

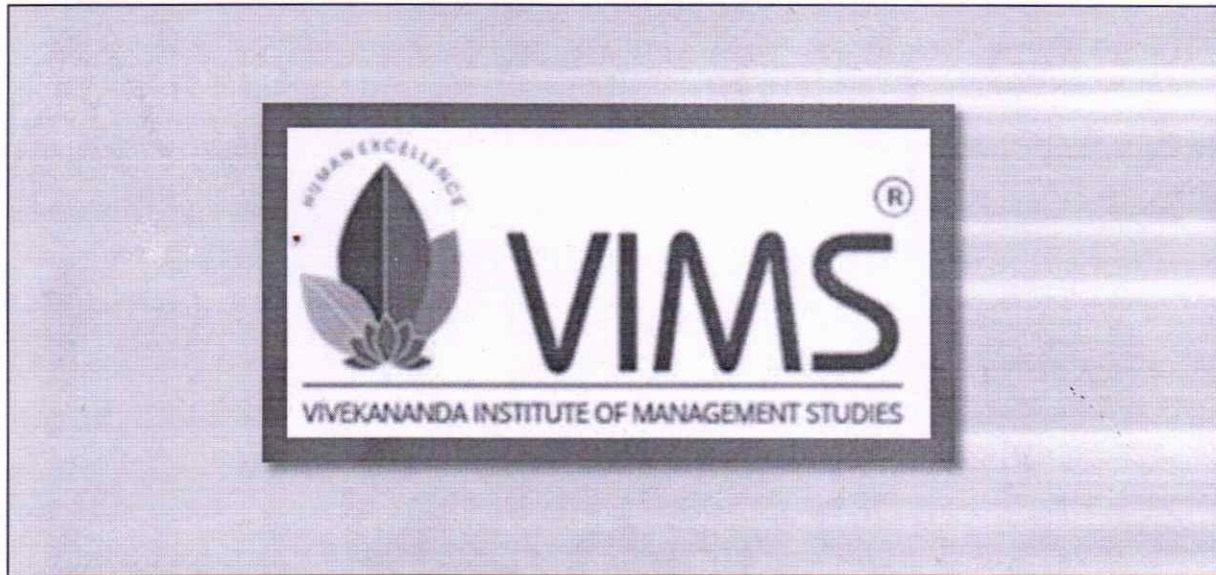


VIMS[®]

VIVEKANANDA INSTITUTE OF MANAGEMENT STUDIES

VIVEKANANDA
INSTITUTE OF MANAGEMENT STUDIES

APPROVED BY AICTE AND PERMANENTLY AFFILIATED TO ANNA UNIVERSITY
(A Stand alone B-School)



VIMS HR POLICY 2023



VIMS – Campus to Corporate, Connect

VIMS HR POLICY

Dr. A. VALARMATHI
DIRECTOR

Vivekananda Institute of Management Studies
SF. No: 143/1A2, Devampalayam,
S.S. Kulam, Coimbatore - 641 107.



About the Institution

VIVEKANANDA INSTITUTE OF MANAGEMENT STUDIES (VIMS) promoted by a group Of professionals in association with the parent organization M/s. Zawawi Powertech Engineering L.L.C., arenowned MNC, operating from Sultanate of Oman with 3500 employees. VIMS is run by Coimbatore Education Foundation, is a highly reputed standalone B-School approved by AICTE New Delhi and Permanently affiliated to Anna University, Chennai, with an avowed goal of achieving human excellence by means of Academic and Allied programs. VIMS is ranked No1 among B Schools in Coimbatore by India Today. VIMS has been Ranked 99th among top B-Schools in India, 76th among the Private B-Schools in India and 29th among South Indian B-Schools by Business World. VIMS B-school prepares the students to fill the quality gap and meet the industry expectations through its Two Years fulltime MBA Program. Methodologies in teaching adopted at VIMS are devised in such a way that the real-world experiences are perfectly simulated in the class-room. The program architecture of VIMS is designed to provide a holistic education in the field of management.

Vision

To become a frontier B-School imparting Knowledge in Management, developing Research Skills and Creating globally competent leaders with social consciousness.

