

UNIVERSITY OF MUMBAI



**Restructured & Revised Syllabus under Credit
based Semester and Grading Systemfor
Master of Management Studies (MMS)**

**2 Years full-time Master's Degree Coursein
Management**

(Effective from the academic year 2016 – 2017)

Evaluation System: MMS

Years full-time Master's Degree Course in Management

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

Duration of Class Test: 1 hour NO RE-EXAMINATION

b. Attendance / Class Participation – 10 marks

c. 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 1 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)**

Pattern B OR

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

Semester wise performance assessment of every registered learner is to be carried out through various modes of examinations. These include Internal Assessment and End Semester 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

1. 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.
2. 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 (atleast 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 panelists.

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 C₁, C₂, C₃, C₄ and C₅ and learners grade points

in these courses are G₁, G₂, G₃, G₄ and G₅ 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,

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

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

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-1	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-1	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
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Semester III

Subject	Marks	Grade	Grade Point (Gi)	Credits (Ci)	Ci*Gi	SGPA
Sub-1	62	B	6	4	24	SGPA = $\frac{128}{16}$ = 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-1	89	O	10	4	40	SGPA = $96/12$ = 8.00
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.

3.6 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 fulfill criteria mentioned in section 3.4 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.

SEMESTER EXAMINATIONS

The MMS degree Programme under the new credit based grading system shall be of two years duration consisting of Four (04) Semesters. The semester examinations for the Master of Management Studies will be held at the end of every semester i.e at the end of Semester I, Semester II, Semester III and Semester IV. The Semester I examination will be held in the Second half of the academic year in which the learner was admitted (i.e November/December), Semester II examination will be held in the first half of the calendar year (April/May), The Semester III examination will be held in the Second half of the academic year (i.e November/December), Semester IV examination will be held in the first half of the calendar year (April/May) respectively.



GOVERNMENT OF MAHARASHTRA
STATE COMMON ENTRANCE TEST CELL, MAHARASHTRA STATE, MUMBAI

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Website -www.mahacet.org

E-Mail-cetcell@mahacet.org

No.: TED-1223/C.R.No.07/CAP/MBA/Extn.Notice-2/2023/1525

Date: - 14/07/2023.

ADMISSION NOTICE FOR MBA/MMS FOR ACADEMIC YEAR 2023-24

This notice is being issued for Online Registration, Scanning & uploading of documents, Documents E-Verification and Online Application Form Confirmation, Filling & Confirmation of Option Form, Self-confirmation before seat acceptance, Paying seat acceptance fees in online mode for confirmation of admission, reporting to Institutes by candidates aspiring for admissions to First Year of Full Time Management program (MBA/MMS) in the Government, Government Aided, University Managed Institutes, University Managed Departments and Unaided private professional educational institutes as well as PGDM at Sydenham Institute of Management Studies, Research and Entrepreneurship Education, Mumbai for the Academic Year 2023-24 in the Maharashtra State.

For the purpose of document verification, the concept of E-Scrutiny of the documents and Physical Scrutiny of the documents is introduced by the Competent Authority. The candidate shall choose any one mode for document verification during online form filling

Process of application: The Candidate shall register online, fill & submit online application form and upload the required documents from anywhere through the computer connected to internet and he/she need not have to visit personally for verification and confirmation of the application form in case of E-Scrutiny mode selected, his/her application & documents shall be verified and confirmed by the designated E-Scrutiny Center through online mode or if candidate selected Physical Scrutiny, he/she need to visit nearest Physical Scrutiny Centre.

Eligibility Criteria for various types of candidature for Admission:		
Maharashtra State Candidature Candidates	All India Candidature Candidates, Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant Candidature Candidates	NRI/ OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National
Eligibility for admission		
(i) The Candidate should be an Indian National; (ii) Passed minimum three year duration Bachelor's Degree awarded by any of the Universities recognized by University Grants Commission or Association of Indian Universities in any discipline with at least 50% marks in aggregate or equivalent (at least 45% in case of candidates of backward class categories,	(i) The Candidate should be an Indian National; (ii) Passed minimum Three year duration Bachelor's Degree awarded by the University recognised by University Grants Commission or Association of Indian Universities in any discipline with at least 50% marks in aggregate or equivalent (at least 45% in case of candidates of backward class categories, Economically weaker section and Persons With Disability Candidates belonging to Maharashtra State only) or its equivalent; (iii) The candidate should have obtained non zero positive score in any one of the following examinations. - CET conducted by the Competent Authority or Common Admission Test conducted by Indian Institute of Management (CAT) or Common Management Aptitude Test	(i) Passed minimum Three year duration Bachelor's Degree awarded by the University recognised by University Grants Commission or Association of Indian Universities in any discipline with at least 50% marks in aggregate or its equivalent. (ii) Any other criterion declared from time to time by the appropriate authority as defined under the Act..

