



Institute of  
Management Technology

Dubai



# POLICIES AND PROCEDURES MANUAL

JANUARY 2023



## About IMT

Established in 2006 Institute of Management Technology Dubai (IMTD) was envisioned to become a leading institute for research and teaching in the field of management. To make an impact in the region and globally, IMTD was one of the earliest to obtain Commission for Academic Accreditation (CAA) recognition for all its programs from the Ministry of Education UAE. IMTD is an entrepreneurial, modern, research focused institute that is located in the heart of Dubai International Academic City (DIAC). IMTD boasts of a serene campus that has not only the best in class academic infrastructure and learning resources but also provides campus housing and extracurricular facilities for students that enable a world class living and learning experience.

In its continuous pursuit of excellence IMTD recruits qualified faculty from across the world with terminal degrees. Over the years this has enabled IMTD to offer high quality programs at graduate and under graduate levels and also maintain a steady focus on research and publications. The quality of programs at IMTD coupled with the scholarly contributions of the faculty has enabled us to take confident strides towards getting AACSB accreditation.

IMTD has an ever-growing network of international partners who bring both academic and cultural diversity to our programs. IMTD students continue to participate in international exchange programs with our partner institutes.

With over 2000 Alumni globally dispersed and engaged in large MNCs and government bodies, IMTD continues to make a mark in the world of business and society. Over the years our graduates have excelled in the corporate world and many have risen the ranks to become well known leaders in their respective industries. It is a testimony to the uncompromising commitment that IMTD has for student success and the quality of its human capital.

## Vision

IMT Dubai aspires to become a leading university in the region for nurturing high quality professionals in management.

## Mission

Our mission is to impart quality education to prepare the next generation of ethical business professionals. We adopt interactive teaching pedagogies and undertake applied research by engaging in real issues of the corporate and social sectors.

## Strategic Goals and Objectives

**Goal-1: Offer high quality programs relevant to business and Industry in the region.**

**Obj 1a:** To design and deliver a portfolio of programs and courses in the areas of business, management, and allied fields.

**Obj 1b:** To sensitize students to sustainability, environmental and ethical issues related to business and society.

**Goal-2: Create a conducive and productive environment for student learning and professional development.**

**Obj 2a:** To adopt innovative pedagogical methods that will enrich student learning and experience.

**Obj 2b:** To actively pursue student and faculty mobility with international partner universities.

**Obj 2c:** To develop high quality teaching materials, text books, cases, and reference books to augment teaching and learning experience.

**Obj 2d:** To provide IT enabled processes for teaching, learning, and related activities.

**Goal-3: Attain National, Regional and International Recognition for high quality Academic Programs.**

**Obj 3a:** To benchmark and improve curriculum and academic processes every five years.

**Obj 3b:** To strive and achieve international accreditations for the programs.

**Goal-4: Foster partnerships with industry and government bodies for experiential learning**

**Obj 4a:** To offer executive education programs for professionals and executives.

**Obj 4b:** To engage with the industry for collaborative projects and strengthen the industry-academia interface.

**Goal-5: Promote international outreach with recognized universities and institutions.**

**Obj 5a:** To have a diversified mix of students and faculty from different geographical regions.

**Obj 5b:** To create and develop a partnership with institutions of repute.

**Goal-6: Focus on applied business research relevant to industry, business, and society.**

**Obj 6a:** To support high-quality applied research in corporate and social sectors

**Obj 6b:** To encourage faculty and students' research publications in conferences and journals

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# 1. Governance and Management

## A. Mission Development, Approval and Review

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> / Discontinued <input type="checkbox"/>
Policy in-charge	Director
Policy Number	IMT/PPM/1A
Last Review Date	26th October 2021

Vision and mission are adopted by the institute on a long-term basis. The process of revising the vision and mission involves abstracting the aspirations of different stakeholders, involving all faculty, staff and students and build consensus before arriving at a formal statement. Once finalized, the strategic goals and objectives are derived to fulfill vision and mission.

### Vision and Mission Development Process

- Identify all internal and external stakeholders and assess their impact on IMTD;
- Analyze Threats, Opportunities, Weaknesses, and Strengths;
- Review the existing mission statement and compare to the SWOT analysis;
- Develop a new mission statement based on these results;
- Collect feedback of the new mission statement to the principal stakeholders including faculty, students, alumni;
- Consolidate the inputs received and revise/ renew the mission;
- The vision and mission statements are formally approved by the Board of Governors.

### Vision and Mission Review

The vision and mission statements are reviewed every five years or as and when required.

### Vision and Mission Dissemination

Vision and mission statements are widely disseminated including on the website of the institute and in publications like Policy and Procedures Manual, Faculty Manual, Quality and Institutional Effectiveness Manual, Staff Manual, Student Handbook and Catalog.



## 1B.2 Board of Governors

The Board of Governors (BoG) is the apex governing body of IMTD, and approves and monitors policy and functioning of the institute as per the By-Laws stated in Section-1D.

## 1B.3 Director

The Director is the Chief Executive Officer of the organization and holds ultimate responsibility for all businesses conducted within, for and in the name of IMTD. The Director's major responsibilities are:

- providing effective leadership to achieve the institutional vision and mission;
- determining strategic direction and positioning;
- managing day to day operations of the Institute;
- overseeing admission, placement and brand building;
- implementing decisions and resolutions adopted by the BoG;
- promoting excellence in teaching and research;
- planning and recruitment of staff and faculty members;
- ensuring administrative efficiency and effectiveness;
- complying with Institutional Policies and Procedures and relevant legislations;
- reviewing performance and assessment of developmental needs of staff in accordance with institutional policy;
- overseeing accreditation, Institutional Effectiveness and Quality Assurance;
- initiating proposals for new programs;
- ensuring timely and effective communication with staff and students and community at large;
- representing institute with all external stakeholders;
- promoting collaborations with regional and international universities of repute, research organizations, government and industry;
- planning and managing financial resources efficiently and in accordance with the policies and relevant legislation;
- discharging any other functions assigned by the BoG.

The BoG evaluates the performance of the Director annually on the basis of feedback of all governors taken in the prescribed form [refer to **Section 1.B.2 Annex 3.**] The chairman of the BoG summarizes feedback so obtained and present to the BoG for overall analysis.

## 1B.4 Dean-Academics

Major responsibilities of the Dean-Academics are:

- providing academic leadership and developing academic strategies;
- overseeing development, improvement and refinement of curriculum;
- developing academic plans including resource planning for effective conduct of the programs;

- guiding program chairs to ensure smooth conduct of various academic programs;
- assessing effectiveness of different programs;
- advising on development and implementation of research policies;
- designing and implementing faculty professional development plan;
- developing annual plan and budget for different academic programs for efficient utilization of allocated resource;
- designing various continuous education programs;
- leading the faculty recruitment process;
- conducting faculty development program;
- overseeing faculty research activities;
- orientation of new faculty;
- conducting Annual Faculty Appraisal.
- promoting students' involvement and participation in academic, cultural and social activities.
- discharging any other assignments / duties assigned by the Director.

### **1B.5 Chair Research**

Major responsibilities of Chair Research are:

- inculcating research culture in the institution through articulation of research policies, goals and faculty participation;
- establishing a clear set of procedure for securing research support;
- designing and overseeing the implementation of faculty research incentive scheme of the institution;
- organizing research seminars, conferences and workshops to foster conducive research environment;
- providing leadership to improve quality of research;
- providing consultation and specific technical assistance to the faculty members in developing research proposals (search for funding opportunities, maintaining a grant opportunities database, grant-writing, budget preparation, editorial, proposal preparation);
- disseminating information to appropriate constituents about the research activities of the institute;
- encouraging inter-disciplinary research initiatives and providing required guidance and support;
- discharging any other assignments / duties assigned by the Director from time to time.

## 1B.6 Head QAIE and Accreditation

Major responsibilities of Head QAIE and Accreditation are:

- providing leadership in quality assurance and institutional effectiveness;
- designing effective instruments for quality assurance of academic programs and departments;
- implementing Assurance of Learning (AOL) Plan;
- compiling an annual summary of institutional research data, e.g. a Fact Book, to be used for monitoring performance, reporting, and institutional planning, and for reporting to the concern governmental authorities;
- acting as senior link person (SLP) for MOE visits and interactions;
- participating in relevant ranking and accreditation opportunities for global recognition of the institution;
- supervising activities of the QAIE Department;
- supervising Licensure, Renewal of MOE accreditations process;
- benchmarking quality and performance against best local and international practices;
- discharging any other assignments / duties assigned by the Director.

## 1B.7 Other Key Office bearers

Other Key office bearers of IMTD are:

- I. Program Chairpersons
- II. Chairperson Internship and Project
- III. Head Administration and Facilities
- IV. Registrar
- V. QAIE Officers
- VI. Head Marketing and Admissions
- VII. Head Accounts and Finance
- VIII. Head Career Services
- IX. HR Officer
- X. Program Officers
- XI. Student Services Officers
- XII. Librarian
- XIII. System Administrators.

Roles and responsibilities of key office bearers are specified below:

### I. Program Chairpersons

Primary responsibility of the Program Chairpersons is to achieve program (MBA, Executive MBA, BSBA/BBA) objectives, and learning outcomes.

Others responsibilities of Program Chairpersons are:

- organizing, planning, and setting priorities for allocation of resources within the Program;
- developing annual teaching plan in consultation with the Dean-Academics, the Director and faculty members;
- organizing pre-semester planning meeting, mid-semester and post-semester review meetings;
- coordinating with faculty and students for effective delivery of program contents and achievement of program outcomes;
- working with admission team for selection and admission of suitable and qualified students into the program;
- coordinating assessment schedule and overseeing the function of the program assessments;
- preparing annual program review and communicating to the Director;
- extending support to the office of QAIE for on-going process of program review, including assessing student and institutional outcomes;
- supporting the Dean-Academics in the development and revision in the course syllabi.
- monitoring student progress in achieving program objectives takes corrective actions;
- supporting the QAIE for documentation of course files;
- supporting the QAIE in ranking and accreditation process;
- discharging any other assignments / duties as assigned by the Dean-Academics and the Director.

## **II. Chairperson Internship and Project**

The responsibilities of the Chairperson Internship and Project are to:

- oversee activities of office of career services (OCS) in relation to Internships and Projects;
- support students in getting faculty advisor for their theses/ dissertations;
- revise Internship and Dissertation manuals periodically;
- build relationship with industry to improve corporate relationship;
- discharge any other assignments / duties as assigned by the Dean-Academics and the Director.

## **III. Head Administration and Facilities**

Major responsibilities of Head Administration and Facilities are:

- Supporting the Director in overseeing general administration across departments of the institution;
- liaison with Government agencies and statutory administrative compliance;



- manpower planning;
- Overseeing training and development non-academic staff;
- acting as custodian of health and safety;
- managing Visa and Medical checkup for IMTD employees;
- internal Mobility
- Overseeing wages and salary administration;
- internal/External Communication;
- maintenance of conducive working conditions;
- maintenance, house-keeping, pantry service, general upkeep of the campus and the students' residence;
- arrangement of AMCs for key facilities of the institute;
- travel and Hotel bookings;
- reception of visiting guests and students;
- arrangements for official visitors;
- arrangements for various functions;
- maintenance and Renewal of Insurance of various assets and facilities in a timely manner;
- vehicles Up keeping;
- management of stationery, IT equipment and other office supplies;
- management of telecommunication services;
- discharging any other assignments / duties as assigned by the Director.

#### **IV. Registrar**

The responsibilities of the Registrar are to:

- act as a custodian of all student related documents;
- coordinate with Admissions and Program offices to ensure adherence to policies and procedures as laid out in the Students' handbook;
- verify and ensure that student records are in full compliance with the academic requirements, through regular, timely and effective communication;
- coordinate with program office for student registration and course planning;
- manage examination and grade related activities in coordination with faculty members, Dean-Academics etc.
- publish results of different programs in a timely manner;
- convene Academic Committee Meetings;
- prepare student and faculty related data for different agencies such as CHEDS and KHDA;
- issue bona-fide letters of different types, students' transcripts, and degree certificates;
- discharge any other assignments / duties as assigned by the Dean-Academics and the Director.

## V. Quality Assurance and Institutional Effectiveness (QAIE) Officers

The responsibilities of the QAIE Officers are to:

- act as an internal watchdog for compliance of standards by various department;
- update all departments with changes in regulatory environment and standards in a timely manner;
- liaison with the MOE and other regulatory bodies;
- ensure course Portfolios are submitted by the faculty as per institutional and regulatory norms;
- submit required institutional data such as CHEDS, KHDA and AACSB Data Direct etc., in a timely manner;
- manage all activities related to Accreditation and Licensing;
- plan, coordinate and conduct Institutional Effectiveness plan;
- support an effective assessment program for different departments;
- support academic units in preparation and interpretation of annual outcomes assessment reports;
- prepare QAIE annual report and disseminate to relevant authorities;
- integrate outcomes assessment into strategic planning;
- discharge any other assignments / duties as assigned by the Head Quality and Accreditation and the Director.

## VI. Head Marketing and Admissions

Major responsibilities of the Head Marketing and Admissions are to:

- manage the team of marketing and admissions;
- develop marketing strategy for the Institute;
- design and implement the marketing plan;
- develop and distribute marketing collateral and sales support material;
- plan and attend exhibitions and events that will promote the Institute;
- participate in brand building exercise;
- supervise and guide all admission related activities to be carried out by admission manager;
- discharge any other assignments / duties as assigned by the Director.

## VII. Head Accounts and Finance

Major responsibilities of Head Accounts and finance officer are to:

- manage all cash disbursement, withdrawals from and deposits in the Bank;
- maintain all Books of Accounts including Ledger and Bank/Cash Books;
- preparation of monthly Bank Reconciliation statements;
- prepare vouchers, record entries in the accounting package;
- maintain Fixed Assets Register;
- reconcile of Subsidiary and control books;
- prepare quarterly and annual financial statements;

- prepare Financial reports;
- cooperate with external auditors engaged for annual independent audit;
- coordinate with various departments for the preparation of budget and presentation of master budget;
- monitor performance against approved budget, conduct variance analysis and report budget variances periodically;
- disbursement of salaries;
- payment to vendors;
- maintenance and supervision of statutory requirements;
- ensure Tax / statutory financial compliance;
- manage loans and advances;
- liaison with Banks;
- collect and follow up fees from students and issuance of receipts;
- coordination with the suppliers for timely delivery and payment;
- discharge any other assignments / duties as assigned by the Director.

### **VIII. Head Career Services**

Major responsibilities of Office of Career Services are to:

- provide the students career advising and guidance;
- conduct workshops on Résumé writing, interview techniques, job search strategies, salary negotiation, aptitude and skill assessment, and general career advice;
- liaison with local and multinational companies, creating a business network to offer employment and internship opportunities to IMTD students and alumni;
- provide information on available internship opportunities and coordinate with sponsoring companies for project assignments;
- arrange in-campus recruitment activities and participate in career fairs;
- coordinate with Faculty Members for assigning Internships and projects work to the students;
- facilitate internships and final placements;
- develop corporate networking to facilitate job/placement opportunity for IMTD students;
- team up with recruitment agencies and placement consultancies to explore the job market;
- conduct workshops and preparatory sessions to enhance students' career prospects;
- develop ongoing relationship with corporates and recruiters;
- promote Industry-Institute Interaction for better visibility;
- provide full support for executive development and other continuing education programs;
- develop and maintain alumni relationship, organize annual alumni meets;
- involve alumni in curricular and co-curricular activities of the institute;
- maintain up-to-date alumni database;
- discharge any other assignments / duties as assigned by the Director.

## **IX. HR Officer**

The major responsibilities of HR officer are to:

- forecast manpower requirement in discussion with the Head Administration;
- source and recruit employees
- organize training and development for nonacademic staff;
- oversee wages and salary administration and prepare wages and salary muster;
- organize medical insurance;
- conduct annual performance appraisals of employees and maintenance of records
- resolve employee grievances and secure records;
- maintain employee attendance and leave records;
- conduct orientation of new employees;
- update and maintain employee records as per the updated UAE Labor Law/ CHEDS, MOE;
- help to maintain conducive working conditions;
- discharge any other assignments/duties as assigned by the Head Administration and the Director.

## **X. Program Officers**

The responsibilities of Program Officers are to:

- ensure efficient operation of the academic activities in coordination with Program Chair;
- prepare Schedule of all courses, classes and allocate appropriate class rooms;
- manage course registration for students;
- assist in conducting student orientation;
- assist in preparing teaching plan/course load;
- support the QAIE officers in course evaluations and collect students' course feedback;
- coordinate with faculty for textbook titles before the commencement of the semester and coordinate with library for acquisition;
- coordinate with part-time faculty as per the advice of Program Chairs;
- manage administrative tasks related to examinations, prepare timetable, issue hall tickets and arrange for invigilators;
- maintain attendance records for students and prepare attendance reports;
- provide student support and act as liaison between student, faculty and management;
- follow up with students for collecting pending fees in coordination with Accounts and Finance Department;
- assist the Registrar in completion of students' records;
- assist admission department in cases of admission referrals;
- coordinate with Office of Student Services and Office of Career Services for smooth functioning of the program;

- collect internship reports and schedule internship presentation of students;
- discharge any other assignments / duties as assigned by Program Chairs, The Dean Academics and the Director.

#### **XI. Student Services Officers**

The primary responsibility of Student Services Officers is to act as a single point of contact for all student related activities. The responsibilities of student service officer are to:

- arrange student visa and medical insurance in coordination with Public Relation Office (PRO);
- facilitate extra-curricular activities including sports, cultural and recreational activities;
- organize student transportation;
- arrange students' counseling through a professional and qualified counselor;
- discharge any other assignments / duties as assigned by the Program Chairs, the Dean Academics and the Director.

#### **XII. Librarian**

The responsibilities of Librarian are to:

- maintain library resources for effective utilization
- interact with Faculty and Staff / Students/ Dean-Academics/ Program Chairs for development of appropriate library resources;
- procure library resources;
- classify and cataloguing of books, and other resources;
- manage online resources;
- develop and manage the library website;
- manage the print / photocopy services at library;
- manage the audio-visual media center at library;
- update the library stock of books;
- renew / subscribe Journals and Magazines;
- maintain online public access catalogue;
- support faculty research by providing required materials such as research articles, databases, books etc.;
- support students' research by providing required materials such as research articles, databases, case studies, books etc.;
- discharge any other assignments / duties as assigned by the Program Chairs, the Dean Academics, Chair Research and the Director.

### **XIII. System Administrators**

The major responsibilities of System Administrators are to:

- arrange all types of hardware and software needed for teaching, library, research and other functional needs of the Institute;
- ensure appropriate security measures that protect the integrity and confidentiality of instructional systems, administrative systems and institutional networks;
- conduct periodic searches of the hardware and software so that the security is ensured;
- ensure that there is no License/Copyright violation in the institution;
- maintain backup of all digital records;
- manage IT and communication resources;
- provide IT related training to faculty, staff and students;
- discharge any other assignments / duties as assigned by the Program Chairs, the Dean Academics and the Director.

### C. Terms of Reference of Standing Committees

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Director</b>
Policy Number	<b>IMT/PPM/1C</b>
Last Review Date	<b>15h October 2022</b>

IMTD has the following eighteen standing committees to facilitate participation of different stakeholders in its day to day operations:

1. School Management Committee (SMC)
2. Academic Committee (AC)
3. Student Admissions Committee (SAC)
4. Library Committee (LC)
5. Student Disciplinary Committee (SDC)
6. Purchase Committee (PC)
7. Community Engagement Committee (CEC)
8. Faculty Selection Committee (FSC)
9. Examination and Grade Moderation Committee (EGMC)
10. Risk Management Committee (RMC)
11. Health and Safety Committee (HSC)
12. Curriculum Committee (CC)
13. Course Mapping Committee (CMC)
14. Student Council (SC)
15. Student Grievance Committee (SGC)
16. Research Committee (RC)
17. Information Technology Committee (ITC)
18. Employee Grievance Committee (EGC).

Roles and responsibilities of these standing committees are clearly defined and the reporting protocols are also laid out to bring efficiency in their operation.

## 1. Terms of Reference of the School Management Committee (SMC)

Roles and responsibilities	<p>The SMC is responsible for academic, administrative, infrastructure and financial affairs of the institute. It is primarily expected to:</p> <ul style="list-style-type: none"> <li>• implement goals of IMT as outlined in the strategic plan</li> <li>• advise the Director on new proposals for improvement of IMT services</li> <li>• ensure processes are in adherence to MOE standards</li> <li>• plan for contingencies that may arise due to external or internal causes</li> </ul>
Membership	<p>Director          Dean-Academics          Head QAIE and Accreditation          Head Administration and Facilities          President of Student Council (invitee)          Representation from Admissions, Accounts and Finance</p>
Chair	Director
Reporting Authority	Chairman-Board of Governors
Meeting	At least once every quarter or as and when necessary
Quorum	More than 50% of non-invitee members.



## 2. Terms of Reference of the Academic Committee (AC)

Roles and responsibilities	<p>The AC is responsible for the academic governance of the institution. Its primary responsibilities are to:</p> <ul style="list-style-type: none"> <li>• oversee the implementation of all academic policies</li> <li>• approve the annual academic plan</li> <li>• Advise the Director on improvement proposals of IMTD services</li> <li>• identify and present proposals for new academic programs</li> <li>• review QAIE report and recommend appropriate actions for improvement</li> <li>• approve the graduation batch results and award of degrees</li> <li>• remain updated on CAA standards and advise to the Director for necessary changes.</li> </ul>
Membership	Dean-Academics Head QAIE and Accreditation Chair Research Program Chairs Area Chairs Registrar
Chair	Dean-Academics
Reporting Authority	Director
Meeting	At least once every semester or as and when necessary
Quorum	More than 50% of non-invitee members.

### 3. Terms of Reference of the Student Admissions Committee (SAC)

Roles and responsibilities	<p>The SAC is responsible for ensuring the smooth conduct of admission process of IMTD. The main responsibilities of the SAC are to:</p> <ul style="list-style-type: none"> <li>• oversee the implementation of admission policies</li> <li>• develop marketing strategy for the Institute</li> <li>• design and implement the marketing plan</li> <li>• develop and distribute marketing collateral and sales support material</li> <li>• review and recommend on student scholarship applications</li> <li>• update the website for wider dissemination of institution programs and admission policies</li> <li>• work closely with the Head Marketing in planning for outreach and branding activities</li> <li>• advise Director on new proposals for improvement of IMTD.</li> </ul>
Membership	<p>Head Marketing and Admissions          One admission counsellor to be nominated by the Director          One member from QAIE Officers to be nominate by Head QAIE and Accreditation          All Program Chairs          Dean-Academics (invitee)</p>
Chair	Head Marketing and Admissions
Reporting Authority	Director
Meeting	At least three times in a year out of which one meeting shall be before every semester/term/module
Quorum	More than 50% of non-invitee members.

#### 4. Terms of Reference of the Library Committee (LC)

Roles and responsibilities	<p>The main role of the LC is to ensure that library resources are properly maintained and all stakeholders' needs are satisfied in a timely manner. Responsibilities of the LC are to:</p> <ul style="list-style-type: none"> <li>• review and Formulate library policies</li> <li>• oversee the implementation of library policies</li> <li>• plan the budget for library in accordance with the needs and feasibility</li> <li>• monitor the utilization of library resources.</li> </ul>
Membership	<p>Librarian Two faculty members as nominated by the Director Head Administration and Facilities (invitee)</p>
Chair	Librarian
Reporting Authority	Dean-Academics
Meeting	At least two times every semester.
Quorum	More than 50% of non-invitee members.

## 5. Terms of Reference of the Student Disciplinary Committee (SDC)

Roles and responsibilities	<p>The main role of the SDC is to ensure that student ensure and maintain appropriate student behavior. The responsibilities of the SDC are to:</p> <ul style="list-style-type: none"> <li>• review and Formulate policies relating to academic and nonacademic misconduct</li> <li>• prepare semester end report of misconduct incidents</li> <li>• engage with students in building awareness about rules of discipline, appropriate behaviors, consequences of violation of Code of Conduct</li> <li>• update itself on emerging natures of inappropriate behaviors in the digital world and framing rules and penalties for deviant behavior.</li> </ul>
Membership	<p>Two faculty members as nominated by the Director          President of Student council          Warden/ Student Service Executive (invitee for non-academic misconduct)</p>
Chair/Co-Chairs	<p>Faculty member nominated by the Director</p>
Reporting Authority	<p>Dean-Academics</p>
Meeting	<p>The SDC is expected to meet as and when necessary, in addition to once in every semester</p>
Quorum	<p>More than 50% of non-invitee members.</p>

## 6. Terms of Reference of the Purchase Committee (PC)

Roles and responsibilities	<p>The PC oversees all purchases in the institution. Specifically, its responsibilities are to:</p> <ul style="list-style-type: none"> <li>• study various quotations submitted by the purchase department,</li> <li>• select supplier and approve purchases</li> <li>• negotiate with suppliers and finalize the purchase based on price, quality and other terms and conditions.</li> </ul>
Membership	<p>Head Administration and Facilities          One faculty member nominated by the Director          Administrative Officer          One representative from Office of Accounts and Finance          Head of respective department initiating the purchase proposal</p>
Chair	Head Administration and facilities
Reporting Authority	Director
Meeting	At least once in every month or as determined by the Chair based on the urgency of the purchase request
Quorum	More than 50% of non-invitee members.

## 7. Terms of Reference of the Community Engagement Committee (CEC)

Roles and responsibilities	<p>The CEC plans and executes various activities under the scope of institute’s engagement with different stakeholders. The responsibilities of CEC are to:</p> <ul style="list-style-type: none"> <li>• plan community engagement activities through variety of modes such as organizing events in collaboration with governmental and professional bodies and other direct and indirect stakeholders</li> <li>• prepare a community engagement plan in sync with the mission of the institute</li> <li>• prepare action plan and develop an activity calendar for the academic year</li> <li>• oversee Sustainability and UN Global Connect and PRiME initiatives at the institute.</li> </ul>
Membership	<ul style="list-style-type: none"> <li>• Two faculty members nominated by the Director</li> <li>• Head Career Services</li> <li>• Students Services Officer</li> <li>• One representative of the Marketing Department nominated by the Head Marketing and Admissions</li> </ul>
Chair	One of the nominated faculty members.
Reporting Authority	Director
Meeting	At least once every semester
Quorum	More than 50% of non-invitee members.

## 8. Terms of Reference of the Faculty Selection Committee (FSC)

Roles and responsibilities	<p>The FSC is responsible for the selection of new full-time faculty keeping in view the faculty requirements and the intellectual capital needs of the institution. Major responsibilities of the FSC are to:</p> <ul style="list-style-type: none"> <li>• gather the faculty recruitment needs from all Area Chairpersons</li> <li>• review the CVs of faculty applicants as received from HR office</li> <li>• collect feedback on applicants' CVs from faculty members</li> <li>• attend faculty presentations</li> <li>• participate in the interview process</li> <li>• forward details of the selected candidates to the HR office for further processing.</li> </ul>
Membership	<p>Director          Dean - Academics          Chair Research          Any other faculty member (of the subject area)          External Expert(s) (as and when required)</p>
Chair	Director
Reporting Authority	Chairman-Board of Governors
Meeting	As and when needed
Quorum	More than 50% of non-invitee members.

## 9. Terms of Reference of the Examination and Grade Moderation Committee (EGMC)

Roles and responsibilities	<p>The EGMC oversees the conduct of examination and other components of assessments and moderation process of the grades awarded to the students in all the courses at the institute. Major responsibilities of the EGMC are to:</p> <ul style="list-style-type: none"> <li>• review examination moderation forms prepared by the Area Chairpersons and implement corrective actions</li> <li>• review marks moderation forms prepared by the Area Chairpersons and implement corrective actions</li> <li>• review the grades submitted by the faculty</li> <li>• identify the incidents of grade inflation and implement corrective actions.</li> </ul>
Membership	Dean-Academics Program Chairperson Registrar
Chair	Dean-Academics
Reporting Authority	Director
Meeting	Once in every Semester
Quorum	More than 50% of non-invitee members.



## 10. Terms of Reference of the Risk Management Committee (RMC)

Roles and responsibilities	<p>The RMC is in charge of developing, implementing and reviewing the risk management policy of the institute.</p> <p>Major responsibilities of the RMC are:</p> <ul style="list-style-type: none"> <li>• ensuring implementation of the risk management policy and its periodic review</li> <li>• identification, assessment and mitigation of operational, reputational and enrollment risks through a careful study of internal audit reports, QAIE feedback and inputs from other stakeholders</li> <li>• identification and implementation of risk mitigation strategies and recommend appropriate actions</li> <li>• re-assessment of the risk based on results of the implementation of risk mitigation strategies</li> <li>• facilitate adequate support to departments for risk management.</li> </ul>
Membership	<p>Director          Dean-Academics          Head QAIE and Accreditation          Chair – Health and Safety Committee          Head Finance and Accounts          Head Administration and Facilities          Head- Marketing and Admissions</p>
Chair	Director
Reporting Authority	Chairman-Board of Governors
Meeting	At least two meetings in a year
Quorum	More than 50% of non-invitee members.

## 11. Terms of Reference of the Health and Safety Committee (HSC)

Roles and responsibilities	<p>The main role of the HSC is to ensure health and safety of the faculty, staff and students in the campus as per the protocols of the Institute and Health Authorities. Other responsibilities of the HSC are to:</p> <ul style="list-style-type: none"> <li>● identify potential health and safety hazards and plan for its mitigation</li> <li>● establish schedule of health and safety audit and checks</li> <li>● liaison with health and safety related authorities for information and its dissemination in the campus.</li> <li>● plan health and safety related trainings for the stakeholders</li> <li>● conduct compliance and risk assessments</li> <li>● monitor critical issues and plan for its improvement.</li> </ul>
Membership	<ul style="list-style-type: none"> <li>● Head Administration and Facilities</li> <li>● Environment, Health and Safety (EHS) Executive</li> <li>● Maintenance supervisor</li> <li>● Hostel Warden</li> <li>● Students Service Officer</li> <li>● Student representative nominated by the Student Council</li> <li>● Faculty representative nominated by the Director</li> </ul>
Chair	Head Administration and Facilities
Reporting Authority	Director
Meeting	Frequency of meeting is once in three months and as and when necessary
Quorum	More than 50% of members.

## 12. Terms of Reference of the Curriculum Committee (CC)

Roles and responsibilities	<p>The main role of the CC is to ensure institutional mission and strategic goals are achieved through teaching and learning. Responsibilities of the CC are to:</p> <ul style="list-style-type: none"> <li>• review the courses and curricula periodically to ensure it is up to date</li> <li>• recommend changes in the curricula to the Director and Dean-Academics for its approval and implementation</li> <li>• record the changes proposed by different stakeholders.</li> </ul>
Membership	<p>Dean-Academics          One QAIE officer nominated by Head QAIE and Accreditation          Program Chairs          Area Chairs</p>
Chair	Dean-Academics
Reporting Authority	Director
Meeting	At least two meetings in a year or as determined by the Chair
Quorum	More than 50% of non-invitee members.

### 13. Terms of Reference of the Course Mapping Committee (CMC)

Roles and responsibilities	<p>The main role of the CMC is to evaluate recognition of Prior Learning applications and grant credits as per the CAA Standards. Responsibilities of the CMC are to:</p> <ul style="list-style-type: none"> <li>• map courses with IMT Curriculum to suggest credit waiver for transfer students.</li> <li>• map courses for IMT students going on Exchange program as per Institution policy.</li> <li>• suggest bridge courses for students, if necessary.</li> </ul>
Membership	<ul style="list-style-type: none"> <li>• Program Chairs</li> <li>• Faculty members nominated by the Dean-Academics</li> <li>• Area Chairs</li> <li>• One representative of Marketing and Admissions department nominated by the Head-Marketing and Admissions</li> <li>• Registrar</li> </ul>
Chair	Registrar / Nominated faculty
Reporting Authority	Dean-Academics
Meeting	Once at the beginning of the academic year, the Chair may convene meeting as per the requirement
Quorum	More than 50% of non-invitee members.

#### 14. Terms of Reference of the Student Council (SC)

Roles and responsibilities	<p>The main role of the SC is to represent student body in various forums.</p> <p>The other responsibilities of the SC are to:</p> <ul style="list-style-type: none"> <li>• ensure their rights and responsibilities are protected.</li> <li>• organize and coordinate student related events and programs.</li> </ul>
Membership	<ul style="list-style-type: none"> <li>• President elected by the students</li> <li>• Vice president elected by the students</li> <li>• Students' class representatives</li> <li>• Student Services Officers (<i>ex officio</i>)</li> </ul>
Chair	Student President
Reporting Authority	Dean-Academics
Meeting	At least once in every semester and additional meetings as decided by the president of the Student Council
Quorum	More than 50% of non-invitee members.

### 15. Terms of Reference of the Student Grievance Committee (SGC)

Roles and responsibilities	<p>The main role of the SGC is to address student grievances fairly as per the policies of the institution. Other responsibilities of the SGC are to:</p> <ul style="list-style-type: none"> <li>• develop policies and procedures for addressing student’s grievance</li> <li>• disseminate information about policies and procedures related to student’s grievance</li> <li>• investigate student’s related issues by ensuring fairness without fear and prejudice</li> <li>• provide feedback/ decisions in a timely manner</li> <li>• recommend action plans for improving grievance addressing system.</li> </ul>
Membership	<p>Program Chairs          Facility Manager          Student Service Officer</p>
Chair	<p>Program Chair of the concerned student(s)</p>
Reporting Authority	<p>Dean-Academics</p>
Meeting	<p>As decided by the Chair</p>
Quorum	<p>More than 50% of non-invitee members.</p>

## 16. Terms of Reference of the Research Committee (RC)

Roles and responsibilities	<p>The RC aims to develop and foster research that reflects faculty interests and aspirations, institutional goals in order to create a conducive research ecosystem in the campus. In particular, the RC is responsible for:</p> <ul style="list-style-type: none"> <li>• overseeing research policy of the IMTD</li> <li>• approving Research Proposals</li> <li>• planning for a research related activity for the year</li> <li>• supporting the Dean-Academics and the Director in formulating and achievement of IMTD research goals.</li> </ul>
Membership	Three faculty members nominated by the Director Chair Research
Chair	Chair Research
Reporting Authority	Director
Meeting	At least once in every quarter (January, April, August, and December)
Quorum	More than 50% of non-invitee members.

## 17. Terms of Reference of the Information Technology Committee (ITC)

Roles and responsibilities	<p>The ITC is responsible for up keeping of IT resources and ensuring that the service delivery is as per users' satisfaction. Its responsibilities are to:</p> <ul style="list-style-type: none"> <li>• ensure IT assets are well maintained and update</li> <li>• propose the acquisition of new IT both hardware and software</li> <li>• oversee implementation of any large IT projects</li> <li>• ensure that faculty and staff are trained on latest application software for effective conduct of academic and non-academic activities of the institute.</li> </ul>
Membership	<p>Head Administration and Facilities          One faculty member nominated by the Director          One system administrator nominated by the Director          One resident student nominated by the Student Council</p>
Chair	Head Administration and Facilities
Reporting Authority	Director
Meeting	At least once before the commencement of every semester
Quorum	More than 50% of non-invitee members.



## 18. Terms of Reference of the Employee Grievance Committee (EGC)

Roles and responsibilities	The EGC is responsible to address employee's grievances in a timely and comprehensive manner. In particular, the responsibility of the EGC is to redress grievances of all employees.
Membership	Head Administration and Facilities One Nominated faculty member by the Director One Nominated staff member by the Director
Chair	Head Administration and Facilities
Reporting Authority	Director
Meeting	As and when necessary
Quorum	More than 50% of non-invitee members.

## D. By-Laws of the Governing Body

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Chairman-Board of Governors</b>
Policy Number	<b>IMT/PPM/1D</b>
Last Review Date	<b>27<sup>th</sup> December 2022</b>

The Board of Governors is the governing body of IMTD and the ultimate authority responsible for governance of the institution. It provides strategic directions to the institution.

### I. Scope of the By-Laws

The By-Laws of the Governing body serve as a guide to the BoG to sanction all organizational structures and the governance policies in adherence to the laws and regulations of the United Arab Emirates. By-Laws specify composition, functions and responsibilities of the BoG, its meeting and quorum and performance evaluation.

### II. Composition of the Board of Governors

The BoG shall comprise of at least five members, excluding the *ex-officio* member. These members shall represent wider global community including experts form UAE in their respective fields. The Director of IMTD is the *ex-officio* member of the Board of Governors.

All members except one are external independent members. External Independent Governors do not have any financial interest in the institution and shall not have any conflicts of interest and/or financial dealings between governing board members and the institution except the entitlement to reimbursement of expenses for attending BoG meetings/meetings of any BoG sub-committee and meeting fees.

### III. Board Responsibilities

The BoG-

- i. approves all the institution's policies;
- ii. approves the institution's By-Laws;
- iii. appoints the CEO or equivalent, and evaluates his/her performance;
- iv. approves and periodically reviews the institution's mission and vision statements;
- v. approves the institution's strategic plan, and monitors progress in its achievement;
- vi. reviews and evaluates reports on all aspects of the institution's performance, to enable it to assure itself, and other stakeholders, that appropriate academic standards and quality of provision for students are being maintained;
- vii. approves educational programs of a quality consistent with the institution's mission;

- viii. reviews overall quality assurance of the institute;
- ix. authorizes the conferring of all qualifications;
- x. secures financial resources to support the institution's goals adequately;
- xi. approves the annual budget;
- xii. approves major facilities, contracts and campus plans unless otherwise delegated;
- xiii. appoints and approves the selection of external auditors and fixes their remuneration in accordance with Section 9B External Audit;
- xiv. receives and reviews the report of the external auditors and take necessary follow up action based on the audit observations;
- xv. approves the proposal to take on lease or as a gift of any land or building which may be necessary or convenient for the institutional purpose on such terms and conditions as may be deemed fit and proper;
- xvi. approves the plan of construction of any building(s), educational work-shops etc., necessary for the institutional purpose or plan of any addition or alternations or modifications therein;
- xvii. approves opening of bank accounts;
- xviii. approves drawing, acceptance, endorsement and negotiation of promissory notes, bills, and other negotiable instruments;
- xix. approves investments of funds of the institution including specifying securities for such investment;
- xx. approves, monitors and reviews research strategy with KPIs and target levels consistent with the institutional mission;
- xxi. approves risk management plan and monitors actions periodically;
- xxii. redresses any grievance against the Director through an *ad hoc* redressal committee;
- xxiii. evaluates its own effectiveness and uses that evaluation for improvement.

BoG members are not to be involved in any operating decisions or in the conduct of the day-to-day operation of the institution. The BoG takes all policy decisions in the best interest of the IMTD. The Director/CEO is in charge of all operational decisions and managing the day-to-day operation of the institute.

#### IV. Board Committees

The BoG may constitute *ad-hoc* committees for specific purposes. These committees shall include at least two members of the BoG. The committee's recommendations need to be approved by the BoG.

#### V. Secretary of the Board

The BoG shall be aided by a designated officer of the Institute as secretary. Any Non-Board Member Secretary of the Board shall have no voting privileges. The secretary maintains all records of the BoG meetings, CVs of Governors, Copies of regulatory standards and documents.

