



Vivekanand Education Society
Institute of Management
Studies & Research

Dear Students,

A warm welcome to all of you at VESIM.

We at VESIM are very happy that you have preferred VESIM for your admissions.

We at VESIM believe in the ethical values, high moral standards, transparency, social connect and diversity of thought. There is no compromise on integrity.

The faculty at VESIM represents a mix of Industry and Academic experience at National & International levels and well established and expert in their respective fields. Proactive measures have enhanced VESIM partnership with the industry in the areas of Research, Consultancy, Management Development programmes and including student projects.

VESIM has an administrative system, which takes care of your all requirements. For matters of your concerns, you shall meet the Dean/Area Chair and Registrar. In case the issue does not get resolved, feel free to approach my office. The student resource book (SRB) has been prepared to provide you the details of rules and regulations of VESIM. This will help you in finding solution of your problems, concerns and the clarifications of your doubts. The SRB has been divided into 2 parts.

Part I Information & rules and regulations,

Part II Annexures

You should spare some time to go through the SRB so that you are able to get details about your all queries and requirements.

We would like to have your full cooperation in maintaining the dignity of VESIM, uphold the values and systems established here.

(Dr. Satish Modh)

Director - VESIM

PART – I

Information and Rules & Regulations

Student Guidelines

(w.e.f. June 2017)

1. Introduction

- 1.1 These guidelines deal with day to day functioning of VESIM, its infrastructure and academic services to the students.
- 1.2 Rules & Guidelines of this Students Resource Book (SRB) shall be binding, for PGDM Students.**
- 1.3 This SRB VESIM is the final interpretation of any student's related guideline, rule or regulation. In the event of any dispute, the SRB will prevail.
- 1.4 VESIM has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, Guidelines, etc. In case of any dispute or differences about the program, the decision of the Director of VESIM will be final and binding on all the participants.
- 1.5 All disputes are subject to Mumbai jurisdiction only.

2. General guidelines:

2.1 Code of Conduct

- 2.1.1 Cleanliness of the premises must be maintained by everyone in VESIM at all times. Ours is a **non-smoking** campus. Possession and Consumption of alcoholic beverages / toxic materials and your presence on the campus under the influence of alcohol/ toxic material shall be serious offence. The maximum punishment can be rustication from VESIM.
- 2.1.2 There is acute shortage of parking space and the students are requested to park their vehicles outside the campus premises.
- 2.1.3 Problems about administrative facility, faculty, and classrooms etc, shall be addressed, through the class representative, with the course coordinator. In the absence of a satisfactory response, the student may approach Registrar/ Dean/Directors of VESIM.
- 2.1.4 In case of Lecture Cancellation, the course coordinator will inform about changes to class representative/respective students through email /Notice Board. Class representatives will not arrange any extra lectures, guest lectures, and lecture cancellations directly with the faculty.
- 2.1.5 Use of cell phones is **not** permitted in the Class Rooms. Any student found using the cell phone will be penalized as per the regulations in force.
The Students will deposit their mobile in SWITCHED OFF mode at the beginning of the class with the class representative. They can collect the same at the end of the class.
- 2.1.6 Communication to students shall be via email /Notice Board. Students are advised to check the email /Notice Board constantly every day, and not rely on rumour or hearsay about any matter.
- 2.1.7 All students have been provided with an Identity Card, which they must wear.

Mandatorily. Entry is strictly through Identity Card and will be monitored by VESIM. Penalty will be levied / action will be taken for noncompliance.

The Students will deposit their mobile in SWITCHED OFF mode at the beginning of the class with the class representative. They can collect the same at the end of the class.

- 2.1.8 Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas in order to ensure the safety and welfare of everyone in VESIM. Tampering with fire extinguishers or any part of the fire alarm system shall be a serious offence.
- 2.1.9 Any student resorting to physical fights will amount to ragging and action will be taken accordingly.
- 2.1.10 If any student, during the tenure of his studentship, has police case on his/ her name, he/she shall be liable for appropriate action against him/ her.
- 2.1.11 Code of Conduct & Disciplinary provision, Anti Ragging , Women Development Cell (WDC) provisions are already mentioned in the Admission Prospectus on Page No 39. Student and Parent should undertake the adherence of this Code of Conduct & Disciplinary Rules

2.2 Dress Code:

- 2.2.1 At VESIM, regular interactions takes place with many corporate and international visitors. Therefore, half pants, short skirts, Bathroom slippers are not allowed.
- 2.2.2 All functions of VESIM, including seminars, conferences and guest lectures, students are required to dress in Institute blazer, Tie/ Cravat, Lapel Pin.

2.3 Punctuality

- 2.3.1 Classes must start on time. Late coming is not permitted. Faculty are authorised not to allow latecomers in the class.
- 2.3.2 Students have to remain present for all events of VESIM, including the Convocation, Sports Day, Republic Day, Independence Day, Guest lectures, Compulsory workshops, and other events as intimated on the notice board/ email. Attendance will be taken on all events. Remaining absent when attendance is compulsory, may result in action and/or appear on the transcript or as may be decided by VESIM management.
- 2.3.3 If students are leaving the station, including those who are representing VESIM for social, cultural, and co- curricular events, for personal or institutional work, have to obtain prior written permission from the Director/Dean.
- 2.3.4 Students have to maintain deadlines for submissions of projects, reports, assignments, forms and any other submission to VESIM or the faculty.
- 2.3.5 Any act of indiscipline, misbehavior, indulgence into unethical practices including possession or use of drugs, alcoholic drinks, harassment if any, violence, disobedience, noncompliance etc. shall not tolerated.
- 2.3.6 Based on gravity of act, the student can be rusticated from VESIM. VESIM will not

be held responsible for any actions which will be initiated by the regulatory authority like police, corporation etc.

3. Guidelines for Documents Submission / Payment of fees / Cancellation of Admission / Re-admission / Admission Deferment

3.1 Submission of certificates / mark sheets:

A student has to submit all the relevant documents / certificates / mark sheets as per the offer letter issued by VESIM. Non-submission of such mandatory documents after the stipulated time will result in cancellation of admission of concerned student and the admission fees will NOT be refunded.

3.2 Payment of fees for subsequent years:

The students going to next class shall pay the fees, for the subsequent years, as per the notice issued by admission department otherwise late fee will be levied if not paid by due date.

3.3 Readmission:

3.3.1 A student can seek re-admission in the next academic year, by paying 25% of the total fee normally payable, in case he / she fails to fulfil the criteria of passing standards in SRB.

3.4 Re-admission rules:

3.4.1 Student can take re-admission only once in the said academic year. Re-admission in different years can be taken but total period to clear the PGDM programme should not exceed total 4 years including the re-admissions.

3.4.2 A student takes re-admission in an academic year but does not pass and is not able to go to next class again, as per passing standards or any other reason as per rules, such student will not be eligible for re-admission again and will have to leave the programme.

3.4.3 Procedure:

The admission department will scrutinize and send the applications to concerned authorities for approval. VESIM decision with respect to this will be final.

The student must take the admission in the subsequent year otherwise the admission will lapse and the fee will not be refunded.

4. Attendance and Leave guidelines:

4.1 Student has to monitor his/her attendance. The attendance reports shall be placed on notice board/s after every 2 weeks.

4.2 For absence due to any reason, written application to be submitted to the Course Coordinator. In emergency intimation may be given on phone/email.

