

Gokula Education Foundation ®

M.S. RAMAIAH INSTITUTE OF MANAGEMENT

(Affiliated to AICTE, Delhi)

BENGALURU - 560054

Estd. 1995



RAMAIAH
Institute of Management

**GOVERNANCE
GUIDELINES**

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Jnanam, Vijnanam Cha Bhaktisahitam

Devotion to Enlightenment

“No field, be it philosophy, science or commerce, exists in isolation. Every field of knowledge is connected to the other. Knowledge is a continuous process, with a crisp beginning and no end.”

Introduction

M. S. Ramaiah Institute of Management (MSRIM) was established in 1995 by the Gokula Education Foundation (GEF) and is a part of the Ramaiah Group of Institutions, Bengaluru (www.ramaiah-india.org). Driven by the core values set by its visionary founder, the Late Dr M S Ramaiah, the Ramaiah Group of Institutions has forayed into the field of Medical care and Medical Education, Engineering sciences and General sciences. The Group symbolizes quality education and competence and is well entrenched in the fields of Healthcare and Education in India with over 29 Institutions under its fold.

About M. S. Ramaiah Institute of Management

M. S. Ramaiah Institute of Management promulgates management education to create and offer to the nation a stream of professionally competent and value-oriented management graduates. It enables students to go beyond limited managerial roles and evolve as leaders. The Institute encourages students to think innovatively in analysis and problem-solving to function effectively in the dynamic national and international business environment. The Institute has built its reputation through its dedicated goal of instilling professional values in its students and staff. The Institute is part of a broader ecosystem comprising of industry, academia and community.

Vision and Mission statements of the Institute

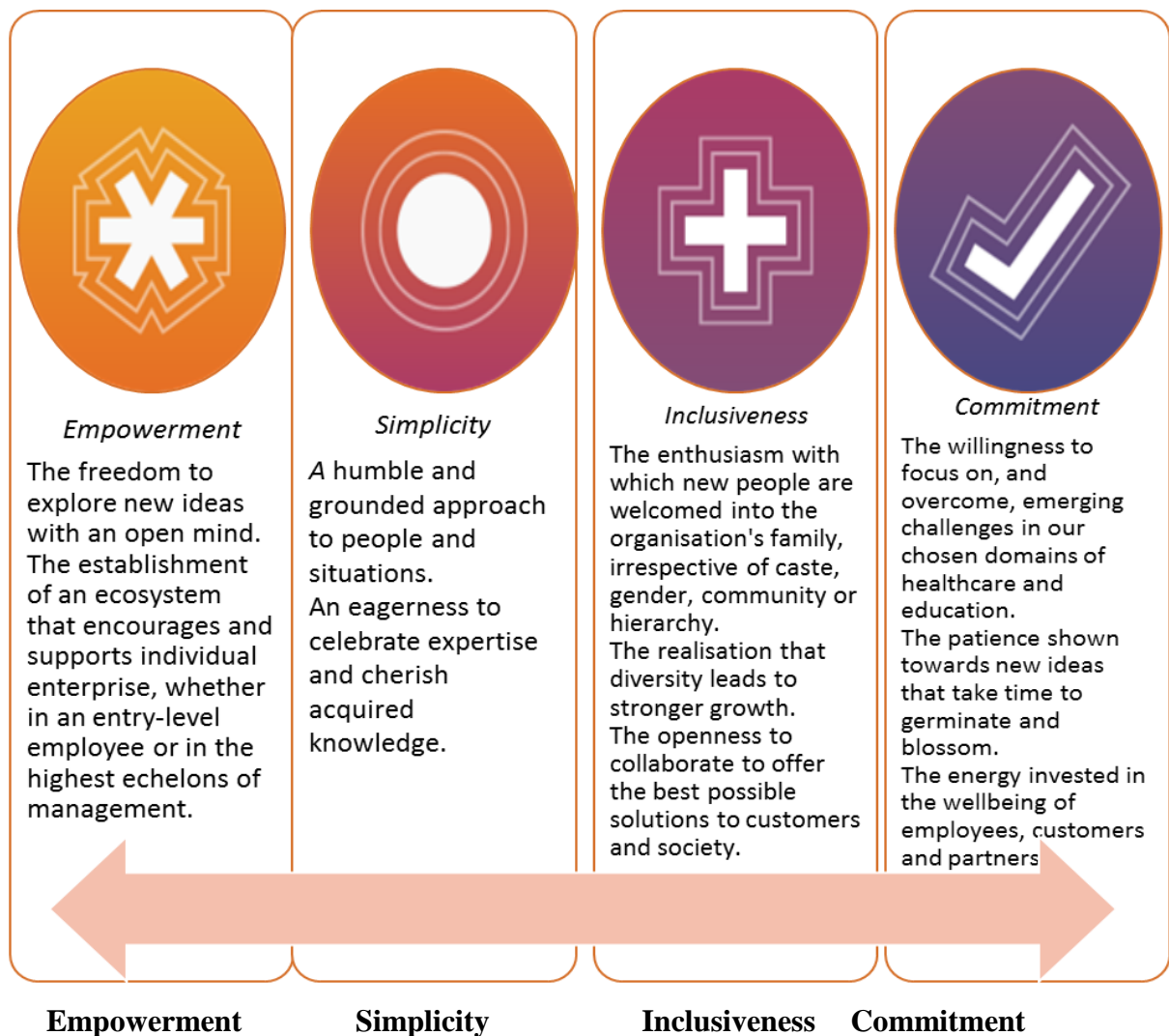
The Institute is a part of the Ramaiah Group and has aligned its Vision and Mission to the GEF's Mission & Values.

