

# iFEEL

INSTITUTE FOR FUTURE EDUCATION  
ENTREPRENEURSHIP AND LEADERSHIP

## PGDM B-School

Lonavala, Pune

# POLICY HANDBOOK

*Policies, Rights & Responsibilities*



### INSPIRE

Nurturing Future Leaders  
with Purpose



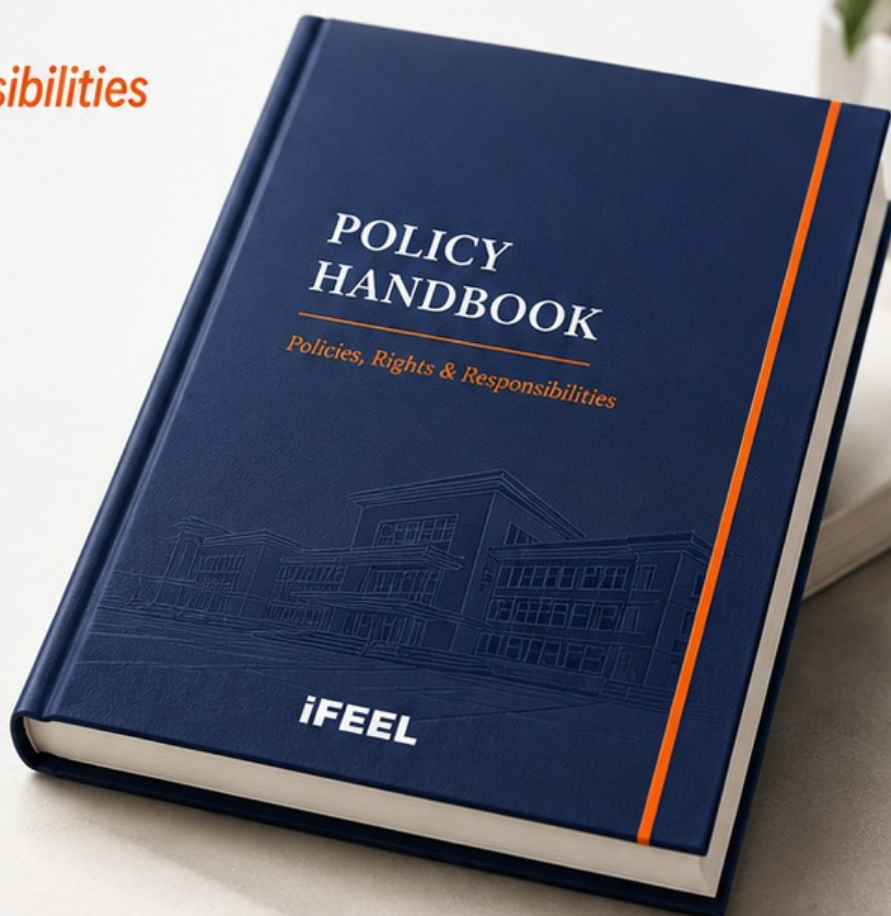
### EMPOWER

Enabling Potential.  
Encouraging Growth.



### TRANSFORM

Driving Innovation.  
Creating Impact.



**EXCELLENCE**  
In Education



**ETHICS**  
In Practice



**IMPACT**  
In Society

## **Preface**

This Policy Handbook brings together, in a single volume, the policies that govern academic, administrative and personal conduct at iFEEL Institute for Future Education, Entrepreneurship and Leadership. It is intended as a ready reference for students, faculty and staff, setting out the rights, responsibilities and procedures that apply across the Institute.

The Handbook is organized into two parts. Policies 1 to 21 cover matters that primarily concern students admissions, academics, campus life, support services and student conduct. Policies 22 to 34 cover institutional and faculty matters, including governance, human resources, research and service rules. Together, they form a single, consolidated statement of how the Institute is run.

Each policy in this Handbook has been drawn from the individually approved policy document maintained by the Institute. Where a policy previously carried its own approval signature, that approval is recorded once here, for the Handbook as a whole, rather than being repeated after every chapter. Specific figures that change from year to year such as fee amounts have been left to the relevant annual notification issued by the Institute, so that this Handbook remains accurate irrespective of the academic year in which it is read.

This Handbook is a living document. Individual policies are reviewed periodically, generally on an annual basis, by the Academic Council, the Governing Body, or the relevant institutional authority, and are updated as circumstances require. Every member of the iFEEL community is expected to be familiar with the policies relevant to them and to abide by them in letter and spirit.

## **Context**

These policies reflect the governing body's commitment to academic excellence. They are meant to give faculty and staff clear direction and help translate our quality objectives into everyday practice.

## **Objectives**

Beyond addressing specific issues, these policies aim to bring consistency to how we approach and act on various matters across the institute.

## **Responsibilities**

The Director of iFEEL owns this policy and is responsible for keeping it published, current, and relevant. Any changes to the policy will be communicated to staff as and when they occur.

Director

iFEEL Institute - Pune

## **Vision & Mission**

### **Vision**

To develop and nurture leadership and entrepreneurial excellence by transforming students into visionary leaders and empowering them to achieve entrepreneurial prowess in a rapidly evolving global business landscape.

### **Mission**

- To impart management education of global standards to students and professionals thus making them responsible global citizens.
- To continuously involve ourselves in innovative processes and use best practices of governance.
- To build an intellectual pool of students, faculty and alumni through innovative processes, student and faculty development programs and networking.
- To undertake research and consultancy for the betterment of the industry and the society.

### **Programme Educational Objectives (PEOs)**

- **PEO 1:** Develop graduates into effective and ethical leaders who can navigate dynamic business environments and contribute responsibly to society.
- **PEO 2:** Equip graduates with advanced managerial competencies and an entrepreneurial mindset to drive sustainable value creation across diverse organizational settings.
- **PEO 3:** Instill in graduates a commitment to lifelong learning, innovation, and adaptability to address evolving professional and societal challenges with integrity.

## INDEX

| <b>Sr</b> | <b>Policy</b>                                                | <b>Page No.</b> |
|-----------|--------------------------------------------------------------|-----------------|
| 01        | Admission Policy                                             | 5               |
| 02        | Withdrawal & Refund Policy                                   | 10              |
| 03        | Anti-Ragging Policy                                          | 11              |
| 04        | Code of Conduct for Students                                 | 13              |
| 05        | Academic Integrity Policy                                    | 16              |
| 06        | Hostel Policy                                                | 18              |
| 07        | Attendance Policy                                            | 20              |
| 08        | Examination & Assessment Policy                              | 21              |
| 09        | Mentoring Policy                                             | 22              |
| 10        | Library Services Policy                                      | 23              |
| 11        | IT Policy, Electronic Media & Information Security Policy    | 24              |
| 12        | Facilities & Equipment Policy                                | 26              |
| 13        | Student Services Policy                                      | 27              |
| 14        | Health, Safety & Occupational Well-Being Policy              | 28              |
| 15        | Student Support & Counselling Policy                         | 29              |
| 16        | Grievance Redressal Policy                                   | 30              |
| 17        | Prevention of Harassment & Bullying Policy                   | 35              |
| 18        | Student Record Management Policy                             | 37              |
| 19        | Startup & Incubation Policy                                  | 38              |
| 20        | Placement Policy                                             | 40              |
| 21        | Alumni Policy                                                | 43              |
| 22        | Diversity, Inclusion & Equity Policy                         | 45              |
| 23        | Recruitment & Selection Policy for Faculty                   | 46              |
| 24        | Faculty Onboarding Policy                                    | 47              |
| 25        | Privacy & Confidentiality Policy                             | 49              |
| 26        | Non-Discrimination Policy                                    | 50              |
| 27        | Service Rules — Faculty & Staff                              | —               |
| 28        | Financial Policy                                             | 51              |
| 29        | Research & Incentives Policy                                 | 53              |
| 30        | Management Development Programmes (MDP) & Consultancy Policy | 55              |
| 31        | HR Policy                                                    | 56              |
| 32        | Faculty & Staff Grievance Redressal Policy                   | 59              |
| 33        | Academic Freedom, Academic Integrity & Conduct Policy        | 60              |
| 34        | Leave Policy                                                 | 57              |

## **ADMISSION POLICY - PGDM PROGRAM**

### **1. INTRODUCTION**

Institute for Future Education, Entrepreneurship, and Leadership (iFEEL B School) Lonavala is committed to admitting talented and motivated candidates to its Post Graduate Diploma in Management (PGDM) program. This admission policy outlines the eligibility criteria, selection process, and procedural guidelines that guide the admission of students to the PGDM program. The policy is designed to ensure transparency, fairness, and meritocratic selection of candidates who demonstrate the potential to excel in management education and contribute meaningfully to the business world.

### **2. ELIGIBILITY CRITERIA**

Candidates applying for admission to the PGDM program must meet the following eligibility requirements:

#### **2.1 Educational Qualifications**

- **Bachelor's Degree:** Candidates must hold a Bachelor's degree in any discipline from a recognized university/institution
- **Minimum Academic Requirement:** Minimum 50% aggregate marks in graduation. For reserved category candidates, minimum 45% aggregate marks (MH candidates only)
- **Final-Year Candidates:** Candidates appearing for their final year/semester of graduation are eligible to apply, subject to submission of proof of successful completion within the stipulated timeframe
- **School-Level Qualification:** Candidates must have successfully completed 10th and 12th standard (or equivalent) from a recognized board

#### **2.2 Entrance Examination**

Candidates must possess a valid scorecard from one of the following all-India management entrance examinations:

- CAT (Common Admission Test)
- XAT (Xavier Aptitude Test)
- CMAT (Common Management Admission Test)
- MAT (Management Aptitude Test)
- ATMA (AIMS Test for Management Admissions)
- GMAT (Graduate Management Admission Test)
- MH-CET (Maharashtra Common Entrance Test)

- CUET-PG (Common University Entrance Test – Postgraduate)

The entrance examination score must be valid and submitted as per the specified guidelines. Candidates should bear the examination fee and registration charges as applicable.

### **2.3 Age & Work Experience**

There is no upper age limit for admission. Work experience is desirable but not mandatory.

## **3. ADMISSION PROCESS**

### **3.1 Step 1: Online Application Form & Application Fee Payment**

- Fill online application form on the iFEEL admission portal.
- Upload documents: 10th & 12th marksheets, graduation marksheet, entrance exam scorecard, ID proof, and passport-size photo.
- Pay the prescribed application fee (NON-REFUNDABLE).
- Without payment, your application will be INCOMPLETE and REJECTED automatically.

### **3.2 Step 2: Document Verification**

Document verification will be conducted ONLY for applications that are marked as COMPLETE (i.e., application fee has been paid and all required documents have been submitted).

Verification Process:

- The Admissions Office will verify all submitted documents for authenticity and completeness.
- Candidates will be contacted if any documents are missing or clarification is required.
- The verification process typically takes 1-2 working days from the application deadline.
- Upon successful document verification, candidates will receive a confirmation call/email.
- Candidates will be informed about their interview appointment date, time, and venue.

### **3.3 Step 3: Selection Process - Interview Rounds**

You will go through the following selection rounds:

- Personal Interview (2 Rounds – P1/P2) - Career motivation, domain knowledge, and fit assessment.

Evaluation Parameters:

- Entrance Score • Academic Scores • Sales Skills • Innovative • Career Goals • Confidence • General Awareness • Communication Skills • Presentation / Attire • Personality Intelligence • Work Experience (if any).

### 3.4 Step 4: Final Selection

The final Selection list will be prepared using a comprehensive evaluation framework with the following weightage distribution:

| <b>Evaluation Component</b>                  | <b>Weightage (%)</b> |
|----------------------------------------------|----------------------|
| Class 10th Marks                             | 10%                  |
| Class 12th Marks                             | 10%                  |
| Graduation Marks                             | 10%                  |
| Entrance Examination Score                   | 30%                  |
| Personal Interview (PI Round 1 & PI Round 2) | 40%                  |
| <b>TOTAL</b>                                 | <b>100%</b>          |

The selection score will be calculated by assigning the above weightages to each component. The admissions committee reserves the right to consider exceptional cases based on specific circumstances or achievements.

### 3.5 Step 5: Selection Outcome & Fee Payment

Candidates will be notified of their selection outcome via email and phone call. The possible outcomes are:

#### 3.5.1 Selected

- A formal offer letter will be issued to the selected candidate.
- The candidate must pay the prescribed retention fee within the given deadline after receiving the offer letter to confirm their admission.
- Failure to pay the retention fee within the stipulated time may result in forfeiture of the seat.

#### 3.5.2 On Hold/Waitlist

- Candidates placed on the waitlist should wait for further communication from the admissions office.
- Seats may become available as selected candidates confirm or decline their admissions.