4.3 Students must not approach any faculty for attendance related issues.

4.4 You being in a full time course, 100% attendance in the class is compulsory.

4.5 However for medical reasons / personal reasons / contest / placement / institutional work

/ other activities, absence upto 25% may be allowed.

4.6 Students with less than 60% of attendance (Overall) in any trimester shall not be eligible to appear in End Term examinations. They have to take re- admission in the same trimester of subsequent academic year and complete all the requirements of the program and pay requisite fees as per the prevailing rules of VESIM.

4.7 Lowering of grades in individual Course/s: PGDM

4.7.1 Students who are having attendance equal to or more than 60% and below 75%, will be declared as defaulters and respective grades in course/s as obtained on the basis of his/ her academic performance will be lowered as per the details mentioned in the table below

Programme	Attendance % (In each Course/s)	Grades
ALL PGDM PROGRAMMES	Less than 60%	D Grade
	60% to 69.9%	2 Grades Less
	70% to 74.9%	1 Grade Less

4.7.2 ~~The cases of Death in family/ self-marriage/ long illness/ maternity~~ will be dealt with on case to case basis by Director VESIM. Such students will have to submit all the relevant documents. In such cases first 25% (out of 100% attendance) exemption will be adjusted and additional exemption in attendance can be permitted upto a maximum of 15%.

5. Academic Guidelines:

5.1 Evaluation System:

5.1.1 Marking System for the Internal Evaluation and Term End Exam has been incorporated in the Syllabus itself

5.1.2 Credit Based Grading System has been adopted for the Program

5.2 Credit Point:

5.2.1 A Credit Point denotes the quantum of effort required to be put in by a student, who takes up a course. In other words, it is an index of number of learning hours prescribed for a certain segment of learning.

5.2.2 Credit Point Computation

1 Credit is equivalent to 10- Hours of learning.

5.2.3 Credit completion and Credit accumulation:

- a. Each module of an academic program has been assigned specific credit points defining successful completion of the course under study.
- b. Credit completion or Credit acquisition may be considered after the student has successfully cleared all the evaluation criteria with respect to a single course.
- c. A student who successfully completes a 3 CP (Credit Point) course is treated to have collected or acquired 3 credits. His/her performance above the minimum prescribed level (viz. grades / marks obtained) has no bearing on the number of credits collected or acquired.
- d. credits will keep on accumulating more as student completes additional courses
- e. The Trimester wise breakup of Credit and hours for the course is as per the table given with course structure for each course /Area.

5.3 Grading System

- 5.3.1 A well designed evaluation system that integrates the aforesaid parameters having due attention to their relative importance in the context of the given academic program.
- 5.3.2 Grading, in the educational context is a method of reporting the result of a learner's Performance subsequent to his evaluation. It involves a set of alphabets which are clearly defined and designated and uniformly understood by all the stake holders. A properly introduced grading system not only provides for a comparison of the learners' performance but it also indicates the quality of performance with respect to the amount of efforts put in and the amount of knowledge acquired at the end of the course by the learners.

5.3.3 The Grading Point System

The Institute (VESIM) would follow the following 'letter grades' and corresponding grade points:

Grades For PGDM 4 Point Scale

Grade	Grade Point	GPA/CGPA Range
A+	4.00	3.76 – 4.00
A	3.75	3.51 – 3.75
A-	3.50	3.26 – 3.50
B+	3.25	3.01 – 3.25
B	3.00	2.76– 3.00
B-	2.75	2.51– 2.75
C+	2.50	2.26– 2.50
C	2.25	2.01– 2.25
C-	2.00	1.51– 2.00
D	1.50	1.00– 1.50
F	0.00	< 1.00

5.3.4 Method of calculation of letter grade and GPA/ CGPA

- a. For the calculation of grades, the following guidelines would be observed:
 - i. Maximum marks assigned by the faculty concerned for a course will be taken into account for the batch/ group.
 - ii. Difference between the maximum marks and 50 marks would be calculated.
 - iii. The said difference will be equally divided into slabs of nine letter grades (i.e. A+, A, and A-, B+, B and B- and C+, C and C- and D)
 - iv. 'F' grade will be assigned to students who obtained less than 50 marks

- b. Grading will be done on the basis of marks obtained by a student in each course which will be fitted into the above slabs of letter grades. Here A will include A+, A and A-, B includes B+, B and B-, C includes C+, C and C- as given above, while calculating the letter grades for each course of students:

Abbreviations and Formula's Used:-

G: Grade

GP: Grade Points

C: Credits

CP: Credit Points

CG: Credits X Grades (Product of credits & Grades)

$\sum CG$: Sum of Product of Credits & Grades points

$\sum C$: Sum of Credits points

$$GPA = \frac{\sum CG}{\sum C}$$

$$\sum C$$

GPA: Grade Point Average shall be calculated for individual Trimester.

CGPA: Cumulative Grade Point Average shall be calculated for the entire Programme by considering all the s taken together.

6.0 Mentoring Programme – Guru Shishya Programme:

- 6.1 Students have been assigned faculty mentors so as to help them in matters related to academics, VESIM culture, selection of courses, and any other help required by them. Do meet your faculty mentor regularly.
- 6.2 Students, like all human beings, face some situations when they are not able to deal with them. They are not able to lead a normal life, feel lonely, and have sleepless nights. This affects decision making, logical thinking, studies and work. The mentor helps them by counselling during such times. Detailed guidelines for the programme will be issued from time to time.

7.0 Feedback Mechanism:

- 7.1 VESIM has a well-established feedback mechanism for conveying students' perceptions. The components are:
- 7.1.a At the end of the third week of every Trimester Director/Dean / Area Chairpersons shall meet students personally for the Oral Feedback.
 - 7.1.b Online Feedback shall be obtained through a questionnaire in the last session of every course in each Trimester. The feedback shall be compiled and to be placed before each faculty member by the end of the Trimester.
 - 7.1.c Students should take this system seriously at it helps VESIM improve the quality of services & teaching.
- 7.2 For sharing feedback to the faculty members, student's identity is kept confidential.

8.0 Library Rules and Regulations:

- 8.1 User of the Library must comply with the rules and any reasonable request or instruction issued by library staff.
- 8.2 The Librarian has the right to refer any breaches of the Rules and/or improper behaviour for consideration within the terms of VESIM disciplinary procedures.
- 8.3 Access to Library is restricted to staff and students of VESIM with valid identification card issued by VESIM, and any other persons authorized by the Librarian.
- 8.4 Students/staff should carry their VESIM student card/ staff identity card to have access and use the Library, and must produce the same whenever required. Enter your name and sign in the register kept at the entrance counter before entering in the Library
- 8.5 Bags, etc., are not allowed in the Library.
- 8.6 Silence is required in the Library area. The mobile phones should be either switched off, or set to silent mode. Use of personal audio equipment is not permitted in Library. The Library Staff have the right to ask students to leave the Library if they are behaving inappropriately OR causing disturbance to other users.
- 8.7 The food and beverages except bottled water are not permitted in the Library.
- 8.8 Photography, filming, video-taping and audio-taping in the Library is not allowed.
- 8.9 Mans operated personal equipment to be used after prior permission of the Librarian.
- 8.10 Users have to comply with copyright regulations as displayed by the photocopiers.

