# DAYANANDA SAGAR BUSINESS SCHOOL

## POST GRADUATE DIPLOMA IN MANAGEMENT (PGDM)

**(AICTE APPROVED, MINISTRY OF EDUCATION GOVERNMENT OF INDIA, NEW DELHI)**

# STATUTES

DAYANANDA SAGAR BUSINESS SCHOOL

*Realising the Dream*

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# CHAPTER I

# GENERAL PROVISIONS

## 1.0 Title

These Statutes shall be known as the **Statutes** of the **Dayananda Sagar Business School (DSBS)**, Bengaluru.

## DEFINITIONS

## 2.0 Structural Definitions

In these Statutes, unless the context otherwise requires, the following terms shall have the meanings assigned to them below:

- Statute: A specific governance rule, provision, or amendment enacted by the Board of Governors for the internal administration of DSBS.
- All India Council for Technical Education (AICTE): The statutory national body established under the AICTE Act, 1987, responsible for the proper planning and coordinated development of technical and management education across India.
- Government: The Government of Karnataka (GoK) at the state level, or the Government of India (GoI) at the union level, as applicable.
- Sponsoring Body / Trust: The Mahatma Gandhi Vidya Peetha (MGVP) Trust, Bengaluru
- Chairman (MGVP Trust): Dr. D. Hemachandra Sagar, the head of the sponsoring trust.
- Vice-Chairman (MGVP Trust) / Chairman (Governing Council): Dr. D. Premachandra Sagar
- Joint Secretary: Ms. Tintisha Sagar, holding an oversight position in the structure.
- Board of Governors (BoG) / Governing Council / BOG/BOM: The apex policy-making and executive authority of DSBS, constituted in compliance with AICTE norms.
- Academic Council (AC) / Academic Council / BOS: The Principal Academic Body of the Business School, responsible for maintaining curriculum standards, educational delivery, and evaluation frameworks, ensuring alignment with AICTE guidelines.
- Director: The Chief Executive and Academic Head of DSBS, appointed by the Sponsoring Trust.

- Academic Staff / Faculty: Individuals engaged in imparting instruction, administering management programs, or supervising research at DSBS. This includes Professors, Associate Professors, Assistant Professors, Professors of Practice, and Adjunct Faculty.
- Academic Unit: An institutional subdivision such as a Department, Specialization Area (e.g., Finance, Marketing, Human Resources, Business Analytics), Research Centre, or Cell designated by the Board of Governors.
- Academic Year: A period of 12 consecutive months, normally divided into Trimesters or Semesters as specified by the Academic Advisory Council, commencing in June/July of each calendar year or as determined by the Board of Governors.
- Academics-Chair Program Office: The division responsible for the oversight of academic programs and delivery.
- Authorities: The functional governing bodies of DSBS specified under Chapter II of the Statutes.
- Business School / Institution / Dayananda Sagar Business School (DSBS): The entity located at Shavige Malleshwara Hills, Kumaraswamy Layout, Bengaluru.
- Campus: The physical infrastructure and land footprint maintained by DSBS at Shavige Malleshwara Hills, Kumaraswamy Layout, Bengaluru.
- Career Progression Cell: A unit focused on student development, industry interface, and employment placement.
- Chair Administration (Registrar) / Chief Administrative Officer (CAO): The executive officer appointed to look after general administration, legal compliance, and operational workflow of the Business School.
- Chair Admissions & Branding: The department tasked with institutional branding and the recruitment of students.
- Chair Research Cell: The body dedicated to academic research and dissemination through the Research Team and Publication Team.
- COE; The Controller of Examination managing the examination and evaluation processes.
- Contract: A formal, legally binding written agreement executed between DSBS (represented by its authorized signatory) and an individual or external entity.
- Convocation: The annual graduation ceremony where the PGDM, Fellowships, and other institutional academic distinctions or medals are formally conferred.
- Degree: The Post Graduate Diploma in Management (PGDM) or Fellow Programme in Management (FPM) awarded by DSBS under the approval and regulations of the AICTE.

- Finance Committee: The principal advisory body on financial planning, auditing, and resource allocation at DSBS.
- Finance Officer: The officer designated to manage the financial accounts, budgeting, and fiscal reporting of the Business School.
- Financial Year: The 12-month accounting cycle commencing on the 1st of April and concluding on the 31st of March of the subsequent year.
- Infrastructure / Maintenance: Teams supporting the physical campus and daily operations**.**
- IQAC Cell (Internal Quality Assurance Cell): The cell responsible for compliance and quality standards regarding AICTE, NBA, NIRF, NAAC, and other accreditations.
- Knowledge Centre (Library): The facility for academic resources and learning materials.
- Program Manager: The person acts as a strategic bridge between the institution's vision and its operational execution.
- Research Associates: Often working within a Research Cell or assisting in admission/academic data analysis focus on analytical and supportive tasks.
- Trimesters: The trimester system divides the academic year into three distinct, intensive blocks of study, offering a fast-paced and focused learning experience.
- Trimester End Examination (TEE): Every trimester generally consists of approximately 12 weeks of teaching followed by examinations.

## Vision

- To be a globally recognised institution fostering excellence in knowledge, skills, values and innovation to develop responsible leaders & entrepreneurs.

## Mission

- To nurture disciplined, innovative and socially responsible leaders & entrepreneurs by translating their dreams into realities for social & global impact.

