



**MGM**  
**Institute of Management**  
**N-6, CIDCO, Aurangabad**

# **Handbook**

## **Preamble**

This document is prepared for good and effective functioning of the institute through proper and efficient use of the available resources in the campus. It also ensures the quality of teaching learning process with transparent administration. The institute has a great vision of preparing the students to serve the society by their all round development, viz. Communication skills, Leadership quality, Group work, Presentation skills, technical skills, ethics, general aptitude, etc. This document integrates the working of various committees for the betterment of the institute and enhancement of quality of education. This document, along with the general rules and regulations provides certain code of conduct to be followed by the faculty and students, which will certainly set an example for the students.

## **NATIONAL ANTHEM**

Jana-gana-mana-adhinayaka jaya he  
Bharata-bhagya-vidhata  
Punjaba-Sindhu-Gujarata-Maratha  
Dravida-Utkala-Banga  
Vindhya-Himachala-Yamuna-Ganga  
uchchala-jaladhi-taranga  
Tava shubha name jage, tava shubha asisa mage,  
gahe tava jaya-gatha.  
Jana-gana-mangala-dayaka jaya he  
Bharata-bhagya-vidhata.  
Jaya he, Jaya he, Jaya he,  
jaya jaya jaya, jaya he.

## **NATIONAL SONG**

Vande Mataram!  
Sujalam, suphalam, malayaja shitalam,  
Shasyashyamalam, Mataram!  
Vande Mataram!  
Shubhrajyotsna pulakitayaminim,  
Phullakusumita drumadala shobhinim,  
Suhasinim sumadhura bhashinim,  
Sukhadam varadam, Mataram!  
Vande Mataram, Vande Mataram!

## **PLEDGE**

India is my country; all Indians are my brothers and sisters.  
I love my country, and I am proud of its rich and varied heritage. I shall always strive to  
be worthy of it.

I shall respect my parents, teachers and all elders and treat everyone with courtesy.  
To my country and my people, I pledge my devotion.  
In their well being and prosperity lies my happiness.

## **VISION OF THE INSTITUTE**

To create an academic environment where the highest standards of scholarship and professional practices are observed and where responsibilities towards stakeholders are consciously met.