GEF's Mission

Through our work in Healthcare and Education, we seek to move our society towards harmony and inclusiveness.

GEF's Values

At the Ramaiah Group, we share a common set of values of Empowerment, Simplicity, Inclusiveness and Commitment that unite us and drive all our initiatives.



MSRIM recognizes that benchmarking the Institute with the best B-Schools in the country would facilitate the Institute to constantly rise itself to improve through openness, innovation, creativity, perseverance and process improvement. The Institute has a culture that drives excellence in teaching & learning by using relevant pedagogical tools and staying with and going beyond the market trends through its evolving curriculum. The Institution instils values amongst all the stakeholders and worked towards making a meaningful contribution to the society and nation.

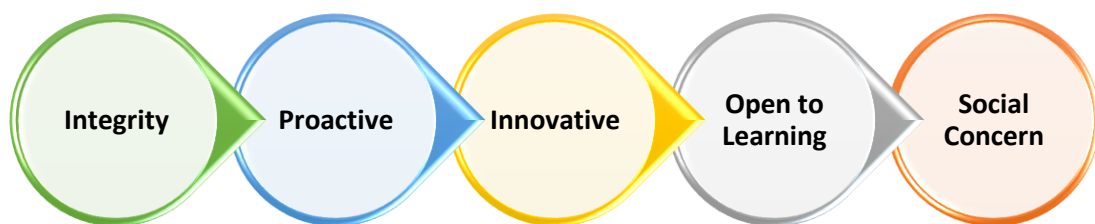
Vision of MSRIM

To be globally recognized management institute nurturing and empowering leaders

Mission of MSRIM

- Dissemination of management knowledge through a right blend of a contextually relevant curriculum, innovative pedagogy, and outcome -based learning
- Building a research culture to augment critical thinking and analytic abilities among student and faculty
- Sensitizing students to become professional, ethical and socially responsible individuals by inculcating leadership skills through holistic and value-based learning.
- Creating an ecosystem that provides exposure to global cultures
- Igniting the entrepreneurial spirit among students to establish organizations that create value

Values guiding MSRIM



Gokula Education Foundation (GEF), an educational trust established in 1962, oversees the governance of all the institutions established under the “Ramaiah” Brand. M. S. Ramaiah Institute of Management (MSRIM) is one of the institutions under the Gokula Education Foundation established in 1995. The trust is headed by the Chairman Dr M. R. Jayaram, with Vice Chairman Sri. M. R. Seetharam and Trustees as members. Sri. M.R. Anandaram, one of the Trustees, leads MSRIM as its Director.