- i. The Board may choose to elect a Board Member to the Office of Secretary of the Board;
- ii. The Board may select and appoint a qualified professional as the Secretary of the Board;
- iii. In the absence of a designated officer, the Director shall act as the Secretary to the BoG.

Any non-Board Member Secretary of the Board shall have no voting privileges. The secretary maintains all records of the BoG meetings, CVs of Governors, Copies of regulatory standards and documents.

The Secretary of the Board 's duties are enumerated as follows:

- i. Keeps and maintains official records of all meetings by way of copies, accurate minutes of the Board's discussions and transactions at all regular and called meetings, and meetings of the Executive Committee if called upon to do so;
- ii. Preserves for ready reference all acts, rules, and regulations of the Board;
- iii. Keeps on file all documents, reports, and papers belonging to the Board;
- iv. Assists the Chair in preparing the agenda for each Board meeting;
- v. Distributes the agenda, minutes of the previous meeting, and any pertinent documents to Board members, a minimum of thirty (30) days before the meeting.

#### **VI. Meeting of the Board of Governors**

The BoG meets at least two times a year with a time lapse of not more than six months between two successive meetings. The BoG meetings are convened as per the following procedures:

- A clear fifteen days' notice should be sent to the Board of Governors for the meeting. The Chairman has the authority to reduce the notice period of convening a meeting of the BOG in case of an urgent need.
- A meeting can be also convened by the Chairman when two-thirds of the Governors express their request in writing.
- With the permission of the Chairman, a Governor may join BoG meeting through video conferencing with appropriate measures for maintaining the confidentiality of the meeting.
- In a meeting if the Chairman is not available for unavoidable circumstances, any other non-shareholding Governor may act as a Chairman.
- The Chairman has the authority to take an urgent policy decision and get the same ratified in next meeting of the BoG.

#### **VII. Quorum and Proceedings**

- Three members or two-thirds of the total members of the BoG, whichever is more, shall constitute a quorum of a meeting.
- If a quorum is not reached, the meeting may be adjourned to the next week at the same time, place and day. If a quorum is not present at successive meeting, the members present shall constitute a quorum.
- A declaration by the Chairman of the meeting that a resolution has been carried by a majority and any entry to that effect in the minute book of the proceedings of the meeting is conclusive evidence of the decision taken. In case of division, Governors consented for and against a decision shall be recorded along with the decision taken.
- Minutes of the meeting shall be recorded for all the meetings along with the attendance of the members present and kept in a place accessible for viewing.
- Minutes shall be authenticated by the Chairman-BoG.

### VIII. Alteration of the Objectives, Its Amalgamation or Dissolution

Alteration in the objectives of the BoG are incorporated after they have been approved by two-thirds majority of Governors present in the meeting or a special meeting convened for the purpose. Any resolution for amalgamation / dissolution is forwarded to the shareholders.

### IX. Ethics and Integrity

The members of BOG should operate with the highest level of integrity, honesty and ethical behavior in all its dealings and decision making and comply with policies stated in Section 10 A “Conflict of Interest” and Section 10B “Anti-corruption and Bribery”. Furthermore, the BOG upholds principles of diversity, equity and inclusion as mentioned in Section 10I. **BoG members are not to be involved in any operating decisions or in the conduct of the day-to-day operation of the institution. The BoG takes all policy decisions in the best interest of the IMTD. The Director/CEO is in charge of all operational decisions and managing the day-to-day operation of the institute.**

### X. Evaluation of Board Effectiveness

The Chairperson Board of Governor is evaluated by Non-Chair Governors annually using a prescribed form presented in **Section 1D: Annex 1**. Similarly, Non-Chair Governors are evaluated by their peers annually using a prescribed form presented in **Section 1D: Annex 2**. The BoG annually evaluates the performance of the CEO (Director) using a prescribed form in **Section 1D: Annex 3**.

One of the designated Non-Chair Governors summarizes performance evaluation feedback given in prescribed form (**Section 1D: Annex 1**), presents to the BoG and concludes the evaluation process.

The Chairman BoG summarizes performance evaluation feedback given in prescribed form (**Section 1D: Annex 2**), presents to the BoG Non-Chair Governor and concludes the evaluation process.

**The Board of Governors shall annually evaluate the performance of the Director in the prescribed form given in Section 1D: Annex3.**

### Section 1D: Annex 1 Performance Evaluation of the Chairperson-BoG

I No.	Parameters	Very Good 4	Good 3	Fair 2	Needs improvement 1
1	The Chairperson demonstrates effective leadership of the Board				
Comment					
2	Relationship and communication of the Chairperson with other Governors are constructive and cordial				
Comment					
3	The Chairperson is effective in terms of focus, use of time and overall efficiency of Board meetings in taking the informed decisions				
Comment					
4	The Chairperson is able to manage the conflicting views and opinions of Governors in an effective manner to resolve the conflicts in an amicable way				
Comment					
5	The Chairperson encourages the inputs on meeting agendas from Governors, Internal auditor and External auditor				
Comment					
6	The Chairperson facilitates wider participation and detailed discussion on various matters like institutional research, ensuring academic quality, strategic plans, risk management etc.				
Comment					
7	The Chairperson encourages upholding ethical standard of the Institute				
Comment					
Overall Score					
Any other important matter which you may like to highlight					

Name of the Governor:

Signature:

Date:

### Section 1D: Annex 2 Performance Evaluation of Non-Chair Governors

Sl No.	Parameters	Very Good 4	Good 3	Fair 2	Needs Improvement 1
1	The Governor attends meetings well-prepared and informed, and constructively participates in the discussions on institutional matters				
Comment					
2	The Governor cogently reacts to the changes proposed by the management of the institution				
Comment					
3	The Governor understands the activities of the institution, and brings his/her knowledge, skill and experience to address various issues in the meeting				
Comment					
4	The Governor has effectively and proactively followed up his/her areas of concerns raised in the previous meeting(s)				
Comment					
5	The Governor communicates well with other members of the BOG and senior management of the Institution and behaves in accordance with the ethical standard of the institution				
Comment					
6	The Governor is able to speak his/her mind constructively even if his/her views differ from others at a meeting				
Comment					
7	The Governor makes sure that he/she is updated on Board/Committee meeting decisions in case he/she has not attended a meeting				
Comment					
8	The Governor brings an independent view on the BOG's discussion specially related to strategies, operational performance, risk management and key appointments				
Comment					
9	The Governor monitors performance of the management				
Comment					
Overall Score					
Any other important matter which you may like to highlight					

Name of the Governor:

Signature:

Date:

### Section 1D: Annex 3 Performance Evaluation of CEO/ Director

Sl No.	Parameters	Very Good 4	Good 3	Fair 2	Needs Improvement 1
1	The CEO has clear vision for IMTD				
2	The CEO understands the market forces at play in the higher education sector in the UAE				
3	The CEO leads the planning process effectively to achieve IMTD goals				
4	The CEO built an effective team of faculty and non-faculty members				
5	The CEO managed the financial resources of the institute efficiently				
6	The CEO has built collaboration with internationally reputed institutes				
7	The CEO has effectively implemented decisions taken by the Board of Governors				
8	The CEO has effectively overseen the Institutional Effectiveness and Quality Assurance				
9	The CEO is a person of integrity				
Comment					
Overall Score					
Any other important matter which you may like to highlight.					



## E. Board Appointments, Term of Office and Replacement

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Chairman-Board of Governors
Policy Number	IMT/PPM/1E
Last Review Date	27th May 2022

### Board Appointments

The members of the BoG are appointed by the shareholders and hold office as per the terms of appointment.

### The Term of Office

Each Governor holds office according to the terms of appointment or his/her death, resignation or removal whichever is earlier. All Governors have a tenure of 3 years and the terms can be extended by the shareholders.

### Replacement of Governors

The Office of Governors shall be vacated if a Governor:

- a. is removed from office by a majority resolution of shareholders, or
- b. becomes bankrupt or makes any arrangement or composition with his creditors generally, or
- c. becomes of unsound mind, or of such infirm health as to be incapable of managing his affairs, or
- d. resigns his office by notice in writing to the chair.

## F. Policies Development, Document Control, Review and Dissemination

Policy Type	<b>New <input type="checkbox"/>/ Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Director</b>
Policy Number	<b>IMT/PPM/1F</b>
Last Review Date	<b>27<sup>th</sup> December 2022</b>

### I. Policy Development

Director as head of the institution is responsible for reviewing existing policies and developing new policies. Inputs for changes are generated internally and from external sources. Normally, policy review and development are undertaken using the following steps.

- All existing policies are reviewed annually for evaluating their relevance and applicability.
- Director forms a committee comprising of faculty, staff and other stakeholders.
- Based on the report of the committee and wider discussions, the necessary policy is developed by the Director.
- Policy so developed is scrutinized by the QAIE Office for consistency with the CAA Standards and other regulations.
- All policies are approved by the Board of Governors.

### II. Document Control

The purpose of this procedure is to ensure that policy documents are reviewed and approved by authorized designate prior to release and that all records are identified and maintained. This procedure applies to all policy and procedure documents used by IMTD.

- New policies or change in existing policies are initiated at the department level and reviewed by the respective Department Head.
- Department Head initiates wider discussion among faculty and/or staff for opinions, feedback and discussion and submits to QAIE for quality compliance.
- QAIE office records the process and evaluates whether the proposed policy is in compliance with the applicable CAA Standards and other regulatory requirements. QAIE office submits its review to the Director.
- Director reviews the policy, feedback and QAIE report and decides the appropriateness for its presentation to the Board of Governors (BOG) for final approval.
- After the approval, Director circulates the policy to stakeholders.

- QAIE office records the change in policy, maintains the amendment history and updates all the relevant documents.

#### AMENDMENT HISTORY

Policy Name:			
Policy Number:			
Date	Revision No.	Summary of Change	Page No.

### III. Dissemination

Director shall notify new policies and changes in policies within 10 working days from the date of approval of by the Board Governors by way of:

- issuing office orders to all faculty, non-faculty staff, and students;
- communication with the Advisory Board Members by e-mail;
- uploading the revised version of the Policies and Procedures Manual on the website;

In the case, a policy change is required to be informed to the Commission of Academic Accreditation, the Director shall submit the necessary communique within 10 working days.

### IV. Incorporation of Policy Changes

- QAIE Office assigns revision number and date of change.
- QAIE Office incorporates changes in the relevant procedure or policy document.

## G. Institutional Planning, and specific plans for Community Engagement, Research and Scholarly Activity and Sustainability

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Director; Head QAIE and Accreditation
Policy Number	IMT/PPM/1G
Last Review Date	26 <sup>th</sup> October 2021

### I. Institutional Planning Policy

The Office of QAIE is responsible for the evaluation of all collegial functions, data collection and analysis, and reports preparation. The objective is to develop long term and strategic plans for the academic and support areas of the Institute, to recommend goals and objectives of various departments and to develop a time table within which these should be achieved. Towards this objective, the heads of all functional departments at IMTD prepare annual plans.

#### ***Objectives of Institutional Planning:***

- To develop a mechanism that provides IMTD with a model of planning, performance evaluation of all its operational units and academic / non-academic services
- To improve continuously on the basis of regular evaluations.

#### ***Developing and reviewing a long-term strategic plan:***

- The QAIE Office generates various evaluation / assessment / audit reports concerning all units of IMTD
- All Stakeholders such as students, staff, faculty and community representatives are involved in the evaluation process

#### ***Developing and reviewing of annual plans:***

- The heads of all functional departments at IMTD prepare annual plans, which cover all academic and support programs, services and activities.
- The effectiveness of these plans is continuously reviewed from time to time.

## II. Community Engagement Planning

The Community Engagement Committee (CEC) prepares the community engagement plan during the last quarter of every year to be pursued during the following year. This plan is formulated within the broad framework provided by the Community Engagement Policy (**Appendix 4**). This committee takes inputs from different stakeholders such as Office of the Career Services, Marketing and Admissions, Faculty, Staff, Students, Industry Advisors, Alumni etc. The plan is approved by the Director.

The CEC works with both internal and external stakeholders to execute the annual community engagement plan. All detailed records of the events, participation level, expenses incurred, etc. are maintained by the CEC.

## III. Research and Scholarly Activity Plan

Chair Research is in-charge of research and scholarly activity plan. The annual research plan consists of budgetary estimates for research and scholarly activities, plans for conducting seminar, conferences and research training programs. Chair Research works closely with Research Committee to develop the plans within the framework of IMTD research policy.

## IV. Plan on Sustainability

Sustainability is an important area of focus for IMTD especially for CEC. The CEC in consultation with internal and external stakeholders details out the budgetary estimates, priority areas of interventions, nature of interventions, and related activities.

## H. Risk Management

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Director
Policy Number	IMT/PPM/1H
Last Review Date	26 <sup>th</sup> October 2021

### I. Risk Management Policies

Through the Risk Management Committee (RMC), Director is accountable for ensuring that the risk management policy is established, implemented and reviewed periodically. In the beginning of every year, careful study of external audit reports, QAIE feedback and stakeholder consultation is undertaken to prepare and update the risk register for the upcoming year. All risks ultimately pose a challenge to the financial performance of the institution.

The risk identified in the risk register fall under any of the three broad categories given below.

- **Operational risks**
- **Reputation risks**
- **Enrollment risks**

**Operational Risks:** The types of Operational risks involved are the break down in the internal controls and corporate governance. Other operational risks include major failure of information technology systems, loss of access to learning resources, gaps in management control systems, internal fraud as well as lack of adherence to stated policies and procedures.

The operational risks caused by any of the above-mentioned factors could result in financial loss to the institution, bring in inefficiencies and reduce the effectiveness of the programs and services.

**Reputation Risks:** In a world with social media being active continuously, students, alumni and other stakeholders can often be unmindful and posts information or opinion that can be damaging to the institute.

**Enrollment Risks:** Education sector in UAE is a highly competitive. The enrollment risk may arise due to demand and supply mismatch in the business education segment.

## II. General approach to mitigate risks

IMTD plans to measure and assess the risks on a continued basis. However, as a policy the following practices are followed to keep the overall risk levels as low as possible. Specific risk mitigating actions for specific risks are mentioned in the annual risk register.

1. Board of Governors approves the policies and procedures related to risk management.
2. Adequate procedures are in place for recording, monitoring and reporting students' complaints.
3. There is a comprehensive code of conduct for staff and the code is periodically reviewed.
4. There are adequate controls over the accounting and record keeping process. Daily bank reconciliation, weekly cash counts and monthly balancing of books of account are some of the control aspects exercised by the management.
5. All the computers are password protected. As a policy the employees shall be advised to change the password at frequent intervals.
6. Access to server room is restricted and only authorized persons are allowed. The person in-charge of server room shall ensure that unauthorized access to the server room is restricted.
7. As a system the backup will be taken for all the data and would be stored at a secured place in lock and key, i.e. bank vault at company's bank. All department managers are responsible to back up all relevant information quarterly and submit the information to be filed at the company's bank
8. Electronic security controls on entry and exist are installed to the server room. The System Administrator is responsible to ensure all is working order.
9. The institution engages internal auditors to evaluate the operational risks. The internal auditor shall submit his report to the Director. The Director in turn submits internal audit report along with risk mitigation plan to the BoG.
10. The QAIE additionally serves as an internal watchdog to alert all stakeholders of any discrepancies in procedures and policies.
11. Employees are key to any strategies that can mitigate risks. Consequently, employee selection, definition of their roles and responsibilities are important aspects of the approach to managing risks. The policies of the institution in this regard are as follows:
  - a. The responsibilities and levels of authority required in relation to various types of activities and exposures are clearly defined.
  - b. There is a proper and adequate segregation of duties.
  - c. Audit reports are timely disseminated to senior management.
  - d. Adequate procedures are in place for recording, monitoring and reporting the complaints received from all stakeholders.
  - e. Adequate screening processes are in place for recruiting. Staffs recruited are with the necessary experience and professional capabilities.

- f. Staff training programs are organized to enhance experience and expertise.

### III. Risk Management Plan

The institute has taken adequate protection to safeguard against potential key element of risk in the following area:

In the beginning of every year the RMC prepares a risk register by reviewing previous year experience in risk areas, stakeholder consultation, internal audit report and overall performance of the institute. The risk register contains item wise description of risk, a subjective assessment of probability of occurrence, the potential negative impact and finally specific risk mitigation action.

During the year the RMC reviews the risk register as often as necessary to update and keep it current based on the emergent scenario at a given point of time. Template of the risk register is given in below:

**Risk Register Template**

<b>Risk Category (Operational/ Reputation/ Enrollment)</b>	<b>Risk Item</b>	<b>Probability of occurrence (Low/Medium /High)</b>	<b>Impact if occurs (Minor/ Moderate /Severe)</b>	<b>Mitigating actions</b>

The Head QAIE and Accreditation shall maintain the Risk Register.



### I. Multiple Campus Coordination

Policy Type	<b>Not Applicable</b> <input checked="" type="checkbox"/>
Policy in-charge	<b>Not Applicable</b> <input checked="" type="checkbox"/>
Policy Number	<b>Not Applicable</b> <input checked="" type="checkbox"/>

### J. Campuses of UAE Institutions in Other Countries

Policy Type	<b>Not Applicable</b> <input checked="" type="checkbox"/>
Policy in-charge	<b>Not Applicable</b> <input checked="" type="checkbox"/>
Policy Number	<b>Not Applicable</b> <input checked="" type="checkbox"/>

### K. Branch Campuses of Foreign Institutions

Policy Type	<b>Not Applicable</b> <input checked="" type="checkbox"/>
Policy in-charge	<b>Not Applicable</b> <input checked="" type="checkbox"/>
Policy Number	<b>Not Applicable</b> <input checked="" type="checkbox"/>

## 2. Quality Assurance

### A. Quality Assurance/Institutional Effectiveness

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Director
Policy Number	IMT/PPM/2A
Last Review Date	26 <sup>th</sup> October 2021

Quality Assurance and Institutional effectiveness policies focus on the role of Quality Assurance and Institutional Effectiveness (QAIE) Office in achieving the mission and strategic goals of the institution as well as making the culture of continuous improvement a pervasive within all functions and department of IMTD.

#### I. Responsibilities of the QAIE Office

The primary responsibilities of the QAIE are to develop quality assessment tools and implementation thereof to ensure the quality of IMTD's programs as well as effectiveness of various administrative departments. To achieve these responsibilities, the QAIE office undertakes following activities:

- coordinate the implementation of Assurance of Learning (AOL) plan for programs offered;
- collect information regarding effectiveness of Program and Departments through various assessment tools using Direct and Indirect measures;
- consolidate data collected through direct and indirect measures and prepare reports on time for identifying the gaps;
- coordinate with other departments to complete self-assessment of various departments based on Key Performance Indicators (KPIs);
- monitor the implementation of the action plans by the program and other departments.
- report the progress on the action plans to the relevant stakeholders;
- maintain all the Manuals, Handbooks, Catalogues and change history;
- collect course portfolios, check for its completeness on time;
- coordinate with faculty members to complete peer review process of portfolios;
- consolidate comments of peer review reports;
- coordinate International Accreditations related work such as AACSB and IACBE;
- monitor and ensure the compliance of CAA Standards, QF Emirates framework and MOE Compliance.

## II. Institutional Effectiveness- Departments

IMTD assesses various departments in order to increase efficiency and identify the areas for continuous improvement. It follows an institutional effectiveness plan that encompasses the entire institute. All departments go through an annual assessment and evaluation process to identify the gaps for continuous improvement.

QAIE office coordinates the department evaluation process as per the evaluation calendar. Each department self-evaluates on the basis of its stated goals, objectives and key performance indicators (KPIs). Annual departmental evaluation is carried out using the following form:

Department Name		
Goals/ Objectives and KPIs	Percentages achievements (based on subjective and objective criteria)	Evidences
Goal-1		
Goal-2		
Goal-3		

The consolidated performance report is submitted to the Director by the QAIE office for further action. Further, internal auditor conducts performance audit of each department. All assessment reports are maintained by the QAIE office.

## III. Quality Assurance -Academic Programs

The Academic Programs are assessed annually to ascertain if the stated outcomes are achieved in the courses. IMT Follows Assurance of Learning (AOL) Plan to measure the effectiveness of programs, identify the areas of improvements and necessary corrective actions to bridge the gap.

The AOL Plan uses variety of instruments for assessment which can be classified as both direct and indirect.

### a. Direct Measurements

**Course Embedded Assessment Instrument:** Academic programs follow Assurance of Learning (AOL) plan to assess its effectiveness through various courses. These courses evaluate various competencies using different instruments such as case study, project reports, presentations etc.

**Course Portfolio Evaluation:** The course portfolio is a compilation of documents prepared by Faculty at the end of the semester. Course portfolio is submitted by the faculty within 40 days after submission of the grades to the Registrar's office. The QAIE office checks the completeness of the portfolio submitted by the faculty. The complete portfolio is peer reviewed by a faculty member of the same subject area to be allocated by the Area Chair. The peer review report is compiled and summary report is prepared with the feedback of the peer review for improving the quality of program.

### **Assessment of Program Learning Outcomes (PLOs) through Course Learning Outcomes (CLOs)**

Assessment system at IMT of program learning outcomes and course learning outcomes are as follows:

- **Mapping Course Learning Outcomes (CLOs) with Program Learning Outcomes (PLOs):** This is done at the time of designing the course.
- **Designing evaluation tools:** Course evaluation tools like Quiz, Assignments, Mid-term examination, Case studies, Project and Final examination are used by faculty to achieve CLOs assessment.
- **Course Assessment:** Course assessments are carried out by the faculty members using the evaluation tools to quantitatively measure the achievement of each CLO which is predominantly related to a particular PLO. IMTD follows a policy to establish one to one correspondence of one CLO with one PLO on the basis of dominant contribution of a particular CLO to a particular PLO.
- **PLO achievement:** Weighted average of CLO achievement is treated as PLO achievement. CLO achievement is weighted by respective credits of the course.
- **Semester-wise Report of PLO achievement-** Once the assessment of CLOs is prepared by the faculty in each course, the QAIE office collects the information and compile semester-wise assessment of PLOs. This is a process by adding weighted achievements of CLOs for each PLOs in every semester. Credit assigned to each course is taken as weight for calculating weighted average score

### Semester-wise PLO Achievement

Semester-1							
Emirates QF strands	PLO	Weighted achievement of CLOs					Weighted average
		Course-1	Course-2	Course-3	Course-4	Course-5	
Knowledge	PLO1						
Skill	PLO2						
Autonomy	PLO3						
Role in context	PLO4						
Self-Development	PLO5						

- Batch-wise PLO achievement Report-** After assessing the semester-wise achievement of PLOs, batch-wise achievement of PLOs is also assessed by aggregating the information of the semester-wise report. This information is used for curriculum review process and overall long-term development of the program.

#### Batch-wise PLO achievement

Emirates Qualification Framework strands	PLO	Semester 1	Semester 2	Summer	Semester 3	Semester 4	Overall achievement Level: Weighted Average of all the semesters*
Knowledge	PLO1						
Skill	PLO2						
Autonomy	PLO3						
Role in context	PLO4						
Self-Development	PLO5						

\*Semester credits are taken as weight.

## b. Indirect Measurements

A variety of surveys are also conducted on a regular basis to assess the effectiveness and satisfaction with the departments and functions of IMTD. The survey names and typical schedule are given below.

S. No	Survey Name	Explanation about the Survey	When Conducted?
1	Orientation Survey (Fall intake, Spring Intake, Summer Intake)	This survey assesses the overall quality of the Orientation Program.	January, June, September
2	Faculty Satisfaction Survey	This survey collects the satisfaction of faculty on program, policies, facilities research and other departments	October
3	Staff satisfaction Survey	This survey collects the satisfaction of staff, policies, facilities and other departments	October
4	Student satisfaction Survey*	This survey measures the extent of students' satisfaction with various offices at IMTD.	November
5	Graduate Exit Survey- EMBA, MBA, BSBA/BBA	This survey assesses students' levels of achievement of the intended Learning Outcomes of the program.	January, August, October
6	Alumni Survey	To check with their progress and also the effectiveness of the program	April
7	Course Feedback	This survey assesses three aspects of the course delivery – Methods of Course Delivery, Adequacy of Material used for Course Delivery and the Skills of each Instructor.	Before Examination
8	Employer Survey	The company supervisor provides feedback about student's performance during the internship.	August

\* The IMTD benchmark the results of Students Surveys with other UAE institution

## IV. Assessing Program Effectiveness

The QAIE office facilitates the analysis of data collected from direct and indirect measures for the purpose of assessing effectiveness of various IMTD programs annually.

The respective Program Chair analyzes program effectiveness using the data collected by the QAIE along with other information and refer back to the QAIE.

## V. Process of Evaluation

- Each of the selected measures is analyzed individually and results are collated and cross checked for internal validity
- Data of five years are examined and compared
- Quality Assurance reports are analyzed and subsequent outlines monitored for compliance with recommendations.
- Faculty analysis of their respective course include the following:
  - Subject overview

- Area of focus
- Learning outcomes and how they ensure that students are being assessed on these outcomes
- Tracking of changes in texts, assignments, learning outcomes
- Identification of strengths and areas of improvement
- Pointers for improvement.

## **VI. Closing the Loop**

The QAIE office submits the data and Program Chair reports to the Academic Committee for suitable action.

### 3. Educational Programs

#### A. Program Planning and Development

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Director; Head QAIE and Accreditation</b>
Policy Number	<b>IMT/PPM/3A</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

#### New Program Development

For the new program development, IMTD involves all stakeholders such as Students, Faculty, Alumni, Advisory board, Industry experts, etc. for inputs. The steps followed for the purpose of new program development and offering are as follows.

- i. The Director appoints an *ad hoc* Faculty committee.
- ii. The committee conducts market research and collects inputs from all the stakeholders.
- iii. The committee prepares a first draft proposal for discussion in faculty meetings.
- iv. After incorporating the Inputs of faculty meetings, a second draft proposal is developed and circulated to Alumni, Students, Industry experts and Advisory Board for their feedback.
- v. After incorporating feedback of various stakeholders, a final draft is prepared.
- vi. The final draft is submitted to the Academic Committee for approval.
- vii. The Director presents the final draft of the proposed program to the Board of Governors for approval.
- viii. The ad hoc committee develops all required documentation by co-opting other faculty members and submits to Head QAIE and Accreditation for further processing with the Ministry of Education for accreditation.

After receiving the accreditation, the approved program is launched.



## B. Program Specifications

Policy Type	<b>New</b> <input type="checkbox"/> / <b>Revised</b> <input checked="" type="checkbox"/> / <b>Discontinued</b> <input type="checkbox"/>
Policy in-charge	<b>Dean-Academics</b>
Policy Number	<b>IMT/PPM/3B</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

Program specifications document provides information related to the program, its learning outcomes and how the program would help in building students careers.

Specific details pertaining to admission criteria, duration of the program, time schedule for the classes, methods of evaluation and support services for learning are also presented. The program specifications document is available in the form of a program catalogue and website of the institution.

IMTD maintains program specification document for each program with the following definitive specifications:

- Title of the program
- Details on undergraduate or postgraduate level
- Program Objectives
- Program learning outcomes
- Duration of the Program
- Program Structure
- Eligibility criteria for admission
- Mode of program delivery
- Types of continuous assessments and summative assessments
- Alignment of the program learning outcomes with the descriptors of QF Emirates framework.

### C. Undergraduate Completion Requirements

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Dean-Academics
Policy Number	IMT/PPM/3C
Last Review Date	26 <sup>th</sup> October 2021

To be eligible to receive degrees, graduating students shall meet all the following requirements.

- i. Students shall complete required credits of the program with overall cumulative grade point average of 2.0 on a scale of 4.0.
- ii. All the required core and general education courses must be completed.
- iii. Students shall complete at least 50%, of the required credits, in residency.
- iv. Minimum duration of enrollment for the completion of an undergraduate program is four years. In case of transfer student, the minimum duration of four years shall include time spent in the previous institute. Minimum duration may be reduced as per CAA standards.
- v. Maximum period of enrollment is six years which may be extended on approval of the Dean-Academics.
- vi. Students are required to clear all financial dues, submit all the required documents and shall have no disciplinary actions pending against them.

## D. Graduate Completion Requirements

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Dean-Academics</b>
Policy Number	<b>IMT/PPM/3D</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

To be eligible to receive degrees, graduating students shall meet all the following requirements.

- i. Students shall complete required credits of the program with overall cumulative grade point average of 3.0 on a scale of 4.0.
- ii. Students shall complete at least 75%, of the required credits, in residency.
- iii. Maximum period of enrollment is three years which may be extended on approval by Dean-Academics.
- iv. Students are required to clear all financial dues, submit all the required documents and shall have no disciplinary actions pending against them.

## E. Course Substitution

Policy Type	New <input checked="" type="checkbox"/> / Revised <input type="checkbox"/> / Discontinued <input type="checkbox"/>
Policy in-charge	Dean-Academics
Policy Number	IMT/PPM/3E
Last Review Date	26 <sup>th</sup> October 2021

IMTD does not encourage course substitution within a program except for the elective courses. However, for a transfer student, the Course Mapping Committee (CMC) maps the courses completed from the university from where the particular student is planning to transfer with IMT courses to decide a credit waiver. For the undergraduate program, a maximum of 50 percent of the credits is allowed to be transferred and for the graduate level program, a maximum of 25 percent of the courses is allowed to be transferred.

## F. Joint Degree Programs

Policy Type	<b>Not Applicable</b> <input checked="" type="checkbox"/>
Policy in-charge	<b>Not Applicable</b> <input checked="" type="checkbox"/>
Policy Number	<b>Not Applicable</b> <input checked="" type="checkbox"/>

Currently, IMTD is not offering any Joint Degree Programs with other partner university. It shall take necessary approvals from the MOE, UAE before offering any Joint Degree Programs.

## G. e-Learning

Policy Type	<b>New <input checked="" type="checkbox"/> / Revised <input type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Director</b>
Policy Number	<b>IMT/PPM/3G</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

Presently, IMTD has no e-Learning program. However, because of Covid-19 Pandemic and any other unforeseen situation that requires to deliver course online IMTD has adequate operational plan, learning systems, and physical, human and financial resources to deliver courses online, if necessary.

IMTD ensures that such operational plans abide by the protocols defined by the MOE and also offers high quality student experience. IMTD ensures that such operational plans are sent to the MOE for information and approval as the case may be.

## H. Additional Degree from the Same Institution.

Policy Type	<b>Not Applicable</b> <input checked="" type="checkbox"/>
Policy in-charge	<b>Not Applicable</b> <input checked="" type="checkbox"/>
Policy Number	<b>Not Applicable</b> <input checked="" type="checkbox"/>

IMTD does not provide additional degree.

## I. Thesis/Dissertation Supervision and Examination.

Policy Type	<b>New</b> <input checked="" type="checkbox"/> / <b>Revised</b> <input type="checkbox"/> / <b>Discontinued</b> <input type="checkbox"/>
Policy in-charge	<b>Director</b>
Policy Number	<b>IMT/PPM/3I</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

Conducting a research project under the guidance of a faculty member is a unique opportunity for students to not only hone their critical analysis and writing skill but also engage in deep exploration of real-life problems. With this in mind, an applied research dissertation has been added as a compulsory component of the postgraduate program at IMTD. The dissertation carries 6 credits weight.

The dissertation helps students to familiarize with industry best practices in the region, apply cutting edge theory to newer situations and deepen their knowledge in a chosen domain. Depending on the scope of the identified problem of research, the chosen topic for the dissertation may also be interdisciplinary in nature.

## J. Academic Progress

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Dean-Academics
Policy Number	IMT/PPM/3J
Last Review Date	26 <sup>th</sup> October 2021

### I. Undergraduate program

- i. Students are considered to have a good academic standing when they have minimum CGPA of **2.00 on a Scale of 4.00** at the end of each semester.
- ii. Students whose CGPA is below **2.00** are placed on academic probation in the following two semesters/module/term of the respective program.
- iii. Students must revert to good academic standing i.e., CGPA **2.00** or more by the end of the probation period.
- iv. Students who do not revert to good academic standing by the end of the probation period are dismissed from the program. Following conditions lead to the dismissal of a student from the Program:
  - Number of “F” grades is more than two.
  - CGPA is below **2.00** at the end of the probation period or at the end of the program.

The student may appeal to the Academic Committee seeking continuation showing reason
- v. The students in undergraduate program have the option to repeat a maximum of four courses during their entire program period for the purpose of improvement of CGPA. Only the courses with a grade of C- or less grades are allowed to be repeated. Irrespective of the performance in the repeated course, the grades obtained in a repeat exam shall be retained as final.

### II. Graduate Program

- i. Students are considered to have a good academic standing when they have minimum CGPA of **3.00** on a scale of 4.00 at the end of each semester / term/module for the Master level program.
- ii. Students whose CGPA is below **3.00** are placed on academic probation in the following two semesters/module/term of the respective program.
- iii. Students must revert to good academic standing i.e., CGPA **3.00** or more by the end of the probation period.
- iv. Students who do not revert to good academic standing by the end of the probation period are dismissed from the program. Following conditions lead to the dismissal from the Program:



- Number of “F” grades is more than two.
- CGPA is below **3.00 in Graduate program** at the end of the probation period or at the end of the program.

The student may appeal to the Academic Committee seeking continuation showing reason.

- v. The students in undergraduate program have the option to repeat a maximum of four courses during their entire program period for the purpose of improvement of CGPA. Only the courses with a grade of B- or less grades are allowed to be repeated. Irrespective of the performance in the repeated course, the grades obtained in a repeat exam shall be retained as final.

### III. **Analysis of Academic Progress**

The Registrar Office carries out cohort analysis showing progression and drop-out at various milestones (e.g. end of each semester) between admission and graduation. This exercise is used for identification of obstacles and challenges in the progression of students and initiating necessary remedial measures including counselling, mentoring and academic advising. The cohort analysis is presented to the Academic Committee.

### IV. **Academic Progression**

Based on Analysis of Academic Progress, the Faculty Mentor/Academic Advisor/Program Chairperson/ Office of the Career Service shall guide the students about progression in career path. This includes selection of electives, area of higher education, area of further research, employment opportunities etc.

## K. Grading and Assessment

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Dean-Academics
Policy Number	IMT/PPM/3K
Last Review Date	26 <sup>th</sup> October 2021

### I. Grading System

IMTD follows absolute grading system where in letter grades are awarded by converting marks grades.

#### i. Undergraduate (BBA/BSBA) Grading Scheme

To be eligible to receive a bachelor's degree, a student shall obtain a minimum CGPA of 2.00 on a scale of 4.00.

Letter Grade	Points	Description
A	4.00	Outstanding
A-	3.67	Excellent
B+	3.33	
B	3.00	Good
B-	2.67	
C+	2.33	Satisfactory
C	2.00	
C-	1.67	Below Expectation
D+	1.33	
D	1.00	
D-	0.67	
F	0	Fail
I		Incomplete
S / US		Satisfactory / Unsatisfactory Performance in zero credit course
FA		Fail due to attendance
XF		Fail due to academic integrity violations
W		Withdrawal from course

## ii. Graduate Program (MBA/EMBA) Grading Scheme

To be eligible to receive a master's degree, a student must obtain a minimum CGPA of 3.00 on a scale of 4.00.

Grades	Points	Description
A+	4.00	Outstanding
A	3.75	Excellent
A-	3.50	
B+	3.25	Good
B	3.00	
B-	2.75	Below Expectation
C+	2.50	
C	2.25	
F	0	Fail
I		Incomplete
S/ US		Satisfactory/ Unsatisfactory Performance in zero credit course
FA		Fail due to attendance
XF		Fail due to academic integrity violations
W		Withdrawal from course.

## II. Course Grade Definitions

The explanation to letter grades is mentioned below.

<b>Outstanding</b>	Outstanding academic performance and the demonstration of exceptional mastery of the subject matter of the course.
<b>Excellent</b>	Excellent academic performance and the demonstration of significant mastery of the subject matter of the course with only minor errors.
<b>Good</b>	Sound academic achievement with a few errors.
<b>Satisfactory</b>	Fair academic performance but with significant shortcomings
<b>Below Expectation</b>	The performance in the course is below the acceptable level and needs improvements
<b>Fail (F)</b>	<p>This grade indicates failure to meet the minimum requirements for completion of the course. It carries no grade points.</p> <p>The failed course must be repeated and passed before credit is granted. A course can be repeated only once and repeated failure in the course will result in dismissal from the program. A maximum of two F grades is allowed during the program duration. Any student with more than two F grades will be dismissed from the program.</p>
<b>Incomplete (I)</b>	<p>This grade is issued in cases for extenuating non-academic circumstances that prevent the student from completing all course components on time.</p> <p>The incomplete course work must be completed within two weeks after declaring the grades, by satisfying the requirements of the concerned course. The final decision on an incomplete grade is up to the instructor.</p> <p>In case of failure to meet the course requirements, the grade I will be changed automatically to grade F. The student will be asked to repeat the course in the next offering by paying the repeat course fee and filling in the repeat course form.</p>
<b>Repeat (R)</b>	<p>“R” is assigned to a course repeated by the student. After successful repetition, the grade obtained will replace the initial grade and will be used to calculate the CGPA. In the courses that are repeated, an R will be mentioned on the transcript along with the new grade obtained to indicate that the course has been repeated.</p>
<b>S / US</b>	Satisfactory / Unsatisfactory Performance in a zero-credit course. As per the grading scheme, if a student scores ‘Fail’, unsatisfactory (US) is awarded in the course, else it is ‘Satisfactory’.
<b>FA</b>	Fail due to attendance. Applicable if attendance falls below 50% and there are no extenuating circumstances
<b>XF</b>	Fail due to academic integrity violations as per plagiarism policy or other academic misconduct and integrity issues
<b>W</b>	Withdrawal from course.