#### 3.5.3 Not Selected

- Candidates who are not selected will receive intimation via email.

## 4. ADMISSION INTAKE

Maximum 120 students admitted per batch to maintain academic quality and focused learning environment.

## 5. PROGRAM SPECIALIZATIONS

iFEEL's PGDM program offers industry-certified specializations designed to develop expertise in specific domains. Students can choose a specialization based on their career aspirations and

interests. All specializations are structured across Semesters III and IV with comprehensive curriculum and practical training.

### **5.1 Available Specializations:**

1. PGDM in Finance with NISM Certification
2. PGDM in FinancePRO (CFA Level 1 Training) - Premium Finance Specialization
3. PGDM in Marketing with Certification in Digital Marketing
4. PGDM in Human Resource with HR Tablet Certification
5. PGDM in Operations with Six Sigma Certification

### **5.2 PGDM FinancePRO - Premium Finance Specialization with CFA Level 1 Training**

PGDM FinancePRO is a specialized finance program that integrates Chartered Financial Analyst (CFA) Level 1 training into the PGDM curriculum. This premium offering is designed for students aspiring to build prestigious careers in investment banking, wealth management, and financial services.

#### **Program Features:**

- 300 Hours of CFA Level 1 Training by CFA-certified faculty across Semesters I and II
- Comprehensive Curriculum: Investment Analysis, Portfolio Management, Financial Modeling, Equity Research, Corporate Finance, Ethics in Finance
- Study Materials: CFA curriculum-aligned content, video lectures, mock exams, question banks
- Personalized Mentoring: One-on-one guidance from CFA-certified faculty and progress tracking
- CFA Exam Preparation: Complete guidance and support for CFA Level 1 examination

#### **Program Fee:**

As applicable (additional to standard PGDM fees). Covers classroom training, study materials, mock exams, personalized mentorship, and exam guidance. CFA Institute fees payable separately to CFA Institute.

## **6. IMPORTANT TERMS & CONDITIONS**

- All information provided in the application must be accurate and truthful. Any false or misleading information will result in immediate cancellation of admission.
- The application fee is NON-REFUNDABLE under all circumstances, including rejection or withdrawal.
- Candidates are responsible for checking the official admission portal and their email regularly for updates.
- The institute reserves the right to modify admission criteria and process, based on regulatory requirements or institutional decisions.

- Incomplete applications (without application fee payment) will be automatically rejected and candidates will not be considered for further stages.
- Once the fee is paid, it will be refundable as per AICTE Academic Calendar for that Year.
- Document verification is mandatory.

## **7. EDUCATION LOAN FACILITIES**

iFEEL has partnered with leading financial institutions to provide accessible education loan facilities to eligible students and their families. These partnerships enable students to pursue quality education without financial constraints.

Loan Partners:

- Credila
- Kuhoo
- ICICI
- Axis

### **Benefits and Coverage:**

Students can approach any of the above-mentioned loan partners directly to apply for education loans. The loans typically cover tuition fees, hostel expenses, and other related educational costs.

### **Processing and Approval:**

Each loan partner has their own approval criteria and processing timeline. Students are encouraged to contact the respective partners for detailed information regarding eligibility, documentation requirements, interest rates, and repayment terms.

### **Support:**

The iFEEL admission office will assist students in providing necessary documentation and institutional support required by the loan partners for their loan applications.

## **9. CONTACT INFORMATION**

For any queries regarding admissions, candidates can contact:

- Email: [admissions@ifeel.edu.in](mailto:admissions@ifeel.edu.in) / [yogendra.s@ifeel.edu.in](mailto:yogendra.s@ifeel.edu.in)
- Phone: +91-7208905087
- Office: iFEEL B School, Lonavala, Maharashtra.
- Website: [www.ifeel.edu.in](http://www.ifeel.edu.in)

## Withdrawal & Refund Policy

### Purpose

The withdrawal and refund policy administers the withdrawal process from the PGDM program and the corresponding fee refund observing the AICTE guidelines related to refund schedule (based on the UGC framework for refund of fees and non-filling of seats).

### Scope and Applicability

The withdrawal and refund policy applies to all admitted PGDM students who withdraw from the program, whether before or after the commencement of the academic session.

### Policy Statements

1. A student wishing to withdraw from the program must submit a written application to the Director, stating the date from which withdrawal is sought.
2. The refund of fees will be determined in accordance with the AICTE-approved refund schedule, taking the institute's officially notified last date of admission for the relevant batch as the reference date.

| Timing of withdrawal                                    | Refund            |
|---------------------------------------------------------|-------------------|
| 15 days or more before the last date of admission       | 100% of fees paid |
| Less than 15 days before the last date of admission     | 90% of fees paid  |
| Within 15 days after the last date of admission         | 80% of fees paid  |
| Between 16 and 30 days after the last date of admission | 50% of fees paid  |
| More than 30 days after the last date of admission      | No refund         |

3. A processing fee, not exceeding the amount permitted under applicable state or AICTE guidelines, may be deducted from any refund regardless of the slab applicable as above.
4. Refunds shall be processed within 15 working days of the Director's approval of the withdrawal application, through the same mode by which fees were originally paid, unless the student requests otherwise in writing.
5. Withdrawal on account of admission cancellation by the institute for reasons attributable to the student such as document fraud established under the Admissions Policy shall not entitle the student to any refund.
6. This policy does not cover statutory deposits (such as caution money or library deposit) held separately, which shall be refunded in full on clearance of dues, irrespective of the withdrawal timeline above.
7. Any dispute regarding refund calculation shall be referred to the Director, whose decision, after consultation with the Governing Body, if necessary, shall be final.

## **Roles and Responsibilities**

The PGDM Program Office processes withdrawal applications and calculates refunds as per the slab structure. The Director approves all withdrawals and resolves disputes.

## **Anti-Ragging Policy**

### **Purpose**

iFEEL treats ragging in any form as a punishable offence with serious implications. The Institute holds a position of zero tolerance toward ragging and is committed to a campus where every student feels safe. The purpose of the Anti-Ragging policy is to formalises the Institute's Anti-Ragging Committee and constitutes an Anti-Ragging Squad, and sets out how complaints are handled and offenders dealt with.

### **Objectives**

The Anti- Ragging policy seeks to:

1. Prevent ragging in every form, on campus and in the hostel.
2. Provide a clear channel for raising complaints without fear.
3. Ensure prompt and fair action against those found guilty.
4. Meet the requirements of the AICTE circular 2009, F.No.37- 3/Legal/ AICTE/ 2009 dated July 1, 2009 and the Maharashtra Prohibition of Ragging Act, 1999.

### **Scope and Applicability**

The Anti- Ragging policy applies to all students of the Institute and covers all Institute premises, the hostel, canteen, and any location where students of the Institute gather in connection with Institute activity.

### **Definitions**

1. **Ragging:** Any act as defined under the Maharashtra Prohibition of Ragging Act, 1999, including any conduct that teases, treats roughly, or handles a student with rudeness, or that causes physical or mental harm, fear, or shame to a fresher or any other student.
2. **Fresher:** A student in the first year of the PGDM program.
3. **Anti-Ragging Committee:** The senior body that oversees anti-ragging measures and decides on registered cases.
4. **Anti-Ragging Squad:** The mobile body that keeps watch, makes surprise checks, and responds quickly to complaints on the ground.

## **Policy Statements**

### **Zero Tolerance**

The Institute shall not tolerate ragging in any form. Any student found guilty of ragging or of abetting it shall face action under this policy and under the Maharashtra Prohibition of Ragging Act, 1999.

### **Anti-Ragging Committee**

A formal Anti-Ragging Committee shall be constituted. It shall be headed by a senior faculty member and shall include faculty members, the hostel warden, parents representative, local police representative, media representative, and student representatives drawn from both the senior and junior batches. The Committee shall oversee prevention, decide on registered complaints, and follow the principles of natural justice in doing so.

### **Anti-Ragging Squad**

An Anti-Ragging Squad shall be constituted to work under the Committee. The Squad shall keep watch over the campus and hostel, make surprise visits to places where ragging is more likely, respond to complaints without delay, and report to the Committee. The Squad shall remain contactable and shall act on the spot when required.

### **Complaint Handling**

Any student may complain to the Committee or the Squad. Complaints may be made in person, in writing, or through the help-line numbers displayed on campus. The identity of the complainant shall be protected to shield the student from further harm.

### **Awareness**

The Institute shall create awareness on ragging through formal and informal channels, including the mentor system. Anti-ragging rules and help-line numbers shall be displayed at prominent points on the campus and in the hostel. Freshers and their parents shall be made aware of the anti-ragging framework at the time of admission through the undertakings required by law.

### **Punishment**

Action against a student found guilty may include, depending on the gravity of the offence, one or more of the following:

1. Suspension from attending classes.
2. Withholding of results.
3. Debarring from Institute events and representation.
4. Suspension or expulsion from the hostel.
5. Suspension or expulsion from the Institute.
6. Cancellation of admission.
7. Filing of a First Information Report with the local police station where the offence so warrants.

## **Natural Justice**

Before any action is taken, the student concerned shall be given a fair opportunity to be heard.

## **Roles and Responsibilities**

1. **Director:** Constitutes the Committee and the Squad and acts on their recommendations.
2. **Anti-Ragging Committee:** Oversees prevention and decides on cases.
3. **Anti-Ragging Squad:** Watches, checks, and responds on the ground.
4. **Hostel Warden:** Guards against ragging in the hostel and reports concerns.
5. **Faculty Mentors:** Spread awareness and stay alert to signs of ragging among mentees.

## **Code of Conduct for Students**

### **1. Purpose**

This Code of Conduct sets out the standards of discipline, personal conduct, and institutional etiquette expected of every student enrolled at iFEEL Institute.

It exists to protect a learning environment where academic work, professional grooming, and mutual respect can proceed without disruption, and to give students a clear, written reference for what the Institute expects of them from the day of admission to the day of graduation.

### **2. Objectives**

1. To establish uniform standards of discipline, identity verification, dress, mobile phone use, and examination conduct across PGDM program.
2. To prepare students for the professional norms of corporate life through consistent practice during their time at the Institute.
3. To provide a transparent basis for disciplinary decisions, so that action taken against any student is predictable, fair, and defensible.
4. To support the Institute's outcome-based education framework by removing behavioural distractions from the teaching-learning process.

### **3. Scope and Applicability**

This Code applies to every student registered in a PGDM program at iFEEL Institute, on campus, in hostel premises where applicable, during institute-organised industrial visits and educational tours, and at any off-campus event where the student represents the Institute.

It remains in force for the full duration of the program including internship periods during which the student is still on the Institute's rolls.

## 4. Classifications

**Student:** Any individual currently admitted to and registered in a program offered by iFEEL Institute.

**Campus:** All land, buildings, hostels, and facilities owned, leased, or operated by the Institute.

**Competent Authority:** The Director, or a person to whom the Director has delegated authority in writing for a specific matter under this Code.

**Misconduct:** Any act or omission by a student that violates this Code or brings the Institute's reputation into disrepute.

## 5. Guiding Principles

The Institute expects self-discipline before it enforces external discipline.

Rules exist to support learning, not to substitute for judgment, and students are expected to exercise both.

Where a provision of this Code is silent on a specific situation, the Competent Authority will apply the spirit of the Code (Honesty, respect, and professional readiness)

## 6. Policy Statements

### 6.1 Discipline

1. Every student must observe the disciplinary rules of the Institute and follow the academic calendar as notified by the Director's office.
2. Acts of indiscipline, misbehaviour, or damage to Institute property caused by negligence will attract disciplinary action and, where applicable, recovery of the cost of damage from the student concerned.
3. Ragging in any form is prohibited and will be dealt with under the Institute's Anti-Ragging Policy and the applicable provisions of Maharashtra and central anti-ragging law, independent of any action taken under this Code.
4. Students must confine parking of two-wheelers to designated zones; four-wheelers are not permitted inside the campus.
5. Outsiders may not be brought onto campus or into hostel premises without prior permission from the Institute authorities, and no external speaker may address students without the Director's written approval.
6. Students must not engage in activities of a communal, or anti-institutional nature within campus or hostel premises.
7. Any criminal act or breach of law and order on campus will be reported to the police, in addition to whatever action the Institute takes internally.

8. A student facing a disciplinary charge will be given a reasonable opportunity to explain their position before any penalty is decided, and the severity of the response will be proportionate to the nature of the lapse.