The administration of the GEF is managed through two divisions — GEF - Engineering & General Sciences and GEF - Medical. The Chief Executive duly appointed by Gokula Education Foundation heads each of these divisions. Sri. B. S. Ramaprasad, (Retd. IAS) the Chief Executive (Engineering and General Sciences) is the chief administrator of MSRIM. Each division also has a Chief of Finance who takes care of all financial matters of Institutions under that division. Sri. G. Ramachandra, the chief of Finance of Engineering and General Sciences takes care of the financial matters of MSRIM. A Principal / Director / Vice-Chancellor heads each Institution. The Director (Academics, Research and Administration) heads the institution.

MSRIM is a self-financing institution offering a two-year full-time PGDM program approved by AICTE, New Delhi since 1995. For effective governance in its administration and academic activities, the Institute has the following governing structure:

1. Governing Council
2. Academic Council
3. Board of Studies
4. Board of Examiners
5. Industry Council
6. Internal Quality Assurance Cell
7. Budget Committee
8. Prevention of Sexual Harassment Act-Internal Compliant Committee
9. SC/ST Committee
10. Anti-Ragging Committee
11. Equal Opportunity Cell

Governing Council

The Governing Council is the highest governing body of the Institute, which contributes to the progressive endeavours of the Institute. It provides guidance to set the direction for further growth, scale up the present activities, and enables the Institute to leverage its potential.

Structure of Governing Council / Board of Governors

The Governing Council of MSRIM is constituted as per AICTE's recommended composition of the Board of Governors (BoG)/ Board of Management (BoM) of the Management Institutions.

- a. Chairman to be nominated by the Government/ Registered Trust/ Society/ Company. The Chairman of the Governing Body shall preferably be a technical person either an Entrepreneur or an Industrialist or an Educationist of repute who is interested in the development of Technical/Management Education and has demonstrated an interest in the promotion of quality Education.
- b. Two to five Members (Industrialist/ Technologist/ Educationist) to be nominated by the Registered Trust/ Society/Company.
- c. Nominee of the All India Council for Technical Education (Ex-officio)
- d. Nominee of the State Government/ UT(Ex-officio).
- e. Principal/Director of the concerned Institution (as the nominee of the Trust/Society/ Company) – Member Secretary.
- f. One Faculty member to be nominated from amongst the Regular Staff.

The composition of Governing Council as suggested by AICTE is:

Designation	Number	Category
Chairperson	01	Educationist/ Academician/ Industrialist
Members	05	Nominated by Management
Industrialist/Educationist-Member	01	Nominated by Head of the Institute
Member -AICTE	01	Nominated by AICTE
Member -State Government	01	Nominated by State Govt.
Member - Senior Professors	02	Nominated by Principal
Member Secretary	01	Principal/Director of the institution

Frequency of the Meeting

The Governing Council meets twice during the Academic year.

Roles of Governing Council

The Governing Council provides direction and advice on matters about academic and institutional aspects such as:

- Enable the institution to achieve and develop its Mission and Strategic Vision
- Ensures total academic and administrative autonomy for achieving short-term and long-term objectives of the Institute.
- Recommend the new Programs and the Courses
- Guiding admissions and placements
- Guidance on strategic collaborations

- Advice on the Brand Building initiatives
- Propose participation in Accreditation and Rankings
- Ratifications concerning Academics and other institutional matters
- Guidance on improving stakeholder relationships
- Amend and approve policies from time to time.
- Review of academic performance of the institution and suggest remedial measures if required.
- Mobilizes funds and utilizes the resource's maximum, towards the development of the institution.
- Guidance on increasing intake/closure of programs/reduction in intake.
- Review of highlighted feedback summary of stakeholders and planning for corrective actions towards the satisfaction of stakeholders.

Powers of Governing Council

- Governing Council approves all policy decisions (various Institute Policies) regarding courses to be offered, recruitment of staff, service conditions of teaching and non-teaching staff, the conduct of staff and student's academic and non-academic activities, also ensures that they are periodically updated
- Approves the curriculum as recommended by the Academic Council.
- Approves new programmes of study leading to the degree.
- Approves graduate list of PGDM students for the award of degrees
- Approves scholarships, fellowships, studentships, medals, prizes, and certificates on the recommendations of the Academic Council.
- Reviews the performance of the Institute and guides to function effectively to
- Ratifies and resolves the minutes of the Academic Council

Term of the Governing Council Members

The members shall be a part of the Governing Council for 2 (two) Years from the date of appointment.

The management has the discretion of rotating and reappointment of members of the Governing Council and also looks into the renewal of or any new appointment to Governing Council.