Economically weaker section and Persons With Disability Candidates belonging to Maharashtra State only) or its equivalent; (iii) Obtained non zero score in CET conducted by the Competent Authority (MAHMBA/MMS-CET 2023).	Conducted by National Testing Agency (CMAT) or Xavier Aptitude Test conducted by Xavier School of Management Jamshedpur (XAT) or Entrance Test for Management Admissions conducted by the Association of Indian Management Schools (ATMA) or Management Aptitude Test Conducted by All India Management Association (MAT) or Graduate Management Aptitude Test Conducted by Graduate Management Admission Council, United States of America (GMAT).	
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Online Registration for Admission : -

1.1 The candidates should apply online on **www.mahacet.org** as per schedule.

1.2 Candidates who have registered for MAH-MBA/MMS-CET 2023 are not required to pay any fees for registration for admission. However other candidates who have obtained score which is valid for admission in academic year 2023-23 in CAT, CMAT, XAT, ATMA, MAT, GMAT and have not registered for MAH-MBA/MMS-CET 2023 are required to pay fees as given below only by **Credit Card/ Debit Card/ Net Banking/ UPI etc.** through Online mode. Fees paid is non-refundable. (No other mode of payment shall be permitted.)

General Category Candidates from Maharashtra State, Outside Maharashtra State (OMS), Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant Candidates & children of Indian workers in Gulf countries (CIWGC).	₹ 1,000/-
Reserved Category Candidates of Backward Class Categories [SC, ST, VJ/DT- NT(A), NT(B), NT(C), NT(D), OBC, SBC, EWS] & Persons with Disability Candidates belonging to Maharashtra State only.	₹ 800/-
NRI/OCI/PIO/FN Candidates	₹ 5,000/-

The activities and scheduled dates for Maharashtra State/All India/NRI/OCI /PIO/CIWGC/FN candidates are as follows.

Sr.No.	Activity	Schedule	
		First Date	Last Date
1.	Online registration of application and uploading of required documents by the Candidate for admission on website (For Maharashtra State/All India/ NRI/OCI/PIO/CIWGC/ FN candidates). <i>Registration for.</i> Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant Candidate. <i>Note:- Candidates opting for Maharashtra plus AI Candidature as well as NRI/PIO/OCI/CIWGC , shall apply separately for each type.</i>	28-06-2023	19*-07-2023 up to 05.00 PM
2.	Documents verification and confirmation of Application Form for Admission by online mode. a) By Maharashtra State/All India Candidates shall fill online application form and upload the required documents from any computer connected to internet from anywhere.	28-06-2023	20*-07-2023 up to 05.00 PM

	Process for E-Scrutiny Mode selected candidates: 1. Such candidate shall fill online application form and scan original document and upload the required documents from any computer/smartphone connected to internet from anywhere. 2. Such candidate need not have to visit to E-Scrutiny Center for verification and confirmation of the application form. His/her application & documents shall be verified and confirmed by the E Scrutiny Center through e-Scrutiny Mode. 3. During e-Scrutiny of Application Form of such candidate: • If no error is found: the status of verification & confirmation of the application form shall be available in candidates Login along with receipt cum Acknowledgement. • If error is found: the details of errors shall be intimated to candidates by reverting back his/her Application for its rectification through candidates Login. • Candidate shall edit the reverted Application form and re-submit the application for e-Scrutiny through his/her login. • Candidate shall edit the reverted Application in given schedule e-Scrutiny through his/her login. Process for Physical Scrutiny Mode selected Candidates • Such candidate shall visit the Physical Scrutiny Center online selected by himself/herself, along with the required documents as per the allotted time slot for online filling, scanning & uploading of required documents, verification and confirmation of application form. • After verification & Confirmation of application form, Physical Scrutiny Center shall issue the receipt cum Acknowledgement. b) Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant/NRI/PIO/OCI/CIWGC/FN candidates should send the print of online filled & submitted application form & copy of uploaded documents by hand/speed post/courier for verification & confirmation to “Director, Sydenham Institute of Management Studies & Research & Entrepreneurship Education(SIMSREE), B-Road, Churchgate, Mumbai 400020”		
*Facility of Online Registration & Documents verification, confirmation of Application Form for Admission to Seats other than CAP Seats shall be continued till 29/08/2023, up to 4.00 PM for all type of admissions for			

