



**DAYANANDA SAGAR
BUSINESS SCHOOL**



Realising the Dream

DAYANANDA SAGAR BUSINESS SCHOOL (DSBS)

Policy Handbook Document

Process Flowcharts

Leadership and Governance

MGVP Trust Leadership (Chairman & Vice-Chairman)



Board of Governors (BoG) constituted per AICTE norms (15 members)



MGVP Trust nominees (6, incl. Chairperson & Member Secretary)

AICTE & Govt. of Karnataka nominees (Ex-officio)

Faculty representatives (2: Professor + Asst./Assoc. Professor)



Director, DSBS — Member Secretary of the Board



BoG functions: strategic direction, policy guidance, financial & academic oversight



Vision, Mission & Quality Policy articulated



Participative governance → transparency, accountability, institutional growth

Financial Management System

Objectives: Fair mobilisation, allocation & transparent accounting

Student Admission Fee

Govt. / Non-Govt. agency funds

Philanthropic grants

Fee fixation: dept. input → Director approval → MGVP approval → published

Finance resource allocation (bottom-up demand, top-down apportionment)

Accounts Receivable (tuition, project & grant funds)

Accounts Payable (recurring & non-recurring: proposal → approval → disbursement)

Internal Audit (twice a year)

External Audit (annual, CA-certified)

Audited & approved accounts published for stakeholders' perusal

Administrative Management System

MGVP's rich institutional administrative experience

Transparent, guided, decentralised governance policy at DSBS

Students

Staff

**Statutory regulating
agencies**

Parents & society

**Officers empowered with commensurate authority
(Admission, Academic, Admin, Financial)**

Body text for this chapter is a brief overview only (Section 6); no detailed sub-process is specified.

STUDENT RESOURCE MANAGEMENT SYSTEM



Human Resource Management System

Code of Conduct: purpose — professionalism, fairness & institutional reputation



General principles: respect, diversity, teamwork, no bullying/harassment



Professional & ethical responsibility: integrity, academic freedom, safe workplace