- 8.11 Data taken from the Library's electronic resources cannot be used for purposes other than teaching, research, personal educational development, administration and management of VESIM.
- 8.12 Use of the data is not allowed for consultancy or services leading to commercial exploitation of the data, or for work of significant benefit to the employer of students on industrial placement. Users must also comply with the specific requirements of individual data providers. Passwords must never be revealed to others.
- 8.13 Removal of any material from the Library can be only after written permission. Users are not allowed to Reshelf book after removing them from the shelf. Leave the book on the table OR place the book on the correct shelf with the help of rack/shelf number mentioned in the particular book.
- 8.14 Borrowing entitlement: Two books for 7 days. Renewals are allowed only when there is no claim by others. Fine of Rs.3.00 per day per book is levied on overdue books.
- 8.15 Students can check their account details online in OPAC (Online Public Access catalogue) and also be notified overdue by email. If fines or charges are outstanding, borrowing rights will be withdrawn and passwords for accessing electronic services withheld until the fines/dues are paid. Reference books, Journals / magazines and Audio/Video material are strictly to be used / viewed in the library only.
- 8.16 Users are responsible for material borrowed on their cards and will be required to pay for any damage to, or loss of, material borrowed at replacement cost, plus an administrative charge. When book are issued student should check the pages of the issued book and if pages are found missing they should report the same to the librarian before leaving the counter. On returning the book if pages are found missing, then the last borrower of the book shall be held accountable for missing page and shall accordingly will fined.
- 8.17 Borrowing rights are withdrawn while payment is outstanding.
- 8.18 Access to libraries and/or borrowing rights may also be withdrawn temporarily if fees/charges in other parts of VESIM are outstanding.
- 8.19 The award of a VESIM qualification will be deferred until all books have been returned and outstanding fines/charges paid.
- 8.20 Violation of the rules may lead to fine and /or suspension from entering the Library for 3 weeks or any other action as may be warranted.
- 8.21 Photo copy of Previous Question paper is allowed only through Class Representative and Students can collect form respective CRs.

9.0 Roles and Responsibility of Class Representative and Student Council

9.1 Class Representative

- 9.1.a The Class Representative serves as a link between his/her division, the faculty & administration. The CRs for each division are selected by class vote by the students. The major roles & responsibilities include:
- a. Sole point of contact between faculty & students
 - b. Coordinating the scheduling of lectures, assignments & formation of groups

- c. Resolving student grievances.
- d. Coordinating with CRs from other divisions
- e. CR's cannot cancel / Reschedule lectures directly with Faculty
- f. Any additional responsibility assigned by Director/Dean/Coordinator.

9.2 Student Council

- 9.2.a The Student Council is the apex student body at VESIM representing the students.
- 9.2.b The Vice- President, General Secretary, Cultural Secretary along with a team of executive members and class representatives share responsibility of student activities on campus.
- 9.2.c The Council for the academic year shall be formed through a formal selection process involving faculty /Admin/Dean & existing Council members. The major roles & responsibilities include:
 - a. Communication channel between the students, faculty and administration
 - b. To organize all student-related activities at VESIM
 - c. To run the organization & co-ordinate of the Corporate Festival, the Cultural Festival, & other Events.
 - d. To supervise student publications & newsletters at VESIM
 - e. All the cell activities have to be routed through President of cell, General Secretary of Council (Budget and Release of Money), Area Chair/Dean/Director, (Accounts Department - In case of Release of Money)
 - f. The details of events / guest lecturers / workshops etc. conducted by cells and council have to be informed to the Area Chair/Dean/Director well in advance.
 - g. To submit a report at the end of every trimester to faculty in charge.

8.2.4 Various other cells will be formed to support 'out of the class knowledge' by various faculties/Chairpersons,/Centers of Excellence. Students shall participate actively.

10.0 Interface with Accounts Department:

- 10.1 All students working for placement, contests, co-curricular, extra-curricular and any other activities for and on behalf of VESIM that is required to be funded by VESIM and also to account for, are required to prepare budgets for all their expenses well in advance and obtain approval from the Director. The financial matters must be settled with the accounts within a week along with the report of activities.

10.2 Re-Admission fees (Subject to eligibility of the Student):

Re-admission fees, including tuition fees and other fees shall be fixed by the institute from time to time according to the AICTE rules for Re-admission.

10.3 Concession in fees:

Concession in fees may be approved to economically weaker and backward class students on a case to case basis

10.4 Hostel Deposit Refund:

Hotel & Mess is under the Control of Vivekanand Education Society. Hostel Accommodation charges and Mess charges are regulated by VES and payable to VES. Information in this regard is already available in the admission prospectus 2017-18

11.0 Examination Guidelines: Refer Annexure I

12.0 VESIM - Placement Rules Refer Annexure II

13.0 Guidelines for Convocation

13.1 Students who have fulfilled the requirements of the program will be eligible to receive their degrees/diplomas at the Convocation. Submission of migration certificate, attendance requirements, submission of all assignments and projects, clearance of all dues from various departments like accounts, hostel, library etc., and passing of all examinations of VESIM.

13.2 Any student found in-eligible to receive degree/diploma due to any reason, he/she may apply for consideration of his case at least 48 hours before the Annual Convocation. The decision of the management will be final and binding.

13.3 Students are required to follow the guidelines for effective conduct of the event.

14.0 Rules for participating in National/International Level Contests:

14.1 All contests have to be routed through Faculty In charge of Student Activity/HOD.

14.2 All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.

14.3 All student contests are classified as follows.

14.3.a Category A: National and International level top category.

14.3.b Category B: National level contests other than covered in category A

14.3.c Category C: Local and State level.

14.4 The above classification will be deciding parameter for selection, reimbursement and appraisal of the students.

14.5 Reimbursements - National Contest

14.5.a Students from Category A will be eligible for 100% reimbursements for travel (Air economy class – for international, 2nd class, 3 tier, Non A/C) to and fro from the contest destination.

14.5.b Students from Category B & C will be eligible for 100% reimbursements for travel (2nd class, 3 tier, Non A/C) to and fro from the contest destination, provided that they have won the contest (1st or 2nd place only).

14.5.c All reimbursements are subject to approval of the Director VESIM and shall be only after the student has returned from the contest. All bills, tickets of the travel and copy of certificates will have to be submitted to the accounts department.

14.6 Contest Winners

Any student who has won any contest shall submit full details of the contest and award won to the Registrar within 7 days of winning the contest.

15.0 Guidelines for Awards and Scholarships

- 15.1 Every year many awards and scholarships are announced for the students.
- 15.2 Students should apply for awards and participate in the process.
- 15.3 Student getting F in any subject or with a record of misconduct or of low attendance will be disqualified from the awards process.

16.0 Director's list / meritorious students:

- 16.1 Students of the batch on the basis of highest yearly CGPA will be under Director's List and will get a certificate at the end of each year.
- 16.2 Students obtaining D grades/ F grades/ appearing in the re- exams in the current academic year will be ineligible to be listed in the Director's List of the current academic year as well as in the Director's list of the next year(s).

