



**Vivekanand Education Society's
Institute of Management**

Studies & Research

Approved by AICTE, Grade 'A' awarded by DTE



Student Handbook 2023-25

NURTURING PROFESSIONALS...
WITH PRINCIPLES

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ABOUT VESIM

It all began in 1962. Vivekanand Education Society (VES) – a premier education institution came into being. Conceptualized and instituted by a great humanitarian and visionary Late Shri. Hashu Advani, VES was one of the first educational institutions in Mumbai that made education accessible to students from all strata of society.

The journey that began with just 256 students is today expanded to include 25,000 students who enroll in various courses across 23 educational institutions run by VES. The year 1994 was a milestone year in the history of VES. A new-age business school-Vivekanand Education Society Institute of Management Studies and Research (VESIM) was instituted on 31st March 1994. Currently, the student intake is 180 students in MMS. This allows the institute to help more deserving students, who are aiming for glorious corporate careers.

Since its inception, VESIM has been at the forefront of business studies, developing business leaders who strive to make a positive impact on the companies they work with, the people they meet, and the society they serve.

VESIM's success as one of the leading business schools in Mumbai is due to its humanistic approach to management education. The approach is complemented by a state-of-the-art infrastructure, world-class faculty, transformative pedagogic practices, an interactive and experiential teaching methodology, and a growing distinguished alumni network of professionals who are equipped to lead their businesses or organizations into the future.

The Institute strives to create socially responsible business leaders of tomorrow. The campus offers a positive environment for learning, as well as personal, professional, and intellectual growth.

I. Accreditations, Recognitions & Memberships

Our programs are approved by statutory authorities.

VESIM's two-year Masters of Management Studies (MMS) is AICTE approved and accredited by the National Board of Accreditation (NBA) for the academic years 2016-2017 to 2018-2022, wef 10th March 2017 in both the MMS and PGDM sections. The MMS is affiliated with the University of Mumbai.

VESIM is accredited by the National Assessment and Accreditation Council with a CGPA of 2.56 on the Seven Point Scale with a B+ Grade.

VESIM has been accepted as a member of AACSB International- The Association to Advance Collegiate Schools of Business. AACSB International is a global association of leaders in education and business dedicated to supporting and advancing quality business education worldwide. AACSB Membership creates a concrete framework to continually measure program and school quality. To familiarize yourselves with these resources

*NBA and NAAC accreditation symbolize that the institution follows all relevant mechanisms to ensure outcome-based learning as the approach for Quality Education, and maintains a positive and vibrant teaching and learning environment.

Directorate of Technical Education

VESIM was awarded an 'A' grade by the Directorate of Technical Education (DTE), Govt. of Maharashtra.

2 Courses offered

a. MMS

Vivekanand Education Society Institute of Management Studies and Research (VESIM) offers the Masters of Management Studies (MMS) program. MMS is a two-year, full-time management program, spread over four semesters (two per year), and approved by AICTE, Govt. of India and recognized by the University of Mumbai.

Program Objectives

VESIM's MMS program has been designed with the following objectives:

- To transform the students into industry-ready managers by equipping them with all relevant knowledge, and analytical skills, and honing their decision-making power, along with sensitizing them towards social issues.
- To create self-awareness among students about their strengths, weaknesses, and diverse influence factors that will enrich their lives, and guide them throughout their careers.

Value Proposition

- An eclectic mix of faculty comprising various well-known academicians, and corporate professionals from the public and private sectors, who share their knowledge and valuable corporate experiences.
- Unique pedagogy that is focused on the learner and based on outcomes.
- Case studies of Indian and international businesses that provide excellent learning opportunities to students, and help them understand current business problems.
- Projects, presentations, role plays, and corporate interactions help students to improve their interpersonal relationships, and group dynamics, and gain a competitive advantage.
- Summer internship and project at reputed organizations that enable students to understand the actual functioning of the corporate organization.

b. Ph.D.

Management is a term synonymous with Business. It primarily refers to synchronization of various business activities to achieve organizational objectives and goals. VESIM's Ph.D.

Program in Management is designed for research scholars who wish to excel in Management Science by adopting various pedagogical approaches in Management Education.

c. Topical Coverage

Our FDP course offerings include the following:

- **Workshop on Qualitative Research Methods and Analysis using ATLAS.ti:** This workshop promotes the use of qualitative assessment software in research.
- **Workshop on Case Writing:** This workshop helps participants understand the importance of case writing, and develop an ability to create cases for classroom discussions.

- **Workshop on Mixed Methods Approach in Research:** The workshop focuses on implementing a mixed methods approach in research, involving various qualitative and quantitative methods.
- **Workshop on Case Teaching:** The workshop promotes the importance of case-based teaching in business schools.

d. Certification Course

Today, people pursue various certification programs to enhance their knowledge in particular areas of interest or to improve their growth possibilities at the workplace. Vivekanand Education Society Institute of Management Studies and Research (VESIM) offers several certificate programs to students, graduates, and working professionals to improve their understanding with subject-focused training.

Our certificate programs help participants gain in-depth knowledge in key areas, and stay current on changes in the industry. These programs enable them to refresh their current skills and discover new ideas.

Participants must complete a total number of hours required to earn a certificate in a particular program.

Vision and Mission Statement

Vision Statement

- To be amongst the most preferred institutes for higher management education in India with a global outlook.

Mission Statement

- To develop socially responsible managers and entrepreneurs well-grounded in theory and real world application, who can lead in their respective field.
- To develop an institute that emphasizes on research and innovation with cutting edge technology with an approach of high impact international dimension.
- To develop faculty capable of synthesizing, creating knowledge and communicating with industry, peers, alumni and students.

Director's Address

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.

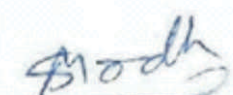
The faculty at VESIM represents a mix of Industry and Academic experience at National & International levels and well established and expert in their respective fields. Proactive measures have enhanced VESIM partnership with the industry in the areas of Research, Consultancy, Management Development programmes 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/Associate Dean Academics and Registrar. In case the issue does not get resolved, feel free to approach my office.

The Student Handbook 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.