Mission

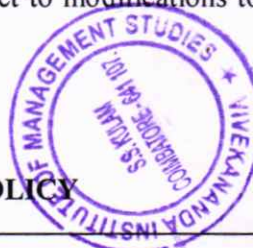
- Foster a learning environment with industry engagement for dissemination of management knowledge to transform young minds in to technically proficient, socially committed and globally competent professionals and entrepreneurs.
- To inculcate professionalism in developing ethical Business Leaders, researchers and business consultants through critical thinking and innovation.

Quality Policy

Vivekananda Institute of Management Studies aims at achieving quality benchmarks in all dimensions of Management Education and ensuring stake-holders' satisfaction by means of a comprehensive and holistic approach, sustained efforts, innovative programmes and involvement of people at all levels.

The preparation, release, and maintenance of this Manual is the responsibility of the Director and approved by the Management. The manual is subject to modifications to reflect changes in the institution from time to time.

VIMS HR POLICY



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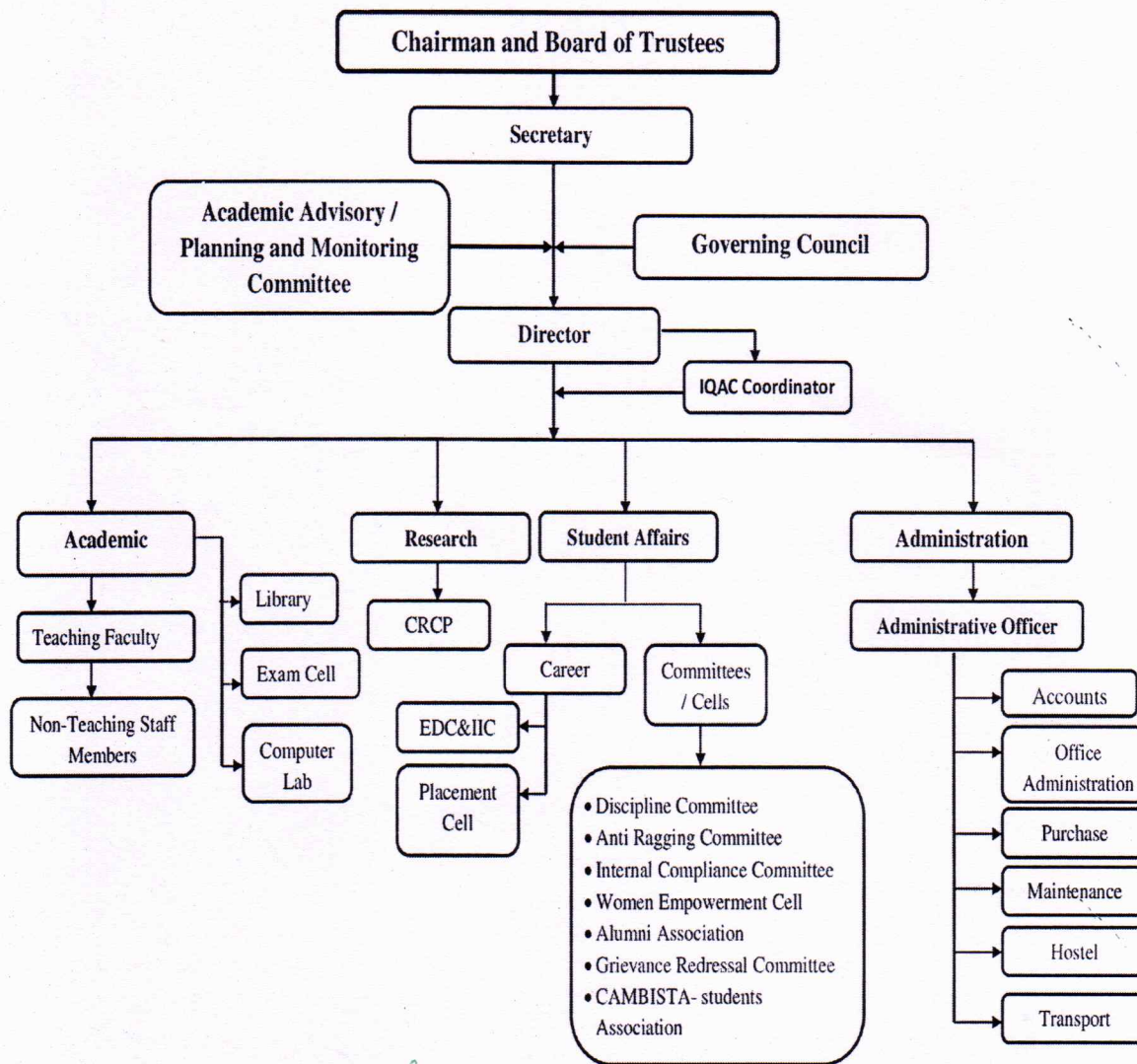