Non-compliance: warning → suspension → reduced privileges → termination

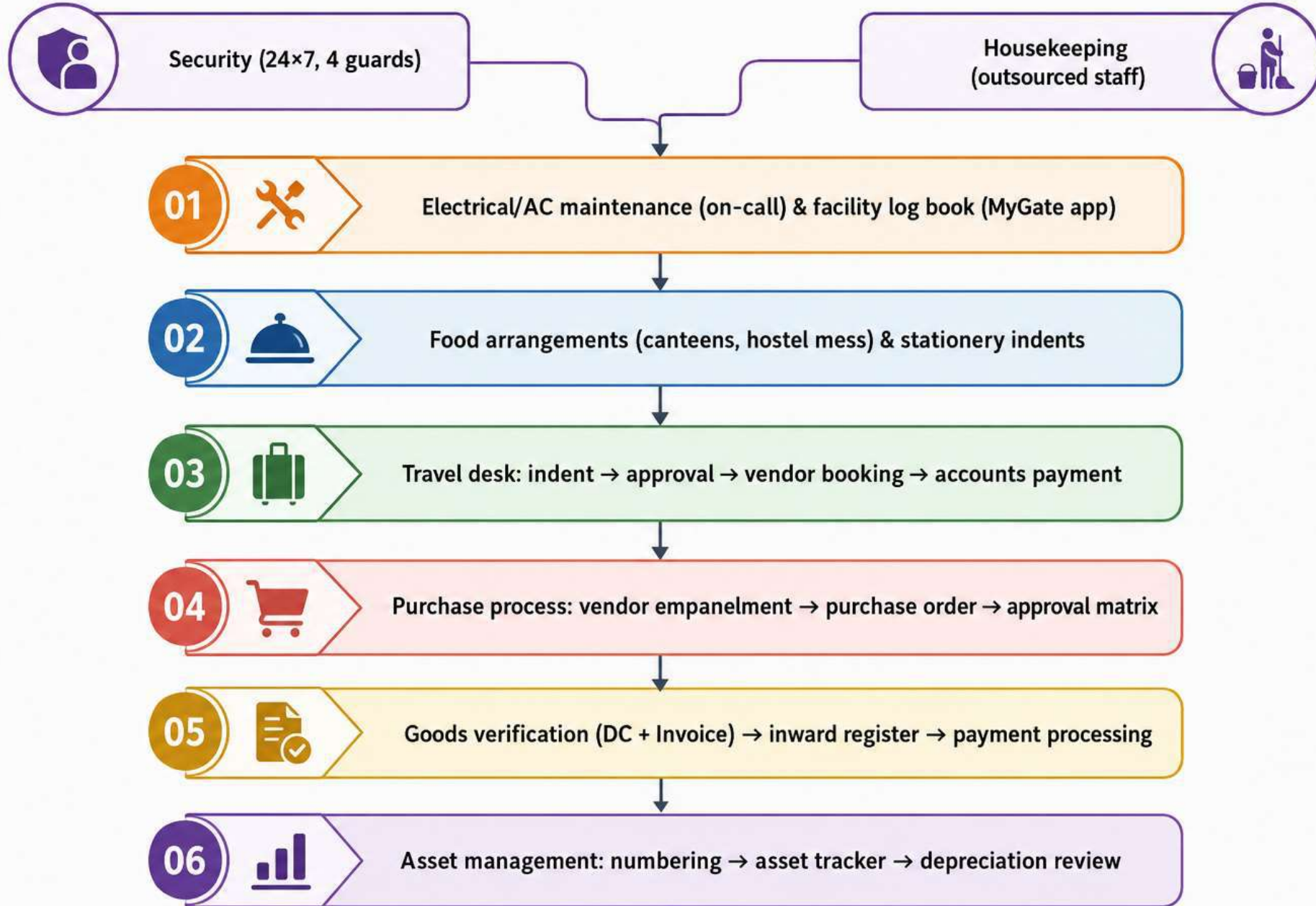


Monitoring Committee (5 members; Director as Chairperson; 2-year term)



Functions: monitor compliance, review policy, train, resolve complaints fairly

ADMIN MANAGEMENT SYSTEM



Academics Management System

Attendance: minimum 75% required in every course

$\geq 75\%$ → eligible for TEE

$< 75\%$ → not eligible, reappear

Evaluation: CCE (50 marks) + TEE (100 marks, scaled to 50)

CCE components: mid-term, presentations, projects, MCQs, research paper etc.

Eligibility for TEE: CCE ≥ 25 , attendance $\geq 75\%$, dues cleared

CCE ≥ 25 & TEE ≥ 25 → PASS

CCE ≥ 25 & TEE < 25 → FAIL (Re-exam)