You should spare some time to go through the Student Handbook 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

Faculty List

Sr. No.	Name of Faculty Members	Designation	Extn No.	Room No.	Email id
1	Dr. Satish Modh	Director, MMS	106	A-101	satish.modh@ves.ac.in, director.vesim@ves.ac.in
2	Dr. Jyoti Chandwani	Associate Dean -Academics	141	B-101	jyoti.chandwani@ves.ac.in
3	Dr. Seema Sant	Associate Dean-Human Resources	121	A-110	drseema.sant@ves.ac.in
4	Dr. Pradip Mitra	Associate Dean - Finance	112	A-109	pradeep.mitra@ves.ac.in
5	Dr. Swati Singh	Associate Dean - Marketing	154	A-111	swati.singh@ves.ac.in
6	Dr. Kavita Kanabar	Associate Dean -Business Environment Strategy	119	A-502	kavita.kanabar@ves.ac.in
7	Dr. Prema Mahale	Associate Dean -Operation	178	A-502	prema.mahale@ves.ac.in
8	Dr. Satish Billewar	Associate Dean - Business Analytics	180	A-502	satish.billewar@ves.ac.in
9	Dr. Shalini Bariar	Associate Dean - International Relations	137	B-104	shalini.bariar@ves.ac.in
10	Dr. Bhavana Raina	Associate Dean-Research & Publication	182	A-502	bhavna.raina@ves.ac.in
11	Dr. Sunil Kulkarni	Associate Professor	138	A-502	sunil.kulkarni@ves.ac.in
12	Dr. Disha Shah	Associate Professor	177	A-502	disha.shah@ves.ac.in
13	Dr. Sushma Verma	Associate Professor	179	A-502	sushma.verma@ves.ac.in
14	Dr. Neena Nanda	Associate Professor	181	A-502	neena.nanda@ves.ac.in
15	Dr. Shrinivas Repak	Assistant Professor	184	A-502	shrinivas.repak@ves.ac.in
16	Dr. Ravi Jeswani	Assistant Professor	185	A-502	ravi.jeswani@ves.ac.in
17	Prof. Pallavi Vartak	Assistant Professor	147	A-502	pallavi.vartak@ves.ac.in
18	Prof. Swapnil Kshirsagar	Assistant Professor	186	A-502	swapnil.kshirsagar@ves.ac.in
19	Dr. Anju Motwani	Assistant Professor	183	A-502	anju.motwani@ves.ac.in
20	Dr. Chakradhar Indurkar	Assistant Professor	128	B-201	chakradhar.indurkar@ves.ac.in
21	Prof. Rupesh Siyodia	Assistant Professor	124	B-201	rupesh.siyodia@ves.ac.in
22	Dr. H. S. Cheema	Adjunct Faculty	130	A-201	cheema@ves.ac.in
23	Prof K.V. Ramakrishnan	Adjunct Faculty	130	A-201	kvraam@ves.ac.in

Non - Teaching Staff

Sr. No.	Name of Faculty Members	Designation	Extn No.	Email id
1	Mr. Vivek Prabhu	Registrar	134	vivek.prabhu@ves.ac.in
2	Ms. Akshata Rane	Dy. Registrar	152	akshata.rane@ves.ac.in
3	Ms. Shreya Bhide Bhartiya	Head - CSR & Students Counsellor	165	bharatiya.shreya@ves.ac.in
4	Ms. Sonali Choudhary	Manager – H.R. & E.A. to Director	155	sonalii.choudhary@ves.ac.in
5	Ms. Rajni Thapar	Manager H.R & Digital Media	198	rajni.thapar@ves.ac.in
6	Ms. Shweta Malap	Controller of Examinations	126	shweta.malap@ves.ac.in
7	Mr. Arun Saxena	Asst. Director - Corporate Relations & Placements	104	arun.saxena@ves.ac.in
8	Ms. Geeta Iyer	Librarian	122	geeta.iyer@ves.ac.in
9	Ms. Pratibha Waman	Accountant	102	pratibha.waman@ves.ac.in
10	Mr. Hari Om Singh	Manager - Procurement	117	hariom.singh@ves.ac.in
11	Mr. Harshal Bendre	Executive - Admin	176	harshal.bendre@ves.ac.in
12	Ms Neha Dalvi	Assistant - Accounts	101	neha.kelaskar@ves.ac.in
13	Mr. Pritesh Gharat	Lab Administrator (Hardware/ Networking)	105	pritesh.gharat@ves.ac.in
14	Mr. Abhay Panchal	Assistant Hardware & Network Engineer	105	abhay.panchal@ves.ac.in
15	Ms. Kirti Mhatre	Program Coordinator	150	kirti.mhatre@ves.ac.in
16	Ms. Akshata Chavan	Executive - HR & Admin	171	akshata.chavan@ves.ac.in
17	Ms. Vandana Chhabria	Jr. Clerk	300	vandana.chhabria@ves.ac.in
18	Ms. Bhagyashree Chile	Assistant – Examinations	150	bhagyashree.chile@ves.ac.in
19	Ms. Saranjeet Balla	Assistant – Placement	136	saranjeet.balla@ves.ac.in
20	Ms. Supriya Raut	Assistant – Administration	109	supriya.g.raut@ves.ac.in
21	Ms. Jagruti Rahate	Assistant – Coordination	176	jagruti.rahate@ves.ac.in
22	Ms. Vaishali Khorate	Executive – Examination	109	vaishali.khorate@ves.ac.in
23	Mr. Nilesh Pate	Assistant – Librarian	122	nilesh.pate@ves.ac.in
24	Mr. Anil Bandal	Assistant – Examinations	150	anil.bandal@ves.ac.in

MMS Course Structure A.Y. 2023-24 Semester I

Sr. No.	Core
1	Perspective Management
2	Financial Accounting
3	Business Statistics
4	Operations Management
5	Managerial Economics
	Electives(Any 3 from following)
6	Organizational Behaviour
7	Business Ethics
8	Negotiation and Selling Skills
9	Ecommerce
10	Introduction to Creativity and Innovation Management
11	Information Technology for Management
12	Personal Grooming / Personal Effectiveness

Semester II

Sr. No.	Core
1	Marketing Management
2	Financial Management
3	Operations Research
4	Business Research Methods
5	Human Resource Management
	Electives(Any 3 from following)
6	Legal & Tax Aspects of Business
7	Cost & Management Accounting
8	Entrepreneurship Management
9	Business Environment
10	Ethos in Indian Management
11	Corporate Social Responsibility
12	Analysis of Financial Statements

Semester III

Sr. No.	Common Subjects
1	International Business
2	Strategic Management (UA)

FINANCE SPECIALIZATION

Sr. No.	Core
3	Financial Markets and Institutions
4	Corporate Valuation and Mergers & Acquisitions
5	Security Analysis and Portfolio Management
6	Financial Regulations
7	Derivatives and Risk Management
	Summer Internship
	Electives (Any 1 from 6 Courses)
8	International Finance
8	Investment Banking
8	Financial Modeling
8	Wealth Management
8	Strategic Cost Management
8	Mutual Fund