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Organisation Chart



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1. Intimation of Interview– Format
2. Individual Faculty Data Sheet–Format
3. Form of Appointment Letter
4. Form of show cause Notice / Memo
5. Performance Evaluation–Format



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1. RECRUITMENT POLICY

The recruitment and selection of staff is based on UGC, AICTE, ANNA University guidelines and the norms of the institution. The institution strictly adheres to the policy and procedures laid down by the College Management and it ensures transparency in terms of maintenance of files and records.

a. MANPOWER REQUISITION

Manpower Planning is initiated by Administrative Officer by filling the MRF (Manpower Requisition Form). This proposal is duly approved by the Director and Management Trustee.

b. ADVERTISEMENT

Advertisement inviting applications will be released in newspapers identified for the purpose. The advertisements will be given in various job portals to reach the potential candidates.

c. PROCESSING OF APPLICATIONS

- An Adhoc Committee is constituted comprising Senior Faculty for Academic positions or Administrative Officer for Non-Academic Positions with the Director as the Chairman of the committee.
- The committee will shortlist the resumes based on eligibility criteria and compile a consolidated statement of the profile of candidates.

d. INTERVIEW PANEL

An Expert Committee is formed for selection of candidates, which constitutes an Industry Expert or External Academic Expert and Senior Faculty from VIMS.

e. INTERVIEW & SELECTION PROCESS

- Date for Personal Interviews will be fixed as per the convenience of the interview panel members.
- Candidates short listed for test / interview will be sent call letter by an email.
- The candidates will be directed to the venue for test / interview.
- Candidates will fill the application form providing their details
- The interview structure may involve skill test, Class Presentation and personal interview
- Administrative Officer will ensure that after the interview, each of the panel members provide their feedback through evaluation sheet regarding the performance of the candidates.
- Finally Director will conduct personal interview.
- The Director will release an Offer of appointment indicating pay package and service rules for the selected candidates.

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Dr. A. VALARMATHI
DIRECTOR



f. **JOINING PROCEDURE**

1. Acceptance to the offer letter should be submitted by the candidate within one week from the date of issue of offer letter.
2. Collection of primary details in the prescribed form, Faculty Profile.
3. Document of the following certificates and testimonial submitted by the candidate will be verified with the originals.
 - a. Mark sheets from 10th to last qualified exam (educational & professional)
 - b. Passing certificates of exams
 - c. Birth certificate
 - d. Present and Permanent address proof
 - e. Relieving letter and latest salary slip of the last organization served
 - f. Any photo identity proof issued by State / Central Government.
 - g. Two photographs
4. Collection of joining report.
5. Formal introduction to Director and announcement to other faculty.

g. **SALARIES, INCENTIVES POSITIONS AND PAY SCALES**

VIMS believes that it is in the best interest of both the institution and its employees to fairly compensate its workforce for the value of work provided. The Pay Scales of all the faculty is determined as per their cadre in line with the Sixth Pay Commission laid down by the statutory bodies.