### III. Grade Descriptors

Broad guidelines for awarding letter grades for undergraduate and graduate programs are as follows:

#### i. Undergraduate Programs

Grade	Subject related knowledge	Application ability and analysis	Ability to communicate and present	Research based work	Ability to collaborate and work independently
A	<p>Able to express substantial subjective knowledge in classroom discussion and the answers given during the session clearly depict the command on the subject and topic.</p> <p>Substantiates subjective knowledge to real world situations and elaborate on the basis of own examples chosen.</p>	<p>The application of topic extended beyond the classroom discussion and clear ability to research on the area is displayed.</p> <p>Comments are critical and comparative</p> <p>Data collection, methods and analysis are thorough and exceptional</p>	<p>A very clearly developed content with an excellent presentation style catering to the diverse needs and requirements of the audience present.</p>	<p>Extensive conduct of the research with application of proper research methods and tools with very clear findings and suggestions.</p>	<p>Is able to create a sense of ownership amongst all the team members and takes the leadership role easily.</p> <p>Excellent ability to adapt to individual and group roles.</p>
B	<p>Extensive and accurate knowledge of the subject and context.</p> <p>Shows ability to analyze critically, with sound arguments and fully supported by relevant facts.</p> <p>Answers accurately, demonstrating a good knowledge of the topic. Methods are correct.</p>	<p>The application of topic as discussed in the classroom</p> <p>Comments are comparative</p> <p>Data collection, methods and analysis are thorough</p>	<p>A well-developed content with a good presentation style catering to the diverse needs and requirements of the audience present.</p>	<p>A well-designed conduct of the research with application of appropriate research methods and tools with clear findings and suggestions.</p>	<p>Is able to create a sense of ownership amongst most of the team members and takes the leadership role easily.</p> <p>Sufficient ability to adapt to individual and group roles.</p>
C	<p>Accurate knowledge of the subject and context.</p> <p>Shows ability to analyze critically, with sound arguments mostly supported by relevant facts.</p> <p>Answers accurately, demonstrating a fair knowledge of the topic. Methods chosen are mostly correct.</p>	<p>The application of most part of topic as discussed in the classroom</p> <p>Comments are ok</p> <p>Data collection, methods and analysis are appropriate</p>	<p>A fairly-developed content with an acceptable presentation style catering to the diverse needs and requirements of the audience present.</p>	<p>A satisfactorily designed conduct of the research with application of mostly appropriate research methods and tools with most relevant findings and suggestions.</p>	<p>Is able to create a sense of ownership amongst some of the team members and takes the leadership role with few challenges.</p> <p>Satisfactory ability to adapt to individual and group roles.</p>
D	<p>There is some evidence of understanding of the subject and context.</p> <p>Shows some ability to analyze, with little arguments and some factual support.</p> <p>Answers with limited knowledge of the topic. Methods chosen are partially correct.</p>	<p>Partial application of topic as discussed in the classroom</p> <p>Comments lack any significant analysis or finding</p> <p>Data collection, methods and analysis are partially ok</p>	<p>Partial content with an average presentation style.</p>	<p>An insufficiently designed conduct of the research with application of partially appropriate research methods and tools with few relevant findings and suggestions only.</p>	<p>Is able to create a sense of ownership among the few team members and finds adapting to the leadership role extremely challenging.</p> <p>Partially able to adapt to individual and group needs.</p>

## ii. Graduate Programs

Grade	Written Examinations	Report/ Essays/ Case Analysis	Presentations	Research/ Internship based work
A	<p>Able to analyze critically, with sound arguments and fully supported by relevant facts.</p> <p>Answers are insightful and show complete grip of facts, knowledge, and skills. Methods are correct.</p> <p>Clear and well derived arguments. Approach is original devoid of any plagiarism</p>	<p>Systematic and accurate account of the assignment; Exceptionally well organized</p> <p>Comments are critical and comparative</p> <p>Data collection, methods and analysis are thorough and exceptional</p> <p>Shows the grasp of topic beyond taught materials, and does extensive research on the topic</p>	<p>Very well prepared, systematic approach with a clear understanding of the material and methods.</p> <p>Excellent presentation skills, answers are thoughtful and accurate.</p> <p>Able to work independently or in a group.</p>	<p>Exhibits thorough understanding and application of scientific process of enquiry.</p> <p>Presents high quality assimilation of academic literature and industry/ company issues. Applies management theories to develop arguments</p> <p>Provide insightful commentary with substantiation of arguments</p>
B	<p>Shows ability to analyze critically, with sound arguments and fully supported by relevant facts.</p> <p>Answers accurately, demonstrating a good knowledge of the topic. Methods are correct.</p> <p>Original work with clear and well derived arguments</p>	<p>Largely systematic and accurate account of the assignment; well organized.</p> <p>Data collection, methods and analysis applied correctly</p> <p>Evidence to extended reading on the topic</p>	<p>Well prepared, systematic approach with a clear understanding of the material and methods.</p> <p>Good presentation skills, answers are correct accurate. Ideas are independent and is participating in the group</p>	<p>Systemic enquiry and application of theory</p> <p>Awareness of major literature and industry/ company issues</p> <p>Argues the facts comprehensively</p>
C	<p>Attempts to analyze critically, with sound arguments, supported by relevant facts. Methods are applied with difficulty or partially.</p> <p>Some evidence of original work</p>	<p>Systematic and accurate account of the assignment; reasonably organized.</p> <p>Data collection, methods and analysis applied with few inaccuracies</p>	<p>Adequate preparation, reasonable approach and understanding of the material and methods.</p> <p>Adequate presentation skills</p>	<p>Enquiry process is adequate.</p> <p>Discusses the data and other evidence.</p> <p>Shows awareness of literature</p>
D	<p>Answers are incomplete with limited knowledge of topic.</p> <p>Arguments are weak and shows lack of application of methods.</p>	<p>Incomplete approach to assignment, data analysis. Reading of concepts is weak and</p>	<p>Lack of preparation, unsystematic approach, Limited answers</p> <p>Difficulty in working alone and weak participation in groups</p>	<p>Work is anecdotal, descriptive.</p> <p>Significant deficiency in presentation of data or arguments.</p>

#### IV. Cumulative Grade Point Average (CGPA)

CGPA indicates students' average performance over all semester/terms/modules up to the current or final term. The calculation is carried out by taking the grade point total for all the courses taken till date multiplied by their respective credit hours, which is divided by total number of credit hours registered till date. Since courses carry different weights (credit hours), CGPA is computed by taking the weighted average of the course grades. For example, if a student receives grade B in a course carrying 3 credit hours and grade A+ in a course carrying 1 credit hour the GPA will be calculated as follows:

Grade	Grade Points	Credit Hours	Weight
B	3.00	3	9
A+	4.00	1	4
TOTAL:		4	13
GPA			$=13/4 = 3.25$

## L. Examinations

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Dean-Academics
Policy Number	IMT/PPM/3L
Last Review Date	27 <sup>th</sup> December 2022

IMTD follows continuous evaluation system. Evaluations typically comprise of several components e.g. Assignment, Quiz, Case Study, Project, Midterm and Final examination. Faculty members design and assess students as per the stated learning outcomes. Final examination is mandatory for every course and shall have the weight assigned between 20% and 40% of the total. In case any student fails to attend final examination, he/she shall be awarded F grade unless such failure is caused by ill health or some other compelling circumstances acceptable to the Dean-Academics. In the case a student is granted leave of absence, the student shall be given Incomplete (I) grade (See Section K.II: Course grade definition). The Dean shall notify this grade to Registrar's Office. Any student who has been given an Incomplete grade must complete final examination within two weeks from the declaration of the grade.

The course syllabus details out schedule of component wise evaluation. Final examination schedule is announced separately.

### I. Examination Rules

- i. Students are required to settle all outstanding dues before appearing in the final examination.
- ii. Students should write their roll number immediately on receipt of the answer sheets, continuation sheets, question paper, case studies or any other materials provided during the examination. Non-compliance to this Rule would be considered as academic malpractice.
- iii. Any kind of conversation among students is strictly prohibited inside the Examination Hall. Also, any attempt to offer or receive help (exposing answer sheet, hand-signs etc.) shall attract severe punishment. Smart devices are not allowed inside the Examination Hall except with the permission of the subject faculty.
- iv. Students should not exchange their question papers or any other material during the examination. If any student is found guilty of any kind of malpractice, he/she is subjected to disqualification from the examination.
- v. Students are advised to submit answer sheets / graph papers/ any other sheets including all sheets used during the examination.
- vi. Cheating during examination is a serious offence;
  - o if a student is caught cheating, then he/she is asked to leave the



- Examination Hall immediately. The invigilator collects all incriminating evidence and report to the Registrar.
- Wherever, the case of cheating during examination is clearly established by the invigilator, the concerned student shall be awarded zero marks for that component.
  - If a student violates any other rules or instructions during an examination, it will be reported to the Registrar who shall in turn report to the disciplinary committee.
  - Impersonation is a serious offence and it will be dealt as per the UAE law.
- vii. During the period of examination, a student is not allowed to go out of the Examination Hall. In case of emergency, permission needs to be taken from the invigilators.
- viii. It is students' responsibility to take care of his/her belongings during examination. The institution is no way responsible if it is found that any item of student's belonging is missing, during/after the examination.
- ix. If a student could not attempt the examination due to unavoidable circumstances, then he/she can appear for a reexamination only after he/she provides relevant proof and gets a written approval from the Instructor and Program Chairperson.

## II. Moderation of Question Paper of Final Examination

The final examination question paper is moderated by a faculty within the subject area. The subject faculty submits the question paper and evaluation rubrics along with a prescribed form as below for moderation seven days before the examination. At the beginning of the semester, the Area Chair prepares a list of the question paper moderators and circulates among the faculty within the subject area, Program Chair and Dean-Academics. **To the extent possible moderation shall be carried out by external experts.**

### Question Paper Moderation Form (QPMF)

Program (BBA/MBA/EMBA)	
Faculty Name	
Moderating Faculty Name	
Course Title with Code	
Date of Examination / Assessment	
Date of Submission	
Semester/ Term	
Academic Year	

### Appropriateness of Questions for measuring Learning Outcomes

Learning Outcomes (To Be Filled in by the Faculty)	Questions/Assessment (To Be Filled in by the Faculty)	Appropriateness (Yes/No) (To Be Filled in by the Moderator)

### Checklist of Assessment (To Be Filled in by the Moderator)

Sl.no	Item	Yes/No
1	Cover page of Examination paper is as per the template of IMT	
2	Examination/Assessment is as per the Course Syllabus	
3	Weight/Marks assigned to the examination is appropriate	
4	Instructions are clear to the students	
5	Answer Key / Model answer is Appropriate	
6	Language is simple and free from Typographical errors	
7	Coverage is as per the Course Syllabus	
8	Time allotted is appropriate for the examination/ assessment	
9	The rigor of the examination is as per the NQF level descriptor	

**Remarks of the Moderator (Use additional sheet if Necessary)**

**Action by The Course Faculty (Use additional sheet if Necessary)**

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Faculty Signature

Moderator Faculty Signature

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### III. Fairness of Evaluation

The Area Chair is responsible for ensuring fairness of evaluation in the Final Examination by the faculty member within the subject area. He/she checks ten percent sample of checked final examination answer sheets and issue a letter to the faculty covering any marking anomalies draws the attention of the concerned faculty. The Registrar shall release the result only after ensuring that fairness of evaluation process is complete.

### IV. Grade Moderation Procedures

The registrar office consolidates the grade for the term/ semester/ module and presents it to the Grade Moderation Committee for approval. The Grade Moderation Committee reviews any instances of grade inflation, or extreme grading pattern. If required, Grade Moderation Committee communicates the concerned faculty for appropriate corrective action. The registrar releases the grade ensuring that observations of the Grade Moderation Committee is taken care of.

## M. Curriculum Approval and Revision

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Dean-Academics
Policy Number	IMT/PPM/3M
Last Review Date	26 <sup>th</sup> October 2021

IMTD offers the Curriculum as approved by the Ministry of Education, UAE. For a minor change such as change in the edition of the reference book, case studies etc., is allowed at the faculty level. In case of major revision in the curriculum, IMTD applies for substantive change as per the CAA Standards. Curriculum review is an extensive process coordinated by the Curriculum Committee. Curriculum review process involves all the relevant stakeholders such as Faculty, Students, Alumni, Industry experts and advisory board. After getting necessary approval of the BoG, the Director applies to the Ministry of Education for accreditation.

## N. Internship/Practicum

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Director
Policy Number	IMT/PPM/3N
Last Review Date	26 <sup>th</sup> October 2021

The internship is a key element of the learning process of IMTD and an integral part of the program. Internship provides students of undergraduate program with an opportunity to work in the industry and apply tools and skills learned during the course of study. The internship project is supervised and monitored by the company supervisor and the faculty mentor.

Office of career service provides support to the students to get internships in different companies in UAE and other countries. Internship Manual provides necessary guidance to the students regarding all aspects of internship requirements. Faculty mentor evaluates the internship project/report for final grading.

## O. Teaching and Learning Methodologies

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Director
Policy Number	IMT/PPM/30
Last Review Date	26 <sup>th</sup> October 2021

IMTD provides full autonomy to the faculty to decide on pedagogies, learning resources, assessment tools etc. as long as such methodologies are adequate for achieving the learning outcomes. The faculty are expected to keep their course outlines up to date and in sync with the latest development in the industry and academic world.

As a general guideline, faculty shall use following methodologies for teaching:

- class room-based lectures,
- flip class rooms,
- case study-based teaching,
- project based learning, Simulation and others.

## P. Course Syllabus

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Dean-Academics
Policy Number	IMT/PPM/3P
Last Review Date	26 <sup>th</sup> October 2021

IMTD maintains all approved syllabi with program office and QAIE office after getting approval from the MOE, UAE. A brief description of various approved courses is also maintained in the Graduate and Undergraduate catalogues.

Typically, a course syllabus includes the following:

- i. Course and faculty information (course title, code, pre-requisite course, number of credits, semester/module/term the course offered, name of the instructor, contact information and office hours)
- ii. Course description
- iii. Course objectives
- iv. Course learning outcomes
- v. Course learning outcome and program learning outcome mapping
- vi. Text book and other resources
- vii. Pedagogical approach
- viii. Course assessment
- ix. Rubrics (or Feedback) for Assessment Components
- x. Weekly (Session Wise) Details
- xi. Academic Integrity and Regulations
- xii. Accommodation for Students with Disabilities.

## Q. Course File

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Head QAIE and Accreditation</b>
Policy Number	<b>IMT/PPM/3Q</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

The course portfolio (course file) is a compilation of documents prepared by faculty at the end of the semester / term / module which comprises the following documents:

1. Course syllabus;
2. Course review report;
3. Copies of all teaching materials;
4. Copies of all assessments (such as Quizzes, Assignments, Projects, Case Analyses etc.,) with answer keys, marking schemes, and samples of students' submissions along with feedback including Plagiarism report (best, average and poor performance);
5. Plagiarism incident report;
6. Mid-term exam paper with answer keys, marking schemes, and samples of students' submissions along with feedback (best, average and poor performance);
7. Final exam paper with answer keys, marking schemes, and samples of students' submissions along with feedback (best, average and poor performance);
8. Grade Sheet (with graphical presentation);
9. Attendance Sheet;
10. Course Feedback obtained from students; and
11. Portfolio review report.

The course portfolio must be submitted to the QAIE office within 40 days after submission of the grades to the Registrar's office. The role of the QAIE office is to collect and audit the completeness of the course portfolio. The instructors are required to complete any discrepancies identified by the QAIE office within two days' time. The complete course portfolios are then peer reviewed by two Professors other than the faculty who taught the course. The Course Review Report is a tool which assists the Dean-Academics in preparing a comprehensive Program Assessment form which has the details of the performance of the students and how the learning outcomes have been achieved.

## R. Class Size

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> / Discontinued <input type="checkbox"/>
Policy in-charge	Head QAIE and Accreditation
Policy Number	IMT/PPM/3R
Last Review Date	26 <sup>th</sup> October 2021

Program and course enrollments are determined by number of factors. The class size is predominantly determined by the efficacy in attaining the course and program outcomes. Other criteria that can have impact on class size decisions are:

- i. Level of the course and learning outcomes
- ii. Instructional and pedagogical methods used for the course
- iii. Mode of delivery
- iv. Class room capacity and availability of work stations
- v. Other external considerations such as accreditation requirements also play a role in deciding the class size.

For the graduate programs, the class size is mainly determined by nature of the course, availability of infrastructure such as the size of class room and facilities available in each room for the effective learning environment. Based on the experience, it is decided that for general and core courses, the class size may be larger than the elective courses. For core and general courses for graduate and undergraduate programs teaching pedagogy is mostly lecture based and hence IMTD shall have a maximum class size of 60 students.

On the other hand, for elective courses, it requires intense class activities, group projects and focused teaching. This requires a smaller class size for effective teaching and learning. For the elective courses, the class size for the graduate program is 50 students.

IMTD also has a minimum class size policy for any course to be offered. A minimum of 10 students are required to offer any course.

Program	Minimum Class Size	Maximum Class size
Graduate Program (MBA/EMBA) Core Courses	10	60
Graduate Program (MBA/EMBA) Elective Courses	10	50
Undergraduate program BBA	10	60



## S. Policy on Intensive Modes of Course Delivery

Policy Type	<b>New</b> <input type="checkbox"/> / <b>Revised</b> <input checked="" type="checkbox"/> / <b>Discontinued</b> <input type="checkbox"/>
Policy in-charge	<b>Director</b>
Policy Number	<b>IMT/PPM/3S</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

IMTD offers the courses as per the approved semester/term/module duration. In undergraduate program, in addition to fall and spring semesters, summer terms are offered. In summer terms the credit hours are maintained and full content of the approved syllabi is covered. IMTD ensures all the student services and support system are in place during such courses.

## T. Academic Misconduct

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Director
Policy Number	IMT/PPM/3T
Last Review Date	26 <sup>th</sup> October 2021

IMTD expects its students to show respect to others, and take responsibility for their action. With regard to their personal behavior and attitude towards others in the society, students are expected to respect the religious beliefs, values and heritage, law and order, property and rights of others. By their own initiative, students are encouraged to display a sense of personal honor and integrity, and to conduct themselves in a manner becoming an IMTD student.

- i. All cases of Academic misconduct will be reported immediately to the Chair of the Student Disciplinary Committee (SDC).
- ii. Depending on the graveness of the issue, SDC may recommend the concerned faculty member to resolve the issue at his/her own level. Other matters of academic misconduct will be dealt by the SDC directly.
- iii. The SDC shall analyze and evaluate the seriousness of academic offence and misconduct while giving a chance to the concerned student to represent his/her arguments. Based upon the circumstantial evidence and arguments of faculty and students, the SDC will take the decision and send the recommendations to Dean-Academics.

Any violation of the Institute's academic rules, regulations and / or directives shall result in following disciplinary measures.

- i. Verbal or written warning
- ii. Awarding zero marks in relevant component of assessment
- iii. Repeating the Semester or the course
- iv. Suspension for a period of time
- v. Dismissal from the Institute

If the student does not agree with the Student Disciplinary Committee's decision, an appeal may be made for review to the Director. The Director is the final authority for the revision of decision or any modification therein.

## 4. Research and Scholarly Activities

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Chair Research ; Director</b>
Policy Number	<b>IMT/PPM/4A</b>
Last Review Date	<b>27<sup>th</sup> December 2022</b>

IMTD aspires to become a center of excellence in GCC in management research through collaborative engagement in research activities with industry, business, government and community. IMTD focusses on creating a learning environment that is informed by research especially that of our own faculty. The institute aims to promote and maintain an environment which fosters and supports research of high ethical standards, mutual co-operation and exchange of ideas.

IMTD's research strategy aims to create and sustain a supportive, collaborative and vibrant research culture in management disciplines and explore emerging areas of research in accordance with highest ethical standards. The research strategy is to support and develop both existing and emerging areas of research excellence in accordance with highest ethical standards.

### **I. Academic Freedom for Research**

IMTD is committed to provide a conducive ecosystem for research. IMTD ensures academic freedom to faculty for free pursuit and dissemination of knowledge related to industry, business and society. No restrictions are placed in respect to topic of research, its publication and dissemination within the framework of laws and regulations of UAE. IMTD ensures that faculty researchers have the right to choose methodologies, draw conclusions and highlight the value of their research findings.

### **II. Management of Research**

**Principles of Sustainability**-Faculty members are encouraged to undertake research that promote sustainable development in terms of economic, social and environmental considerations. In this regard the following objectives are adopted.

- Emerge as a center of excellence for sustainability related research studies.
- Contribute towards national and international research on sustainability and innovation issues.
- Foster collaboration with external agencies like industry, government and other research institutions to provide solutions to problems related to sustainability issues facing the society.

### **III. Intellectual Property Rights conforming to the UAE and International Laws and Regulations**

IMTD is committed to ensure that Intellectual Property emanating from its research activities is used in line with its mission for the benefit of the institute, the creators and society at large. This policy aims to promote, preserve, encourage and aid scientific research. If the research has the potential

of business application, the institute shall support in its development in accordance with the UAE and International Laws. IMTD recognizes that the allocation of rights in intellectual property arising from research work sponsored by government or other external organizations will be typically governed by the terms of a written agreement between IMTD and the sponsor within the framework of UAE and International Laws.

The research policy is presented in **Appendix 2**. The research policy includes details of research support, ethical research, student involvement in research and commercialization of research output.

#### **IV. Student Research Engagement Policy**

IMTD encourages students' engagement in research as part of learning process. The strategies for the student engagement in research are as follows:

- Adopting research-based internship projects;
- Internship projects leading to master level dissertation;
- Encouraging students to assist in faculty research;
- Creating institutional support for participation in research competition organized by professional organizations and other universities
- Instituting award for published research by students; and
- Offering Course of Independent Study as a research-based course.

## A. Research Support

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Chair Research ; Director
Policy Number	IMT/PPM/4A
Last Review Date	27 <sup>th</sup> December 2022

IMTD supports research and reward researchers in variety of ways.

- i. Publications in ABDC listed journals are rewarded. Refer to Faculty handbook for details.
- ii. Additionally, faculty obtaining grants from external agencies for research purposes will be given appropriate release time as recommended by the research committee
- iii. Conference participation grant can be availed by the faculty up to an amount of AED 10,000 every two years.
- iv. Faculty members can avail an annual grant of AED 5000 from IMTD, for taking up independent research. In order to receive the grants, the following conditions are required to be satisfied:
  - o The faculty member submits a proposal in a prescribed form to the Research Committee
  - o There shall not be any existing grant open with the faculty.
  - o The proposal is reviewed for relevance to IMT, UAE and Business education in general.
  - o It is expected that the grant shall be utilized for acquiring data, new IT tools, conducting primary research and the likes.
  - o No more than 20% of the grant awarded could be used for travel expenses.
  - o The Research Committee makes a recommendation for approval to Director.
  - o The proposed research shall be completed within two years and submit a research report to the Chair Research.
  - o Any faculty receiving the grant must commit to refund the research grant if leaves the employment of the institute within the next two years.
- v. Faculty members can avail an annual grant of AED 10,000 for taking up independent research on sustainability. Conditions stated in (iv) above are required to be satisfied to avail of the grant.

## Research Expectation

It is expected that all faculty shall publish at least two research papers in ABDC or Scopus indexed journals in every three years. Refer to **Appendix 2** for Research Policy.

## B. Ethical Research

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Chair Research</b>
Policy Number	<b>IMT/PPM/4B</b>
Last Review Date	<b>27<sup>th</sup> May 2022</b>

IMTD believes that sound ethical standards are a pre-requisite for excellent research. This policy is adopted to promote a culture within the institute whereby the faculty and student researchers meticulously reflect on the ethical implications of their research. All research must follow appropriate ethical, legal and professional frameworks, obligations and standards.

Researchers at IMTD are required to get ethical approval when research activity undertaken involves human participants for interviews, focus groups, surveys, observations. The Research Committee evaluates the responses and gives the approval for carrying out the research work. The basic objective of this review exercise is to provide an opportunity to researchers to reflect on the potential ethical implications of the research undertaken and manage potential harms and risks that might be caused to different stakeholders including participants and researchers.

Ethical research practices are based on fundamental principles of research integrity. Faculty members must adhere to the following guidelines while undertaking research involving human participants

- The researcher must inform participants in advance and take their consent to take part in the study.
- If the research topic is sensitive in nature, the ethical procedure involves inclusion of verbatim instructions for the informed consent procedure.
- The participants must be informed at the outset of the study that they have the right to withdraw.
- Researchers should be open and honest about the purpose and potential applications of the research. Any conflicts of interest, funding source and the way the results are used must be declared.
- The researcher must ensure that all relevant safety procedures are in place to assess and minimize risk to participants, research team and other stakeholders.
- Researchers are expected to ensure confidentiality of the participant's identity and personal identifiable data throughout the entire period of conduct and reporting of the research.

Refer to Annex to **Appendix 2: Research Policy** for further details on Research Ethics Policy.

## **Obligations of the Researcher**

Researchers have the obligation to ensure that they conduct research with honesty, integrity, cultural sensitivity, and minimum risk to all involved.

The institute holds the view that in case of sponsorship of research projects, the sponsors must be informed of any potential publication or dissemination of the research findings. The key guideline in terms of authorship is that the authorship of articles must be restricted to those contributors who have made significant intellectual or practical contribution to the work. Researchers at IMTD have to disseminate their research as widely as possible particularly to those who will benefit from it and to publish where their research will have the maximum impact.

Researchers should avoid submitting research papers to more than one potential publishers at any given time or publishing findings in more than one publication without disclosure and appropriate acknowledgement of any previous publications.

## **Participants' Rights**

All researchers must be aware of the participant rights and undertake research activities accordingly:

1. Take consent and acknowledge refusal to participate in research activities
2. Maintain full confidentiality of personal information of participants
3. Data collection should be in adherence to the UAE Law.

The authors are solely responsible for the content of the publication. All contributions must be duly acknowledged. Researchers must clearly acknowledge all sources used in their research. They must seek permission from any individuals if a significant amount of their work has been used in the publication.



### C. Student Involvement in Research

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Dean – Academics</b>
Policy Number	<b>IMT/PPM/4b</b>
Last Review Date	<b>27<sup>th</sup> December 2022</b>

As part of master dissertation, faculty are expected to engage students in a meaningful research. The Dissertation Manual provides detailed guidelines about the process of involving students in research.

[Refer to Section 4. IV Student Research Engagement Policy for details.](#)

### D. Commercialization of Research Output

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Chair Research ; Dean-Academics; Director</b>
Policy Number	<b>IMT/PPM/4b</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

IMT may consider entering with any person inside or outside the organization for commercialization of intellectual property. The originator of the intellectual property will always be consulted in such cases.

## 5. Faculty and Professional Staff

### A. Faculty and Professional Staff Role

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Director</b>
Policy Number	<b>IMT/PPM/5A</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

Teaching, research, and service in the interest and growth of the Institute are the duties expected from the faculty members at IMTD.

The Institute expects from each faculty member a high level of commitment and high standards of conduct. It is also obligatory on the part of the faculty members to respect the dignity of other fellow members and acknowledge their right to expression. The Institute believes in free expression of thoughts and ideas and in fact would create an environment for intellectual honesty, freedom of inquiry and instruction. IMTD involves faculty and professional staff in various institutional decision-making process.

It is the duty of the faculty members to promote and practice these principles.

#### I. General Responsibilities:

The basic responsibility of a faculty member is to guide and support students in their learning process and to guide and advise them in their professional growth. Further, IMTD expects its Faculty members to assume the following responsibilities:

- Teach IMTD students
- Maintain discipline, attendance and deadlines in conducting classes, examinations, evaluation and declaring of results
- Supervise student internship and project work
- Provide academic advising and tutorials to the students.
- Conduct research and publications in reputed scientific journals/volumes
- Develop course syllabus and update existing course syllabus
- Participate in Institutional development services and support activities
- Represent the Institute within the community at large
- Develop relevant case study materials
- Develop new courses.

## **II. Responsibilities towards students:**

- Promote scholarly values in students including honesty, the free pursuit of learning and the exercise of academic freedom.
- Act professionally in the classroom and in other academic relationships with students.
- Evaluate students on the merit of their academic performance.
- Provide consultation on course work
- Acknowledge academic and scholarly contributions of students.
- Not engage in any exploitation, harassment, or prohibited discriminatory treatment of students.
- It is highly suggested that all Faculty refrain from fraternizing with students at all times.

## **III. Responsibilities towards other members in the Institute:**

- Not engage in any exploitation, harassment, or prohibited discriminatory treatment of any members of the institute.
- Respect and defend the free inquiry of associates.
- Show due respect for the opinions of others
- Acknowledge the academic contributions of others
- Be objective in professional judgment of colleagues
- Accept responsibilities for contributing to the governance of the institution.

## **IV. Responsibilities to the public:**

- Strive to be accurate
- To exercise appropriate restraint
- Listen to and show respect to members of the society at large
- To clearly and explicitly indicate that they are not speaking or acting for the Institute when speaking or acting as a private person.

Policies and procedures relating to faculty members are governed by the Faculty Manual.

Moreover, the academic staff is expected to conduct themselves with integrity. All scholars and researchers at IMTD are responsible for upholding the following principles:

- Promote honest academic conduct
- Use scholarly rigor and integrity in obtaining, recording and analyzing data; as well as in reporting and publishing results;
- Obtain permission for the use of unpublished material, and to use any type of material in accordance with the rules of the source;
- Use funds designated for research purposes in the prescribed manner;
- Reveal to the Institute the sponsors, journals, or funding agencies etc.

## **V. Academic Freedom**

Faculty members are free to express and explore ideas and concepts related to their subjects in the class rooms and research activities. However, the faculty members must refrain from initiating and discussing controversial, religious sentimental and cultural matters in the class room and remain with the framework of UAE laws and regulations.

#### **VI. Non-Teaching Staff**

Policies and procedures related to Non-teaching staff are governed by the Staff Manual.

## B. Employment

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Director
Policy Number	IMT/PPM/5B
Last Review Date	26 <sup>th</sup> October 2021

IMTD values a rich and diverse pool of faculty members and their critical role in teaching, research and institution building. The Institute has a policy of recruiting faculty members with diverse backgrounds and expertise relevant to management education, and education from different countries across the world.

### I. Faculty Categories

IMTD classifies faculty pool in four categories: Full-Time, Part-Time, Adjunct and Visiting.

#### a. Full Time Faculty

Faculty holds a full-time appointment with IMTD and is appointed in the ranks of Teaching Fellow/Senior Teaching Fellow, Lecturer, Assistant Professor, Associate Professor, and/or Professor. Full-time faculty contribute to teaching, research and administrative responsibilities. The compensation and benefits to the full-time faculty are as per the appointment letter.

All full-time faculty members are appointed with limited or unlimited contract as per the UAE law with a probation period of maximum 6 months.

On completion of the probationary period, a performance review is conducted for confirmation/termination.

A Full-time faculty cannot take any employment or accept any remunerated activity outside the Institute. However, participation in corporate boards as non-executive members, consulting assignments for third parties and teaching and conducting seminars in or with other educational or commercial entities may be permitted by the Director in writing after considering the academic and administrative commitments at the institute.

#### b. Part Time Faculty

A part time faculty is an external faculty hired to teach a specific course in a specific semester with a maximum of 6 credits in any specific semester.

Part time faculty teach the designated course and discharge the associated responsibilities such as grading and advising to the students in their respective areas of instructions, and completing

relevant documentation required by the institute. Part time faculty are entitled to such remuneration and benefits as mentioned in the respective terms of appointment. The roles and responsibilities of Part-Time Faculty are as follows:

- i. **Course:** A part time faculty is an external faculty hired to teach specific/designated course or courses in a specific semester.
- ii. **Number of Teaching Hours:** A Part Time Faculty member can teach up to 6 Credits in a Particular Semester equivalent of ninety hours in a semester.
- iii. **Duration:** The Part-Time faculty is hired to teach a specific course and the contract will be terminated at the end of the completion of that specific course.
- iv. **Working Hours/Timetable:** The working hours of Part-Time faculty will be decided on the basis of the schedule of IMTD and availability of faculty. The Part-Time faculty is expected to be available to the students for outside class consultation for at least one hour per week for the duration of each course he/she is teaching.
- v. **Remuneration:** A Part-Time Faculty is paid an agreed upon all-inclusive remuneration for the following activities:
  - teaching as per the approved course outline;
  - providing teaching material, if any;
  - conducting assessments as per the plan included in the course outline;
  - providing feedback to students on the assessment components;
  - preparing examination question papers for both mid-term and final examinations;
  - examination invigilation;
  - grading of students;
  - submission of a course portfolio;
  - recording and submitting attendance of the students.

### c. Adjunct Faculty

Adjunct faculty contracted for a longer duration up to a maximum of 11 months for teaching and other assignments including internship / dissertation supervision. The Adjunct Faculty role is similar to that of a part time faculty and remuneration is as per the contract.

### d. Visiting Faculty

Visiting Faculty is any faculty members holding a full-time contract in another institution and visiting IMTD for teaching or research assignments up to a maximum of 11 months. The workload/roles and responsibilities of such faculty would vary from faculty to faculty and will be determined during the contract negotiations. The Visiting Faculty are hired primarily by invitation from other universities from different countries. The other source of hiring such faculty shall be under the exchange agreements with different business schools or universities. The qualification

of such faculty has to be similar to that of Full-Time faculty as listed in **Section 5H**. The workload and conditions of such recruitment are based on the negotiations at the time of finalization of the contract. The maximum teaching load of such faculty shall not exceed the maximum of 16 credits over 11 months. Such faculty may engage in teaching or research or both.

The following chart explains the similarities and similarities across different categories of faculty:

	<b>Full-Time</b>	<b>Part-Time</b>	<b>Adjunct</b>	<b>Visiting</b>
<b>1. Remuneration</b>	Based on Rank, Scales and Experience	Per Hour Basis	Per Hour Basis and as agreed in the contract for other academic activities	As Per the Contract
<b>2. Teaching Load</b>	Maximum of 18 Credits per year	Maximum of Six Credits in a Semester	Maximum of Six Credits in a Semester	As per the contract with a maximum of 16 credits over 11 months
<b>3. Insurance and Medical Benefits</b>	As Per IMT policies and UAE laws	No	No	As Per IMT policies and UAE laws
<b>4. Visa Sponsorship</b>	Yes	No	No	Yes
<b>5. Annual Travel</b>	Yes	No	No	No
<b>6. Medical Leave</b>	Yes	No	No	Yes
<b>7. Annual Leave</b>	Yes	No	No	Yes
<b>8. Working Hours</b>	As Per IMT policies and UAE laws	As Per the schedule mutually decided	As Per the schedule mutually decided	As Per IMT policies and UAE laws
<b>9. Responsibilities</b>	1. Teaching	Teaching and Related Activities	Teaching and Related Activities; Internship and Dissertation supervision	1. Teaching
	2. Research			2. Research
	3. Administration			3. Students Project Supervision and Mentoring
	4. Students Project Supervision and Mentoring			
<b>10. Duration of Contract</b>	Full-Time Regular	Duration of the Contract	Duration of the Contract	Full-Time contract with a Maximum of One Year Period
<b>11. Appraisal and Performance Evaluation</b>	As Per the Detailed IMT Policy as Listed in Section F.6 of Faculty Manual	On the basis of Students Feedback and Review of Course File	On the basis of Students Feedback and Review of Course File	On the basis of Students Feedback and Review of Course File

## II. Faculty Recruitment Policy

IMTD follows principles of ‘equal opportunity employment’ in its recruitment of faculty:

- i. Faculty appointments are made in accordance with the UAE employment laws and regulations;
- ii. Faculty Selection Committee [refer to **Section 1C.8**] recommendations to the Director the list of the selected faculty after completion of the recruitment process stated in **Section I.II** of the Faculty Manual.

Up-to-date information on the documents required by IMTD for the employment, including visa sponsorship is provided at the time of signing the contract.

Detailed procedure for faculty recruitment refers to **Section I.II** in the Faculty Manual.

### **III. Advancement of Existing Faculty**

#### **a. Promotion to a Higher Rank**

##### **i. Requirement for promotion to the rank of Assistant Professor**

Faculty at the rank of Lecturer can be considered for Assistant Professor Rank after a positive evaluation of performance, which includes ongoing publications and contributions to their field of expertise, excellent teaching evaluations, contribution to the Institute's development, community service, academic and administration responsibilities.

##### **ii. Requirement for promotion to the rank of Associate Professor**

Faculty at the rank of Assistant Professor can be considered for Associate Professor Rank after a positive evaluation of performance, which includes ongoing publications and contributions to their field of expertise, excellent teaching evaluations, contribution to the Institute's development, community service, academic and administration responsibilities.

##### **iii. Requirement for promotion to the rank of Professor**

Faculty at the rank of Associate Professor can be considered for Professorship Rank after a positive evaluation of performance, which includes, but is not limited to: classroom teaching observations, publications and research, institutional development, community service and corporate responsibilities and engagements.



## **b. Eligibility Criteria for Promotion to a Higher Rank**

The Institute has established the following minimum criteria for promotion to the next academic rank(s) as mentioned below:

### **Assistant Professor:**

- Must hold a Ph.D. or equivalent in Management or related areas.
- Minimum three years of Industrial/research academic experience including minimum two years at IMTD as Lecturer/Teaching Fellow/Senior Teaching Fellow.
- The candidate shall show a capacity and will to maintain teaching effectiveness and the ability for continuing growth as a teacher, scholar, and must undertake guided research.

### **Associate Professor:**

- At least five years in the rank of Assistant Professor including minimum three years at IMTD.
- The candidate shall have a capacity to maintain teaching effectiveness and the ability for continuing growth as a teacher, scholar, and member of his or her profession.

### **Professor:**

- At least five years in the rank of Associate Professor including minimum three years at IMTD.
- The candidate shall have attained an excellent reputation in his or her field of expertise, evidenced by scholarly publications and teaching excellence.
- The candidate must be able to demonstrate outstanding performance in teaching, hold a distinguished record of publications in international journals; peer reviewed of publications, and effective service to the institution.

## **c. Faculty Promotion Procedures**

- The candidate prepares and submits his/her professional accomplishments in the areas of teaching, scholarly research, administration and institutional development activities by including the supporting documents for evidence to the Dean-Academics.
- Preliminary Review to check the eligibility is done by the Dean-Academics.
- Faculty Appraisal Reports (annual) will be a significant input to such decisions. These include
  - Teaching effectiveness score
  - Research Output vis-à-vis the minimum expected research of faculty
  - Involvement in institutional development activities
- On the recommendation of the Dean Academics, the Director will set up an ad-hoc Academic Promotion Committee (APC), that will include the Director, Dean-Academics, and two faculty members who are of Professor Rank.
- The APC will evaluate the submitted documents using the following broad parameters.
  - Quality of research publication
  - Alignment with Institutional mission and Priorities
  - Nature and quantum of contribution to institutional development

- Innovation in pedagogy and teaching effectiveness
- Any other matter involving the concerned faculty that impacts the mission, academic ecosystem and values of IMT.
- The APC would present its recommendation to the Director.

#### **IV. Staff Recruitment and Terms of Service**

Refer to Section B and G of the Staff Manual.

## C. Compensation and Benefits

Policy Type	<b>New</b> <input type="checkbox"/> / <b>Revised</b> <input checked="" type="checkbox"/> / <b>Discontinued</b> <input type="checkbox"/>
Policy in-charge	Board of Governors
Policy Number	<b>IMT/PPM/5C</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

The Board of Governors approves the salary structure of all faculty members. For existing faculty members, the compensation is reviewed in the month of July every year based on the annual appraisal.

### I. Salary Structure and Other Allowances and Benefits

#### a. Gross Salary Break up

The salary structure of the full-time faculty member is as follows:

- Basic – 60%
- HRA – 30%
- TA / Other allowances – 10%

For part time, adjunct and visiting faculty members, the pay and other allowances are as per terms of contract.

For faculty members who have been provided residential accommodation on the campus, the accommodation charges are deducted from salary as per the Guest House policy of IMTD or as per the terms of their respective contract.

#### b. Allowances and Benefits

##### i. Medical Coverage

The Institute shall provide medical coverage to all full-time faculty members and their dependent spouse and two dependent children under the age of eighteen. To avail of this, benefit the employee must be on IMTD visa and their dependents must be sponsored by the employee.

##### ii. Leave Travel Allowances (LTA)

The Institute shall provide LTA to all full-time faculty members and their dependent spouse and two dependent children under the age of eighteen on completion of one year of service. To avail of this benefit, the employee must be on IMTD visa and their dependents must be sponsored by the employee.