MARKETING SPECIALIZATION

Sr. No.	Core
3	Sales Management
4	Marketing Strategy
5	Consumer Behaviour
6	Services Marketing
7	Product & Brand Management
	Summer Internship
	Electives (Any 1 from 3 Courses)
8	Retail Management
8	Rural Marketing
8	Digital Marketing
8	Marketing Analytics
8	Customer Relationship Management
8	Marketing Research & Analysis

HRM SPECIALIZATION

Sr. No.	Core
3	Training & Development
4	Compensation and Benefits
5	Competency Based HRM and Performance Management
6	Labour Laws and Implications on Industrial Relations
7	HR Planning and Application of Technology in HR
	Summer Internship
	Electives (Any 1 from 3 Courses)
8	HR Analytics
8	Employee Relations, Labour Laws, and Alternate Dispute Resolution
8	O.S.T.D.
8	Employee Branding and Employer Value Proposition
8	HR Audit
8	Global HRM

OPERATIONS SPECIALIZATION

Sr. No.	Core
3	Supply Chain Management
4	Operations Analytics
5	Service Operations Management
6	Manufacturing Resource Planning & Control
7	Materials Management
	Summer Internship
	Electives (Any 1 from Courses)
8	TQM
8	Productivity Management
8	Business Process Re-engineering And Benchmarking
8	International Logistics
8	World Class Manufacturing
8	Technology Management & Manufacturing Strategy
8	Quantitative Models in Operations

SYSTEMS SPECIALIZATION

Sr. No.	Core
3	Database Management System & Data Warehousing
4	Enterprise Management System
5	Big Data and Business Analytics
6	Knowledge Management
7	Software Engineering
	Summer Internship
	Elective
8	Software Project management

Semester IV

Sr. No.	Common Courses
1	Project Management (UA)
	Final Project (300 Marks)

FINANCE SPECIALIZATION

Sr. No.	Electives (Any 1 from 2 Courses)
2	Commercial Banking
2	Business Analytics
2	Venture Capital & Private Equity

HRM SPECIALIZATION

Sr. No.	Elective
2	OD and Change Management

OPERATIONS SPECIALIZATION

Sr. No.	Elective
2	Operations Applications and Cases

MARKETING SPECIALIZATION

Sr. No.	Electives (Any 1 from 3 Courses)
2	Integrated Marketing Communications
2	Business to Business Marketing
2	International Marketing

SYSTEMS SPECIALIZATION

Sr. No.	Elective
2	Managing Technology Business and IT Resource Management

Student Guidelines

- a. These guidelines deal with day-to-day functioning of VESIM, its infrastructure and academic services to the students.
- b. Rules & Guidelines of this Students Handbook shall be binding, for MMS Students.
- c. Student handbook is the final interpretation of any student's related guideline, rule, of regulation. In the event of any dispute, the SRB will prevail.
- d. 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.
- e. All disputes are subject to Mumbai jurisdiction only.

General guidelines:

I. Code of Conduct:

- a. Cleanliness of the premises must be always maintained by everyone in VESIM campus. 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.
- b. There is acute shortage of parking space, and the students are requested to park their vehicles outside the campus premises.
- c. 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/Associate Dean Academics/ Dean/Directors of VESIM.
- d. 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.
- e. Use of cell phones is **not** permitted in the classrooms, any student found using the cell phone will be penalized as per the regulations in force.
- f. 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.
- g. 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.
- h. Students are requested to always keep safety procedures in mind. 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.
- i. Any student resorting to physical fights will amount to ragging and action will be taken accordingly.
- j. 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.
- k. Code of Conduct & Disciplinary provision, Anti Ragging, Women Development Cell (WDC) provisions are already mentioned in the Admission Prospectus. Student and Parent should undertake the adherence of this Code of Conduct & Disciplinary Rule.
- l. Any act of indiscipline, misbehaviour, indulgence into unethical practices including possession or use of drugs, alcoholic drinks, harassment if any, violence, disobedience, noncompliance etc. shall not tolerated. 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.

2. Dress Code:

- a. All students are expected to wear formal dress throughout the week except on Saturdays and Sundays.
- b. Formal dress with blazer should be worn for all the management events, presentations, and placement activities (Institute blazers, tie/ scarf, shirt, trousers and formal shoes).
- c. Students should always wear their valid Institute Identity card whenever in the institute or while representing the institute at any other place. Further, it should be produced whenever demanded by any of the staff members/discipline committee.
- d. Students should wear a suit/blazer/formal dress to the interviews. The tie/scarf you wear, its colour, the pattern should suit the protocol of the interview.
- e. **Male Dress Code:**
 - For males, the usual dress code is formal shirts, trousers, and shoes. Blazer, White shirt, Red or any Dark colour Tie, Grey/Fawn Trousers Grey/Black Socks, Formal Shoes. A tie can also be worn as per the occasion.
- f. **Female Dress Code:**
 - For ladies, the usual dress code is a salwar suit/sari with suitable closed footwear. A western formal skirt or pant suit may also be worn. It is preferable to wear closed-toe pumps or hats for footwear. It is important that you do not wear too much of make-up and jewellery. Long hair should be groomed or tied and preferably, not left open.

3. Punctuality:

- a. Classes must start on time. Late coming is not permitted. Faculty are authorised not to allow latecomers in the class.
- b. Students must 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.
- c. If students are travelling, 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/ Associate Dean Academics.
- d. Students must maintain deadlines for submissions of projects, reports, assignments, forms and any other submission to VESIM or the faculty.

4. Attendance and Leave guidelines:

- a. Student must monitor his/her attendance. The subject wise attendance reports shall be sent via mail end of every week.
- b. For absence due to any reason, written application to be submitted to the Program Coordinator. In emergency intimation may be given on phone/email.
- c. Students must not approach any faculty for attendance related issues.
- d. You are being in a full-time course, 100% attendance in the class is compulsory.
- e. However, for medical reasons / personal reasons / contest / placement / institutional work/ other activities, absence up to 25% may be allowed.
- f. **Student falling in short of 75% attendance is liable to pay Rs.2000/- fine and extra assignment to be submitted, per subject per Qmester to appear End term exam.**
- g. Students with less than 60% of attendance (Overall) in any semester shall not be eligible to appear in end term examinations. They have to take re- admission in the same semester of subsequent academic year and complete all the requirements of the program and pay requisite fees as per the prevailing rules of VESIM.

