without Laptop Cover).

10. Use of Mobile phones (with or without speakers or headphones) is strictly prohibited inside the Library.

11. Writing, marking or otherwise disfiguring or damaging books or furniture is prohibited & punishable.

12. Students are required to maintain silence in the library.

13. Photography and recording are not allowed in the Library premises.

14. Drinking/eating/talking/sleeping or sitting in an inappropriate posture is prohibited in the library.

15. Readers are required to leave the books/documents on the reading table after use. They are prohibited from keeping/hiding a document at any other place in the Library.

16. After the Final End-Term Exam is over, each student is required to obtain a No-Dues Certificate from the Library on returning all the books issued to him/her, surrendering the borrower's card and paying outstanding dues, if any.

17. The library rules and regulations can be modified from time to time and shall be binding on all concerned.

4. MAHARAJA AGRASEN CULTURAL SOCIETY (MACS)

The inculcation of moral and aesthetic values with the amalgamation of talent and indigenous culture are a huge challenge of any community. The cultural society of MAIMS believes in the preservation of this immaculate heritage. MAIMS Cultural Society aims to encourage students' interest, participation and responsibility by providing social, cultural and recreational activities for the College Community. Keeping this in mind MAIMS Cultural Society has different clubs which give students an opportunity to demonstrate and develop their talent in a wide variety of fields giving boost to their physical and mental health.

Since its inception in September 2009, the Cultural Society has organised and encouraged students to participate in various cultural competitions held in different educational institutions across Delhi. The self – motivated and ceaseless activities of over three dozen clubs and societies constitute a very important part of college life and offer a large variety of avenues of self – expression. For each subject there is a Society that sponsors extra – curricular lectures and discussions and, in general, tries to stimulate interest in the subject. There are many other academic and cultural societies and clubs covering various activities, such as dancing, debating, dramatics, film and music appreciation, social service, photography and many more. Some of the important clubs under the ambit of MAIMS Cultural Society are Samagra, Swaraag, Srijana, What A Click, Manthan, Illuminate, India's First Club, Commpact Society, Think Tank, Brand Wagon Club, Spectrum, etc. to name a few.

7

S. No.	Club/Society – Name	E - mail id
1	MAIMS Alumni Association	alumniassociation@maims.ac.in
2	Advansop – Adventure & Sports Club	advansop@maims.ac.in
3	Arthanomics – the Economics Club	arthanomics@maims.ac.in
4	Benevity - Ethics & CSR Club	benevity@maims.ac.in
5	Brand Wagon – Brand Pitching & Event Management Club	brandwagon@maims.ac.in
6	Commpact – the Commerce Society	commpact@maims.ac.in
7	Cygnus – the Fashion Society	cygnus@maims.ac.in
8	E-cell – Entrepreneurship Club	ecell@maims.ac.in
9	Enactus – Social Entrepreneurship Club	enactus@maims.ac.in
10	Environment Sustainability Club	environmentsustainability@maims.ac.in
11	Finversion – the Finance Club	finversion@maims.ac.in
12	Gender Sensitization & Equality Initiative Club	gendersensitizationclub@maims.ac.in
13	Illuminate – the Learning Hub	illuminate@maims.ac.in
14	Indak – the Dance Club	indak@maimc.ac.in
15	India First Club – Patriotism Fervour	indiafirstclub@maims.ac.in
16	Manthan – the Literary Club	manthan@maims.ac.in
17	Moot Court Society	mootcourtsociety@maims.ac.in
18	Maharaja Agrasen Forum	maharajaagrasenforum@maims.ac.in
19	National Cadet Corps (NCC)	ncc@maims.ac.in
20	National Service Scheme (NSS)	nss@maims.ac.in
21	Samagra – the Theatre Club	samagra@maims.ac.in
22	Sancharika – the Communication Club	sancharika@maims.ac.in
23	Spectrum – Electronic Media & Graphics Club	spectrum@maims.ac.in
24	SpicMacay – Promoting Indian Culture	spicmacay@maims.ac.in
25	Swaraag – the Musical Club	swaraag@maims.ac.in
26	Srijana – the Fine Arts Club	srijana@maims.ac.in
27	ThinkQuest- the Research Club	thinkquest@maims.ac.in
28	Vidhi Mitra- the Legal Services Clinic	vidhi@maims.ac.in
29	Virtuous – Moral Values Club	virtuous@maims.ac.in
30	What a Click – the Photography Club	whataclick@maims.ac.in

For further details and complete student handbook, visit college website at maims.ac.in