Sector-wise LTA entitlement is as follows:

Sr. No.	Sector	Annual Amount in AED/ per person (above 2years of age)
1	GCC countries	1000
2	Indian Subcontinent, Middle East and North Africa	2500
3	Europe, Australia, New Zealand and Other African Countries	3500
4	North, Central and South America	4500
5	All Other Countries	3500

- The sector is based on the declaration of hometown given by the faculty member while joining.
- All full-time faculty members declare the dependents (spouse and maximum two children up to the age of eighteen years) in the beginning of the fiscal year (i.e. April).
- If the dependents' visas are issued during the financial year, LTA to such dependents shall be calculated on pro-rata basis.

#### **c. Retirement Policy**

The age of retirement of all full-time faculty members is 65 years. Reappointment of any faculty member after the age of retirement may be recommended by the Director and must have the approval of the Board of Governors provided the visa (if applicable) can be processed.

#### **d. End of Service Benefits**

All full-time faculty members are eligible for payment of gratuity as per the UAE labor laws.

#### **e. Final Settlement in the event of Death**

In the event of death of an employee/faculty while in service, settlement of his/her dues is as in the case of resignation of an employee. In case the family is not living in the UAE and if employee demises while in service, IMTD shall cancel his/her visa as per the rules, inform the appropriate authorities, take necessary permissions and documents from the appropriate authorities for taking the body to his/her native place. His/her settlement of dues will be carried out as per the UAE laws.

## **f. Faculty Increments**

All eligible full-time faculty members, are given increments with effect from 1st of July every year based on their annual appraisal [refer to **Section 5I** for faculty evaluation process].

## **g. Norms for pay and settlement of dues**

Norms for pay and settlement of dues are as follows:

- The pay and allowances to the employees of the Institute for each month shall be payable latest by the first working day of the succeeding month.
- On termination/resignation, the pay and allowances shall be released only after the employee's account is settled and taking over charge from him/her including surrender or return of the Institute's assets in his/ her possession. A clearance certificate from the authorized person taking charge from him/ her will be necessary. Furthermore, a "No Dues" certificate from all relevant departments will be a pre-requisite to the final settlement with the separating employee.
- Payment is released only after the visa cancellation process is complete and removal of the employee's name from DDA records or as approved by the Director.

Refer to Section F of the Staff Manual for Staff Compensation and Benefits.

## D. Leave of Absence

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Director</b>
Policy Number	<b>IMT/PPM/5D</b>
Last Review Date	<b>27<sup>th</sup> May 2022</b>

### I. Working Hours and Working Days

The normal working hours in IMTD are 9.00 a.m. to 5.30 p.m. from Sunday to Thursday with 30 minute of lunch break. Each faculty needs to be on campus for all duties/meetings/activities. It is expected that a faculty spends a minimum of 6 hours on campus on each working day.

### II. National Public Holidays

National public holidays are announced as per the UAE government directives for private sector.

### III. Leave Policy for Faculty

IMTD grants various types of leaves such as annual leave, medical leave, maternity/ paternity leave, bereavement/ emergency leave, Hajj leave and other religious leave. Faculty members are not entitled to avail of any leave except medical leave during the probation period. For visiting faculty, leave shall be governed as per the terms of contract.

#### Annual Leave

The leave calendar year is from April 1<sup>st</sup> to March 31<sup>st</sup>. The annual leave entitlement is as follows:

- A full-time faculty is entitled to a maximum of thirty-six working days annually, if his / her service exceeds one year.
- 10 working days' leave can be carried forward subject to the maximum accumulation of 40 working days during the entire service tenure.
- Annual leave is pre-sanctioned by the Director.

A faculty member, who has completed probation but not one year of service, can avail off annual leave on a *pro-rata* basis.

## Medical Leave

As per the UAE Labor laws, all faculty members are entitled up to ninety consecutive or intermittent days of medical leave as follows:

- First 15 days: Full pay
- Next 30 days: Half pay
- Following Period: No Pay

Any medical leave of two consecutive days or more needs to be supported by a Medical Certificate issued by competent government authorities.

## Maternity / Paternity Leave

- a. A faculty member, who has completed one year of employment with IMTD, is entitled to 45 days of maternity leave with full-pay and allowances including the period before and after delivery, for first two children. In addition, concerned faculty member is also entitled up to 100 days of leave without pay on medical ground.
- b. A faculty member, who has not completed one year of employment with IMTD, is entitled to 45 days of maternity leave with half pay and allowances including the period before and after delivery, for first two children. In addition, concerned faculty member is also entitled up to 100 days of leave without pay on medical ground on the basis of medical certificate issued by a competent government authority.
- c. Maternity leave in either of the above cases (a) and (b) is not deductible/adjustable from any other leave of the female faculty member is entitled to.
- d. A faculty member, who has completed one year of employment with IMTD, is entitled to paternity leave of 7 days for first two children.

The management reserves the right to recover an amount equivalent to the salary paid to the employee during the period she had been on maternity leave as stated in (a) or any extended leaves as stated in (b), should the concerned faculty member choose to leave the services of IMTD within six months from the date of joining back the services after the maternity leave.

## Bereavement/Emergency

Bereavement leave is granted in case of death of a close family member for a period of 4 days or as may be defined by the UAE Laws from time to time.

## Hajj Leave

Employees may be granted a special leave for the performance of Hajj under the provisions that the leave:

- is given without pay
- may not exceed 30 days
- is granted only once during the employment duration with the company.

## Leave for attending professional development program

On-duty leave of absence is granted to faculty and staff for attending any professional development program approved by the Director in accordance with Section 5F of PPM. Such leave is also granted

to faculty and the staff assisting the faculty for conducting off-campus consultancy and management development program approved by the Director.

#### **Religious Holiday**

Each faculty member can avail one day off on the occasion of religious festivals not exceeding two times in a year.

#### **IV. Leave Encashment**

All full-time faculty members are entitled to encash accumulated annual leave (a maximum 40 working days) as stated in **Section 5 D. III** at the time of retirement/separation from the IMTD.

#### **V. Leave Sanctioning Authority**

The Director is the sanctioning authority of faculty leaves.

#### **VI. General Conditions of Leave**

- Sanction of all leave is at the discretion of the Sanctioning Authority. When due to exigencies of work so required, leave of any kind except medical leave may be revoked or refused or curtailed by the sanctioning authority.
- The sanctioning authority can take disciplinary action against any faculty member availed sanctioned leave and not joining at the end of the sanctioned leave and/or not providing evidence of medical documents, as required.
- A faculty member, who absents himself / herself without obtaining prior sanction or providing information about the cause of absence, will be treated as unauthorized absence and may also be liable for disciplinary action.
- Leave shall not be granted to a faculty member against whom the acts of indiscipline is under enquiry.
- No leave can be clubbed with any other type of leaves except maternity leave.\
- Bereavement leave can be clubbed with annual leave.
- All leave except annual leave shall be counted on the basis of calendar days.

#### **VII. Proceeding on Lien to another organization**

If a full-time faculty member, who has completed five years of service, proceeds on lien to another organization, extra ordinary leave without pay may be granted, up to a maximum period of one year. Such faculty member is not entitled to any increments or benefits except that the continuation of service is protected.



## VIII. Sabbatical Leave

A full-time faculty member, who has been in continuous service with the Institute of a period of minimum 6 years, he/ she is eligible for sabbatical for a period of six months, with full pay for higher studies/ research/ academic project at a reputed foreign/UAE Institution. This engagement with the outside Institution shall be honorary and the Faculty member cannot receive any salary / pay during this period from the outside Institution, other than an honorarium and travel/ living expenses. It is however not mandatory for the faculty member to be associated with an outside institution during this period. He/she could also make use of this period either for writing books or case studies or doing research, without being formally affiliated to any institution. At the end of the Sabbatical, the faculty member will return to the parent institution on the pre-existing employment terms and has to undertake to serve the parent institution for a minimum period of three years. The faculty member has to submit a report on his work during the sabbatical period along with documentary evidence on research paper/books/case studies contributed by him/her. During the sabbatical period, the faculty member is entitled to normal salary increases but without accrual of annual leave. He / she will receive Basic Salary, HRA and other allowances. This type of leave cannot be clubbed with or exchanged with any other form of leave.

## IX. Leave Without Pay

Leave without pay may be granted to full time faculty members for a maximum of one academic year. The year, in which the faculty member remains on leave without pay, is not accounted for increment, promotion and annual benefits such as leaves, gratuity and medical benefits.

## X. Compensatory Leave

Whenever the faculty is teaching or engaging in some official activity on an off day, the faculty may request for a compensatory leave in lieu of that day's work. For work that is up to 4 hours, a half-day compensatory leave is granted and for work more than 4 hours, a full day compensatory leave is granted. This compensatory leave must be availed during the next week on a day when that particular faculty does not have any scheduled activity. In case the faculty member has some scheduled activity on all the days during the following week, then the carry forward of that leave to subsequent week(s) is permitted to the maximum of thirty days from the date of accruing of compensatory leave.

## E. Faculty/Staff Personnel Records

Policy Type	<b>New</b> <input type="checkbox"/> / <b>Revised</b> <input checked="" type="checkbox"/> / <b>Discontinued</b> <input type="checkbox"/>
Policy in-charge	<b>Director; Dean-Academics; Head Administration and Facilities</b>

Policy Number	<b>IMT/PPM/5E</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

Human Resource office keeps all the personnel records and files of the faculty and staff. Following documents are kept as records for faculty members:

- Updated Curriculum Vitae
- Education qualification records (copies of certificates)
- MOE Equivalency
- Offer letter
- Annual appraisal report
- Letter and memos
- Passport and visa copies
- Emirates ID
- List of dependents.

## F. Professional Development for Faculty and Staff

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Director
Policy Number	IMT/PPM/5F
Last Review Date	26 <sup>th</sup> October 2021

### I. Professional Development for Faculty

All full-time faculty members are encouraged to participate in faculty development initiatives in order to accomplish and maintain the academic excellence. Such initiatives include but not limited to workshops conducted by industry experts, certification courses from other reputed universities and associations etc. In this pursuit, necessary resources are allocated in the annual budget to support faculty development. This budget is in addition to individual grants available to faculty for research and conference participation. The process for applying for Faculty Development activities are as follows:

- Faculty can apply to Chair Research with their request to engage in relevant Professional Development Activities. These activities may include:
  - Fees for any industry led technical workshops
  - Membership fees to professional, academic bodies of reputation.
  - Attending internationally recognized Faculty Development Program.
  - Procuring databases, engaging an outside agency in research activity, etc.
- Financial approval is given by the Director on the recommendation of the Research Committee. The faculty shall be granted required leave for attending any professional development program approved by the Director.

### II. Consultancy and Management Development Programs

Participation and contribution of Faculty members to consultancy activities and training programs conducted by IMTD will be considered as over-load provided the concerned faculty member has completed his / her normal workload.

IMTD does not allow faculty members to enter into consultancy or executive education activities with companies or higher education institutions, except under exceptional circumstances with prior approval of the Director.

For consultancy activities carried out under IMTD, the faculty shall receive a remuneration equal to 50% of the invoice paid by the client.

For consultancy organized by faculty with prior approval from the Director and Faculty members shall retain a share of 70% of the net income. The faculty member shall submit statement of accounts with supporting documents.

For executive programmes carried out under IMTD, the coordinator of the programme shall receive a remuneration equal to 10% of the invoice paid by the client. The faculty teaching in such programmes shall receive a remuneration based on the part-time faculty hourly rate.

For executive programmes done outside of IMTD, the faculty members need prior approval from the Director. Faculty members shall retain a share of 70% of the net income after deducting direct expenses and 15% institutional overhead expenses on gross invoice.

The faculty shall be granted required on-duty leave for conducting any approved consultancy and/or management development program.

### **III. Teaching in Other Educational Institutions**

- For teaching in any educational institutions (full course or part of the course) with which IMTD has an arrangement, with prior approval of the Director, the faculty shall retain 100% of the teaching allowance received at the partner university.
- For teaching in any educational institutes with which IMTD has no arrangement (with prior permission from Director), 30% of the teaching allowance shall be retained by IMTD.
- During the period of teaching in other educational institutions, as approved by the Director, the faculty will be considered on official leave only in case the assignment arises out of the faculty exchange commitment of IMTD or IMTD assigns a faculty to teach a course in other institution. In all other cases, the faculty will have to use the annual leave for this purpose.

### **IV. Professional Development for Staff Members**

All full-time staff members are also encouraged to participate in activities for their overall development and enhancing the efficiency in the system. IMTD nominates staff members for such activities/training programs whenever there are relevant opportunities. A full-time staff may apply for their professional development through their reporting authority. The Director is the approving authority for all such requests. A Staff shall be granted required leave for attending any professional development program approved by the Director.

## G. Faculty Workload

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Director/Dean Academics
Policy Number	IMT/PPM/5G
Last Review Date	20 <sup>th</sup> August 2022

Faculty Workload for an academic year (Fall, Spring and Summer) is calculated from 1<sup>st</sup> September to 31<sup>st</sup> August of a year.

Full time faculty are expected to teach 18 credits in an academic year not exceeding 9 credits in a semester in graduate program. In special circumstances, faculty members may be required to teach maximum of three additional credits in an academic year, and for this overload they are compensated separately.

Teaching load for faculty members those who hold a terminal degree and teach only at the undergraduate program in no case shall exceed 24 credits in an academic year. In case a faculty member teaches a mix of courses in undergraduate and post-graduate level, his/her workload may be calculated on pro-rate basis. However, in general IMTD follows a policy of 18 credit workload per academic year for all faculty members with terminal degree.

Teaching load for non-terminal degree holder faculty members, who teach only at the undergraduate program, in no case shall exceed 30 credits in an academic year.

Teaching load for a part-time faculty is restricted to a maximum of 6 credits per semester. Normally, the number of part-time faculty engaged in a program shall not exceed 25% of total no. of instructors by headcount. Additionally, faculty are expected to contribute by way of research and undertake administrative responsibilities as assigned by the Director from time to time.

### Faculty Release Time

IMTD provides faculty release time for carrying out academic management and administration, governance and research as per the table below:

Levels	Position	Credit Exemption per academic year
1	Dean-Academics	12
2	Program Chairs/ Research Chair	6
3	Internship Chair	3
4	Chair Student Services	2
5	Chair International Relations	2
6	Area Chairs Chairs/ Co-Chairs of Standing Committees	1

7	Asynchronous content preparation of E-Learning based programs Thesis / Dissertation Supervision (Maximum 10 in one semester) Internship supervision (Maximum 10 in one semester)	1 per course  0.5 per thesis  0.2 per internship
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Research expectations from faculty is mentioned in Section-4 (A) and adequate release time is also provided as per the details mentioned therein.

The Director may alter teaching workload of a faculty on the basis institutional requirement.

## H. Professional Requirements for Teaching

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Director
Policy Number	IMT/PPM/5H
Last Review Date	27 <sup>th</sup> May 2022

### I. ELIGIBILITY REQUIREMENTS FOR APPOINTMENT OF NEW FACULTY MEMBERS

Faculty is recruited at any of the following five ranks:

- Professor
- Associate Professor
- Assistant Professor
- Lecturer
- Teaching Fellow/Senior Teaching Fellow

As a general rule, the faculty qualifications are framed around the AACSB Standards. The following qualifications are used as guidelines for shortlisting candidates for research active faculty Full Time faculty positions.

- Professor:** Ph.D. or equivalent in a discipline relevant to the position with a track record of excellence in teaching, a minimum of 15 years of which at least 5 years should be at the level of Associate Professor, ability to interact with a diverse student body and executives, a record of publications in standard refereed journals, ability to undertake research independently and guide Ph.D. scholars. Candidate should have high research, training and/or consulting credentials.
- Associate Professor:** Ph.D. or equivalent in a discipline relevant to the position, with a track record of excellence in teaching, a minimum of 10 years of experience of which at least 5 years should be at the level of Assistant Professor, ability to interact with a diverse student body and executives, and ability to undertake research independently. Reasonable record of research publications is desirable.
- Assistant Professor:** Ph.D. or equivalent in a discipline relevant to the position, with at least 3 years of corporate/research/academic experience; and ability to interact with a diverse student body. However, in case of a fellow or PhD from any reputed university/institute, the experience requirement of 3 years may be waived.
- Teaching Fellow/Senior Teaching Fellow:** Academic personnel in the final stage of completion of their Ph.D. may be appointed as Teaching Fellow/Senior Teaching Fellow. People with significant corporate/training/consulting experience may also be

considered for such positions. Such recruited faculty will be encouraged to do PhD to be considered for a rank of Lecturer / Assistant Professor. The responsibilities and workload of fellows shall include Academic and Administrative contributions as assigned to them by the Director and Dean-Academics

- e) **Lecturer:** Academic personnel who have recently completed Ph.D. may be appointed as Lecturer. Such recruited faculty will be required to publish in ABDC ranked journals to be considered for a rank of Assistant Professor. The responsibilities and workload of Lecturers will include academic and administrative contributions as assigned to them by the Director and Dean-Academics.
- f) **Visiting Faculty:** The eligibility conditions for adjunct faculty are similar to full time faculty requirements. The remuneration/workload and responsibilities shall depend on the experience and qualifications of individual candidates.
- g) **Part Time and Adjunct Faculty:** Eligibility criteria for the part time faculty may differ to the extent that any professional from industry with significant amount of experience and who is working, or has worked, at a senior level position may not be required to have a Ph.D. degree or a record of research and publications. The remuneration shall depend on the rates prescribed by the Institute from time to time.

Faculty members are required to submit Equivalency certificate of the terminal degree within six months of joining. In case the application for equivalency is pending with the MOE, necessary extension shall be granted to complete the equivalency process.

## II. Eligibility Requirement for Teaching

As a general principle IMTD engages faculty members with PhD degree in relevant area of teaching and having competency in the language of instruction (e.g. English). IMTD requires that faculty members teaching in Graduate and Undergraduate programs shall hold a relevant specialist terminal degree earned from internationally recognized institution of higher education.

Exception to the requirement for a specialist terminal degree is made if a faculty member holds either:

- a. Master's degree in the teaching field or a doctorate in a related field, and who also have extensive senior level experience in the applied field; or
- b. Experience in the applied field coupled with internationally recognized professional association certification

This exception shall not exceed more than 20% of all faculty teaching in any specific program. In case this exception is used, prior permission of the CAA shall be obtained before commencement of the semester with all the details of faculty credentials along with teaching engagement.

Faculty teaching general education courses in Bachelor degree program shall have a Master's degree in the discipline, and shall satisfy any one of the following criteria:

- a. five years of teaching experience in the discipline;
- b. a combination of five years of experience in teaching and other employment related to the field;



- c. the equivalent of eighteen semester credits of graduate study in the field beyond the Master's degree;
- d. an internationally recognized professional credential (e.g. certification as a public accountant).

## I. Faculty and Staff Evaluation

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Director
Policy Number	IMT/PPM/5I
Last Review Date	26 <sup>th</sup> October 2021

All faculty members who have completed one year of service are appraised annually. The annual faculty appraisal process includes the following steps:

1. All faculty members are required to submit two documents such as Statement of Work of the academic year of evaluation and Plan of activities for the next academic year to Dean-Academics.
2. The faculty are required to fill in the details in the Statement of work document that include following four sections:
  - a. **Teaching Load:** Details on the courses taught with number of credits, average feedback received for each course taught, number of students in those courses and number of internship and project supervision.
  - b. **Research Outputs:** Details on name and citation of the ABDC / Scopus listed journal publication, book publication and conference participation
  - c. **Institution Building Activities:** Details on position and role
  - d. **Consultancy and Management Development Programs:** Details on the program and role.
3. In the plan of activities document, the faculty are required to fill in details on the following sections:
  - a. Program-wise teaching plan
  - b. Guidance of Internship and dissertation projects
  - c. Management development program
  - d. Any innovation in pedagogy/course design in teaching and training programs
  - e. Research/instructional material development academic administration.

4. The submitted statement of work document is verified and appropriate points are awarded on the basis of the following weightage:

Sl.no	Activity	Weightage (%)
1	Teaching	50
2	Research and Scholarly Activities	35
3	Institutional Development Activities	15

5. The Dean-Academics and the Director meet each faculty and provide feedback of their assessment.

### Norms for Calculating Research Credit Points (RCP)

#### I. Publication of Research Paper

The quality of publications will be assessed as per the categorization following five categories, namely, A\*, A, B and C. The ABDC journal classification will be followed for this purpose till notified otherwise.

Category	A*	A	B	C*
Credit	8	6	4	2

*\* Only Scopus listed*

If the journal is not included in ABDC but actively listed in SCOPUS, then the publication in that journal will be categorized as C.

In case of joint authorship, the faculty would get rewarded credit points as per the below norms:

- When the faculty's publication is out of his PhD thesis work with his supervisor, the faculty will get 75% credit.
- For any publication with peers from IMTD, each of the co-authors will get proportional RCP.
- Any co-authored publication with any of the Peers that do not have any affiliation with IMTD, the faculty will get his/her proportional share of CRP plus an additional 10% of his/her proportion of RCP.
- When the faculty's publication is out of his PhD student's thesis work, the faculty will get 25% credit.
- When the faculty's publication is based on any student's industry project, assignment or any other work or where the student helped in data collection, the faculty will give due credit to the student as a co-author and will get proportional credit. The Credit Points earned will be proportionate to number of co-authors including the student.

#### II. Case Study Publication

The classification would be done as follows (for each case study published):

Category	A	B
Case study Publication	Cases published by Harvard, Kellogg school of Management, Darden, Ivey, Babson,	Emerald Emerging Market Case Study, NAACRA,
Credits	Case: 2	Case: 1

### III. Professional and General Publications

Category	A	B	C
Broad Audience Category	Articles published in WSJ, Financial Times, The Economist	Articles published in Regional/National Business Newspapers	Trade Journals and other Professional Journals and Magazines
Credit	1	0.5	0.25

Note: Credits obtainable from publications under "C category" a maximum of 02 in a year for the purpose of calculation of such score.

### IV. Books

Category	A	B
Books	Textbook Authored; and Published by reputed Publishers (If a publisher is reputed or not will be decided by the Director, Dean - Academics and Chair Research )	Adapted Books of Reputed Publishers
Credit	3	1

*Note: In case of co-authorship, the RCP will be proportional*

### V. Other Publications

Book Chapters	0.25/0.5 Depending on the Publisher
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Note: The total RCP allowed from "Other" category should not be more that 02 in any academic year.

## VI. Number of PhD/DBA/FPM candidates guided

The faculty would be rewarded based on the number of candidates that they have successfully guided for whom the degrees have been awarded. The credit points awarded will be 1 per graduating candidate in this category.

## VII. Funded Research/Grants

Faculty members are encouraged to conduct research/consultancy activities funded by external agencies. The following would be the credits associated with such activities:

Category	Greater than AED 150,000	Between AED 100,000 to 150,000	Between AED 50,000 to 99,999	Between AED 10,000 to 49,999
Credits	6	4	2	1

## VIII. Journal Editorship

The faculty members will be entitled to the research credit points as per ABDC classification Journal Editorship	Journal edited is in the "A* and A" category of journals identified in ABDC.	Journal edited is in the "B" category of journals identified in ABDC.	Journal edited is in the "C" category of journals identified in ABDC
Credits	10	3	1

Note: For all the credits associated to research, IMTD shall only take them into account when the primary affiliation of the faculty is clearly stated as "Institute of Management Technology, Dubai".

## J. Nepotism/Employment of Relatives

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Director</b>
Policy Number	<b>IMT/PPM/5J</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

IMTD's policy is to ensure the prevention of conflict of interest and nepotism in the employment of faculty and staff.

The employee who faces a situation of conflict of interest is required to self-declare to the Director and request for recuse in decision making or recommendation so that impartiality in the decision-making process is maintained.

In case, the employee learns that one of his/her relative has applied / secured for a position at IMTD has to immediately inform the Director about his / her nature of relationship.

No employee shall appoint / supervise / decide about salary or increment any of his/ her relative unless he/she receives special permission from the Director.

## K. Faculty/Staff Discipline

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Director</b>
Policy Number	<b>IMT/PPM/5K</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

All employees are expected to maintain a high standard of discipline, good conduct and behavior. They are also to follow the Rules and procedure issued by the Director from time to time. Violation of any of these rules, will tantamount to “misconduct” and the concerned employee will be liable for disciplinary action.

The Institute has set guidelines wherein a faculty member may be separated from employment with the Institute prior to the end of the member’s contract. The conditions under which this applies may relate to academic non-performance of a faculty, financial exigency and resignation. Institute, at its discretion, may also choose not to renew a contract.

### I. General Acts of Misconduct

Without prejudice to the general meaning of the term “misconduct” the following acts will constitute misconduct on the part of an employee:

- a) Willful insubordination or disobedience, whether along or in combination with another or others of any lawful and reasonable order of a superior or refusal to receive or reply to a communication sent by a superior.
- b) Theft, fraud or dishonesty in connection with the Institute’s business or property.
- c) Taking or giving bribes or any illegal gratification whatsoever.
- d) Habitual late attendance and habitual absence without leave or without sufficient cause.
- e) Negligence or neglect of work.
- f) Habitual Indiscipline.
- g) Causing damage to work in process or to any property of the IMTD by negligence or with intention.
- h) Threatening or intimidating any fellow employee
- i) Giving of false information of any kind at the time of seeking employment or for securing any facility given by the IMTD.
- j) Giving of false information or production of false certificate for the purpose of securing any privilege granted by IMTD.
- k) Abetment or attempt at any of the above acts of misconduct.

- l) Sexual advances or harassment of any of the employees, students, or visitors, or any obscene gestures or behavior.

## **II. IT related acts of misconduct (with respect to the use of public Internet and Institute Intranet):**

- a) Dissemination of sensitive information as well as sharing of user IDs, passwords, IP addresses etc. with people not authorized for the same.
- b) Accessing, downloading or distribution of any form of confidential information about other employees of IMT or its stakeholders, or any obscene or other offensive material
- c) Accessing, downloading or distribution of any message, graphics or pictures that might result in bullying or harassment, on account of age, color, gender, race
- d) Sending unofficial mass e-mails through the Intranet / Extranet, seeking to malign colleagues or co-workers or seniors
- e) Offensive / inappropriate usage of words, phrases, sentences, while communicating through Intranet / Extranet
- f) Accessing of unauthorized activities like online gambling, unauthorized software
- g) Taking private grudges and grievances to a public forum through Intranet / Extranet and social networking sites like Twitter, Facebook, LinkedIn etc.
- h) Plagiarism in any form (presenting other's ideas as one's own or taking credit for another people's work or effort).

## **III. Actions Against Misconduct**

In event of a misconduct being reported about any faculty/staff member, the Director may take any of the following steps:

1. Issue a letter of warning
2. Setup a committee to investigate the reported matter and take suitable action
3. Report matter as required by the UAE Law
4. Recommend to the BoG for dismissal of the faculty member.

The aggrieved faculty/ staff may appeal to the BoG.



## L. Faculty and Professional Staff Appeals

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Director</b>
Policy Number	<b>IMT/PPM/5LM</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

Faculty and staff may appeal to BoG against any disciplinary action stated in Section 5K, and on grievance resolution stated in Section 5M.

## M. Faculty and Professional Staff Grievances

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Director</b>
Policy Number	<b>IMT/PPM/SLM</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

A grievance is a formal complaint by a member of the faculty that his or her terms or conditions of employment at the IMTD or ability to act in his/her professional or academic capacity at the Institute has been significantly disrupted. The reasons could be any, for instance, violation of academic freedom, violation of non- discrimination principle or Violation of accepted standards of behavior in the workplace.

### I. Grievance Policy:

The grievance hearing principles of the Institute primarily deal with situations where a faculty member has a complaint against an administrative action or individual(s) and seeks a remedy within the institute. Considering, the seriousness of the subject of grievance, the Institute advises its faculty members to proceed in good faith and make a sincere effort to resolve disputes before resorting to the grievance process.

The institute makes it obligatory for its faculty members to exhaust the procedures within the institute through Employee Grievance Committee (EGC). All such grievances shall be resolved amicably subject to the prevailing local laws.

### II. Resolution procedures

The Institute outlines the following order in which grievances shall be resolved:

- Informal attempts of reconciliation
  - Submission of grievance application
  - Procedure for hearing of grievance application.
- a. Before a formal grievance application is submitted, it is expected that the aggrieved shall attempt all the possibilities to resolve the grievance informally.
  - b. Having exhausted all the possibilities under 'a' and finding no satisfactory solution, the aggrieved shall submit his / her application of grievances to the Director - IMTD. On receiving the application, the Director – IMTD shall refer the grievance to EGC.
  - c. The Employee Grievance Committee shall conduct the enquiry against the pending grievance. Due care shall be taken not to involve a person who is involved in the pending grievance process, one who has rendered a previous judgment on any of the parties to the grievance, in the case at hand.

- d. As a first step, the committee shall decide the scope grievances and shall follow the following procedure:
  - Establish procedures necessary for a fair and orderly hearing
  - Forward a copy of the application to all parties against whom the grievance is filed
  - Solicit documents or other hard copy or electronic evidence from parties to the grievance committee.
- e. Decisions must be reached by a majority vote of members present, and votes shall be tabulated and recorded without designating how any individual votes.
- f. Parties to the grievance must complete their submissions no later than ten (10) days after receiving the solicitation from the Committee.
- g. Not more than five (5) days after the deadline for submissions of documents and evidence from parties to the grievance, the Chair shall convene the first meeting to consider the written documents and evidence submitted by the parties.
- h. Beginning with the grievant, all parties shall be invited to make oral presentations and to submit supplementary written evidence.
- i. At any time before or during its deliberations, the Committee may, by majority vote, determine that it is necessary to seek further information and may call witnesses for oral testimony, or may seek, from any source, including hard copy or electronic questions to any party, any additional documents or other information.
- j. The Chair of EGC shall make all reasonable efforts to give all relevant parties a reasonable amount of advance notice as to the procedures that will be followed during the oral proceedings. At the discretion of the Committee, parties and their advisors may be allowed to question witnesses.
- k. Proceedings of the meetings of the Committee shall be recorded, and shall prepare a report of its deliberations and its recommendations, specifying the rationale(s) for its recommendation, be prepared to assist the Director in the final decision in the case.
- l. The EGC shall submit within thirty (30) days its recommendations to the Director. The copies of the Committee's recommendations and report shall also be forwarded to the parties in grievance.
- m. The Director's decision shall be submitted to the parties as soon as possible but not later than fourteen (14) days of receipt of the Committee's report and recommendations.
- n. All recommendations at the various stages of the grievance process may be challenged in writing to the Director. In all cases, the Director's decision is final.

### **III. Decision by the EGC**

The responsibility of the EGC to recommend action to be undertaken and suggest a time frame for compliance. In reaching its recommendation for relief, the EGC shall consider the relief requested by the grievant(s), but the EGC shall have the freedom to use its own judicious discretion considering the factors such as:

- i. whether a violation was intentional or unintentional
- ii. whether a violation involved negligence or was a reasonable misinterpretation of responsibilities.
- iii. the likelihood of the harm and its possible magnitude for situations in which possible future harm is involved.

### **IV. Confidentiality Requirement**

The institution will not divulge at any times information deriving from the grievance procedure. However, information concerning a grievance may be provided to appropriate officials if required by them. Any person so informed shall be bound by confidentiality requirements.

#### **V. Role of the Director**

The decision by the Director will be final and is to be adhered to. In all matters, the Institute expects the Director to adhere to the rules and regulations of the Institute and personally to maintain high professional and ethical standards.

#### **VI. Grievance against the Director**

Any faculty member having a complaint that the Director has violated the rules and regulations and failed to abide by appropriate professional and ethical standards may address his or her concerns in writing to the BoG.

The BoG shall form a Special Grievance Redressal Committee with such number of members, either by internal or by external members, as it thinks fit to deal with such grievance. The Committee will meet with the complainant and any witnesses to ascertain the facts of the complaint. The Committee shall also meet the Director and allow him / her to submit any document that he / she may like to submit in his / her defense. After hearing all the concerned parties and reviewing the relevant papers and evidences, Special Grievance Redressal Committee will submit its formal report to the BoG for their consideration and decision.

## N. Graduate Assistants

Policy Type	<b>Not Applicable</b> <input checked="" type="checkbox"/>
Policy in-charge	<b>Not Applicable</b> <input checked="" type="checkbox"/>
Policy Number	<b>Not Applicable</b> <input checked="" type="checkbox"/>

## 6. Students

### A. Undergraduate Admissions

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Director
Policy Number	IMT/PPM/6A
Last Review Date	27 <sup>th</sup> December 2022

### I. Admission Requirement

#### a. Satisfactory Academic Standing

Applicants to the Undergraduate programs must be holding a recognized and official secondary school certificate. Applicants are expected to have a CGPA of at least 2.0 on a 4.0 scale.

#### b. Minimum Requirements

Below are the minimum requirements from some global curricula (if yours is not listed, please contact our admissions office):

Qualification	Minimum Requirement
Shahadat Al-Thanawiya Al-Amma (UAE Secondary School Certificate Grade 12)	Advanced or Elite Track:70% General Track: 75%
American High School Diploma	Overall average of Grade “C” (2.0/4.0)
Ordinary (O) Levels, AS Levels or A Levels	Must complete a minimum of 12 years of schooling with at least 5 subjects in Ordinary (O)Levels/ GCE/GCSE/IGCSE plus 2 subjects at AS/A Levels, with a minimum grade of C or higher in all 7 subjects.
Indian Board (CBSE, ICSE, State Boards)	60% overall in grade 12
International Baccalaureate Diploma	26 Points
WAECO/NECO Senior School Certificate Examination	Minimum 3 “B” and 4 “C”
Pakistan (Intermediate Certificate or Higher Secondary School Certificate)	60% overall in grade 12
Philippines (High School Diploma Grade 12 Academic track)	75% overall in grade 12

#### c. Proficiency in English

Applicants whose native tongue is not English are required to take any one of the English Proficiency Test and obtain a minimum score as follows:

	English Language Test	ENTRY SCORE
1	IELTS (Academic)	5.0
2	Paper-based TOEFL	500
3	Internet-based TOEFL	61
4	Computer-based TOEFL	173
5	EmSAT	1100-1225

- d. **Mathematics Requirement:** EmSAT score of 600 in Mathematics.
- e. **Arabic Language Requirement:** EmSAT score of 600 for Arabic Language. Alternatively, international students can register for a non-credited Basic Arabic Language course at the institution and pass within the first semester of studies.

## II. Admission Process

### a. Document Submissions

To apply, candidates who fulfill the eligibility conditions should complete the Application form along with the following documents.

1. **For students studied in the UAE:** High School Degree Certificate issued and attested by the Ministry of Education, UAE and relevant transcripts.
2. **For students studied outside UAE:** Copy of High School Degree Certificate and Transcripts duly attested. Such applicants are required to submit high school degree equivalency certificate from the Ministry of Education, UAE before the end of the first semester. In case, the equivalency of the high school degree is not granted to a student by the Ministry of Education, UAE, IMT Dubai will not bear any liability. This may lead to dismissal from the program.
3. **For transfer applicants only:** Applicants will provide official syllabus and attested transcripts detailing the curriculum studied in the previous institution/university while applying for the Recognition of Prior Learning (RPL).
4. Original IELTS/TOEFL/EmSAT/or equivalent as English Language Proficiency Proof.
5. **For UAE National males only:** No objection for study from the National Service Authority.
6. A copy of the Curriculum Vitae.
7. Copy of the passport (and Residence Visa, if resident in the UAE).
8. A copy of the student's Emirates ID (applicable for UAE residents and nationals).
9. Family book (Applicable for UAE National only).
10. Original EmSAT Arabic Language.
11. Original EmSAT Mathematics.

Applicants are required to submit above - stated documents in original for verification at the time of admission.

### b. Application Screening

The Office of Admissions shall review the applications within three days from the date of receipt and

shall notify the students about the status of admission.

**c. Personal Interview**

All applicants are required to pass the personal interview set by the institution.

**d. Issuance of Offer Letters**

Applicants who have met all the admissions requirements will be issued a conditional acceptance letter for joining the bachelor's program.

**III. Attestation of Documents**

All applicants for admission are required to obtain equivalency of their Secondary School leaving qualifications from the UAE Ministry of Education located in Dubai, UAE. The equivalency process is dependent upon whether the student has completed his/her Secondary Schooling within the UAE or outside the UAE. The onus of getting their Secondary School equivalency rests with the concerned student. IMTD is not liable if a student is not able to receive his/her equivalency certificate.

***Applicants who completed Secondary Schooling within the UAE***

- Applicants must obtain an Equivalency Certificate issued by the Ministry of Education for secondary schooling studies undertaken in the UAE.
- Students who are unable to obtain their Equivalency Certificate will be provisionally admitted and permitted to the first semester of study. In case a student fails to submit equivalency certificate from MoE within the first semester of study, he/she may be granted extension of another semester by the Dean Academics.

***Applicants who completed Secondary Schooling outside the UAE***

- These applicants are provisionally admitted to the University and are permitted the first semester of study. However, they must have their Secondary School Records and Certificates of Completion certified by:
  - a. the issuing Board of Secondary Education or a recognized authority for secondary education in the host country in which the applicant completed their education;
  - b. the Ministry of Foreign Affairs in that host country;
  - c. the UAE Embassy in that host country.
- The provisionally admitted student shall obtain equivalency certificate from the Ministry of Education, UAE.
- In special cases (if advised by the authority), the certificates may be verified against originals by Embassies in the UAE and UAE Ministry of Foreign Affairs.
- An applicant who is unable to secure the Equivalency Certificate as outlined above at the time of admission will be asked to sign a "Consent to Provide Documents" form agreeing to secure the equivalency within the first semester of the study. In case a student fails to



submit equivalency certificate from MoE within the first semester of study, he/she may be granted extension of another semester by the Dean Academics.

For more details, please visit the following link.

<https://www.moe.gov.ae/En/EServices/ServiceCard/Pages/UnivesiyCertificateEquilization.aspx>

#### **IV. Semester Credit Restriction for Conditionally Admitted students**

Students admitted conditionally, either for basic Arabic language course or pending equivalency certificate, shall not be allowed to take more than 12 semester credits of General Education course work to contribute towards an undergraduate degree. They are allowed to take General Education credit bearing courses only in subjects for which they have preparation, knowledge and skills to achieve course learning outcomes.

#### **V. Admission Deadlines**

IMTD announces the deadline for admission in the website and other printed materials for easy access to all the concerned stakeholders.

Refer to **Section M** of Student Handbook: Undergraduate.

## B. Graduate Admissions

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Director</b>
Policy Number	<b>IMT/PPM/6B</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

### I. Admission Requirement

#### a. Satisfactory Academic Standing

Applicants to the graduate programs must have an undergraduate degree (Bachelor's degree) from an accredited university recognized by the Ministry of Education, UAE with a CGPA of 3.0 and above on a 4.0 scale or its equivalent score.

The applicants may be conditionally admitted to the graduate program with a recognized Bachelor's degree and a minimum cumulative grade point average (CGPA) of 2.5 on a 4.0 scale or its established equivalent. Such a student must take a maximum of nine credit hours of courses studied for the graduate program during the period of conditional admission and must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, in these nine credits of courses studied for the graduate program or be subject to dismissal.

Those applicants with a minimum cumulative grade point average (CGPA) of 2.0 to 2.49 on a 4.0 scale or its established equivalent will be required to successfully complete remedial courses as a foundation program. While these remedial courses are not for credit within the degree program a student has to score a CGPA of 3.0 on a scale of 4.0.