Pay Scale of Faculty	
Designation	Pay Scale
Professor	37400-67000+AGP12000
	37400-67000+AGP10000
	37400-67000+AGP9000
Associate professor	37400-67000+AGP10000
	37400-67000+AGP9000
Assistant Professor	37400-67000+AGP9000
	15600-39100+AGP7000
	15600-39100+AGP6000



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DEARNESS ALLOWANCE

- In addition to the basic salary, a monthly dearness shall be extended to Teaching Faculty
- Management can also decide other allowances for Principal, Professor and Special Posts.

Yearly Increment

Increments shall be given to the staff members based on their contributions and results achieved in the University Examinations and based on their Performance Appraisal system. The increments will be announced from the Month of August every year.

h. Payment of Salary

Salary of employees will become due and payable on 7th of next month.

i. Deduction from Salary

Deductions in salary may be made for coming late to work, unauthorized absence, against fines imposed, Provident Fund and Rent etc.

j. IDENTITY CARD

- Every employee will be provided with an identity card indicating the name of the employee, a photograph, and other relevant personal details.
- The employee shall show the Identity Card to the Security guard on duty at the gate or to any person authorized by the Management on this behalf, while entering and coming out of the College, and/or whenever asked for.
- Identity cards are not transferable and should be carried by the employee whenever he/she is on Institute's duty either inside or outside the premises of the Institute.
- Loss of the identity card should be immediately reported so that any possible misuse can be avoided and a replacement card issued.
- Employees are required to surrender their identity cards on leaving the service of the Institute. Surrender of Identity card is a requirement for final settlement of dues.

k. APPOINTMENTS

- The initial appointment for all the positions will be on Probation for a period of one year.
- Selection and compensation of employees shall be made without distinction as to race, sex, or religion.
- Without prejudice to the recruitment of fresh talent at all levels, full regard will be given, at the time of recruitment, to the qualifications and experience of persons already in the service of the Institute for the position.

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2. CODE OF CONDUCT

All employees of VIMS are expected to follow the rules and regulations of the Institute as promulgated and modified from time to time.

[DO'S]-EVERY EMPLOYEE SHALL

1. Maintain absolute integrity at all times.
2. Faculty shall be at the assigned class room at the designated time without fail.
3. Every faculty must take attendance at the beginning of the teaching hour.
4. Every faculty must close the attendance punctually at the end of the hour / month.
5. A faculty finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action (reporting to the Director / taking corrective action).
6. Every staff member shall attend to all institutional functions and carryout responsibilities assigned by deploying best of their skills and attention.
7. Faculty member shall not receive gifts /cash from students or their parents.
8. Teachers shall maintain a respectable work conduct in terms of preparing course material.
9. Preparing teaching aids / tools.
10. Meticulous planning and maintenance of course files
11. Following course plan without any backlog.
12. Proper maintenance of log books
13. Getting course files and log book assigned periodically by Director
14. Evaluation of students assignments promptly.
15. Evaluating Test /Examination Papers.
16. Ensuring cleanliness of classrooms and labs.
17. Maintain absolute devotion to duty at all times.
18. Maintain independence and impartiality in the discharge of duties.
19. Maintain a responsible and decent standard of conduct in private life.
20. Render prompt and courteous service to the public.
21. Observe proper decorum on and off the workplace.
22. Promptly report to superiors, civil/criminal procedures against him/her, if any, in a Court of Law and the circumstances connected therewith.
23. Maintain political neutrality in their official dealings involving the Institute.
24. All faculty are required to inform and get approval from Director and inform to IQAC before making speeches and presentations in public seminars and conferences mentioning Date and venue of the Seminars /Conferences, Purpose and theme of the Seminars / Conferences and Name of the Organizing institution/ organisation of the program