### Quality Policy

At DSBS, we identify, meet and delight the internal and external stakeholders by institutionalizing the best global practices and mitigating risks.

- We nurture and mould industry-ready professionals with effective communication and ethical values.
- We provide thought leadership in management education, an open and performance-driven culture by objective and by building capacity and competencies through the

institutionalizing systems, procedures and processes, to foster learning and innovation.

### 2.1 Interpretation Guardrails

- Unless explicitly provided otherwise, words and expressions used here shall remain in complete harmony with the AICTE Approval Process Handbook guidelines.
- Words in the singular shall include the plural and vice versa, as the context demands.
- Words denoting any gender shall include all genders without bias or exclusion.

## COMMENCEMENT

### 3.0 Date of Effect

These Statutes shall come into force immediately upon their formal adoption by a majority vote of the Board of Governors (BoG) and subsequent notification by the Sponsoring Trust.

## LOCATIONS

### 4.0 Registered Office

The official registered office of the institution shall be:

**Dayananda Sagar Business School (DSBS)**
Building No. 15, Shavige Malleshwara Hills,
Kumaraswamy Layout, Bengaluru – 560 111,
Karnataka, India.

### 4.1 Campus

The institutional operations, classrooms, libraries, computer labs, and residential hostels shall be run at the designated campus infrastructure situated at Building No. 15, Shavige Malleshwara Hills, Kumaraswamy Layout, Bengaluru – 560 078, Karnataka, India.

# CHAPTER II

# DSBS GOVERNANCE & INSTITUTIONAL AUTHORITIES

### 5.0 Statutory Authorities

To ensure transparency, accountability, and seamless institutional progress matching AICTE and Government of India, Ministry of Education, DSBS shall be governed through the following corporate and academic authorities:

1. **The Board of Governors (BoG)** *(Apex Policy & Governing Authority)*
2. **The Academic Council (AC)** *(Academic & Curricular Authority)*
3. **The Research and Innovation Council (RIC)** *(Research, Publishing & Consultancy Authority)*
4. **The Finance Committee** *(Budgetary & Audit Control Authority)*
5. **The Infrastructure and Campus Management Cell** *(Facilities & Assets Authority)*
6. **COE (Controller of Examinations):** (*Managing the examination and evaluation processes)*

## THE BOARD OF GOVERNORS (BoG)

### 6.0 Composition of the Board

The Board of Governors of DSBS shall be structured strictly in accordance with the guidelines prescribed by the AICTE for standalone autonomous management institutions:

| Sl. No. | Category / Source | Status on Board |
|---|---|---|
| 1. | Chairman nominated by the Government/Registered Trust/Society/Company | Chairperson |
| 2. | Two to five Members (Industrialist/Technologist/Educationist) nominated by the Registered Trust/Society/Company | Members |
| 3. | Nominee of the All India Council for Technical Education (Ex-officio) | Member |
| 4. | Nominee of the State Government/UT (Ex-officio) | Member |

| | | |
|---|---|---|
| 5. | An Industrialist/Technologist/Educationist from the Region nominated by the State Government/UT | Member |
| 6. | Two Faculty members nominated from amongst Regular Staff (one Professor, one Associate/Assistant Professor) | Members |
| 7. | Principal/Director of the concerned Technical Institution | Member Secretary |

**Notes on Composition:**

- Total Membership: The Governing Body must have at least eleven members.
- Trust Representation: The Registered Trust/Society/Company nominates six members, including the Chairman and the Member Secretary.
- Flexibility: The number of members may be increased by adding nominees from the registered society and educationists from the region, provided the total number of members does not exceed 21.

### 6.1 Terms of Office

- The tenure for all nominated or chosen members (excluding ex-officio members) shall be **three (3) years** from the date of the constitution of the Board. Members are eligible for re-nomination.
- If a non-ex-officio member absents themselves from **three consecutive meetings** of the BoG without prior written application for leave of absence, their seat shall be declared vacant by the Chairperson.

### 6.2 Temporary Vacancies

Any casual or unexpected vacancy occurring on the Board due to resignation, death, or disqualification shall be filled by a fresh nomination from the respective appointing category. The newly inducted member shall serve for the remainder of the original term.

### 6.3 Powers and Responsibilities of the BoG

The Board of Governors serves as the principal executive, financial, and policy-making hub of DSBS. It possesses the following absolute powers:

- **Strategic Planning:** To define and monitor the core vision, mission, and long-term milestones of the Business School, AICTE regulations/extensions.
- **Financial Sanctions:** To review, alter, and approve the Annual Capital and Operational Budgets, institutional cash flows, and audited financial statement declarations.
- **Statutory Updates:** To enact, modify, or completely repeal operational Statutes, Service Rules, and Code of Conduct parameters for faculty and students.

- **Infrastructure & Resource Management:** To create, rename, merge, or close specific academic tracks, research units, and skill infrastructure on recommendation from the lower committees.
- **External Controls:** To appoint the Statutory Financial Auditors of DSBS and nominate executive representatives to interface with regulatory frameworks.