For applicants who graduated in percentage system from Indian Universities, following CGPA Conversion will be considered:

<b>Scale</b>	<b>Equivalent GPA</b>	<b>U.S. Grade Equiv.</b>
60-100	4	A
55-59	3.5	B+
50-54	3	B
43-49	2.5	C+
35-42	2	C
0-34	0	F

### b. Proficiency in English

Applicants whose native tongue is not English are required to take any one of the English Proficiency Test and obtain a minimum score as follows:

Sl.No.	English Language Test	ENTRY SCORE
1	IELTS (Academic)	6.0
2	Paper-based TOEFL	550
3	Internet-based TOEFL	79
4	Computer-based TOEFL	213
5	EmSAT	1400

Students who completed schooling (K-12) and a Bachelor's degree in English speaking countries (e.g. UK, USA, Australia, New Zealand) may apply for English proficiency requirement waiver. Such applications are considered on a case to case basis with the approval of the MOE.

### c. Work Experience

Students applying for Executive MBA Program must possess a minimum of three years of work experience. Students applying for MBA Program must possess a minimum of two years of work experience.

### d. Foundation Leading to Masters

Foundation program is endorsed by the CAA. The program is designed specifically for those students who require additional support to acquire knowledge and skills essential for the Master's level programs i.e., Master of Business Administration (MBA) and Executive Master of Business Administration (EMBA) program. The foundation program will be offered on-campus and enables students to bridge the knowledge gap between their undergraduate studies and master level program at IMTD. This foundation program is beneficial for those applicants who have obtained cumulative grade point average (CGPA) between 2.0 and 2.49 on a 4.0 scale or its established equivalent for admission as per the CAA Standards 2019. After the successful completion of the foundation program, the candidate has to fulfill the English Language Proficiency requirement for confirming admission in the Master's program. A candidate can appear for the program for a maximum of two attempts

The courses offered in the foundation program are bachelors level courses and linked to business and society. All the courses are non-credit courses and the candidate has to complete the foundation program with CGPA of 3.0 on a scale of 4.0. The selection of courses for foundation program is based on the credentials submitted during admission.

Objectives of Foundation for Master's Level Program are:

1. to enable students to bridge the knowledge gap between their undergraduate studies and Master's Level Program;
2. to help students to obtain necessary skills that are essential to enroll into the Master's Level Program.
3. to prepare students to grasp basic business concepts and principles required to pursue Master's Level Program.

### Courses Offered

Following courses are offered for foundation program.

Sl.no.	Course Name	Contact Hours	Credits
1	Principles of Management (FP-01)	30	2
2	Mathematics (FP-02)	30	2
3	Critical Writing (FP-03)	30	2
4	Introduction to Sociology (FP-04)	30	2
5	Innovation and Entrepreneurship (FP-05)	30	2

### Conditions applicable for Foundation Program

Following conditions are applicable to the students opting for foundation program:

- Students are required to complete three courses from the above list as per the recommendations of the admission panel before enrolling for the Master's Level Program.
- Students must earn a CGPA of 3.0 on a 4.0 scale in the foundation program in order to enroll for the Master's Level Program.
- All the courses offered in foundation program are non-credit courses and do not count for CGPA calculation of Master's Level Program.

Some of these courses are offered at undergraduate level and applicants are encouraged to register for these courses along with undergraduate students.

**Fee structure:** The students who are required to complete the foundation program must pay the applicable tuition fees for foundation courses at the time of admission.

## II. Admission Process and Required Documents

### a. Documents Submission

All applicants must submit the following documents for admission to the master degree program:

1. **For students studied in the UAE:** Bachelor's degree certificate issued by the Ministry of Education, UAE and relevant transcripts.
2. **For students studied outside UAE:** Attested copy of bachelor's degree certificate and transcripts for students studied outside UAE. Such applicants are required to submit bachelor's degree equivalency certificate from the Ministry of Education, UAE before the end of the first semester. In case, the equivalency of the bachelor's degree is not granted to a student by the Ministry of Education, UAE, IMT Dubai will not bear any liability. This will lead to dismissal from the program.
3. **For transfer applicants only:** Applicants are required to submit the official syllabus and transcripts attested by the Ministry of Education, UAE regarding the courses studied in the previous institution/university based on which Recognition of Prior Learning (RPL) will be granted.
4. Original IELTS/TOEFL/EmSAT/or equivalent as English Language Proficiency Proof.
5. **For UAE National males only:** No objection for study from the National Service Authority.
6. A copy of High School Transcripts and Certificate.
7. A copy of the Curriculum Vitae.
8. Copy of the passport (and Residence Visa, if resident in the UAE).
9. A copy of the student's Emirates ID (applicable for UAE residents and nationals).
10. Family Book (applicable for UAE National only).

Applicants are required to submit above - stated documents in original for verification at the time of admission.

### b. Application Screening

The Office of Admissions shall review the applications within three days from the date of receipt and will notify the students about the status of admission.

### c. Personal Interview

Eligible candidates must clear the Personal/Web-based/Telephonic interview arranged by the Office of Admissions.

### d. Issuance of Offer Letters

Applicants, who have met all the admissions requirements and successfully completed the interview, will be issued a conditional acceptance letter for joining the master degree program.

## III. Attestation of Documents

All applicants for admission are required to obtain equivalency certificate of their Bachelor's degree from the UAE Ministry of Education located in Dubai, UAE. The equivalency process is dependent upon whether the student has completed his/her degree within the UAE or outside the UAE. The onus of getting their Bachelors' Degree equivalency rests with the concerned student. IMT is not liable if a student is not able to receive his/her equivalency certificate.

#### IV. Applicants who completed Bachelor degree outside the UAE

They are provisionally admitted to the University and permitted to commence the first term of study. However, they must have their Bachelor degree and transcripts/mark sheets certified by:

1. the issuing University and/or recognized authority for tertiary education in the host country in which they completed their education;
2. the Ministry of Foreign Affairs in the host country;
3. the UAE Embassy in that host country;
4. the Embassy of the host country in UAE must attest the authenticity of the documents and attestations.

Additionally, the applicant should obtain Equivalency Certificate from the UAE Ministry of Education.

In special cases (if advised by the authority), the certificates may be verified against originals by Embassies in the UAE and the UAE Ministry of Foreign Affairs.

An applicant who is unable to secure the Equivalency Certificate as outlined above at the time of admission will be asked to sign a “Consent to Provide Documents” form agreeing to secure the equivalency within three months of the commencement of the program. The applicant will be permitted to commence his/her studies at IMTD.

For more details, please visit the following link.

<https://www.moe.gov.ae/En/EServices/ServiceCard/Pages/UniversiyCertificateEquilization.aspx>

Refer to **Section M** of the Student Handbook: Graduate for details.

## C. Transfer Admissions

Policy Type	<b>New</b> <input type="checkbox"/> / <b>Revised</b> <input checked="" type="checkbox"/> / <b>Discontinued</b> <input type="checkbox"/>
Policy in-charge	<b>Director</b>
Policy Number	<b>IMT/PPM/6C</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

### I. International Exchange

Students can opt for International Exchange from 3rd Semester /Term/Module onwards. Student can earn up to 25% of credits of Graduate program and 50% of Undergraduate program at a partner institution having specific agreement to that effect with IMTD. Offering of International exchange option is at the discretion of the Institute. The process followed for international exchange are as below:

- To be considered for an International Exchange, a student must have a satisfactory academic record with a minimum CGPA of 3.0 at the end of 2nd semesters/2<sup>nd</sup> term/ 2<sup>nd</sup> module. Students on academic probation in first and/or second term are not eligible for international exchange.
- Interested students can submit a written request to the Chair-International Relations substantiating the reasons for applying for the Exchange Program. After the review, Chair-International Relations nominate the student and inform the respective program chairs.
- The credits earned in exchange program will be transferred as per IMT transfer admission policy.

### II. Transfer Admission from other universities

The conditions for transfer admission are as follows:

- The university from where the student is transferring must be recognized by the Ministry of Education, UAE or Ministry of education of their respective country.
- The program must be at the same level and it should not be very different.
- The student shall submit the official transcripts of all post-secondary work attempted at all institutions attended.
- Credits completed in other universities must be mapped with IMT courses for the award of credits exemption by the Course Mapping Committee.
- Same course taken in two different institutions shall not be granted credits twice.
- For the undergraduate level program, grade C (minimum 2 on a 4 scale) and above are eligible to be transferred. The credit transfer shall not be more than 50 % of the total credits in the Undergraduate level. For the Graduate level program, Grade B (minimum 3 on a 4 scale) above is required to be transferred. The credit transfer shall not be more than 25% of the total credits in the Graduate level.

- No credit transfer is allowed for graduation projects/ thesis completed in other universities.
- Other eligibility requirements including English Proficiency (refer to Sections 6A.c and 6B.b) and Arabic language (refer to Section 6A.e) requirement are to be fulfilled.
- The Registrar shall issue timely notification to the student, prior to admission, of the transferability of credit, how much credit is granted, and how the accepted credit will be applied to the degree program of the receiving institution.



## D. Advanced Standing

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Course Mapping Committee
Policy Number	IMT/PPM/6D
Last Review Date	26 <sup>th</sup> October 2021

**IMTD allows advanced standing based on recognition of prior learning (RPL) leading to credit waiver. Any candidate applying for RPL must submit academic transcripts and relevant curriculum / course outline of the courses based on which he/she is asking for credit waiver. The decision of the credit waiver is taken by an ad hoc committee comprising of the Dean, Program Chair, relevant Faculty member and the Registrar. The committee may recommend exemption of a maximum of 25% of the courses in any program.**

**Advanced standing with credits is granted to students who have undergone the UAE recognized professional qualifications and internationally recognized certifications.**

The criteria to grant an advanced standing with credits are as follows:

- Course requirements
- Course content
- Learning outcomes
- Assessment methods
- Contact hours
- Grades achieved.

## E. Recognition of Prior Learning

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Course Mapping Committee</b>
Policy Number	<b>IMT/PPM/6E</b>

*Please refer to Policy no: **IMT/PPM/6D**: Advanced Standing Policy.*

## F. Student Records

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Registrar</b>
Policy Number	<b>IMT/PPM/6F</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

### Student Records Access and Release

Registration department is responsible for registering the students and is the custodian of all students' records. The registrar registers students upon enrollment after verification of all documents including certificates and transcripts. The registrar office also registers students before the start of every semester/term/module.

The registrar office maintains the student records. The detailed contents of student files are as below:

#### A. Undergraduate Program

##### i. Personal Documents

- a. Passport size photo (ONE)
- b. A copy of the current passport
- c. A Copy of the Emirates ID
- d. Family book- for UAE Nationals
- e. Relevant document regarding scholarship or discount
- f. Referral Form.

##### ii. Professional Documents

- a. National Military Service Letter (applicable from Fall 2020)
- b. Interview assessment form (applicable from Fall 2021).

##### iii. Educational Documents

- a. A copy of student's attested High School transcript and Certificate
- b. Original IELTS/TOEFL/Any MOE approved English Language Proficiency Proof
- c. EmSAT score for Mathematics or SAT score (applicable from Fall 2021)
- d. Arabic Proficiency
- e. Equivalency Status.

##### iv. University Documents

- a. A copy of student's application form
- b. A copy of the student's Offer letter

c. Student Undertaking.

**v. For transfer Students**

- a. Student's requests for Withdrawal
- b. Official and Original Transcript from the previous university for transfer students.

**vi. Official Letter issued (if applicable)**

**vii. Grade appeal document**

**B. Graduate program**

**i. Personal Documents**

- a. Passport size photo(s)
- b. A copy of the current passport
- c. A copy of the Emirates ID
- d. Family book- for UAE Nationals
- e. Relevant document regarding scholarship or discount
- f. Referral Form.

**ii. Professional Documents**

- a. Copy of the student's CV
- b. Letter from the Company (Applicable for Executive MBA and MBA program only)
- c. Interview assessment form.

**iii. Educational Documents**

- a. Copy of attested Bachelor's Degree
- b. Copy of attested Bachelors Transcript
- c. Copy of attested High School transcript and Certificate
- d. Original IELTS/TOEFL/ Any MOE approved English Language Proficiency Proof
- e. Equivalency Status

**iv. University Documents**

- a. A copy of application form
- b. A copy of the Offer letter
- c. Student Undertaking

**v. For transfer Students**

- a. Student's requests for Withdrawal
- b. Official and Original Transcript from the previous university for transfer students

**vi. Official Letter issued (if applicable)**

## **vii. Grade Appeal Document**

The student records are kept in a fire proof cabinet and electronically with adequate backups.

The Registrar has the right to manage and update student records. The student records are maintained permanently.

Official Transcripts and Degree Certificates is issued to the students by the Office of Registrar. In case a student requests for duplicate copy of any record, the same can be obtained by paying the requisite fee along with the application form, proof of identity and proof of police complaint (if required).

## G. Information Release

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Registrar</b>
Policy Number	<b>IMT/PPM/6G</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

Access to a student's education records is available to authorized officials of the institute for purposes of recording grades, attendance advising, academic progress review etc. The confidentiality of student information is maintained and periodic reviews are conducted in order to check the efficacy of the system. Students' records are not disclosed to any third party without written consent of the concerned student(s) except when the information is requested by accrediting agencies.

All requests from students to check the contents of his / her education records, including grades and other relevant information or discrepancies shall be made in writing and submitted to the Registrar for necessary action.

## H. Degree Audit

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Registrar</b>
Policy Number	<b>IMT/PPM/6H</b>
Last Review Date	<b>21<sup>st</sup> October 2021</b>

IMTD follows below-mentioned steps for preparation of Degree certificate, its audit and release:

- The Registrar's office prepares degree certificate after satisfying that a student has completed all the academic requirements (e.g. English proficiency, Credits completion and Minimum CGPA requirement for graduation).
- The degree certificate is signed by the authorized signatories.
- Physical and electronic copies of degree certificates are maintained under the custody of Registrar.
- Before issuing a degree certificate, the Registrar office verifies equivalency requirement and any other pending documents to be collected.
- The Registrar office also collects 'No Dues Certificate' before issuance of certificate.
- The registrar maintains a Degree Certificates Issue Register which contains signature of the student or his/her authorized representative who collects the degree certificate.
- A photocopy of the degree certificate along with a receiving signature and date of issue.
- In case of dispatch of degree by post/courier, a copy of the Airway bill is kept along with the email request of the student.

## I. Grade Approval and Change

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Registrar</b>
Policy Number	<b>IMT/PPM/6I</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

Grade is prepared by the registrar's office and submit it to the Academic Committee for its approval and release.

A student who is not satisfied with his/ her grade may appeal for grade revision following the process as detailed in Section 6 X.



## J. Career Services

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Head Career Services</b>
Policy Number	<b>IMT/PPM/6J</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

The Office of Career Services aims to provide a platform for graduates to confidently step into the corporate world. To guide these students into the corporate world, IMTD offers professional advice and career counseling by qualified experts, who lead our students from the point of deciding which career path to choose and to develop their credentials and skills.

The Office of Career Services (OCS) provides counseling, guidance and coaching, organizing interviews and helping students for internships, part-time work and full-time work placements. Companies are also invited to the IMTD campus to hold pre-placement talks.

## K. Residential Life

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> / Discontinued <input type="checkbox"/>
Policy in-charge	Hostel Warden, Student Service Executive
Policy Number	IMT/PPM/6K
Last Review Date	26 <sup>th</sup> October 2021

IMTD provides accommodation on campus for the students. Residential students are governed by the **Residence Living Manual** during their stay in the campus.

## L. Student Finance

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Head-Admissions; Finance Manager
Policy Number	IMT/PPM/6L
Last Review Date	26 <sup>th</sup> October 2021

## I. Tuition and Other Fee

The admission offer letter issued to the student contains all information regarding fees, other applicable charges and payment schedule. Students may opt for different modes of fee payment. For details see **Section 9 F**. In case of wire transfer Student's Roll no. and name should be clearly mentioned. Bank charges are to be borne by the remitter.

Student Tuition and other fees are applicable to students completing the Program within the normal duration. Should the course of studies be extended, the student will be liable to pay for all additional Tuition and other fees including Residence:

- For any repeated course, additional payment per credit is charged.
- In case of repeat of semester, full tuition and other associated costs (e.g. residence, visa, health insurance etc.) shall be applicable.
- In case of suspension, the student shall not be eligible for any refund of tuition fee.
- Students enrolled in Summer Courses are charged additional Residence fees on a pro rata basis and any other associated costs.
- Students may avail the Residence Hall facilities only for the duration of the Semester.

## II. Late Fee Policy

It is the responsibility of students to pay all fees on time or else late fee charge as mentioned below shall be applicable.

### Details for Late Fee Charges

PARTICULARS	Late Fee for delay of every 15 days*								
	Amount in AED								
Late Fee - Outstanding Fees AED 501 – 10000	100								
Late Fee - Outstanding Fees AED 10001 – 20000	200								
Late Fee - Outstanding Fees AED 20001 – 30000	300								
Late Fee - Outstanding Fees AED 30001 – 40000	400								
Late Fee - Outstanding Fees AED 40001 – 50000	500								
Late Fee - Outstanding Fees AED 50000 Onwards	750								
<p>* For example, the outstanding fee of a student is AED 9900 which falls under the slab AED 501- 10000. Late fee under the slab is calculated as below:</p> <table border="1"> <thead> <tr> <th>Period of Delay</th> <th>Late Fee</th> </tr> </thead> <tbody> <tr> <td>1 to 15 days</td> <td>AED 100</td> </tr> <tr> <td>16 to 30 days</td> <td>AED 200</td> </tr> <tr> <td>31 to 45 days</td> <td>AED 300 and so on.</td> </tr> </tbody> </table>		Period of Delay	Late Fee	1 to 15 days	AED 100	16 to 30 days	AED 200	31 to 45 days	AED 300 and so on.
Period of Delay	Late Fee								
1 to 15 days	AED 100								
16 to 30 days	AED 200								
31 to 45 days	AED 300 and so on.								

Fee communicated to the students at the time of admission is normally not increased during the regular study period. In case of an increase, the maximum annual limit for any increase is capped at 15%. In case of re-admitted students, fee structure of that time is applicable.

### III. Fee Refund Policy

#### a. Withdrawal before the commencement of the Program

- A fee of AED 4,000 will be deducted from the Registration/confirmation fees against administrative services.
- The student will be liable to pay any additional cost incurred by the Institute.

#### b. Withdrawal within 1st Week of the commencement of the Program

- 50% of the 1<sup>st</sup> Semester/Module/Term Tuition fee and Residence fee (if applicable) shall not be refunded.
- Visa and Health Insurance charges will not be refunded.
- The student will be liable to pay any additional cost incurred by the Institute.

This Refund policy is applicable irrespective of whether the student attended the classes or not after the commencement of the Program.

#### c. Withdrawal after 1st Week of the commencement of the Program

- No refund of total fees of 1<sup>st</sup> Semester/Module/Term (Tuition fee and Administrative fee) and Residence fee (if applicable) after commencement of the program.
- Visa and Health Insurance charges will not be refunded.
- The student will be liable to pay any additional cost incurred by the Institute.
- To formally withdraw from the program, the student must pay all the due payments to IMTD.

This Refund policy stated in (b) and (c) above is applicable whether the students attended classes or not after the commencement of the Program.

After the completion of first semester/term/Module any fee refund request shall not considered.

### III. Deferral Policy

If a student requests for a deferral of his/her admission, then she/he shall have to pay additional charges (refer to **Section VI** Miscellaneous fee below). The deferment request is subject to approval of the Dean- Academics. In the case of deferral any utilized fee will be held as non-refundable credits in the student account for a period of one year after which the unutilized fee shall be retained by the institution.

### IV. Scholarships

The primary objective of scholarships at IMTD is to promote recruitment and retention of high academic achievers. IMTD provides following scholarships based on merit and achievements of the students:

- a. Academic excellence scholarships
- b. Merit Scholarships.

Specific details of various other scholarships are announced at the beginning of the academic year after approval of the BoG. Additionally, IMTD honors various discounts for the students holding FAZAA, ESAAD, ALSAADA etc. cards.

This information is widely disseminated on websites, admission brochures and marketing collaterals.

### V. Miscellaneous Fees/Charges

IMTD charges fees for miscellaneous services which are approved by the Director from time to time. The details of these fees are included in offer letter of the students and also displayed in electronics / physical Notice Board.

### VI. Disputes and Arbitration

The Institute's decision on any and every subject will be final and binding and disputes of any nature shall be dealt with under the UAE jurisdiction.

### M. Student Discipline

Policy Type	<b>New</b> <input type="checkbox"/> / <b>Revised</b> <input checked="" type="checkbox"/> / <b>Discontinued</b> <input type="checkbox"/>
Policy in-charge	<b>Student Disciplinary Committee</b>

Policy Number	<b>IMT/PPM/6M</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

## **I. Policy and Procedure regarding Student Conduct**

IMT expects its students to employ reason, show respect to others, and take responsibility for their action. With regard to their personal behavior and attitude towards others in the society, students are expected to respect the religious beliefs, values and heritage, law and order, property and rights of others. By their own initiative, students are encouraged to display a sense of personal honor and integrity, and to conduct themselves in a manner becoming an IMT student.

Any student who violates the above-mentioned standards of academic and / or personal conduct exposes himself/herself to disciplinary measures under IMTD rules.

Refer to Section H of the Student Handbooks: Graduate and Undergraduate for details.

## **II. Policy Regarding Non-Academic Misconduct**

- The Office of Student Services is responsible for student discipline pertaining to non-academic conduct.
- When a student engages in conduct that is inappropriate as per the *Code of Conduct / Residence Living Manual*; the matter will be referred to Student Disciplinary Committee (SDC) [refer to Section 1C.5 for composition and terms of reference of SDC]. The committee will look into the matter, hear the concerned parties and make recommendation(s) to the Director/Dean-Academics for appropriate sanctions.
- Any non-academic violation may have the following disciplinary consequences:
  - Warning: verbal or written warning to the concerned student
  - Suspension: for a period of time
  - Dismissal: from the Institute
  - Payment of Damage: Fines and other penalties may be imposed in case a student commits breach of Institute rules resulting in any loss / damage to Institute property; misuses Library / computing / communications facilities.
  - If the concerned student is not satisfied with the decision, he/she can lodge an appeal with the Director.
  - The decision of the Director is final and no further appeals can be made.

## **III. Policy Regarding Non-Academic Misconduct**

- All cases of Academic misconduct will be reported immediately to the respective Program Chair.
- The Program Chair will refer the case to the SDC, if necessary.
- The SDC shall analyze and evaluate the seriousness of academic offence and misconduct while giving a chance to the concerned student to represent his/her arguments. Based upon the circumstantial evidence and arguments of faculty and students, the SDC will take the decision and send the recommendations to Dean-Academics.

- Any violation of the Institute’s academic rules, regulations and / or directives may result in following disciplinary measures:
  - Verbal or written warning
  - Awarding zero marks in relevant component of assessment
  - Repeating the Semester or the course
  - Suspension for a period of time
  - Dismissal from the Institute.

If the student does not agree with the Dean’s decision, an appeal may be made for review to the Director. The Director is the final authority for the revision of decision or any modification therein.

## N. Student Attendance

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Program Chair, Dean-Academics</b>
Policy Number	<b>IMT/PPM/6N</b>
Last Review Date	<b>26<sup>th</sup> September 2022</b>

Classroom interaction and active participation in all course related activities is a key contributor to the learning process. Therefore, students are not only expected to attend all classes regularly but are also strongly encouraged to actively participate in case discussions, presentations, and all other classroom activities.

IMTD encourages students to attend all classes. Attendance is regularly monitored by the Program Office and updated regularly. The students are required to maintain a minimum attendance of 75% in each course.

Exceptions are granted on medical grounds/unavoidable official duty (valid documents required) by the Program Chair. The maximum limit of such exception is 25% of the total classes in a course. The students shall ensure their presence during case study/project presentations/ group activities or any other internal assessments.



## O. Gender Segregation

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Not Applicable</b>
Policy Number	<b>Not Applicable</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

IMTD does not segregate the class based on gender. However, separate prayer rooms, toilets, residence are available for male and female students.

## P. Student Activities

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Student Service Executive, Facility Manager</b>
Policy Number	<b>IMT/PPM/6P</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

IMTD aims to reach out to all students and encourage them to interact and participate in campus activities. Activities / programs will be designed to enhance the students' overall educational experience through involvement in social, cultural, intellectual, and recreational activities.

The Institute encourages students to participate in various sports like badminton, tennis, volleyball, swimming pool that provides students with the opportunity to engage in extracurricular activities. Students are encouraged to engage themselves in other cultural activities like organizing festivals, seminars, exhibitions etc. The student service executive coordinates all activities with the support from students, student council and faculty mentors.

The following student clubs have been formed to promote Student Activities at IMTD.

- Cultural Club
- Sports and Wellness Club
- Toastmasters and Orators Club

## Q. Student Council

Policy Type	<b>New <input checked="" type="checkbox"/> / Revised <input type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Student Service Executive</b>
Policy Number	<b>IMT/PPM/6Q</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

The student council serves as a platform to represent student community of IMTD. The student council represents student body in various forums to ensure that students voices are heard and they participate actively in decision making. The members of Student Council are elected/ selected annually by the students' body in a democratic way. The Student Council operates within the laws of the United Arab Emirates. Student council organizes and coordinate student related events and programs.

Students Council members are:

1. President of Student Council
2. Vice president of Student Council
3. Student representative from each program.

## R. Student Publications and Media

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Student Council, Student Service Executive,</b>
Policy Number	<b>IMT/PPM/6R</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

Student council is responsible for all the student related publication and media through various student clubs. All communications to IMTD students such as Preparing e-newsletter and confirming circulation among students, Inviting, editing, and submitting articles for publications, and taking care of copyright issues. All communication is strictly in confidence with student service executive.

## S. Student Rights and Responsibilities

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> / Discontinued <input type="checkbox"/>
Policy in-charge	Student Service Executive, Student Council members
Policy Number	IMT/PPM/6S
Last Review Date	26 <sup>th</sup> October 2021

### I. Student Rights

All the students enrolled for programs at IMTD enjoy the following rights:

- a) Right to obtain quality education.
- b) Freedom of expression - to discuss and express all opinions publicly on the condition that the expression of freedom does not disrupt the normal operations of the Institute and nor does it harm other members of the Institute
- c) Right to be given the course outline at the beginning of each semester, indicating the number of credits, description of the course, objectives, learning outcomes, assessment and references that could be used as supplementary material.
- d) Right to know: program graduation requirements, admissions procedures, course descriptions, pre-requisites, co-requisites, course availability, timetable and costs.
- e) Right to know the penalties for cheating and plagiarism and their consequences.
- f) Right to know the attendance policy and the consequences of noncompliance.
- g) Right to be informed by the instructor of any changes of any rules pertaining to classroom procedures.
- h) Right to review their grades with the instructor.

### II. Student Responsibilities

- a) To follow the IMTD procedures to register, drop/add or withdraw from a course and/or program as outlined in the Student Handbook.
- b) To arrive in class on time and to remain for the duration scheduled for classes and activities.
- c) To appreciate the instructor's right to formulate and enforce attendance policy.
- d) To observe the instructor's right to set deadlines for assigned work and to establish penalties for failure to comply with these deadlines.
- e) To submit their own work.
- f) To write tests and exams at the times scheduled by the instructors.
- g) To assume responsibility for classes missed.
- h) To follow and implement the regulations and policies of the institution.

### III. Institute's Responsibilities towards Students

Students at IMT can expect to be treated with reason and respect. All members of the faculty and staff of IMT will act responsibly toward students and respect them at all times.

Faculty members at IMT will at all time:

- a) Promote scholarly values in students, including honesty, the free pursuit of learning and the exercise of academic freedom.
- b) Act professionally in the classroom and in other academic relationships with students.
- c) Evaluate students on the merit of their academic performance.
- d) Provide consultation on course work.
- e) Faculty will acknowledge academic and scholarly contributions of students.
- f) Not engage in any exploitation, harassment, or prohibited discriminatory treatment of students.

### IV. Student Conduct Code

- Students shall conduct themselves at all time in a manner appropriate with the realization that they are representatives of IMTD.
- They shall be sensitive to the culture and religious norms of the UAE and not engage in any behavior that would be deemed disrespectful.
- Students shall not engage in any activity that is considered illegal or irresponsible by the rules and laws on the UAE. Any violation of UAE laws shall result in immediate dismissal.
- Students will display ethics of honesty and integrity at all times.
- Student shall not engage in corruption and bribery, directly or indirectly (refer to Section 10 for detailed guidelines).
- Student shall abide by institution policy regarding Diversity, Equity and Inclusiveness (refer to Section 10 for detailed guidelines).
- Students shall refrain from participation in any activity which are considered as promoting extremism ideologies and radicalization.
- Students shall refrain from participation in any activity which fall under the definition of terrorism in accordance with the Federal Law (7) of 2014 on Combatting Terrorism Offences. Under this law terrorism is defined as- *“Every criminal action or inaction criminalized under the present Law and every action or inaction constituting a felony or misdemeanor referred to in any other law, if committed for terrorist purpose”*.  
Refer to Safeguarding Policy on Preventing Extremism, Radicalization and Terrorism in the campus in Sub-Section VIII for detail guidelines.

## **V. Student Behavior**

IMT takes a very serious view of misbehavior and has a clearly mentioned policy on what constitutes unacceptable behavioral practices. Guidelines have been provided to the students about the same. Please refer to Standards of Personal Conduct which will be put in a form of a declaration separately duly signed by the students at the time of Registering into the Program.

## **VI. Standards of Personal Conduct**

Students of IMT are expected to meet the highest standards in their personal conduct. In particular, students are required to:

1. Observe the regulations of IMTD and directives of the faculty and staff.
2. Conduct themselves in a courteous and considerate manner in their dealings with faculty, staff, visitors and other students.
3. Maintain a dress code which is in line with the cultural requirements of UAE.
4. Use the Institute's property / facilities with due care and avoid causing harm to it.
5. Refrain from disruptive behavior, such as talking during speeches or classes; arriving late for or leaving early from classes; receiving or initiating telephone calls on mobile phones during classes; and making negative or rude comments during class about other students, faculty members, or the opinions of other students.
6. Refrain from borrowing or taking someone else's property without having permission from the owner. Taking or borrowing without permission is considered stealing.
7. Refrain from inviting external speakers or issuing public releases without prior permission from the Office of Student Services.
8. Refrain from organizing or engaging in activities such as rallies or demonstrations inside IMT without prior permission from the appropriate authority.
9. Refrain from using the facilities of the institute for other than official purposes, unless previously authorized.
10. Refrain from distributing leaflets or journals, posting notices, or collecting signatures on the premises of IMTD without prior permission from the Student Affairs office.
11. Refrain from falsifying documents or using falsified documents for any purpose connected with IMTD.
12. Provide security guards with personal identification and appropriate documentation when requested.
13. Refrain from using another person's name and/or ID number for any reason. Impersonation is a serious offence and it will be dealt as per the UAE law.
14. Refrain from organizing off-campus events without prior permission from the Student Affairs office.
15. Students should also refrain from engaging in improper conduct, which can damage the reputation of IMTD. For example, students should not:
  - Access inappropriate sites on the Internet.
  - Use inappropriate chat lines/rooms.
  - Misuse the electronic communication (e mail) facility.
  - Use or sell illegal substances and/or materials.
  - Exchange any gifts of significant monetary value with members of the faculty or staff.

## VII. Code of Conduct for Residential Students

Residential students staying in the hostels provided by the Institute, please refer to the Residence Living Manual for the rules and regulations.

Any legal implications of the student's behavior are their own and the institute does not take any responsibility for the same. Further violation of the prescribed code of conduct is a valid ground for disciplinary action against the student and may even lead to expulsion from the Institute.

## VIII. Safeguarding Policy on Preventing Extremism, Radicalization and Terrorism

IMTD is committed to safeguard the wellbeing of its students and employees and other stakeholders who use its premises and services from the risk of being drawn into radicalization, terrorism, or extremism. In particular, young people can be drawn to extremism by being exposed to people, messages or literature that espouse radical behavior. Institution may be the target of hybrid threats through a mix of physical attacks, cyberattacks and disinformation campaigns attempting to radicalize the political narrative.

Physical and digital infrastructure that are widely used in daily life (e.g. energy, transport, healthcare, residential hostel, class rooms etc.). It must be protected and made resilient against both physical and cyber-attacks. In order to safeguard and prevent radicalization among young students, following approach comprising of detection, awareness and control to ensure a safe environment for students and all stake holders.

**Detection** – Early detection of radicalization is very important for its control and minimize the associated risks. All employees and students of IMTD are frequently made aware of early signs of radicalization among the youth. Employees and students are advised to report any behavior change among their close contacts that include the following:

- General changes patterns of behavior or daily routine
- Becoming overly secretive;
- Changes in type of dress;
- Use of inappropriate language;
- Possession of extremist literature;
- The expression of extremist views;
- Advocating violent actions;
- Association with known radicals

**Awareness** - All students are informed about the policy and on radicalization and its consequence on their and others' wellbeing. The awareness is built through sessions during orientation at the time of enrollment as well as periodic workshop by professionals.

**Control**-Any person detecting or suspecting radicalization in any form is required to report the matter to Director/ Dean/Program Chair/Student Service Executive/Head Administration/Student Counsellor immediately. In absence of the Director, the matter must be reported to Dean and the Head of Administration. The competent authority such as Student Counsellor/ Third party expert on the matter shall be consulted for investigation internally. The institution reserves the right to take necessary disciplinary actions against those student/employees presenting safeguarding concerns.



Such cases may be reported to local authorities, if deemed, for necessary action and the institution reserve the right to share the information relating to the students/employees with the investigating agencies.

The institution shall comply with any governmental requirements issued on safeguarding students/employees and other stakeholders from all forms of abuse.

## T. Student Counseling.

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Student Service Executive, Student Council members</b>
Policy Number	<b>IMT/PPM/6T</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

IMTD provides personal counseling to its students. Any student who has the need for counseling should contact the Office of Student Services to make an appointment.

Counsellors provide consultation to students who are experiencing stress due to academic, career or personal problems. Counsellors may also be involved in consultation with Faculty and Staff.

The Students Service executive maintains a file on each special-need student. This Information is communicated to the instructors of special needs students at the start of each term of enrollment.

To obtain any special facility or accommodation for a disability, a current medical certificate from a recognized medical practitioner needs to be submitted. The certification must not be older than one year from the date on which it is being submitted to the institute.

## U. Health Services

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>EHS Executive, Student Service Executive, Student Council members</b>
Policy Number	<b>IMT/PPM/6U</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

All Students must be covered by health insurance. In addition, the students must provide, at the time of, a proof of having cleared all vaccination requirements Office of Students Services will coordinate the provision of Health Insurance and Health services to the students.

Dubai International Academic City has an ambulance on the premises on a 24-hour basis for any medical emergencies.

For emergency after office hour students must contact the security office at the Residences.

IMTD has partnered with Fakeeh University Hospital to provide medical facilities, telehealth and a nurse to handle medical emergencies on the campus. To this effect an in-campus clinic has been set-up with the following facilities:

- First-Aid facility
- On-site availability of a Nurse
- On-call General Practice (GP) Doctor as an when required
- Free tele consultation
- 24x7 Ambulance services
- In-patient and out-patient services
- PCR testing
- Check-ups

Clinic Facilities include:

- Patient waiting area
- Patient treatment room
- Isolation room
- Quarantine room
- Toilet
- Pantry

Available Medical Equipment in the Clinic:

- Manual Ambu bag
- Artery Forceps Straight
- Digital BP Machine IGen 100N
- BURN Kit
- Medical Scale Hm 201 M-Taiwan-Charder
- Instrument Trolley
- Examination Couch-MN-JCC001
- Foot Step Double
- Head Mobiliser Set
- IV Stand
- Instrument Tray Large
- Instrument Tray Medium
- Kidney Tray Medium.

For further details refer to Health and Safety Manual.

## V. Academic Advising

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Program Chair</b>
Policy Number	<b>IMT/PPM/6V</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

The regular advising process starts once the students register for the first semester at IMTD. A Faculty member is assigned as the advisor at the time of admission by the admissions office. Students receive advising and guidance from their advisors.

Students are encouraged to maintain close contact with their advisor during their program duration at IMTD. Advisors provide them with information and guidance related to academic policies, internship, project and specific course-related problems.

The main purpose of the Institute's academic advising program is to help the students identify and achieve their academic goals and to become self-directed learners and decision makers. However, the responsibility for fulfilling degree requirements rests with the students and therefore they are expected to assume responsibility for program planning and course selection. It is strongly suggested that all students familiarize themselves with program requirements, necessary requisite coursework, as well as the sequencing of courses.

The advisor's role is to:

- Guide the student and help him / her become familiar with the academic and administrative policies and programs of the Institute.
- Aid the student in understanding standards and requirements of different courses.
- Provide a perspective on the likelihood of success in different areas of study.
- Discuss with the student his / her educational and career objectives and how they relate to current / expected courses of study.
- Guide and provide necessary methodological support and supervision to students during the Internship Assignment and the Company Project Work.

A student's role is to:

- Learn about the policies, procedures, and rules of IMT.
- Be proactive and search out information needed for course scheduling, program planning, and successful completion of all graduation requirements.
- Gather required academic and career related information.
- Be aware of and monitor his / her academic progress.
- Initiate contact with their advisory as needed particularly during the Internship and Company Project periods.

- Be well prepared with questions and relevant material, while attending advising sessions.
- Be attentive and follow advisor's guidelines.
- Keep the advisor posted with their progress.

Academic advising is available to all students during the Faculty Office Hours. For details about the office hours, students can check with the Program Assistant or check online respective Faculty Office hours and contact details.

## W. Student Academic Integrity

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Dean-Academics, Program Chair</b>
Policy Number	<b>IMT/PPM/6W</b>
Last Review Date	<b>26<sup>th</sup> September 2022</b>

IMT expects its students to uphold high standards of academic integrity and conduct. In particular, students are required to:

- Abide by high standards of academic integrity, ethics and honesty. Refrain from cheating on homework and examinations, plagiarizing other people's work by submitting it as their own, and/or any other forms of academic dishonesty.
- Adhere to the published test or examination rules and regulations.
- The following are types of academic misconduct:
  - Cheating / using unfair means in examinations
  - Significant paraphrasing in student's written academic work
  - Switching off camera during remote examination
  - Disobeying instructions of invigilators during examinations
  - Unacknowledged use of information, ideas unless such ideas are commonplace
  - Citing sources which student had not read or referred to
  - Breaching the word limit of assignments and mentioning wrong word count.
- Plagiarism is another type of academic misconduct for which students needs to be aware of what constitutes plagiarism and its consequences. Students are briefed about the IMTD's plagiarism policies during the orientation program conducted at the beginning of each program. Faculty members also discuss plagiarism policy at the introductory session of each course. The plagiarism policy is also included in each course outline.

### I. Plagiarism Definition

Plagiarism is the use of someone else's ideas, words, projects, artwork, phrasing, sentence structure or other work without properly acknowledging the ownership (source) of the property (item). Plagiarism is considered as academic misconduct. Students should understand what the plagiarism is and take well informed steps to avoid it.

