



H. & G. H. Mansukhani Institute of Management

STUDENT'S HANDBOOK



H. G. H. Mansukhani Institute of Management

Our Vision

“To be a centre of excellence for management education creating competent professionals and entrepreneurs thereby contributing to the industry, economy and society.

Our Mission

- To implement dynamic pedagogical tools and conduct student centered activities for holistic development of students, moulding them into ethical, socially conscious and competent managers and entrepreneurs.
- To adopt academic and administrative philosophy to enhance reach of management education to diverse strata of students.
- To create, upgrade and maintain human, financial and infrastructural resources needed for providing quality management education.
- To integrate management education with business and industry.



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1. ADMISSION PROCESS :

Name of the Institute: H. & G. H. Mansukhani Institute of Management.

Affiliated to: University of Mumbai.

Approved by: AICTE.

Duration: 2 years, FYMMS and SYMMS.

Entrance Test: CET/ ATMA/MAT/CAT.

Institute Details

Institute Choice Code	Course Name	Start Year	Intake	CAP Seats	Minority Seats (Through Cap)	Institute Quota
313110210	MMS	2005	60	17	31	12

Admission Process for FYMMS:

H & G H Mansukhani Institute of Management is the first postgraduate Institute between Karjat to thane. The institute provides admission to students having Minimum Graduation degree. **For Admission process the institute follows rules as laid down by DTE.**

I. Online Admission:

There are 3 CAP (Centralised Admission process) rounds. The student needs to fill in the form upload the required documents and apply online as and when the dates are out. If the student does not get admission in the desired college then he/she can apply offline.

The eligibility criteria for getting admission to the Institute are as following:

Eligibility Criteria

1. The candidate must be an Indian National.
2. Passed with minimum of 50% of marks in aggregate (45% in case of backward classes belonging to Maharashtra State only) in any Bachelor's degree of minimum three years in any discipline. Those who have appeared in the final year examination and waiting for results may also apply. Those with Bachelor's degree with minimum three years and Post Graduate degree of minimum two years are also eligible.
3. Eligibility of above conditions does not ensure admission at our Institute. The student must have authentic documents for taking admission at the institute.



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4. Fee Structure

Fee charged by the Institute is governed by the decision of the Fee Regulatory Authority. Fee is to be paid by **demand draft** drawn in favour of '**Director, H & G H Mansukhani Institute of Management**' payable at **Ulhasnagar**.

5. Documents to be produced at the time of Admission:

1. Score Card of MAT/CET/ATMA/CAT
2. Mark sheets and Passing Certificates :
 - i. S.S.C
 - ii.H.S.C
 - iii.Graduation (All Three years i.e. FY, SY & TY)
3. For students migrating from other universities :
 - i. Migration Certificate
4. Caste Certificate (OBC, S.C.,ST Candidates)
5. Caste Validity (SC Candidates)
6. Non Creamy Layer Certificate (OBC Candidates)
7. Leaving Certificate, Transfer Certificate
8. Minority Affidavit (Notarized on Stamp Paper Rs.100/- for Sindhi students who are applying under sindhi quota)
9. Income certificate if applying for freeship or scholarship.
10. Gap Certificate (Affidavit – Notarized on Stamp Paper of Rs.100/- for students who have passed their graduation exams before march 2010)
11. Domicile Certificate of Maharashtra (Compulsory for sindhi students)
All the above documents should be attested and 3 photo copies of each document are to be submitted. Students admitted for the first year MMS course will not be allowed to transfer to any other college / Institute.

II. Offline Application:

Those students who have not been allotted any college of their choice then they can apply offline for admission against Vacancy or Institute Quota seats.

III. Institute Quota: For admission through institute Quota the institute publishes advertisement in Indian Express (National newspaper) and Loksatta (Regional Language newspaper). The student need to fill the admission form on the dates prescribed and apply for Institute Quota by paying 1,000.

IV. Cancellation of Admission:

Any student who has taken admission through CAP can cancel their admission by applying for cancellation. The dates for cancellation are available on the mahacet.org.



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Process for Admission to SYMMS:

1. For getting admission to second year the student should get minimum 50% in First year and pass all the subjects.
2. If a student has KT in any subject in first year then he/she has to first clear it and then will be eligible for admission to second year.
3. The student needs to take admission to second year by paying fees before the commencement of classes for the second year.



2. STUDENT'S POLICIES ON CODE OF CONDUCT AND DISCIPLINE:

H. & G H Mansukhani Institute of Management expects its students to behave in an honest and ethical way. All the students are required to abide by the code of conduct and adhere to the discipline policies and rules as established by the college.

This code of conduct includes:

- I. Discipline
- II. Disciplinary action be taken against students in case of misconduct
- III. Responsibility

I. Discipline:

1. General Discipline

AT MIM Students are required to adhere to discipline. This discipline includes behaviour in a moral and ethical way . This discipline includes:

- Decency in dress code.
- Maintaining cleanliness in classrooms, campus, computer lab, library and on any visits.
- Compulsorily carrying I cards to college.
- Punctuality in class attendance and events.
- Formal Dress code during Guest Lectures/, Workshops, Industrial visits or any Educational Tour.
- Students need not involve in ragging or any activity that harms the moral of any other student.
- Students should wisely use available resources and avoid wastages.

2. Classroom Discipline:

- Students should be present in the class 5 minutes before the scheduled lecture.
- Use of cell phones for calling, texting is strictly prohibited during the class hours.
- Use of laptops or any other device except for the classroom requirement is strictly prohibited.
- Use of any sharp device or fire illuminating devices is prohibited.
- Use of abusive language is prohibited.
- Bringing alcohol or any other drink of similar nature is prohibited.
- Consumption of eatables/ beverages during the session are strictly prohibited.
- Students are not required to leave the classroom without prior permission of the faculty during the session.
- Bunking the lectures is prohibited.



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- Students should refrain from involving in any activity that will damage the institute premises.
- Students should switch off the fans and light when not in use.