5. Feedback Mechanism:

- a. VESIM has a well-established feedback mechanism for conveying students' perceptions.
- b. Online Feedback shall be obtained through a questionnaire in the last session of every course in each semester. The feedback shall be compiled and to be placed before each faculty member by the end of the Qmester.
- c. Students should take this system seriously, as it helps VESIM improve the quality of services & teaching.
- d. For sharing feedback to the faculty members, student's identity is kept confidential.

6. Interface with Accounts Department:

- a. 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.
- b. 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 according to the Mumbai University.
- c. Concession in fees:
 - Concession in fees may be approved to economically weaker and backward class students on a case-to-case basis.
- d. 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.
- e. Rules for participating in National/International Level Contests:
 - All contests have to be routed through Faculty In charge of Student Activity/HOD.
 - All contest notices, posters, letters; leaflets will be posted on student notice boards as well as on student email groups.
- f. All student contests are classified as follows.
 - Category A: National and International level top category.
 - Category B: National level contests other than covered in category A
 - Category C: Local and State level.
- g. The above classification will be deciding parameter for selection, reimbursement, and appraisal of the students.
- h. Reimbursements - National Level Contest
- i. 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 from the contest destination.
- j. 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).
- k. 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.
- l. **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.

7. Library Rules and Regulations:

Circulation Policy

Library is open access. Users can get benefit to go through wide range of management books. It is easy for the users to identify books as per his / her requirement.

- Students can borrow library material from Monday to Saturday from 08:00 Am to 7:00 pm.
- Books are issued and received through library software (Koha).
- Students are allowed to take 2 books at a time on different subject on their library card for a period of one week.
- If required books are further renewed for a period of one week unless there is no claim on the same by other students.
- Students can borrow one back issue magazine / journals for overnight.
- If a journal / magazine which has been issued to a student is urgently required, the library may call back the same from the student.
- Reservation: Students can reserve one book at a time when all the available books on the same title with the library are issued.
- Overdue books attract a penal charge of INR 3/- per day per student for the total number of days of overdue. Overdue policies are not applicable for faculties and research scholars.
- Users must ensure that the books they borrow are in good condition to avoid being held responsible for any damages noted while returning the books
- Users will be held responsible for any damage or loss of library materials at the time of their possession and user will be required to meet the cost of replacement and processing of the same book.
- Lost library books that are recovered, must be handed to the librarian as they remain the property of the college library.

Discipline

- All users must observe silence in the library.
- Bags are not allowed inside the library for anyone.
- Edible substances are not allowed inside the library by any user.
- Mobile must be kept in silence mode and talking on mobile phones is strictly prohibited in the library at the time of using the reading room.
- The library shall not take any responsibility for loss of personal property or books already signed out to a user.

The following materials can only be used within the library.

- Reference books
- Newspapers
- Journals and magazines (Current)
- Thesis (PhD)

8. Roles and Responsibility of Class Representative and Student Council

a. Class Representative

- 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:
- Sole point of contact between faculty & students
- Coordinating the scheduling of lectures, assignments & formation of groups
- Resolving student grievances.
- Coordinating with CRs from other divisions

- CR's cannot cancel / Reschedule lectures directly with Faculty
- Any additional responsibility assigned by Director/Dean/Coordinator.

b. Student Welfare Committee (SWC)

- The Student Welfare Committee is the apex student body at VESIM representing the students.
- The Student representative along with a team of executive members and class representatives share responsibility of student activities on campus.
- The SWC for the academic year shall be formed through a formal selection process involving faculty /Admin/Dean & existing Council members.
- The major roles & responsibilities include:
 - Communication channel between the students, faculty and administration
 - To organize all student-related activities at VESIM
 - To run the organization & co-ordinate of the Corporate Festival, the Cultural Festival, & other Events.
 - To supervise student publications & newsletters at VESIM
 - All the cell activities must be routed through Cell In-charge, Area Chair/ Associate Dean /Dean/Director, (Accounts Department - In case of Release of Money)
 - The details of events / guest lecturers / workshops etc. conducted by cells and council must be informed to the Area Chair/Dean/Director well in advance.
 - To submit a report at the end of every Qmester to faculty in charge.
 - Various other cells will be formed to support 'out of the class knowledge' by various faculties/Chairpersons /Centers of Excellence. Students shall participate actively.

9. Alumni Cell:

- The Alumni Cell of VESIM has remained active and interact with Alumni n 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.
- 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.
- 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.
- 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.
- 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.
- Moreover, to ensure effective communication and interaction between the alumni of various batches, the VESIM Digest is operational. The VESIM Digest 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.

10. 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 (within 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.

11. Railway Fare Concession Facility

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

12. Evaluation System:

Scheme of Assessments for Subjects of 100 Marks

- | The Semester End Examination is conducted for 60 Marks.
- | Internal Assessments is conducted for 40 Marks.

| **A Student has to separately secure minimum 50% marks in Internal Assessment and End Term Assessment in each course to be declared as Pass.**

| **The allocation of 40 marks shall be on the following basis: -**

Internal Continuous Assessment – (IA) - 40 marks

- a) Class test – 20 marks
- b) Duration of Class Test: 1 hour NO RE-EXAMINATION
- c) Attendance / Class Participation – 10 marks
- d) Project/Assignment/ Presentations – 10 marks

Note: A Student has to separately secure minimum 50% marks (i.e., 20 out of 40) in the internal assessments and secure minimum 50% marks (i.e. 30 out of 60) in the Semester End Examination in every subject to be declared as Pass.

Question Paper Pattern for End Term Examination (Select ANY ONE Pattern Only.)

| **Total Marks – 60**

Pattern A

- | Q I Case Study (500 to 800 words) 20 Marks.
- | Attempt any four of the remaining six questions i.e., from Q No. 2 to 7 (10 marks each)

OR

Pattern B

- 1 One full length case that covers all the course outcomes and Units.
- 2 Case (Without Questions) to be given in advance to the students for them to read & understand
- 3 Questions for the case to be given to the students on examination day through examination department.
- 4 Questions should be elaborative enough to cover Two and half hours to Three Hours for every assessment through this method six questions can be asked.
- 5 Every Question should be mapped to the Course Outcomes. Most of the course outcomes should be covered.