the Academic Year 2023-24, at online E- Verification by Scrutiny Center or Physical Verification at Physical Scrutiny Center.			
• Applications registered after 19th July 2023 shall be considered only for Non CAP Seats. • Applications confirmed by E-Scrutiny Center/ Physical Scrutiny Center after 20th July 2023 shall be considered only for Non CAP Seats.			
3.	Display of the provisional merit list for Maharashtra State/All India candidates on website.	22-07-2023	
4.	Submission of grievances if any, for all type of Candidates: • Candidate shall raise the Grievance about correction required in the data displayed in provisional merit list through his/her Login. • The application of such candidates shall be reverted back to the candidate in his/her Login for rectification. • Candidate shall upload the requisite documents to substantiate the claim for any correction/concession. • The status of acceptance/rejection of Grievance raised by candidate shall be available in candidates Login along with latest receipt cum Acknowledgement. • Those Candidate who selected physical scrutiny mode shall visit FC for resolving the grievances.	23-07-2023	25-07-2023 Up to 5.00PM
5.	Display of the Final Merit lists of Maharashtra State/All India candidates on website.	27-07-2023	
6.	Display of Provisional Category wise Seats (Seat Matrix) for CAPRound I	27-07-2023	
CAP Round I			
7.	Online Submission & Confirmation of Option Form of CAP Round-I through candidate's Login by the Candidate.	28-07-2023	30-07-2023
8.	Display of Provisional Allotment of CAP Round-I	01-08-2023	
9.	Accepting to the offered seat by candidate through his/her loginas per Allotment of CAP Round I. a) The candidate shall self-verify the seat allotment made to him/her in the CAP Round I by accepting declaration through his/her login and certifying that his/her claim related with qualifying marks, category, gender, reservation, specificreservation etc. made by candidate in the application form are correct and relevant documents uploaded to substantiate his/her claims are authentic and correct. b) If candidate found the claim made by him is not correct and he/she wants to the correct the error, (error as per the clause (e) of sub rule (4) of rule 9 given in information brochure) The candidate shall report the grievance through his/her login by online mode only. c) Candidates who have been allotted the seat as per their first preference in Round I (auto freezed) shall pay the seat acceptance fee by online mode through their login and Such candidates shall not be eligible for participation in subsequent Rounds. d) Candidates who have allotted other than first preference and self freezed their allotment in Round I through their login mustaccept the seat and shall pay seat acceptance fees through online mode. Such	02-08-2023	04-08-2023 Up to 03.00 PM

	candidates shall not be eligible for participation in subsequent Rounds. [Candidate must exercise this option carefully] e) Candidates who have allotted other than first preference and want betterment in the subsequent rounds must claim the allotted seat in Round I by accepting that seat by choosing Not Freeze option for betterment and shall pay the seat acceptance fee through their login by online mode.		
10.	Reporting to the Allotted Institute and Confirmation of Admission by submitting required documents and payment of fee after CAP Round I. Note: a) Candidates who have accepted the seat as per 9 (c), 9 (d) above must report to allotted institute for confirmation of admission b) The Institute shall verify the required documents and upload the admission of the candidates in the online system through Institute Login immediately and shall issue a system generated receipt of confirmation of admission and fee paid receipt to the candidate. If it is found that seat allotted to the candidate is on the false claims made in the applications by the candidate, then institute shall not admit such a candidate and such candidate shall raise the grievance by his/her login.	02-08-2023	04-08-2023 Up to 05.00 PM
CAP Round-II			
11.	Display of Provisional Vacant Seats for CAP Round-II	05/08/2023	
12.	Online Submission & Confirmation of Option Form of CAP Round-II through candidate's Login by the Candidate.	06-08-2023	08-08-2023
13.	Display of Provisional Allotment of CAP Round-II	10-08-2023	
14.	Accepting to the offered seat by candidate through his/her login as per Allotment of CAP Round II. Note: - 1. All eligible candidates participated in Round II and allotted the seat first time shall self-verify the seat allotment as per 9(a) above. The candidate who have been allotted the seat first time in Round II shall pay the seat acceptance fee through his/her login by online mode. 2. Candidates who have allotted other than first preference and want betterment in the subsequent rounds must claim the allotted seat in Round II by accepting that seat by choosing Not Freeze option for betterment and shall pay the seat acceptance fee through their login by online mode.	11-08-2023	13-08-2023 upto 03.00 PM
15.	Reporting to the Allotted Institute and Confirmation of Admission by submitting required documents and payment of fee after CAP Round II.	11-08-2023	13-08-2023 up to 05.00 PM