## **6.2 Identity Card**

1. Every student must carry the Institute identity card at all times while on campus, in lectures, and during examinations, and must produce it on demand by an authorised member of staff.
2. Identity cards are issued after submission of photographs and the admission receipt, and students should collect their card within fifteen days of admission.
3. Loss of an identity card must be reported in writing to the Student Section without delay; a duplicate will be issued on payment of the prescribed fee after verification.
4. A student without a valid identity card may be refused entry to an examination hall or denied access to library lending, and repeated failure to carry the card may be treated as a discipline lapse under clause 6.1.

## **6.3 Human Values**

1. Students are expected to be honest in every academic activity, assignments, projects, examinations, and interactions with faculty and peers alike.
2. Students must treat classmates, faculty, and staff with fairness and courtesy, and extend the same respect to differences of background, opinion, gender, and belief.
3. Cooperation on academic and co-curricular work is encouraged; students are expected to contribute to group efforts rather than free-ride on the work of others.
4. Any conduct that amounts to bullying, harassment, or discrimination against a fellow student or staff member will be treated as a serious violation of this clause and referred to the appropriate grievance mechanism in addition to action under this Code.

## **6.4 Dress Code**

1. Students must wear formal business attire on campus on all working days, in line with the Institute's identity as a management institution preparing students for corporate careers.
2. Formal attire means tailored shirts and trousers, or equivalent formal Indian wear, with appropriate footwear; casual wear such as t-shirts, shorts, or slippers is not permitted during institute hours.
3. For specific activities sports periods, cultural events, or industrial visits with a different dress requirement the concerned faculty coordinator may notify an alternative dress code in advance.

4. Corporate interactions such as placement drives, guest lectures by industry visitors, and external presentations require students to be in complete super formal attire without exception.

## **6.5 Mobile Phone**

1. Mobile phones must be switched off or set to silent mode and kept out of use during all lectures, seminars, and laboratory sessions.
2. A faculty member may permit use of a mobile device in class strictly for an academic purpose connected to the session, such as a polling tool or reference lookup, at their discretion.
3. Mobile phones are strictly prohibited inside the examination hall during any examination; a phone found in a student's possession during an examination may be seized by the invigilation team and will not be returned, and the incident will be treated as an examination offence under clause 6.6.
4. The Institute is not responsible for loss or theft of mobile phones or other personal electronic devices brought onto campus.

## **7. Roles and Responsibilities**

1. The **Director** is the owner of this Code and approves it, along with any subsequent revision.
2. **Faculty coordinators and mentors** apply clauses 6.1, 6.3, and 6.5 in day-to-day interactions with students and refer serious matters upward.
3. The **Discipline Committee**, constituted by the Director, hears cases that go beyond a faculty member's or coordinator's authority to resolve informally.

## **8. Exceptions**

Any exception to a specific clause of this Code for instance, a medical condition requiring a variation in dress or a device requirement for a documented disability may be granted in writing by the Director on a case-by-case basis and does not set a precedent for other students.

## **Academic Integrity Policy**

### **Purpose**

The student code of conduct & academic integrity policy describes the behavioural and academic-integrity expectations for PGDM students and defines how violations are handled, working through the institute's existing Disciplinary Committee, Academic Integrity Panel, Grievance Committee, and Anti-Ragging/Anti-Harassment Committee.

## **Scope and Applicability**

The student code of conduct & academic integrity policy applies to all PGDM students, on campus and at any institute-sanctioned off-campus activity including industry visits, internships, competitions, or events representing iFEEL.

## **Policy Statements**

### **General conduct**

1. All the Students are expected to treat faculty, staff, and fellow students with courtesy and respect, and to represent the institute responsibly at all times, including during internships and placements.
2. Ragging, in any form, is prohibited and will be dealt with under the institute's Anti-Ragging Policy and the applicable state Anti-Ragging Act, up to and including expulsion.
3. Sexual harassment complaints will be handled exclusively by the Anti-Harassment Committee under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) – POSH Act, 2013, and not under general disciplinary process.
4. Damage to institute property through negligence shall attract compensation for the loss, in addition to any disciplinary action warranted by the circumstances.
5. Students must carry their identity card at all times on campus and produce it when required by institute authorities.
6. Plagiarism, in assignments, projects, or dissertations, is defined as presenting another person's work or ideas as one's own, consistent with the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.
7. All project reports and dissertations shall be checked through a similarity-detection tool before evaluation. The Academic Integrity Panel shall set the acceptable similarity index limit and the consequences for exceeding it. These shall be communicated to all students at the beginning of each academic year.
8. Use of unfair means during examinations impersonation, unauthorised material, copying, or communication with another candidate shall be reported by the invigilator immediately and referred to the Academic Integrity Panel.
9. A student accused of a conduct or integrity violation shall be given written notice of the allegation and a reasonable opportunity to be heard before any punishment is decided.
10. Punishment shall be proportionate to the offence. A first, minor lapse should ordinarily result in counselling and a warning, while repeated or serious violations fabrication, impersonation, harassment may result in suspension or even expulsion.
11. A student found guilty may appeal and present Disciplinary Committee's or Academic Integrity Panel's decision to the Director in writing within seven days of the decision being communicated.

12. All disciplinary proceedings and their outcomes shall be recorded and kept confidential, accessible only to the Director, the concerned committee, and the student's mentor where relevant to counselling.

## **Roles and Responsibilities**

The Disciplinary Committee handles general conduct violations. The Academic Integrity Panel handles plagiarism and examination-related violations. The Anti-Ragging/Anti-Harassment Committee handles matters within its specific statutory mandate. The Director hears appeals from any of these bodies.

## **Hostel Policy**

This policy aims at providing guidelines for allotment, stay, and other such aspects related to hostels. These rules apply to all students residing in the college hostel and are applicable within the hostel premises, campus and during all academic, co-curricular, extracurricular and institutional activities in line with student Welfare requirement

- Admission to hostels shall be based on the availability of adequate rooms, Head Office policies, admission of students, and other such factors.
- Hostel fees shall be charged uniformly for all the students without any discrimination.
- Stay and conduct at the hostel shall be strictly governed by the hostel rules.
- Misconduct and indiscipline shall be dealt with strictly.
- In case of any disputes or issues, the matter shall be decided on principles of equity and fairness.
- Before any disciplinary action is taken for misconduct in the hostel, the student concerned shall be given full opportunity of being heard.
- The right to terminate a Hostel facility for a student shall be with the Director, and this decision shall be taken in due consultation with the warden.

## **General Code of Conduct**

- Discipline & behavior: Students must maintain discipline, dignity and decorum at all times.
- Respect towards staff, wardens, and fellow students is mandatory.
- Use of abusive language, physical violence, or threatening behavior is strictly prohibited.
- Prohibition of ragging (UGC/AICTE Anti-Ragging Rules): Any form of ragging is strictly banned as per UGC regulations.
- Decency, dress code, and language: Students should follow the dress code and maintain modesty within the hostel premises.

## **Hostel Timings & Attendance**

- **Entry / exit timings:** The student shall return to the hostel before **8:15 PM** every day. Students are permitted to move out of the premises only after **6:15 AM** in morning after informing warden and making entry in the local out pass register.
- **Attendance rules:** Attendance is mandatory for all residential students in academic activities, hostel roll calls, and other institutional requirements.
- Students must maintain minimum attendance (75%) as prescribed by the institute/university to be eligible for examinations and assessments.
- **Late entry permissions:** Late comers will have to make an entry in the register kept at the gate, which will be informed to his/her Institute, Parents and local guardians with warning letter issuance, Rules of warning letters will be applicable.
- **Night attendance:** Night Attendance is taken by the wardens/security staff.

## **Mess & Dining Rules**

- Meal timings: Students must adhere to mess timings.
- Discipline in dining area: Proper discipline and cleanliness must be maintained in the dining hall.
- Wastage control: Wastage of food is strictly discouraged.
- Mess committee role: Suggestions and complaints regarding food may be submitted through the mess committee.
- Feedback mechanism: The Mess Committee along with the Hostel Warden shall review the feedback and identify areas for improvement. A summary of feedback received and action taken report shall be displayed on the notice board

## **Mess Timings:**

Breakfast: 0800 AM to 0900 AM

Lunch: 0100 PM to 0230 PM

Dinner: 0800 PM to 0900 PM

These timings shall be strictly adhered by all hoteliers.

## **Ragging, Harassment & Misconduct**

- Zero tolerance policy: The institution follows Anti- Ragging Regulations with zero tolerance ragging.
- Sexual harassment prevention (ICC reference): Sexual harassment complaints are addressed through the Internal Complaints Committee as per statutory norms.

- Bullying & cyber misconduct: Bullying, discrimination and cyber misconduct are strictly prohibited.

Reporting mechanism: Complaints may be reported confidentially to the Anti Ragging Committee, ICC or Grievance Redressal Cell

## **Roles & Responsibilities (Governance & Quality Assurance)**

### **Students**

- Follow rules: Adhere to hostel rules and institutional values.
- Participate responsibly in academic and co-curricular activities.
- Maintain cleanliness, discipline and mutual respect.

### **Wardens**

- Supervision: Ensure student safety, discipline and welfare
- Monitor attendance, leave and grievances
- Act as a mentors and facilitators for student development

## **Attendance Policy**

### **Purpose**

The attendance policy establishes the minimum attendance requirement for PGDM students and the process for handling shortfall as per the AICTE norms.

### **Scope and Applicability**

The attendance policy applies to all PGDM students across all terms, for all lectures, workshops, and mandatory academic sessions.

### **Policy Statements**

1. Every student must maintain a minimum of 75% attendance overall in the semester across all subjects. Attendance is recorded subject-wise by the faculty concerned and compiled by the Program Coordinator.
2. Students falling short of 75% attendance shall not be permitted to appear for the end-term examination, except where exemption is granted.
3. Attendance is tracked and monitored continuously, and a consolidated report is informed with students at the midpoint of each term so that shortfalls can be corrected in time.
4. In genuine cases documented medical emergencies or institute-approved participation in placements, competitions, or academic events the Deputy

- Director may exempt attendance shortfall up to 65%, on a written application supported by evidence, submitted within seven days of the student's return.
5. Faculty members shall mark attendance at the start of each session and submit records to the Program Coordinator weekly. Attendance data shall not be altered retrospectively except to correct a genuine clerical error, with the change countersigned by the concerned faculty member and the Program Coordinator.
  6. Continuing absenteeism, once identified, shall be highlighted to the student's mentor and if it persists, to the Director for counselling before any punitive actions are considered.
  7. A student debarred from an examination for attendance shortfall may reappear for that subject in the next examination cycle, subject to meeting the attendance requirement by then.
  8. Exemptions are considered at the Director's discretion on a case-to-case basis.

## **Roles and Responsibilities**

Faculty members record and report attendance. The Program Coordinator compiles and monitors it. The Director decides on exemption (waiver) requests and debarment appeals.

## **Examination & Assessment Policy**

- Examination and assessment are important processes in the teaching-learning process. They call for clear policies to facilitate excellence in academics. a. All the rules and regulations, Comprehensive Concurrent Evaluation (CCE) and End Semester Evaluation, about examinations and assessments shall be observed scrupulously.
- Examinations and assessments are only the mediums of acquiring knowledge. They are intermittent points in the overall teaching-learning process.
- The principle of equity, fairness, and justice should be the overriding considerations in case a problematic situation arises during the examination and assessment.
- Internal assessment programs should be prepared at the beginning of the semester, and they should be duly communicated to the students well-in advance.
- An Examination scheme of combination of formative assessments and summative assessments shall be employed. The weightage of the formative assessment shall be 50% and the weightage of the summative assessment shall be 50%
- The faculty members are empowered to design and define the assessment method as per the course requirement and CO attainment.
- The student should have minimum 75% attendance in a semester considering all the concessions given for sports, sick leave etc. to appear for End semester examination for that semester.
- The Institute maintains high academic standards and shall not tolerate any form of academic dishonesty. Any violation of academic dishonesty shall be

considered as plagiarism and will be dealt seriously. It shall be student's responsibility to ensure the trueness and authenticity of his/her academic work.

- All cases of indiscipline and unfair means shall be dealt strictly as per the Institute guidelines. It shall be student's responsibility to ensure disciplined behavior as prescribed by the Department of Examinations from time to time.

Exam Ordinance detailed down the essential information regarding examination, types of examinations, credit and grading system, course evaluation scheme, formative and summative assessments, grading, grade points, grace marks applicable, term end examination eligibility criteria, examination conduction, convocation, issuance of degree etc.

## **Mentoring Policy**

### **1. Purpose**

Mentoring Policy establishes a formal mentor-mentee system at iFEEL, pairing every student with a faculty mentor for academic and general guidance through their two-year PGDM program.

### **2. Objectives**

1. To assign every student a faculty mentor for the duration of their programme.
2. To provide a structured channel for academic guidance, general counselling, and early identification of students who are struggling.