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[DON'TS] NO EMPLOYEE SHALL

1. Indulge in acts detrimental to the interest of VIMS.
2. Associate himself / herself with any banned organizations.
3. Join any association or demonstration whose objects or activities are prejudicial to the interest of the sovereignty and integrity of India, public order or morality.
4. Lend money to or borrow money from or deposit money as a member or agent, with any person he/she is likely to have official dealings.
5. Indulge in any act of Sexual Harassment of any kind at workplace.
6. Willful in subordination or disobedience, whether alone or in combination with others to any lawful and reasonable order of a supervisor.
7. Theft, or dishonesty in connection with the Institutes' activities or property.
8. Willful damage to or loss of the Institute's goods or property.
9. Taking or giving bribes or any illegal gratification.
10. Habitual late attendance.
11. Habitual breach of any law applicable at the Institute.
12. Habitual negligence or neglect of work.
13. Frequent repetition of any misconduct or omission.
14. Striking work or inducing others to strike work.
15. Drunkenness or riotous or disorderly or indecent behaviour in the premises of the Institute or outside such premises where such behavior is related to or connected with the employment.
16. Smoking within the premises of the Office or other place of work, where it is prohibited.
11. Collection of money without the permission of the Director, of any money is strictly to be avoided.
12. Sleeping while on duty.
13. Willful and prolonged absence from duty without reasonable cause.
14. Assaulting or abusing or insulting any of the officers or employees of the Institute within the premises of office or other place of work or outside.
15. Writing of anonymous letter criticizing the Management or any other authority or employee of the Institute.
16. Spreading false rumors or giving false information which tend to bring the Management into disrepute.

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17. Interference in the work of other employees.
18. Approaching higher authorities direct or through other persons for promotion or any other personal favour or gain except through proper channel.
19. An employee, without the written permission of Director be engaged directly or indirectly in any trade, business or occupation or any other remunerative commitment.
20. Take office files and documents, books and other property belonging to VIMS correlating to VIMS's affairs outside the Institute premises unless he/she is authorized by the Institute to do so.
21. Except in the ordinary course of his / her duties, disclose any secrets and other information concerning the operations of the Institute.
22. Communicate to public papers, journals, pamphlets or leaflets at any time, any information or documents relating to the Institute except with prior approval of the Director.

Dress Code / Uniform:

All the faculty members must wear overcoat uniform, while taking the classes / conducting lab/attending Examinations related duties. The Male faculty members have to wear full pants and shirts tucked in with tie and formal shoes. The Female faculty members have to wear Saree or Churidar with properly pinned thupattas.

3. ORIENTATION AND TRAINING

- The new incumbents are inducted to be familiarized to the people, process and practices in order to orient them towards the work culture of VIMS.
- To make them familiar with the other co staff members, the new recruits are introduced by the Director to all the members of the Institution at a gathering.
- The new faculty members are given orientation to the structure and functioning of VIMS. They are given training on preparation of Outcome Based Teaching and Learning plan by introducing the Program objectives and outcomes, Course objectives and outcomes, setting Learning outcome for every class, Blooms Taxonomy for setting question papers and measurement of outcome achievement of every student.
- They are given training on how to adopt different teaching methodologies to have effective engagement of the students in every class.

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- VIMS strongly believes that continuous updation of knowledge and technology is essential for every employee. To meet this need, the Institution encourages the everyone to participate in FDP (Faculty Development Program)/ Skill training programs/ Seminars for the benefit of its employees and also lends support for attending in other reputed institutions.

4. PERFORMANCE APPRAISAL

The performance appraisal executed at VIMS is timely, fair, and consistent. Performance management has been an effective tool in the development of human resources in the institution. It focuses on improving upon the individual performance and thus achieve effectiveness of the institution. 360 degree appraisal method is adopted at VIMS.

1. The process of performance appraisal starts with the exercise of distribution of Performance appraisal forms to the employees every year during June or July.
2. Employees who have completed a minimum one year of service are identified for performance review.
3. The appraisal aims at documenting
 - The nature of work done,
 - Quality of work done,
 - Outstanding contribution made,
 - Conditions under which various tasks have been performed,
 - Suggestions for improvements and
 - Developmental needs.
4. Performance evaluation forms are written annually. AO will send the appraisal forms to the Director.
5. The Performance evaluation forms shall comprise of self-appraisal form (to be filled in by the appraisee). The appraiser evaluation should be written by the Director for faculty and AO for Administrative staff members.

Assessment	Score
Self Appraisal	10 points
Students Feedback	10 points
Peer review(assessed By Three members)	30 points
Experts Review(2 x15)	30 points
Director's review	20 Points

6. The assessment must be made on performance and behaviour on the job, which requires specific facts to be recorded before arriving at a quantitative appraisal of the employee.