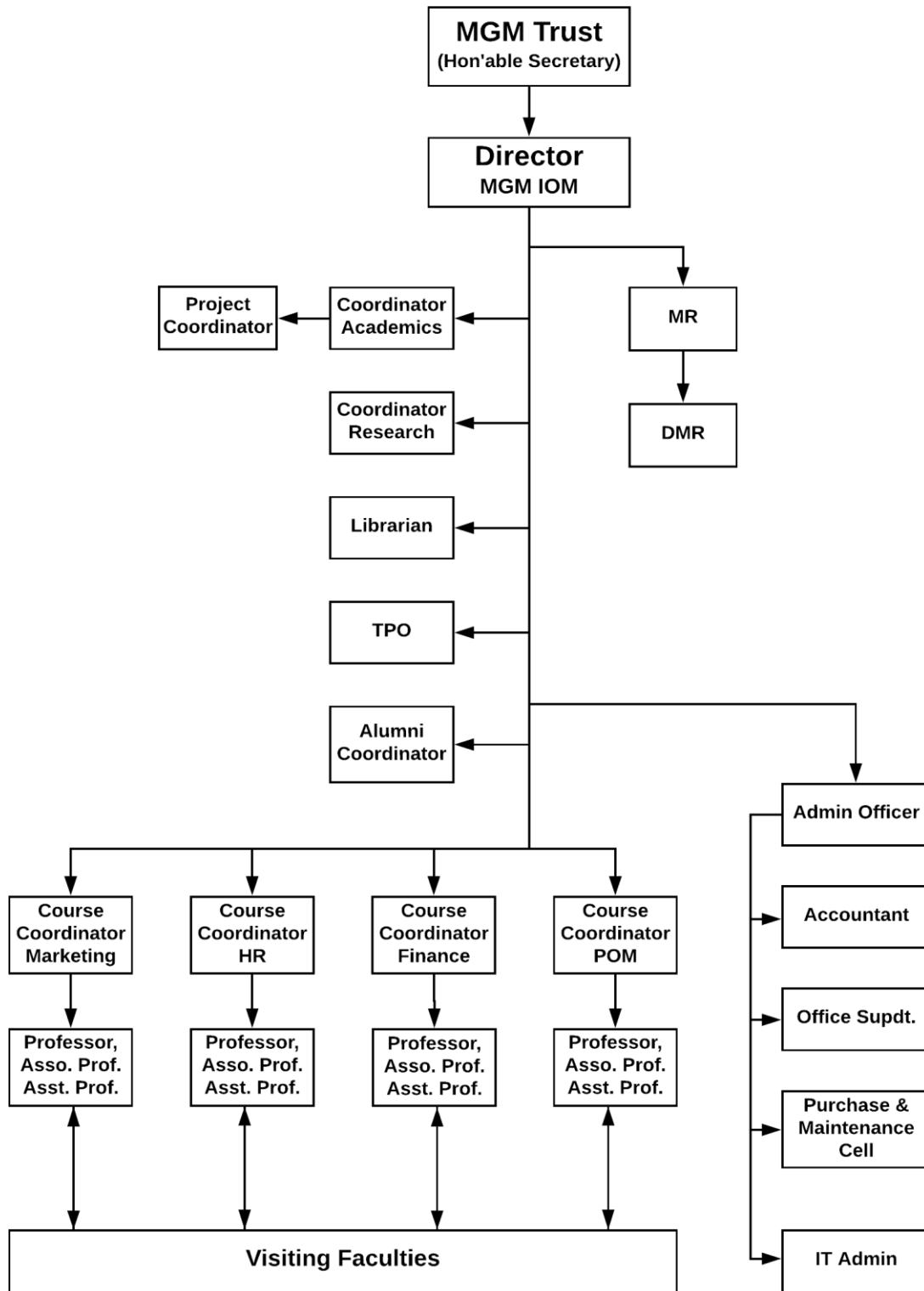
## **MISSION OF THE INSTITUTE**

1. To provide knowledge and skills in disciplines and functional areas of management
2. Widening the horizon of students by developing their abilities of independent inquiry, inquisitiveness, decision making and creative abilities.
3. Ensuring very enriching, healthy and rewarding interaction between the students and faculty members.
4. Utilizing innovative and modern content delivery methods for better assimilation.
5. Constant interaction with industry and professional associations to understand the contemporary trends in management education and carry out adaptation.
6. Maintaining an efficient and effective infrastructure edifice in the Institute.
7. Encourage research activities.
8. Use feedback and guidance from students, parents and the alumni for continual improvement.
9. Meet expectations of society as responsible citizens.
10. Provide accomplished human resource to employers and thus contribute towards India attaining a 'pride of place' at global level.

## **INSTITUTIONAL VALUES**

- **Excellence:** We perform to be outstanding and strive for brilliance in all that we do.
- **Integrity:** We rise above personal bias, endeavor to sustain trust and conduct ourselves with impeccable loyalty and fairness. We take ownership of our words and actions.
- **Discipline:** We honor responsibility and venerate the commitments to work and life, with dedication and devotion
- **Humility:** We believe whatever heights one reaches in life; modesty and unassuming nature are the true hallmarks of a management professional. We have compassion to lesser privileged.
- **Gratitude:** We remain indebted towards the goodness of humanity, society and the benevolence of life.
- **Respect:** We revere the identity of each individual we interact with and value their dignity, existence and purpose of life.
- **Environment Sensitivity:** We aim to protect and promote environmental sustainability.