II. Disciplinary action to be taken on students in case of misconduct:

If a student commits any in disciplinary action he should be warned. If the same mistake is committed by the student again then disciplinary action to be taken on the student depending on the misconduct. The disciplinary action should be such that it does not affect the career of the student.

In case of any misbehaviour or violation of the above discipline rules, the ID cards of the students will be kept with the Disciplinary Committee Members till the enquiry is over.

III. Responsibilities of the faculties:

1. The faculties/ staff need to report immediately about any indiscipline observed throughout their sessions or in college campus to discipline committee members.
2. The faculties need to ensure that classroom discipline is maintained.



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Do's

- Come to institute well groomed and decently dressed.
- Be regular in attendance.
- Bring the students dossier to institute daily.
- Keep your classroom and institute premises neat and tidy.
- Turn off the tap after use.
- Switch off fan and light when not in use.
- Be fair and honest at the institute; always be considerate of the right of others.
- Be courteous and respectful to everyone in and outside institute.

Don'ts

- Do not bunk classes.
- Do not use abusive language.
- Do not damage the institute's property.
- Do not bring articles of value to institute. The institute will not be held responsible for loss of such articles.
- Do not make loud noise or create confusion in the class, auditorium or elsewhere in the institute building.
- Do not sit on the table.
- Do not eat in the class, auditorium, stage or corridors.
- Come to class with proper materials relevant to sessions: calculator, paper, pen, books etc.



3. ATTENDANCE POLICIES :

Introduction:

Attendance refers to presence of students in the college premises. The attendance policy aims to ensure that students attend all the sessions and activities to take maximum benefit. Attendance shall be referred to presence during lectures, workshops, seminars and events.

I. Guidelines for attendance:

1. Attendance is to be considered for academic and events purpose.
2. To excel in academics it is important that students have a minimum of 75% attendance.
3. The students need to inform the teacher well in advance if he/ she remains absent from the class for any event/ extra-curricular activities.
4. Post event the student needs to submit photocopy of the certificates to the relevant teacher and co-ordinator.
5. Any student coming late for consecutive sessions will be subject to strict action from the teacher.
6. Students are advised not to take unnecessary leaves from the college and avoid any outings with their family once the term starts.
7. Students will be allowed to take leave for medical reasons. For this it is important that the student provides a medical certificate by a prescribed medical practitioner.

II. Student's responsibilities:

1. It is the responsibility of the student to attend all the sessions in the college.
2. If a student is admitted late to the college then college will not be responsible for the portion missed. The student will have to cover the missed out portion by taking notes and working extra.
3. If a student participates in an inter collegiate event like sports, dance or any other extra-curricular activity then he/ she should inform the coordinator and the class teacher for the sessions missed by him/her.
4. If the student remains absent for any activity to be conducted in the college, then he/she needs to take prior permission from the teacher and coordinator for missing the sessions.



4. POLICY FOR USE OF COMPUTERS AND INTERNET:

Introduction:

Technology plays a vital role in any organisation. Keeping this in mind the institute of management arranged for up to date internet and Wi-Fi facilities in the college. To avail these facilities students need to follow some rules.

Rules/ Regulations/ Guidelines:

1. Computer Lab will be open during office hours (8:30 am – 5:30pm.) in the college.
2. Students need to deposit their I-card before entering the lab and take it back once their work is done.
3. Use of internet for any offensive/ porn website or any obscene material is strictly not allowed.
4. Wi- Fi facility will be available and students will be given the password. Students should not share this password with any outsider.
5. Students should turn off their PCs and fans once they are done with their surfing/ work / project.
6. Students should maintain silence and cleanliness while using computer lab.
7. Students should not eat anything in the computer lab.
8. Students would not be allowed work in computer lab if lab In-charge/lab assistance / lab peon is not there.
9. Students should not damage the computers, if anyone damages the computers then they will have to pay for the damages.
10. Access to computer lab will be restricted when the sessions are going on.
11. Students must not access data/ file that is not prepared by them.
12. Students must not modify or crash any system-related facility nor change any settings.
13. Students should not change the configuration of any PC.
14. Use of any computer for any personal/ business purpose is prohibited.
15. Students must not use computers to Play games.



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Internet Facility:

The use of internet is for educational purpose and should not be used accordingly. The Wi-Fi facility is available in the college for which the students will be given a password. Students can use WIFI on their own risk. College will not be responsible for any damage to data/ PC/ Mobile phones of the students.

Internet should not be used for:

1. Gambling/ speculative activities.
2. Soliciting personal / business gains.
3. Causing damage to other computer users.
4. Copyright violations.
5. Bit torrents/ file sharing or any site that may deteriorate the quality of internet.
6. Engaging in any activity that may lead to violation to national/ state law.
7. Accessing/ sharing of pornographic material.
8. Disruption of any other authorization communication.



5. PLACEMENT POLICY :

Introduction:

Placement plays a very important role in an MMS college. It is a very core and important activity as it converts the inputs into output. At MIM special attention is paid to understand the requirements of the students and accordingly suitable jobs are offered to them.

Objectives:

1. To make students understand their potential by conducting various tests and mock interviews.
2. To make students aware about the various job openings, its roles and responsibilities.
3. To help the students in getting their dream jobs.

Scope:

This Policy is applicable to all the FYMMS students who intend to take summer internships , live projects and SYMMS students who wish to enrol themselves for final placements.

General Guidelines:

- 1) All the interested students have to fill the placement form which will be shared during the orientation program.
- 2) Students enrolled will take up all the live project, winter project and summer internship opportunities provided by college.
- 3) It is mandatory to attend all the mentoring sessions conducted in college (minimum 75% attendance is compulsory).
- 4) Students should take up final placement opportunities immediately after 3rd semester.
- 5) Placed students will be permitted to attend placement drives in other companies regardless of the package and domain of the company, only when 70% students in their respective branches are placed.
- 6) It is not mandatory for a candidate who willingly decides not to participate in any placement drive to attend the drive; however, the Placement Committee will not take any responsibility for it.
- 7) If any company offers a package of 5 Lakhs p.a. or higher, then all candidates- whether placed or unplaced will be permitted to participate in the campus recruitment drive.
- 8) It is mandatory for all eligible students (including those who have already secured placements) to participate in 'on-campus' recruitment drive.
- 9) If any candidate submits his/her willingness to participate in any on-campus or off-campus placement recruitment drive and thereby fails to present himself/herself on the day of interview, then he/she is likely to be blacklisted from training & Placement.