- **MMS Revised Guidelines under Credit Based Semester and Grading System: (10 point grading system)**
- **EXAMINATION / ASSESSMENT AND GRADING**
 - Qmester wise performance assessment of every registered learner is to be carried out through various modes of examinations. These include Internal Assessment and End Qmester Examination. Internal Assessment includes class tests, home assignments based on live problems, course projects either in a group or individually. The modes of evaluation and distribution of weightage for each of the assessments is given in the syllabus manual of the programme. Normally weightage of Internal Assessment and End Semester Examination is 40 and 60 percentage respectively.
- **Mode of Assessment/Evaluation**
 - **Mode of Evaluation for Theory Course:-** The various modes of assessment used for rating learners' performance in a theory course include Internal Assessment and End Semester Examination. Relative weightage for Internal Assessment is typically 40 percent and will be evaluated by the faculty as per his/her Teaching Learning Plan submitted at the beginning of the academic year.
 - The end semester examination will be held at the end of the Semester planned by the Institute and the relative weightage for this would be 60 percent. It is normally of 3 hours duration and will cover the full syllabus of the course. **The end semester examination is mandatory.** The **grade for theory courses** can be **awarded** only after **successful completion** of both **Internal Assessment** and **End Semester Examination** of the respective course.

- **Mode of Evaluation of Projects**

If the performance of a student is to be evaluated through Project work for any course since for a subject like “Creativity & Innovation” the Internal Examination OR End Term Examination (written) may not be suitable method of evaluation, then the project evaluation to be done as per the following guidelines keeping the ratio of Internal and End term Examination intact to 40 and 60 respectively.

The learner (individual / Group) to be given a **Project** – (Problem or a situation) for which he needs to Prepare the solution. This Project is to be graded, at the end of the respective semester. The projects are supervised or guided and need regular interaction (at least once a week) with the mentor/guide. Project group has to submit a project report and defend it in front of a panel of examiners. Panel of examiners for Project evaluation will be appointed by Head of Department/Institute. The project report will not be accepted if students fail to complete the project successfully and submit on or before the deadline given for the project submission. The **grade for Project** can be awarded only after **successful completion** of **Term Work** and **Oral Presentation / viva-voce** as per the schedule.

For Example, if a faculty wants to evaluate the learners' performance through a project for 100 marks. He can devise the marks allocation as 40 marks for “the conceptual understanding of the Topic, Introduction and methodology he wishes to adopt and 60 marks for the actual data collected, usage of methodology he thought of, preparation and presentation of the report with conclusions and presentation to the panellists.

Another example is a subject, “Developing Teams and Effective Leadership”. These skills should be learnt by doing rather than by learning theory and writing examination. Therefore, an institute offering this subject may evolve a suitable method of evaluation and break it into internal and end semester evaluation.

- **Grading of Performance**

Letter Grade and Grade Point Allocation

The Revised Credit and Grading System will be effective from the academic year 2016-2017 for the Faculty of Management of University of Mumbai. In every Course, based on the combined performance in all assessments, in a particular Semester as per the curriculum/syllabus, the student is awarded a letter grade. These letter grades not only indicate a qualitative assessment of the learner's performance but also carry a quantitative (numeric) equivalent called the Grade Point. The letter grades and their equivalent grade point applicable for **MMS** program are given below:

A learner who remains **absent** in any form of **evaluation/examination**, **letter grade** allocated to him/her should be **AB** and corresponding **grade point** is **zero**. He/She should reappear for the said evaluation/examination in due course.

Range of percentage of Marks	Letter Grade	Grade Point	Performance	SGPA / CGPA Range
80 and above	O	10	Outstanding	9.51 – 10
75-79.99	A+	9	Excellent	8.51 – 9.50
70-74.99	A	8	Very Good	7.51 – 8.50
65-69.99	B+	7	Good	6.51 – 7.50
60-64.99	B	6	Fair	5.51 – 6.50
55-59.99	C	5	Average	4.51 – 5.50
50-54.99	P	4	Pass	4.0 – 4.50
Below 50	F	0	Fail	< 4
Absent	AB	0	Fail	

SGPA/ CGPA Calculation

Semester Grade Point Average (SGPA)

The performance of a learner in a semester is indicated by a number called Semester Grade Point Average (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses by the learner during the Semester. For example, if a learner passes five courses (Theory/Projects etc.) in a semester with credits C_1, C_2, C_3, C_4 and C_5 and learners grade points

in these courses are G_1, G_2, G_3, G_4 and G_5 respectively, then learners' SGPA is equal to:

$$\text{SGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4 + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

The SGPA is calculated to two decimal places. The SGPA for any semester will take into consideration the “**F** or **AB**” grade awarded in that semester. For example if a learner has failed in course 4, the SGPA will then be computed as:

$$\text{SGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4*\text{ZERO} + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

Cumulative Grade Point Average (CGPA)

An up to date assessment of the overall performance of a learner from the time s/he entered the University of Mumbai is obtained by calculating a number called the Cumulative Grade Point Average (CGPA), in a manner similar to the calculation of SGPA. The CGPA therefore considers all the courses mentioned in the curriculum/syllabus manual, towards the minimum requirement of the degree learner have enrolled for. The CGPA is calculated at the end of every semester to two decimal places and is indicated in semester grade report cards. The CGPA will reflect the **failed status** in case of **F grade(s)**, till the course(s) is/are **passed**. When the **course(s)** is/are **passed** by obtaining a **pass grade** on subsequent examination(s) the **CGPA** will only reflect the **new grade** and not the **fail grades** earned earlier.

Example: Up to semester **r** a learner has registered for **n** courses, among which s/he has “**F**” grade in **ith** course. The semester grade report at the end of semester **r** therefore will contain a CGPA calculated as:

$$\text{CGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + \dots C_i*\text{ZERO} + \dots + C_nG_n}{C_1 + C_2 + C_3 \dots + C_i + \dots + C_n}$$

Even if a learner has **failed** in a course **more than once**, the course will figure **only once** in the **numerator** as well as the **denominator**. At the end of semester **r+1** s/he has appeared for examination for **k** number of courses including the **ith backlog course** and has cleared all the courses including the **backlog course**, the CGPI at the end of this semester is calculated as

$$\text{CGPA} = \frac{C_1 G_1 + C_2 G_2 + C_3 G_3 + \dots C_i G_i + \dots + C_n G_n}{C_1 + C_2 + C_3 \dots + C_i + \dots + C_n}$$

There will also be a **final CGPA** calculated which considers **all the credits earned** by the learner specified for a particular programme.

Illustration of Computation of SGPA and CGPA

Computation of SGPA and CGPA

- i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$\text{SGPA (Si)} = \Sigma(C_i \times G_i) / \Sigma C_i$$

where C_i is the number of credits of the i th course and
 G_i is the grade point scored by the student in the i th course.

- ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \Sigma(C_i \times S_i) / \Sigma C_i$$

where S_i is the SGPA of the i th semester and
 C_i is the total number of credits in that semester.

- iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts. A Successful learner who has passed in all the courses of each Semesters i.e Semester I, Semester II, Semester III and Semester IV shall be awarded grades as shown in the table given below:

Grade Table: - Grade Allocation under 10 point grading scale in CBSGS.

Range of percentage of Marks	Letter Grade	Grade Point	Performance	SGPA / CGPA Range
80 and above	O	10	Outstanding	9.51 – 10
75-79.99	A+	9	Excellent	8.51 – 9.50
70-74.99	A	8	Very Good	7.51 – 8.50
65-69.99	B+	7	Good	6.51 – 7.50
60-64.99	B	6	Fair	5.51 – 6.50
55-59.99	C	5	Average	4.51 – 5.50
50-54.99	P	4	Pass	4.0 – 4.50
Below 50	F	0	Fail	< 4
Absent	AB	0	Fail	

Example to illustrate the computation of SGPA and CGPA

Semester I

Subject	Marks	Grade	Grade Point (Gi)	Credits (Ci)	Ci*Gi	SGPA
Sub-I	95	O	10	4	40	SGPA = 108/16 = 6.75
Sub-2	59	C	5	4	20	
Sub-3	59	C	5	4	20	
Sub-4	68	B+	7	4	28	
Credits Earned				16	108	
Remarks:					Grade: B+	Range 65-69.99

Semester II

Subject	Marks	Grade	Grade Point (Gi)	Credits (Ci)	Ci*Gi	SGPA
Sub-I	60	B	6	4	24	SGPA = 120/16 = 7.50
Sub-2	65	B+	7	4	28	
Sub-3	66	B+	7	4	28	
Sub-4	80	O	10	4	40	
Credits Earned				16	120	
Remarks: Successful					Grade: B+	Range 65-69.99

Semester III

Subject	Marks	Grade	Grade Point (Gi)	Credits (Ci)	Ci*Gi	SGPA
Sub-I	62	B	6	4	24	SGPA = 128/16 = 8.00
Sub-2	68	B+	7	4	28	
Sub-3	85	O	10	4	40	
Sub-4	78	A+	9	4	36	
Credits Earned				16	128	
Remarks: Successful					Grade: A	Range 70-74.99

Semester IV

Subject	Marks	Grade	Grade Point (Gi)	Credits (Ci)	Ci*Gi	SGPA
Sub-I	62	B	6	4	24	SGPA = 96/12 = 8.00
Sub-I	89	O	10	4	40	
Sub-2	63	B	6	4	24	
Sub-3	72	A	8	4	32	
Credits Earned				12	96	
Remarks: Successful					Grade: A	Range 70-74.99

Calculation of CGPA

Semester	SGPA (Si)	Credits (Ci)	Si*Ci	CGPA	
I	6.75	16	108	CGPA = 452/60 = 7.53	Grade: A Range 70-74.99
II	7.5	16	120		
III	8	16	128		
IV	8	12	96		
Total Credits Earned		60	452		

Heads of Passing

Internal Assessment (IA) and End Semester Examination (ESE) should be two separate heads for passing. E.g. 40 marks (IA), 60 marks (ESE). Passing standard will be 50% in each individually, i.e. 20 marks in (IA) and 30 marks in ESE.

Promotion of Learner and Award of Grades

A learner will be declared **PASS** and be eligible for **Grade** in M.M.S. course (**Post Graduate Programme**) if a learner secures **at least 50% marks separately in each head of passing** as Mentioned above.

Report Card will contain only Grades and no numerical marks.

At the end of each Semester the Grade card which states the performance of the learner in that Semester, is prepared and issued to the learner. The Grade Card will contain the courses undertaken by the learner, credits of each course, Grade obtained by the learner and SGPA/ CGPA in the format given by the University.

Carry Forward of Marks

In case of a learner who does not fulfil criteria mentioned and fails in the **Internal**

Assessment and/or **End Semester Examination** in one or more courses:

- A learner who **PASSES** in the **Internal Assessment** but **FAILS** in the **End Semester Examination** of the course shall reappear for the **End Semester Examination** of that course. However his/her marks of the **Internal Assessment** shall be **carried over** and he/she shall be entitled for grade obtained by him/her on passing.
- A learner who **PASSES** in the **End Semester Examination** but **FAILS** in the **Internal Assessment** of the course shall **reappear** for the **Internal Assessment** of that course. However his/her marks of the **End Semester Examination** shall be **carried over** and he/she shall be entitled for grade obtained by him/her on passing.

Re-examination of Internal Assessment and End Semester Examination

Re-examination for **Internal Assessment** and **End Semester Examination** should be completed, as per the schedule planned by the respective institutes, before the commencement of next semester theory examination.

Example: A learner who is supposed to reappear for **Internal Assessment or End Semester Examination** in semester-I course will appear for the re-examination before commencement of End Semester Examination of semester -II. However, if a learner has to appear for the re-examination for a subject in semester II then the examination should be conducted and the result should be declared by the institute before the examination forms for the semester III are sent to the University.

Re-examination of Internal Assessment will be based on single examination having same marks as of original assessment. A learner who supposed to reappear for Internal Assessment will be given some work by the concerned teacher. The work assigned can be of the form of a course project/ assignment problems/ test/ tutorials etc. A learner will do the submission of the assigned work in the predefined period. Records should be maintained properly for all the re-examinations as well as Internal Assessments.

Rules for Standard of Passing and Allowed to Keep Terms (ATKT)

1. Under the newly introduced credit-based grading system of MMS programme, a learner 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. internal examination and external examination, as per the standard of passing.
2. Learner(s), who do not obtain minimum 50% marks in subject(s)/paper(s)/course(s) either in the internal assessment or in the external examination or both, shall be declared as “Fail” as per the standard of passing of examination.
3. A learner failing in not more than two subjects/papers/courses in the Semester I exam shall be allowed to keep terms in Semester II of the MMS programme.
4. A learner who has failed in more than two subjects/papers/courses in the Semester I exam, shall not be permitted to proceed to Semester II of his/her first year MMS programme. He/ She will, however, be eligible to re – appear for the subjects in which he /she has failed in the first semester by re – registering himself/herself in the supplementary examination to be conducted by the institute.
5. A learner who has passed in both the semester examinations conducted by the institute i.e.: Semester I and Semester II examinations shall be eligible for admission into Semester III of the MMS programme.
6. A learner failing in not more than two subjects/papers/courses in the Semester III examination shall be allowed to keep terms in Semester IV of the MMS programme.
7. A learner, who has failed in more than two subjects/papers/courses in Semester III, shall not be permitted to proceed to Semester IV of his/her second year MMS programme. He/She will, however, be eligible to re – appear in the subjects in which he /she has failed in the third semester by re – registering himself/herself in the supplementary examination to be conducted by the institute/university or both.
8. A learner who has passed in all of the semester examinations of MMS i.e Semester I, Semester II, Semester III, Semester IV examinations shall not be allowed to re – register himself/herself for improvement of his/her semester examination results.
9. A learner who has not appeared in the internal examinations conducted by the institute for due to hospitalization shall as a special case be permitted to appear in those subject(s)/course(s)/paper(s) in the supplementary examination conducted by the institute after he/she furnishes a valid medical certificate certified by the rank of a civil surgeon or superintendent of Government hospital to the satisfaction of the Principal/Director of the institute.