The Governing Council can also have other faculty/student members on the Governing Council as co-opted members/invitees, as and when it is needed in the interest of stakeholders.

Academic Council

The Academic Council is constituted to improve the institution's academic quality through the review of curriculum, pedagogy, and assessments. It ensures that outcome-based education is imparted. The Academic Council headed by the Director (A, R&A), comprises the Academic Head and the Head of the Departments, Senior Professors from various B-Schools and Industries. This council reviews the curriculum and delivery of requisite KSA (Knowledge, Skills, and Abilities) through appropriate teaching-learning processes to ensure the expectations of the stakeholders are met.

The key tasks performed by the Academic Council

- Review new courses and programs.
- Align the curriculum to Institute's Vision, Mission & PEOs, industry and students' expectations and requirements by restructuring the credits and courses as may be required.
- Set / review / revise the program outcome target and attainment levels.
- Review the current syllabus and identify emerging areas/topics that may be included in the program as a separate course or in a module of a specific course.
- Providing guidance on effective and innovative pedagogy of the courses offered.
- Make suggestions on the course outcome target and attainment levels.
- Ratify Academic Calendar and Curriculum review committees.
- Other functions relating to academic matters of the institution.

Powers and Functions of the Academic Council

The Academic Council shall have the following powers, and duties, namely:

- To exercise general supervision over the academic work of the institution and to give direction regarding methods of instruction, evaluation, and improvements in academic standards.
- To promote research within the institute.
- To prescribe courses of study leading to diplomas of the institute.
- To maintain proper standards of the examinations
- To recognize diplomas of Institute and to determine equivalence with the diplomas
- To suggest measures for departmental coordination
- To make recommendations on:
 - Measures for improvement of standards of teaching research and training
 - To recommend the establishment or abolition of departments/ centres

- To frame rules covering the academic functioning of the institution, admissions, examinations, award of the best student, attendance, discipline etc.
- To appoint sub-committees to advise on such specific matters as may be referred to the Director (A, R&A)
- To consider the recommendations of the sub-committees and to take such action as the circumstances of each case may require
- To take a periodical review of the activities of the Departments / Centers and to take appropriate action to maintain and improve standards of instruction
- To exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Rules.

Term of the Academic Council Members

- The members shall be a part of the Academic Council for 2 (two) years from the date of appointment.
- The management has the discretion of rotating/reappointment of Academic Council members and the renewal of or any new appointments to the Academic Council.

The Academic Council can also have other faculty/student members on the Academic Council as co-opted members/invitees, as and when required in the interest of stakeholders.

Board of Studies

Process of Curriculum Development -The Curriculum is developed by the faculty committee considering the current trends in the industry, the courses offered by other institutions, and the needs of the various stakeholders. The curriculum developed is placed in the Board of Studies (BoS), which is later presented to the Academic Council for their approval. The syllabus thus approved by the Academic Council is then presented to the Governing Council for their approval. The Board of studies consists of the Head of the Department, a senior faculty from the department, Senior faculty from other Institutions specialized in the area, an alumnus, industry experts, and faculty members specializing in the related area.

Functions of the Board of Studies

- To approve the Course Outcomes (COs), and Program Outcomes (POs) offered by the department.
- Design the syllabus aligning with the Institute's Mission, Vision, Program Outcomes, and Course Outcomes of the Program offered.

- Prepares the contemporary syllabi for the program based on the changing needs of the profession and the requirements of the industry for all courses concerning the objectives of the Institution, stakeholders, and societal/local/national/regional/global developmental needs.
- Approve the curriculum and its structure for the Program.
Advises innovative pedagogical methods teaching and evaluation methods
- Coordinates research, teaching, consultancy, and any other academic matters for the growth of the department/institute.
- To make recommendations to the Academic Council for the following:
 - i. Starting new courses
 - ii. Initiate measures for improvements of standards of teaching, training, and research initiatives of the Institute

Board of Examiners

The Board of Examinations (BoE) is the authority which helps in framing the Student Assessment policy which highlights about the decisions concerning appointing the paper-setters, and examiners, the process for Scheduling for holding examinations, and for declaring the results. The BoE oversees and regulates the conduct of examinations. The BoE also initiates any improvements in the system of examinations as may be required with the approval of Governing Council. It hears and decides on the complaints received about any matter relating to the conduct of examinations.