Plagiarism can take various forms. The main categories of use of unreferenced work that could be construed as an act of plagiarism can be summarized as:

- Using someone else's quoted words without putting these words in quotation marks.
- Unauthorized borrowing of another person's idea, research work or theories.

- Failure to reference the other author’s written words, quotes or definitions.
- Use of descriptions or quotations of another author without acknowledgement.
- Cosmetic paraphrasing occurs when the acknowledgement is made. The paraphrased quote is very similar to the original work.
- ‘Cut and paste work’ from electronic sources without explicit mentioning of complete URL. The inclusion of large amounts of pasted material, even if acknowledged, raise doubts about authenticity of student’s work.

## II. Plagiarism Check Process at IMTD

All work submitted by students is accepted on the understanding that it is their own. IMTD views plagiarism as academic misconduct and dishonesty. Students should adhere to high standards of academic integrity that includes referencing and acknowledging other’s work, good literature review procedures while submitting assignments, projects or case studies.

For the purpose of academic discipline and penalization, three categories of plagiarism are defined on the basis of similarity index (percent of similarity). However, given the limitations of a software, evaluation shall be supervised by the concerned course faculty.

The steps followed in plagiarism checking are listed below:

- The student is responsible for submitting a proper referenced assessment.
- Faculty members are responsible for implementing the acceptable academic code of conduct through proper student orientation, citing examples of assignments, projects and thesis work that have followed proper acknowledgement and referencing standards.
- Every faculty member provides and implements strict academic code of conduct guidelines at the beginning of course.
- The CANVAS LMS portal at IMTD is integrated with Turnitin anti-plagiarism software. All students’ works are submitted through the LMS which has in-built plagiarism check software. Assessment submission links are available to the students through the LMS.
- Turnitin’s ant-plagiarism system works with an ever-expanding number of documents and sources classified into sources found on the Internet, articles published in academic journals and previously submitted documents. This includes everything from Wikipedia to national repositories of theses language indiscriminately (<https://www.ouriginal.com/our-products/>)

A big part of the material available on the Internet is only accessible through password-protected systems; hence, it cannot be located with the aid of an ordinary search engine. There is also a plethora of search engines, each with its own coverage. On top of this, there is a huge amount of material on the Internet that cannot be found though using regular search engines. Turnitin manages to find sources in all parts mentioned above.

Published material consists of hundreds of millions of books, journals, reference works, scientific articles, and so forth. Some material is accessible electronically via specific databases, whilst other material can only be found in the printed format. OURIGINAL has formed strategic partnerships with a number of leading information providers.



Turnitin always checks all assignments against previously submitted material. Consequently, students cannot steal another student's work nor plagiarize through means of too close collaboration.

Turnitin generates an analysis overview and is delivered to the course Instructor, either via CANVAS LMS or by email. The results are presented in a comprehensible, interactive analysis report so that the instructor can make the final judgement based on Turnitin's analysis if any plagiarism has indeed occurred.

Turnitin anti-plagiarism system generates originality report with percentage of similarity and the citations from where plagiarism might have occurred. The instructor uses the originality report to determine the similarity that is acceptable. The student will also be able to see the originality report. The instructor can provide the option to the students to revise the assessment upon comparing with originality report and resubmit the assessment.

If an assignment is submitted by the student through e-mail to the instructor, the instructor may login to Turnitin portal directly, upload the student submissions and can check the plagiarism using upload documents option.

Faculty must review the plagiarism report on case-to-case basis and decide on the final penalty to be awarded to the student.

### III. Levels of Plagiarism and Penalties

A similarity of 15% or less in the submitted students' work, as detected by the anti-plagiarism software tool Turnitin is excluded from any penalty provided this does not relate to any substantial section of the answer/ project report/ case analysis/ assignment, etc. which demands students' originality. Also, 15% similarity exemption applies to narratives about the company, views expressed by others, a common phrase or series of words used in context to the topic, bibliography, formula or derivation of formula, problem solution with same set of data that may have similar outcomes, etc. Faculty members/ Examiners shall assess all such exemptions applying the principle that similarities do not compromise to originality of the students' contribution. In case of any similarity even within 15% level that comprises the substantial section of the answer/ project report/ case analysis/ assignment, etc. should be awarded penalty at par with cases of Level I similarity." Similarities above 15 percent are classified in to two levels- Level 1 and Level 2 as shown below. The level wise penalties are as follows:

Level	Similarity Percentage	Penalty
I	16 - 25%	This level is considered as moderately high level of similarity. For this violation, 25% of the awarded score in that assessment shall be deducted.
II	Above 25%	This level signifies a serious compromise with academic integrity. The concerned faculty shall refer such cases to the Disciplinary Committee through the Program Chairperson.

Faculty submits plagiarism incident report covering both Level-I and Level-II cases with all the details to the Program Chair. Program Chair keeps a record of all such incidents of plagiarism during the semester. Program Chair shall report the cases of level-II to the Disciplinary Committee. The Disciplinary Committee evaluates the cases of level-II and may come up with following penalties:

- Award zero marks for the component of assessment.
- Award grade XF (fail due to academic integrity violations) in the course. The student has to repeat the courses once again.
- In case of repeat violations, the student may be dismissed from the program.

## X. Student Appeals

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Program Chair, Dean-Academics
Policy Number	IMT/PPM/6X
Last Review Date	26 <sup>th</sup> October 2021

### Academic Standing Appeals

Students may appeal to the Academic Committee regarding their academic standing status and request a review of probation / dismissal decision.

If the student on probation can provide evidence supporting the appeal, he/she may be granted one additional semester to revert to Good Academic Standing.

### Grade Appeals

It is assumed that IMTD policy of grading ensures that the Faculty grades the student fairly and objectively. However, a dissatisfied student is allowed to challenge grade awarded in a subject which is limited to review of the marks awarded in the final examination as other internal components are already shared and discussed with the students. The following procedure must be followed for grade appeal:

- Students should first consult with the concerned Faculty and discuss their concerns. Most of the cases are expected to be sorted out by review of Final Exam and discussion between the student and the Faculty member.
- If the student is not satisfied, then they may put in a formal Grade appeal with the Office of the Registrar stating the reason thereof. The student can submit grade appeal for the following three reasons:
  - totaling mistake;
  - unmarked answer(s)
  - under-marking answers as per the rubrics
- The grade appeal must be submitted within a period of one week following the notification of grade to the student by the Registrar. Grade Appeal fee of AED210/- is applicable for Grade Appeal request.
- All Grade Appeals must be submitted in writing to the Registrar on the official Grade Appeal Form (available in the Registrar's Office). Reason(s) for Grade Appeal must be substantiated clearly on the form, with payment receipt of AED210/- per course.

- Office of Registrar shall forward the Grade Appeals to the concerned Faculty Member(s).
- Concerned Faculty Member(s) shall have one week to review the final examination component and respond in writing to the Registrar about the final outcome, who will then intimate the same to the concerned student(s).
- If the student is still not satisfied, an appeal for grade review can be made to the Registrar. Registrar will report the case to Program Chair who in turn shall place in the Academic Committee. An ad-hoc Faculty Grade Review Committee will be formed to look into such cases. A fee of AED210/- is applicable for Academic Committee Review. The appeal for grade review must be submitted within one week following the notification of the outcome of grade appeal to the student by the Registrar.
- The Faculty Grade Review Committee after reviewing the case, recommend the final grade to the Dean-Academics, who will take a decision and the decision shall be intimated to the student by the Registrar.
- The decision of the Dean-Academics shall be held as final and no further appeals can be lodged.

## Y. Student Grievances

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Student Grievance Committee</b>
Policy Number	<b>IMT/PPM/6Y</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

The purpose of the student grievance procedure is to resolve grievances, other than grade complaints, that are raised by students. If a student has a complaint or grievance about any aspect of Institute life:

- He / she should raise the matter at the earliest opportunity to the Student Services officer/ program coordinator who will try to solve it at their level.
- If the student is still not satisfied with the result, he / she can submit his grievance in writing to the Program Chair within two weeks from the occurrence of the incident.
- Program chair will try to resolve the issue at his/her level.
- If the student is still not satisfied, then the matter goes to Student Grievance Committee (SGC) [ refer to Section 1C.15 for composition and terms of reference of the SGC].
- The committee shall deliberate upon their findings and make recommendations to the Director/Dean-Academics, who will take the final decision, to be communicated to the affected parties.
- The Director shall be the final authority for the revision of decision or any modification therein.

## Z. Alumni Relations

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Head-Career services</b>
Policy Number	<b>IMT/PPM/6Z</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

IMT believes in the strength of alumni network and values their contribution towards institution building. Alumni Relations can be broadly understood by the following areas of activities.

- Office of Career Services organizes events and activities where Alumni of IMT actively participate.
- Office of Career Services maintains the updated database of Alumni
- For major policy, strategic planning, new program development, curriculum review etc., IMT engages with the alumni for their inputs and feedback.
- Notable Alumni are also invited to engage with current students on topics of mutual interest.

## 7. Health, Safety and Environment

### A. Health and Safety

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Head Administration and Facilities
Policy Number	IMT/PPM/7A
Last Review Date	26 <sup>th</sup> October 2021

#### I. Occupational Health and Safety

The IMTD is committed to providing an environment that is healthy, safe and secure for the campus community, and that meet UAE legal requirements for health and safety. Protecting the health and safety of employees, students, visitors, and the environment is of primary concern and IMTD takes an active role in identifying hazards before injuries and illnesses occur.

IMT maintains a Health and Safety Manual that contains all the policies and procedures related to Health, Safety and Environment:

- Covering roles and Responsibilities of EHS office and Maintenance supervisor
- Common safety guidelines
- Guidelines for pest control,
- Guidelines for water tank cleaning process
- Guidelines for Food Hygiene in Dinning Hall
- Life safety policies
- Covid-19 Protocols etc.

This manual also states the policies and procedure governing the location of physical sites of clinic established to support delivery of its program and courses in Section IX of Health and Safety Manual. IMTD has partnered with a Hospital to provide medical facilities, telehealth and a nurse to handle medical emergencies on the campus. All employees and students on IMTD residence visa are provided with health insurance benefits.

#### II. Facilities

IMTD has adequate space and facilities to support educational programs and services. It provides for an adequate space and environment for its employees. Periodic maintenance of IMTD facilities and their upkeep is ensured using reputed services providers and facilities department on continual basis. The campus security is managed by an external agency licensed by the Government of Dubai. Campus is monitored by CCTV 24x7 to ensure safety. Health and Safety manual contains all the details of existing campus facilities and its maintenance policies.

A dedicated facility manager looks after various campus facilities.

### **III. Residence Halls**

IMTD provides on campus residence facilities for students, employees and guests. Residence halls and facilities therein are designed to provide a conducive learning environment. Separate accommodation is provided for Female students. IMTD residence facilities include Health services, Laundry, Fitness center, playground, Lounge and catering services. These facilities are managed by suitably trained operational and administrative staff.

IMTD campus including residence halls and class rooms are friendly for people of determination with designated toilets, ramps and parking slots with proper signage. IMTD ensures that adequate staff members are trained to assist people of determination. The residence halls are managed by male and female wardens.

IMTD maintains a residence manual which contains all the rules and regulations related to residence.



## B. Equipment and Software Replacement

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Head Administration and Facilities
Policy Number	IMT/PPM/7B
Last Review Date	26 <sup>th</sup> October 2021

### a. Replacement / Up gradation

It is IMTD's policy to provide users with the latest technology in the campus. To achieve this policy, IT hardware equipment are used within the expected lifetime preventing proliferation of aging, obsolete, out of warranty, unsupported and incompatible systems. Similarly, all the software's are regularly upgraded.

### b. Cycle of Replacement/ Upgradation Cycle

It is IMTD's policy is replace existing hardware after their useful life depending on the usage, cost and user requirements. The cycle time for replacement of hardware varies between 3 to 4 years.

### c. User Classification and Hardware Replacement Cycle

Replacement cycles vary according to the four major classifications of technology users:

- i. Leading Edge Technology Users  
Maintain no more than two generations of technology. Consider replacing computers every second year, depending on applications in use.
- ii. Power Users  
Maintain no more than two generations of technology. Consider replacing computers every three years
- iii. Mainstream Technology Users  
Maintain no more than two generations of technology. Consider replacing computers every three or four years.
- iv. Conservative Technology Users  
Maintain no more than two generations of technology. Consider replacing computers every three or four years.

Using the above user-based replacement policy, computers with the oldest technology in the network is phased out.

The Director in consultation with IT Committee shall determine the classification of users from time to time and process all replacement requisitions. The System Administrator shall implement the decision of the IT Committee.

**d. Replacement Process**

All replacement requests are processed by the Information Technology Committee (ITC) [ref. to 1C.17 for compositions and terms of reference of ITC].

**e. Miscellaneous**

Other requirements of IT hardware and software are reviewed by the ITC.

## C. Data Security

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> / Discontinued <input type="checkbox"/>
Policy in-charge	Head Administration and Facilities
Policy Number	IMT/PPM/7C
Last Review Date	26 <sup>th</sup> October 2021

IT department is responsible for formulating and implementing data security procedures with the objective to ensure the protection of important and sensitive institutional data and IT infrastructure.

The following broad principles are followed for ensuring data security:

- limits internal access to education records and other data based on role of the user
- ensures security protocols are updated from time to time
- builds user awareness especially in times when threats from viruses and malware are anticipated
- Users maintains reasonable administrative, technical and physical safeguards to protect the security, confidentiality and integrity of data.

The specific security measures adopted by IT department include the following:

- A Firewall is in place to block unauthorized traffic and networking hardware is all password protected.
- Web and Network Threat protection kept in place to prevent attacks from malware, risky file types and websites, and malicious network traffic.
- Anti-virus is installed on all computers (Endpoint Security blocks network activity from the attacking computer).
- Users with personal computers are limited to Wi-Fi and relevant services.
- Network accounts and permissions are implemented.
- Microsoft Active Directory Controls Network Access.
- Shared storage only to permitted staff.
- Data is remotely backed up with security in place.
- All applications are password protected
- Public websites protected by secure socket layers.
- IT infrastructure, especially server rooms have fire proof doors and access is limited to only few authorized IT staff.

## Data Storage and Backup Policy

Information Technology (IT) Department follows various applications for data storage and its backup. The details of data storage and its backup faculty are as follows:

- **Storage**
  - a. IMTD provides limited disk-based storage space for individual faculty, staff, and students, for course-related materials, and for departmental materials.
  - b. Digital copies of Faculty, Staff and students’ files are stored on File Server
  - c. Course related materials are stored in Cloud based LMS.
  - d. All employees will login to the file server through user ID and password.
  
- **Data Backup**
  - a. Backup is setup during installation of Operating System in a PC. As an additional security measure.
  - b. File Backup System: IT will install a file server for backing up data of all employees. All employees are expected to keep official data on the file system.
  - c. IT Dept. is expected to maintain an incremental backup of all servers with at least 4 copies of all servers. At any time, 4 backups of all servers must be maintained. The hard disk of every server should be in the RAID5 mode.
  
- **Recovery Plan**

Following Recovery plan for servers are maintained:

<b>KEY BUSINESS PROCESS</b>	<b>BACKUP STRATEGY</b>
IT Operations Hardware	NBD AMC
Canvas LMS	Fully mirrored recovery from cloud
Mail Office 365	Fully mirrored recovery from cloud
ERP	Off-site data storage facility
Finance	Fully mirrored recovery site
Web Site	Off-site data storage facility
File Server	Backed up every day and Off-site data storage facility

## D. Appropriate Use of Technology Resources

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Director
Policy Number	IMT/PPM/7D
Last Review Date	27 <sup>th</sup> May 2022

### I. IT Resource

IMTD has adequate IT resources in order to facilitate all its academic and administrative needs. The objective is to support faculty, staff and students for attaining academic goals of learning, teaching and research. IMTD provides adequate access for all students, faculty and staff to Wi-Fi. The System Administrator is responsible to ensure that all policies are followed and report any problems to the Director.

Furthermore, IMTD ensure that all LMS licenses are current and supported by sufficient hardware capacity.

Use of computing and network resources is limited to the IMTD community including the students, faculty, staff members. The institute expects its users to act with responsibility while using these resources:

- computer hardware and software;
- documentation and other reference materials;
- all data residing on IMTD machines;
- all institutional data wherever it resides, media such as CD-ROM, tape and other storage devices;
- all temporary and permanent connections via the Institute network;
- all telephone equipment.
- LMS.

### II. Responsible IT Usage

Users are prohibited from using IMTD IT facilities for activities such as producing, viewing, storing, replicating, or transmitting any obscene, or offensive materials. This includes, but is not limited to, material from the Internet, screen savers, etc. In addition, printed copies of such material including those from magazines are not permitted to be distributed.

All the users have the responsibility to use computing and network resources in an ethical and

legal manner.

Computing resources are intended for the pursuit of academic objectives only. No usage for commercial purpose is allowed.

1. Users are given a unique User account and they will be responsible for its proper use.
2. The account holder shall be responsible for any misuse of computing services from their own account.
3. The users shall protect their password and should not leave their account accessible to others in any circumstances. Similarly, the users must not attempt at accessing others' accounts.
4. Users shall abide by copyright requirements of all software of the institute. All software used by the institute are copyrighted.
5. The IT users shall not attempt to circumvent or subvert any system security measures in any way to infiltrate the system, or use Institute's information technology resources to attempt to infiltrate other systems. Any attempt towards intercepting or decoding passwords or similar access of controlled information in any manner is considered as a serious violation subject to disciplinary action.
6. Users shall not attempt to modify system facilities, interfere with other users or system operations or circumvent the limits and permissions associated with their accounts
7. Users shall be preventive of interfering with other users' work or data.
8. Additional software from outside sources should not be either put on the computer or server without permission.
9. Users shall not access, copy, or remove programs or data that do not belong to them without explicit permission. Lack of file protection does not give the right to do these things.
10. Users are strictly prohibited from sending obscene, vulgar or unacceptable E mails or by other forms of e communication.

Any violation of the afore-said policies shall attract disciplinary action.

The institute may revoke access to its computing and telecom equipment and facilities for violating the security system, modifying or exposing private information such as file or mail contents of other users without their consent, modifying or destroying Institute data, or using the networks in a manner contrary to the UAE guidelines.

The institute provides technical support for its networks (e.g., infrastructure, servers, applications on the network, and security) and hardware like desktops, printers, scanners, etc.

### **III. Minimum Requirements for Hardware, Software and Internet Access Speed**

IMTD follows a policy of minimum system requirements for its computing environment. The majority of computing resources and backend systems at IMTD are built on the Windows and Apple's OS X operating platforms. Currently IMTD does not provide support for the Windows operating system on an Apple computer. Since the choice between an Apple and a Windows system is usually a personal preference, Institution recommends students to choose whichever operating system they are most comfortable with.

#### **Recommended Hardware Specifications**

- Processor - dual core 2.4 GHz+ (i5 or i7 series Intel processor or equivalent AMD)
- RAM - 8 GB
- Hard Drive - 256 GB or larger solid state / hard drive
- Graphics Card - any with DisplayPort/HDMI or DVI support - desktop only
- Wireless (for laptops) - 802.11ac (WPA2 support required)
- Monitor - 23" widescreen LCD with DisplayPort/HDMI or DVI support - desktop only
- Operating System - Windows 10 or 7 with Service Pack 1, Home or Professional editions, or Apple OS X 10.11.5.

#### **Minimum Hardware Specifications**

The current minimum computer specifications to ensure the ability to run the basic software most end users operate are as follows:

- Processor - dual core @ 2.4 GHz (i5 or i7 Intel processor or equivalent AMD)
- RAM - 4 GB
- Hard Drive - 320 GB 5400 RPM hard drive
- Wireless (for laptops) - 802.11g/n (WPA2 support required)
- Operating System - Windows 7 with Service Pack 1 or Apple OS X 10.9
- Backup Device - External hard drive, USB Flash Drive, and/or DVD+/-RW drive.

IMTD campus is wi-fi enabled with 540Mbps internet speed.

### **IV. Use of Digital Media**

IMTD follows a policy of fair use of digital media in course delivery. Copyrighted digital media contents are allowed to be used in course delivery obtaining prior approval from the owner/creator of the content.

## E. Equipment and Software Technical Support

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Director
Policy Number	IMT/PPM/7D
Last Review Date	26 <sup>th</sup> October 2021

Information Technology (IT) Department provides necessary technical support for its networks (e.g., infrastructure, servers, applications on the network, and security) and hardware like desktops printers, scanners, etc. to various departments of the institute including Students. These support services include but not limited to the following:

- Configure and support hardware
- Install desktop/laptop operating systems
- Configure and support desktop operating systems and applications
- Configure and support networks/network security
- Configure Security (e.g. anti-virus, firewall etc.)
- Allocate resources for desktop/laptop computers
- Monitor network infrastructures (safeguard from phishing and network attacks, cyberattacks and disinformation campaigns intended for radicalization/extremism/terrorism
- Support Learning Management System (LMS) for Faculty and Students.

### Remote Support

Remote Support is provided to all stakeholders regardless of their geographical location using emails/phone/WhatsApp/remote access software e.g. Team viewer and Any Desk



## 8. Learning Resource Center (LRC)

### A. LRC/Library Policy, Procedures and Regulations

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Director
Policy Number	IMT/PPM/8A
Last Review Date	26 <sup>th</sup> October 2021

#### I. Procedures

Procedures for using LRC resources by registered students are as below.

##### a. Issue

- Resources are issued within the issue limit of the user.
- The user should get the documents duly issued at the Circulation Counter.
- The documents should be collected in person.
- The latest issues of the journals will not be issued.

##### b. Reservation

- Resources can be reserved only when they are on loan.
- The availability of the reserved item would be informed through electronic communication.
- The reserved resource should be collected from Library within forty-eight hours of intimation otherwise the reservation stands cancelled.

##### c. Return

- Books should be returned on or before the due date mentioned in the Due Date Slip.
- Reminders would be sent to the User accordingly.

##### d. Renewal

- Books can be renewed once for fifteen days if there is no reservation against the particular item.
- Journals and Audio Visual (AV) Resources will not be renewed after the due date.

e. **Overdue Charges**

Overdue charge is decided by the Library Committee (LC) [refer to Section 1.C.4 for composition and terms of reference of the LC.] and reviewed annually. All overdue charge schedule is approved by the Director.

f. **LRC Charge Schedule**

The LC prepares LRC charge schedule which includes-

- Overdue charge of LRC resources payable by Students and Alumni.
- Photocopying charge
- Any other charges for using LRC facilities.

The LC reviews the charge schedule annually. The LRC charge schedule is approved by the Director.

g. **Lost / Damaged Resources**

- The users should replace the resource at his/her own cost within 30 days.
- If the user fails to replace the book within the stipulated time, the Library would initiate the purchase and the user would be charged the actual cost of the resource plus 20% the additional charge depending on the type of the resources.

II. **Issue limit and duration for each category of users**

Resource for Student	Quantity	Duration
Books	3	15 days
Journals (back issues)	2	3 days
Book Companions– CDs	2	2 Days

Resource for Faculty	Quantity	Duration
Books	10	4 months
Journals (back issues)	5	2 days
Book Companions– CDs	2	2 Days

Resource for Staff	Quantity	Duration
Books	5	1 month
Journals (back issues)	3	2 days
Book Companions– CDs	2	2 days

III. **Collection Development Policy**

- **Resources:** The LRC holds a hybrid collection of printed as well electronic resources which

include books, journals, databases, audio-visuials, CDs/DVDs, e-books, e-journals, reports, conference proceedings, training manuals, etc. We play more emphasis on online resources in order to keep the academicians abreast of the information using the latest cutting-edge technology. The Library's resources support the teaching and research activities of the IMTD. The collection is primarily focused on the curriculum offered by the Institute.

- **Acquisition Process:** The LRC gives priority to procurement of resources to meet the curricular needs of the students, faculty, and researchers, including modules papers, collateral reading, and class assignments. Special attention is paid to new programs in order to maintain and make available the required basic resources at the outset. IMTD procures three to five copies of all the essential and recommended reading lists, out of which one is kept for reference and the rest are made available for open access. If the purchase is outside of normal orders and a conflict arises, the Librarian will confer with the Dean and Faculty as to which items take precedence for the Program.
  
- **Acquisition Criteria:**
  - All acquisitions are based on the following:
    - Importance/relevance to the curriculum
    - Contribution to depth or breadth of collection
    - Faculty recommendation
    - Demand by user
    - Adequacy of scope
    - Physical quality
    - Various formats.
  
- **Methods for Building Resources**
  - Receiving suggestions from faculty members, scholars, and students
  - Publishers catalogues
  - Books reviews and announcements
  - New addition list from selected business school, in the country and abroad
  - Books received from vendors on an approval basis
  - Book exhibitions.

- **Duplication of Books:** We base decisions to procure a duplicate copy of books and other readings on the following criteria:
  - Resource usage as indicated by the library automation system or through the observation of the staff members
  - Curriculum related as suggested by faculty
  - Demand by the users.
- **Recreational Readings**

The LRC acquires materials of general interest such as popular fiction, novels, biographies and light reading titles, and such materials will constitute 3 to 5 per cent of the total collection.

#### **IV. Library Resource Sharing Policy**

Following are the guidelines for Academicians /External Members of IMTD to use Library services.

- The use of Library services would be purely for academic and personal use only.
- The services under no circumstances would be used for commercial purpose.

The LC decides the charges for Photocopying / Printing services and reviews annually. The schedule of charges is approved by the Director.

#### **V. Alumni Services at IMTD Library**

Alumni are free to use LRC resources by providing a valid Identity card. An alumnus shall register for LRC membership by depositing AED 1000 (refundable) that enables him/her to access all LRC resources and avail of all services provided the LRC. Following are the guidelines for using LRC resources and services:

- a. The use of LRC services must be purely for academic and personal use only;
- b. LRC services under no circumstances would be used for commercial purpose;
- c. Access to online resources are provided within the IMTD campus;
- d. Use of LRC facilities are subject to applicable charge.

#### **Borrowing Facility:**

Alumni members are allowed to user borrowing facility as per the following terms and conditions:

- Alumni would be allowed to borrow up to two books at a time.
- The books have to be returned within three weeks from the date that they were borrowed.
- If an alumnus fails to return any book within three weeks, an overdue charge is levied.
- If the outstanding overdue amount is AED 500 or more, the LRC will temporarily suspend the alumni's right to avail of the LRC facilities. The alumni can continue using the facilities after returning the books and paying the overdue amount.

- Textbooks/Reference Books /Journals that are in high demand will not be permitted to be taken out of the Library.

The Librarian has the right to cancel the Library membership of any alumnus if found violating the rules and regulations of LRC.

## **VI. Copyright Policy**

### **a. Definitions and Terminology Used**

- **Copyright**

The exclusive legal right, given to the originator or their assignee for a fixed number of years to print, publish, perform film, or record literary, artistic or musical material, and to authorize others to do the same.

- **Intellectual Property**

Intangible property that is the result of creativity, such as patents, copyrights.

- **Royalty**

A sum paid to the patentee for the use of patent or to an author or composer for each copy of the book sold or for each public performance of work.

### **b. Resource covered under Copyright**

- Books
- Articles from Journals (Printed or Online)
- Case Studies
- Chapter/s from book/s
- Databases
- Software.

Copyright issues are not to be taken for granted as violating copyright issues may lead to legal disputes between publishers and IMTD. The following copyright rules are followed:

1. No part of these publications (Articles, cases, books) may be produced or transmitted in any form or by any means, electronic or mechanical, including photocopy, recording, scanning or any information storage and retrieval system, without prior permission. Upon acceptance of an article by the journal, the author(s) will be asked to transfer copyright of the article to the publisher.
2. The transfer will ensure the widest possible dissemination of information. The Journal and the individual contributions contained in it are protected by the copyright of the publisher. Single photocopies of single articles may be made for personal use as allowed by copyright laws. Permission of the publisher and payment of a fee is required for all

other photocopying, including multiple or systematic copying, copying for general distribution, for advertising or promotional purposes, for creating new collective works, for resale, and all forms of document delivery. Special rates are available for educational institutions that wish to make photocopies for non-profit educational classroom use.

3. For all copyright clearance, the IMTD approaches the publishers directly and not the authors. In most of the cases, the publishers hold the copyrights.
4. Publishers grant authorization for individuals to photocopy copyright material for private research use. This authorization does not extend any other kind of copying, by any means, in any form, and for any purpose other than private research use. Authors may use their own material in other publications provided that the journal is acknowledged as the original place of publication and the publisher is notified in writing and in advance.

### Harvard Cases

If one is using Harvard Cases, the following statement must appear on the title/first page of the material you are reproducing:

“One-time permission to reproduce granted by Harvard Business School Publishing.”

### Teaching Notes/Instructor’s manual /Text Books

All the prescribed text books published by various publishers will be accompanied with instructions/solutions manual to be used by the Faculty. Photocopying or Use of these instructor’s manuals by students during the term is strictly prohibited.

Publishers such as Harvard Business School Publishing, European Case Clearing House, etc. hold the copyrights for all the publications published by them directly and also by other leading publications such as MIT, INSEAD, etc.

## VII. Fair Use Policy

The fair use Policy are stated below:

- a. **Books:** A chapter of a book or less than 10% of the book can be photocopied for personal use. For classroom use and for general distribution we need to take the permission from the publisher.
- b. **Software:** Any of the following is considered as a violation of the fair use policy
  - Circulation of archival copy;
  - “Networking” software without license or permission;
  - Loading a single copy of a software program onto several computers for simultaneous use;
  - Making copies of copyrighted software for student use;
  - Using annual license as perpetual license;
- c. **Databases and e-journals:** For databases and e-journals which are commonly used multi

user licenses to be procured based on anticipated usage and cost.

IMTD does not disclose any licensed user ID and password to the outsiders. Students, faculty, and the staff of IMTD should not download and forward any content to an outsider who is not an authorized user. The following list of “Permitted” and “Not Permitted” actions describes copyright protection policy follows by the IMTD.

### Books

PERMITTED	NOT PERMITTED
Single copy: chapter of a book	Copying several chapters of per book
Single copy: article from magazine or newspaper	Copying several articles per magazine
Single copy: chart, graph, diagram, picture, non-syndicated, non-copyrighted cartoon	Photocopy of complete master file
Single copy: short story, short essay, short poem	Copying Consumables: workbooks, copyrighted exercise sheets, tests.

PERMITTED	NOT PERMITTED
Complete poem less than 250 words (not more than 2 pages)	Using/making multiple copies of same material semester after semester
Excerpt from long poem not to exceed 250 words	Creating “anthologies”
Article, story, or essay less than 2,500 words	Copying workbooks and other works meant to be used once by one student.

**Audio Visual Materials:**

PERMITTED	NOT PERMITTED
Creating slide sets from books, magazines, etc., as long as only one per source used	Copying audio tapes or video tapes for archival or backup purposes
Enlarging a map with an overhead projector for tracing but not duplicating color scheme, symbols, etc.	Converting from one medium format to another.

**Software:**

PERMITTED	NOT PERMITTED
Copying into RAM if copying is necessary to run the program	Circulation of archival copy
One copy for archival purposes	“Networking” software without license or permission
Library lending of public domain software.	

**Databases:**

PERMITTED	NOT PERMITTED
May download searches	Downloaded searches shouldn’t be retained
	Downloaded material may not be used to create a derivative work.



**CD-ROM:**

PERMITTED	NOT PERMITTED
May print out pages of reference or other works for study or teaching.	Printing out large section of work

**Internet:**

PERMITTED	NOT PERMITTED
Downloading public domain software	Collecting materials off the Internet and compiling into a new work.

**VIII. Professional Development Policy for Library Staff**

IMTD supports the professional development of the LRC staff to update them with the advancements in their domain. The LRC staff are encouraged to attend professional workshops and conferences within their area of expertise and participate in professional activities.

IMTD supports participation in professional activities including attendance to seminars, conferences and membership in professional organizations. Any research project or any other scholarly activities shall be approved as per the policies states in **Appendix 2**.

## 9. Fiscal Resources, Financial Management and Budgeting

### A. Internal Audit

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Director</b>
Policy Number	<b>IMT/PPM/9A</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

IMTD has in place a system of internal audit with an objective of obtaining independent assurance that its accounting system, risk management policies, governance system, academic policies and internal control processes over non-academic departments are operating effectively. IMTD expects that the internal audit mechanism shall complement the annual external audit. Internal auditor is appointed by the Director. As regards accounting and financial management, the internal auditor *inter alia*:

- Reviews whether the institution follows International Financial Reporting Standards (IFRS) for preparation and presentation of financial statements.
- Checks whether timely and accurate financial reports can be generated using the accounting system;
- Checks periodic Revenue and Expenditure reports submitted to the BOG/regulatory authorities;
- Evaluates whether financial transactions are free of all forms of bribery and corruption;
- Assesses whether adequate policies and procedures exist for the receipt, deposit and safeguarding of the institution's funds;
- Assesses programmatic and financial risks;
- Checks appropriateness of the level of indemnity and insurance cover for liability and other potential losses, or designated financial resources to provide adequate replacement protection for its physical facilities and equipment and to cover the potential liability of personnel.

Internal audit is conducted by an independent professional accountancy firm twice in year. The auditor is given full access to all books of accounts, vouchers, other supporting documents and records. The report of the internal auditor is communicated to the Director.

The Director reviews the internal audit report and initiates necessary actions, if necessary. The internal audit report along with the Action Taken Report is discussed in the BOG.

## B. External Audit

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Chairman BOG
Policy Number	IMT/PPM/9B
Last Review Date	27 <sup>th</sup> May 2022

IMTD gets its accounts audited annually by an independent and professionally qualified external auditor. The objectives of external audit are:

- to examine validity of financial records of the institution in order to find out if there is any misstatement in the records due to fraud and error;
- to determine the completeness and accuracy of the accounting records;
- to ensure the records are prepared as per the International Financial Reporting Standards (IFRS);
- to ensure that the financial statements of the institution present true and fair view of the financial surplus/deficit and of the financial position.

The external audit is conducted as per applicable the UAE laws and regulations.

The external auditor is selected and appointed by the BOG on recommendation of the Chairman. The external auditor may not be appointed beyond three successive years with the cooling period of three years for re-appointment. The external auditor is appointed/ re-appointed annually after review/appraisal. The BoG shall determine remuneration of auditors, and in this regard, determination of auditor's remuneration may not be delegated. In the case of death/ resignation of an external auditor the same process is followed to appoint a new external auditor.

The Chairman BoG shall sign the Engagement Letter of the External Auditor. The External Auditor shall issue an Acceptance Letter before commencement of the work.

The external auditor shall be an independent entity not having any conflict of interest with the institution nor the auditor should be a first and second degree relative of any members of the BoG. The auditor should not have any financial relation with members of the BoG.

The IMTD ensures that the auditing process is in no way interfered by officials of the institution or others.

The External Auditor submits an audit report (Management Letter) within 3 months from the end of the financial year to the Chairman BoG. The BoG reviews the audit report (Management Letter) and take necessary actions if required. The BoG also ensures that applicable actions are completed in time bound manner.

*Note: The term "first degree relative" means individual's parents, siblings, and children, and the term "Second degree relative" means an individual's grandparents, grandchildren, uncles, aunts, nephews, nieces, and half-siblings.*

### C. Budgeting

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Director</b>
Policy Number	<b>IMT/PPM/9C</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

The annual budget is set by the end of March of each fiscal year. The processes are as follows:

- After analyzing goals and objectives, each department reviews the current annual budget to suggest changes if required at the beginning of January;
- Thereafter, the concerned department sets the goals and objectives for the upcoming fiscal year and accordingly prepares the budget.
- All departments shall submit respective drafts for the annual budget with the list of requirements along with the tentative cost involved to the Accounts and Finance Department.
- By the end of January, all departmental draft budgets shall be finalized in discussion with the head of the department for incorporation in the final budget.
- Accounts and Finance Department compiles a draft budget by 15<sup>th</sup> of February.
- The Final Consolidated Budget is presented to the Director for his approval and presentation to the BoG.
- The Board of Governors approves the budget.
- The Accounts and Finance Department circulate the approved budget to the concerned department.
- Any Amendments to the approved budget shall be presented to the BoG approval.

The Accounts and Finance Department secures copies of all approved and amended budgets.

## D. Financial

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Director
Policy Number	IMT/PPM/9D
Last Review Date	26 <sup>th</sup> October 2021

**Fiscal Year:** The IMTD fiscal year runs from 1<sup>st</sup> April through 31<sup>st</sup> March of each year

### i. Monthly Accounts

IMTD maintains accurate accounts and generate timely reports using the licensed accounting software Tally: Multi-user (Gold), Tally. ERP 9 Serial No. 722977929 which is highly acceptable in accounting field and other Microsoft Office – licensed software tools.

Books of accounts are updated for every transaction on timely basis. Monthly statements for management accounts are prepared and submitted to the Director for the financial position.

### ii. Annual Accounts

Annual financial statements are prepared after the year end within 3 months' time. All year end procedures for physical counting, reconciliation, confirmation of balances, adjustments of accrued transactions are recorded duly supported with the estimates and computations.

The accounts are maintained in accordance with the International Financial Reporting Standards (IFRS).

### iii. Surplus Assets

Tangible assets belonging to the IMTD which are no longer needed are defined as surplus assets. The Head Administration and Facilities has the responsibility of disposing off/ leasing out surplus assets, with the approval of the Director. The Director shall report sales/ leasing out surplus assets to the BoG.

### iv. Obsolete/ Scrap Items

The Head Administration and Facilities is responsible for disposal for obsolete/ scrap items on annual basis.

#### v. Depreciation Policy

Assets capitalized would be depreciated over its useful life based on the useful life to be estimated by the Director in consultation with the Accounts and Finance Department or as per the warranty/ license/validity provided with the purchase. The current policy is as follows:

Sl. No	Types of Fixed Assets	Depreciation period	Basis
1)	Building	30 years	Consultant Certificate
2)	Electrical Fitting	15 years	Consultant Certificate
3)	Furniture and Fixture in Building	10 years	Consultant Certificate
4)	Company Guest house Furniture	2 years	Warranty
5)	Computers	3 years	Warranty
6)	Computer Software	1 year	License
7)	EPBAX System	5 years	Vendor assistance
8)	Campus Furniture	5 - 7 years	Warranty
9)	Vehicles	4-7 years	Warranty and Usage
10)	Hostel furniture	2 years	Warranty

#### vi. Bank Reconciliations

Daily reconciliation statements are prepared by Head Accounts and Finance for reconciling the balance as per cash book with bank statement balance.

A separate file is used to maintain the bank statements and bank reconciliation statements.

#### vii. Payroll

Monthly employee payroll is processed on the basis of Muster provided by the HR Office. The salary is disbursed through online banking.

#### viii. Value Added Tax (VAT)

IMTD maintains VAT Input and Output Register as per UAE Law. It deposits periodic VAT liability and submits VAT returns on timely basis.

#### ix. Student Protection Plan/Teach-out Reserve

IMTD shall place a bank financial guarantee as bank financial guarantee as an indemnity against it ceasing to operate, as determined by the Minister of Education from time to time.

## E. Purchasing and Inventory Control

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Head Administration and facilities
Policy Number	IMT/PPM/9E
Last Review Date	26 <sup>th</sup> October 2021

Purchase procedures shall be based upon the objective of securing services, materials, supplies and equipment from a responsible and responsive vendor offering the best value for money.