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- 10) If any candidate is blacklisted from the Training & Placement Cell, then he/she will not be allowed to participate in any of the placement drives throughout the academic year.
- 11) Black listed students will be allowed to participate in recruitment drives only if they take special permission from the T&P Officer and provide valid reason and proofs (in case of medical emergency) in the last placement drive.



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Placement process :

August

Orientation program:

- 1) Presentation by Placement In-charge during orientation program.
- 2) All the FYMMS students should fill placement form after orientation. (Placement form 1) (Annexure 1)

Mentoring session:

- 1) Students should give their swot and quick introduction during mentoring session

September & October

- 1) Prepare students placement cell
- 2) Conduct sessions to improve students grey areas as follows:
 - Sessions to improve communication skills
 - Sessions for body language
 - Sessions to enhance students confidence level
 - Sessions to boost students enthusiasm
 - Sessions to practice aptitude test
- 3) Prepare students on frequently asked questions in interviews and provide them notes for the same. (Annexure 2)

November

College to corporate

- 1) A workshop is conducted on resume writing, group discussion and mock interview.
- 2) Give students a documented file inclusive of tips to prepare resume, group discussion and how to crack an interview.
- 3) Students should register themselves on internshala, naukri.com and other job portals under placement in charge's guidance.
 - Submit each student's resume in a file to the director.

Mentoring

- 1) During mentoring shoot students videos while they are presenting on various topics.

December

Live projects

- 1) Pre placement talk with corporates/ industries and students for live projects to encourage students for these projects.
- 2) Share Job descriptions with students and get them ready for face to face interviews with companies.



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- 3) Line-up students interviews with companies.
- 4) Get selection/ rejection updates from companies.

January

Live project

- 1) Conduct sessions with students to share their experiences and learning with whole batch.
- 2) Students to fill feedback form for their live project (Annexure 4).

Mentoring

- 1) Placement In charge will guide students, how to jot down their experience and learnings during live project in resume.
- 2) Students should update their resumes for summer internships.

February & March

Mentoring for summer internship

- 1) Pre placement talk with corporates/ industries and students for summer internship.
- 2) Share Job descriptions with students and get them ready for face to face interviews with companies.
- 3) Line-up interviews with companies.

Mega Job Fair

- 1) Students manage mega job fair by volunteering the entire event where more than 40 companies and consultants participate.
- 2) Students can give interviews (Fymms students give for summer placement & SYMMS students give for final placement) at various companies in one day under one roof to get practical exposure.
- 3) Get selection/ rejection updates from companies

April

Students exams

May & June

Summer internship

- 1) Students start their summer internship from 1st or 3rd May till 30 June. (This can extended by one month as per companies requirements)
- 2) File students appointment letters for summer internship
- 3) Students should give a brief report about their summer internship in the given format. File experience letters for summer internship.



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July

Mentoring

- 1) Understand students inclination towards a particular specialization to enrol them under corporate mentorship program
- 2) Arrange virtual placements 'Knock the Mock' for all the eligible and interested students
 - Give students sample job description
 - Resumes to be screened
 - HR round of interview
 - Technical round of interview
 - Final round of interview

August

Final placement

- 1) Students placement cell should prepare E Boucher for students interested in placement.
- 2) Organise pre placement talk with corporates and industries for final placements.
- 3) Share Job descriptions with students and assist them for interview preparation.
- 4) Line-up student's interviews with corporates.
- 5) Coordinate with companies.
- 6) File students offer letters.
- 4) Collect and file student's employer feedback forms after a period of 3 to 6 months.



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Annexure 1

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Date:

Placement Registration Form

Students are required to fill this form to participate in campus placement process.

1. Name:

2. Roll No.:

3. Educational Background:

(E.g. B.com)

4. Employment Status:

- Experience
(No. of yrs of exp)
- Fresher
- Internship
- Business

Note: students who have experience submit your appointment letter and experience letter to Placement In-charge.

5) Specialization: HR/Marketing/Finance/System or Operation



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PLACEMENT RULES:

1. Interested Students need to register for the placement before beginning of the placement process. Unregistered students won't be allowed to sit for placement process.
2. At MIM we follow one Job offer policy . Once students is placed he/ she is out of placement process unless other company offering higher package with a difference of 1.5 LPA or more visits for placement
3. Only unplaced students can appear for the placement process.
4. Those who are opting for higher studies should not register for placements. Students not adhering to this rule won't get their Transcripts to apply for higher studies.
5. If after applying students doesn't appear for the process . He won't be allowed for next two companies .
6. All students should be dressed in formal with neat and Clean Appearance.
7. Students must carry all the educational certificates and mark-sheets and two copies of resume, Govt ID card .
8. Students must display college id cards during placements.
9. Any act of indiscipline during the placement process will be dealt strictly.

Student's

Name, Signature and date



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SWOT analysis sheet

Analysing your strengths, weaknesses, opportunities, threats

It is important to analyse your strengths but also to consider areas that you need to develop, so that you can recognise what opportunities are available and where you might have problems in the future. To be of value you need to take an honest and critical view of yourself. This can be done using a SWOT analysis.