17.0 Alumni Cell

- 17.1 The Alumni Cell of VESIM has remained active and interact with Alumni on regular basis. VESIM Alumni cell is a student body working under the aegis of the VESIM Alumni Association and the institute. It strives to strengthen ties between VESIM and its esteemed alumni community.
- 17.2 The Alumni Association provides opportunities for the alumni to participate and contribute to the continued growth and development of VESIM, thereby strengthening alumni- institute linkages.
- 17.3 The quality of alumni relations is a significant criterion by which success of the Institute is measured and at VESIM we constantly strive to attain it.
- 17.4 A continuous communication channel has been setup with the alumni, which involves informing them about special achievements by our alumni, activities of VESIM, regular database updating, invites to events, responding to their queries.
- 17.5 Alumni are being associated with the academic activity also as they are invited for guest lectures, visiting faculty work. Every year many Alumni have been invited to college to judge events and as speakers for seminars, thereby increasing the student interaction with our alumni.
- 17.6 Moreover, to ensure effective communication and interaction between the alumni of various batches, the e newsletter is operational. The e newsletter informs the alumni with the latest developments in the institute and to make them feel a part of it. Moreover, the Alumni Cell facilitates other cells of the Institute like Student Council, by providing alumni contacts. The Alumni Cell also helps in organizing the Alumni Mumbai Meets annually.

18.0 Ragging / Sexual Harassment

In these matters, rules of State Government / AICTE / DTE shall be Strictly applicable. Students and Parents will have to submit the undertaking (with in 7 days after the Induction day)on the duly notarized on Stamp paper of Rs. 100/- in this regard in the

format prescribed by AICTE for Code of Conduct & Anti-ragging provision.

19.0 Railway Fare Concession Facility

Railway fare concession forms shall be available to the students on the Reception counter for Local Journey by Local Trains to attend the Institute. This Shall be admissible to those students who are below the age of 25 years & admissible only from the nearest railway station from their local residence register with the Institute to the nearest railway station i.e Kurla / Chembur only.

Complete concession forms duly signed by institute authority will be issued to the applicant students on 3rd working day from the date of submission.

20.0 People you should know

Name	Designation	Nos.
Dr. Satish Modh	Director	02267893000
Dr. Sandeep Bhardwaj	Dean Academics	02267893123
Dr. Sachin Desmukh	Dean-PGDM Area Chair-Business Analytics	02267893110
Dr. Seema Sant	Area Chair – HR	02267893121
Dr. Charu Banga	Area Chair – Finance	02267893112
Dr. Dinesh Kapadia	Area Chair – General Mng.	02267893133
Dr. Swati Singh	Area Chair - Marketing	02267893000
Prof. C.G. Prakash	Area Chair - Operations	02267893007
Prof. Pranjal Muley	Area Chair – IT/System	02267893105
Dr. Nisha Pandey	Head – COEED	02267893121
Prof. Barkha Jadhvani	Head – COEB&F	02267893000
Prof. Ajay Gupta	Head – COECRDC	02267893000
Prof. Arun Saxena	Head – Placement	02267893132
Ms. Piya Mukherjee	Director-VESLARC	02267893108
Mr. Arvind Waghmare	Registrar	02267893134
Mr. Vivek Prabhu	Controller of Examinations & Program Coordinator	02267893126
Ms. Geeta Iyer	Librarian	02267893122
Ms. Kaumudi	Superintendent	02267893152
Ms. Pratibha Waman	Head Accounts	02267893102
Mr. Hari Om Singh	Purchase Department	02267893117
Prof. Kavita Kanabar	Incharge-Infrastructure	02267893119
Ms. Hetal Palan	Head-Admission- Branding & Marketing	02267893113

21.0 Guidelines for YUVA for SEVA – **Annexure III**

22.0 Guidelines for Management Internship Project (MIP) See **Annexure IV**

PART – II

Annexures

Annexure I

1.0 Examination Guidelines-PGDM

1.1 The broad components of evaluation for course/subjects are as under:

- 1.1.1** Total marks for a course 100 (Weightage 100)
- 1.1.2** Internal Continuous Assessment - ICA - 50 marks i.e. (Weightage 50%)
- 1.1.3** End-term examination – 50 marks (Compulsory) i.e. (50% Weightage)

1.2 Duration of examination

- 1.2.1** Class test: **1 hour**
- 1.2.2** End-Term Examinations: **2.5 hours**

1.3 Other guidelines related to ICA

- 1.3.1** The faculty shall show the answer sheets after evaluation, to the students. The answer sheets have to be taken back and sent to the Examination department.
- 1.3.2** The faculty shall display the marks of the class test on the notice board.
- 1.3.3** The faculty shall submit the grade of all components of ICA, on the standard format, as per dates specified by the examination department.
- 1.3.4** In the component of Group assignments/presentations etc. the evaluation will be for individual students and not group as a whole.
- 1.3.5** The date once decided for class test and/or for submissions/presentation related to ICA or evaluation process, will not be changed for any reasons.
- 1.3.6** Course-wise marks obtained in the 'ICA' will be placed on the notice board, by the Examination Department.
- 1.3.7** The ICA marks once placed on the notice board cannot be modified later on.
- 1.3.8** The paper pattern for class test or term-end examination can be obtained from the Examination department.
- 1.3.9** Written final re-examination and/ or improvement in the internal assessment will not be allowed for the student awarded with 'D' grade due to non-fulfilment of the attendance criteria.
- 1.3.10** NO- Re-examination of Class Test/ Internal Test under any circumstances.

1.4 Discipline in the Examination Hall

1.4.1 Must know:

- a. Student must know Roll Number before entering the examination hall.
- b. Students, have to occupy their seats by the notified time and thereafter, will not be permitted to appear for the examination.
- c. Students to ensure that all bags, Mobile and other personal belongings are deposited in

the specified area usually near the Supervisor's table, at their own risk. VESIM will not be responsible for the safety and security of the same.

- d. A student, who does not attend an examination will be deemed to have failed in that subject. He will be permitted for re-examination as per rules.
- e. Student should write required details in the space provided for the purpose on the answer-book. Students must have their Identity Cards and Hall ticket issued by VESIM and must produce these for verification. Every student present must sign the attendance sheet provided by the Room Supervisor.
- f. Students should go through the instructions given on the top of the question paper and on the front page of the answer book.
- g. Students should write on the front page of the answer book only the name of the program, specialization if any, trimester and course for which examination is being held, number of supplementary sheets attached. Any extra writing will be taken as act of unfair means.
- h. If there is a mistake/ anomaly in the question paper, the same should be brought to the notice of the examination hall supervisor
- i. Student may be permitted to leave the examination hall, only after submitting the answer book to the class supervisor, after half of the time permitted for the examination, after the start of the session, and not during the last ten minutes.
- j. Students will not be allowed to leave the examination hall, during the examination time, for any purpose under any circumstances, except after handing over the answer sheet at the end of scheduled time or as stated above.**
- k. Students are forbidden to:**
 - i. Bring any book, notes, scribbling papers, pagers, mobile phones, laptop or any other similar devices/things to avoid confiscation
 - ii. Smoke
 - iii. Bring eatables/ drinks
 - iv. Speak or communicate in any manner to any other student
 - v. Take with them any answer-book, written or blank, while leaving the examination hall.
 - vi. Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book is strictly prohibited.
- l. Such acts amount to adoption of unfair means.
- m. The supervisors/ authorized persons can frisk the students.
- n. Underlining of answers and use of varied inks for illustrations and figures is permitted. Any symbol like encircling the question, using colour arrows for 'P.T.O', tearing any sheet/s from the answer-book or attaching unauthorized additional sheets are strictly prohibited.
- o. All answer-books / supplementary sheets, written or blank should be returned to the room supervisor.
- p. Nothing should be written on the question-paper.
- q. Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited.

1.4.2 Violations of the above mentioned, committed intentionally or

unintentionally may be treated as "misconduct/unfair practices" to be dealt under Disciplinary procedure of VESIM.