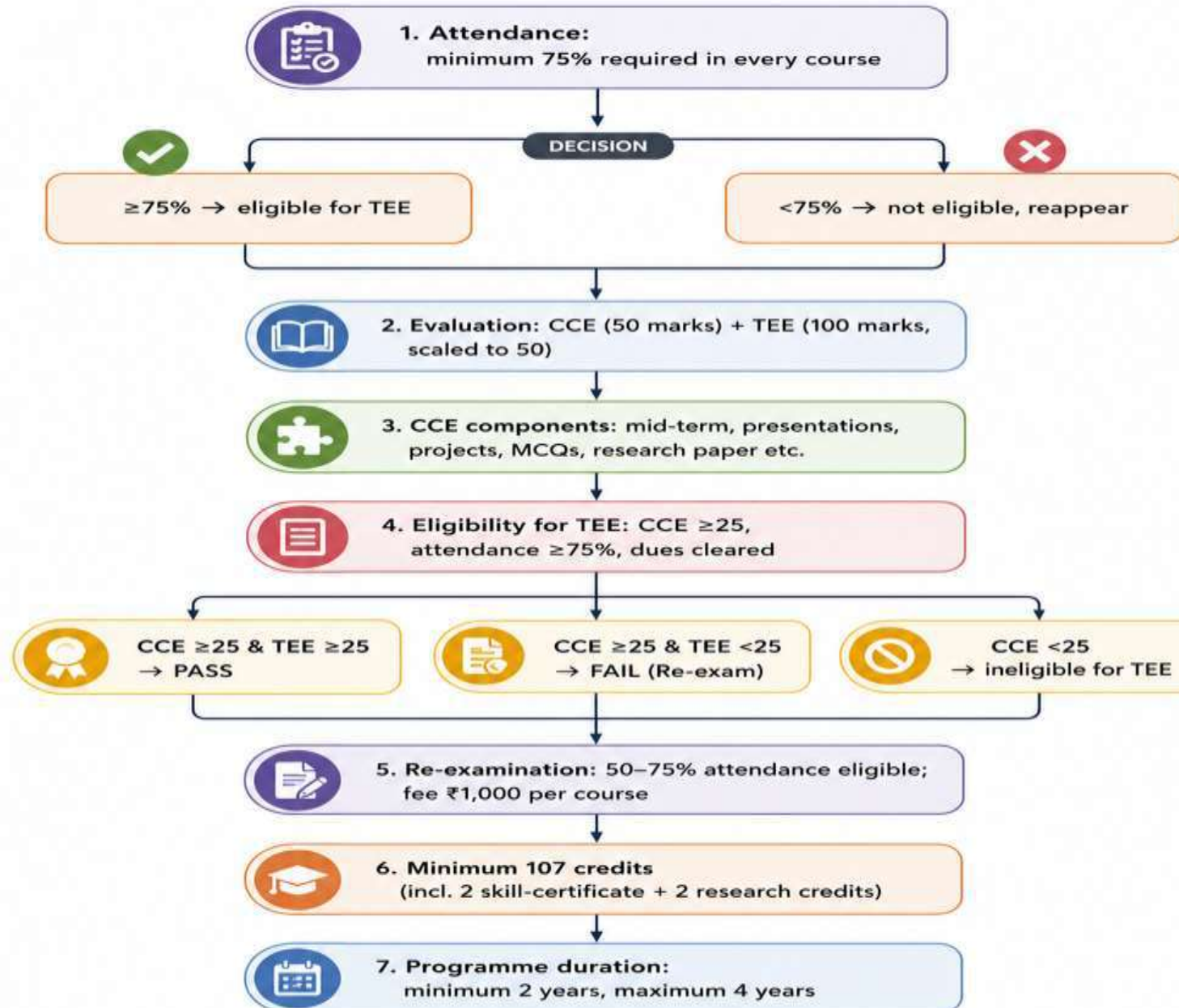
CCE < 25 → ineligible for TEE

Re-examination: 50–75% attendance eligible; fee ₹1,000 per course

Minimum 107 credits (incl. 2 skill-certificate + 2 research credits)

Programme duration: minimum 2 years, maximum 4 years

ACADEMICS MANAGEMENT SYSTEM



Research & Scholarly Activity Management System

Objective: motivate faculty toward quality research output

Mandatory: DSBS affiliation on every publication / output

Research publications (WoS/ABDC ₹25,000; Scopus ₹10,000)

Books & book chapters (₹15,000/₹10,000/₹5,000; ₹2,500 per chapter)

Patents (₹50,000, max 1/year)

Copyrights (₹2,500 each)

Conference presentations (max 1 international + 5 national/state per year)

Awards & recognitions (National ₹5,000 / International ₹10,000)

Best Faculty Award (₹25,000 — annual, multi-criteria selection)

Budget: "Training, Research & IPR Grants"

Industry Relation & Extension Management System

Purpose: bridge management theory & corporate practice



Industry-infused curriculum via Industry Advisory Board (IAB), 10–20% co-delivery



Structured corporate internships: 12-week SIP with joint faculty–industry reviews