### **3. Scope and Applicability**

Mentoring Policy applies to all students admitted to the PGDM program at iFEEL Institute.

### **4. Definitions**

**Mentor** means a faculty member formally assigned responsibility for the academic and general guidance of a defined group of student mentees.

**Mentee** means a student assigned to a faculty mentor under this policy.

### **5. Policy Statements**

At the start of each academic year, course conveners nominate faculty members as mentors and allot each mentor a reasonable group of student mentees,

Mentoring covers a). General mentoring i.e. routine academic guidance, course selection, and adjustment to institute life b) Personal mentoring when a mentee raises a specific concern

Every mentor makes a reasonable effort to be accessible to their mentees, when a concern arises,

Mentors meet their mentees, individually or in groups, at least once each term, and additionally whenever a mentee requests a meeting.

Mentors maintain a brief record of significant mentoring interactions, particularly where academic difficulty or a referral for further support is involved, to support continuity

Where a mentee's concern requires professional counselling, the mentor directs the mentee to the appropriate mechanism

## **Library Services Policy**

### **Purpose**

This policy sets standards for library operations, borrowing, and resource management at iFEEL Institute.

### **Scope and Applicability**

Applies to all students, faculty, and staff using library services and resources.

### **Policy Statements**

- a. The library maintains a collection of textbooks, reference material, case studies, and journals relevant to the PGDM curriculum, supplemented by digital resources and subscriptions as budget permits.
- b. Students and faculty may borrow up to four books at a time for a loan period of 14 days, renewable once if no other request is pending for the same title.
- c. A lost or damaged book is replaced by the borrower, or its current market cost is paid to the library, as determined by the librarian.
- d. The librarian maintains a catalogue consistent with the institute's current record-keeping practices, and periodically reviews the collection to identify outdated or redundant material for withdrawal.
- e. The library subscribes to relevant academic databases and journals as budget allows. The librarian submits an annual budget proposal to the Director for procurement of books, journals, and digital resources.
- f. No student is issued a final degree certificate under the Graduation Policy without a "no dues" certificate from the library confirming all borrowed material has been returned and fines cleared.
- g. Library timings are displayed prominently, and the library remains open beyond regular class hours during examination periods to support student preparation.
- h. Any discrepancy identified during periodic stock verification is reported to the Director, with adjustments made in the asset register after due inquiry.

### **Roles and Responsibilities**

The librarian manages day-to-day operations, cataloguing, and fine collection. The Director approves the annual budget and resolves discrepancies flagged during stock verification.

# **IT Policy, Electronic Media & Information Security Policy**

## **Purpose**

The IT Policy & Electronic Media Policy, Information Security Policy governs acceptable use of IT resources, electronic communication, and information security at iFEEL. The policy covers the safe, ethical, and effective use of institute-provided technology by all members of the institute community. Physical maintenance of IT hardware is covered separately under the Facilities and Equipment Policy. Public-facing social media conduct is covered under iFEEL's Social Media Policy Guidelines. The IT Policy & Electronic Media Policy, Information Security Policy describes and addresses internal access, security, and administrative control of the accounts.

## **Scope and Applicability**

The IT Policy & Electronic Media Policy, Information Security Policy applies to all students, faculty, and staff who use institute IT resources, including the administration system, email accounts, Wi-Fi network, computer laboratory, and institute-owned devices. It also applies to personal devices connected to institute networks under the Bring Your Own Device provisions below.

## **Definitions**

**IT Resources** includes all computing and network infrastructure owned, leased, or operated by the institute, including servers, workstations, network equipment, the administrative system, Wi-Fi, and institutional email accounts.

**Confidential Institutional Data** refers to Information whose unauthorised disclosure could cause harm to the institute or an individual, including student academic records, financial data, personal identification information, and examination materials.

**BYOD (Bring Your Own Device)** refers to personally owned laptops, phones, tablets, or other devices connected to institute networks.

## **Policy Statements**

### **General Use**

1. Institute IT resources, including email accounts, Wi-Fi, the ERP system, and the computer laboratory, are provided for academic and administrative purposes. They should not be used for unlawful activity, harassment, or unauthorised commercial purposes.
2. Passwords to institute systems and accounts are individual and confidential. Sharing login credentials with another person is not permitted under any circumstance.
3. Personal use of institute IT resources for matters unrelated to academic or administrative work should be minimal and may be restricted at the Director's discretion.

## **Bring Your Own Device (BYOD)**

1. Students, faculty, and staff may connect personal devices to the institute's Wi-Fi network for academic or administrative purposes, subject to registration with the IT coordinator where required.
2. Personal devices connecting to institute Wi-Fi are subject to the same acceptable-use standards as institute-owned devices. The institute is not responsible for the security, maintenance, or data on personal devices.
3. Access to confidential institutional data, including the administration system and student records, from a personal device requires the same authentication and confidentiality safeguards as access from an institute-owned device. Storing confidential institutional data locally on a personal device is discouraged and, where technically possible, restricted.
4. The institute reserves the right to disconnect any device from its network if it is found to be a security risk, whether through malware, unauthorised access attempts, or violation of this policy.

## **Information Security and Data Handling**

1. Confidential institutional data, including student records and financial information, shall not be transmitted over personal email accounts or unsecured channels.
2. Institute data is backed up at least monthly, consistent with the Student Record Management Policy, and stored in a location separate from the primary working system.
3. Confidential institutional data shall be retained only for as long as necessary for academic, administrative, statutory, or accreditation purposes. Student academic records are retained in accordance with the Student Record Management Policy. Other categories of institutional data, including financial records, correspondence, and IT system logs, shall be retained for a minimum of the current academic year plus three years, unless a longer period is required by AICTE, statutory, or accreditation requirements.
4. Disposal of institutional data, whether physical or electronic, at the end of its retention period shall be carried out securely, ensuring the data cannot be reconstructed or accessed after disposal. Electronic disposal shall use secure deletion methods; physical records shall be shredded or otherwise destroyed beyond recovery.
5. Any suspected cybersecurity incident, unauthorised access, phishing attempt, or data loss is reported to the IT coordinator and the Director immediately, and reviewed to determine cause and remedial action.

## **Social Media**

1. The institute's official social media accounts are managed solely by a person designated by the Director. Personal opinions expressed by staff or students on their own accounts should not be presented as the institute's official position.

2. Content, conduct, and engagement guidelines for institute social media accounts and for individual online conduct referencing the institute are set out in iFEEL's Social Media Policy Guidelines, published separately.
3. The IT Policy & Electronic Media Policy, Information Security Policy governs administrative access to and control of the institute's official accounts; it does not restate content guidelines already covered there.

## **Misconduct**

Misuse of IT resources, including harassment conducted through institute email or accessing another person's account without authorisation, is treated as misconduct under the Student Code of Conduct Policy or the applicable staff conduct framework.

## **Roles and Responsibilities**

The IT coordinator manages day-to-day IT security, network access. The Director designates the social media administrator and approves exceptions to this policy. Misuse is addressed through the relevant conduct policy.

## **Facilities & Equipment Policy**

### **Purpose**

The Facilities and Equipment policy governs the maintenance, use, and upkeep of classrooms, the computer laboratory, and other physical and IT assets at iFEEL institute.

### **Scope and Applicability**

The Facilities and Equipment policy applies to all physical infrastructure and IT equipment used by students, faculty, and staff and to the personnel responsible for maintaining them.

### **Policy Statements**

1. Classrooms are equipped with ICT tools, including projectors and internet connectivity, sufficient to support case-based and interactive teaching.
2. A computer laboratory is maintained for student use, with access to standard office and statistical software required for coursework.
3. IT support staff and a designated coordinator are responsible for maintaining hardware, managing internet access, and troubleshooting issues reported by faculty or students.
4. All physical assets, including classroom furniture, computer lab equipment, and library infrastructure, are recorded in an asset register maintained with physical verification conducted at least once a year.
5. Faculty and students report equipment damage or malfunction to the PGDM Program Office promptly. Damage caused through negligence attracts compensation as provided under the Student Code of Conduct Policy.

6. Preventive maintenance of electrical equipment, fire safety systems, and IT infrastructure is scheduled at regular intervals, with maintenance records retained for institutional audits, including NBA assessment.
7. Institute assets are insured against fire, theft, and damage as the Director determines appropriate.
8. Procurement of new equipment follows a transparent process, including comparative quotations for purchases above a threshold set by the Director.
9. Personal use of institute IT resources for purposes unrelated to academic or administrative work is discouraged and may be restricted at the Director's discretion.

## **Roles and Responsibilities**

The IT coordinator maintains IT assets. The PGDM Program Office maintains the asset register. The Director approves procurement above the set threshold and decides on insurance coverage.

## **Student Services Policy**

### **Purpose**

The Student Services policy defines and explains the standards for the hostel, canteen, medical facility, and administrative services that are available to PGDM students.

### **Scope and Applicability**

The Student Services policy applies to all PGDM students using hostel, canteen, medical, or administrative services at iFEEL and to the staff responsible for implementing them.

### **Policy Statements**

1. iFEEL Institute provides on-campus hostel accommodation, a canteen and a basic medical health facility support to resident and day-scholar students.
2. Hostel allotment is based on availability with priority determined by the Hostel warden in consultation with the PGDM Program Office.
3. Hostel fees and rules are communicated at the time of admission.
4. Hostel residents follow institute-prescribed timings, visitor rules, and safety protocols. Misconduct within the hostel is handled under the Student Code of Conduct Policy.
5. The medical facility provides first-aid and basic health support during working hours. Serious emergencies are referred to a nearby hospital, and the Hostel warden maintains updated emergency contact details for every student.
6. The PGDM Program Office issues identity cards, bonafide certificates, and other administrative documents within ten working days of a request.

7. Students have access to institute email and any learning management or communication tools used for academic correspondence, subject to the IT usage provisions in the Facilities and Equipment Policy.
8. A service-related grievance, whether about the hostel, canteen, medical facility, or an administrative matter, is first raised with the PGDM Program Office and escalated to the Grievance Committee if unresolved within seven working days.

## **Roles and Responsibilities**

The PGDM Program Office administers day-to-day student services. The Director oversees the hostel, canteen, and medical committees. The Grievance Committee handles unresolved escalation

## **Health, Safety & Occupational Well-Being Policy**

### **Purpose**

The Health, Safety and Occupational Well-Being Policy describes the physical health and safety of students and staff at iFEEL's campus.

### **Scope and Applicability**

The Health, Safety and Occupational Well-Being Policy applies to all students, faculty, and staff, covering the classroom, hostel, canteen, and common campus areas.

### **Policy Statements**

1. Fire extinguishers, emergency exits, and evacuation routes are clearly marked and checked periodically by the administration department in coordination with the Facilities function.
2. The on-campus medical facility provides first-aid support during working hours, with emergency contact numbers displayed at the security point and hostel.
3. Electrical equipment and wiring are inspected at regular intervals to prevent hazards, with findings logged and defects rectified promptly.
4. Food safety in the canteen and hostel mess follows basic hygiene standards, including regular cleaning, pest control, and safe food storage, inspected periodically by a student and faculty committee nominated by the Director.
5. The campus, including the hostel, is a no-smoking and no-alcohol zone, consistent with the Zero Tolerance Policy.
6. Waste disposal bins are provided across campus, and waste is segregated and disposed of responsibly, consistent with the Environmental and Sustainability Policy.
7. Staff experiencing workplace stress are encouraged to raise it with the Director or through the counselling tie-up referenced in the Student Support and Counselling Policy, which is also available to staff on request.

8. A risk assessment of campus hazards, covering fire, electrical, and food safety risks, is conducted at least once a year, with findings recorded and acted upon.

## **Roles and Responsibilities**

The administration department manages routine safety checks. The Director oversees the annual risk assessment and approves corrective budgets where needed.

## **Student Support & Counselling Policy**

### **Purpose**

The Student Support and Counselling Policy describes how student well-being is supported through the faculty-mentor system and the institute's external counselling associations.

### **Scope and Applicability**

The Student Support and Counselling Policy applies to all PGDM students and to faculty mentors, the PGDM Program Office, and the external counsellor engaged by the institute.

