



# IIBM ADMIN. POLICY

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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:**

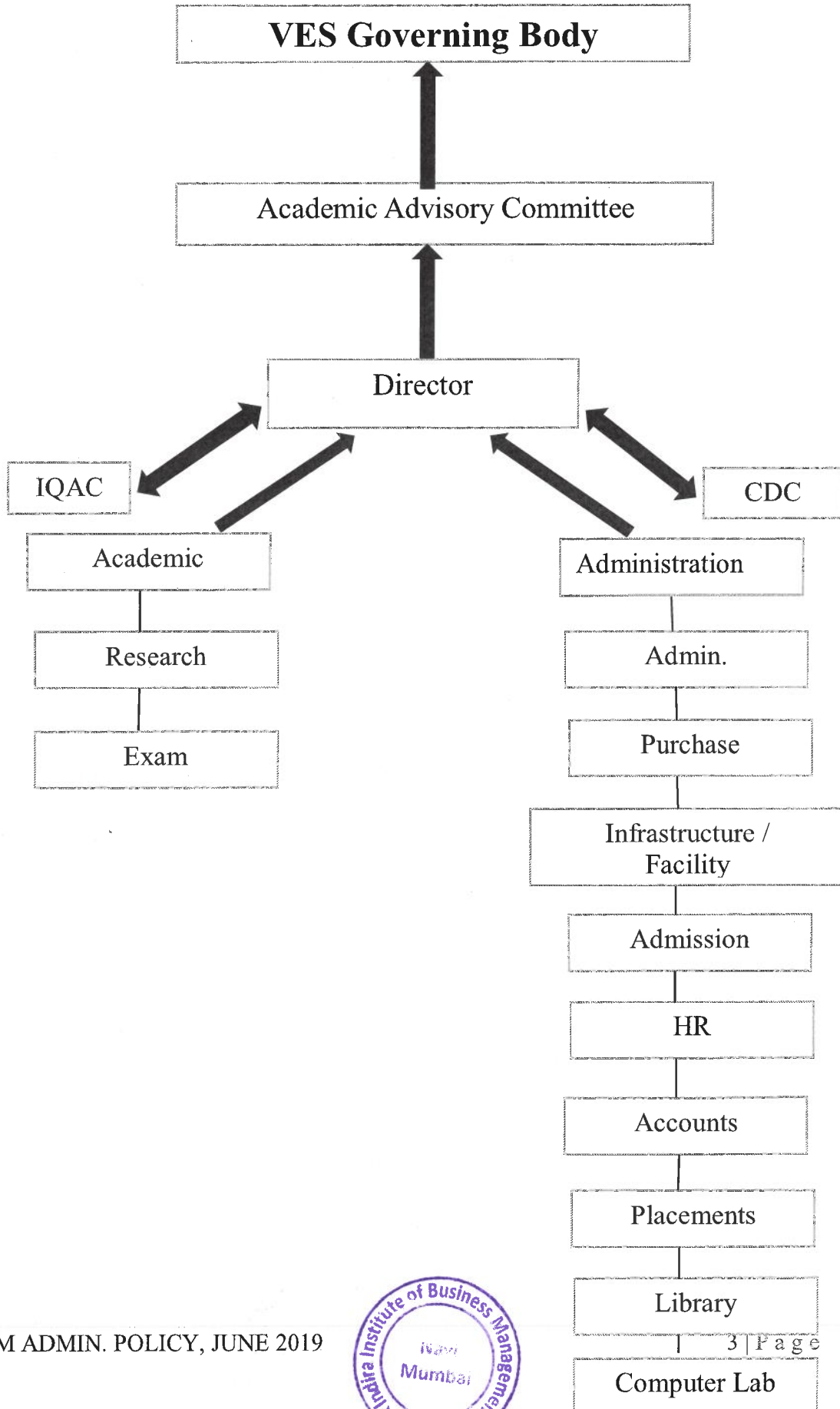
To be one of the most preferred Institutes in higher management education.

### **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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Here is a comprehensive **Admin. Policy** document tailored for the **MMS Program of IIBM Institute**, affiliated to the **University of Mumbai**. This policy outlines the administrative responsibilities around admissions, university coordination, CET Cell, DTE documentation, and student record keeping.

### **Section 1: Purpose**

This Administrative Policy establishes standardized procedures for the management and monitoring of all student-related administrative processes under the MMS program. It ensures regulatory compliance, efficient coordination with the University of Mumbai, CET Cell, and DTE, and proper handling of student admissions and documentation.