	Note: a) Candidates who have accepted the seat as per 9 (c), 9 (d) above must report to allotted institute for confirmation of admission b) The Institute shall verify the required documents and upload the admission of the candidates in the online system through Institute Login immediately and shall issue a system generated receipt of confirmation of admission and fee paid receipt to the candidate. If it is found that seat allotted to the candidate is on the false claims made in the applications by the candidate, then institute shall not admit such a candidate and such candidate shall raise the grievance by his/her login.		
CAP Round-III			
16.	Display of Provisional Vacant Seats for CAP Round-III	14-08-2023	
17.	Online Submission & Confirmation of Option Form of CAP Round-III through candidate's Login by the Candidate.	16-08-2023	18-08-2023
18.	Display of Provisional Allotment of CAP Round-III	20-08-2023	
19.	Accepting to the offered seat by candidate through his/her login as per Allotment of CAP Round III. Note: - All eligible candidates participated in Round III and allotted the seat first time shall self-verify the seat allotment as per 9(a) above. The candidate who have been allotted the seat first time in Round III shall pay the seat acceptance fee through his/her login by online mode.	21-08-2023	23-08-2023 upto 03.00 PM
20.	Reporting to the Allotted Institute and Confirmation of Admission by submitting required documents and payment of fee after CAP Round III. Note: Participating candidates to whom the first time allotment is made or got betterment in allotment or No betterment (Earlier seat retained) In Round-III shall be final. Such a candidate must report to allotted institute for confirmation of admission.	21-08-2023	23-08-2023 upto 05.00 PM
21.	(For Government/ Govt. Aided/ Unaided Institutes) For Vacant seats if any at institute the respective institute will complete the admission activity in the following manner - • Display of vacant seats on institute website and giving appropriate advertisement in the News Paper. • Invite applications from registered candidates. • Prepare and display Merit List on college website and Institute Notice Board. • Carry out/ Complete Admission Process by following Government Admission Rules	24-08-2023	29-08-2023
22.	Commencement of academic activities for All institutes	14-08-2023	
23.	Cut-off Date for all type of admissions for the Academic Year 2023-24	29-08-2023 Up to 05.00 PM	
24.	For Institutes: Last date of uploading the data (details of admitted candidates)	29-08-2023 Up to 06.00 PM	

Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant Candidates:

Sr. No.	Activity	Schedule	
		First Date	Last Date
1.	Counselling Round at “Director, Sydenham Institute of Management Studies & Research & Entrepreneurship Education(SIMSREE), B-Road, Churchgate, Mumbai 400020”	06-08-2023	08-08-2023
2.	Reporting to the Allotted Institute and Confirmation of Admission by submitting required documents and fees, as per Final Allotment.	06-08-2023	09-08-2023

Important Note: -

1. **All types of candidates** aspiring for admission under CAP seats shall register himself/herself online, Scan and upload Documents, solve grievances (Depends on document verification mode selected by candidate) raised by Physical Scrutiny Center (PSC) in person or raised by E-Scrutiny Center during E- Verification verified documents & Application Form confirmed by E-Scrutiny Center. Such eligible registered candidates shall be considered for CAP Merit and admission through CAP
2. In case of NRI/OCI/PIO, CIWGC, FN Candidates, and Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant Candidates after registration & confirmation of their application at “**Director, Sydenham Institute of Management Studies & Research & Entrepreneurship Education(SIMSREE), B-Road, Churchgate, Mumbai 400020**” shall approach directly to the Institute for admission where such quota is granted by the appropriate authority. However, CET Cell may publish the list of such registered & eligible candidates separately on website.
3. Candidate shall carry printed copy of Application Form, Original documents and one set of Xerox copies of the required documents. SC shall verify all documents from Original and put **SC stamp with date & Signature on Xerox copies** and return original and verified documents along with Receipt-cum-Acknowledgement of application form. (Candidate shall submit Physical SC stamped & E. Scrutiny verified set of documents to the allotted institute at the time of reporting)
4. The candidates aspiring for admission for Institutional Quota, seats remaining vacant after CAP, it is Mandatory to get registered, documents verified and confirmation of application by E-Scrutiny center or Physical Scrutiny Center Such candidates must apply separately to Institutes

Important Instructions for Candidate :

1. If candidates fail to confirm online filled application by E-Scrutiny center or Physical Scrutiny Center then such applications will be rejected and name of such candidates will not appear in the merit list(s) prepared for the purpose of Admission for both CAP as well as NonCAP process.
2. If candidates fail to confirm online filled application form at E-Scrutiny center or Physical Scrutiny Center, then such applications will be rejected and name of such candidates will not appear in the merit list(s) prepared for the purpose of Admission for both CAP as well as Non-CAP process.
3. The candidates belonging to SC, VJ/DT (NT (A), NT (B), NT(C), NT (D), OBC and SBC categories shall produce “Caste Validity Certificate”, ST category shall submit “Tribe Validity Certificate” and EWS candidates shall submit EWS Certificate, All Backward Class candidates excluding SC & ST shall produce **Non Creamy Layer** certificate **valid upto 31st March 2024**. If such candidates fail to produce the original certificate or receipt of Caste/Tribe validity certificate, Non Creamy Layer certificate and EWS certificate issued by competent authority at the time of verification at Scrutiny Center, then such candidates will be treated as GENERAL category candidates for CAP Admissions.
4. EWS candidates shall produce the Eligibility Certificate for Economically Weaker Section. (As per the format in Maharashtra State Government Resolution No. राआधो-४०१९/प्र.क्र.३१/१६-अ dated

12th February, 2019 only) as per performa V in Information Brochure.