### 6.4 Notice, Quorum, and Conduct of Meetings

- **Frequency:** The BoG shall meet at least **two (2) times** within every financial year.
- **Notice Period:** A minimum of **fourteen (14) clear days' notice** via printed or verified digital transmission shall be given to members, with the official agenda dispatched at least **three (3) days** prior to the meeting date.
- **Quorum:** The mandatory quorum for a valid meeting requires **at least three (3) members** to be physically or virtually present. This headcount must include either the Chairperson or an authorized representative from the Sponsoring Trust.
- **Decisions & Casting Vote:** All policy choices shall be resolved through a simple majority vote of the members present. In the event of a tie, the Chairperson shall exercise an additional **casting vote**.
- **Resolution by Circulation:** In cases of extreme administrative urgency, a resolution passed by circulating the papers digitally among all Board members shall have the same effect as a physical vote, provided a clear majority records approval. This must be formally ratified at the immediate next physical meeting.
- **Digital Attendance:** Members may participate in meetings via authorized high-definition video conferencing, web-based communication tools, or hybrid setups.

## THE ACADEMIC ADVISORY COUNCIL (AAC)

### 7.0 Role and Responsibility

The Academic Advisory Council (AAC) is the primary engine behind the Outcome-Based Education (OBE) framework, curriculum development, and quality parameters at DSBS. It ensures that the PGDM modules match global industry needs.

[Industry Needs & Tech Transformation] -> [Academic Advisory Council] -> [Outcome-Based Curriculum (OBE)]

### 7.1 Composition of the Academic Advisory Council

The council consists of a balance of internal faculty heads and top-tier external experts:

| Sl. No. | Designation in Council | Source / Affiliation |
|---|---|---|
| 1 | **Chairman** | The Director of DSBS |
| 2 | **Convener** | A Senior Faculty Member / Dean of Academics |
| 3-4 | **Members** | Two Internal Specialization Area Chairpersons |
| 5 | **External Member** | One Industry Leader (Human Resources / Talent Acquisition) |
| 6 | **External Member** | One Technology / Digital Transformation Executive |
| 7 | **External Member** | One Senior Academician from an IIM / Top-Tier B-School |
| 8 | **External Member** | One Management Research & Innovation Expert |
| 9 | **External Member** | One Quality Assurance Specialist |
| 10 | **Alumni Member** | One Prominent Alumnus holding an Executive Corporate Position |
| 11 | **Student Member** | One Elected Student Representative (Non-voting observer status) |

### 7.2 Powers of the AAC

- **Curriculum Revision:** To design, upgrade, and modify course syllabi across all trimesters, embedding emerging concepts such as AI in business analytics, digital marketing pipelines, and fintech models.
- **Accreditation Alignment:** To establish and review Program Educational Objectives (PEOs) and ensure rigorous mapping of Course Outcomes (COs).
- **Evaluation Quality:** To prescribe guidelines for continuous internal evaluations, trimester examinations, case-study grading scales, and the appointment of external examiners.
- **Admissions Parameters:** To lay down qualitative assessment scores (cut-offs for CAT/XAT/MAT/CMAT, group discussion scores, and interview rubrics) for incoming intakes.
- **Committees Framework:** To form functional sub-committees like the Board of Studies (BoS) or Internal Quality Assurance Cell (IQAC).
- **Meetings & Quorum:** The AAC shall meet at least **three (3) times a year**. The operational quorum requires **nine (9) members** to be present.

## THE RESEARCH AND INNOVATION COUNCIL (RIC)

### 8.0 Purpose and Intent

The Research and Innovation Council (RIC) coordinates and drives academic output, industry consulting assignments, and entrepreneurial initiatives at DSBS. It aims to maximize institutional indexing performance across Scopus, Web of Science, and ABDC listings.

### 8.1 Composition

- **Director of DSBS** – *Chairperson*
- **Dean / Head of Research** – *Member Secretary*
- **Three Internal Faculty Members** with high publishing metrics – *Members*
- **Two External Experts** drawn from leading corporate research cells or national incubation ecosystems – *Members*

### 8.2 Powers and Responsibilities of the RIC

- **Research Policy Creation:** To frame rules governing seed-funding grants for faculty, research publication incentives, and anti-plagiarism guidelines.
- **Corporate Consultancy Framework:** To layout terms and revenue-sharing mechanisms for corporate Management Development Programmes (MDPs) and industry consulting briefs.
- **Incubation Setup:** To supervise the institutional startup incubator, driving compliance with the National Innovation and Startup Policy (NISP).
- **Collaborative MoUs:** To vet and recommend institutional tie-ups with global business schools and corporate research groups.
- **Meetings:** The RIC shall meet at least **three (3) times every financial year**. The minimum quorum requires **seven (7) members** to be present.

## THE FINANCE COMMITTEE

### 9.0 Purpose and Oversight

The Finance Committee serves as the principal advisory block for maintaining fiscal discipline, budgeting, and optimizing resources at DSBS.

### 9.1 Composition

1. **The Joint Secretary of the Sponsoring Trust (MGVP)** – *Chairperson*
2. **The Director of DSBS** – *Member*

3. **One Financial Expert Nominated by the Sponsoring Trust** – *Member*
4. **One Representative from the Board of Governors** – *Member*
5. **The Finance Officer of DSBS** – *Member Secretary*

**9.2 Powers and Responsibilities**

- **Budget Scrutiny:** To examine, adjust, and cross-verify the comprehensive annual budget estimates before presenting them to the BoG.
- **Resource Mobilization:** To frame actionable guidelines for secure fund mobilization through corporate training, research grants, and endowment chairs.
- **Audit Management:** To track and resolve internal and external audit observations, checking compliance with tax frameworks and accounting standards.
- **Investment Strategy:** To manage surplus cash deployment across low-risk institutional banking setups.
- **Meetings:** The Finance Committee shall meet at least **three (3) times a year**. A minimum of **three (3) members** (including the Trust representative) must be present to form a valid quorum.