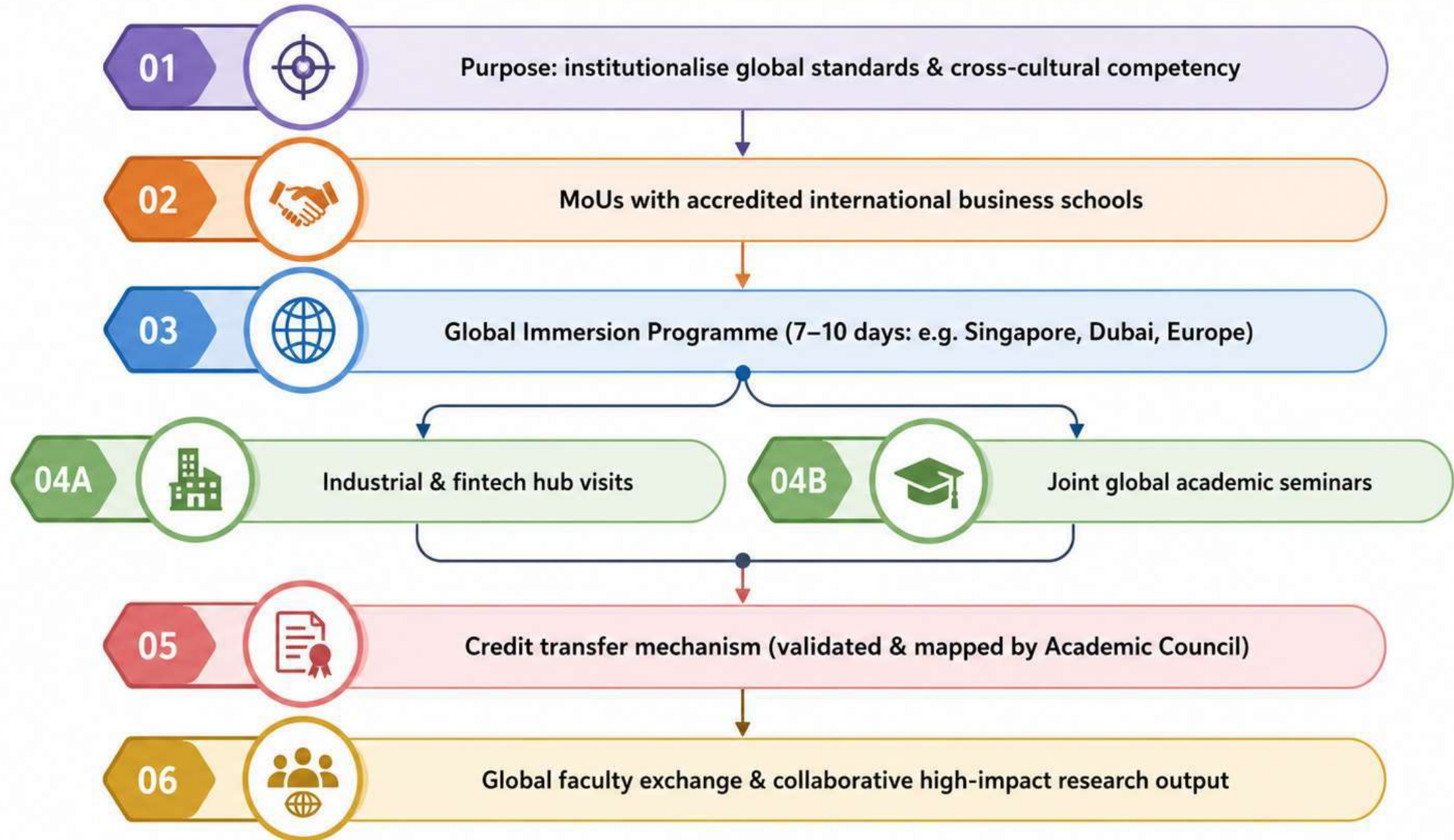


Executive education: MDPs & consultancy (Board-approved revenue-sharing model)



Community extension: outreach programmes & socio-economic field studies

International Collaboration Management System



Training, Placement & Career Support System



Career Progression Cell (reports to Director)