- 1.4.3** If anything is required, the students should approach the Room Supervisor. They should not leave their seats until answer-books from all students are collected by the Room Supervisor.
- 1.4.4** A student who disobeys any instructions or who is guilty of rude or disobedient behaviour is liable for disciplinary action.
- 1.4.5** Students involved in aforesaid acts will be allowed to write their examination after giving an undertaking in writing.

1.5 Guidelines for Appointment and Availing facility of Scribe for the physically disabled (permanent or temporary disability) students during examinations.

- 1.5.1** A student who may have a permanent or temporary physical disability may apply to VESIM for appointing a scribe for the examinations.
- 1.5.2** The student should submit an application along-with 'medical certificate' from 'Registered Medical Practitioner' to that effect with Doctor's rubber stamp.
- 1.5.3** In the following cases of students, the medical certificate of only Government Authorized Agencies would be accepted namely:
 - a. Hearing Impaired Students: Aliyavar Jung national Institute for the hearing Handicapped.
 - b. Physically Challenged Students: All India Institute of Rehabilitation of physically handicapped
 - c. Any other Government Authorized Agencies would be accepted.
- 1.5.4** The scribe/ writer should be arranged by the student himself/herself well in advance i.e. at least one week before the examination and inform to the examination office. VESIM will make arrangement alternatively if possible.
- 1.5.5** The scribe if from the same stream, should be one grade junior in academic qualification than the student.
- 1.5.6** Since the student will be helped by a scribe, extra 10 minutes per hour will be allowed. E.g. for the examination of two hours, 20 minutes extra will be permitted.
- 1.5.7** The Examination in Charge of the centre will be empowered to make/ accept any last minute changes of scribe under exigencies.
- 1.5.8** The said student will sit in a separate room under supervision.

1.6 Grace Marks:

- 1.6.1** Grace marks can be awarded only when by awarding such marks the student will be passing the term end examination.
- 1.6.2** Grace marks not to be more than 10% of a subject marks (e.g. 50*10%

=5) for term end final examination or 1% of the total of all marks for all subjects/courses of the trimester ((e.g. $800 \times 1\% = 8$) whichever is less i.e. 5 in this case.

- 1.6.3** Grace marks will be considered for maximum 2 subjects only. If student is to be allowed grace marks in 2 subjects the maximum marks will be divided like 3+3 or 3+2 or 1+3 i.e not more half of permissible maximum marks for one subject. In the example above, it shall be 3+2 or 3+1 only.

1.7 Examination Grievance Redressal (Photo copies to the candidates and Revaluation)

- 1.7.1** The revaluation of answer book shall not be permitted in respect of the marks awarded to the scripts of practical examination /term work/ seasonal work / project work / dissertation / internal assessment / term work (including theory part) and in viva voce /oral / practical examinations.
- 1.7.2** A candidate can apply for the revaluation of the answer book of the subject only if he/she has secured at least 20% of the total marks in that subject or 40% of the marks required for passing in the said subject, whichever is less or the grade equivalent to the above criteria where grades are assigned to the theory paper.
- 1.7.3** Applicable only for the theory papers of the Trimester- end Examinations’.
- 1.7.4** Application form for redressal of grievance regarding revaluation can be obtained from the VESIM Examination Department.
- 1.7.5** If a student is not satisfied with the marks awarded to him / her in any course of the Trimester-end Examination’, he/she may approach the ‘Examination Office’, and submit the application for obtaining the photocopies of the answer-book/s, for each course separately, within 3 working days or for verification of marks within 7 working days from the date of declaration of results. A student is not allowed to apply for both verification of marks and for photocopy of the answer-book.
- 1.7.6** On payment of Rs.500/- per answer-book, the photocopy, authenticated by the ‘Examination Office’ by way of a rubber stamp and initials of competent authority, will be supplied to the student within a period of 3 working days after receipt of the application, only for redressal mechanism and not for any other purpose. The student concerned will have to appear in person and prove his/ her identity at the time of obtaining the photo copies from ‘Examination Office’. Under no circumstances, photo copy will be handed over to any other person, even if duly authorized by the student. Also, photo copy shall not be sent by post or by courier.
- 1.7.7** Deviation from the above procedure by the student in any form shall be construed as an unfair act. The penalty for such an unfair act can be:
- a. Cancellation of his/ her appeal before the redressal committee

- b. Not allowing the student to appear at examination/s for a stipulated period of up to 2 consecutive examinations
- c. Cancellation of result of the examination for which he/she has applied for resolution of grievance.

1.7.8 If after going through the copy of answer-book, the student is not satisfied with the marks obtained by him/ her from the first examiner, he/ she may apply for re-evaluation of the answer book within 2 working days from the date of receipt of photo copy, along- with a fee of Rs.100/- per subject / course to the Examination Office. Fees paid will not be refunded in any case.

1.7.9 Application received shall be placed before an external/internal examiner for re-evaluation.

1.7.10 The marks awarded by such external/internal examiner/s in revaluation shall be final and binding on the student but shall be considered for change only if there is a variations of more than 10% either side from original marks.

1.7.11 The change of marks/grades, if any, shall be communicated to the student and a revised 'Grade Sheet' shall be issued on surrendering the original grade sheet.

1.7.12 The whole process of redressal of grievances shall be completed within a period of 15 working days from the date of receipt of application.

1.7.13 Photo copies of re-evaluated answer-books shall not be provided to the student/s.

1.8 Improvements of marks:

1.8.1 Class test:

- a. The student, after declaration of term end results, can apply for the improvement in class test marks, with the written prior approval of the Director within 3 days of the announcement of results of trimester. The improvement process/re-examination will not be permitted for other components of the ICA.
- b. The improvement class test will be allowed only along with the class test of academic year with the next batch class test of the same subject.
- c. The marks received in improvement test will modify the earlier obtained marks only if the variation (either side) is more than 10%.

1.9 Passing Standard & Re-Examination:

1.9.1 A student in order to pass has to obtain minimum 50% marks in aggregate consisting of minimum 50% marks in each set of the examinations separately i.e. ICA and Trimester-end examination.

1.9.2 Student/s, who do not obtain minimum 50% marks in each component i.e. ICA (Minimum 25 out of 50) and 50% in the Term-end Examination

(Minimum 25 out of 50) and the aggregate minimum 50% marks in all subject(s)/paper(s)/course(s) both in ICA and the Term-end examination, shall be declared as “Fail”.

- 1.9.3** The students failing in more than 2 courses/subjects shall have to take re-admission and pay the prescribed fee, in next academic year.
- 1.9.4** The students failing in upto 2 courses in a trimester or having 1 subject pending of last trimester and failing in one subject in current trimester i.e. maximum at any time having only such two subjects only, shall be permitted to appear in the re-examination.
- 1.9.5** The student shall have to clear/pass in the papers through re-examination in maximum three attempts including the original attempt and any attempt which he/she has missed after the original attempt.

The students who have been involved in unfair means and are required to appear in re-examination due to penalty for unfair means, will get C+ or actual grade whichever is lower in the re-examination.

1.10 Re-Valuation & Re-examination Fees

Revaluation Fees : Rs. 100/- Per Subject

Re-examination Fess : Rs. 500/- Per Subject

Annexure II

Placement Committee (Place-Com Cell):

The placement is a student activity and the Placement department of VESIM provides assistance to the students through this cell.

The cell will have two tier set-up i.e. Senior Place-com and Junior Place-com. The senior placement committee consists students from 2nd year of PGDM course and junior placement committee shall consist of students from 1st year of PGDM.