5. For Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant/NRI/PIO/OCI/CIWGC/FN Candidates: -Such Candidates will get the Receipt-cum-Acknowledgement through their login after confirmation of application by Scrutiny Center. Applications received after the last date from candidates belonging to Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant candidates will be summarily rejected and no correspondence will be entertained in this regard.
6. Candidates who have registered as a reserved category candidate but unable to produce required certificate for reservation claim during documents verification stage shall have to pay difference of fee of Rs. 200/- through online mode only.
7. Once the candidate confirms his/her Option form online through his/her Login for the respective admission rounds, Candidate will not be allowed to change/cancel the option/preference submitted under any circumstances.
8. A Candidate who has been allotted a seat shall download the “Provisional Seat Allotment Letter”
9. The Seat Acceptance Fee shall be Rs. 1,000/- for all Candidates. The candidate has to pay the Seat Acceptance Fee during first seat acceptance only. This fee shall be treated as non-refundable processing fee. The Seat Acceptance fees is to be paid through His/ Her Own login by ONLINE MODE only.
10. Seat will be confirmed by the allotted institute after verification of the original documents and ensuring that the Candidate meets all the eligibility norms. The admission in-charge of institute shall issue the Online Receipt of admission confirmation to the candidate.
11. **The SC, ST, VJ/DT- NT(A), NT(B), NT(C), NT(D), OBC, SBC and EWS Candidates who submitted receipt of Caste/Tribe Validity Certificate, Non Creamy Layer Certificate, EWS Certificate during registration e-verification or physical document verification and confirmation period should upload and verify original Caste/ Tribe Validity Certificate, Non Creamy Layer Certificate, EWS Certificate at Physical Scrutiny Center or E-Scrutiny Center and submit original certificate to the admitted institute on or before 23/08/2023 up to 03.00 PM. otherwise these candidates admission will get automatically cancelled and shall be considered as Open category candidates for next institute level round provided candidate full fill eligibility criteria for open category.**

General Notes :

1. Candidate can avail the IT facilities which is available at Physical Scrutiny and E Scrutiny Centre (E. SC) free of cost for submission, scanning uploading documents, confirmation of Application form.
2. Eligibility, Rules & regulations for admission are made available on the website.
3. The schedule displayed above is provisional and may change under unavoidable circumstances. The revised schedule, if any, will be notified on website **www.mahacet.org**
4. For queries/enquiry: Help Line No. 18001238430 / 8588830069 between 10.00 AM. to 06.00 PM.
5. All Types of Document Verification Activity remains open all days including Saturday & Sunday between 10.00 AM. to 05.30 PM. (All Types of admission activities will remain closed on 15th August, 2023)

**Commissioner and Competent Authority,
State Common Entrance Test Cell,
Maharashtra State, Mumbai**

Placement – Rules & Guidelines document entails details of how the placement cell at VESIM operates including Summer Internship/Final Placements /Lateral Placements /Live Projects - ---- > policies , plans and budget.

Placement Rules & Guidelines



Vivekanand Education Society's
Institute of Management
Studies & Research

Career Guidance & Placement Team

INDEX

- I. Placement Policies and Procedures**
- II. Corporate Relations and Gifting**
- III. Tie-Ups with Consultants and Vendors**
- IV. Pre-placement Preparation**
- V. Rewards and Recognition**
- VI. Budget (*Approx.*)**
- VII. Placement Process**

I. Placement Policies and Procedures

1. **Formation of Student Placement Committee:** Every year placement cell undertakes a rigorous selection process to identify the students to be part of the placement team. The process entails

a) Writing of 'Statement of Purpose'

b) Interview cum presentation.

c) Based on Performance in First Year Head Placement and Deputy Head Placement are appointed.

2. **Preparation of Placement Policy** – This policy is a rule book/ guidelines on how placement activity will operate and the do's and don'ts for students to follow through the year for their Summer Internship as well as Final Placements.

3. **Placement Brochure:** Placement brochure is a requirement to project the college, its activities, various events and placement related statistics to corporate. This year we are proposing for the online brochure, i.e. Flipbook . Physical brochure are distributed by student with prior appointment as a part of VESIM's policy through BLITZ exercise.

4. Role of Placement Office:

i) Ensure smooth flow of core placement activities such as Summer Internships, Final Placements, Live Projects, Lateral Hiring, etc.

ii) Create, maintain and update all placement MIS, metrics and statistics

iii) Initiate and maintain records for corporate gifting

iv) Students along with Managers meet Corporates and decision maker with prior appointment showcasing VESIM data base..