CSR Pre-Admission



Alumni



**Incubation &
Entrepreneurship Cell**

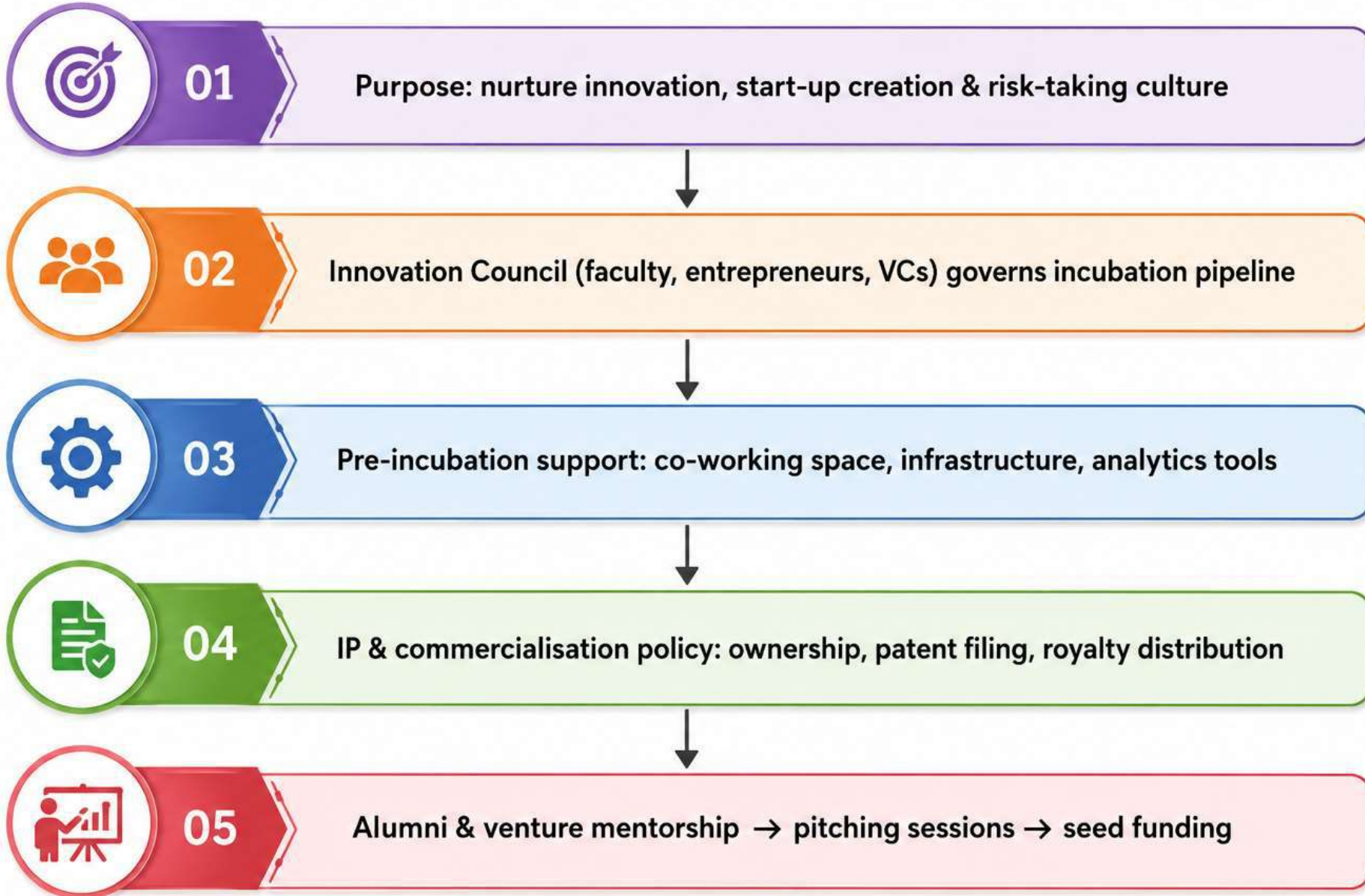


Placement Team



Student Placement Committee (SPC)

Incubation & Entrepreneurship Management System



Infrastructure Management System

Purpose: optimal allocation, maintenance & upgrading of infrastructure

Academic resources: annual audit of classrooms/labs against student intake

Library & e-resource policy: Scopus, databases, annual dedicated budget

IT & digital infrastructure: Wi-Fi, LMS, security audit every 3 years

Campus Maintenance Committee: logbooks, emergency repairs, routine upkeep

Green Campus Management System

01



Purpose: sustainable development & eco-friendly campus practices

02



Energy conservation: LED lighting, smart climate control, solar power expansion

03



Waste management: source segregation, zero-plastic initiative, e-waste recycling

04



Water harvesting: rainwater structures & recycled greywater for landscaping

05



Green audits: biennial certified environmental, energy & green audits

Safety & Security Management System

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graph TD; A[Safety & Security Management System] --> B[Purpose: secure, resilient environment for students, faculty, staff & visitors]; B --> C[Surveillance & access control: 24x7 CCTV, visitor logs, ID verification]; C --> D[Emergency preparedness: fire detection systems, semester-wise evacuation drills]; D --> E[Internal Complaints Committee (ICC)]; D --> F[Anti-Ragging Committee]; D --> G[Grievance Redressal Cell]; E --> H[Health & medical assistance: on-campus first-aid + tertiary hospital tie-up]; F --> H; G --> H;
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Anti-Ragging Committee

Grievance Redressal Cell

Health & medical assistance: on-campus first-aid + tertiary hospital tie-up

Statutory Compliance Management System

Purpose: absolute adherence to state, national & apex regulatory frameworks



Regulatory approvals: annual EoA filing, programme disclosures, intake declarations