Sample SWOT

<p>Strengths (Current)</p> <ul style="list-style-type: none"> - an ability to get on with people - reliable - hard-working - able to take initiative - honest - research skills - attention to detail - analytical skills 	<p>Opportunities (Future)</p> <ul style="list-style-type: none"> - gain experience of dealing with people - get experience of the world of work - work abroad - work in a team - earn money
<p>Weaknesses (Current)</p> <ul style="list-style-type: none"> - time-keeping - lack of confidence when dealing with people - no work experience related to academic studies - lack of spreadsheet and excel skills 	<p>Threats (Future)</p> <ul style="list-style-type: none"> - being unsupported at work - fitting into the company culture - transport problems may result in my unreliability

Complete a personal SWOT analysis. Include information you gained from your life experience, personal and key skills. Carry out this analysis and ask friends & relatives for their viewpoints.

Reflect on how you are going to develop your strengths & weak areas, minimise the potential threats and maximise future opportunities.



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Annexure 3

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Training & placement workshop handouts

Points to be covered:

Resume writing

- Name , contact details & address
- Proper email address – Very important
- Career objective / goal
- Education details in descending order
- Certifications
- Work experience / Internship
- Achievements & Awards
- Hobbies
- Use bullet points
- Tell your strengths verbally

Group discussion:

- It's just a discussion
- Sit comfortably and prepare yourself mentally.
- Gather your thoughts.
- Keep eye contact while speaking.
- Be confident!
- Don't shout.
- It's a discussion, not a debate.
- Take opportunity to speak
- Have a solid premise to every argument you make.

Mock interview:



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- Practice good nonverbal communication.
- Dress formally
- Listen.
- Don't talk too much.
- Don't be too familiar.
- Use appropriate language.
- Have correct attitude
- Take care while answering every question
- Ask questions
- Don't appear desperate

Annexure 4

Student's Live Project feedback form

The Institute provides live projects to its FYMMS students. Student's get practical exposure to corporates and could relate the theoretical knowledge acquired during lectures. We need your feedback to understand how successful the project was to fill the gap between fresh graduate students and corporates.

Parameters	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The project was in my area of interest					
2. Practical learning					
3. I was able to adapt with the corporate culture					
4. I liked working as part of a team					
5. I was open to new ideas and learning new techniques					
6. The project helped in developing my technical / Techno Functional skills.					
7. The project helped in building my network / connectivity with the company.					
8. The project helped in getting an entry in corporate.					



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Name of the student:

Live project details:

Company name:

Tenure:

Project name:

Learnings:

1. _____
2. _____
3. _____
4. _____
5. _____

Student's signature and date:



6. SCHOLARSHIP POLICIES :

Introductions:

H .& G.H. Mansukhani Institute of Management believes in providing quality education at affordable fees. The Fee structure is decided by the FRA hence the college does not decide the fees but can provide scholarships to deserving and needy students.

Procedure/ Process:

1. An application is invited from the students with relevant documents like TY mark sheet and Income certificate by forwarding a message to the students with a deadline date.
2. Students need to apply for scholarships within the date specified.
3. After receiving the applications they are scrutinised by members of the committee.
4. List of final students is sent to the trust that provides scholarships.
5. The trusts send the amount to the college / board.
6. Then the account of college is credited and less fees is charged to the student to the extent scholarships received.

Rules for availing scholarship:

1. The applicant must be a current FYMMS or SYMMS student enrolled with MIM.
2. The applicant must have a valid roll number.
3. The decision made by the scholarship committee for selection of students will be final.
4. The amount received under scholarship cannot be adjusted against any other dues except for payment of fees.
5. Incomplete applications will be rejected.



7. EXAMINATION POLICY:

The Examination Policy lays down the effective assessment procedure, confidentiality and conduct of the examinations. The policy is implemented through an Examination Committee which is headed by Controller of Examinations and other members as appointed by the Director of the institute. The Examination Policy is well communicated to the students at the time of joining the institute. There is a provision of separate session on examination policy, rules and regulations during Orientation Programme for new batch of students. It is also provided to students in written form in the students prospectus so that they can refer to the same at their convenience.

Exam pattern:

The exam shall be of 60 marks (written) and 40 marks (internals) per subject in case of 100 marks subject and 30 marks(written) and 20 marks internals in case of 50 marks subject.

The pattern of questions in the examination shall be as per the guidelines issued by University of Mumbai.

For Students:

I. Before the exam:

1. Students will be given 7-10 days preparatory leave for the exams.
2. Time Table of the exam will be displayed 1 month prior to the exams.
3. For University exams a form needs to be filled and submitted in the office within the dates as specified by University of Mumbai.

I. During the Exam:

1. All the students have to compulsorily appear for the exam.
2. All students must be present 15 minutes before the exam.
3. No student will be allowed for the exam if they are late by 30 minutes of the stipulated time.
4. No Student will be allowed to leave the examination hall during the last 15 minutes.
5. The question paper and answer books will be issued by the invigilator at the start of the exam.
6. No supplements will be issued during the last 10 minutes of the exam.
7. Students need to carry their ID cards for the exam and Hall tickets for the University Exams.
8. No student is allowed to leave the exam hall in between the exam without the permission of the invigilator.
9. The students appearing for exam should not follow any malpractices during the examination.
10. Any student found copying will be required to reappear for the examination.

II. Result/ Revaluation and AT KT exams:



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1. A student can apply for rechecking the paper for rechecking in case he/ she is not satisfied with the marks given by the faculties.
2. A form needs to be filled in the office for rechecking the papers.
3. The AT KT Exams will be conducted after the respective exams.
4. The results of regular and ATKT exams will be declared within 45 days of the examination.
5. Any student having marks between 20 and 29 in case of 100 marks paper and between 10 -14 in case of 30 marks paper will be given grace marks and passed.
6. Papers will be given for moderation as and when required by the institute.
7. In case of revaluation of marks for university exams the form needs to be filled in the office.
8. The student needs to enquire in the office for revaluation/ ATKT mark sheet.

III. Paper Setting and Checking:

1. The exam shall be of 60 marks (written) and 40 marks (internals) per subject in case of 100 marks subject and 30 marks(written) and 20 marks internals in case of 50 marks subject.
2. The exam pattern will be as per the format specified by university of Mumbai
3. All the faculties who are teaching the subject need to set and check the paper within the stipulated time period.
4. All the visiting faculty teaching the subject need to visit the college and complete the paper checking within the stipulated time.