5. Role of Student Coordinators:

i. Student placement coordinators to play different role for the placement processes and to act as a catalyst between students, placement team and recruiters.

ii. Initiate forums to increase excitement and motivation about placement activities:

a. Placement motivational talks/videos

b. Live placement feeds - Portal/page(*Calyxpod software*)

c. Placement editorial and newsletter

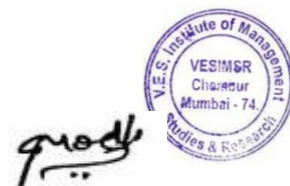
6. Role of Associate Deans (ADs) and OR Area Chair Persons (ACPs):

i. It is a requirement that minimum 5 placements/internships should happen through ACPs.

ii. ACPs will be rewarded with for each student placed.

iii. Remedial Classes

iv Ensure smooth functioning of Summer Internship Process



II. Corporate Relations and Gifting

1. To initiate, engage and enhance corporate-academia connects for campus placements, campus events etc.
2. Select and decide corporate gifting vendor and initiate the process to procure corporate gifts. (Budgeting for INR 500/- pp * 200 corporates)

III. Consultant and Vendor Tie-Ups

1. Tie-up with 2-3 recruitment consultants to enhance lateral and international placements .
2. Collaborate with vendors to administer aptitude tests and for pre placement preparation activities.

IV. Pre-Placement Preparation/ Remedial Training in association with ACPs

1. Prepare a yearly calendar for pre-placement activities such as:
 - i. Know Me Form (*Student's interests*)
 - ii. Aptitude tests(*Gap analysis*)
 - iii. Counseling
 - iv. CV Writing
 - v. Mock GD/ PI Sessions
 - vi. Soft Skills Lab(*Mandatory English Language Lab*)
 - vii. Alumni interaction
 - viii. Guest Lectures by Corporates
 - ix. Industry Interface and Interaction - Informal

V. Budget

Sr. No	Budget Head	Cost (INR)
1	Placement Brochure	
2	Technology – Placement Software	
3	Corporate Gifts (500*200)	
4	Consultant tie-ups (Lateral & International)	
5	Pre-placement preparation activities (2000* 240)	
6	Rewards & Recognition	
7	Campus and Corporate Visits (<i>Food, travel, visits expenses, etc.</i>)	
8	Miscellaneous Expenses (<i>Contingencies, if any</i>)	
	TOTAL	

* Rewards and Recognition includes incentive bonus payout to faculty and placement team

** This is a tentative cost basis the approx. figures taken for vendor and consultant tie-ups

*** **Specialization focus cost not included in the above budget.** Honorarium to be paid to alumni / corporates for conducting sessions and mentoring students to choose the right career path.

grodh



VI. Rewards and Recognition

1. **Placement Team** - Incentive Bonus of up to Rs. for 100% placement. Incentive to start from every 20 students placed on increasing no. basis.
2. **Faculty Member** – Incentive bonus of up to for each member for 10 minimum placements
3. **Students** – Incentive of attendance, travel and food reimbursement for company visits

Recommended sessions for pre-placement preparation:

- Focus on business communications
- Critical appreciation of current issues
- Aptitude tests
- Embedding soft skill courses in curriculum
- Alumni, industry-expert speak
- Career grooming sessions
- Direct and video-based feedback
- Imbibing critical thinking
- Interaction with entrepreneurs
- Entrepreneurial courses
- Mock GDs and PIs
- Mentoring sessions

Placement / Summer Internship Process at VESIM:

- a) Sending Campus Recruitment Drive Invites through Mail , Personal visits , Tele calling and Social Media
- b) Once JD along with all necessary required details are received, it is shared with the Students through Calyxpod Placement Software with a deadline for Registration.
- c) Students , after reading entire details send there registration confirmation required by company may be in form of Excel Sheet and or CV.
- d) All interested students CV's / Excel sheet data is than shard with company.
- e) Company then schedule process date along with process of selection viz. Aptitudde Test, GD, PI , Psychometric Test , Case Study etc case to case.
- f) Post completion of process List of Selected students is declared by company on same day or in a day or two with Offer Letters mentioning Joining Date as per VESIM allowable dates.
- g) Post students joins the organization between 6 – 12 months of his tenure , FEEDBACK is taken about his performance from respective reporting Manager.
- h) For Summer Internship based on MMS/PGDM program students spends 3 Months/ 2 Months duration.
- i) Faculty Mentor is allocated for Summer Internship to guide the respective student throughout Project duration till Project report and Viva is done.
- j) Faculty Mentor also visit companies where students are interning, talks to company mentor for his/her progress and scope for improvement.