**THE INFRASTRUCTURE AND CAMPUS MANAGEMENT CELL**

**10.0 Purpose and Oversight**

This cell is responsible for scaling, maintaining, and reviewing the physical environment, classrooms, smart-labs, and safety setups at DSBS

**(Infrastructure and Learning Resources)**.

**10.1 Composition**

- **The Joint Secretary of the Trust / Designated Trust Engineer** – *Chairperson*
- **The Director of DSBS** – *Member*
- **Two Administrative Officers / Facility Managers** – *Members*
- **The Finance Officer of DSBS** – *Member*
- **The Learning Resource Centre (Library) Head** – *Invited Member*

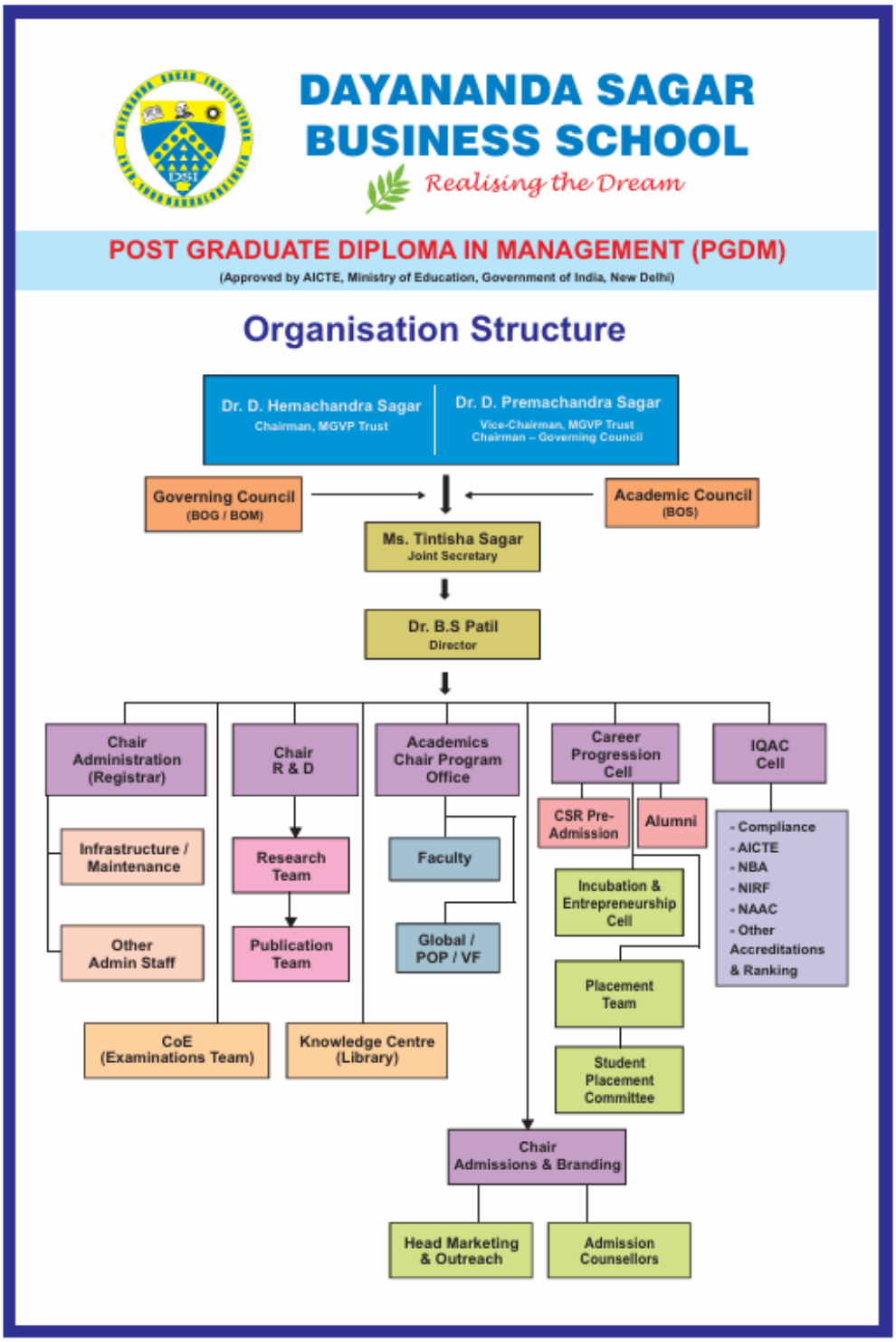
**10.2 Powers and Functional Track**

- **Asset Care:** To organize systematic maintenance cycles for smart classrooms, server hubs, dynamic Bloomberg labs, and library resources.
- **Expansion Planning:** To evaluate architectural and technical blueprints for any physical extension, tech up-gradation, or sports infrastructure development.

- **Regulatory Inspections:** To verify that the institutional built-up area, barrier-free access provisions, and safety layouts comply with AICTE specifications.
- **Tenure & Openings:** The nominated components shall enjoy an active tenure of **three (3) years**. The cell shall present an annual status report directly to the Institutional Management Committee.