Rules of passing are in the MU new syllabus in the end.



8. ORIENTATION/INDUCTION PROGRAMME:

I. Introduction:

The orientation programme is conducted by the institute since its inception. The aim of this programme is to clear the basics of the students before they enter into MMS course. Hence a gap is filled by making the students aware about the various activities of the college and familiarising them with the college environment. The programme will now be conducted as per the guidelines/directives issued by UGC.

II. Objectives of the Programme:

1. To bring the students from diverse background to a common platform to provide a better understanding of the different areas.
2. To create a welcome environment wherein the student gets familiarised with the class faculties, staff and the campus environment.
3. To help the students in developing their physical and mental health.
4. To help the students in developing their personality and confidence.

III. Activities/ Sessions conducted:

1. During the programme the activities conducted are as following:

Introduction to the college:

SYMMS students provide an orientation to students regarding college functioning and faculties.

Clearing basics:

To clear the basics the students are provided basic sessions on English, accounts, Statistics, computers and Excel.

Extracurricular activities:

Various extracurricular activities conducted are as following:

Sessions on Personality Development, Sessions is on Interview readiness, Sessions on Movie Analysis, Sectoral Analysis, ZUMBA sessions and Yoga sessions.

Duration of the Programme:

The programme lasts for 2-3 weeks and starts depending on the dates from DTE for the academic year.



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IV. General Principles of the programme:

1. The programme aims to familiarize students with the college, environment and campus environment.
2. Attendance is compulsory.
3. Basics of students related to various subjects like computer, accounts, excel, statistics and English will be cleared.
4. The students will be evaluated with the help of a test.
5. Time table of the programme will be displayed and students will understand which lecture will be conducted during the week.
6. Students need to come for the sessions on time.
7. Faculties may grant a student to come late for the session by 10 minutes only.

V. Pre orientation Test:

A pre orientation test will be conducted before the start of every subject to understand the student's basic understanding level of the subject.

Vi. Post Orientation Test:

To elaborate whether the students have understood the programme well a post orientation test will be conducted.

The effectiveness of the programme will be understood with the help of pre and post orientation marks comparison.

VII. Guidelines for Faculties:

1. All the faculties conducting sessions will be paid on clock hour basis.
2. Faculties need to prepare a pre and post orientation test so that effectiveness of the programme can be understood.
3. Faculties need to check the pre and post orientation test papers.



9. Internal Assignments Policy:

I. Introduction:

Students will be evaluated based on internal and external examination. External Exam will be of 60 marks and 40 marks will be for internal evaluation for a 100 marks subject.

In case of 50 marks subject, external evaluation will be of 30 marks and internal will be of 20 marks.

Objective:

To provide a guideline for the internal assignments for effective evaluation of the students.

II. General Guidelines for students for internal examinations/ assignments.

1. The assignments must be submitted to respective faculties on or before the due date specified.
2. The assignment can be typed or handwritten as instructed by the faculty.
3. The assignment must be submitted to the faculty.
4. Students need to adhere to the deadlines given by respective faculties.
5. A student needs to secure minimum 50% marks in internal and external exam to clear the examination.
6. Students should not copy the assignment from each other or from internet.
7. The assignments should bring out creativity and original thought process of the student.
8. In case of handwritten assignment, the handwriting should be neat and legible.

III. Display of Marks:

The marks for internal assignment will be given with the external examination or as decided by the respective faculty for the subject.



10. GYMKHANA POLICY:

Gymkhana is a place meant for indoor sports activities. This space is dedicated for students' rejuvenation and Physical fitness.

Guidelines:

1. All students will be allowed to use Gymkhana on all the days when college opens.
2. Bunking of lectures and playing in Gymkhana is not allowed.
3. Students have to take care of their belongings while playing in Gymkhana.
4. All the students have to get the sports items issued only after giving ID cards.
5. IF any sports item is destroyed due to student's mistake then the student will have to pay for the damage.
6. In case of items lost then students will have to give a requisition for new items in advance in the office.
7. The Gymkhana should be kept neat and clean.
8. Eating in Gymkhana or loitering is strictly prohibited.
9. All the lights and fans should be switched off after leaving the Gymkhana.



11. STUDENT'S WELFARE POLICIES:

Introduction:

Student welfare encompasses everything that an institution does to meet the personal and social needs of students and enhance the well-being. It involves Development of a student as a total and unique person in the context of society and corporate.

Objectives:

1. To enable the students to communicate effectively.
2. To enhance student's understanding and boost their self-esteem.
3. To ensure safety of student in the institution.
4. To help the students in their personal development.

General Measures:

1. Sessions on English grammar are arranged at the institute to remove language barrier and improve communication among students
2. French being a widely accepted language we offer French language sessions to our students.
3. Mentoring sessions and personality development sessions are conducted to make students aware of corporate culture.
4. Outstation students are new to the locality hence they are made familiar with the locality and special care is taken to make them comfortable in new environment.
5. Staff in the institution help them to find a hostel or guest house/ rented apartment to stay in area nearby to the institution.
6. Remedial sessions are arranged every week in the institute to bring these students to a common understanding level.

MIM takes special efforts/ care for differently abled students. These students are made comfortable and are provided special treatment so that they feel like other normal students.