The Institute has a Board of Examiners, which is constituted to bring parity in the End term evaluation process. The Board of Examiners will review the question papers for the end-term examination. The Board of Examiners (BoE) will meet twice every year i.e., before the commencement of the semester exams. The members of the Board of Examiners comprise two external experts from other Institutions, Director (A, R &A), Registrar (Evaluation), Department Head, and one Faculty Representative from the Department.

Functions of Board of Examiners

- Prepares relevant timetables of the Institute based on the Examination Timetable.
- Prepares and displays an overall invigilation schedule list.
- The Exam Committee shall hold a pre-exam meeting to brief the members of the faculty about the examination procedures and the role and responsibilities of members.

- The committee collects the list of examiners for assessment and moderation of each subject from the respective Heads of the Departments.
- Ensures that the evaluation and moderation process is completed on time
- Prepares smooth conduct of Examinations, time – table schedules, Invigilation schedule chart, Seat allotment in the Examination halls etc.
- Ensures that the entire exam-related documents reach the students in time.

Industry Council

The Industry Council is formulated to advise regarding various steps to be taken for bridging the gap between the Industry and Academia.

The key tasks of the council

- Creation of a roadmap for industry-based learning on campus
- Guidance on the academic-industry interface
- Guidance on leveraging its resources and potential through networking with the industry.
- Guidance on Placements, Careers, and Internships
- Functions of the Industry Council
- Guides in bringing the R&D Projects from Research Organizations
- Guides in getting financial support from industry for the R&D projects from Governmental organizations which include DST, CSIR, AICTE etc.
- Facilitates in marketing the consultancy services offered by departments
- Help in arranging industrial visits, internships, and industrial tours
- Involves industrial experts to be on the Governing Council, Academic council, BOS, Department, Training and Placement activities, etc.
- Fructifying the tie-ups into MOUs with industry for training, placements, and internships, for utilizing the services for entrepreneurship development programs
- Organizes student and Faculty Training at the Industry
- Assists in bringing in sourcing live projects
- Plans and implements the Entrepreneur development programs within the campus.

Internal Quality Assurance Committee

The Internal Quality Assurance Cell functions to develop a quality management system for a conscious, uniform, persistent action to improve the academic, research, consulting, training, and administrative performance of the institution. To promote growth and developmental

measures, to catalyze institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices. The IQAC cell's major functions are to attempt to achieve the vision and mission of the Institute and grow beyond.

Functions of IQAC

- Dissemination of information on various quality parameters of higher education.
- Facilitating the creation of a learner-centric environment.
- Development and application of quality benchmarks /parameters for all the academic and administrative activities of the institution.
- Acting as a nodal agency of the Institution for coordinating quality-related activities.
- Development of quality concerning culture in the institute.

Budget Committee

The Budget Committee headed by the Director (A, R & A) estimates the budget required for the smooth conduct of the academic and administrative activities of the Institute. The annual budget is prepared by consolidating the proposed expenditure of activities as estimated by the different departmental heads/ coordinators, Admission, Administration and Accounts Department, Library, and all the Centres for Excellence. The Budget Committee meets once a year in the month of February and deliberates and consolidates the budgets submitted by the various departments, Centers, library, and administration departments. The committee finalizes and proposes a budget for the next financial year. The proposed budget is presented to the management for their approval. The committee also monitors the actual expenditures against the estimates and liaisons with the Chief of Finance, GEF (Engineering. & General Sciences) regarding financial matters about the Institute.

Functions of the Budget Committee:

- The annual accounts and financial estimates of the Institute shall be placed before the Budget Committee for scrutiny and thereafter submitted to the Governing Council together with the comments of the Budget Committee for approval.
- The Budget Committee shall fix limits for the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the Institute. No expenditure shall be incurred by the Institute more than the limits so fixed.