### **Policy Statements**

1. Every student is assigned a faculty mentor at the start of the program as per the mentor-mentee arrangement as referenced in the Attendance and Code of Conduct policies.
2. Mentors conduct at least one formal check-in with each mentee per term, covering academic progress, attendance, and general well-being, and maintain a confidential record of concerns raised.
3. Students facing personal, emotional, or psychological difficulties are given support through the institute's external tie-up with a visiting counsellor.
4. Mentor identifying a concern beyond their competence refer the student to the external counsellor with the student's consent.
5. Where there is risk of self-harm or harm to others, the mentor or any staff member aware of the situation informs the Director immediately. The Director coordinates emergency response, including contacting the student's emergency contact and arranging medical or professional intervention, irrespective of confidentiality preferences in that situation.
6. Counselling records are maintained separately and are accessible only to the counsellor and the Director.
7. Minimum of one awareness session per term on stress management or related topics is coordinated by the mentor group and the external counsellor.
8. Concerns falling within the mandate of the Grievance Committee or the Anti-Harassment Committee are raised with those committees directly, as set out in the Student Code of Conduct Policy.

## **Roles and Responsibilities**

Faculty mentors provide first-line support. The external counsellor provides professional support. The Director coordinates emergency response and oversees confidentiality of records.

## **Grievance Redressal Policy**

### **Purpose**

The Grievance Redressal policy of iFEEL is committed in providing a fair, transparent, inclusive, and responsive environment for all stakeholders. The purpose of this Policy is to establish a structured mechanism for receiving, investigating, resolving, and monitoring grievances relating to academic, administrative, infrastructural, and service-related matters while ensuring natural justice, confidentiality, impartiality, and timely resolution.

### **Scope**

The Grievance Redressal policy applies to:

1. Students
2. Research Scholars
3. Faculty Members
4. Administrative Staff
5. Contract Employees
6. Visiting Faculty
7. Consultants
8. Any stakeholder interacting with the Institute

The Grievance Redressal policy covers grievances relating to:

1. Academic matters
2. Teaching-learning process
3. Attendance
4. Evaluation (except formal revaluation procedures)
5. Administrative services
6. Library
7. IT Services
8. Hostel administration

9. Transport
10. Infrastructure
11. Laboratory facilities
12. Student support services
13. Campus facilities
14. Behaviour of employees
15. Delay in institutional services
16. Any matter affecting academic or administrative functioning.

The Grievance Redressal policy does **not** apply to:

1. Sexual harassment complaints
2. Ragging complaints
3. Cases involving discrimination prohibited under law
4. Disciplinary proceedings
5. Criminal offences

Such matters shall be dealt with through the appropriate statutory committees constituted by the Institute.

## **Objectives**

The objectives of the Grievance Redressal policy are to:

1. Ensure fair and impartial resolution of grievances.
2. Promote transparency and accountability.
3. Protect stakeholder rights.
4. Encourage early resolution.
5. Improve institutional systems through feedback.
6. Strengthen stakeholder confidence.
7. Support continuous quality improvement.

## **Guiding Principles**

The grievance redressal mechanism shall be based upon:

1. Natural Justice
2. Equity

3. Transparency
4. Confidentiality
5. Non-retaliation
6. Timeliness
7. Accountability
8. Fair Hearing
9. Evidence-based decision making

### **Grievance Redressal Committee (GRC)**

The Institute shall constitute a Grievance Redressal Committee consisting of:

1. Chairperson – Senior Faculty Member
2. Faculty Representatives
3. Administrative Representative
4. Student Representative(s) (where appropriate)
5. External Expert (where required)
6. Member Secretary

The Grievance Redressal Committee composition shall comply with AICTE guidelines.

### **Filing of Grievance**

A grievance may be submitted through:

1. Online Grievance Portal
2. Institutional Email
3. Written Application
4. Grievance Drop Box
5. PGDM Program Office

Anonymous complaints shall ordinarily not be entertained unless the matter involves institutional risk, corruption, safety, or serious misconduct.

### **Resolution Timeline**

| <b>Activity</b>    | <b>Timeline</b>        |
|--------------------|------------------------|
| Acknowledgement    | 3 Working Days         |
| Preliminary Review | 5 Working Days         |
| Detailed Inquiry   | Within 15 Working Days |

|                           |                       |
|---------------------------|-----------------------|
| Communication of Decision | Within 3 Working Days |
| Appeal                    | Within 7 Working Days |

## **Appeal**

Any aggrieved person dissatisfied with the Committee's decision may submit an appeal before the Director within seven working days.

The Director may:

1. uphold the decision
2. modify the decision
3. remand the matter
4. order fresh inquiry

Where the matter has significant institutional implications, it may be referred to the Governing Body. The decision shall be final.

## **Confidentiality**

The Institute shall maintain confidentiality throughout the grievance process.

Information shall only be disclosed to persons directly involved in the inquiry or where required by law.

## **Protection Against Victimisation**

No complainant, witness, committee member, or respondent shall be subjected to retaliation, intimidation, discrimination, or victimisation for participating in the grievance process.

Any such retaliation shall invite disciplinary action.

## **Reporting and Quality Improvement**

The Committee shall submit an Annual Report containing:

1. Number of grievances received
2. Category-wise analysis
3. Disposal status
4. Average resolution time
5. Pending cases
6. Systemic issues identified
7. Corrective and preventive actions

The report shall be reviewed by:

1. Academic Council
2. IQAC

Recommendations shall be incorporated into institutional quality improvement initiatives.

## **Roles and Responsibilities**

### **PGDM Programmer Office**

1. Receive grievances
2. Register complaints
3. Issue acknowledgements
4. Forward cases

### **Grievance Redressal Committee**

1. Conduct inquiry
2. Ensure fairness
3. Recommend corrective actions
4. Maintain records

### **Director**

1. Hear appeals
2. Monitor implementation
3. Ensure policy effectiveness

### **IQAC**

1. Monitor trends
2. Recommend quality improvements
3. Include grievance analytics in annual quality review

## **Statutory References**

The Grievance Redressal policy is framed in accordance with:

1. AICTE Approval Process Handbook
2. Maharashtra Universities Act (where applicable)
3. Relevant Government notifications and institutional statutes.

# Prevention of Harassment & Bullying Policy

## Purpose

The Prevention of Harassment and Bullying policy describes how iFEEL identifies, prevents, and responds to harassment and bullying among its students, faculty, and staff. The policy covers conduct that falls outside the specific statutory mechanisms already in place for sexual harassment and ragging, so that every form of harassment at the institute has a clear route for redress.

## Objectives

1. To maintain a campus environment free of intimidation, hostility, and abuse of power, across PGDM program and all administrative functions.
2. To give students and staff a defined, accessible channel to raise concerns about harassment or bullying that do not fall under the Anti-Sexual Harassment or Anti-Ragging policies.
3. To ensure that every complaint is handled fairly, confidentially, and without retaliation against the complainant.
4. To build awareness among mentors, faculty, and department heads so that problems are caught early, before a formal complaint becomes necessary.

## Scope and Applicability

The Prevention of Harassment and Bullying policy applies to all students, faculty, and staff of Institute, including visiting faculty and contractual staff, in relation to conduct occurring on campus, at the hostel, during institute-sponsored activities, or through electronic communication connected to institute life.

Matters of a sexual nature are handled exclusively under the Anti-Sexual Harassment Policy (*POSH-compliant Internal Committee*), and ragging is handled exclusively under the Anti-Ragging Policy. This policy does not duplicate or override those mechanisms; a complaint that is sexual in nature or ragging-related is routed to the appropriate committee at intake, and is not processed under this policy.

## Definitions

**Harassment** means any unwelcome verbal, written, physical, or electronic conduct directed at a person or group that is offensive, demeaning, or creates an intimidating, hostile, or humiliating environment, including conduct based on gender, caste, religion, region, disability, or other personal characteristic.

**Bullying** means repeated, deliberate conduct intended to intimidate, demean, or exclude a person, including verbal abuse, public humiliation, exclusion from academic or work-related

activity, and misuse of authority by a senior student, faculty member, or staff member over a junior or subordinate.

**Electronic harassment** includes harassment conducted through email, messaging platforms, social media, or any digital medium connected to institute life.

## **Policy Statements**

1. iFEEL does not tolerate harassment or bullying in any form, whether verbal, written, or electronic. Repeated unwelcome conduct that creates an intimidating or hostile environment for a student or staff member is a violation of this policy, regardless of whether the conduct was intended to cause harm.
2. A complaint of harassment or bullying that does not fall under the Anti-Sexual Harassment or Anti-Ragging policies is submitted in writing to the Grievance Committee, which functions as the redressal body under this policy.
3. On receipt of a complaint, the Grievance Committee first confirms that the matter falls within its remit under this policy. If the complaint concerns conduct of a sexual nature or ragging, it is redirected to the relevant committee without delay, and the complainant is informed of the referral.
4. The Committee maintains the confidentiality of the complainant's identity to the extent possible, so as to prevent further harassment from the person complained against. Details of the complaint are shared only with those directly involved in the inquiry.
5. The Committee follows the principles of natural justice. The person complained against is informed of the allegation and given a fair opportunity to respond before any finding is recorded. No finding is made without hearing both sides.
6. The Committee completes its inquiry and communicates its finding within a reasonable period, ordinarily not exceeding 30 working days from the date of the complaint, barring exceptional circumstances.
7. Where a complaint is substantiated, the Committee recommends proportionate action to the Director. Depending on the severity and pattern of conduct, this may range from counselling and a written warning to suspension, expulsion, or other disciplinary steps under the Student Code of Conduct and Academic Integrity Policy, or under the applicable staff disciplinary framework.
8. Retaliation against a complainant or witness is treated as a separate and serious act of misconduct under this policy and is dealt with accordingly.
9. Anonymous complaints are not formally investigated for want of a complainant to hear from, but where such a complaint points to a serious or recurring pattern, the Committee may take up the matter on its own initiative and inform the Director.
10. Mentors, course conveners, and department heads are expected to remain alert to early signs of bullying among students or staff and to raise concerns with the Committee even where no formal complaint has been filed. Early, informal intervention is encouraged wherever it can resolve a concern without a full inquiry.

11. The institute conducts awareness sessions on respectful conduct at the start of each academic year and periodically thereafter, and displays the Grievance Committee's contact details prominently across the campus and hostel.
12. Complaints connected to academic evaluation, grading, or classroom conduct that also raise a harassment concern are handled jointly by the Grievance Committee and the concerned Head of Department, so that academic and behavioural aspects are both addressed.

## **Roles and Responsibilities**

**Grievance Committee** receives complaints falling under this policy, screens them for the correct redressal channel, conducts inquiries, maintains confidentiality, and recommends action to the Director.

**Program Coordinator/ Head of Academics** watch for early signs of bullying or harassment, counsel students and staff informally where appropriate, and escalate unresolved or serious concerns to the Committee.

**Director** reviews the Committee's recommendations and implements disciplinary or corrective action.

**Students and Staff** are expected to conduct themselves respectfully at all times and to report harassment or bullying they experience or witness.

## **Student Record Management Policy**

### **Purpose**

The Student Record Management policy describes how student academic and personal records are created, maintained, secured, and retained at iFEEL Institute, given the current manual and spreadsheet-based record-keeping system.

### **Scope and Applicability**

The Student Record Management policy covers all student records right from admission documents, academic transcripts, attendance data, fee records, and personal information from the point of admission through graduation and into the alumni stage.

### **Policy Statements**

1. The PGDM program office maintain a master student file for every admitted candidate consisting of admission documents, academic records, attendance and fee payment details.
2. Batch wise and Student wise files are maintained accessible only to the PGDM program office staff and the Director. Spreadsheet records are maintained on password-protected institute systems and backed up carefully.

3. Access to student records is restricted to the Director, the PGDM Program Office, and faculty members strictly for purposes connected to their teaching, mentoring, or evaluation duties. No student's personal data is shared with any third party without written consent, except where required by law or a regulatory authority such as AICTE.
4. Students may request a copy of their own academic record through the PGDM Program Office. Requests are fulfilled within five working days.
5. Any staff member found misusing student data for personal purposes, or disclosing it without authorisation, shall face disciplinary action under the applicable staff conduct policy.
6. At the end of every academic year, the PGDM Program Office reconciles all student records such as marks, attendance, fee status and share discrepancies (if any) to the Director before results are finalised.
7. Student's essential academic records are retained permanently in both physical and digital form.
8. When the institute adopts an ERP or Student Information System, this policy shall be revised to include system-level access controls, audit logs, and data-breach response procedures. Until then, the manual safeguards above apply.
9. Details of graduating students are transferred to the alumni database maintained by the PGDM Program Office at the close of each academic year.

## **Roles and Responsibilities**

The PGDM Program Office is custodian of all student records and is accountable for their accuracy and security. The Director is the final approving authority for any exceptional access request.

## **Startup & Incubation Policy**

### **Purpose**

The Startup and Incubation policy describes how the Institute will run its startup and incubation activities and how it will support student and other ventures. Entrepreneurship is central to what iFEEL Institute stands for. An incubation function gives students firsthand experience of building a venture and supports innovation-driven activity on campus.