12. LIBRARY POLICY:

I. Library General Use Policies

- The Library being a place for individual study and research, members are requested to maintain an atmosphere of dignity, peace and silence within the Library premises.
- Members are requested to handle the Library reading materials with utmost care. Mutilation, writing, scribbling, marking, cutting pages will be severely dealt with.
- Use of personal stereos, music sets and Walkman in the Library is not permitted.
- The audible use of mobile phones is not permitted in the Library premises.
- Smoking, food and drinks are not allowed in the Library.
- Users are requested to bring their Library card issued by the Institute while coming to the Library. The Library card is a must for borrowing Library materials, and is not transferable.
- Entry to the Library is restricted to the bonafide members on production of Library card.
- All members are requested to keep their personal belongings in the reading area. Library is not responsible for loss or damage.
- The borrowers are requested to check the books & other reading materials thoroughly for missing pages, chapters, any damages, markings etc. before borrowing.
- No books in damaged conditions will be accepted from the borrowers. Mutilated or spoiled books may have to be replaced by the borrower.
- The borrowing facility can be restricted or suspended in case of misbehaviour or misuse of the Library facilities/materials.
- Members are held responsible for all items issued on their name, until they are returned by the respective members to the Library.
- Faculty and staff going on long leave, with or without salary, deputation, study leave, or extraordinary leave will have to return all borrowed materials before leaving the institute.
- No material from the Library should be taken out without proper issuing/ recording. Any type of violation may lead to a disciplinary action.



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II. Circulation Policy :

Borrowing Limits

Category of Membership	No. of Books	Loan Period
Students (FYMMS & SYMMS)	4	10 days
Research Scholars(Ph D)	5	30 days
Faculty (Regular Account)	10	15 days
Faculty (Book Bank Account)	15	One semester
Visiting Lecturer	2	15 days
Non- Teaching Staff	2	15 days

Renewal of Borrowed Books: Users can renew the books borrowed by them if the same books are not claimed by any other user. Book can be renewed by bringing them to the library Circulation Counter.

Late Fee Structure

Types of Material	User	First 30 Days	Beyond 30 Days
Books	All Categories	Rs. 5/Day per item	Rs. 10/Day per item
Reference Books issued over night	All Categories	Rs. 25/Day per item	

Important: Books Issue facility will be suspended if fine exceeds Rs. 100/- in case of Students.

Circulation Rules

- General books are issued to all eligible members as per their entitlements.
- Reference books, bound volumes are issued overnight only with special permission of director.
- Theses, dissertations, newspapers are not lent out of the library.
- The readers should check the book thoroughly for missing pages, chapters, pictures etc., while borrowing the book.
- No book in damaged condition will be accepted from the reader. Mutilated or spoiled books will have to be replaced by the borrower.
- Reader can claim books (reserve) already issued, at the circulation counter.



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- Loss of book must be reported immediately. Late fees, if any, will be charged till the loss of book is reported. If the original library book is returned after reporting it lost, the fine will be calculated till the date of its return.
- For the rules for replacement of lost book, kindly contact the Librarian.
- One reader can put maximum 2 claims.
- A book can have maximum 2 claims.
- Claimed books are kept reserved for the claimant for 1 day from the date of return by previous borrower.
- Reference books should be claimed before 2.00 pm. A book can have maximum 2 claims.
- Books are reissued / renewed only if there are no claims.
- The borrowing facility can be withdrawn or restricted in case of misbehaviour or misuse of the library.

Issue/Return Timing

- General / Reference books – Monday-Saturday: 9.00 A.M. to 5.00 P.M.
- Reference Books are issued for overnight between i.e 4.00 pm – 5.00 pm

Please contact :Librarian for any clarification.



13. GUIDELINES FOR WRITING SUMMER INTERNSHIP PROJECT

The Guidelines for carrying out the SIP is given in the following paragraphs (note this is suggestive and not exhaustive). Each student is to compile his/her study in nine chapters as detailed below:

Executive Summary

It should consist of one to two pages. It is a brief overview of the proposed project. It should explain briefly about the whole project. The executive report contains enough information for a reader to get familiarized with what is discussed in the full report without having to read it.

It **should include in brief** about your project with respect to following:

- Introduction to Topic
- Companies studied
- Objectives and Methodology
- Findings and it's implications

Chapter-1: Introduction

1.1 Introduction:

It should include:

- (a) Meaning and importance of the concept, i.e. Job Satisfaction, Consumer Satisfaction, Working Capital Management,
- (b) Rationale for choosing the topic under study.

1.2 Objectives of Study:

It should be pragmatic and consistent with the title of the study and achievable during the course of study within the prescribed schedule. Students are advised to develop the objectives in consultation with their respective guides. The objectives must start with action oriented verbs. A sample of objectives is given below as example:

- (a) To study the growth of sales of RO Water Purifiers.
- (b) To compare the market share of branded and local manufacturers of RO Water Purifier.
- (c) To understand the concept of NPA and its impact on the balance sheet.
- (d) To analyze impact of stress on attrition among employees.

1.3 Scope of Study:

Boundaries:



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The scope of the study refers to the parameters in which the study will be operating in. Try to define the boundaries of the project. This also reminds a researcher that his method of investigation should be centered around trying to solve the problem within the provided scope. The scope of study should clearly mention the activities that are actually performed in the study. It may include the period of study, geographical area, the functional area (HR, Finance and Marketing), variables undertaken for study. With reference to above objectives, the scope of study could be as follows (note this is suggestive and not exhaustive):

- (a) To study retention practices in IT sector. For this purpose the sector selected is IT sector. Hence scope is limited to IT sector.
- (b) To study NPA of top Private and Public sector banks. In this study other banks like cooperative banks, RRB's are not included.
- (c) If study is conducted on marketing people from top and middle level management. Then you may specify that entry level marketing positions are out of the scope.

1.4 Sector Analysis :

Brief profile of sector including its current status and following data:

- Introduction to sector
- Role of sector in economic development
- Trends and developments in the sector
- Market size of the sector
- Market leader and various players
- Porter Analysis
- Industry roadblocks
- Future outlook and projections for the sector

1.5 Company Profile:

Following aspects need to be covered in the first chapter in order to know the company profile:

1.5.1 Name of the firm/company, its complete address along with telephone numbers, email address, website name. Mention whether local, national or multinational. If national/multinational, give location & address of the registered office and geographical areas of operation of the company.

1.5.2 Explain the nature of the Organization and its business (service/production/trading etc), i.e., type of industry & business in which the company is operating. Mention specific functional area, if any, such as Marketing, Finance, HR, Logistics etc, in which the company is operating.