Student Placement Policy

I. Placement Committee of VESIM

Core Placement Committee + Student Committee

Specialization	Head – Student Placement Committee	Deputy – Student Placement Committee
Marketing		
Human Resource		
Operations		
Finance		
Information Technology		

II. Roles & Responsibilities of students of each of the Committee:

a) Student Placement Committee Representatives: Student Placement Head and Deputy will be the one point contact for the placement cell. They will coordinate and mail the company information to all the all students. Right from company coming to campus, to getting the students application filled and sending the same to placement cell, coordinating for interviews and final offer letters.

b) Company Representatives: will be in-charge of getting the database of companies from the CGPT team and distribute the companies specialization-wise to the placement coordinators. Each coordinator pair needs to make minimum 10 calls and line up meetings with the Corporate. Initial meetings can be attended in association with Student Placement Head or Deputy. Follow up meetings should be accompanied by a member of CGPT.

c) Presentation Pitch to Companies : Representatives will be responsible for creating and training the student's placement team with the presentation pitch to the companies which includes information on college, various activities, unique offerings and statistics of their batch.

d) Policy Discussion with batch-mates: Students representatives are responsible for explaining the placement policy to their batch mate. Once principally aligned, the placement policy will be implemented along with the above roles & responsibilities.



Overview – VESIM Placement Policy

The **Career Guidance & Placements Team (CGPT)** welcomes all students to take an active part in the Final Placement Process organized by the Institute. We assign considerable importance to the same 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 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 – 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 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 - PHASE I & PHASE II

Final Placement of students will be done in 2 phases:

- PHASE I : Starting First Week October – Last Week December
- PHASE II : Starting First Week January – Last Week March

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

Category	MMS
Category A	70% & above
Category B	Below 70%
Category C	Customize - Laterals



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 only exemption to apply to the next company, if the company is offering 40% higher CTC from the accepted offer.**

VI. Placement Package

College aims at inviting companies with a minimum package of 4.0 Lacs for MMS and 5.0 Lacs for PGDM, However, the college is not binding itself to this package and will be open to lower CTC package on various parameters such as industry, brand name, profile, etc.

VII. Policy guidelines during the Placement Process:

Before the process:

a) Announcement of Campus recruitment process going forward will be done by the student placement heads and deputies. **The placement team after receiving the mail from the company will forward the mail to the designated team and they will forward the emails to their respective batch-mates.** The mails are required to be circulated **within 2 hours** of them receiving the mails.

b) The coordinators are required to liaise with the placement team until the entire process is over.

c) Once such mail 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.

d) 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.

During the process:

a) 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.

b) 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.

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

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

e) Students are expected to cooperate with CGPT coordinators throughout the



Handwritten signature

process.

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

g)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.

h)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.***

i)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.

After the process:

a)Once the student has been offered by a company:

b)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.

c)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 only exemption to apply to the next company, if the company is offering 40% higher CTC from the accepted offer.

d)Students failing to sign and submit the documents on time will lose the offer received and will be out of the placement cell.

Students are required to keep the placement team updated with their DOJ, offer letter, or any other information in case the company directly contacts

ALL THE BEST



Ref. No.: -VESIM/Purchase Dept./Policy / 112/2022

Date- 01/12/2022

Purchase Policy

This is to notify that there shall be a committee of VESIM for the procurement of equipment's, goods & Services from the vendor and agencies in VESIM. The committee shall be responsible to regulate & control the procurement in all respect and to approve the purchase/services under.

Committee Member

- | | |
|------------------------|----------------------|
| 1) Dr Satish Modh | -Director |
| 2) Dr Sandeep Bhardwaj | -Dean Academics |
| 3) Mr Vivek Prabhu | -Registrar |
| 4) Dr Pradip Mitra | -Head IQAC |
| 5) Mr Hari Om Singh | -Manager-Procurement |

Working/ Function of the Committee shall be as below:-

- 1) To compare, verify and recommend the rates in terms with quality and, durability and requirement of quantity based on the price quotation submitted.
- 2) To ensure genuineness of the service provider/Supplier.
- 3) To suggest the other available sources and vendors from the market.
- 4) To ascertain the need and to recommend the same to the Director for Purchase.

Procedure/Functions

Purchase Above Rs10,000/-

- 1) For every purchase/ Services to be hired the Purchase Officer shall obtain the Prior approval from the Director by way of Indent or Requisitions duly signed by the Director.
- 2) For the procurement costing above the Rs10,000/- all the requirement, including approve indent or requisition and quotation shall be placed before the committee for the approval.
- 3) The Committee shall cross check and verify the submitted documents and quotations with aspects like make of Product, quality standard and user requirement, durability, rates and availability in the market of the goods& Services to be ordered/hired.
- 4) The committee shall approve the same and shall recommend for purchase to the purchase officer.
- 5) The procurement committee may contract the vendors, service provider in person for the rates, quotations, purchase enquiries, negotiations and solve any difficulties or the issues in the area.