Selection process of P.Com students:

- a. Institute asks for nominations
- b. After nominations are received; interview is conducted.
- c. As per the interest shown in the Placement process and the inclination seen towards getting better companies/profiles for their batch-mates; the students are shortlisted.
- d. Finally a GD is conducted or Task is given depending on the Communication skills possessed by the interested student.

The full placement process is organized and conducted through the placement committee i.e. place.com cell.

VESIM is a premier management Institute of the country and is in existence for over 2 decades. Our alumni occupy senior positions in leading companies/Institutions. Over the years VESIM has earned recognition from industry & corporates. It is also a great place to recruit future young managers and business leaders.

VESIM has good relations with the corporate. Therefore, students are requested to understand and behave responsibly. The corporate world expects students to display high standards of knowledge, capability and excellence and look for candidates who are clear about long term plans and the profile they are looking.

The Placement Cell of VESIM organizes the process of placements – internship & recruitment through an interface between recruiters and students. Placement Committee of students is actively involved in the placement activities. The Placement Cell works out placement guidelines that are in the interest of VESIM and students.

Placement assistance is offered to students of PGDM programs The Placement process typically involves –

Information Sharing & Google group:

- a. Placements Notice Board and google group shall be the primary mode of communication for all the placement related information. All interested students should monitor this notice board and google group created for placement.
- b. Any student found sharing Institute Placement information with any external agency/college shall be debarred from participation in ‘Placement Process’.

Eligibility:

- a. Students who wish to opt out of Placement Process will be permitted to do so. Those students are to inform the Placement Cell by filling a form available from the Placement cell.

- b. Students having disciplinary cases against them will not be eligible to participate from the Placement Process.
- c. Students who have AT/KTs examinations pending for first year will not be eligible to participate in the Placement Process.

Pre Placement Talk – PPT

Students should be dressed in college formals and properly groomed for all Pre Placement Talks & Interviews. Students are to assemble for the PPT at least 10 minutes before the scheduled time. Once a PPT has started, no student will be allowed to enter the hall and his application for that particular company will be entertained only after approval from Head Placement.

Placement Cell shall organize:

- a. Interactive sessions with alumni/industry experts that will help students to gain clarity on role/profile, understanding expectations of the company/institution, future career prospects and methods to crack interviews etc.
- b. Interaction with seniors, already undergone internships in company/institution and alumni as mentors to guide the students. Mock interviews with alumni/corporates.
- c. Guest talks and workshops on various topics.
- d. Resume building and soft skills training.

Students should do a thorough research about the company/institution. Also, some additional information whether the company/institution has a PPO policy, the roles offered etc. would be of help.

It is mandatory for all students participating in the Placement Process to attend all PPTs and interviews of his/her specialization unless he/she is placed.

The Placement Committee will take the attendance for each Process and such record will be maintained and necessary action will be taken against defaulters.

In case any student is unable to attend the PPT, she/he shall request for exemption in advance. Only unforeseen medical cases will be entertained for such absence. Exception will also be considered in case one is not able to attend due to overlap of PPTs of two companies/institutions.

If the profile and compensation are known before the PPT, students will not be allowed to back out after the PPT (unless there is a discrepancy in the information given before and during the PPT). This sign up will indicate the commitment on part of the student to accept the offer by the company, in case selected. If a student fails to honour the commitment, he/she will be barred from the placement process.

Internships/Projects

The Placement Cell shall make all efforts for internships across industries/sectors and profiles.

Internship is a part of the course curriculum for securing the diploma/degree. The internship experience shall be of great help for students to acclimatize themselves to the intricacies of the corporate world.

Internships are of importance as they help corporates to spot bright talent early, resulting in considering of PPO's.

Final Placements

All efforts will be made to facilitate the placement process. However the student should be serious to get him/her selected for the job. Failing in selection for internships or final placements in few companies/institutions should not lead to panic. Profiles need not be switched in anxiety or haste.

There can be one or multiple rounds for selection – case analysis, group discussion, interviews etc. Reasons like particular Centre for posting or family issues etc. should not be reasons for declining an offer of placement by the students.

Students who are not attending interviews of his/her specialization for 3 times will be considered as deemed to be placed

One confirmed offer per student shall be the policy and student / company/institution will be served on first confirmed offer basis.

If a student backs out after getting an offer from a company/institution, he/she will be considered as placed.

The student with intentional underperformance at interview level may be dropped from future participation in the Placement Process.

Students not cooperating with the placement cell activity will be marked as deemed to be opted out of placement process

For sequencing the slots for the companies/institutions, student feedback / preferences will be obtained. However, it may be appreciated that the slotting cannot be achieved to individual satisfaction. Within the slots, individual preference for sequencing of companies/institutions for attending the interviews shall be taken into consideration to extent possible. However, company's/institution's preference of interviewing the candidates in their preferred order will override all student preferences.

Placement Cell shall maintain soft copy of resume of all the students eligible for the 'Placements'. All students are to submit their resumes in prescribed format.

During the placement process, every student should keep at least his/her five latest photographs and hard copy of resumes ready.

Pre Placement Offers (PPOs)

Pre Placement Offer (PPO) is an Offer by the company/institution to the intern acknowledging the excellent work done during the internship.

Students who are doing Internship with a particular company/institution and are keen to join that company/institution, can initiate/propagate their candidature by opening the dialogue with their project guides/HR teams. In case company / institution responds positively, company/institution is expected to arrange detailed internal selection process which might include multi layered interviews.

If student is not interested for any reason/s (profile/package etc.), he/she shall express to the company/institution his/her inability to proceed further in selection process at this stage itself. In other words, student can decline at this stage i.e. at the time of interview and ensure that no formal PPO comes out.

It is obvious that no company/institution will extend any offer to any uninterested candidate. Therefore, if PPO comes out to VESIM from company/institution – either through formal/informal communication, it will be considered to have student's willingness and confirmation to join that company/institution.

At this stage i.e. after PPO is received by the Institute, student will not be able to back out and he/she will be taken out of Placement Process.

Note : However a detailed Placement Policy is made in consultation with Students , Place Com Team , Respected Dean , Respected Director in the interest of students for smooth functioning of the Placement Activities and will be handover at appropriate time.

Annexure III**Guidelines for yuva for seva project**

1. All students need to work in their respective NGO only
2. Students should report on time every day at their respective NGO. Seven hours per day should be dedicated to the NGO.
3. Every student should dress decently. (No shorts and skirts allowed).
4. Please always carry your college ID with you.
5. Taking holidays during this period is not allowed.
6. Students should strictly follow rules of NGO. Misbehavior will not be tolerated.
7. All students need to give update of their project to their mentors. Please coordinate with them for same.
8. Every student need to keep a record of their daily work. Weekly report need to be mailed to their mentors and CC: snehal.chincholkar@ves.ac.in and bharatiya.shreya@ves.ac.in
9. After completion of 7 days of project students need to give weekly report via mail (No standard format). In 15 days 2 reports need to be submit to their mentors.
10. After completion of 15 days project students need to submit a final project report (Details about project report will be communicated in due course)
11. Students also need to participate in poster making competition. (Details will be communicated in due course)
12. For your project report if you are clicking pictures and getting data from NGO, please take prior permission from concern authorities.
13. Any expenses (traveling, accommodation, food etc.) will not be borne by VESIM.
14. Students opting for outside Mumbai NGO, should also bear all the expenses by themselves. Some NGOs may bear cost of lodging and boarding with prior notice.
15. You should submit the declaration form before proceeding for this project. It is also assume that you all have taken prior permission from your guardians for working in respective NGO and your parents/guardians are informed about 15 days project.
16. Your safety is our priority, so in any case any student (especially female students) feel insecure regarding work area, work or working time, you may bring it to the attention of your mentor. Please avoid secluded area and work in groups. Please keep your own security at top most priority.
17. After successful completion of project, project submission and participation in poster making competition students will be provided certificates.
18. After completion of project students need to join the college on schedule date.
19. In case of any emergency/clarification, contact students Representative or faculty coordinator.