Academic governance compliance: BoG & Academic Council records maintained

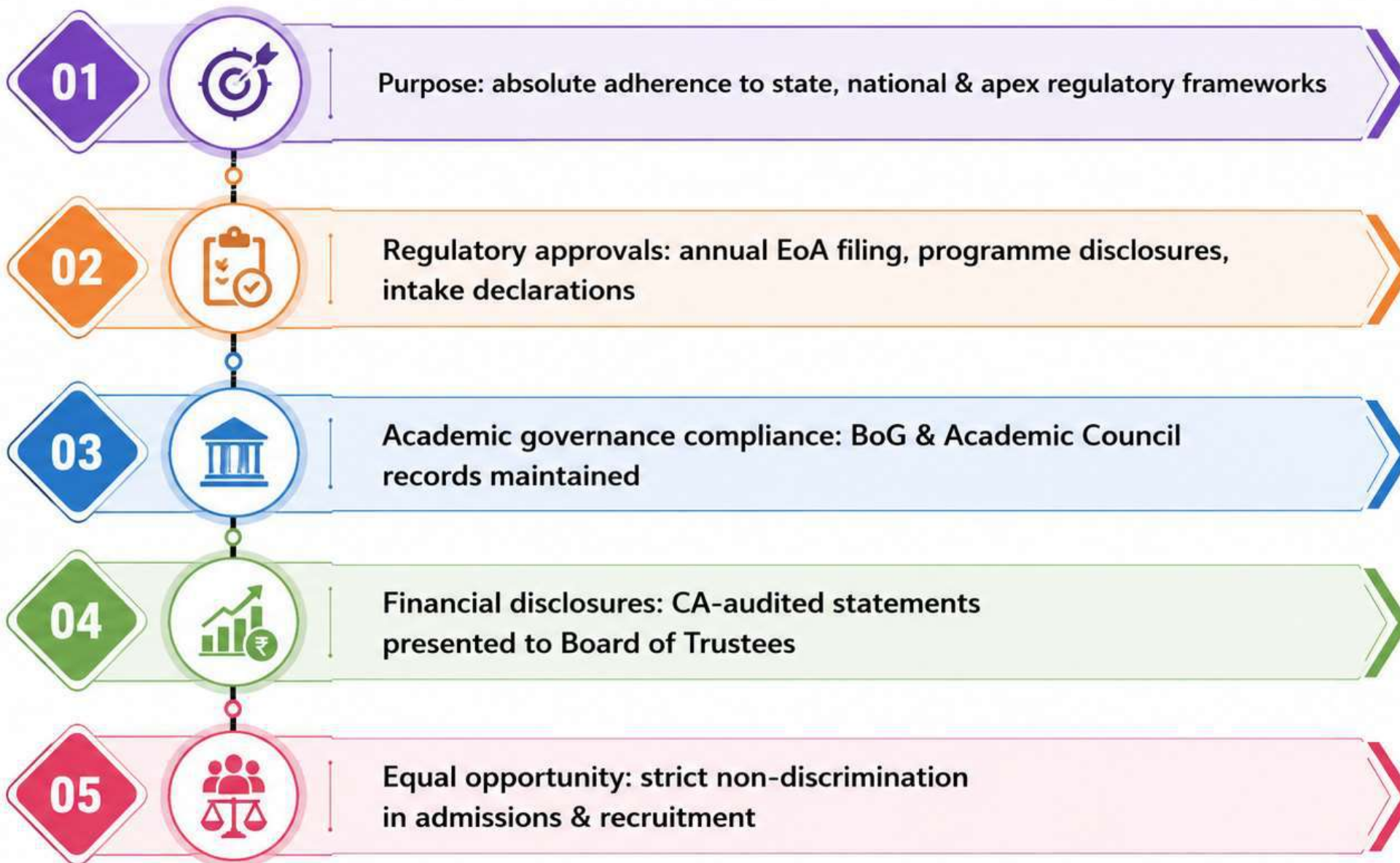


Financial disclosures: CA-audited statements presented to Board of Trustees



Equal opportunity: strict non-discrimination in admissions & recruitment

Statutory Compliance Management System



Privacy Disclosure Policy

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graph TD; A[Privacy Disclosure Policy] --> B[Purpose: safeguard stakeholders' personal, academic & financial data]; B --> C[Data collection: explicit consent for admissions, tracking & statutory reporting]; C --> D[Data security: role-based access control (RBAC) on ERP & local servers]; D --> E[Third-party sharing: restricted, only per statutory mandate or verified need]; E --> F[Stakeholder rights: review, request correction, verify data retention status];
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