# ORGANIZATIONAL STRUCTURE



## **CODE OF CONDUCT FOR FACULTY**

1. Every Faculty member shall:

- a) maintain high standards of punctuality, honesty and professional ethics
- b) discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the management from time to time. They shall work within the institutional policies and practices, towards the achievement of the vision and mission of the institute.
- c) update his/her knowledge and skills to equip himself/herself professionally for the proper discharge of duties assigned to him/her and make effort for the continuous development through training programs, workshops and research and development activities
- d) conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time and shall act in a professional and congenial manner towards colleagues, irrespective of their relative position, gender or status within the institutional hierarchy.
- e) ensure that they are dressed decently, safely and appropriately for the tasks they undertake.
- f) Shall remain present for duties at any time. Prior permission must be taken for absence.
- g) shall maintain confidentiality in conduct of examination and any other Information, unless asked to reveal by the institutional authority.
- h) shall properly maintain the records of respective portfolio.
- i) in the service of the institute shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.

j) strictly adhere to the academic requirement of the institution and maintain the sanctity of academic environment

2. No faculty member shall

a) attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.

b) participate in any strike or demonstration and /or indulge in any criticism of Management policy or of the Government for any reason whatsoever.

c) act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the Campus.

d) incite, provoke or instigate any students or any other member of the staff into any form of action against the Management, or that seeks to disrupt the academic activities of the institute.

e) by act or deeds degrade, harass or insult any other person for any reason whatsoever or act in a manner unbecoming of the teaching profession.

3. The Management may, however, at its sole discretion provide an opportunity to the staff for presenting his/her case through a personal hearing before taking a final decision. The decision of the Management will be final and binding and will not be subject to any appeal to any individual or forum.

4. No faculty will enter the classroom without permission while some other faculty is conducting the class.

## **CODE OF CONDUCT FOR STUDENTS**

1. Discipline forms the bedrock of every successful endeavour. Going by this dictum, students at MGM IOM are expected to abide by rules, regulations and observe discipline in all spheres of student life.
2. Indiscipline is not tolerated. IOM may not recommend the name of undisciplined students for scholarships/financial assistance and may take strict disciplinary action against them.
3. Guardian Faculty Members (GFM) of students will intimate acts of indiscipline to the parents on telephone which may include absence from classes, poor academic performance and /or any other act as deemed fit for intimation. Parents must give their latest telephone /mobile phones to the GFM and keep it updated.
4. Wearing of uniform and identity card in the institute premises is compulsory. Students will get the uniform stitched on their own expense and follow the dress code of the institute.
5. Use of mobile phone in the classrooms for any task is strictly prohibited. Mob phones of the defaulters will be confiscated and will be returned to the parents in person.
6. • Students and parents must visit institute website [www.mgmom.org](http://www.mgmom.org) regularly and keep themselves updated about the activities. They must take action on various instructions given from time to time.
7. Students must submit medical fitness certificate at the time of admission and intimate any medical problem they may be having, which may require instant attention later.
8. Students will not host/create any separate web page on any social website on the name of IOM and will not comment on the institute and/staff.
9. Payment of Fee and other Dues
  - If attendance is not up to the mark, Scholarship including EBC Scholarship may not be recommended (75% attendance is mandatory) as per government rules.



- Passing of Examination is mandatory for claiming EBC for second year. Similarly students must have required attendance for being eligible for scholarships.
- Student will take admission in all semesters within 4 days of start of the semester.
- Students will have to clear dues of fee before filling form of 4th semester exam. In case the scholarship amount is not received, the student has to pay the amount which will be refunded on the receipt of Scholarship.
- The student who cancels the admission in 1st year will pay fee for the full first year.
- Students should have bank account in SBI/SBH linked to Aadhar card. Scholarship/financial assistance is credited to the accounts linked to the 'Aadhar' Card.
- Students must pay fee and other dues in time. Failure to do so will lead to fines and/or striking off the name from institute rolls and barring the student from internal and /or university exam. Fee will be paid by DD payable to "MGM Institute of Management" at Aurangabad.
- If a candidate fails to submit the required documents before the cut-off date or decides to opt out of the programme /decides to leave the institute before completion of the programme, he/she will have to pay full one year fee. Fee once paid is non-refundable.
- Students are advised to apply for bank loan etc well in time in order to prevent delay in payment of fees.
- Students can take the benefit from Vidya Lakshmi Portal (VLP) of National Securities Depository Limited (NSDL) through which students can take education loans. Link to VLP is available on [aicte-india.org](http://aicte-india.org).
- Government may recover Scholarship amount from students leaving the program