- No expenditure other than that provided in the budget shall be incurred by the Institute without the approval of the Budget Committee.
- To provide the financial estimates in respect of building and other infrastructural facilities that are planned to be provided based on the recommendations by the Institute members
- Estimates the income from fees and other sources.
- Estimates the fund received from AICTE/any other funding agency.
- Prepares plan of expenditure for running the institution on a day-to-day basis.
- Scrutinizes the budget submitted by the different departments and monitors the utilization of the department's budget.
- Proposes the budget for the financial year for the departments and the institute.
- To consider audited accounts of the Institute and submits the audited accounts to Governing Council.
- To make recommendations to the Governing Council for the following:
 - i. To scrutinize the budget submitted by the different departments and monitor the utilization of the department budget.
 - ii. Propose the budget for the financial year for the departments and Institute.
 - iv. Consider and submit the audited accounts.

Prevention of Sexual Harassment Act

PoSH Act 2013 has the provisions of establishing committees to assist the aggrieved woman or the victims of sexual harassment. The employer of every organisation is ought to set up an Internal Complaints Committee ICC (as of 10th April 2022) as per the said Act under section 4(2)

Composition of the Internal Complaints Committee (ICC)

The Committee must consist of the following members:

- A Presiding Officer must be a senior female employee of the organization.
- Two employee members with awareness and sensitivity to gender issues and dedicated to the cause of women or possess some legal knowledge on related matters.
- One external member should be from an NGO or Association committed to the cause of women and issues related to sexual harassment.
- The composition should be such that half of the total members must be women.

Functions of the Internal Complaint Committee

- Promotes effective communication and collaboration among those responsible for compliance.
- Ensures that the complainant and witnesses are not victimized or discriminated against because of their complaint.
- Encourages an open dialogue with the complainant from the committee members.
- Monitors emerging compliance trends and circulate the information as needed.
- Serves as a resource in developing or improving compliance-related processes.
- Makes recommendations to senior management as to any resources or actions required for Institute compliance.
- Creates awareness about the internal complaints committee cell among the Institute's academic and administrative units.
- To prevent sexual harassment and to promote the general well- being of female students/employees of the Institute.
- To provide a healthy and safe environment in the Institute for female students/employees.
- To provide guidelines for the redressal of grievances related to sexual harassment of female students/employees of the institution.
- To resolve issues about girls' or women's sexual harassment.

SC/ST Committee

The SC/ST committee is formulated to adhere to the norms as per the Provisions laid down by the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, Act No. 33 OF 1989, dated 11/09/1989) & the Notification No. GSR – 316 (E) by Ministry of Welfare, New Delhi dated 31/03/1995 and as per the AICTE Directives to be adhered to and followed by the Institute.

Functions of the Committee

- Resolves the Grievances of SC/ST students and employees of the Institute and renders them necessary help in solving their academic as well as administrative problems.
- Looks after the work related to SC/STs matters and no other work is assigned to the Cell.
- Ensures the effective implementation of the guidelines /policies and programmes of the Government of India, AICTE and State Governments about backward castes, classes and physically challenged.

- Collects data regarding the implementation of the policies in respect of admissions, and appointments to teaching and non-teaching positions in the institute and informs the same to the deserving people.
- Gives wide publicity through circulars to all the faculties and informs the students about the various scholarship.

Anti-ragging Committee

Anti-ragging Committee to ensure compliance with the provisions of Regulations as well as the provisions of any law for the time being in force concerning ragging; and also, to monitor the prevention of ragging in the institution.

Functions of Anti-ragging Committee

- Takes precautions to avoid ragging activities at other locations like bus stops and gives instructions to the student volunteers and secret informers at various boarding points.
- Canvases about anti-ragging in the forms of Flexes, Posters and Boards in Institute premises and surrounding areas where there is a chance of ragging.
- Arranges counselling and guidance programs arranged for the freshers and parents regarding ragging.
- Provides helpline details inside and outside Institute premises.
- Resolves the complaint received from the victim
- Verifies the facts through enquiry
- Awards disciplinary action against the culprit.

Equal Opportunity Cell

The Equality Opportunity Cell has been set up in the Institute to address issues of Gender equality and Gender-related discrimination among the faculty and the students. It is set up to oversee the effective implementation of the policies and programmes for all the disadvantaged groups in the Institute. Plans to implement, coordinate and control all schemes related to disadvantaged groups.

- Conducts coaching classes for competitive exams and prepares students for professional examinations.
- Ensures a safe and secure environment for minorities.
- Provides counselling for any emotional emergencies arising on account of any events in the institute.
- Provides a mechanism to redress the grievances of minorities.