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- 1.5.3 Company's vision & mission.
- 1.5.4 Product range of the company.
- 1.5.5 Size (in terms of manpower & turnover) of organization.
- 1.5.6 Organization structure of the company.
- 1.5.7. Market share & position of the company in the industry.
- 1.5.8 Business Strategies
- 1.5.9 Analysis Models: BCG Analysis, SWOT Analysis and Pestle Analysis

Chapter-2: Review of Literature:

Students have to carry out a methodical examination of available study material (books, journals, periodicals, official gazettes, etc) on the topic of your study. Provide the existing information on the work already done by way of fundamental nature of the study and the writer's name and references of publications. (Students must refer at least 5-8 research papers using ProQuest Research Database)

Chapter-3: Research Methodology

It must specify the following:

- a. Universe, Population, Research design, Sampling Type, Sample size, Sample location, Data type, Instrument used, Analytical Tools, Hypothesis, Identified independent and dependent variables, Contents analysis– Notes (References)
- b. Framing of Questionnaire wherever applicable & relevance of each question asked in questionnaire.
- c. Constraints under which the study has been undertaken.

Limitations: The limitations could be mentioned in terms of data insufficiency, time & expertise constraints etc.

Chapter-4: Data Analysis and Interpretation.

Raw data (primary or secondary) collected must be reduced to standard formats such as tables, charts, graphs, diagrams etc and is to be presented in this chapter. This chapter will include Decodification of data, Classification of Data, Tabulation of the data, Application of analytical tool(s), Use of graphs, Depiction of Bar diagrams, Histogram and its observation and inferences drawn . Proper titles, legends, scales, source (s) etc must be mentioned along with each diagram.

(Prove your hypothesis-if applicable).

Chapter-5: Findings:



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Based on the analysis and interpretation of data and results, major findings should be pointed out unambiguously. It should be noted that the findings are to be summarized according to the significance to the stated objectives, and should complement the latter. Detailed aspects can be presented in Appendices.

Chapter-6: Suggestions/Recommendations:

Recommendations are often more important than conclusions. Suggestions based on results/findings of the study are to be provided.

Chapter 7: Scope for Further Research

This chapter should comprise the following:

Scope for further study & conclusion: Any scope for extension of the study to new geographical areas, segments, time with larger data, is to be mentioned under this heading.

Chapter 8: Conclusions

Conclusion: This section is to be presented and supported by facts & figures in narrative form and be inferred from the Data Analysis and Interpretation. Implications of research findings should also be discussed. The sequence of the results must be consistent with the objectives of the study mentioned in Chapter-1. Also, mention the achievement of objectives or otherwise.

Finally, conclusion should cover findings of the work, whether the stated objectives of the work is achieved with full justification, recommendations, limitations, directions for future development.

Chapter 9: Bibliography and References

APA (American Psychological Association) format should be used for referencing.

Click on following link for APA Referencing Style Guide



14.ANTI RAGGING COMMITTEE:

Prevention and prohibition of Ragging in technical Institutions as per:

In exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (q) of AICTE Act, 1987, & in view of the directions of the Honourable Supreme Court in SLP no. 24295 dated 8-05-2009 to prohibit, prevent, eliminate the scourge of ragging, the AICTE brings forth the following regulations:

Ragging constitutes one or more of any of the following acts:

1. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
2. indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
4. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
6. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, s forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
7. any act or abuse by spoken words, emails, post, public insults , any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

1. The information on ragging can be received in the following manner:
 - a. On receipt of the recommendation of the Anti Ragging Squad
 - b. Through the notified contact details of the Committee members, and also can be on Institute's website .
 - c. Through any other member of the Institute.



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Mechanism of Redressal:

1. On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within 24 hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely:
 - Abetment to ragging
 - Criminal conspiracy to rag
 - Unlawful assembly and rioting while ragging
 - Public nuisance created during ragging
 - Violation of decency and morals through ragging
 - Injury to body, causing hurt or grievous hurt
 - Wrongful restraint or Wrongful confinement
 - Use of criminal force
 - Assault as well as sexual offences or unnatural offences of Extortion
 - Criminal trespass or Offences against property
 - Criminal intimidation or attempts to commit any or all of the above-mentioned offences against the victim(s) Threat to commit any or all of the above-mentioned offences against the victim(s)
 - Physical or psychological humiliation or other offences following from the definition of “Ragging”.
2. First Information Report (FIR) to be filed within twenty-four hours of receipt of such information or complaint of ragging, with the police and local authorities. 3. Head of the institution to forthwith report the incident of ragging to the District Level AntiRagging Committee and the Nodal officer.
3. Institution shall also continue with its own enquiry and remedial action to be completed within seven days.

Possible punishments for Ragging incidents:

Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-

- (i) Cancellation of admission
- (ii) Suspension from attending classes
- (iii) Withholding/withdrawing scholarship and other benefits
- (iv) Debarring from appearing in any test/examination or other evaluation process.
- (v) Withholding results
- (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

Anti Ragging Undertaking:



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It is mandatory for each student and his/her parent/guardian to submit an online undertaking at each academic year, on the web sites: www.antiragging.in and www.amanmovement.org

The student will receive an E mail with his/her registration number and a web link. The student will forward the link to the E mail of the Nodal officer / Institute's E mail.

The committee is constituted in accordance with AICTE guidelines to ensure compliance with the provision of AICTE regulations as well as the provisions of any law for time being in force concerning Ragging and also to monitor and oversee the performance of Anti-Ragging Squad in prevention of ragging in the Institute.

IMPORTANT DETAILS:

INSTITUT'S Email id: hsncb.mgmt@gmail.com

Nodal Officer:

Dr. Gunjun Hasijani- mob. No. 9226470758, E mail id: khatwani_nikita@yahoo.co.in



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15. SC/ ST CELL:

As per the Scheduled Castes and the Scheduled Tribes (prevention of Atrocities) act, 1989, No.33 of 1989, dated: 1,1,-9-1989 and in pursuance of the direction received from the AICTE, regarding establishment of SC/ST Committee at college & UGC letter no, F.1-7 /2011(SCT) dated 4th June 2018 regarding prevention of Caste Based Discriminator, In this regards, committee of following staff members have been formulated.