13. Overview – VESIM Placement Policy

The **Career Guidance & Placements Team (CGPT)** welcomes all students to take an active part in the Final Placement Process (2023-25) organized by the Institute. We assign considerable importance to this process and ensure that all students get required support & opportunity to pursue their chosen career path.

The decisions taken above by CGPT would be final and all students will be bound by the policies mentioned below.

I. Core Team:

- The Director
- The Dean
- The Placement Head
- Career Guidance and Placements Students Team

II. Hierarchy for Communication:

Students of MMS Batch (2023-25) are required to follow the below hierarchy for any discussion on matters/queries pertaining to final placement. All matters/queries raised on mail will be considered as a valid request (unless it is so urgent).

- 1st point of contact - Student Team Lead from the respective specialization,
- 2nd point of contact - Placement Team
- 3rd point of the contact – Associate Dean Academics / Dean Academics
- 4th point of the contact – Director (Queries to be raised on mail)

Kindly note that the escalation of matters/queries moving from 1st point of contact to 2nd will be done by the Student Team Leads. Similarly escalation from 2nd to 3rd point of contact as well as 3rd to 4th point of contact will be done by the Placement Head.

No Student will directly approach the Director for any matters/queries on placement without following the above mentioned hierarchy. Only mail communication will be entertained and meeting with prior intimation.

III. Placement Period:

- Internship
Internship period is from May 2024 to June 2024. The companies generally approach by January- February of the same year for internship.
- Final Placement - PHASE I & PHASE II
Final Placement of students will be done in 2 phases:
 - PHASE I : Starting 1st September 2024– 30th November 2024
 - PHASE II : Starting 1st December 2024 – 15th January 2024

IV. Classification of Students based on their 1st year academic performance:

Category	MMS
Category A	3.25 & above
Category B	Below 3.25

V. Placement Clauses:

- **During Phase I** – Students who have appeared for the process and do not get placed after participation in **the first 5 companies**, will be given **remedial training***.
- Offer extended to a student should be accepted. (Exceptions at the discretion of the Director or in case of any genuine deviation in the offer made). Once a student has received an offer from the company through campus, the student is barred from sitting for any other company. **The exemption to apply to next company (Only Once), if the company is offering 40% higher CTC than accepted offer and Student has completed 4 months of working.**

VI. Policy guidelines during the Placement Process:

1. Before the process:

i. Eligibility criteria:

- a. **Minimum 75% attendance in Academics**
- b. **Minimum 90% attendance in preplacement preparation programs**
- c. **NOC from academics and accounts department**

ii. Announcement of Campus recruitment process going forward will be done by the placement software. **The placement team after receiving the mail from the company will forward the communication via the software to all students.** The student placement coordinators are required to circulate the message and get the registrations within the **stipulated time** mentioned in the mail. The coordinators are required to liaise with the placement team until the entire process is over.

iii. Once such message is circulated by the core student placement team, all students interested to apply are **expected to send their applications before the mentioned deadline by the Placement team.** No extensions will be allowed.

iv. In case the company is visiting our campus, **student coordinators are required to make all the logistics and hospitality arrangements** before the company visit such as Company name display at the reception area, food / tea/coffee, water arrangements for guests, folders for GD/ PI, ensure classrooms are available and appropriately arranged before the process.

v. Students who have applied in the company are required to review the company website and job description thoroughly.

2. During the process:

i. In case the process is in Company premises, placement cell will assign coordinator for that particular process. **The role of the coordinator will be to keep the placement team updated** on the process and at the end of the process report out no. of attendees, shortlisted and final selections, etc. to the placement team.

ii. All students **must carry 2 copies of their resume (Institutes' format) both updated** and printed along with 3 copies of passport size photographs for the interview process and any additional documents, if specified by the company.

iii. Each student **should be dressed in VESIM formals** only for the recruitment process, unless any other dress code specified.

iv. Students must **report 15-30 minutes before the reporting time.**

v. Students are expected to cooperate with CGPT coordinators throughout the process.

vi. Students are required to demonstrate maturity and maintain discipline throughout the process.

- vii. In case the company is visiting VESIM campus, ***student coordinators need to distribute their responsibilities to ensure smooth functioning of the process***; i.e.- Coordination for GD/ PI between the company delegates, placement team and students, room set up and food, beverages arrangements.
 - viii. It is mandatory for students sending in applications and applying for a particular company to attend the interview. Failing to attend the interview ***for any reason, will be considered as appeared for the interview and count to be added for the 5 companies slot. Not selected after application in 5 such companies, the students will be sent for remedial training.***
 - ix. Students are required to wait in the Campus / Corporate office till the entire process is over or unless asked to leave by the company delegates once the interview is done.
3. After the process:
- i. Once the student has been offered by a company:
 - a. The student is required to sign the offer letter and submit 2 copies of the offer letter to placement cell. In case, there are any additional requirements from the company, the students are required to submit the same within 2-3 days of such a request from the placement cell.
 - b. Offer extended to the student should be accepted. After the acceptance of letter from the company, a student cannot appear for any other process from Campus. The student is barred from sitting for any other company. The only exemption to apply to the next company if the company is offering 40% higher CTC from the accepted offer.
 - c. Students failing to sign and submit the documents on time will lose the offer received and will be out of the placement cell.
 - d. Students are required to keep the placement team updated with their DOJ, offer letter, or any other information in case the company directly contacts

VII. Pre-placement Preparation:

It is our endeavor to place all our students in the best of the companies, with best packages and very good profiles. For every student to be the right candidate for the right company at the right place and right time, the student needs to undergo right set of preparations to land them to their dream jobs.

We expect the student placement head and deputy to make a plan with their team to motivate and drive the following activities to their batch mates in collaboration with placement team and Area Chair Persons.