### **Section 2: Scope**

This policy applies to the entire administrative team involved in:

1. Student admissions and document verification
2. CAP round monitoring and follow-up
3. University and CET Cell correspondence
4. Data and record keeping for DTE and statutory bodies
5. Ensuring documentation validity and timely verification

### **Section 3: Key Administrative Responsibilities**

#### **3.1 Admission Process Monitoring**

- Regularly track **CAP Round schedules and allotments** published by the CET Cell.
- Maintain daily follow-up with the CET portal during admission season.
- Update admission status dashboards to monitor seat allotment, reporting, and vacancies.
- Coordinate with the MMS Admission Committee to confirm eligibility and seat acceptance.

#### **3.2 Student Document Check and Verification**

1. Ensure a comprehensive **admission file** is created for each student.

2. Required documents include (but are not limited to):
  - a. CET Scorecard & Allotment Letter
  - b. SSC, HSC, and Graduation Mark Sheets
  - c. Degree Certificate / Provisional Certificate
  - d. Caste Certificate, Caste Validity (if applicable)
  - e. Non-Creamy Layer Certificate (where required)
  - f. Nationality/Domicile Certificate
  - g. Gap Certificate (if applicable)
  - h. Aadhaar Card
  - i. Passport-size photographs
  - j. Other documents as required by regulatory bodies.
3. All documents must be **checked for authenticity**, signed by the verification authority, and dated.
4. Maintain a **document verification checklist** for each student with sign-off from the administrative officer / office supritendant.

#### **Section 4: CAP Round & CET Cell Coordination**

1. Monitor and download **CAP Round I, II, III results** and institute-wise allotment lists from the CET Cell portal.
2. Ensure proper **reporting on the portal**, physical reporting of candidates, and issue **Admission Confirmation Letters** post-verification.
3. Communicate with the CET Cell for:
  - a. Vacant seat updates
  - b. CAP round participation confirmation
  - c. Technical issues with portal access or reporting
4. Notify students immediately upon any CAP Round updates via SMS, email, and calls.

#### **Section 5: DTE and University Documentation**

1. Prepare and submit all documents required by **DTE/Maha DBT portal needs** as per the admission audit timelines, including:
  - a. Student Registration Summary



- b. Document Submission Report
  - c. Institute-level Round Summary (if applicable)
2. Maintain a **digital and physical record** of all correspondence with DTE and CET Cell.
  3. Coordinate with DTE for verification of caste, non-creamy layer, and validity certificates when required.

### **Section 6: University of Mumbai Correspondence**

1. Timely submission of:
  - a. Eligibility Forms and Fees
  - b. Enrolment List with document sets
  - c. Bonafide student records for PRN generation
2. Maintain a **University Communication Record Register** for tracking:
  - a. Dispatches and submissions
  - b. Replies received
  - c. Pending issues
3. Coordinate with the University for:
  - a. Eligibility rejections/resolutions
  - b. Transcripts, Degree Certificates and Migration Certificate queries, if any from IIBM Exam office or students
  - c. University circulars and updates relevant to MMS

### **Section 7: Records and Compliance**

1. Maintain separate **Admission Reports** for each academic year, categorized by CAP round and institute-level admission (if any).
2. Ensure data is backed up digitally with access restricted to authorized personnel only.
3. Maintains student individual files and folders related to admissions and academic tenure of two years.
4. Prepare for **audits and visits of regulatory bodies** (DTE, AICTE, University) with:
  - a. Organized documentation
  - b. Ready-to-review admission data



- c. Summary reports on student demographics and category-wise breakups

### **Section 8: Communication and Reporting**

1. Prepare weekly **admission progress reports** for the MMS Program Head and Director.
2. Schedule daily team briefings during admission season to review status, issues, and pending actions.
3. Maintain transparent communication with students and parents regarding procedures, deadlines, and requirements.

### **Section 9: Confidentiality and Integrity**

1. All student data must be handled with confidentiality and in accordance with data protection standards.
2. No document tampering, modification, or misreporting shall be tolerated.
3. Any suspicious or fraudulent documentation must be escalated immediately to the Director.

### **Section 10: Review & Amendments**

This policy shall be reviewed annually by the **Head - Administration in consultation with the Director** and amended as necessary based on:

1. Updates from the CET Cell, DTE, or University of Mumbai
2. Internal audit findings
3. Feedback from stakeholders

