



IIBM ADMINISTRATION OFFICE POLICY

Issued on June 2019

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About Us:

The Malankara Orthodox Syrian Church (MOSC) traces its heritage back to the missionary efforts of the first century C.E., and share the nation's history for the last 20 centuries, to fully integrate the socio-cultural setting of India by contributing magnanimously to the fields of education and health care through enormous number of reputed schools, medical and engineering institutes, all over India.

Under MOSC, runs the prestigious **Bombay Orthodox Diocese Centre**, more popularly known as the **Bombay Diocese**. Under the aegis of the **Bombay Diocese**, two Trusts of **MOCCB and VES**, pioneering in education from KG to PG, are well known for its chain of educational institutes established all over Maharashtra & Gujarat.

The **VES Trust**, hosts a total of three institutes namely **IIBM, DMTIMS and WCCBM** in its Sanpada, Navi Mumbai Campus.

The **Indira Institute of Business Management (IIBM)** was established in the year 2008. The Institute houses one post graduate program **Master of Management Studies (MMS)** in affiliation with **University of Mumbai** and approved by the **All India Council of Technical Education (AICTE)** and Government of Maharashtra with an intake capacity of 120 seats with the University of Mumbai syllabus for its academic curriculum.

Dotting its landscape with a vibrant array of shopping malls, multiplexes, and entertainment hubs around, IIBM is an ideal locale, for students aspiring to seek higher education in management.

Since its founding in 2008, IIBM has produced more than fifteen cohorts of student leaders, each distinguished by a global outlook, who have not only carved out prominent leadership positions in the corporate but also sustain an active alumni network both nationally and internationally. The Institute continues to nurture a culture and environment that reinforce its overarching vision, instilling values that shape character and foster a competitive learning atmosphere, thereby empowering every member of its community to realize their fullest potential.

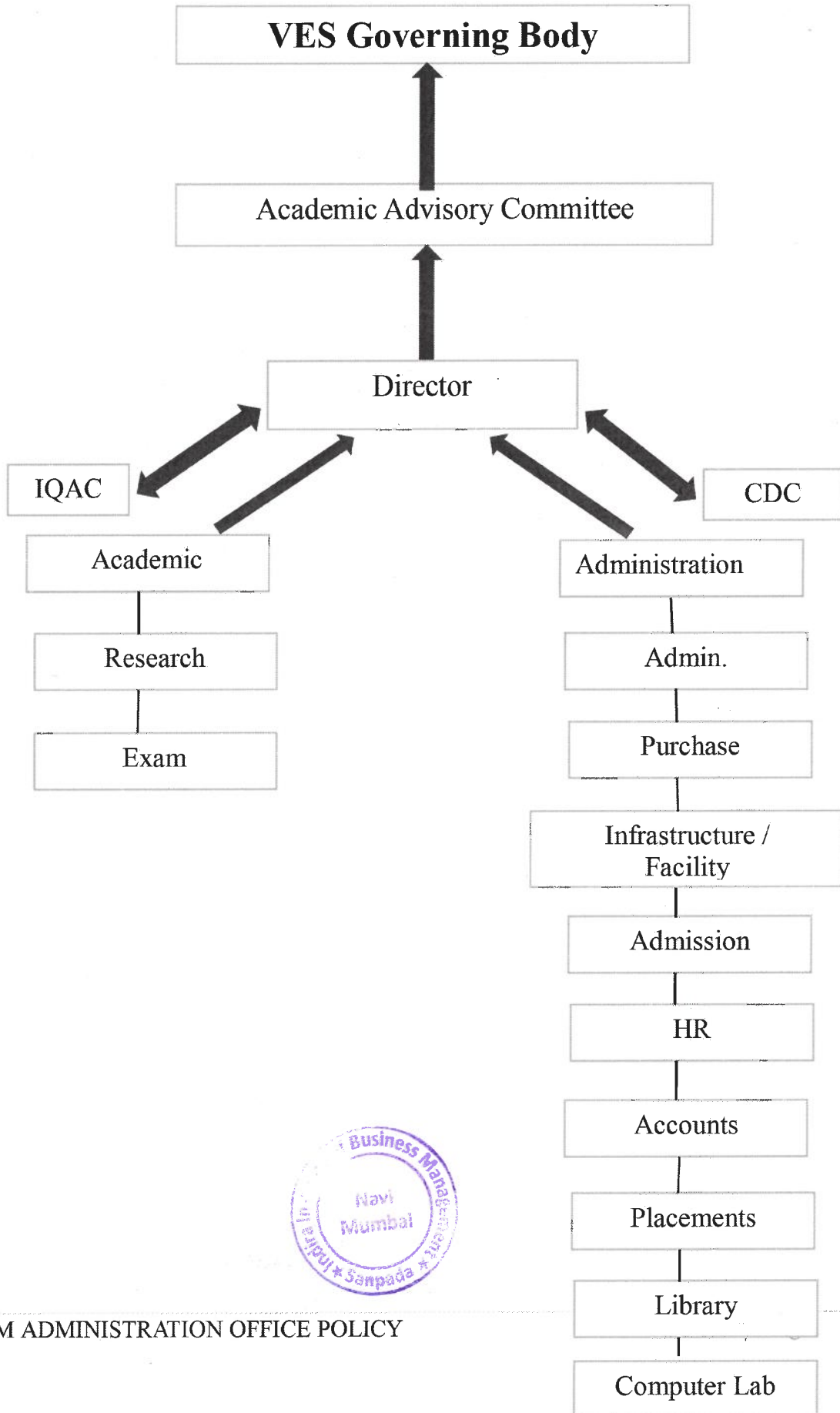
Vision:

To be one of the most preferred Institutes in higher management education.