The purchase department follows standard operating procedure (SOP) as mentioned in Appendix 3 Purchase and Inventory Management Policy. The purchase policy distinguishes purchase procedure for propriety, standard and non-standard items.

The purchase department maintains re-order levels of various consumable items. The department maintains the stock register which is reconciled on a monthly basis based on physical verification of inventory.

The purchase department maintains an asset register incorporating original purchasing price and quantities which is reconciled on an annual basis.

### Limits of Authorization

All purchases require a Purchase Requisition (PR) duly approved by the authorized person as defined below.

Sl.no	Items	Director	Head Administration and Facilities
1	Books, IT related Items and Procurements of other items of revenue nature	≥5000	< 5000
2	Utility Bills, AMCs, and all other contracted items		Without Limit

*Note: All contracts shall be approved by the Director*

Any purchase of non-budgeted items above AED 20,000 requires reporting to the BoG.



## **Responsibilities**

The Head Administration and Facilities is responsible for monitoring and managing purchases.

All proceeds from the sale of surplus property are recorded in the general accounts, regardless of what budget was charged with the purchase of the asset.

## F. Cash Management

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Director
Policy Number	IMT/PPM/9E
Last Review Date	27 <sup>th</sup> December 2022

### 1.Revenues

The main source of revenue of IMTD is from tuition and accommodation fees collected from students.

Accounts and Finance Department collects fees from-

- All the newly enrolled students forwarded by the Marking and Admissions Department.
- All the continuing students based on record forwarded by the Registrar.

Fees for each semester/module/term of a program is collected prior to its commencement.

### 2. Cash Holding Limits and Mode of Transactions

Minimum level of cash holding is AED 10,000.

Maximum level of cash holding is AED 50,000.

In general, payments to the contracted vendors are made by cheque or bank transfer. In case of non-contracted purchases, cash payments are allowed.

In general, students' fees are collected through online payment portal or by bank transfer. However, in exceptional circumstances to facilitate ease of payment, collection of students' fees in cash is allowed. The Head Accounts and Finance keep detailed record of such transaction(s) specifying the circumstance(s).

Head Accounts and Finance is responsible for safekeeping of cash in hand on the Safe maintained within the Accounts and Finance Office.

IMTD maintains an insurance policy covering the following:

- Money on premise out of safe
- Locked drawers
- Till Boxes/Registers
- Money in Safe
- Money in transit.

### 3. Fee Collections

Students shall pay the fee through online fee payment portal/ by cheques/ by cash/through wire transfer. Cheques shall be drawn in favor of Institute of Management Technology FZ LLC.

Bank details for Cheques/Wire Transfers are as follows:

Account Name	Institute of Management Technology FZ LLC
Bank Name	Emirates NBD Bank, Mankhool Branch, Dubai, U.A.E.
AED Account No	1011409872502
IBAN No	AE70 0260 0010 1140 9872 502
USD Account No	1021409872501
IBAN NO	AE35 0260 0010 2140 9872 501
SWIFT Code	EBILAEAD

Payment gateway URL: <https://www.imt.ac.ae/payment-portal/>.

All transactions are updated and posted on a daily basis in the accounting software by the Accounts and Finance.

Refer to Section 6 L. III- V for fee refund policy, deferral policy and scholarship policy.

## G. Financial Risk Management

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Director
Policy Number	IMT/PPM/9G
Last Review Date	26 <sup>th</sup> October 2021

The Risk Management Committee (RMC) is in-charge of developing, implementing and reviewing the risk management policy of the institute. IMTD also reviews internal and external audit reports carefully for assessing its financial risk. Careful planning and mitigation of risk plan is prepared and implemented. The BoG monitors the risk periodically.

The Director of IMTD is accountable for ensuring that the risk management policy is established, implemented and maintained. The Heads of the various departments identify and report potential risks within their departments and report to the risk management committee. The RMC categorizes the risks into various levels (Low, Medium and High). The risk register is subjected to internal audit. The Director is responsible to give a full disclosed report to the BoG.

**Financial Risks:** Financial Risk management is included in the overall risk management plan.

Some specific actions to mitigate financial risks are mentioned below:

- The institute maintains adequate controls over its accounting and other record keeping processes for both assets and liabilities. The Head Accounts and Finance is responsible for accounting and record keeping functions and ensures transactions recorded in the financial books are all valid transactions and describe the transactions in sufficient details to permit proper classification of transactions for financial and regulatory reporting.
- The IMTD has devised adequate management information systems (MIS) to support decision making. The key elements such as timeliness, accuracy, consistency, completeness and relevance are considered at the time of finalization of MIS. MIS reports are generated monthly and submitted to the Director.
- The IMTD ensures that there is adequate physical security for its place of business and cash in transit. It also maintains adequate insurance policy to cover any incidental loss. Access to sensitive areas like server room, accounts department is granted strictly on need basis to minimize the risk of unauthorized transactions, fraud or disruption of operations.
- Fire proof safe deposit vaults are in place for the storage and safe custody of assets such as cash.

## H. Auxiliary Enterprises

Policy Type	<b>Not Applicable</b> <input checked="" type="checkbox"/>
Policy in-charge	<b>Not Applicable</b> <input checked="" type="checkbox"/>
Policy Number	<b>Not Applicable</b> <input checked="" type="checkbox"/>

IMTD has no Auxiliary Enterprises.

## 10. Legal Compliance and Public Disclosure

### A. Conflict of Interest

Policy Type	<b>New</b> <input type="checkbox"/> / <b>Revised</b> <input checked="" type="checkbox"/> / <b>Discontinued</b> <input type="checkbox"/>
Policy in-charge	<b>Director</b>
Policy Number	<b>IMT/PPM/10A</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

#### I. Purpose

This policy provides clear guidelines to assist faculty and staff members to recognize and avoid conflicts of interest in employment with IMTD.

#### II. Definitions

Conflict of interest is defined as compromise between the personal interests of an employee and his/her institutional roles and responsibilities that may inappropriately influence discharge of such roles and responsibilities.

Conflict of interest occurs when:

- Activities of an IMTD member outside their employment, leads or could lead to material benefit to the member or his/her immediate family member, either directly or indirectly, to the detriment, or potential detriment, of the Institute.
- The activities of an IMTD member interfere, or could interfere, with that member's fulfillment of their employment obligations.

Any reference to a conflict of interest is a reference to an actual, perceived or potential conflict. Actual conflict means an existing conflict between roles and responsibilities of an employee and his/her personal interests. Perceived conflict means a reasonable conclusion that roles and responsibilities of an employee and his/her personal interests could inappropriately affect the performance. An employee's personal interests could interfere in discharging his/her roles and responsibilities in future.

In this context, pecuniary gain means any financial interests of an employee outside the working hours which is derived using by virtue of their association with the institution. This may include running a private business, or some other business pursuit wherein an employee having close personal relationship.

### **III. Conflict of Interest Guidelines**

- a. All members of the BoG, all employees and their immediate family members shall not seek any pecuniary gain. Immediate family members mean spouse and children.
- b. All employees should avoid any personal interest that might be treated as actual, perceived and potential conflict of interest. They are expected to adhere to UAE labor laws and all institutional policies and procedures.
- c. Employees shall not accept or solicit any gift, favor, service or benefit except items of nominal or insignificant value (not exceeding AED 100 in a year) which are not related to any particular transaction or activity.
- d. Employees should not accept or solicit other employment or engage in any business or professional activity that would require or induce them to disclose confidential information acquired through their official Institute position.
- e. Employees shall not conduct private business using Institute's equipment, systems, supplies, or facilities, nor should they transport or use Institute's equipment, systems, supplies, or facilities for personal purposes. Employees may not conduct private business with the Institute.
- f. Employees, whose positions allow/require them to participate in the selection process of textbooks, or any materials from which he /she or immediate family members derive personal gain, shall withdraw from such processes.
- g. All applications for vacant positions in IMTD shall be considered applying principle of merit only. In case a relative of an employee applies for a position at the Institute and that such employee has the recruitment authority or could influence the recruitment, shall disclose conflict of interest and withdraw himself/herself from the recruitment process.
- h. As per relationships with external organizations, staff who are in a position to influence any decision relating to the supply of goods and services to the Institute shall notify their Head of Department if they, directly or indirectly, hold any financial or other interest in an external organization negotiating with the Institute for the supply of goods or services. Similarly, staff shall not recommend to the Institute any external organization as a potential supplier without disclosing interest held therein.
- i. Staff shall not accept inducements or gifts from suppliers of goods and services to IMTD if the offer is related to any contractual relationship between the supplier and the Institute.
- j. Staff shall not use confidential information relating to the Institute acquired during their employment to help any potential supplier of goods and services to the Institute which may provide advantage over other potential suppliers.
- k. All employees understand that they are required not to participate, directly or indirectly, in activities that relate to or consist of the sale or exchange of complimentary textbooks, software, or other educational items.

### **IV. Requirements of Disclosure**

Where an employee considers a conflict of interest (actual perceived or potential) exists, he/she should disclose in writing to the Head of Department (HOD). Where the Head of Department determines that a conflict of interest exists, or is perceived to exist, he/she shall record the conflict of interest and inform the Director. On permission of the Director, the HOD may-

- authorize the employee in writing to continue his/her current duties despite conflict of interest; or
- put in place additional processes to ensure the impartiality of the employee in performing his/her duties; or re-organize the duties of the employee to remove the conflict of interest.

In case an employee does not disclose a conflict of interest (actual or potential), the HOD shall initiate immediate action as soon as any such case comes to his/her knowledge. The penal action in the cases of non-disclosure may range from warning to suspension.

Any case of non-disclosure involving Director/Governors BoG shall be dealt with by the Chairman-BoG.



## B. Anti-Corruption and Bribery

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Director / Chairman BoG
Policy Number	IMT/PPM/10B
Last Review Date	27 <sup>th</sup> May 2022

IMTD follows a zero-tolerance policy in regards to corruption and bribery in all its operations. IMTD mandates that all its employees shall stay away from corruption and bribery in any form. All members of the BoG and the Advisory Board, employees and students shall conduct all activities honestly, fairly and professionally.

Articles 234-239 of the UAE Federal Law 3/1987 (popularly known as the UAE Federal Penal code) provide legal framework to deal with the cases of corruption and bribery. An act of bribery is committed if an individual accepts or promises a gift/benefit/ other grant, whether directly or indirectly, in exchange for committing or neglecting an act in violation of his/her duties either for his own benefit or for the benefit of any other person, entity or establishment.

IMTD mandates that all employees and other relevant stakeholders of the institution shall not directly or indirectly be involved in any of the following activities in exchange of any gift/benefits/ grants either in cash/kind.

- i. Sharing assignments under evaluation process;
- ii. Leaking examination/ assignment papers before the scheduled date of assessment/ examination;
- iii. Offering/promising/awarding undeserved grades;
- iv. Offering/promising admission to any undeserving candidate;
- v. Offering/promising/awarding contracts to undeserving vendors;
- vi. Offering/promising/awarding appointments to undeserving candidates;
- vii. Offering/promising remission of disciplinary action;
- viii. Any other related issues that breaches the policies of the institution regarding integrity, ethics (Section D of Faculty Manual and Appendix H of Staff Manual), nepotism-employment of relatives (Section 5J) and guidelines regarding conflict of interest (Section-10 A).

### Dealing with Government Departments/ Entities

IMTD mandates that only authorized employees shall deal with Government departments/ entities on its behalf. While dealing with Government departments/ entities the concerned employee shall comply with the requirements of Articles 234-239 of the UAE Federal Law 3/1987 and all other applicable UAE Laws and Regulations. In case of any confusion regarding any applicable laws and regulations, the concern employee should contact the Director for necessary clarifications. It is to emphasize that offering gift/benefit/other grant, whether directly or indirectly, to a public servant is a punishable offence under the UAE Federal Law 3/1987 which may lead to imprisonment.

## Whistleblowing

IMTD supports all employees, students, vendors and other stakeholders to act as a whistleblower in case they suspect any instance of bribery and corruption or they are victim of bribery and corruption. They should immediately report the matter to the Director ([whistle@imt.ac.ae](mailto:whistle@imt.ac.ae)). The Director shall not disclose the identity of any whistleblower and protect whistleblower from any vindictive action. In the case of bribery/ corruption involving the Director, the whistleblower may inform the matter to the Chairman BoG ([chairbog@imt.ac.ae](mailto:chairbog@imt.ac.ae)).

## Due Diligence and Action

The following procedures shall be followed for conducting due diligence and necessary action in reported cases of corruption and bribery involving students, employees and third-party vendors:

- i. Cases of reported corruption/ bribery indulged by any student shall be referred to Student Grievance Committee (Section 1C.15). The committee shall carry out due diligence and submits its finding to the Director.
- ii. Cases of reported corruption/ bribery indulged by any employee or any third-party vendor shall be referred to Employee Grievance Committee (Section 1C.18). The committee shall carry out due diligence and submits its finding to the Director.
- iii. Cases of reported corruption/ bribery indulged by the Director/ any member of Advisory board/ any member of the BoG shall be referred to the BoG. The BoG shall carry out due diligence.

In case any member of the Student Grievance Committee/ Employee Grievance Committee is involved in the reported corruption/bribery case, he/she shall not be part of the committee till the matter is disposed of.

In consonance of the zero-tolerance policy towards corruption and bribery, the following actions shall be taken in the proven cases of corruption and bribery:

- i. Wherein a student is found to be guilty, he/she shall be suspended from the program and the matter shall be reported to the legal authorities;
- ii. Wherein an employee/Director is found to be guilty, he/she shall be terminated from the employment and the matter shall be reported to the legal authorities;
- iii. Wherein a third-party vendor is found to be guilty, all contracts with such vendor shall be cancelled and the matter shall be reported to the legal authorities;
- iv. Wherein a member of the Advisory Board/ BoG is found to be guilty, he/she shall be removed from the board and the matter shall be reported to the legal authorities.

## C. Copyright and Intellectual Property

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Director</b>
Policy Number	<b>IMT/PPM/10C</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

As defined by WTO, intellectual property rights are the rights given to persons over the creations of their minds. They usually give the creator an exclusive right over the use of his/her creation for a certain period of time. Four types of intellectual properties are Copyrights, Patents, Trademarks, and Trade Secrets.

Policies relating to Copyright and Intellectual Property of the institute are as follows:

- i. In case of Institute sponsored research, authors shall be given full credit for their work, and copy right shall remain with the institute.
- ii. Independent/non-sponsored publishable work of faculty, staff, and students, the copyright shall remain with the author.
- iii. In cases where the produced materials are result of specific assignments by the Institute, the Institute will retain the right to determine the copyright issues.
- iv. The Institute owns the copyrights to all multimedia, all electronic and computer based instructional materials produced and delivered by faculty and staff while employed at IMTD and retains the right to reproduce, update, distribute, transmit and alter the course materials.
- v. While employed at IMTD, no faculty and staff shall publish any material attaching any other affiliation except his/her official designation.

Faculty members shall not include any content which constitutes libel, invasion of privacy, infringement of copyright or literary rights or otherwise violate the legal rights of any persons under the UAE law.

## D. Teach-Out

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Director</b>
Policy Number	<b>IMT/PPM/10D</b>
Last Review Date	<b>27<sup>th</sup> May 2022</b>

This policy deals with the decision to disestablish or discontinue an academic unit or program offered or closure of the institution as a whole. In such a situation, IMTD shall provide all necessary support to students to complete their academic program(s) without any disruption adopting following teach-out policy and procedures.

IMTD may have to disestablish or discontinue any of its program either in compliance with the regulations/directives of the Commission for Academic Accreditation (CAA), Ministry of Education or as a result of internal program review.

Prior to taking such a decision, a review of the unit or program shall be conducted by the Academic Committee in consultation with all the stakeholders e.g. faculty members, academic staff and affected students.

The Academic Committee shall forward its recommendations to the Director along with a teach out plan. The Director may further review such recommendations and if so appropriate, submits such recommendations with his observations to the BOG for approval.

IMTD remains committed to complete the study-plan of the academic program under closure for all registered students. For this purpose, the Academic Committee shall appropriately prepare a teach-out plan to fulfil the institutional commitment to provide high quality education to the remaining registered students. The teach out plan shall cover-

- the reason of program discontinuation;
- the information about the last batch admitted to the program;
- the number of existing students in different batches of the program;
- expected date of the last batch of students' graduation;
- an alternative study-plan in case it is not feasible to complete the program for remaining registered students within the Institution.

The alternative study plan shall include but not limited to find a CAA accredited college/institute in the UAE to make suitable arrangement for credit transfer. The alternative study plan shall be applicable only in case the number of registered students is 50% below the minimum class size of 10.

The BoG shall decide upon the disestablishment or discontinuation proposal. On approval of the BoG, the Director shall seek approval of the CAA regarding the disestablishment or discontinuation

proposal. The IMTD shall implement any disestablishment or discontinuation decision only after obtaining approval of the CAA.

In case IMTD is denied Institutional Re-licensure by the CAA or Its BoG decides to close the institution, in that adverse eventuality the above mentioned teach-out plan shall be followed for each of its offered program after obtaining approval of the CAA.

IMTD maintains a bank deposit as an indemnity against its ceasing operating as required in Section 9.2 of the Standard 2019.

## E. Publications

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Director</b>
Policy Number	<b>IMT/PPM/10E</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

IMTD has developed a publication policy that aims to preserve quality, provide uniformity in publications, and assure a proper institutional image.

### I. Document Preparation and Scrutiny

To ensure that all print and electronic publications are internally consistent, and accurately portray the institution, IMTD follows below steps for document preparation and Scrutiny:

- formation of core committee for preparing draft document as per the guidelines;
- review and discussion on the draft document by senior faculty members;
- sent for wider circulation and draft preparation;
- draft approval of the documents by the Director;
- corrections and proofed for accuracy;
- scrutiny by the QAIE office for quality assurance and compliance;
- numbering of the document by the QAIE office;
- final approval by the Director.

All Manuals, Fact books, Catalogs and other documents published for regulatory purposes are prepared by the QAIE office and approved by appropriate authorities.

### II. Marketing and Admissions Collaterals

The Marketing and Admission Department is responsible for:

- a. Designing, editing, and supervising production for all information and /or promotional publications and for periodical and/or continuing publications from academic and administrative units for internal and external distribution.
- b. The Marketing and Admissions Office has facilities and budget for the production of publications and other printed materials.

### III. Other Publications

Purchase department facilitates printing of the Institute's letterhead, brochures, fliers for special events and/or conferences, envelopes and business cards, office forms for internal use; and other printed materials.

## F. Institutional Relations

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Director; Dean-Academics</b>
Policy Number	<b>IMT/PPM/10F</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

IMTD maintains relationships with other universities for mutual benefits. These relationships are mainly for students and faculty exchange, research partnerships. For partnership IMT looks for high ranked universities and institutions.



## G. Co-operative Agreements and Contractual Relationships

Policy Type	<b>New <input checked="" type="checkbox"/> / Revised <input type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Director</b>
Policy Number	<b>IMT/PPM/10G</b>
Last Review Date	<b>27<sup>th</sup> May 2022</b>

This policy establishes processes for development, approval, implementation, monitoring and evaluation of co-operative agreements and contractual relationships. It applies to-

- Memorandum of Understandings (MoUs) relating to academic exchanges, use of library/ learning resource center;
- Contracts for procuring books, and other learning materials;
- Contracts for procuring or accessing software, databases and hardware maintenance;
- Contracts for outsourcing services like security, maintenance and canteen services;
- Contracts for procuring office/ maintenance supplies, and other goods and services.

### Development of MoUs/ Contracts

Various academic and non-academic departments annually evaluate the need for developing co-operative agreements. Based on the need analysis, the respective departments identify and shortlist the collaborative partner(s)/ vendor(s). They also prepare a draft agreement incorporating terms and conditions, roles and responsibilities of the parties involved.

### Approval

The Purchase Committee (refer to Section 1C.6) evaluates all financial contracts and recommends to the Director for approval. In case of purchases, the limits of authorization as stated in Section 9E applies.

Any MoU/Contract relating to academic collaboration with other institution(s) including student exchange, research collaboration and faculty exchange shall be evaluated by the Academic Committee (refer to Section 1C.2). The Academic Committee shall submit its recommendation to the Director for approval.

Any MoU/Contract relating to Community Engagement and Outreach Activities shall be evaluated by the Community Engagement Committee (refer to Section 1C.7). The Community Engagement Committee shall submit its recommendation to the Director for approval.

If necessary, the Director may seek legal advice before approving any MoU/Contract.

### Protocol for Signing the MoUs/Contracts

Sl.no	Type of MoUs/Contracts	Signatory
1	MoU/Contract relating to academic/industry collaboration	Director
2	MoU/Contract relating to Learning resource center	Librarian
3	MoU/Contract relating to procurement of office supplies, facilities, maintenance supplies etc.	Facility Manager
4	MoU/Contract relating to procurement/ maintenance of Hardware, Software, website development and maintenance etc.	Head Administration and Facilities
5	MoU/Contract relating to Community Engagement	Chairperson Community, Engagement Committee
6	MoU/Contract relating to Admissions including procurement/ printing of marketing collaterals	Head Marketing Admission
7	MoU/Contract relating to Insurance, other Health and safety services, Sports facilities, Hostel facilities, Utilities, AMCs, Training, Books, and other learning materials, etc.	Head Administration and Facilities
8	MoU/Contract relating to Internship and Placement	Head Career Services

The original copies of MoU/Contract document shall be maintained by the Head Administration and Facilities and the concerned departments shall maintain a duplicate copy thereof.

#### **Implementation, Monitoring and Evaluation**

The concerned academic and non-academic departments are responsible for implementing the MoUs/Contracts. In the case of procurement of goods which are subjected to purchase and inventory management policy all procedures stated in Appendix 3 shall apply.

The head of the concerned department shall monitor the progress of all MoUs/Contracts and evaluate such MoUs/Contracts annually in the prescribed form. Based on the evaluation, both parties shall agree to an improvement action plan as may be needed. The evaluation report is submitted to the QAIE Department for its observation.

#### **Continuous Quality Improvement**

The QAIE Department shall submit Annual Evaluation Report of Contract management covering all MoUs/Contracts to the Director. This may also be part of Annual QAIE Report.

## H. Website

Policy Type	<b>New <input checked="" type="checkbox"/> / Revised <input type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Director</b>
Policy Number	<b>IMT/PPM/10H</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

IMTD provides all important information related to Institution and programs on the website and it is easily accessible to all the stakeholders.

### Institutional level

IMTD shall maintain a website which includes information on organization and structure, information regarding programs. The following information is readily available on the website:

- About IMT;
- Vision and Mission;
- Goals and Objectives;
- Information on the governing body;
- Information on the senior management team;
- Organization chart;
- Current and previous *Catalog(s)*;
- Student Handbook;
- Academic calendar;
- Admission requirements;
- Information on General Education;
- Student services and facilities;
- Organizational activities and news;
- Contact information and location;
- Date of last website update.

The Website also contains information related to programs and all institutional publications such as Policies and Procedures Manual (PPM), Handbooks/ Manuals, Catalogs etc. Website is managed by Admission and Marketing office with the support from other departments. The final approval is needed for any updates from the Director.

## I. Diversity, Equity and Inclusion

Policy Type	New <input checked="" type="checkbox"/> / Revised <input type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Director
Policy Number	IMT/PPM/10I
Last Review Date	26 <sup>th</sup> October 2021

IMTD is committed to foster diverse, equitable and inclusive environment in its engagement with students, faculty, staff and other stakeholders. The institution endeavors to work together to address the challenges of the future by eliminating barriers to success and promoting a culture of compassion, inclusivity and mutual respect.

In adherence to this policy, it facilitates collaborative learning and research by multicultural students, faculty and staff and promotes welcoming learning environment for people of determination. In this regard the following specific policies are followed:

- i. **Equal Opportunity Employer-** In the recruitment, evaluation and promotion of faculty and staff, IMTD does not discriminate on the basis of race, colour, gender, nationality, religion, disability or any other non-permissible as stated in the Labour Law of the UAE. The same principle is followed in the case of engagement of any part-time faculty and staff.
- ii. **Student Admission –** In the selection of the students, IMTD does not discriminate on the basis of race, colour, gender, nationality, religion, and disability.
- iii. **Provision for People of Determination-** In Adherence to Article 12 of the UAE Federal Law No. 29 of 2006, IMTD provides equal opportunity to the people of determination in admission and learning. To this effect, it ensures that its facilities and physical resources including residence halls are friendly to the people of determination as required by the UAE Law. IMT ensures that all faculty and staff are trained to handle the need of student of determination.
- iv. **Community Engagement-** IMTD promotes diversity through multi-culture and global outlook in its operations and dealings. It does not discriminate in selection of service provider based on race, color, gender, nationality, religion, and disability.

The IMTD supports tangible efforts made by the Government of UAE to include people of determination in mainstream education. The institution shall comply with guidelines issued by the Ministry of Education, UAE on inclusive education.

Any case of discrimination based on race, color, gender, nationality, religion, and disability are considered as an offence. Any such reported case involving a student(s) is placed before Student Grievance Committee (Section 1C.15) and that involving faculty and staff is placed before Employee Grievance Committee (Section 1C.18). The appropriate committee shall carry out due diligence and recommend its finding to the director for necessary action. The punishment for any proven case of discrimination may range from warning (in the case of first-time offence) to suspension/ termination (in the case of repeated offence) and reported to the appropriate legal authority in the UAE.

## 11. Community Engagement

### A. Community Engagement

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Director</b>
Policy Number	<b>IMT/PPM/11A</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

IMTD's Community Engagement Committee (CEC) is responsible for planning, executing and monitoring Community engagement plan and activities that involves various stakeholders in sync with the mission of the institute. In accordance with institutional mission, the CEC develops a strategic plan specifically directed at its chosen areas of community engagement, including initiatives aimed to enhance the environment and address issues of sustainability. While developing the action plan, the CEC involves various stakeholders.

The goals of CEC are as follows:

- To remain engaged with local and regional governmental and non-governmental bodies. through meetings, seminars and workshops;
- To foster bonds with professional bodies;
- To carry out programs for school children and teachers;
- To strengthen cultural bonds among student community through cultural meets, sports events and other extracurricular activities;
- To organize industry-oriented training program for enhancing working experience through industry visits, workshops by the industry experts, live projects etc.;
- To participate in the events organized by DIAC, other government agencies, universities and institutes.
- Oversee Sustainability and UN Global Connect and PRiME initiatives at the institute.

## B. Advisory Board(s)

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Director</b>
Policy Number	<b>IMT/PPM/11B</b>
Last Review Date	<b>27<sup>th</sup> May 2022</b>

An Advisory Board comprising of eminent personalities supports IMTD by acting as a think tank on different strategic issues. The advisory board shall have at least four members with representations of at least two each from industry and academia.

Roles of the Advisory Board *inter alia* are as follows:

- To establish dialogue between the institution and professional community.
- To advice on updating curriculum in accordance with contemporary advancements in the industry.
- To guide in new program development related to the regional needs.
- To guide the institute in developing partnership for internship and placement opportunities
- To help in achieving strategic growth of the institution.

The members of the advisory Board shall function with the highest levels of integrity, honesty and ethical behaviour in all decision making. The members of the advisory board shall comply with policies as per Section 10 A “Conflict of Interest” and Section 10B “Anti-corruption and Bribery”.

The performance of the Advisory Board is evaluated annually using a prescribed form. Based on the overall analysis of the performance report, the Director takes necessary action for meaningful and effective engagement of the Advisory Board.

### Section 11B Annex-1: Advisory Board- Performance Evaluation Form

SI No.	Parameters	Very Good 4	Good 3	Fair 2	Needs improvement 1
1	The Advisory Board advises on priorities, directions, and new frontiers for education, research, and outreach				
Comment (if any)					
2	The Advisory Board is involved in strategic decision making like curriculum development, new program development, planning Internship and placements, community engagement etc.				
Comment (if any)					
3	The Advisory Board offers guidance on designing diversity and inclusion policies.				
Comment (if any)					
4	The Advisory Board supports research and training in the areas of social and economic issues of the region.				
Comment					
5	The Advisory Board helps to build industry-academia relationship e.g. Joint seminars, Industry visits and talks, brand building activities.				
Comment					
Overall Score					
Any other important matter which you may like to highlight					

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:**

#### C. Continuous Education and Lifelong Learning



Policy Type	New <input checked="" type="checkbox"/> / Revised <input type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Director
Policy Number	IMT/PPM/10B
Last Review Date	27 <sup>th</sup> December 2022

IMTD is committed to impart continuing education and lifelong learning experience to its alumni and other business professionals about the changing dynamics of business and management, and functional techniques. It also intends to sub-serve the society as a whole in developing sustainable managerial talents.

IMTD intends to achieve this objective by –

- establishing a Continuing Education Centre within its campus
- offering certificate / diploma on contemporary management tools and techniques
- engaging fulltime expert faculty members of the institution in collaboration with faculty members of various international institutes of repute and industry experts.

# Appendices

## Appendix 1: Risk Management Policy

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Director</b>
Policy Number	<b>IMT/PPM/11B</b>
Last Review Date	<b>27<sup>th</sup> December 2022</b>

### I. Introduction

The purpose of this document is to set out a Risk Management framework to ensure delivery of academic services and sustenance of the operations of IMTD. This document lays out the areas which are considered prone to risks and therefore need attention and closer monitoring for prevention and mitigation.

### II. Approach to Risk Management

IMTD is committed to provide a safe and supporting environment which is conducive to learning and research. IMTD acknowledges presence of several factors and events that can jeopardize the smooth running of the institute. Such events and factors are identified as risk and IMTD would like to be in full control over such risks. IMTD has a comprehensive approach to risk management which includes the following steps:

1. Risk identification
2. Risk Analysis
3. Risk Response Planning/Establishing a Risk Register
4. Risk Tracking, Review, Monitoring and Control.

### III. Risk Identification

Every department is responsible for identifying risks that can occur in the context of their functioning on an annual basis. In the beginning of every year, the Risk Management Committee (RMC) [ref. to 1C.10 for composition and terms of reference of the RMC] requires all department to identify the risks anticipated during the year. While identifying the risks, the departments may refer to the internal audit report, experience of the previous year and the QAIE reports.

### IV. Risk Analysis

The departments analyze the identified risks on two dimensions:

- the likelihood of occurrence; and
- the impact if the risk occurs.

Likelihood of occurrence can be low medium or high while the impact can be minor, moderate or severe. Each risk identified are classified on these two dimensions i.e. likelihood of occurrence and severity of impact.

The Table 1 below indicates how a risk may be classified based on likelihood of occurrence.

**Table 1 Likelihood Based Risk Classifications**

<b>Classification of risk item based on likelihood of occurrence</b>	<b>Description</b>
Low	Has not occurred in the past three years
Medium	Has occurred in the past three year
High	Has occurred in the past one year

The Table 2 below indicates how a risk may be classified based on severity of impact.

**Table 2 Impact Based Risk Classifications**

<b>Classification of risk item based on impact</b>	<b>Description</b>
Minor	Financial loss of less than AED 100K, no serious human injury, and negligible disruption of business
Moderate	Financial loss of up to AED 1M, serious human injury and up to 15 days disruption of business
Severe	All other impacts e.g. financial loss of greater than AED 1M, or human life lost or more than 15 days of business disruption

## V. Risk Register

The RMC reviews risks based on the information received from all departments annually. It compiles/revises risk register including mitigation actions. Table 3 contains the template of the risk register.

**Table 3 Template of the Risk Register**

<b>Risk Area</b>	<b>Risk Description</b>	<b>Likelihood of occurrence (Low/Medium/High)</b>	<b>Impact if occurs (Minor/Moderate/Severe)</b>	<b>Mitigating Actions</b>	<b>Review Period</b>	<b>Person Responsible</b>

## VI. Risk Tracking, Review, Monitoring and Control

The RMC periodically reviews the progress on risk management with various department and reports to the Director for further action. It meets once in every quarter to ensure all identified risks are under control, and evaluate newer risks that would have emerged because of uncertainties. The RMC facilitates adequate support to manage risks.

Various departments shall report risk incidence to the Director immediately on occurrence.

The BoG approves risk management plan of the institute and monitors risk mitigation actions on a regular basis.

## Appendix 2 Research Policy

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Director</b>
Policy Number	<b>IMT/PPM/11B</b>
Last Review Date	<b>27<sup>th</sup> December 2022</b>

### Vision

IMT Dubai aspires to become a leading University in the region for nurturing high quality professionals in management.

### Mission

Our mission is to impart quality education to prepare the next generation of ethical business professionals. We adopt interactive teaching pedagogies and undertake applied research by engaging in real issues of the corporate and social sector.

### Strategic Objectives and Goals

- Goal-1 (G1) Offering high-quality programs relevant to businesses and industries in the region.
- Goal-2 (G2) Creating productive environments conducive to student learning and professional development.
- Goal-3 (G3) Attaining national, regional, and international recognition for high quality academic programs.
- Goal-4 (G4) Fostering partnerships with industry and government bodies for experiential learning.
- Goal-5 (G5) Promoting international outreach with recognized universities and institutions.
- Goal-6 (G6) Focusing on applied business research relevant to industry, business, and society.

In pursuit of Goal-6 IMTD considers the transmission of knowledge and conduct of scholarly inquiry are fundamental to its Mission. IMTD believes in the philosophy that research activity contributes to rich and fresh learning environment for students and creates an intellectual community with insight, relevance and reputation. Research by business school faculty facilitate in the development of curricula and course content and contributes to the intellectual climate of the institution.

### 1. Policy Purpose and Scope

This policy establishes the research environment and guidelines within which all academic staff of IMTD will engage in research pursuits. The policy is approved by the Board of Governors and implemented by the IMTD Research Committee (RC) [refer to Section 1C.16 for the composition and

terms of reference of RC]. The policy applies to all confirmed full-time faculty members of IMTD. Also, the policy acts as a broad guideline for staff members engaged and other scholarly activities.

## 2. Research Strategy

IMTD aspires to become a **Centre for Excellence in Business Research focused on GCC business/economy/ public policy** through collaborative engagement in research activities with industry, business, government and community. IMTD focusses on creating a learning environment that is informed by research especially that of our own faculty.

IMTD's research strategy aims to create and sustain a supportive, collaborative and vibrant research culture in management disciplines and explore emerging areas of research in accordance with highest ethical standards.

IMTD research strategy focuses on the following pillars:

- Sustaining a conducive ecosystem for research
- Having a research agenda in line with IMTD mission and National Higher Education Strategy
- Promote Sustainability and Innovation through research.
- Promote collaborative research through engagement with industry, business, HEIs and Government organizations in the UAE.
- Attain recognition from rating, ranking and other accreditation agencies
- Integrate faculty research with curriculum development and teaching.

### Strategic Aims

1. To facilitate the development of sustainable research culture geared toward becoming a **Centre for Excellence in Business Research focused on GCC business/economy/ public policy**.
2. Inculcating research philosophy at both undergraduate and postgraduate levels.
3. Engaging faculty in research and taking the outcome of faculty and student research to the classroom.
4. Develop strong collaborative links in the GCC region.
5. Explore opportunities for sources of external funding for sponsored research.
6. Increase the quality of research outputs.

## Mapping Research Objectives with Strategic Aims, Targets, KPIs and Resources

Objectives	Strategic aims ( PPM , Appendix 2 Research Policy)	Targets	KPIs	Research support/Resources
<p><b>Obj 6a:</b> To support high-quality applied research in corporate and social sectors</p>	<p>1.To facilitate the development of sustainable research culture geared toward becoming a Centre for Excellence in Business Research focused on GCC business/economy/ public policy.</p> <p>4. Develop strong collaborative links in the GCC region.</p> <p>5.Explore opportunities for sources of external funding for sponsored research.</p>	<p>1. At least one research project focused on GCC business/ economy/ public policy in three years.</p> <p>2. At least one research project on sustainability in relevant functional areas of management and inter-disciplinary research</p> <p>3. Conducting at least one-research seminar per month inviting external researchers</p> <p>4. Organizing at least one international conference every two years</p> <p>5. Two case studies to be developed by faculty every three years.</p>	<p>By-law of the research center</p> <p>Approved research proposal</p> <p>Quarterly Progress report of the research project</p> <p>Final project report / published papers/project report</p> <p>Report on public dissemination of the research findings</p> <p>Conference Proceedings; no. of participation with affiliation; participants' feedback</p> <p>Research committee approval Feedback on the presentation to the faculty</p> <p>Feedback from the students on the trial presentation</p> <p>External review report</p> <p>Published case study; impact factor</p>	<p>Seed money grant of a minimum of AED 5000 to take up any research project.</p> <p>Seed money grant of a minimum of AED 10000 to take up any research project on sustainability.</p> <p>Annual budgetary provision for : Subscription of Database, software, Research Reports, Research Journals and purchase of books</p> <p>Expenses for conducting at least one research seminar per month</p> <p>Expenses for publication of research reports</p> <p>Financial support for conducting the conference</p> <p>Financial support of AED 5000 for developing a case study</p>



<p><b>Obj 6b:</b> To encourage faculty and students to research publications in conferences and journals.</p>	<p>2. Inculcating research philosophy at both undergraduate and postgraduate levels.</p> <p>3. Engaging faculty in research and taking the outcome of faculty and student research to the classroom</p> <p>6. Increase the quality of research outputs</p>	<p>6. Participation in one International conference every two years and one national conference every year</p> <p>7. At least five papers per year in peer-reviewed journals including ABDC / Scopus ranked</p> <p>8. At least one paper every year out of students' dissertation</p> <p>9. Special award to students in Convocation for research publication</p> <p>10. Two publications per faculty every three years.</p>	<p>Publication in conference proceedings Impact factor</p> <p>Published /accepted paper Impact factor</p> <p>Acceptance Impact factor</p> <p>Instituting award</p> <p>Published /accepted paper Impact factor</p>	<p>Financial support for conference participation</p>
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### 3. Research Priorities

IMTD does not explicitly specify the research agenda for the faculty. Faculty members are free to pursue the research in their domain and expertise and in line with the mission of IMTD. However, IMTD emphasizes that research should not only be on global themes and issues, but also be set in the UAE and regional context. It is expected that 20% of the faculty research will have direct relevance to region in terms of issues, industries or collaboration. Similarly, research is expected to inform curriculum and pedagogy and IMTD would like to have progressively increasing number of faculty research getting into the classrooms for teaching and learning purposes. In addition, IMTD encourages faculty to research on topics that relate to themes of sustainability, innovation and entrepreneurship.

### 4. Research Support

IMTD provides research support through international conference participation grants, research seed fund and faculty development fund.

#### 5.1 International Conference Participation Grants

The basic aim of this financial support in the form of grant is to promote excellence in research and innovation at IMTD. Conferences are an integral part of research development at any higher institute of higher learning since they provide a venue for the dissemination of new knowledge and facilitate a forum for the exchange of ideas. The basic objective is to create a congenial environment for the

promotion of research culture at IMTD. The main purpose of the research conference grant is to support faculty professional development in the areas of research, scholarly or creative inquiry. The Faculty Conference grant is intended to provide one grant per every two years for eligible faculty. The maximum allowed fund shall not exceed AED 10,000 per faculty. The funding is restricted to full time faculty members of IMTD.

The details regarding eligibility guidelines, grant funding timelines, evaluation criteria, expenditure guidelines are given in the **Appendix K** of the Faculty Manual.