# CHAPTER III

# DSBS ORGANISATION STRUCTURE



## INSTITUTIONAL GOVERNANCE & OFFICERS OF THE BUSINESS SCHOOL

**11.0 The following are the Authorities and Officers of the Business School:**

**I. Authorities of the Institution:**

1. The Board of Governors (BoG) *(Statutory Apex Body as per AICTE Norms)*
2. The Academic Advisory Council (AAC)
3. The Internal Quality Assurance Cell (IQAC)

**II. Officers of the Institution:**

1. The Chairperson (Board of Governors)
2. The Director *(Principal Executive & Academic Officer)*
3. The Chairpersons of Academic Programmes (PGDM)
4. The Registrar / Chief Administrative Officer (CAO)
5. The Finance Officer / Chief Financial Officer (CFO)
6. The Controller of Examinations (CoE)

## THE BOARD OF GOVERNORS (BoG)

**11.1** The Sponsoring Trust/Society shall constitute the Board of Governors. The total membership shall not exceed 15 members and shall feature the following mandatory composition:

1. **Chairperson:** The Chairman of the Trust / or an eminent industrialist, corporate leader, or academician nominated by the Sponsoring Trust.
2. **Trust Nominees:** Two to five members nominated by the Sponsoring Trust.
3. **Academic Experts:** Two nominees who are eminent academicians in Management Education.
4. **Industry Experts:** Two nominees from corporate/industry sectors of national repute.
5. **AICTE Nominee:** An ex-officio Regional Officer of AICTE or an academician nominated by AICTE.
6. **State Government Nominee:** An ex-officio Director of Technical Education or an nominee of the State Government.
7. **Faculty Representatives:** Two full-time faculty members (one Professor and one Associate/Assistant Professor) of the institution on rotation.
8. **Member Secretary:** The Director of the Business School (Ex-officio).

**11.2 Powers and Responsibilities of the BoG:**

1. To serve as the ultimate authority on institutional policy, financial allocation, capital deployment, and strategic development.
2. To review, ratify, and monitor the institution's Vision, Mission, Strategic Plans, and Annual Budgets.
3. To approve the institution's human resource policies, service rules, pay scales, and performance appraisal systems in accordance with AICTE scales.
4. To ensure that minutes of the BoG meetings are regularly maintained and uploaded to the institutional website as mandated by AICTE guidelines.

## THE CHAIRPERSON (BOARD OF GOVERNORS)

**11.3** The Chairperson shall hold office for a period of three (3) years, which may be extended by the Sponsoring Trust.
**11.4** The Chairperson shall preside over all meetings of the Board of Governors, Academic Convocations, and any apex selection panels.
**11.5** The Chairperson shall provide pre-approval for institutional policy mandates, standard annual operating budget proposals before their presentation to the Board, and the appointment of the Director.

## THE DIRECTOR

**11.6** The Director shall be appointed by the Sponsoring Trust on the recommendations of a Search-cum-Selection Committee, meeting all qualification requirements prescribed by the AICTE.
**11.7** The Director shall be a full-time salaried, principal academic and executive officer of the Business School.
**11.8** The Director shall hold office for a tenure of up to five (5) years, renewable by the BoG based on performance and institutional parameters.
**11.9 Powers, Duties, and Responsibilities:**

1. To manage and supervise the daily academic, administrative, and corporate outreach operations of the Business School.
2. To serve as the primary link between the institution, regulatory frameworks (AICTE), accreditation bodies
3. , and external stakeholders.
4. To constitute specialized institutional committees (such as the Anti-Ragging Committee, Grievance Redressal Committee, Internal Complaints Committee, Admissions, and Corporate Relations) as prescribed by AICTE regulations.
5. To deploy resources towards the achievement of Program Educational Objectives (PEOs) and Program Outcomes (POs).

## THE ACADEMIC ADVISORY COUNCIL (AAC) & QUALITY ASSURANCE BODIES

**11.10** The Business School shall establish an Academic Advisory Council (AAC), chaired by the Director, comprising senior faculty members, external management experts, and industry partners.

1. The AAC is responsible for designing, reviewing, and updating the PGDM curriculum to keep it aligned with industry changes, ensuring compliance with the AICTE Model Curriculum.
2. The AAC shall ratify course structures, evaluation parameters, and programmatic changes before execution.

**11.11 Internal Quality Assurance Cell (IQAC) & Program Assessment Committee (PAC):**

1. The Director shall institute an IQAC and a PAC to monitor continuous quality improvement.

2. These bodies are mandated to map, measure, and analyze the attainment of Course Outcomes (COs), Program Outcomes (POs), and Program Educational Objectives (PEOs) required for accreditation.
3. They shall conduct periodic academic and administrative audits to maintain institutional standards.

## CHAIRPERSONS OF ACADEMIC PROGRAMMES

**11.12** The Director shall appoint Program Chairpersons (e.g., Chairperson - PGDM, Chairperson - Research & FPM, Chairperson - Executive Education, Chairperson - Corporate Relations & Placements) from among the full-time senior professors of the institution.
**11.13** The tenure of a Program Chairperson shall normally be two (2) years, rotational in nature.
**11.14 Powers and Responsibilities:**

1. To ensure regular curriculum delivery, plan timetables, manage course allocations, and oversee student attendance and continuous internal evaluations.
2. To drive the **Assurance of Learning (AoL)** process within their respect areas, compiling direct and indirect assessment data for outcome attainment analysis.