Initiate the following forums to gain momentum in placement:

- i. Weekly/ Monthly placement motivational talks/videos
- ii. Live placement feeds - *Placement software*
- iii. Guest lectures
- iv. Alumni Connects
- v. Placement editorial and newsletter
- vi. Preparation of yearly calendar of events

On Campus Placement Process by the Recruiters:

1. Internships/Projects:

After the completion of first year, students go for 8 weeks summer internship.

- The Placement Cell makes 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.
- Internship is of importance as it helps Corporates to spot bright talent early resulting in considering of PPO's.

2. Final Placements:

Final placement generally is after completion of two years of the entire course. There are many companies that hire students and take them onboard immediately i.e. from January / February. There are others who hire and wait for the entire course completion and take the students onboard after May/ June.

All efforts are made by the CGPT cell to facilitate a smooth placement process.

However the student should be serious to get selected for the job. Failing in selection for internships or final placements in few companies/institutions should not lead to panic. Patience, preparation and perseverance must be practiced at all times.

3. Pre Placement Offers (PPOs)

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

Students who are doing Internship with a particular Company/Organization and are keen to join that Company/Organization, can initiate/propagate their candidature by opening the dialogue with their project guides/HR teams. In case Company/Organization responds positively, Company/Organization 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/Organization about his/her inability to proceed further in selection process at this stage itself.

However, any decision is subjected to Director Sir's Discretion

****Note:** This is an overview of the Placement Policy and a detailed placement policy is made in consultation with Students, Place Com Team, Respected Dean and Respected Director in the interest of students for smooth functioning of the placement activities and will be handed over to the students at an appropriate time.

Academic Calendar		
MMS Batch 2023-25		
SEMESTER I - QMESTER - I		
Sr. No.	Activity	Dates/Count*
1	Commencement of Sem I-Qme-I	26th September 2023
2	Last Instructional Day	31st October 2023
4	End Term Exam	1st October 2023 to 9th November 2023
5	Total Instructional Days	28
6	No. of Lectures per Day	4
7	Total Lecture Slots – Available	112
8	Total Course	8
9	Total Lectures Per Course	13
10	Total Lecture Slots – Required	104

*** All dates can be changed w.r.t. adjustment in the academic and Examination Schedule.**

Academic Calendar		
MMS Batch 2023-25		
SEMESTER I - QMESTER - II		
Sr. No.	Activity	Dates/Count*
1	Commencement of Sem I-Qme-II	16th November 2023
2	Last Instructional Day	23rd December 2023
3	Study Leave & Christmas Vacation	25th December & 1st January 2023
4	End Term Exam	2nd January 2023 to 11th January 2023
5	Total Instructional Days	33
6	No. of Lectures per Day	4
7	Total Lecture Slots – Available	132
8	Total Course	8
9	Total Lectures Per Course	14
10	Total Lecture Slots – Required	112

*** All dates can be changed w.r.t. adjustment in the academic and Examination Schedule.**

Academic Calendar		
MMS Batch 2023-25		
SEMESTER II - QMESTER - II		
Sr. No.	Activity	Dates/Count*
1	Commencement of Sem II-Qme II	16th March 2024
2	Last Instructional Day	1st May 2024
3	Study Leave	2nd May 2024
4	End Term Exam	3rd May 2024 to 13th May 2024
5	Total Instructional Days	35
6	No. of Lectures per Day	4
7	Total Lecture Slots – Available	140
8	Total Course	8
9	Total Lectures Per Course	13
10	Total Lecture Slots – Required	104

*** All dates can be changed w.r.t. adjustment in the academic and Examination Schedule.**

Academic Calendar		
MMS Batch 2023-25		
SIP (8 Weeks)		
Sr. No.	Activity	Dates/Count*
1	Commencement of SIP	15th May 2024
2	Last Day of SIP	10th July 2024

*** All dates can be changed w.r.t. adjustment in the academic and Examination Schedule.**

List of Committees

I	Department	Heads
1	Operations	Associate Dean, Dr. Prema Mahale
2	Business Environment Strategy (BES)	Associate Dean, Prof Kavita Kanabar
3	Human Resources	Associate Dean, Dr. Seema Sant
4	Finance	Associate Dean, Dr. Pradip Mitra
5	Marketing	Associate Dean, Dr. Swati Singh\
6	IT	Dr. Satish Billewari
II	Cell	Cell In-Charge
1	JDR	Dr. Pradip Mitra
2	Alumni	Prof. Pallavi Vartak
3	Mentoring	Dr. Sushma Verma
4	B-School ratings Participation	Dr. Disha Shah & Ms. Sonali Choudhary
5	Students Welfare	Dr. Ravi Jeswani
6	Projects	Dr. Bhavna Raina
7	Social Media, Branding and Admissions	Ms. Rajni Thapar
8	CSR	Prof. Swapnil Kshirsagar
9	Placement	Mr. Arun Saxena
10	Entrepreneurship	Dr. Jyoti Chandwani
11	FMB	Dr. Jyoti Chandwani
12	Incubation /MHRD-IIC/NPTEL	Dr. Jyoti Chandwani
13	International Relations	Dr. Shalini Bariar
14	UHV	Dr. Seema Sant
15	Accreditation	Dr. Pradip Mitra
16	VESIM Digest	Dr. Anju Motwani
17	Social Entrepreneurship	Dr. Chakradhar Indurkar
18	Cultural events	Prof. Rupesh Siyodia
19	PHD Centre Research & VBAC	Dr Seema Sant (MU)
III	Internal Committee	Cell In-Charge
1	Attendance Committee	Dr. Prema Mahale
2	Student Grievances Cell	Dr. Repak
3	Student Counsellor Committee	Dr. Seema Sant
4	Discipline Committee	Dr. Kavita Kanabar
IV	Mandatory Committee /Cells	Cell In-Charge
1	College Development Committee	Shri Suresh Malkani
2	IQAC Committee	Dr. Pradip M.
3	Examination Committee	Dr. Swati Singh
4	Innovation cell	Dr. Jyoti Chandwani
5	Unfair Means Inquiry Committee	Dr. Prema Mahale
6	Internal Complaint Committee/ Women Development Cell	Dr. Bhavna Raina
7	Internal Compliance Committee	Dr. Pradeep Mitra
8	Anti-Ragging Committee	Dr. Shrinivas Repak
9	Grievance Redressal Committee	Dr. Kavita Kanabar
10	Institution Industry Cell	Mr. Arun Saxena
11	Intellectual Property Right Cell	Dr. Seema Sant
12	Media cell	Ms. Rajni Thapar
13	SC/ST Welfare Committee	Dr. Bhavna Raina





Vivekanand Education Society's Institute of Management

Studies & Research

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