8
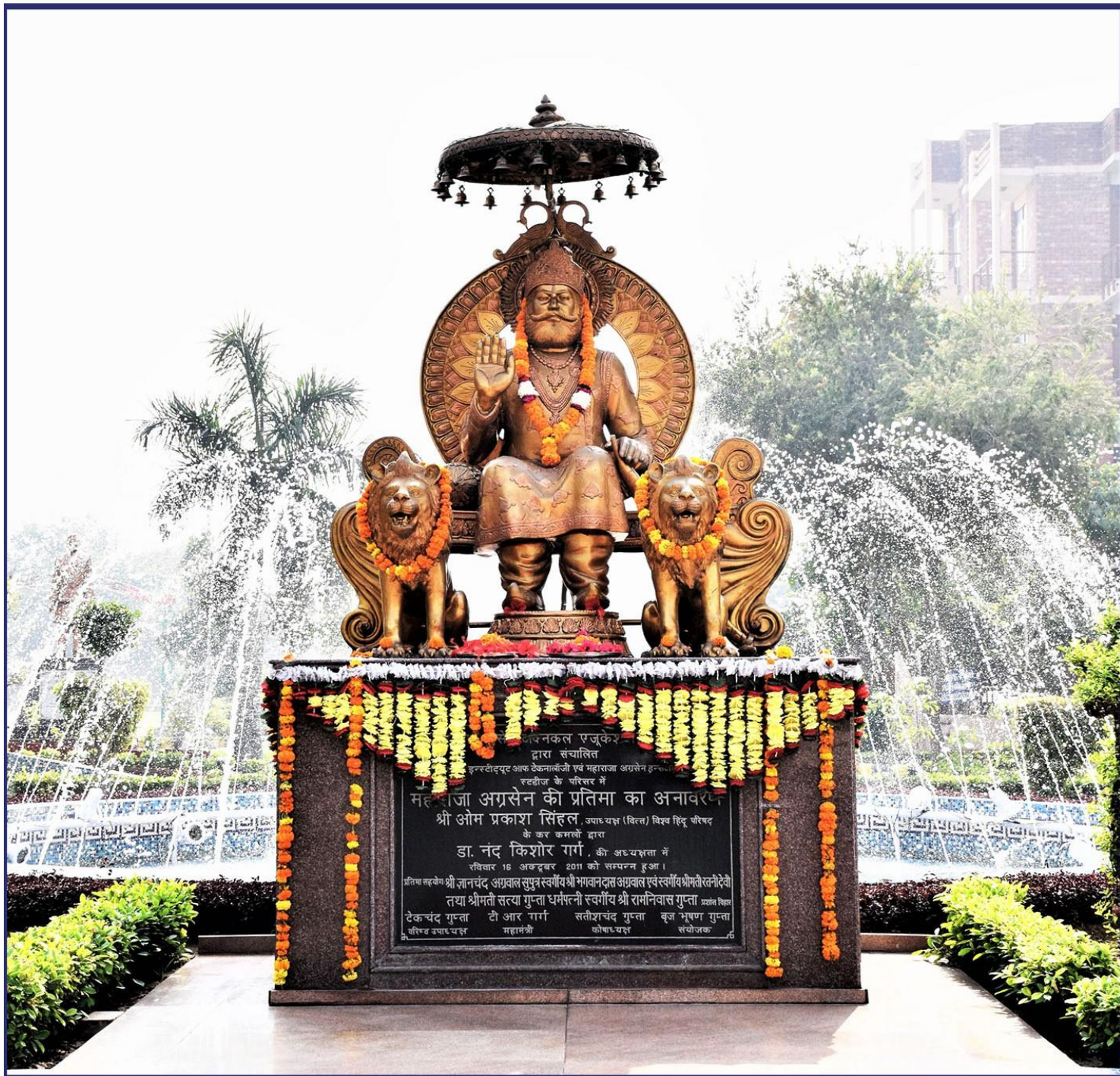
MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

ISO 9001:2015 Certified Institution

(Affiliated to GGSIP University & Recognized by BCI)

Recognized by UGC under section 2(f)

MAIMS- Where Reality goes beyond Expectations

MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

(A unit of Maharaja Agrasen Technical Education Society)
Affiliated to GGSIP University; Recognized u/s 2(f) of UGC
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PSP Area, Sector 22, Rohini, Delhi - 110086, INDIA
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Purchase Policy

Maharaja Agrasen Institute of Management Studies is governed under the policies framed by the Maharaja Agrasen Technical Education Society (MATES) trust.

1. Before the start of Academic Session, Head of Departments (HODs) assess the different requirements of their respective departments and prepare a requisition in a specified format.

2. Head of Departments (HODs) submit the requisition to the Director for approval.

3. Director places the requisition of different departments before the technical purchase committee appointed by the Director.

4. Technical Purchase Committee examined the requisitions of different departments and submit their suggestions to the Director.

5. Director then gets the comprehensive requisition list prepared.

6. Requisition List submitted to the Purchase Committee formed by the Management for approval. The following are the members of purchase committee:

1	SHRI SUNDER LAL GOEL	CONVENER	9811124240	ROAD NO. 52, H.NO.40 (G.F.), WEST PUNJABI BAGH, NEW DELHI-110026
2	SHRI ANAND GUPTA	MEMBER	9910015888	4/5, JAIDEV PARK, EAST PUNJABI BAGH, NEW DELHI-110026 (RES.)
3	SHRI RAM CHANDRA CHHARIA	MEMBER	9811156550	3/35, PUNJABI BAGH WEST, NEW DELHI-110026
4	SHRI GIAN CHAND AGGARWAL	MEMBER	9810058059	NIRMAL GIAN SADAN' A-1/43 PRASHNT VIHAR, DELHI-110085 (RES.) RAJDEEP AGRI PRODUCTS PVT LTD. 32229/1, RANJIT NAGAR, NEW DELHI-110008 (OFF.)
5	ER. T.R. GARG	MEMBER	9811082040	BP-7, WEST SHALIMAR BAGH, DELHI-110088, (RES.) GD GOENKA SCHOOL
6	SHRI RAJNISH KUMAR GUPTA	MEMBER	9560703453	344, NIMRI COLONY, ASHOK VIHAR, DELHI-110052

7. Quotations were raised from different vendors as per requirement.

8. Order placed with the vendor who meets all the requirements.

Purchase Requisition Form

Department ………………………   Academic Session ………..………….

S. No.	Item	Description	Qty

Date Submitted On: Signature of Head of Department