## THE REGISTRAR / CHIEF ADMINISTRATIVE OFFICER (CAO)

**11.15** The Registrar/CAO shall be appointed by the Director with the prior written approval of the Chairperson of the BoG.
**11.16** The Registrar/CAO shall be a whole-time salaried administrative officer of the Business School with a tenure of three (3) years, subject to renewal.
**11.17 Powers and Responsibilities:**

1. **Custodian of Records:** Shall be the legal custodian of all official institution records, common seal, regulatory files (AICTE), student registries, and staff service books.
2. **Statutory Liaison:** Responsible for executing all compliance-related filings, maintaining institutional disclosure formats on the public website, and handling legal correspondence on behalf of the Business School.

## THE FINANCE OFFICER / CHIEF FINANCIAL OFFICER (CFO)

**11.18** The Finance Officer/CFO shall be appointed by the Director with the written approval of the Chairperson of the BoG.
**11.19** The Finance Officer/CFO shall be a whole-time salaried officer responsible for managing the financial health, budgeting frameworks, and fiscal compliance of the institution.
**11.20 Powers and Responsibilities:**

1. To prepare the annual financial budget, capital expenditure proposals, and operational statements for the Director's review and BoG approval.

2. To monitor fee collection, process institutional procurements, oversee payroll operations, and ensure compliance with auditing standards (internal and external).

## CONTROLLER OF EXAMINATIONS (CoE)

**11.21** The Controller of Examinations shall be a full-time senior faculty or dedicated officer appointed by the Director to manage the grading and assessment systems.

**11.22 Powers and Responsibilities:**

1. To preserve the security, transparency, and confidentiality of the entire grading system.
2. To publish the comprehensive Trimester Evaluation Calendar, coordinate question paper setting, organize evaluation evaluation mechanisms, and officially announce trimester Grade Point Averages (GPAs) and CGPAs.
3. To upload academic records, transcripts, and final degree to the **National Academic Depository (NAD)** through the Academic Bank of Credits (ABC) portal, as mandated by AICTE guidelines.

## CHAPTER IV: OPERATION AND MAINTENANCE OF FUNDS

### 12.0 Statutory and Operating Funds

The Business School shall maintain distinct accounts to demonstrate financial self-sustainability and institutional support:

1. **General Operating Fund:** For student fee receipts, regular administrative expenditures, library updates, laboratory renewals, and salary payments matching AICTE regulations.
2. **Institutional Growth & Corpus Fund:** A designated fund utilized for structural capital investments, technological upgrades, and campus expansion.
3. **Research, Innovation & Faculty Development Fund:** A dedicated annual budget allocation to fund faculty case-writing, Scopus-indexed research incentives, industry consulting projects, and international conference sponsorships.

### 12.1 Operation of Funds & Audits

**12.2** The Finance Officer, under the guidance of the Director, shall prepare the annual accounts, balance sheets, and audit sheets at the close of every financial year.

**12.3** The Chairperson of the BoG shall appoint an independent Chartered Accountant or auditing firm to perform statutory annual financial audits.

**12.4** The certified audit reports, balance sheets, and utilization metrics shall be formally presented to the Board of Governors for review and sign-off, ensuring compliance data is ready for the mandatory disclosures required by the AICTE.

# CHAPTER V

## ADMISSION, FEE, AND OTHER STUDENT MATTERS

### 13.0 Student Intake and Regulatory Compliance

On the recommendations of the Academic Advisory Council (AAC), the student intake capacity for the Post Graduate Diploma in Management (PGDM) and other approved academic/fellowship programmes shall be determined by the Board of Governors (BoG) from time to time.
Statutory Directive: The intake capacity fixed shall be strictly subject to the prior approval and norms specified by the All India Council for Technical Education (AICTE) and relevant National Regulatory Authorities.

### ADMISSIONS

13.1 Admissions to the various academic programmes of DSBS shall be governed by the specific rules, criteria, and guidelines formulated by the Admissions Committee and ratified by the Academic Advisory Council (AAC).
13.2 DSBS shall secure admissions based on merit scores achieved in recognized national-level competitive management entrance examinations (such as CAT, XAT, MAT, CMAT, ATMA, GMAT) followed by institutional Mock Interview (MI), Group Discussions (GD) and Personal Interviews (PI), compliant with AICTE admission directives.

13.3 DSBS may admit international students, Non-Resident Indians (NRIs), and Person of Indian Origin (PIO) candidates up to the percentage limits allocated and regulated by the AICTE, under supernumerary categories where approved.

13.4 The academic curriculum, program credits, and instructional requirements for the award of the Post Graduate Diploma in Management (PGDM) and Fellow Programme in Management (FPM) shall be framed by the AAC and approved by the BoG, keeping in view the AICTE Model Curriculum and Outcome-Based Education (OBE) guidelines.

13.5 Academic Nomenclature: The institution shall award the Post Graduate Diploma in Management (PGDM) and other approved technical distinctions under the explicit authority of the AICTE. No nomenclature implying a university degree shall be utilized unless legally authorized.