### **Objectives**

The Startup and Incubation policy aims to:

1. Nurture an environment on campus that encourages students to think and act as entrepreneurs.
2. Provide guidance, mentoring, and support to student startups.
3. Connect ventures with mentors, industry experts, and sources of funding.

4. Support the flow of seed funding, whether from the Institute or from external and government sources, to eligible ventures.

## Scope and Applicability

The Startup and Incubation policy applies to the incubation activities of the Institute and to student ventures, alumni ventures. It covers the faculty and staff involved in implementing the incubation function.

## Definitions

1. **Incubation Cell:** It is the unit of the Institute that supports startups and entrepreneurial activity.
2. **Incubatee:** It is the venture accepted for support by the Incubation Cell.
3. **Seed Fund:** Early-stage money provided to a venture, whether from the Institute or mobilized from external or government schemes.
4. **Mentor:** A faculty member, alumnus, or industry expert who guides an incubatee.

## Policy Statements

### Incubation Cell

The Institute shall run an Incubation Cell as a subunit of the Institute. A senior faculty member heads the Cell. The Cell shall operate within the Institute's regular books and banking arrangements under the Global Education Trust. The Institute may revisit this position as activity grows.

### Activities of the Cell

The Cell shall pursue work along two lines:

1. Creating general awareness of entrepreneurship among students, and p
2. Providing hands-on support in setting up the ventures. Support may include help with preparing a business plan, identifying the target market, building a minimum viable product or service, technical and industry guidance, pre-launch activity, gathering customer feedback, and exposure to investors.

### Screening of Proposals

A committee of at least three members shall screen proposals for support. The committee shall study each proposal and accept or reject it on merit.

## Seed Funding

1. **Institute seed fund:** The Institute may, subject to availability of funds and approval under the Global Education Trust, provide seed money to eligible student ventures.

2. **External and government seed money:** The Institute may mobilize seed funding available from government schemes and other external agencies to eligible ventures, subject to the terms of those schemes.

In both cases, funds shall be used only for the purpose sanctioned, shall not be diverted, and shall be accounted for properly.

### **Mentoring and Support**

The Cell shall arrange mentors for incubatees from among faculty, alumni, and industry experts. Where required, the services of external experts may be engaged on a case-to-case basis, with commercial terms approved through the Global Education Trust. The Cell may provide post-incubation support such as branding, mentoring, and networking.

### **Agreements**

Where the Institute provides funding or significant support, a written understanding shall be signed with the incubatee that records the terms of support and any commitments made. Matters of funding structure, patents, and other legal aspects shall be handled with due help through the Global Education Trust.

### **Roles and Responsibilities**

1. **Director:** Approves the Institute seed fund route and the annual plan of the Cell.
2. **Head of Incubation Cell:** Runs the Cell, arranges mentoring, and drives its activities.
3. **Screening Committee:** Decides which ventures to support.
4. **Global Education Trust:** Approves funding, commercial terms, and legal arrangements.

## **Placement Policy**

Institute for Future Education, Entrepreneurship & Leadership extends a 100% placement assistance to its eligible

students of PGDM 2024- 2026 batch as per the below mentioned terms and conditions:

Eligibility Criterion and Conditions: -

1. Student must have cleared 100% of the course fees (including late fees or any charges, as applicable) before

the commencement of campus placement process.

2. Student must have maintained a minimum of 75% attendance throughout the course for all the respective

subjects of their course.

3. Attendance in all Corporate Readiness Training sessions organized by the institute is mandatory for students

participating in the placement process.

4. The placement committee strictly enforces ONE STUDENT ONE JOB OFFER policy. Once the student

gets selected and if he/she rejects the offer, the student shall be out of the placement process and won't be

considered for any further opportunities.

5. Students are not permitted to directly communicate with any organization's HR without prior approval from

the Training & Placement Office (TPO). All communication, once approved, must be routed centrally

through the TPO. Any student, if found doing so, shall be immediately debarred from the placement process.

6. Internships which may lead to a job will also be considered as placement in that company. Rejecting a pre-

placement offer extended during the internship will make the student non-eligible for the placement policy.

Provided students should justify a valid reason. However, in certain cases, institute reserves the right to take

a suitable decision.

7. Any student who withdraws deliberately amid any selection process will be disqualified from placement for

the rest of the year.

8. Placement committee or institute or any institute official cannot / will not personally recommend any student

to the HR/concerned hiring managers of any company for a job offer or placement. It fully lies on the

capability of students to crack the selection process.

9. The institute carries no responsibility of giving a re-placement opportunity to students, if the student quits

or absconds from work or is being sacked from the organization on performance or disciplinary grounds.

10. Terms related to location of employment, probation period and training period etc... is as per the

organization's requirements and employment conditions and the students are required to comply with the

same without any negotiations.

11. It is the recruiter's prerogative to decide on the placement steps and processes like aptitude test, excel test,

psychometric test or any other process as they deem to be fit. The students are required to clear every step

to be finally selected and rejection at any step including CV rejection will be counted as 1 opportunity.

12. Any student, if found or reported by an organization for being involved in any kind of malpractice like

cheating, copying etc. during the placement process shall be disqualified from the placement process with

immediate effect.

13. Each student will be eligible for a maximum of seven (07) interview opportunities facilitated by the institute.

13.a. The annual CTC is a total component offered by the organization which includes salary, incentives

or any other fringe benefits offered by the organization.

13.b. Students who decides to skip any placement process because of any reason shall be solely responsible for the same and this would be counted as one opportunity given.

13.c. In case of any student not attending the placement process of 3 organizations for any reason like

location, sector preference or any such reason, shall be debarred from further placement process. However,

these 3 would be counted as opportunities.

13.d. The institute will facilitate placement opportunities with a minimum CTC of ₹4 LPA for eligible students.

13.e. All students will be eligible to participate in recruitment drives offering international packages of ₹10

LPA and above, as well as domestic offers with a fixed CTC of ₹7.5 LPA and above.

14. Submission of the offer letter to the Training & Placement Office is mandatory for record and compliance

purposes.

15. Students who wish to voluntarily opt out of the placement process must formally submit the Opt-Out Form

to the Training & Placement Office

16. Student should not have back log in any of the subjects in PGDM where the institute takes an assessment

due to absenteeism or failure.

17. Deferred Placement Policy:

16. a. Students enrolled in DPP in any year (n) will be eligible to avail campus placements in the next year

or a year next to that. (n+1) or (n+2)

16. b. If the student wants to avail the option of taking the placement support in subsequent years (n+1 or

n+2), then a formal application needs to be submitted to the Placement Cell of iFEEL at least three months

prior to the commencement of the Placement Process for that year.

16. c. All such students will have to abide by the Placement rules and regulations prevailing at that time. Such

students will have to be present on campus whenever required for any Placement related activity.

## **Alumni Policy**

### **Purpose**

The Alumni policy describes how the iFEEL builds, maintains, and work with its alumni network. The Alumni are among the most important stakeholders of any institution. They carry the brand name of the Institute into the workplace and open placements and internships opportunities. Alumni often return as recruiters, guest speakers, and well-wishers

### **Objectives**

The Alumni policy seeks to address the followings:

1. Establish a formal Alumni Association for the Institute.

2. Maintain accurate and current records of every graduating batch.
3. Keep alumni connected with the Institute through regular contact and events.
4. Draw on alumni for placements, mentoring, guest sessions, curriculum feedback, and support to the startup and incubation activities of the Institute.
5. Give current students access to the experience and networks of those who have gone before them.

## Scope

The Alumni policy applies to all students who have completed the PGDM program at iFEEL Institute. It also covers the faculty member and student volunteers (the office bearers) who facilitate alumni activities.

## Characterizations

1. **Alumnus / Alumna:** Any student who has been awarded the PGDM by the Institute.
2. **Alumni Association:** The body constituted under this policy to organise and represent the alumni of the Institute.
3. **Alumni Coordinator:** A faculty member appointed by the Director to oversee all alumni matters.
4. **Alumni Record:** The database of alumni details as maintained.

## Alumni Policy Statements

### Constitution of the Alumni Association

The Institute shall establish an Alumni Association. Membership shall be open to every graduating student and shall be free.

### Alumni Coordinator

The Director shall appoint a faculty member as Alumni Coordinator who will be responsible for establishing the alumni network, organize events and annual alumni meet and also maintains the records.

### Alumni Records

At the end of every academic year, the students' section shall append the details of the passing-out batch to the alumni database. Records shall capture name, specialization track, batch, current employer, designation, and contact details. Alumni data shall be treated as confidential and handled in line with the Institute's record management and IT policies.

### Alumni Meet

The Institute shall hold an alumni meet at least once a year. Alumni shall be invited to the campus to interact with current students and share their experience.

### Engagement of Alumni

The Institute seek the involvement of alumni in:

1. Guest lectures and industry sessions.

2. Mentoring of current students.
3. Placement and internship support.
4. Feedback on curriculum and program design.

### **Recognition**

The Institute may recognise alumni who make notable contributions to their field or to the Institute by honouring them at the annual meet or on any other Institute event platforms.

### **Roles and Responsibilities**

1. **Director:** Appoints the Alumni Coordinator and approves the annual alumni plan.
2. **Alumni Coordinator:** Runs the Association, plans the annual meet, and drives alumni engagement.
3. **Students' Section:** Updates and safeguards the alumni database each year.
4. **Faculty and Placement Cell:** Route alumni contacts toward mentoring, placements, and guest sessions.

## **Diversity, Inclusion & Equity Policy**

### **Purpose**

The diversity, inclusion and equity policy of iFEEL's describes and explain commitment to a diverse student and faculty community, and to equitable treatment across that community.

### **Scope and Applicability**

The diversity, inclusion and equity policy apply to admissions, recruitment, and day-to-day academic and administrative life at Institute.

### **Policy Statements**

1. Admission to the PGDM program is open to candidates regardless of gender, religion, caste, region, or physical ability, subject only to the merit-based criteria set out in the Admissions Policy and any statutory reservation requirements.
2. Recruitment of faculty and staff follows the equal-opportunity principles set out in the institute's recruitment framework, without discrimination on the grounds listed above.
3. The institute encourages enrolment of students from varied geographic and educational backgrounds, recognising that a mixed cohort strengthens classroom learning and peer exposure.

4. Facilities and academic support are made reasonably accessible to differently-abled students, including seating arrangements, examination accommodations, and assistance identifying appropriate aids, as needed on a case-by-case basis.
5. No student or staff member shall face differential treatment in academic evaluation, hostel allotment, or access to institute services on account of any protected characteristic.
6. Instances of discrimination reported by a student or staff member are handled through the Grievance Redressal Policy, or the Anti-Sexual Harassment or Prevention of Harassment and Bullying policies where applicable.
7. The institute observes relevant awareness days, to build sensitivity to diversity and inclusion among students and staff.

## **Roles and Responsibilities**

The Director oversees compliance with the diversity, inclusion and equity policy. Faculty mentors flag inclusion concerns they observe. The Grievance Committee handles reported violations.

## **Recruitment & Selection Policy for Faculty**

### **1. Preamble**

This policy sets out a structured, merit-based, and AICTE-compliant process for recruiting and selecting faculty, so that hiring decisions remain consistent, transparent, and properly documented.

### **2. Objectives**

- a. To attract and select faculty who meet AICTE qualification norms and bring relevant academic or industry expertise to the PGDM programme.
- b. To ensure recruitment is based on open competition and merit, with equal opportunity for all candidates, regardless of gender, religion, caste, region, disability, as per the Institute's Non-Discrimination Policy.

### **3. Scope and Applicability**

This policy applies to the recruitment and selection of all faculty positions at iFEEL Institute, including full-time, and adjunct faculty

### **4. Policy Statements**

#### **4.1 Vacancy identification and job description**

The institute identifies faculty vacancies based on programme needs, student intake, and specialisation-wise teaching load, and prepares a job description

#### **4.2 AICTE qualification norms**

Every faculty appointment meets the qualification norms prescribed by AICTE for the position and specialisation concerned.

#### **4.3 Advertisement**

Faculty vacancies are advertised through channels appropriate to the seniority and specialisation of the role, which may include the Institute website, academic job portals

#### **4.4 Screening and shortlisting**

Applications are screened against the job description and AICTE qualification norms.

#### **4.5 Selection Committee and interview**

Shortlisted candidates are interviewed by a Selection Committee of at least two people constituted by the Director, which may include a subject-matter expert from the relevant specialisation track. A candidate evaluation record is maintained for each interview.

#### **4.6 Reference and background checks**

Reference checks with previous employers or academic institutions, and background verification where appropriate, are completed before a final offer is issued to any candidate.