Handwritten signature

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7. The Director may make recommendations regarding priorities based on the performance of the person.
8. The recommendations will be implemented based on the approval of the Management Trustee.
9. The students also provide feedback for every faculty member on their class handling and support given to students.
10. Peer assessment is also collected for appraising every individual.

5. PROMOTION

Promotion is on the basis of performance evaluation combined with the length of experience and qualification as per norms..

6. RETENTION

Since performance based evaluation is the underlying principle of Promotion Policy of VIMS, the evaluation process is designed in such a way that it is measured against objective parameters such as academics, continuous learning and standards with equitable weightages as depicted in the evaluation format as well as subjective parameters. The performance evaluation takes place once in a year, usually at the end of each academic year. An employee is eligible for retention in the same cadre only when he/ she fulfills the norms specified against that cadre in performance evaluation.

7. TERMINATION

Resignation

A staff will be at liberty to tender his/her resignation from the services of VIMS in compliance with the conditions as laid down in the order of Appointment. Normally, a circular will be issued during December every year, advising the staff members to indicate whether they intend to continue in the services of the college or not for the next academic year. The staffs who express their unwillingness to continue will be discharged from duty at the end of the academic year after they complete the work, assigned to them.

Separation

If a staff intends to resign from the services of the college, the following conditions would apply:

- The employee has to request in writing well in advance of his/her intention to resign from the services at college to the Director.
- The employee has to give either three months' notice in lieu thereof and he/she will be relieved from the services of the college, subject to the acceptance of their resignation by the Director.

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- The employee shall not be granted any leave except casual leave during the notice period.
- On acceptance of resignation, the employee will be required to hand over charge as directed by the Director which includes handing over of all official Documents,
- Records, Library books, Project details including funded project details, Room, Table, shelves and keys before collecting the No Dues certificate from all concerned departments prior to release in a prescribed format.
- The employee has to fill up the Provident Fund forms before his/her release, for settlement of dues.
- All properties of the College should be returned in proper condition to the Director for the issuance of Reliving Order.

The Director will arrange an Exit interview with the staff after the acceptance of his/her resignation with a view to obtain a feedback. All staff leaving the services of the College will be issued a Service Certificate on the date of relief. The Management reserves the right to terminate the services of any employee at any time without giving prior notice and without assigning any reason thereto.

8. WELFARE MEASURES/AWARDS

To recognize the services of a Staff in the College, the Management offers cash rewards as below:

- As per norms, HRA and EPFs are contributed
- Share in Consultancy fees is as per AICTE norms.
- 50% College fee concession to the wards of Faculty members with more than 5 years of service at VIMS and 100% College fee concession to wards of faculty with above 10 years in our institution.
- A financial support of Rs.10,000 for the marriage function of the siblings or son or daughter of the employees of VIMS who have completed atleast two years of service at VIMS will be provided.
- Employee's Group Insurance.
- Management Provide 50% concession on Bus facility to the staff members.
- Management offers Free Mess facilities to the staff members
- Incentive for faculties Completing Ph.D. in Management by Rs.10000/- (applicable for employees working at VIMS for more than 2 years.
- Free Medical Check-up for Faculty
- Gifts are given to all teaching and non-teaching staff Members for New Year and Diwali Celebrations.

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FINANCIAL ASSISTANCE FOR PUBLICATION / PARTICIPATION:

- **Consultancy Projects:** Suitable incentive will be granted to the person who takes the consultancy project from an industry/research organization as per AICTE norms.
 - As institutional development is a product of developed faculty and student groups, the institution extends its effort in this direction and offers incentives of faculty, some of which are listed below

Conference/Workshop/ FDP	Category	Sponsor Amount
Publication of papers in National/ International Conference / Participation in Workshop or conference/ FDP	Faculty	Registration Fees

Journal Index	Assistance
UGC Care List	Publication fees
Scopus Indexed Journals	Publication fees

Medical Facilities

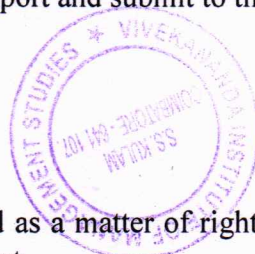
The College will organize free health checkups in the campus in a year in which all the staff are allowed to avail the facility.