## FEE STRUCTURE

13.6 The tuition fee and other institutional charges for the PGDM programmes shall be proposed by the Finance Committee, factoring in operational expenses, infrastructure upgrades, and academic resources. The final fee structure shall be approved by the Board of Governors (BoG), ensuring compliance with the guidelines of any state-level or national Fee Regulatory Frameworks established for autonomous technical institutions.

## INSTITUTION OF FREESHIPS / SCHOLARSHIPS / FELLOWSHIPS

13.7 The BoG is authorized to institute institutional fellowships, corporate sponsorships, merit scholarships, freeships, and tuition fee waivers (TFW) for economically weaker sections (EWS) or highly meritorious students based on regulations framed by the AAC and matching AICTE mandates.

## INSTITUTION OF AWARDS / MEDALS / PRIZES

13.8 The BoG is authorized to establish Academic Performance Medals, Best Outgoing Student Awards, Corporate Excellence Prizes, and Faculty/Staff Recognition Awards to be presented during the Annual Convocation or institutional day events.

## MAINTENANCE OF DISCIPLINE AMONGST THE STUDENTS

13.9 Strict disciplinary codes and regulations shall be formulated by the Proctorial/Discipline Committee of DSBS for student conduct.

- Anti-Ragging Mandate: Absolute compliance with the AICTE Anti-Ragging Regulations is statutory. An active Anti-Ragging Committee and Anti-Ragging Squad shall be operationalized annually.

13.10 Student Housing: Regulations and codes of conduct shall be laid down for the students residing in the institutional hostiles or managed residential complexes, covering student welfare, security, asset maintenance, and structural discipline.

## CONFERRING OF DEGREE AND FELLOWSHIPS

13.11 DSBS shall hold the power to award the Post Graduate Diploma in Management (PGDM), Executive PGDM, and Fellow Certificates to students who have successfully satisfied all continuous internal assessments, trimester examinations, project submissions, and credit requirements.

13.12 Degree, Fellowships, and Academic Distinctions shall be conferred at the formal Annual Convocation of the Business School, presided over by the Chairperson of the BoG.

13.13 DSBS may consider granting Honorary Fellowships to individuals of outstanding national or international eminence in the field of corporate management, public administration, or research. Such proposals must be recommended by a 2/3rd majority of the AAC, endorsed by the Sponsoring Trust, and approved by the BoG.

**WITHDRAWAL OF DEGREE**

13.14 The Academic Advisory Council (AAC), via a special resolution passed by a minimum majority of two-thirds (2/3) of the members present and voting, may recommend to the BoG the withdrawal of any PGDM degree, fellowship, or academic distinction previously awarded to a person for good and sufficient cause (such as proven academic malpractice, financial fraud, or criminal conviction). The final decision on withdrawal rests with the BoG.

## CHAPTER VI: APPOINTMENTS AND SERVICE CONDITIONS

14.0 All regular, contractual, and visiting faculty and staff positions at DSBS shall be filled through a transparent recruitment framework and shall be open to qualified individuals irrespective of caste, religion, class, creed, gender, or nationality.

14.1 Appointments by Invitation: The BoG retains the power, upon the strategic recommendation of the Director, to fill specialized senior academic slots (such as Professors of Practice or Chair Professors) by direct invitation, bypassing the standard advertisement track, provided the candidate holds exceptional industry credentials.

14.2 The BoG, via recommendation of the Selection Committee, may relax specific institutional conditions or non-regulatory parameters for appointment when a candidate demonstrates exceptional research outputs (such as top-tier FT50 or Scopus Q1 publications) or unmatched corporate leadership tenure. Core regulatory qualifications mandated by AICTE shall not be violated.

14.3 Appointment Authority: All regular full-time teaching appointments shall be executed by the Sponsoring Trust/BoG based on the recommendations of legally constituted Selection Committees. Core administrative, operational, or temporary/adhoc appointments may be delegated to the Director.

14.4 Service Rules and Cadre: Comprehensive Service Rules, Cadre & Recruitment (C&R) guidelines, and performance-linked increment metrics shall be maintained in a separate document approved by the BoG, strictly aligning with AICTE pay scales and service parameters.

**SELECTION COMMITTEES**

15.1 For Professors, Associate Professors, and Professors of Practice:

| Sl. No | Committee Designation | Institutional Designation |
|---|---|---|
| 1 | Chairperson | The Director of DSBS |
| 2 | Member | Two External Subject Experts (nominated by the BoG from IIMs/IITs/Top B-Schools) |
| 3 | Member | One Nominee of the Sponsoring Trust / Board |
| 4 | Member | Area/Department Chairperson concerned |
| 5 | Member Secretary | The Registrar / Chief Administrative Officer (CAO) |

15.2 For Assistant Professors and Equivalent Academic Roles:

| Sl. No | Committee Designation | Institutional Designation |
|---|---|---|
| 1 | Chairperson | The Director of DSBS |
| 2 | Member | One External Subject Expert (nominated by the Director) |
| 3 | Member | Area/Department Chairperson concerned |
| 4 | Member Secretary | The Registrar / Chief Administrative Officer (CAO) |

15.3 For Technical, Scientific, and Academic Support Positions:

| Sl. No | Committee Designation | Institutional Designation |
|---|---|---|
| 1 | Chairperson | The Director or an Academic Nominee |
| 2 | Member | Head of the Computer Centre / Learning Resource Centre (Library) |
| 3 | Member | One External Technical Expert |
| 4 | Member Secretary | The Registrar / Chief Administrative Officer (CAO) |

15.4 For Administrative and Non-Teaching Staff Positions:

| Sl. No | Committee Designation | Institutional Designation |
|---|---|---|
| 1 | Chairperson | The Registrar / Chief Administrative Officer (CAO) |
| 2 | Member | Head of the concerned Administrative Unit / Section |
| 3 | Member | One Administrative Expert Nominated by the Director |

15.5 Adhoc Appointing Powers: For short-term vacancies, emergency research requirements, or temporary project setups, the Director is fully empowered to formulate and execute Adhoc Selection Committees to hire personnel on a consolidated contract basis.