#### **4.7 Appointment letter**

On acceptance of the offer, the Director issues an appointment letter specifying the position, specialisation track, compensation, and terms of engagement,

#### **4.8 Faculty induction-**

Newly recruited faculty undergo an orientation covering Institute policies, curriculum structure, academic expectations, and campus facilities,

## **Faculty Onboarding Policy**

### **1. Purpose**

Faculty Onboarding Policy describes a structured onboarding process that follows faculty recruitment, so that new faculty arrive prepared, informed, and connected to the people and systems they will rely on.

### **2. Objectives**

1. To ensure every newly recruited faculty member completes a structured onboarding process before or shortly after they begin teaching.
2. To familiarise new faculty with Institute policies, curriculum structure, and academic expectations.

3. To connect new faculty with the administrative, IT, and library systems they need to function from day one.

### **3. Scope and Applicability**

Faculty Onboarding Policy applies to all newly recruited faculty at iFEEL Institute, whether full-time, visiting, or adjunct.

### **4. Policy Statements**

#### **4.1 Onboarding timeline**

Onboarding begins on or before a new faculty member's date of joining and is completed within their first month, consistent with the induction requirement under the Recruitment and Selection Policy.

#### **4.2 Institute orientation**

Institute's vision, mission, governance structure, and the policies most relevant to their role, including the Academic Freedom, Academic Integrity and Conduct Policy, the Examination and Assessment Policy, and the Ethics and Code of Conduct Policy are informed to the faculty.

#### **4.3 Academic and curriculum briefing**

The Director or a nominated senior faculty member briefs the new faculty member on the PGDM curriculum structure, the specialisation track they will teach in, course objectives for their assigned subjects, and the Institute's outcome-based education approach.

#### **4.4 Documentation and compliance**

New faculty complete required joining formalities, including submission of qualification documents, the appointment letter, and any declarations required.

#### **4.5 Systems and infrastructure access**

The administration department, in coordination with the IT department, provides the new faculty member access to institutional email, the learning management system, the library, and other academic infrastructure within the first week of joining.

### **5. Roles and Responsibilities**

**Director:** Oversees the onboarding process and reviews onboarding completion

**Administration and IT Department:** Complete joining formalities and provide systems and infrastructure access within the first week of joining.

# **Privacy & Confidentiality Policy**

## **Purpose**

The privacy and confidentiality policy explains how Institute collects, uses, and safeguards personal information relating to students, staff, applicants, alumni, and third parties. The policy builds on the principles as already established for academic records under the Student Record Management Policy and applies them across every other category of personal data the institute holds.

## **Scope and Applicability**

The privacy and confidentiality policy applies to personal data of students, faculty, staff, job applicants, vendors, and visitors, including CCTV footage recorded on campus. Student academic and attendance records remain governed primarily by the Student Record Management Policy. The privacy and confidentiality policy covers everything that policy does not.

## **Policy Statements**

- a. Personal data shall be collected only for a defined institutional purpose, admissions, employment, vendor management, or campus security, and shall not be used for any unrelated purpose without the individual's consent.
- b. Staff personnel files, including salary, performance appraisals, and disciplinary records, are confidential and accessible only to the Director, the concerned staff member, and HR-designated personnel handling that record.
- c. Job applicant data collected during recruitment is retained only for the duration of the hiring process and a reasonable period thereafter, and is not shared outside the institute except with the applicant's consent or as legally required.
- d. CCTV footage recorded for campus security is retained for a period set by the Director, ordinarily 30 days, and accessed only by the Director or a person the Director authorises, for a specific security or disciplinary purpose.
- e. Vendor and contractor data, including bank details for payment, is held by the accounts department and shared only as needed to complete a transaction.
- f. Any individual whose personal data is held by the institute may request to know what data is held about them and may request correction of inaccurate data, through a written request to the Director.
- g. A suspected data breach, unauthorised closure, or loss of records is reported to the Director immediately and reviewed to determine cause and corrective action.
- h. Any staff member found to have disclosed personal data without authorisation faces disciplinary action under the applicable staff conduct framework.

## **Roles and Responsibilities**

The Director is the accountable authority for institutional privacy practice. Director-designated personnel manage staff and applicant data. The PGDM Program Coordinator manages student-facing data in coordination with the Student Record Management Policy.

## **Non-Discrimination Policy**

### **1. Purpose**

iFEEL treats every student, faculty member, and staff member on the basis of merit, ability, and conduct, not on the basis of gender, caste, religion, region, disability, or other personal characteristic unrelated to their work or study. The Non-Discrimination policy describes Institute's commitment and explains how the Institute responds when it is not met.

### **2. Objectives**

1. To prohibit discrimination on any protected ground in admissions, employment, and day-to-day treatment at the Institute.
2. To name the specific grounds on which discrimination is not tolerated.

### **3. Scope and Applicability**

The Non-Discrimination policy applies to all students, faculty, and staff of iFEEL Institute, and to all institutional processes, including admissions, recruitment, academic evaluation, hostel allotment, and day-to-day campus interactions.

### **4. Definitions**

**Discrimination** means treating a person less favourably than another in a comparable situation, based on gender, caste, religion, region, disability, marital status, or any other characteristic unconnected to merit or conduct.

### **5. Policy Statements**

1. Admission decisions are based on merit and eligibility criteria as set out in the Admissions Policy. No applicant is denied admission on account of gender, caste, religion, region etc.
2. Recruitment, promotion, compensation, and performance evaluation of faculty and staff are based on qualification, competence, and conduct, consistent with the Recruitment and Selection Policy, and free of discrimination
3. Grading, classroom participation, project allocation, and access to academic opportunities are extended equally to all students
4. Certain measures, such as reserved-category admissions or fee concessions mandated by government policy, involve differential treatment that is lawful and required by statute. These measures are not discrimination under this policy.
5. Any student, faculty member, or staff member who believes they have experienced discrimination under this policy may report the matter to the

Director. A reported violation is handled under the Discipline Policy for All Stakeholders.

6. The Director maintains a confidential record of reported violations and their outcomes, reviewed periodically to identify any pattern requiring institutional attention.

## **Financial Policy**

### **Purpose**

The Financial Policy governs the planning, mobilisation, deployment, and control of financial resources at iFEEL with the Global Education Trust, covering budgeting, expenditure approval, and financial reporting ensuring that the Institute meets its academic, administrative, and infrastructural obligations in a stable, transparent, and audit-ready manner.

### **Scope and Applicability**

The Financial Policy applies to all financial transactions of iFEEL, including fee collection, operating expenditure, capital expenditure, payroll, scholarships and refunds, procurement, and any borrowing or investment activity. It applies to the Director, the Accounts function, the Governing Body, and any staff member with financial approval authority.

### **Objectives**

1. Ensuring funds are available on time for salaries, operations, and academic delivery, independent of fluctuations in fee collection.
2. Establishing clear authority levels for budgeting, expenditure approval, and financial reporting.
3. Maintaining transparency and accountability in all financial transactions.
4. Ensuring compliance with AICTE norms, the Global Education Trust's financial protocols, and applicable statutory and tax requirements.
5. Providing the Governing Body and Academic Council with the financial visibility needed for informed decision-making.

### **Definitions**

1. **Global Education Trust** is the parent trust under which iFEEL operates, responsible for banking relationships, fund custody, and financial oversight at the Trust level.
2. **Governing Body** is the apex approving authority for iFEEL's budget, major expenditure, and financial policy.

3. **Director** is the head of iFEEL, responsible for day-to-day financial administration within Governing Body-approved limits.
4. **Working Capital** represents funds required to meet short-term operational expenses, particularly salaries, ahead of fee realisation.

## **Governance Structure**

1. iFEEL operates under the Global Education Trust for banking, fund custody, and overall financial stewardship. All institutional bank accounts are operated under protocols laid down jointly by the Trust and the Governing Body.
2. The Governing Body approves the annual budget, major capital expenditure, and any borrowing, on the recommendation of the Director and, where academic resource allocation is involved, the Academic Council.
3. The Director is responsible for day-to-day financial administration, expenditure within approved budget lines, and periodic financial reporting to the Governing Body.
4. An Accounts function, headed by an Accountant reporting to the Director, maintains books of account, processes payments, and prepares financial statements.

## **Budgeting**

1. An annual budget shall be prepared by the Director in consultation with the accountant, covering projected income (fees, any grants, other receipts) and projected expenditure (salaries, infrastructure, academic activities, scholarships, contingencies).
2. The draft budget shall be placed before the Governing Body for approval before the start of the financial year.

## **Fee Collection and Refunds**

1. Fee structures shall be fixed in line with AICTE compliance and any applicable state fee regulatory requirements.
2. Fee collection shall follow a defined schedule communicated to students at the time of admission, with instalment options where the Governing Body has approved them.
3. Refunds arising from withdrawal, cancellation, or seat vacancy shall follow the AICTE refund model schedule in force, as detailed in the Institute's Withdrawal and Refund Policy.
4. All refunds shall be processed within the timeline prescribed by AICTE from the date the refund is sanctioned.
5. The Director shall monitor cash flow on a monthly basis and flag any anticipated shortfall to the Governing Body with sufficient lead time.

## **Expenditure Authorisation**

1. Expenditure within approved budget lines up to a limit fixed by the Governing Body may be authorised by the Director.
2. Expenditure beyond that limit, and all capital expenditure, requires prior Governing Body approval.

## **Payroll and Statutory Compliance**

1. Salaries shall be disbursed on a fixed monthly schedule.
2. Statutory deductions and remittances (Tax deduction at source and other applicable dues) shall be processed within statutory timelines.
3. The Institute shall maintain records sufficient to demonstrate compliance in the event of a statutory audit or inspection.

## **Accounting, Records, and Audit**

1. Books of account shall be maintained in accordance with applicable accounting standards and the Global Education Trust's prescribed formats.
2. Annual financial statements shall be prepared and subjected to statutory audit.
3. The audited financial statements shall be placed before the Governing Body and shall be made available for review as required.
4. Financial records shall be retained for the period prescribed under applicable law and regulatory guidelines.

## **Roles and Responsibilities**

| <b>Role</b>            | <b>Responsibility</b>                                                                                                              |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Governing Body         | Approves annual budget, major expenditure, borrowing, scholarship policy. Reviews audited statements                               |
| Director               | Day-to-day financial administration, expenditure within approved limits, monthly cash flow monitoring, reporting to Governing Body |
| Accountant             | Maintains books of account, processes payments and payroll, prepares financial statements, supports statutory audit                |
| Global Education Trust | Banking relationships, fund custody, borrowing facilitation, financial protocol guidance                                           |

## **Research & Incentives Policy**

Research and academic development of faculty are governed by the Comprehensive Research Incentives Policy, reviewed annually and approved by the Governing Body.

The key Objective of the Research Cell is innovation, knowledge creation, integration & dissemination of knowledge. Keeping this view in mind, iFEEL always tries to create, foster,

inculcate and build up a research culture in various functional areas and allied disciplines of management education and research.

For this very same purpose, iFEEL provides an outstanding opportunity and the atmosphere for Research, Consultancy, and Training in all spheres. iFEEL emphasizes to motivate faculty members to showcase their authentic intellectual contributions at all academic forums whether State, National or International levels. For this purpose, the institute has been implementing a well-rounded research funding policy and norms.

The Faculty members are expected to publish at least 02 research papers in International Journal of repute preferably in listed Journals, Scopus Indexed Journals or ABDC's ranked journals in a year or may get acceptance for the same.

The faculty has to publish a minimum of 03 research papers within 2 years of employment with iFEEL and out of which 01 research paper preferably in C Category Journals of ABDC ranking/ Scopus.

The Faculty members are also expected to publish cases, articles, Book chapter/ Books/ IPR during their employment with iFEEL. IPR and Seed Grants

## **7.2 Details of Incentives for Publishing papers/ Books / Attending Conferences/ IPR and Seed Grants**

Monetary incentives are payable for research papers, cases, and book chapters, graded by journal / publication category (ABDC A & B, ABDC C & D, Web of Science / Scopus / Ivey / HBR, UGC-CARE, and newspaper articles), and separately for book chapters and publications. Rates in force are as set out and are revised from time to time by the Governing Body.

Intellectual property (patent, copyright, design) is incentivised for the first author only, at Rs. 25,000

### **7.3 Annual Ceiling**

- Professor / Associate Professor cadre: maximum Rs. 1,00,000 per person per academic year across all research incentive categories.
- Assistant Professor cadre: maximum Rs. 50,000 per person per academic year.