Residential Accommodation:

Residence facility at campus will be provided to the staff members. Allotment of rooms will be on the basis of availability and first-cum-first served basis. For availing campus accommodation, the individual should give an application along with a copy of Appointment Order/Joining Report and submit to the Director for approval.

**1. LEAVE Policy
General Conditions**

- Leave shall not be claimed as a matter of right and the granting or leave shall be the privilege of the Management.
- A staff shall not normally be absent himself / herself from his/her duties without prior permission from Director.
- Leave letter is to be submitted in advance and approval must be obtained prior to availing the leave.



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- In case of absence on Medical grounds, intimation should be sent to the Director within 12 hours of start of medical attention.

Casual Leave

- All employees are eligible for 12 days of casual leave per year at 1day per month during the Academic Year from 1st July to 31st June.
- Carryover of unavailed CL is permissible but not encashed and transferred.

Permission

- One hour Permission is permitted twice in a month on different dates.
- If the number of permissions exceeds more than two in a month, it shall be considered as half a day CL / LoP.

Leave on Loss of Pay (LoP)

- Any Unauthorized Leave availed in excess of the prescribed limit shall be deemed to be Leave on Loss of Pay (LoP). If such absence extends to more than 2 days at a stretch Management has the right to either call for explanation/or to terminate the services.
- Before availing leave, an alternate arrangement must be made.
- If employee has no CL at his/her credit and if both the preceding and succeeding days of the holidays are Leave on Loss of Pay, then all intervening declared holidays and Sundays will also be treated as Leave on Loss of Pay.

Maternity Leave Rules

A woman employee of the College, who has completed at least one year of continuous and satisfactory service, after the completion of the probationary period, is eligible for Maternity Leave (ML) for a maximum of 90 (Ninety) days, subject to prior approval of the Director. However, she will not be entitled to any salary during the maternity leave.

On Duty (OD)

- On Duty (OD) will be granted when the members of Staff are required to go out on official duties or to participate in Seminars, Conferences, Consultancy, and University related work, etc. as approved by the Director. When the members of staff go for examination related work, OD will be regulated as per the college norms.
- Granting OD to a faculty should not affect the regular classes in any way. The Designated Authority. should ensure that the classes of the faculty who is on OD are properly substituted.

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- Based on the proceedings of the Enquiry, depending on the proved irregularities / acts of misconduct, the Director shall decide on the quantum of punishment, as listed below.

The following punishments may be imposed upon existence of sufficient proof.

- Fine
- withholding increments/promotions
- Recovery from pay, the whole or a part of financial loss caused to the College.
- Suspension
- Termination

12. GRIEVANCES REDRESSAL


- The college has a Grievances Redressal cell to redress the grievances of Staff members.
- The Director shall announce the constitution of the Committee and the names of the members at the beginning of every academic year.
- Any teaching and non teaching staff having a grievance shall make a representation to the Committee.
- The grievances shall be looked into immediately by the Committee.
- A member of the Committee shall record and maintain the minutes of the meeting of the Committee.

13. RETIREMENT

Any employee shall be permitted to retire from the services of the institute on the last day of the month, in respect of non-academic staff on completion of **sixty years** of age and in respect of academic staff on completion of **sixty five** years of age. Provided that the academic staff shall be permitted to retire on the last day of that academic year with the approval of Director.



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ANNEXURE

Dr. A. Valarmathi, MBA., Ph.D.

Director

VIMS/ADM/12/

Date:

Mr./Ms./Dr

Sub: Staff selection for the academic year– 2023–2024– reg.

Ref: Your application for the post of Assistant Professor / Associate Professor / Professor

With reference to your application for the post of Assistant Professor / Associate Professor / Professor in the department of **Management Studies** of our College, you are requested to report for an interview at 9.00 a.m. on ____ in the College premises at Coimbatore – 641107 along with the following documents.