Mechanism of Redressal:

1. To look into the complaints if any received from the concerned staff and students belonging to SC / ST.
2. Grievance received in the prescribed format available on the website will be elaborately referred before the committee.
3. Committee members will meet to discuss and resolve the grievances, if any received in writing from the concerned staff or students.
4. The cell shall maintain the minutes of the meetings and submit the copy of the same to the Director and Principal.

Scheduled Caste and Scheduled Tribes Committee



16. Students Grievance Redressal Committee :

The Statutory Committee Grievance Redressal Committee (GRC) is formed as per as per AICTE Notification F.No.37/3/Legal/2012 dated 25th May 2012 in the Institute to address grievance of the students & other stake holders. The Committee has been formed in order to ensure transparency by technical institutions imparting technical education in admissions, preventing unfair practices, to provide a mechanism to students, parents and others, for redressal of their grievances. Institute has also constituted ombudsman of external committee members in compliance of the AICTE regulation in this regard.

Grievance Redressal Committee Members

1. Students/ stakeholders concerned with any grievance shall apply on Institute web site www.hghmim.edu.in with all possible facts and documentation.
2. Members, on receipt of complaints from the admitted students /Stakeholders, will investigate into the matter, discuss the same jointly, arrive at an appropriate remedy and prepare the report. The committee shall try to resolve it within 7 days of application.
3. The committee will deal with redressal of complaints and inform the decision to the concern by online mechanism / written as the case may be.
4. The Committee shall upload the Decisions/Resolutions/Minutes/Action Taken Report of GRC on the portal.
5. The committee is expected to meticulously adhere to the standard arbitration procedures of the Institute and all other enactments of the AICTE, University of Mumbai, DTE and Government of Maharashtra from time to time.



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17. WOMEN DEVELOPMENT CELL

As per the directions of University of Mumbai the institute has constituted women development cell under Vice Chancellor's directions under section 14 (8) of Maharashtra Universities Act, 1994.

Functions and Responsibilities:

Functions of WDC:

- i. To promote general wellbeing of female students teaching and non-teaching women staff in the Institute.
- ii. To provide appropriate working conditions in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at work places and that no women employee has reasonable grounds to believe that she is disadvantaged in connection with her employment.
- iii. The cell is also responsible to undertake the awareness programmes on gender sensitization, women rights and women empowerment in the Institute.
- iv. To organize seminars, workshops relating to women development.
- v. In case of sexual harassment in the institution premises, active assistance shall be provided to the complainant by the institution to pursue the complaint. Thus the safety of the complainant shall also be ensured.
- vi. To Circulate & act as per the Circulars received from Directorate of Technical Education/ University of Mumbai/ Govt. of Maharashtra regarding preventive measures against sexual harassment is from time to time.
- vii. The Committee may impose the penalties on a person found guilty of sexual harassment, as per decision taken by chairperson at the discretion of Management

Mechanism of Redressal:

- The Institute's authorities have an open door policy.
- The Director and Faculty and non-teaching staff are available whenever the student approaches them for any complaint related to sexual harassment.
- The Institute is very prompt in acting on any such complaint by students.
- Proper enquiry is conducted with the help of anti- ragging cell.
- Generally Matter is resolved within seven days by counselling. If need be parents are informed and counselled.
- Concerned teachers are also informed about these cases so that they can also help the students. The security staff and other non-teaching staff are also sensitized about such issues. They are observant and intervene in such matters to prevent them.



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18. Internal Complaints Committee:

The ICC committee has been established in commensuration with the notification no. F/AICTE/WH/2016/01 which states that every technical institution is required to form this committee in order to protect women from sexual harassment.

Responsibilities of the committee:

1. To provide assistance if an employee or student files a complaint with the police.
2. Provide mechanism for dispute of redressal of complaints if any.
3. To protect the safety of complainant.
4. To ensure that the victim and witness are not victimized while dealing with sexual harassment complaint.

Process of Complaint and Mechanism:

1. A victim is supposed to provide a written complaint within 3 months of the incidence with supporting documents and names.
2. If the victim is not in the condition to complain her friends/ psychologists, relatives, colleagues, co students can file a written complaint.
3. Upon the receipt of such complaint the Institute shall send a copy of the complaint to the respondent within 7 days.
4. After the receipt of such complaint the respondent is supposed to provide justification within 10 days.
5. The inquiry has to be completed within 90 days from the receipt of complaint with recommendations to the Executive Authority of the institute.



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19. INDUSTRIAL VISIT GUIDELINES:

Industrial Visit is aimed to provide practical exposure to students. There can be Educational tours, 1 day visit or a long Industrial visit. The Purpose of these visits is to enhance student's knowledge and enable them to become future leaders by exposing them to all the aspects of business. The visit will be made to the industries relevant to the academic requirements.

Scope:

These guidelines are applicable to long Industrial Visits, One Day Industrial Visits, Local company industrial visit and any other visit allocated by the college to the student for gaining practical exposure.

Guidelines:

Rules for Industrial Visit:

1. All the students have to wear decent clothes during the industrial visit. (Mini skirt, bermunda, capris, shorts, short tops, skin fit tops, sando, tank top, off-shoulder top, cropped top, tube top , halter top are not allowed).
2. All the students have to wear formal clothes during industrial visit.
3. You are not supposed to engage in any unacceptable activity that would hamper the reputé of the institute (like smoking, chewing pan masala, tobacco, drinking alcohol and using any kind of drugs).
4. You have to safeguard your own belongings.
5. Please do not bring any expensive gadget or valuables.
6. You will not venture anywhere on your own during the entire visit.
7. You are expected to be in line with the faculty decision, and behave in a decent manner.

I agree to abide by all the rules mentioned above. In case, if I break any of the above rules, I will be liable for any punishment the management decides for me.

(Signature of Student)

(Signature of Father)

(Signature of Mother)