## **5.2 Research Grant-Seed Fund**

The establishment of Research Seed Fund for IMT faculty are intended to support activities which are essential to advance competitive research proposals such as performing preliminary work and facilitating collaboration. Research Seed Grant program are specifically aimed to stimulate multidisciplinary work on research, scholarship and creative activity projects which explore new areas of research with high impact and future funding potential. Proposed projects by faculty can take different forms and must be directed towards an investment in future research, scholarly or creative vitality of the institute. After the utilization of the fund, it is expected that the work result in tangible future outputs such as research publications in journals/case studies/monographs/scholarly books. The seed fund can be used by IMT faculty to collaborate with expert teams with a shared purpose for integration of individual knowledge, theories, data and research methodologies in the pursuit of impact solutions for business problems. The faculty members can also utilize the funds to develop a competitive proposal for an impactful project which will be submitted to an external funding organization within a year of the completion of the Research Seed Fund period. In this context, the proposals should identify the program, and agency and timeline for submission to an external funding organization.

IMT faculty is eligible to receive annual award amount of AED 5000 under Research Seed Fund program. Funds will be available to faculty in July month of every academic year.

Faculty members can avail an annual grant of AED 10,000 from IMTD, for taking up independent research on sustainability. Conditions stated in (iv) above are required to be satisfied to avail of the grant.

The details regarding eligibility guidelines, application process and requirement, evaluation process and budget details are given in Section 4A Research Support and Appendix L of the Faculty Manual.

## **5.3 Faculty Development Fund**

The purpose of the Faculty Development Fund (FDF) is to provide a uniform source of funding to pursue professional development for faculty. The funding is intended to support faculty community to enhance their skills and knowledge, adapt to new work methods and prepare for career

advancement. The continued professional growth and development of faculty ensures new developments and knowledge in academic disciplines; reflect new institutional research and public service techniques and strategies and improve instructional or teaching ability to meet changing needs and expectations of students. The professional development activity planned by the institute will be aligned with the strategic key priorities of the institute. FDF grant fund projects which meet any one of the following criteria: production of scholarly content which contributes to professional development; development or acquisition of professional skills through participation in workshops or training; interdisciplinary collaborations within the institute. FDF offers two categories of grants to IMT faculty: individual FDF grants and collaborative FDF grants. Joint application by faculty is required for receiving FDF in the collaborative category. The amount awarded will normally range between AED 1000 and AED 7500.

The details regarding eligibility guidelines, budget, uses of funds, application process and reports are given in the **Appendix M** of the Faculty Manual.

## **6. Guidelines for Research Outputs**

Faculty researchers are expected to publish and disseminate research findings. The institute believes that peer review of research output is very important for quality assurance. IMT Dubai encourages faculty to publish research in internationally recognized peer refereed journals, conferences of international standing, book chapter, books and monographs.

Researchers should avoid submitting research papers to more than one potential publisher at any given time or publishing findings in more than one publication without disclosure and appropriate acknowledgement of any previous publications. The institute holds the view that in case of sponsorship of research projects, the sponsors must be informed of any potential publication or dissemination of the research findings. The key guideline in terms of authorship is that the authorship of articles must be restricted to those contributors who have made significant intellectual or practical contribution to the work. The authors are solely responsible for the content of the publication. All contributions must be duly acknowledged. Researchers must clearly acknowledge all sources used in their research. They must seek permission from any individuals if a significant amount of their work has been used in the publication. Researchers at IMT Dubai have to disseminate their research as widely as possible particularly to those who will benefit from it and to publish where their research will have the maximum impact.

## **7. Evaluation and Monitoring of Performance**

The research committee annually evaluates and reports **the output of research and scholarly activities, creative activities and innovations including pedagogical innovations** of the institution as a whole classifying by faculty and students. In addition, the research committee analyzes output of the research and scholarly activities, **creative activities and innovations** by-

- **activities of academic programs**
- major Functional areas
- research focused on GCC

- research focused on Sustainability.

The Research Committee also monitors progress toward achieving Targets and KPIs.

The annual report of the Research Committee is reviewed by the Dean and corrective measures, if any, is suggested. The findings of the Dean are incorporated in the Director’s Report to the Board of Governors. The Board evaluates progress of the research based on KPIs and targets.

Faculty are required to supply full and accurate details of their research outputs on annual basis to the Office of Institutional Effectiveness. The Office of QAIE record the annual list of faculty publication. Research and Scholarly Activities constitute 35 per cent weightage of the evaluation component of the appraisal process of each individual faculty every year. The research credits earned by the faculty is one of the main inputs for increments, incentives and promotion. Faculty are incentivized through bonus payment system for publication in quality journals.

### 7.1 Norms for Calculating Research Credits

IMT Dubai will follow a Credit System in which Faculty members are expected to earn credit points through activities like publishing research papers and case studies, leading research teams, guiding PhD students and obtaining research grants and projects from government/industry. The method of determining credit point for each of the research component is described below.

#### (a) Publication of Research Paper

The quality of publications will be assessed as per the following categorization based on the Australian Business Dean Council (**ABDC**) list.

Category	A*	A	B	C*
Credit	8	6	4	2

*\*Only Scopus listed ABDC –C category journal publication will be considered. If the journal is not included in ABDC, but actively listed in SCOPUS, then the publication in that journal will be categorized as C.*

In case of joint authorship, the faculty would get credit points as per the below norms:

- When the faculty’s publication is out of his PhD thesis work with his supervisor, the faculty will get 75% credit.
- For any publication with peers from IMT Dubai, each of the co-authors will get proportional CRP.
- Any co-authored publication with any of the Peers that do not have any affiliation with IMT Dubai, the faculty will get his/her proportional share of CRP plus an additional 10% of his/her proportion of CRP.
- When the faculty’s publication is out of his PhD student’s thesis work, the faculty will get 25% credit.

When the faculty’s publication is based on any student’s industry project, assignment or any other work or where the student helped in data collection, the faculty will give due credit to the student as a co-author and will get proportional credit. The Credit Points earned will be proportionate to number of co-authors including the student.

b) Case study Publication

The classification would be done as follows (for each case study published):

Category	A	B
Case study Publication	Cases published by Harvard, Kellogg school of Management, Darden, IVEY, Babson, Vikalpa	Asian Case Research Journal, Emerald Emerging Market Case Study, NAACRA,
Credits	2	1

c) Broad Audience Category

Category	A	B	C
Broad Audience Category	Articles published in WSJ, Financial Times, EPW, The Economist	Articles published in other national newspapers.	Trade Journals and other Professional Journals and Magazines
Credit	1	0.5	0.25

Note: Credits obtainable from publications under "C category" a maximum of 02 in a year for the purpose of calculation of such score.

d) Books

Category	A	B
Books	Text Published by reputed International Publishers	Adapted Books of Reputed Publishers, Chapters in Edited Books/Adapted Books excluding Books coming out of Conferences
Credit	4	1

Note: In case of co-authorship, the CRP will be proportional

e) Other Publications

Book Chapters	0.25/0.5 depending on the publisher
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(f) Funded Research/Grants

Faculty are encouraged to conduct research/consultancy activities (not including MDPs) funded by external agencies. The following would be the credits associated with such activities:

Category	Greater than AED 150,000	Between AED 100,000 to 150,000	Between AED 50,000 to 99,000	Between AED 10,000 to 49,999
Credits	6	4	2	1

(g) Journal Editorship

Journal Editorship	Journal edited is in the "A* and A" category of journals identified as per ABDC Classification.	Journal edited is in the "B" category of journals identified as per ABDC Classification.	Journal edited is in the "C" category of journals identified as per ABDC Classification.
Credits	10	3	1

Note: For all the credits associated to research, IMT Dubai will only take them into account when the primary affiliation of the faculty is clearly stated as "IMT Dubai".

### 8. Research Publication Incentives

IMT incentivizes the faculty for engaging in quality research which leads to publications in indexed journals. The incentive for each faculty publication in listed ABDC journals is as per the following scheme:

Category	Incentive
C	6000 AED
B	12000 AED
A	20000 AED
A*	38000 AED

The ABDC C category journal is also required to be actively listed in SCOPUS. If the journal is not included in ABDC but actively listed in SCOPUS, then the publication in that journal will be categorized as C.

## 9. KPIs of Research and Development

The Goals, Entity responsible, Schedule, KPIs for Research and Development at IMTD are presented below.

Research and Development: Goals, KPIs and Assessment				
IMT Department Goals	Entity Responsible	Schedule	KPIs	Assessment
Promote conducive environment for research (G-6)	Chair Research	Continuous	Increase the utilization of database, journals, software by 5%.	Self-Assessment
Conduct research as per the UAE National Agenda 2030		Continuous	20% of the research publications in this area	Self-Assessment
Publication of journal articles in reputed journals as per the research policy (G-6)		Continuous	Two publications per faculty every three years.	Self-Assessment
Encourage application of faculty research for improving curriculum delivery (G-6)		Continuous	Increase the number of cases and books and other materials by 5%	Self-Assessment
Encourage conference participation, seminar and other management development programs (G-6)		Continuous	Ensure more than 80% faculty are scholarly academic	Self-Assessment
		Continuous	Relevant faculty publications to be included in curriculum	Self-Assessment
		Continuous	Organize one international conference every year	Self-Assessment

## 10. Research Ethics

All researchers at IMTD are expected to strictly adhere to policies on ethical research as stated in Section 4.B, copyright and intellectual property policies as stated in in Section 11.B of the PPM, and maintain highest levels of integrity in research related activities.

In continuation of ethical policies stated in Section 4B of the PPM, the formal procedure for ethical research approval requires the applicant to submit the following documents to the Research Committee:

- Application Form and Ethical Review Checklist
- A copy of the research proposal

## Annex-1 to the Research Policy

### Research Ethics Policy

*(See Section 4B: Ethical Research)*

Policy Type	New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/>
Policy in-charge	Director
Policy Number	IMT/PPM/11B
Last Review Date	27 <sup>th</sup> May 2022

#### Preface

IMTD believes that sound ethical standards are a pre-requisite for excellent research. Ethical research practices are based on fundamental principles of research integrity. This policy is adopted to promote a culture within the institute whereby the faculty researchers meticulously reflect on the ethical implications of their research. All research must follow appropriate ethical, legal and professional frameworks, obligations and standards. This policy document covers the scope, procedures and guidelines for receiving ethical approvals for research proposals involving human participants.

#### Scope

Researchers including faculty and students are required to get ethical approval when research activity undertaken involves human participants for interviews, focus groups, surveys and observations. The basic aim of this exercise is to provide an opportunity to researchers to reflect on the potential ethical implications of the research undertaken and manage potential harm and risks that might be caused to different stakeholders including participants and researchers.

#### Purpose

This policy aims to create awareness among researchers with respect to the code of research conduct, its adherence and control measures in case of noncompliance of the ethical policy related to research. All researchers must adhere to the ethical principles of conduct of research in a responsible way so as to protect the dignity, rights and welfare of human participants involved in research.

#### Policy Statement

IMTD research ethics policy states that all research proposals involving human participants shall be reviewed and approved by the Research Committee of the institute. It is the ethical responsibility of the researcher conducting the research to protect the human participants from any kind of risk due to their participation in the research project. IMTD has the absolute authority to suspend or terminate those research activities which are not conducted in accordance with the research ethics policy of the institute. Researchers who fail to comply with the ethical policies for the current research may not obtain compliance clearance for future research proposals.



## Procedures

- The Principal Investigator (PI) of the research is the authorized person to submit the research proposal for review to the research committee.

The following documents should be submitted along with the research proposal:

- A signed and dated application form
  - Names of the PI and Co investigators with designations
  - An Undertaking statement to comply with the ethical research policy stipulated at IMTD.
- All research activities undertaken under the auspices of IMTD which involve human participants must be reviewed and approved by the research committee of the institute.
  - If the proposal complies with all aspects of the ethical guidelines, the research work can be initiated once the PI receives the written approval from the research committee.
  - If the reviewers recommend changes, the researchers must make the appropriate changes and then proceed with research work after the verification from research committee.
  - The decision of the research committee shall be conveyed to the principal investigator in writing within two weeks after submission of the proposal and other documents.
  - In the case of collaborative research projects involving partners, all the participating institutions have the responsibility to protect the rights and welfare of human participants involved in research. Appropriate authorities must review and approve research proposals at each institute involved in the collaborative research program.
  - If the proposal requires major changes which involves a complete reassessment of the entire protocol for research, then the proposal may be rejected.
  - All research studies which involve human subjects must obtain an informed consent signed by the participant after the review of the terms of the agreement.
  - Participants must be provided with appropriate information sheets which ensures informed consent and confidentiality in the storage and use of data.
  - The principle investigator on behalf of all researchers must sign an undertaking to follow accepted ethical practice and appropriate professional guidelines for protecting the dignity, rights, safety and well-being of participants.
  - The Research committee review all applications and issue approval letters to researchers who satisfy the research ethical criteria of the institute.

## Guidelines

- The institute acknowledges the ethical principles and guidelines as stipulated in the federal laws of the UAE.
- Researchers should be open and honest about the purpose and potential applications of the research. Any conflicts of interest, funding source and the way the results are used must be declared.
- Researchers must ensure that all relevant safety procedures are in place to assess and minimize risks to participants, research team and other stakeholders.
- Researchers are expected to ensure confidentiality of the participant's identity and personal identifiable data throughout the entire period of conduct and reporting of research.

- Research activity must not pose significant risks in terms of physical, psychological, social and financial aspects to the participants.
- If the research topic is sensitive in nature, clear protocols must be included in the application that outline how participants' risk is minimized.
- The information sheet which is provided to participants must clearly explain the objectives of the project and the nature of involvement of participants. Participants should be clearly informed of their rights and any risks associated with participation.
- Participation in the research ought to be completely voluntary.
- Participants have the right to withdraw at any time without prejudice or negative consequences.
- If any member of the research committee has a conflicting interest of being the researcher, he/she will not evaluate the application of the researcher.
- Research misconduct such as fabrication, falsification, plagiarism and failure to meet ethical, legal and professional obligations will result in the revoking of the ethical approval for the research and remedial actions will be initiated consistent with the degree of misconduct.
- Minutes of the meeting conducted by research committee for research approval; copy of all correspondence documents and proposal related documents must be recorded and archived for a period of five years.

#### **Evaluation of research with human participants**

- The research committee should ensure that all risks (physical, psychological, social and financial) have been identified by researchers and initiatives have been taken to minimize the risks.
- The research committee can make recommendations to the director of the institute for suspension or termination of the approval for research in the event of violation of the ethical guidelines stipulated.
- The final decision is taken by the director of institute with respect to disapproval, deferral, suspension or termination of research studies which has the potential to cause harm to human participants.
- While evaluating research proposals, the research committee should examine the purposes of research and environmental settings in which the research will be conducted.

The research committee should evaluate the proposals prudently if the human participants of the research involve vulnerable sections of population such as children, prisoners, pregnant women, mentally disabled, or economically or educationally disadvantaged people.

## Appendix 3 Purchase and Inventory Management Policy

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Director</b>
Policy Number	<b>IMT/PPM/11B</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

### 1. General Principles

Important considerations in purchase of in items or services are: (a) Quality, (b) Reliability, (c) Timeliness, and (d) Cost. Additionally, quality and reliability of the supplier are given due consideration during the purchase process. Cost is not the sole criterion in selection of the supplier.

### 2. Budget Control

All purchases, both capital and revenue items, are made within the approved budget provision. Purchase requests for non-budgeted items require separate approval of the Director.

### 3. Classification of Purchase Items

All purchases are classified into (i) Proprietary items, (ii) Standard Items and (iii) Non-Standard items:

- Proprietary items are defined as products/ services that have sole supplier and maintenance supplies which required to be procured from a specific source;
- Standard Items are defined as products/ services which are frequently purchased (e.g. stationery, cleaning materials, computer consumables);
- Non-Standard Items are defined as products/ services which are infrequently purchased (e.g. furniture, computer, laptops).

### 4. Purchase Committee:

All purchases are approved by the Purchase Committee (PC). For constitution and terms of reference of the Purchase Committee refer to Section 1C.6.

### 5. Indent / Purchase Requisition

- a. The standard Purchase Requisition form is used by all departments for indenting. Specification and samples must always be provided by the indenting authority. All indents for purchase should indicate the budget provision and are forwarded to the Purchase Department for processing after necessary approval from all approving authorities.
  - i. Purchase requisitions are submitted minimum 7 days before the Purchase Committee (PC) meeting in order to allow sufficient processing to the Purchase Department.

- ii. The meetings of the PC are held on a fortnightly basis. In case of any urgent requirement, the meeting of the PC can be scheduled any time as per the availability of the PC members.
- b. For stationery and consumables, the store keeper shall initiate the indent, which are approved by Head Administration and Facilities. Indenting and procurement of items such as stationery, printing, consumables for computers, cleaning materials, general maintenance etc., should be made on monthly basis, except in case of urgent items.
- c. All indents other than purchase of stationery and consumables should have the approval of the Head of Department.
- d. Maintenance item not covered under the rate contract can be procured on *ad hoc* basis after the approval of the PC.
- e. In items where the value of an accepted bid exceeds the budgeted value by 10% or more, the indenting officer shall take necessary approval of the revised budget.
- f. All indents of purchase shall be approved as per limits of authorization stated in Section 9E. Any purchase of non-budgeted items above AED 20,000 requires reporting to the BoG.

## **6. Inviting Quotations**

Purchase Department invites quotation from reputed and listed vendors.

## **7. List of Suppliers**

Purchase department maintains a list of suppliers and updates as and when required.

## **8. Purchases**

### **a. Single-bid Purchase**

- i. All approved proprietary items are procured from the available source.
- ii. For technical or maintenance reasons, it may be necessary to procure a particular item from one selected supplier although the item is available with other suppliers.
- iii. Sometimes urgency of the requirement may necessitate the purchase on a single bid basis. Generally, purchase on a single bid basis should be restricted to the following cases:
  - Purchase of furniture and fixtures or parts thereof to maintain uniformity
  - Purchase of equipment where it is essential to have similarity in design with the existing equipment.
  - Urgency of the requirement, such as material/items needed for emergency breakdown, urgent repairs etc.
- iv. All single bid purchases should be justified by purchase department.

## **b. Multi-bid Purchase**

In case of multiple quotations, the report of the purchase department should include the following:

- a. A comparative statement of all suppliers indicating all taxes, freight forwarding etc. (i.e. the total cost of the purchases).
- b. If the supplier from whom purchase is recommended, is not the least cost supplier, then adequate explanation should be recorded in the minutes of the PC Meeting.

## **c. Emergency / Ad hoc / Cash Purchase**

Emergency purchase is carried out wherein the conditions does not permit to follow normal purchase procedures. However, the limit of authorization as stated in Section 9E to be followed.

## **9. Rate Contract**

In respect of standard items of recurring use like stationery, pantry items, cleaning material, maintenance items etc., the Purchase Department shall obtain quotations from reputed suppliers for specific periods. However, if there is approved rate contract, the Purchase Department may order purchase directly from the rate contracted supplier.

## **10. Annual Maintenance and Service Contracts**

Annual maintenance contracts (AMCs) like Security, Housekeeping, IT, Insurance should be planned well in advance before its due date and presented a comparative statement to the PC. The contract documents should be vetted by the Purchase Committee.

Maintenance and service contracts of various items (such as air conditioners, water coolers, electrical items, printers, audio visual equipment, computers, landscaping etc.) should be finalized with the manufactures / their authorized representative / reputed contractors in the field by inviting quotations, depending on the quantum of work involved and the type of service required. Generally, the maintenance / service charges may have to be paid as per the terms and conditions mentioned in the contract. Such contracts should normally be valid for a period of twelve calendar months at a time unless a longer period is justified by low cost consideration.

In case of any increase in the AMC cost as compared to previous AMC and any deviation from the standard terms and conditions, necessary justifications may be obtained from the supplier. Such a justification is recorded in the minutes of the PC meeting.

## **11. Repeat Order**

Repeat order may be placed on the following conditions:

- a. The order is issued within one year from the date of the Original order.
- b. The terms and conditions of the order remains the same as the original order.
- c. The purchase department should be satisfied that there is no downward trend in the market price and/or volume discount.

Approval of the Purchase Committee (PC) is not required for repeat orders.

## **12. Stores Entry**

- a. The Stores-In-Charge inspects all items before acceptance at stores with the assistance of end user and technical staff to certify that the product is as per the sample/specification.
- b. Whenever it is absolutely necessary, a variation up to 10% in quantity is allowed. The Stores-In-Charge accepts such variations in consultation with the indenter.

## **13. Approval of Bills and Payments**

- a. All payments are processed as per the agreed terms and conditions mentioned in Letter of Purchase Order (LPO).
- b. All bills for payment of supplies are received by the Purchase Department. The invoices/bills are verified with the reference to the copies of the purchase order, receipt vouchers and relevant records including acceptance of Stores-In-Charge.
- c. The Purchase Department forwards verified documents/bills to the indenters' HOD for re-verification. The HOD of the indenting department re-verifies the bill/ invoices and returns to the Purchase Department. Purchase Department obtains approval of the Head Administration and Facilities who in turn submits the bills/invoices to Accounts and Finance for payment. On payment, Accounts and Finance department notifies to the Purchase Department and the suppliers.

## **14. Inventories Management**

Initial inventory is carried out by the Purchase Department, upon receiving goods or equipment. All capital assets including equipment and furniture are coded indicating its classification, serial number and date of purchase, and the designated department or unit it is located. Data of initial inventory is added to the inventory database on the day of its acquisition by the Purchase Department.

Physical inventories are controlled and physical verification are conducted by the Facility Department in coordination with Purchase Department. The Facility Department carries out damage control of all equipment and assets of the Institution. An annual inventory verification report including the list of damaged inventories is communicated to the Head Administration and Facilities and the Director. Steps for periodic verifications are as below:

- Verification of counting and quality of assets is carried out for the entire institution.
- List of item names should be printed from the Fixed Assets register and individuals selected from different departments for the physical count and quality check.
- The Facility Manager and a member from Administration should be part of the team.
- On completion of physical counting a comparison is prepared and variations are supported with justified reasons by custodians.

- The writing off of damaged assets should be reported to the Director for approval and recorded in the Fixed Assets register.

User departments are responsible for safeguarding all equipment in their possession and promptly (within 15 days) advising the Facility Department of any changes. In addition, certain status changes (e.g. unexplained loss, theft, damage, destruction, etc.) must be reported to the Facility Department as soon as discovered.

## Appendix 4 Community Engagement Policy

Policy Type	<b>New <input type="checkbox"/> / Revised <input checked="" type="checkbox"/> /Discontinued <input type="checkbox"/></b>
Policy in-charge	<b>Director</b>
Policy Number	<b>IMT/PPM/11B</b>
Last Review Date	<b>26<sup>th</sup> October 2021</b>

### Vision

IMT Dubai aspires to become a leading University in the region for nurturing high quality professionals in management.

### Mission

Our mission is to impart quality education to prepare the next generation of ethical business professionals. We adopt interactive teaching pedagogies and undertake applied research by engaging in real issues of the corporate and social sector.

### Strategic Objectives and Goals

- Goal-1 (G1) Offering high-quality programs relevant to businesses and industries in the region.
- Goal-2 (G2) Creating productive environments conducive to student learning and professional development.
- Goal-3 (G3) Attaining national, regional, and international recognition for high quality academic programs.
- Goal-4 (G4) Fostering partnerships with industry and government bodies for experiential learning.
- Goal-5 (G5) Promoting international outreach with recognized universities and institutions.
- Goal-6 (G6) Focusing on applied business research relevant to industry, business, and society.

Out of the six strategic goals the institute has, goals (4 and 6) espouse the need to engage with the larger community within which IMTD operates and serves. Taking this forward, the Community Engagement Committee (CEC) works along with its partners to support range of community development related issues with the end goal of protecting the environment and making the community a better place to live.

This community engagement plan describes the key stakeholders, key areas of community engagement and overall approach to community engagement that IMTD will be guided by.



## 1. Stakeholders and Areas of work

### 1.1 Key stakeholders and their areas of interest

For making any society-level impact, involvement of a variety of people are needed who can offer unique inputs to cater to the needs in the society. More number of people working towards the cause, can make the entire effort effective and meaningful.

Based on this principle, IMTD has on boarded experts from different spheres of industry and academia. The most important stakeholders of IMTD are the employers, alumni and the society at large. Besides them, there are institutional stakeholders like the United Nations (UN), government agencies, schools and other academic institutions, that can bring synergy into the community engagement activities of IMTD and make its efforts more meaningful.

IMTD identifies the following mapping of areas of activities and stakeholders to enable better coordinated and cohesive approach in our community engagement.

Stakeholders	Area of Interest for IMTD			
	Environment and Sustainability	Industry linkage	Support the needy	Support Young Learners
Alumni		✓	✓	
Employers		✓		
Government agencies/Society at large	✓		✓	
Schools	✓			✓
Internal Stakeholders	✓	✓	✓	✓

### 1.2 Areas of interest/ work

- a. **Environment and Sustainability** – This was always a very important area and with the global pandemic, this has become a crucial area to work for. IMTD understands the need for educational institutes to pitch in and create awareness related to environment and sustainability. IMTD takes up various activities with the support of students. Activities like awareness campaigns (webinar) round the year, interaction with school and young students to build awareness, organizing events to promote causes that support environment and sustainability are of interest to IMTD.

- b. **Engage with Industry** – Education not only helps in developing knowledge within the students but also helps them to develop skills. With the ever-changing market scenario, there is a constant requirement to update the curriculum and bring our students closer to the real business world. IMTD engages with alumni and employers using formal (Industry Advisory Board) and informal means to foster a synergetic relationship with industry.
- c. **Support the needy** – The numbers of needy people are endless and to cater to such a huge number, each one of us have to come together to provide support. IMTD, have been doing its bit in this direction through charity drives, blood donation camps among others.
- d. **Support young learners** - The future belongs to young children and learners. IMTD considers them to be very important stakeholder in our ecosystem who need to be supported by providing them with right information and awareness about the world. IMTD organizes talks and events, school visits and other similar activities to engage with young learners on a variety of issues including environment, career and higher education choices among others.

## 2. Community Engagement Organization

Community Engagement Committee (CEC) at IMTD is a centralized body to channelize each and every effort taken up by the institute towards community service. The external members are called upon on need basis. Based on the suggestions received during these meetings, action plan is designed and circulated to the members. As per the timeline decided, these are executed and the results are recorded for further discussion and improvement.

Refer to Section 1C.7 for composition and terms of reference of the Community Engagement Committee (CEC), and refer to Section 11. A for goals of CEC.

On a regular basis, the CEC works out the operational plans and activities. With its different stakeholders (internal and external), the CEC drives different activities under the various interest areas and tries to achieve the community development goals. These members meet periodically and discuss the various issues in hand. The CEC works in close coordination with the HSC and other standing committees on various sustainability related issues.

Besides contributing to the different initiatives of the institute, the stakeholders are also involved in strategic planning. Their responsibilities entail the following:

- a. setting up process for sharing recommendations related to new funding, funding reductions or the reallocation of funds

- b. participate in activities to build a working knowledge of the University, including awareness of university's constraints and opportunities
- c. share information about the committee's process and outcomes with all relevant stakeholders and solicit input from them to be made part of the recommendations
- d. provide recommendations for new or expanded initiatives, enhancements and/or reallocations. This would include cost estimates, expected outcomes, metrics for success, and where applicable, an identified source of funding.

### **3. Budget**

The annual budget of the CEC is planned involving members of the student council. The various factors those are considered in preparing the budget include the following:

- i. Previous years approved budgets
- ii. Number of activities being planned in those years
- iii. The kind of activities being planned during those years
- iv. Environmental factors including travel restrictions
- v. Feedback from external stakeholders on collaborative activities.

### **4. Evaluation**

The CEC understands the importance of evaluation as this indicates the effectiveness of the efforts undertaken and sets a road map for the future. To evaluate the various initiatives taken up by the CEC, the members meet periodically and conduct comparative analysis of what was expected to what was achieved. The findings are being used to enhance the effectiveness of the initiatives undertaken by the CEC.

## Document Change Record

Version: **January 2023**

Date of Approval of the BoG: 25<sup>th</sup> January 2023

Sl.no	Change summary	Section	Page no. of previous version- December 2022	Page no. of current version- January 2023
1	Contents of the Risk Register in Table 3 to Appendix I are withdrawn – only template is maintained in Table 3	<b>Appendix I.VI</b>	238-246	237
2	Evaluation and Monitoring of Research Outcome Change of Heading of the Paragraph and enlarged the scope of reporting	<b>Appendix II. 7</b>	252-253	242-243
3	Clarified situation when 15% exemption to similarity assessment will not apply Also replaced the word “ Ouriginal” by “Turnitin”	<b>6W</b>	175-178	175-178

Version: **December 2022**

Date of Approval of the BoG: 27<sup>th</sup> December 2022

Sl.no	Change summary	Section	Page no. of previous version- October 2022	Page no. of current version- December 2022
1	Last Review Date added in the Header Table	<b>Entire document</b>		
2	By-Laws of the Governing Body: Secretary of the Board Role matched with separate By-laws of the Governing Body	<b>Section 1D.V</b>	44	43
3	By-Laws of the Governing Body: Ethics and Integrity Role matched with separate By-laws of the Governing Body	<b>Section 1D.IX</b>	45	45
4	By-Laws of the Governing Body: Evaluation of Board Effectiveness Heading changed to make it more explanatory.	<b>Section 1D.X</b>	45	45

	An enabling sentence is added describing performance evaluation of the Director			
5	Policies Development, Document Control, Review and Dissemination Dissemination policy is elaborated	<b>Section 1F.III</b>	50	51
6	Moderation of Question Paper of Final Examination Added policy of external moderation	<b>Section 3 LII</b>	81	81
7	Added a new section: Student Research Engagement Policy	<b>Section 4.IV</b>	-	92
8	Added a new Research Support scheme _ Seed grant of AED 10000 for sustainability related research	<b>Section 4A</b>	-	93
9	Faculty Workload: Scope of faculty credit release extended to Research Chair, Chair Student Services, Chair International Relations, Chair internship	<b>Section 5G</b>	115	117
10	Undergraduate Admission Process: Undergraduate Admissions -Document Submission updated	<b>Section 6A.II.a</b>	133	135
11	Graduate Admission Process: Graduate Admissions -Document Submission updated	<b>Section 6B.II.a</b>	138	141
12	Cash Management policy added	<b>Section 9F.2</b>	-	211
13	Continuing Education and Lifelong Learning: new policy added	<b>Section 11.c</b>	229	234
14	Risk Management Policy  Incorporated diversity risk in the Risk Register	<b>Appendix -1</b>	233	237
15	Research Policy Research Strategy Mapped strategic aims of research with KPIs, targets, resources There are minor changes in strategic aims as well.	<b>Appendix 2</b>	243	247
16	Research Policy: Added a new Research Support scheme _ Seed grant of AED 10000 for sustainability related research	<b>Appendix 2 : 5.2</b>	-	251
17	Research Policy: Evaluation and Monitoring of Performance New reporting requirement added	<b>Appendix 7</b>	246	253
18	Research Policy: Norms for Calculating Research Credits	<b>Appendix 2 , 7.1</b>	247	254

	Proposed to increase research credit point for books from existing 3 to 4.			
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Version: **October 2022**

Date of Approval of the BoG: 26<sup>th</sup> September 2022

Sl.no	Change summary	Section	Page no. of previous version- August 2022	Page no. of current version- October 2022
1	Revised Organization Chart	<b>1B.1 Organization Chart</b>	11	12
2	Following are included in the responsibilities of Dean Academics  overseeing faculty research activities; conducting faculty development program; orientation of new faculty;	<b>1B.4 Dean-Academics</b>	12	13-14
3	The section of Associate Deans has been removed	<b>1B.5 Associate Deans</b>	13	-
4	“Associate Dean research and faculty development “is replaced by chair research	<b>1B5.1 Chair Research</b>	13	14
5	Associate Dean-QAIE and Accreditation is replaced by Head QAIE and Accreditation	<b>II Head QAIE and Accreditation</b>	14	15
6	Head of HR and Administration is replaced by Head Administration and Facilities. The following are incorporated in the responsibilities. Supporting the Director in overseeing general administration across departments of the institution maintenance, house-keeping, pantry service, general upkeep of the campus and the student’s residence; arrangement of AMCs for key facilities of the institute; travel and Hotel bookings; reception of visiting guests and students; arrangements for official visitors; arrangements for various academic and non-academic functions; maintenance and Renewal of Insurance of various assets and facilities in a timely manner; vehicles Up keeping; management of stationery, IT equipment, and other office supplies;	<b>III. Head Administration and Facilities</b>	16	16-17

	management of telecommunication services; discharging any other assignments/duties as assigned by the Director.			
7	<b>1B.6.VII</b> Deputy Managers is replaced by Head Accounts and Finance	<b>Head Accounts and Finance</b>	18	19
8	Responsibilities of Facility Manager is now incorporated in the responsibilities of the Head Administration and Facilities. This subsection 1B.7.IX is now used for describing responsibilities of HR officer.	<b>IX. HR Officer</b>	19	20
9	Nomenclature of the membership mentioned in the Terms of Reference of the School Management Committee (SMC) is revised	<b>Terms of Reference of the School Management Committee (SMC)</b>	23	24
10	Nomenclature of the membership mentioned in the Terms of Reference of the Academic Committee (AC) is revised	<b>2. Terms of Reference of the Academic Committee (AC)</b>	24	25
11	Nomenclature of the membership mentioned in the Terms of Reference of the Risk Management Committee (RMC) is revised	<b>10. Terms of Reference of the Risk Management Committee (RMC)</b>	32	33
12	Nomenclature of the membership mentioned in the chair of Terms of Reference of the Health and Safety Committee (HSC) is revised	<b>11. Terms of Reference of the Health and Safety Committee (HSC)</b>	33	34
13	Nomenclature of the membership mentioned in the chair of Terms of Reference of the Research Committee (RC) is revised	<b>16. Terms of Reference of the Research Committee (RC)</b>	38	39
14	All references to Associate Dean – Research are replaced by Chair Research. All references to Associate Dean – QAIE and Accreditation are replaced by Head QAIE and Accreditation. All references to Head HR are replaced by Head HR and Administration All references to Deputy Managers Accounts and Finance are replaced by Head Accounts and Finance. All references to Health and safety officer are replaced by EHS Executive as the current office bearer has the designation of EHS Executive.			Entire PPM

Sl.no	Change summary	Section	Page no. of previous version- August 2022	Page no. of current version- May 2022
1	<p>Below sentence has been added in Section-5G</p> <p>“Faculty Workload for an academic year (Fall, Spring and Summer) is calculated from 1<sup>st</sup> September to 31<sup>st</sup> August of a year.”</p>	<b>Section 5G: Faculty Workload</b>	114-115	114-115
2	<p>Student Attendance norm is strengthened from a minimum of 50% to 75% to improve academic quality through class participation.</p> <p>The students are required to maintain a minimum attendance of 75% in each course. This has been added in Section 6N. Grade reduction has been removed due to attendance shortages.</p>	<b>Section 6N: Student Attendance</b>	157	157
3	<p>Penalty Mechanism for Plagiarism cases is strengthened to discourage students from submitting plagiarized work.</p> <p>Section 6W Subsection III Levels of Plagiarism and Penalties: This has been revised by reducing the levels into two. The level-II cases of plagiarism are now reported to Disciplinary Committee by the Program Chair. The Disciplinary Committee’s penalties are also mentioned to provide a guideline to the committee.</p>	<b>Section 6W: Student Academic Integrity</b>	172-175	172-175



Sl.no	Change summary	Section	Page no. of previous version- October 2021	Page no. of current version- May 2022
1	Modified Scope of the By-Laws  Modified Ethics and Integrity clause  Modified the functions and responsibilities of the BoG relating to External Audit.	<b>1D: By-Laws of the Governing Body</b>	41-46	41-47
2	Inserted provision for benchmarking Student Satisfaction Survey	<b>2B: Quality Assurance-Indirect measurements</b>	60	61
3	Inserted two sub-sections detailing out cohort analysis identifying students' progress and drop-outs, and policies on academic progression	<b>3J: Academic Progress</b>	70-71	71-72
4	Inserted final examination as a mandatory component for all the courses. Any student who miss the final examination shall be awarded as F grade unless there is a valid reason approved by the Dean-Academics.	<b>3L: Examinations</b>	78-80	79-81
5	Revised introduction to Section 4: Research and Scholarly Activities covering i) Principles of Academic freedom; ii) Management of research relating to principles of sustainability, Intellectual property rights	<b>4: Research and Scholarly Activities</b>	89	90
6.	Elaborated principles of Ethical Research  Inserted Ethical Research Policy	<b>4B: Ethical Research</b>  <b>Appendix-2: Research Ethics Policy</b>	91  NA	92  249-251
7	Inserted leave for attending professional development training and conducting consultancy and Management development program (MDP)	<b>5D: Leave of Absence</b>	105	108
8	Corresponding changes relating to Sl.No.7. The leave policy is repeated	<b>5F: Professional Development for Faculty and Staff.</b>	110	113
9	Faculty Workload revised clarifying per semester teaching load, teaching load of terminal and non-terminal degree holder faculty etc.	<b>5G: Faculty Workload</b>	112	114
10	Faculty specialization for teaching and exception thereof is inserted	<b>5H: Professional Requirements for Teaching</b>	113-114	117-118
11	Minor changes carried out to highlight conditional admission and the number of courses that can be offered during this period.	<b>6A: Undergraduate Admissions</b>	127-130	131-134

12	Inserted detail guidelines on extremism, radicalization and terrorism in Sub-Section S. VIII	<b>6S: Student Rights and Responsibilities</b>	158-161	165-166
13	Reasons for Grade Appeal has been inserted	<b>6X: Grade Appeal</b>	169	176
14	Elaborated available Health and Safety facilities in the campus.	<b>7A.I: Occupational Health and Safety</b>	173	180
15	Inserted Data Storage and Backup Policy	<b>7C: Data Security</b>	177	184
16	Inserted Section 7D.III: Minimum Requirements for Hardware, Software and Internet Access Speed.  Inserted 7D. IV: Use of Digital Media	<b>7D: Appropriate Use of Technology Resources</b>	179-180	186-188
17	Revised the section along with remote support sub-section.	<b>7E: Equipment and Software Technical Support</b>	181	189
18	Detailed out process of appointment of the External Auditor	<b>9B: External Audit</b>	192	200
19	Included provision for financial guarantee as an indemnity against ceasing operation.	<b>9D. ix: Student Protection Plan/Teach-out</b>	-	203
20	Thoroughly revised detailing out policies and processes	<b>10B: Anti-Corruption and Bribery</b>	204	212-213
21	Thoroughly revised detailing out policies and processes	<b>10D: Teach Out</b>	206	215-216
22	Thoroughly revised detailing out policies and processes including evaluation mechanism	<b>10G: Co-operative Agreements and Contractual Relationships</b>	211	220-221
23	New Policy included based on Standard 2/J of the MOE. Earlier this requirement was spread across various sections of PPM.	<b>10I: Diversity, Equity and Inclusion</b>	-	223-224
24	Inserted Ethics and Integrity clause Detailed out self-evaluation mechanism	<b>11B: Advisory Board</b>	214	227