Declaration Form

(Declaration to be filled by Parent)

I _____, hereby declare that my son / daughter, _____ is going for the Yuva for Seva campaign initiated by Vivekanand Education Society's Institute of Management Studies and Research. He/she will be going to the _____ NGO in _____ and I have given permission for the same.

Signature of the Parent/Guardian

(Declaration to be filled by the student)

I, _____, hereby declare that I am joining the _____ NGO in _____ as a volunteer. I take responsibility for my behaviour and my college (Vivekanand Education Society's Institute of Management Studies and Research) will not be held responsible for any action of mine. I have read all the guidelines provided with this form in Annexure-I

Signature of the student

Roll No.

Class: Division:

*Please Note

1. Submit the declaration form to Yuva For Seva cell members or to Prof. Snehal Chincholkar
2. Students who cannot take signature of their parents please tell your parents to send a mail for giving approval on e-mail id- snehal.chincholkar@ves.ac.in and bharatiya.shreya@ves.ac.in.

Annexure IV**Guidelines for Management Internship Project (MIP)****1. Introduction****1.1 Objectives**

- 1.1.1 The Management Internship Project (MIP) is an important component of course curriculum at VESIM.
- 1.1.2 To help in bridging the gap between the academic institution and corporate world. At VESIM, students will undertake a 3 months (12 weeks) MIP at any organization during the Trimester VI preceded by summer vacation and prior to commencement of V Trimester
- 1.1.3 The project carries a Weightage of 200 marks.
- 1.1.4 Each student would be provided with a VESIM faculty (faculty mentor) and an industry mentor from the organization where student is doing MIP (the host organization) for monitoring and guiding the student.

1.2 Project:

- 1.2.1 MIP projects must be of direct interest to the host organization.
- 1.2.2 Students are encouraged to take up projects, which are technical, multi- disciplinary, involve teamwork, mission and goal oriented, and time bound.

1.3 Interaction with Faculty Mentor

- 1.3.1 The faculty mentor shall be appointed before the student joins the host organization for the MIP so that the student can consult the faculty mentor about the project to be undertaken.
- 1.3.2 The faculty mentor should normally conduct at least one visit to the host organization during the MIP. If due to unavoidable reasons, such visit cannot be possible then the mentor should monitor the student by remaining in constant touch with the student and coordinate and interact with the respective industry mentor during the MIP period to monitor the student's progress.
- 1.3.3 Any change in the Industry mentor, students must immediately communicate to the course coordinator and faculty mentor.
- 1.3.4 The student should maintain a daily work diary and submit weekly report to the faculty mentor

1.4 Interaction with Industry Mentor

- 1.4.1 The industry mentor acts as a project guide and helps in identifying the suitable project for the student and guide him/her about project technicalities.
- 2. Industry mentor and the faculty mentor will evaluate the student.

2.1 Attendance

- 2.1.1 100 % attendance is compulsory during MIP.
- 2.1.2 Student should record their attendance as per procedure of the host organization

- 2.1.3 As an intern students are placed in a role of ambassador of the institute hence they have to maintain professional and social imprints of high standards in the organization they are doing the MIP.
- 2.1.4 They have to conform to rules and regulation of workplace.
- 2.1.5 They have to ensure strict adherence to timings of the organization.
- 2.1.6 The student shall be subject to leave rules of organization he/she is working for.
- 2.1.7 Dress in formals or as per the rules of the organization, during MIP.
- 2.1.8 The student will not be allowed to undertake any other assignments or duty during MIP. In case it is essential to utilize the services of the students for placement activities, prior approval of the Area chairperson/Dean has to be obtained by the placement department for a particular student for specific days.
- 2.1.9 If the student is sent out of station by the host organization as part of the project, student should inform to the course coordinator and faculty mentor.

2.2 Conduct and Behavior:

- 2.2.1 Students to maintain high ethical standards i.e. being regular, punctual and obedient at work.
- 2.2.2 Ensure strict adherence to the timings of the host organization.
- 2.2.3 Students must communicate about exceptional incidences to the faculty mentor.
- 2.2.4 No-due certificate to be taken from the host organization at the close of MIP and submitted to the course coordinator.

3. Start of MIP

- 3.1 All students should join their respective host organizations for MIP.
- 3.2 Because MIP is an on-the-job training (OJT), students should work for 12 weeks at the host organization.
- 3.3 Students can proceed for MIP only after they clear all the dues (fee/library/computer/casebooks, telephone, others) at VESIM.

4. MIP Evaluation:

- 4.1 Students should maintain a date-wise diary and make all their noting /drawings etc. This diary to be shown to and initialled by the industry mentor and to be shown to the faculty mentor during the visit. Students must submit weekly reports of the tasks conducted at the host organization to their respective faculty mentors and the course coordinator.

4.2 Initial Information Report (IIR):

- 4.2.1 One copy to be submitted to the Placement dept., VESIM, Faculty Mentor and Industry Mentor, as per Proforma.

4.3 Project Proposal (PP):

- 4.3.1 To be submitted each to faculty mentor and industry mentor
- 4.3.2 Describe your project in up to 150 words
- 4.3.3 If more than 1 students doing MIP in the same organization, they have to take separate projects for each one of them. If there is a large project which requires to be taken

up by more than 1 student, following procedure is to be followed:

- a. The students to provide justification through the industry mentor.
- b. Through the industry mentor, the project to be bifurcated in such a way that every student is allotted a specific part of the project for MIP so as to prepare and submit separate and individual reports for evaluation.
- c. The title of the project should clearly indicate the portion of the project undertaken by each student.
- d. Project proposal should be submitted as per the format. Project and its title cannot be changed without prior approval of Faculty Mentor.

4.4 Interim Report (IR)

4.4.1 This report is for a mid-term evaluation.

4.4.2 This report is an attempt to document the work done by the student.

4.4.3 The report to be on the prescribed format.

4.4.4 The structure of the Interim Report is as follows:

4.4.4.1 Introduction

- a. About the company (not more than 100 words)
- b. Profile of department in the organization where MIP is being done (not more than 200 words)

4.4.4.2 Project Description

- a. Details of the work conducted for the MIP
- b. Outcome/learning of the work done by student
- c. Details of the work remained to be undertaken

4.4.5 The following should not be a part of the interim report

Glossary, Definitions, Description of the products/services of the organization, guidelines of the regulatory authorities, and history of the organization.

4.4.6 The interim report should be not short but not more than 3000 to 4000 words

4.5 Industry Visit:

The faculty mentor should have at-least one visit to the organisation where the students allotted to him/her are doing MIP. As part of evaluation a presentation by the student, in addition to the discussions with the student and the industry mentor can be organized

4.6 Final Project Report:

4.6.1 To be submitted to each of the faculty mentor and industry mentor

4.6.2 The final project report must be submitted in hard copy as well as in soft copy in “MS Word Document” file. PDF file will not be accepted.