1. All original certificates (qualification and experience)
2. Copy of all certificates–1set
3. Passport size photo–2Nos.
4. Resume
5. Proof for last drawn salary

You are requested to come prepared for delivering a Lecture for about 10 minutes.

No TA, DA will be provided for attending the interview.

No alternate date will be given for interview.

Thank you



Dr. A. VALARMATHI
DIRECTOR

Vivekananda Institute of Management Studies
SF. No: 143/1A2, Devampalayam,
S.S. Kulam, Coimbatore - 641 107.

VIMS HR POLICY



VIMS[®]

VIVEKANANDA
INSTITUTE OF MANAGEMENT STUDIES
APPROVED BY AICTE AND PERMANENTLY AFFILIATED TO ANNA UNIVERSITY
(A Stand alone B-School)



Dr. A. Valarmathi, MBA., Ph.D.

Director

VIMS/ADM/12/

Date:

To
Mr/Ms.

Respected Sir / Madam,

Sub: Recruitment of Non-Teaching Staff-reg.

Ref: Your Application for the post of_____.

With reference to your application, you are requested to attend an Interview for the above mentioned post at 9.00a.m.on_____at Vivekananda Institute of Management Studies, Coimbatore, along with the following documents:

1. All original certificates (qualification and experience)
2. Copy of all certificates-1set
3. Passport size photo-2Nos.
4. Proof for last drawn salary

Thank You

Director



VIMS HR POLICY

Dr. A. VALARMATHI
DIRECTOR
Vivekananda Institute of Management Studies
SF. No: 143/1A2, Devampalayam,
S.S. Kulam, Coimbatore - 641 107.



FORM OF SHOW CAUSE NOTICE/MEMO

DATE:

To:

You have been in our employment since..... and are currently working as.....in.....Dept.

It has been reported against you that on_____at_____you have_____. The act as alleged above, if proved, would constitute misconduct on your part, warranting a punishment.

You are hereby required to show cause in writing within 48 hours of receipt here of, failing which it will be presumed that you have nothing to offer by way of explanation and action as deemed fit will be initiated accordingly.

Director



Dr. A. VALARMATHI
DIRECTOR
Vivekananda Institute of Management Studies
SF. No: 143/1A2, Devampalayam,
S.S. Kulam, Coimbatore - 641 107.



VIMS
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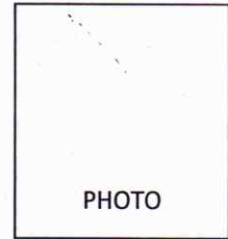
APPLICATION FORM (TEACHING)

Post Applied For:-Professor/Associate Professor/Assistant Professor

1) **Name in Full (INBLOCKLETTERS)**

Name: _____

Address for Correspondence: _____



E-mail Id:-

Mobile No.:

2) **Date of Birth:**

3) **Age:**

4) **Academic qualification: (Enclose Attested Photocopies of the certificates)**

Sr. No.	Name of degree	Name of University	Month & Year of Passing	Class Obtained	Marks %
1	Ph.D.				
2	MBA Equivalent				
3	Under Graduate				
4	Any Other				

5) **Total Experience :-**

1) Teaching:-

2) Industrial / Research:-

6) **Area of Specialization:** _____



Dr. A. VALARMATHI
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7) **Number of Publications:-**

- a) Conference----- National:----- International-----
b) Journals----- National:----- International-----

8) **Achievements /Awards:** _____

9) **Present Salary:-Rs.** _____

10) **Time required for Joining:-** _____

11) **Any other information relevant the post:**

References: (Name, Designation, Name of the Organisation, Contact Details)

1.

2.

I hereby certify that the information given above is true, complete and correct to the best of knowledge and belief and if any of the information is found false, I will be personally responsible for the consequences arising thereby.

Place:

Signature:

Date:

FOR OFFICE USE ONLY

Scrutinized by:

Remark

Date:-

Name: _____



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Signature

Dr. A. VALARMATHI
DIRECTOR

Vivekananda Institute of Management Studies
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