Mission:

- To provide education that enables students to apply knowledge of management in their respective domains.
- To inculcate and nurture a sense of ethics and values among students.
- To develop managerial, analytical and collaborative skills related to the business environment.

Organogram of IIBM



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This IIBM Administration Office Policy document outlines the principles, guidelines, and operational procedures governing the administrative tasks of the **Master of Management Studies (MMS)** program, affiliated with the **University of Mumbai** and approved by the **AICTE (All India Council for Technical Education)**. The administration of the MMS program plays a critical role in ensuring smooth academic and institutional functioning. This policy is designed to define the administrative structure, responsibilities, and standard operating procedures in line with the University of Mumbai's regulations and institutional best practices. It aims to provide clarity, accountability, and efficiency in administrative functions related to the MMS program.

Section 1: Vision

To establish a transparent, responsive, and effective administrative systems that supports academic excellence, quality assurance, and institutional governance.

Section 2: Objectives

1. To define the administrative framework and reporting structure of the MMS program.
2. To promote efficient academic planning, implementation, and evaluation.
3. To ensure compliance with University of Mumbai, AICTE, DTE, and Government of Maharashtra regulations.
4. To facilitate coordination between various internal departments, committees, and external bodies.
5. To uphold accountability, integrity, and professionalism in all administrative operations.

Section 3: Scope

This policy is applicable to all **academic administrative processes, personnel, and departments** associated with the MMS program, including:

1. Academic Admin.
2. Purchase
3. Infrastructure & Facility



4. Human Resources
5. Admissions
6. HR
7. Accounts
8. Placements
9. Library
10. Comp. Lab.

Section 4: Administrative Structure

A. Director of the Institution

1. Academic and administrative head of the MMS program.
2. Reports to the VES Governing Body.
3. Responsible for overall leadership, compliance, strategic planning, and decision-making.

B. Academic Coordinator / Program Chair

1. Oversees University of Mumbai course curriculum implementation, timetable, and faculty coordination.
2. Monitors teaching-learning processes and feedback.
3. Coordinates with University of Mumbai regarding academic matters.

C. Office Superintendent

1. Supervises admissions, records, and university correspondence.
2. Ensures smooth functioning of office administration and documentation.
3. Supports audit, compliance, and reporting functions.

D. Administrative Support Staff

1. Manage routine office operations, student services, logistics, and communication.
2. Assist in examination, admissions, and documentation.
3. Maintain data and coordinate with statutory and affiliating bodies.



E. Committees for Governance

1. IQAC, CDC, Examination Cell, Admission Committee, Anti-Ragging Committee, Grievance Redressal Cell, etc., for participative management and specialized oversight.

Section 5: Key Functions of Administration

1. **Admissions Management:**
Conducting CAP and Institute-level admissions in compliance with DTE & University norms.
2. **Documentation & Record Keeping:**
Maintaining academic files, attendance records, faculty workload, student data, and institutional reports.
3. **Regulatory Compliance:**
Ensuring timely submission of reports to University of Mumbai, AICTE, DTE, and NBA/NAAC/NIRF.
4. **Examinations & Assessment:**
Coordinating internal assessments, University examinations, result processing, and student support.
5. **HR and Staff Administration:**
Recruitment, appointment, payroll, leave records, performance review, and service rules.
6. **Budgeting & Finance:**
Preparing budgets, managing fees, expenditures, audits, and utilization of funds transparently.
7. **Facility Management:**
Maintenance of classrooms, IT labs, library, hygiene, safety, stock register and other infrastructure.
8. **Communication and Correspondence:**
Timely communication with students, faculty, university, and other stakeholders.

Section 6: Standard Operating Procedures (SOPs)

Each administrative process shall follow documented SOPs to ensure uniformity, quality, and accountability. These include:

1. Admission and registration workflow
2. Internal and university exam procedures
3. Budget approval and financial processing
4. Record management and digitization
5. Committee functioning guidelines
6. Staff induction, on boarding and training protocols

Section 7: Monitoring and Review

1. Periodic internal audits and administrative reviews will be conducted.
2. Stakeholder feedback (students, staff, faculty will be incorporated).
3. Suggestions from **IQAC and CDC** will be considered for continuous improvement.
4. Annual Administrative Report is suggested to be prepared by the Head – Administration or the Office of the Director.

Section 8: Review and Updates

1. The administration policy will be reviewed **every three years** or as required by statutory changes.
2. Revisions will be approved by the **VES Governing Body** in consultation with IQAC and relevant stakeholders.

Section 9: Effective Date

This policy is effective from 1st June, 2019 and applies to all administrative personnel and processes involved in the MMS program under the University of Mumbai.