A per-person annual ceiling applies to the total research incentives payable under this chapter, differentiated by cadre (Professor / Associate Professor and Assistant Professor)

### **Research Incentives scheme:**

| <b>Category</b>                            | <b>Incentive (Rs.)</b> |
|--------------------------------------------|------------------------|
| <b>Research Papers / Cases in Journals</b> |                        |
| Scopus – A & B Category Journals           | 25,000                 |
| Scopus / Ivey Cases / HBR- C & D Category  | 15,000                 |

|                                                      |                  |
|------------------------------------------------------|------------------|
| <b>Conduction of FDP / MDP / Training by Faculty</b> | 5% of the amount |
| <b>Book Chapters</b>                                 |                  |
| Scopus                                               | 10,000           |
| <b>Publication of a book</b>                         | 20,000           |

#### 7.4 Conference Support

- Associate Professor / Professor cadre: reimbursement for two national conferences and one international conference per calendar year, covering full registration fee, train (or equivalent economy air/1st class rail) fare, and daily allowance at authorised rates for the period of stay.
- Assistant Professor cadre: reimbursement of registration fee only.
- Air travel must be booked at least 15 days before the date of travel. Institute affiliation with iFEEL must appear on the paper.

## Management Development Programmes (MDP) & Consultancy Policy

### 1. Purpose

MDP and Consultancy policy describes how the Institute conducts Management Development Programmes (MDPs) and consultancy projects

### 2. Objectives

1. To provide a structured context for faculty to conduct MDPs and consultancy assignments through the Institute.
2. To set out a transparent, predictable revenue-sharing arrangement between the Institute and the faculty who bring in and execute the work.

### 3. Scope and Applicability

MDP and Consultancy policy applies to all Management Development Programs and consultancy assignments undertaken by iFEEL faculty in the Institute's name,

### 4. Descriptions

**Management Development Programme (MDP)** means a short-duration executive training programme, delivered by iFEEL faculty to working professionals from a client organisation.

### 5. Policy Statements

Faculty members can identify an opportunity for an MDP or consultancy assignment & submits a brief proposal to the Director, covering the client, scope of work, proposed fee etc.

No MDP or consultancy assignment is undertaken in the Institute's name without Director's approval.

The Director and the lead faculty member ensure that MDP and consultancy commitments do not clash with regular teaching, examination, or administrative duties.

Revenue earned from an MDP or consultancy assignment is shared between the Institute and the faculty by offering 5% amount of it to faculty.

The faculty share of consultancy or MDP revenue is disbursed within 30 days of the Institute receiving payment from the client, through payroll or as a professional disbursement, as applicable under the Financial Policy.

Where appropriate, students are given the opportunity to observe or assist in consultancy assignments, on lines similar to a live project, on a case-to-case basis, with the Institute's earn-and-learn approach.

MDP and consultancy engagements are conducted with the same standards of intellectual honesty and confidentiality expected in academic work.

The lead faculty member prepares a brief synopsis of MDP or consultancy assignment and, use it as learning resource.

Proposal approvals, fee agreements, and revenue-sharing records for every MDP and consultancy assignment are maintained for financial audit.

## **HUMAN RESOURCE POLICY**

### **Purpose**

The Institute does not run a separate human resource department. Recruitment and people matter are handled directly by the Director, with the Governing Body ratifying senior faculty appointments. This HR policy sets out how the Institute manages its people across the full cycle of employment, from recruitment to exit.

### **Objectives**

The HR policy seeks to:

1. Attract and select qualified faculty and staff on merit.
2. Set clear terms for probation, confirmation, and appraisal of faculty and Staff.
3. Provide fair leave and welfare arrangements.
4. Support the growth of faculty and staff.
5. Handle exit in a systematic manner.

## **Scope and Applicability**

The Human Resource policy is applicable to all the faculty members (full-time and visiting) and to all administrative and support staff of the Institute. The leave provisions in this policy apply to permanent staff of the Institute.

## **Definitions**

1. **Faculty:** Teaching staff of the Institute, full-time or visiting.
2. **Staff:** Administrative and support employees of the Institute.
3. **Probation:** The initial period of service during which performance is observed before confirmation.
4. **Appraisal:** The annual review of performance.

## **Policy Statements**

### **Recruitment and Selection**

Recruitment is done on merit and through open competition. The Institute shall provide equal opportunity without regard to caste, religion, gender, marital status, disability, or similar grounds. A job description shall be prepared for each vacancy. Positions shall be advertised through suitable channels. A selection panel shall interview candidates and record its assessment. Recruitment shall be handled by the Director. Appointments of senior faculty shall be placed before the Governing Body for approval.

### **Appointment**

The selected candidate shall be issued a letter of appointment stating the position, terms, and remuneration. Appointment shall follow the applicable AICTE norms.

### **Probation and Confirmation**

A newly appointed employee shall serve a period of probation. Performance during probation shall be observed. On satisfactory completion, the employee shall be confirmed. Where performance is not satisfactory, probation may be extended or the appointment ended, after giving the employee a fair opportunity to be heard.

### **Induction**

A newly appointed employee shall be given orientation to the Institute, its policies, and its way of working.

### **Performance Appraisal**

Faculty and staff shall be appraised each year. Appraisal shall inform decisions on confirmation, growth, and development.

### **Leave Rules**

The Institute provides its employees various categories of leave, including Privilege Leave, Casual Leave, Medical Leave, Maternity Leave, Academic Leave, Compensatory Off, and Leave Without Pay, each governed by eligibility criteria, entitlement, and applicable conditions.

Sanction of leave is subject to management discretion and exigencies of work, and prior intimation/application is mandatory in all cases. Detailed rules, entitlements, and procedures governing each category of leave are laid down in the Service Book of the Institute.

### **Compensatory Off**

A staff member required to work on a public holiday or weekly off shall be eligible for a compensatory off on another working day, provided the employee worked at least six hours on that holiday and had proper official approval to do so. At most two compensatory offs may be combined and taken together. A compensatory off shall not be clubbed with sick leave or Privilege Leave and shall not be encashed. No compensatory off shall be given for attending the flag-hoisting ceremony on 15 August or 26 January.

### **Attendance and Leave Records**

Attendance shall be recorded through the biometric system and manual attendance register and monthly salary shall be reckoned on the attendance so recorded. Faculty and staff shall punch in and punch out their timings on biometric devices and also sign in and out in the attendance register.

### **Faculty Development**

The Institute support the growth of faculty through faculty development programmes, workshops, and study leave for higher qualifications, in line with the Institute's faculty development framework and the arrangements of the Global Education Trust.

### **Conduct**

Faculty and staff shall observe the Institute's code of conduct and ethics. Matters of discipline shall be handled under the relevant Institute policies.

### **Grievances**

Work-related grievances of faculty and staff shall be handled under the Faculty and Staff Grievance Redressal Policy.

### **Exit**

On resignation, retirement, or end of appointment, the Institute shall follow an orderly exit process, including notice, handover of charge, settlement of dues, and return of Institute property.

### **Roles and Responsibilities**

1. **Director:** Handles recruitment, appointment, appraisal, leave sanction, and people matters.
2. **Governing Body:** Ratifies senior faculty appointments.
3. **Heads and Coordinators:** Support appraisal, sanction routine leave, and manage people day to day within their areas.
4. **Admin and Accounts:** Maintain attendance and leave records and handle pay, dues, and settlements under the Global Education Trust.

# **Faculty & Staff Grievance Redressal Policy**

## **Purpose**

This Faculty and Staff grievance redressal policy creates a dedicated channel for faculty and staff grievances. iFEEL Institute wants its faculty and staff to be able to raise concerns about their work and workplace and have them dealt with openly.

## **Objectives**

The Faculty and Staff grievance redressal policy seeks to:

1. Provide faculty and staff a fair route to raise work-related grievances.
2. Settle grievances promptly and on the merits.
3. Keep a written record of grievances and their outcomes.
4. Provide a route of appeal where the first outcome does not satisfy.

## **Scope and Applicability**

The Faculty and Staff grievance redressal policy is applicable to all faculty (full-time and visiting) and to all administrative and support staff of the Institute. It covers grievances about working conditions, workload, facilities, administrative decisions, and similar work-related matters. It does not cover matters of sexual harassment, which fall under the Anti-Harassment / Internal Complaints Committee, or student grievances, which fall under the student grievance mechanism.

## **Definitions**

1. **Grievance:** A work-related concern or complaint raised by a member of faculty or staff.
2. **Faculty and Staff Grievance Committee:** The body constituted under this policy to hear and settle such grievances.
3. **Aggrieved Person:** The member of faculty or staff raising the grievance.

## **Policy Statements**

### **Faculty and Staff Grievance Committee**

The Institute shall constitute a separate Faculty and Staff Grievance Committee. It shall be headed by a senior faculty member and shall include faculty and administrative representatives. The Committee shall handle grievances raised by faculty and staff.

### **Raising a Grievance**

A member of faculty or staff may raise a grievance in writing to the Committee. The Committee shall acknowledge the grievance and take it up without delay.

### **Handling of Grievance**

The Committee shall look into the grievance fairly, hear the aggrieved person, gather the relevant facts, and arrive at a reasoned outcome. The Committee shall follow the principles of natural justice. As far as possible, a grievance shall be settled within a reasonable time of being raised.

### **Confidentiality**

Grievances shall be handled with due discretion. The aggrieved person shall be protected from any disadvantage arising from having raised a grievance in good faith.

### **Record**

The Committee shall keep a record of grievances raised and how they were handled along with their outcomes.

### **Roles and Responsibilities**

1. **Director:** Constitutes the Committee and supports its working.
2. **Faculty and Staff Grievance Committee:** Hears and settles grievances.
3. **Governing Body:** Hears appeals and gives the final decision.

## **Academic Freedom, Academic Integrity & Conduct Policy**

### **Purpose**

The Academic Freedom, Academic Integrity and Conduct policy sets out the faculty's freedom to teach, research, and express scholarly views, alongside the standard of academic integrity and conduct expected in exercising that freedom.

Student-side academic integrity is governed separately under the Student Code of Conduct / Academic Integrity Policy.

### **Scope and Applicability**

The Academic Freedom, Academic Integrity and Conduct policy applies to all faculty members, visiting faculty, and researchers associated with the Institute.

### **Policy Statements**

1. Faculty members are free to select teaching methods, present differing viewpoints on a subject, and pursue research questions of genuine academic interest, within the framework of the approved curriculum.
2. Academic freedom covers scholarly inquiry and classroom discussion of a subject's competing perspectives. It does not extend to using the classroom or institute platforms to promote personal political views unconnected to the course, or to conduct that would otherwise breach professional ethics.

3. Faculty members are expected to maintain honesty in their own research and publication, avoiding fabrication, falsification, or plagiarism of data or ideas, consistent with the *UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018*.
4. A faculty member's research output, including any paper submitted for publication, should properly attribute the work of others and disclose any conflict of interest connected to the research.
5. An allegation of research misconduct against a faculty member is reviewed by a panel constituted by the Director, comprising senior faculty not connected to the matter, and the faculty member is given a fair opportunity to respond before any finding is made.
6. Where an allegation is substantiated, the response is proportionate to the severity, ranging from a formal warning to more serious action under the institute's HR and disciplinary framework, decided by the Director in consultation with the Governing Body for serious cases.

## **Roles and Responsibilities**

Individual faculty members are responsible for exercising academic freedom within professional and ethical bounds. The Director constitutes review panels for alleged misconduct. The Governing Body is consulted on serious findings.

## **Monitoring and Review**

This section applies to every policy in this Handbook. Individual policies do not carry separate monitoring and review provisions.

### **Monitoring**

Day-to-day monitoring of each policy rests with the office, committee or officer responsible for it, as set out in the policy itself. The Director has overall oversight of how the policies in this Handbook are implemented and is responsible for keeping them published, current and relevant.

### **Review**

All policies are reviewed periodically, generally on an annual basis, by the Academic Council, the Governing Body, or the relevant institutional authority. A policy may be reviewed earlier when regulations issued by AICTE, the Government of Maharashtra or any other competent authority change, or when circumstances require. Changes are communicated to students, faculty and staff, and this Handbook is updated accordingly.

# iFEEL

INSTITUTE FOR FUTURE EDUCATION  
ENTREPRENEURSHIP AND LEADERSHIP

## PGDM B-School

Lonavala, Pune



## ABOUT iFEEL

iFEEL Institute for Future Education Entrepreneurship & Leadership (iFEEL), located in Lonavala, is a contemporary residential B-school that nurtures future-ready leaders and entrepreneurs.

Our PGDM programme blends strong academic foundations with experiential learning, industry exposure and value-based education to develop responsible global citizens who can create impact in a dynamic world.

We focus on holistic development, practical application of management concepts and leadership excellence to ensure our students are industry-ready across all domains.

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Academic Year 2026–27



Karla, Lonavala, Maharashtra