4.6.3 The Project Report is to be prepared as per the guidelines.

4.7 Executive Summary:

4.7.1 Summary of MIP report, in 5-6 pages, to be submitted by the student 2 copies along with final project report.

4.7.2 It should cover all important aspects.

4.7.3 This would also be used with Resume of student for placement.

4.8 Presentation & Viva:

4.8.1 Students will have to make individual presentations of their respective projects.

4.8.2 Upon completion of MIP, VIVA-VOCE of individual students will be conducted.

4.8.3 Remember for making the final presentation

- a. Total time for presentation and VIVA shall 20 minutes to present all the project/s.
- b. Presentation should contain the matter and data which is readable by the evaluators and should not be have company balance sheets and financial statements etc.
- c. Content that is related to the project only to be covered in the presentation. E.g. videos and pictures providing generic information about the host organization must not be a part of presentation.

4.9 MIP Evaluation Details:

Activity	Evaluator	Weightage	Evaluation to be completed by date	Date for submission of marks to VESIM exam department
Initial Information Report (IRR)	Faculty Mentor	--		
Project Proposal	Faculty Mentor	10		
Interim Report	Faculty Mentor	30		
	Industry Mentor*	30		
Industry Visit/Feedback	Faculty Mentor	10		
Final Report	Faculty Mentor	60		
Final Viva & Presentation	Faculty Mentor/ External Examiners (panel** of 3 members) Average to be taken	60		

*The feedback by the industry mentor is being taken in the form of evaluation of the student.

Note:

- For submission of interim report, final report, and presentation viva, No extension will be given to students who are unable to join the MIP organization in time.
- In special cases, additional time may be given for submissions of project proposals by the students who are given extension of time to join the MIP organization.
- This extension for joining the MIP cannot be more than a week
- The panel for evaluation of presentation and Viva will comprise of VESIM faculty, domain experts from industry and HR managers from industry.
- Please see the Annexures for evaluation purpose.

5. MIP Completion:

5.1 MIP completion date mentioned in the calendar will not be changed

5.2 On completion of 12 weeks MIP, the student must collect a relieving letter and no dues certificate from the MIP organization and submit to coordinator's office.

5.3 Students should report to the institute along with completion certificate from MIP organization on the letterhead of the MIP organization with the signature of the industry mentor and the seal of the company.

6. Feedback:

- 6.1 With an idea to improve the MIP, the Placements department will collect student feedback from the students.
- 6.2 With an idea to improve the MIP, the Placements department will collect student feedback from the students.

7. Faculty Guidance

Every student shall be with a faculty mentor decided at the beginning of the MIP. Student must get project title approved from faculty mentor and industry mentor. The faculty mentor is to facilitate the student to undertake a meaningful project and to provide guidance. Regular periodic interaction by the faculty mentor with the student and respective MIP organization is necessary. The faculty should discuss with the industry mentor for all stages for his comments and evaluation.

8. Submission of Reports & Marks after VIVA & Presentations, to VESIM:

Each evaluator (including VESIM–Faculty) should independently award marks. Thereafter the VESIM– Faculty should submit to Examination department the master list after averaging the total marks awarded by all the evaluators on the same day.

Annexure V

**Application for availing the facility of a Scribe/Writer during Examinations due to
Permanent /Temporary Physical Disability / Learning Disability
(To be submitted 7 days prior to the commencement of Examination)
VES Institute of Management Studies & Research
(For Office Use)**

Approved by Examination Department.

The Controller of Examination
VES Institute of Management Studies & Research
Mumbai 400074

Dear Sir,

I wish to avail the facility of a Scribe/Writer during the Examination as per the below mentioned details:

Name of student: _____ Date: _____

Email ID: _____ Mobile No.: _____

Class: _____ Trimester NO. _____ Roll No. _____ Division: _____

Details of Scribe being arranged by the undersigned (Student himself)

Name of Scribe: _____

Educational Qualification (with proof - ID card of the current academic year): _____

Address and Contact No. _____

Yours faithfully,

Signature of the student

Date:

Encl: Medical Certificate from a Registered Medical Practitioner with rubber stamp

Annexure VI

Application Form for the Photocopy of the Answer Book/S
VES Institute of Management Studies & Research
 (For Office Use)

Approved by Examination Department.	Accounts department Signature.
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The Controller of Examination
 VES Institute of Management Studies & Research
 Mumbai 400074

Dear Sir

I wish to obtain the photocopies of my answer book/s as per the following details. I am enclosing herewith a demand draft of Rs. _____ /- (Rs.500/- per subject/course).

I undertake that I will use the photocopy/ies of the answer book/s only for the purpose of Redressal grievance only and not for any other purpose. I also undertake that I will not show or give the said photocopies anyone else. I will also not transfer the same to any other person for any reason whatsoever. I fully understand that any deviation from the guidelines in this regard will be treated as an act of adoption of unfair means.

Name of student: _____ Date: _____
 Email ID: _____ Mobile No.: _____
 Class: _____ Trimester No. _____ Roll No. _____ Division _____

Subject/s for which photocopies are required:

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

Payment Details: Demand Draft No. _____ / Cash: Amount Rs. _____
 Paid on Date: _____

Date: _____

 Name & Signature of student

Annexure VII**Application for Redressal of Grievance Regarding Re-valuation of answer-books
VES Institute of Management Studies & Research**

The Controller of Examination
VES Institute of Management Studies & Research
Mumbai 400074

Dear Sir,

I wish to obtain the re-valuation of the answer-book(s) in the subjects mentioned below: I enclose a demand draft of Rs. _____/- (Rs. 100/- per subject/course).

Name of student: _____ Date: _____

Email ID: _____ Mobile No.: _____

Class: _____ Trimester No. _____ Roll No. _____ Division _____

Address for Correspondence: _____

Subject/s for which revaluations is required:

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

Payment Details: Demand Draft No. _____ / Cash: Amount Rs. _____

Paid on Date: _____

Date: _____

Name & Signature of student

Encl: Copy of the question paper.

Annexure VIII

Application for Refund
VES Institute of Management Studies & Research

The Accounts Department
 VES Institute of Management Studies & Research
 Mumbai.

Dear Sir/Madam,

Kindly give me the refund of the following:

Excess Fees - Excess Deposit – Hostel Deposit, Any other Fees (Please indicate as applicable)	
Name of student	
Address:	
Roll No.	
Programme	
Class	
Division	
Student Bank A/c details Type of account(Savings/Current) Bank account number IFSC code (Please attach a cancelled cheque)	
Email address:	

I am aware that refund of the above fees shall be subject to the admissibility.

Signature of Student

Attachments required:

Excess fee/ Other Fees:

Fee / Deposit original receipt along with copy of the fee / deposit receipt

Hostel deposit:

Original deposit receipt for hostel deposit with No due signed by Hostel in charge

Acknowledgement

Received Refund application from _____ name) towards
 _____(Specify type of Refund) on _____(Date)

Signature of the counter staff with date and stamp

Annexure IX

Clearance/ NO Dues Certificate
VES Institute of Management Studies & Research

Date: _____

Name: _____

Programme: _____

Roll No. _____

Class: _____

Department	Name of concerned person	Signature	Remarks
Library			
Hostel (if staying in hostel)			
Examination			
IT/Computer lab			
Admissions			
Accounts			

Signature Course-coordinator

Signature Registrar