15.6 Reporting: All selections and formal appointments made within the institution shall be recorded and reported to the Board of Governors at its immediate next meeting for final ratification.

15.7 Diversified Faculty Configurations: The BoG is authorized to establish:

- Chair Professorships: Funded via corporate endowments.
- Professors of Practice: Drawn from top-tier corporate executives to provide practical industry expertise.
- Adjunct & International Faculty: To support global business exposure and specialized electives.

15.8 Consultancy & Entrepreneurship Framework: The BoG shall operationalize separate guidelines regulating Faculty Consulting, Corporate Training (MDPs), and Startup Mentorship. These rules shall layout the revenue-sharing matrix between the faculty consultant and DSBS to foster an ecosystem of industry engagement.

15.9 Employment Contracts: Every individual hired by DSBS shall enter into a definitive, legally binding written service contract, specifying responsibilities, ethical terms, confidentiality conditions, and termination clauses.

# CHAPTER VII:

# MISCELLANEOUS AND OTHER PROVISIONS

## CORPORATE & ACADEMIC COLLABORATIONS

16.0 DSBS shall actively pursue academic, research, and placement partnerships with national and international business schools, industries, corporate houses, and professional bodies (like NHRD, CII, FICCI, KASIA) to foster global learning exposure.

16.1 Memorandums of Understanding (MoUs): Institutional collaborations involving student exchange, joint research, dual-qualification options, or corporate incubation shall be institutionalized via formal MoUs.

16.2 Execution: The Registrar/CAO shall serve as the official authorized signatory for all institutional MoUs and agreements, following prior executive review and written authorization by the Director.

16.3 Credit Transfer: The Academic Advisory Council (AAC) shall frame standard rules governing international credit transfers, summer internship cross-validations, and online course integrations (e.g., SWAYAM/NPTEL portals) within the PGDM structure, ensuring compatibility with AICTE guidelines.

**LEGAL AND GENERAL DISCLOSURES**

16.4 Authentication: All official orders, certificates, transcripts, degree, and regulatory notices issued by DSBS shall be authenticated by the signature of the Registrar/CAO or the Controller of Examinations (CoE) within their respective jurisdictions.

16.5 Legal Status: The Registrar/CAO remains the designated officer who can sue or be sued on behalf of DSBS in any legal suites, contract disputes, or administrative litigations.

**MANDATORY GRIEVANCE AND ETHICAL COMMITTEES**

16.6 The Business School shall maintain permanent, independent committees to address institutional grievances and uphold statutory compliance:

1. Grievance Redressal Committee (GRC): Structured as per AICTE parameters, incorporating an independent Ombudsman for objective student/staff grievance resolution.
2. Internal Complaints Committee (ICC): Constituted strictly in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act.
3. Whistleblower Policy: A formal channel providing complete protection for students, faculty, and staff reporting financial malpractices, ethical violations, or academic compromises.
4. Institutional Research Ethics Committee (IREC): Mandated to monitor research integrity, check plagiarism levels in student dissertations/faculty research papers, and prevent unethical publishing behaviors.

**OUTCOME-BASED EDUCATION (OBE) & LEARNING RESOURCES**

16.7 Teaching-Learning Methodologies: The AAC shall implement contemporary pedagogy models (such as the Harvard Case Method, simulated trading labs, field consulting projects, and corporate immersion programs). The delivery can span face-to-face classroom sessions,

hybrid tracking, or digital formats, keeping consistent with the parameters of Program Curriculum and Teaching-Learning Processes.

16.8 Digital Knowledge Resource Management: The BoG shall allocate annual capital budgets to develop the Learning Resource Centre (LRC/Library). This center must offer access to global business databases, indexing servers (Scopus, EBSCO, ProQuest, J-Gate), and institutional corporate memberships (such as Harvard Business Publishing for Educators) to power both student learning and faculty research tracking.

16.9 Innovation and Startup Incubation: Under the guidance of the National Innovation and Startup Policy (NISP) framework of the Ministry of Education / AICTE, DSBS is empowered to set up an institutional Incubation and Entrepreneurship Cell. The BoG may invest corporate funds, establish a Section 8 company subsidiary, or accept seed capital grants to support student-led business startups and faculty innovations.

**INTERPRETATION AND STATUTORY POWERS**

16.10 Final Interpretation: If any conflict arises regarding the language, meaning, or intent of any sub-clause within these Statutes, the definitive interpretation and final ruling delivered by the Board of Governors (BoG) shall be absolute, binding, and conclusive on all parties.

16.11 Amendments to Statutes: The Board of Governors retains the absolute legislative authority to create new statutes, amend operational parameters, or repeal existing clauses contained within these Statutes to keep the business school aligned with updating regulatory changes introduced by the AICTE, Ministry of Education, or corporate governance trends.

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