Vesim Business School

Procurement below Rs10,000/-

- 1) The quotation/Purchase Order/Work Order less than Rs.10,000/- shall be verified in all respect by registrar and shall be recommended for purchase after recommendation, The Purchase Officer shall prepare and place the respective work order before the Director for approval.

Miscellaneous Purchase & Approval of the Requisitions and Bill:-

- 1) There shall be a prior approval for such a purchases from the Director in any form in order to enable the Purchase Department to start the purchase process. However requisition form for such a purchase should be approved by registrar. The requisition Form and Purchase/Work Order along with the respective recommendation shall be produce by the Purchase Section before the director approval.
- 2) In urgent cases where the total purchase cost amount is small which is not more than Rs.3000/- in such a cases no Purchase/Work order shall be necessary but this should be strictly against the requisition duly approved by the Registrar/Director.
- 3) There shall be no purchase without the approved requisition, but in certain exceptional/urgent cases the purchase without approval will be permitted up to the limit of Rs 3000/- only, provided Registrar shall ascertain the need and can recommend the same for post sanction of the expenses from the Director
- 4) For petty purchases and services, registrar may approve the requisitions, indent, cash memo and bills of such nature.

Purchase Order for hiring Sound System, Canteen Food & Catering Services:-

- 1) For the expenses on the account of more than Rs.10,000/-, these also shall be processing through this system, while deciding the rates for major events for the canteen/catering services, the concern event in-Charge shall sit with the vendor and Registrar and /or the concern Dean and shall finalize the rates for placing the Purchase Order.

Regarding purchase related to Library, following steps will be followed:-

- a- Each Faculty can recommend a book for which librarian will seek the respective Chairperson's approval. The books will also be classified under the above mentioned accounts.
- b- After receiving the respective approval, the purchase order will be raised and on receiving the books, the bills have to be submitted to Accounts Dept for payment.



Sanction of Conveyance Vouchers:-

- 1) All conveyance vouchers incurred on account of purchase and hiring services shall be signed by the Registrar.

General Notes

- 1) Staff/Faculty shall submit the Requisition of requirements to Purchase Dept. duly endorsed and recommended by their HOD/In Charge of the section/area Chair Person.
- 2) The Purchase Officer shall prepare Purchase Order/ Work Order only after the comparative statements are approved by the committee and the Director
- 3) Without the copy of the approval indent, quotations and recommendations for such a purchase as mentioned above, the Accountant shall not entertain the bills for processing the payments.
- 4) Purchase Office shall continue to maintain the Stock Register of the Equipment's, Capital Good, Semi Consumable and Major Stationery items.
- 5) The Purchase Section shall also follow the existing Purchase Policy laid down by the VESIM which is applicable.
- 6) The Office Order is effective from immediate effect.


Dr Satish Modh
Director



CC to-

- | | |
|------------------------|----------------------|
| 1) Dr Sandeep Bhardwaj | -Dean Academics |
| 2) Mr. Vivek Prabh | -Registrar |
| 3) Ms Pratibha Waman | -Accountant |
| 4) Mr Hari Om Singh | -Manager-Procurement |
| 5) Dr Pradip Mitra | -Head IQAC |



LIBRARY OPERATING POLICIES AND PROCEDURES

Introduction

VESIM library was established in 1994. Since then the library has grown to be an integral part of the institution. The library has a seating capacity of 100 persons. The library has a large number of top-class management books & e-resources. Library room is well air-conditioned and reading room is accommodated in a computerized and Wi-Fi enabled building. The library is user- friendly not only for students but also for research scholars. Library is open from Monday to Saturday from 8:00Am to 8:00 Pm. Except Sunday and other public holidays

Clients

VESIM library offers collection access to the following groups:

- Students
- Faculty and other staff
- Research scholars
- Resources are provided in a variety of formats including
 - a. Books and other hard-copy printed materials
 - b. Serials (i.e. journals, newspapers in both electronic or hard-copy format)
 - c. Databases (electronic collections)

Procurement policy

Library is equipped with the requisite resources in areas of

- Hard copies of Books, Journals
- Requisite digital and online resources as and when needed

Sources of purchase

Online search

Faculty / students suggestions

Direct contact with publisher



A handwritten signature in black ink, appearing to be "gmodh" with a small mark below it.

Selection Criteria for books

The following criteria are considered when purchasing Library resources:

- Relevance of content
- Quality of content
- Suitability for the defined client group

On recommendation of faculty / students books are purchased after get sanctioned from the library committee members & Director. On receiving the proforma invoice from the vendor, Purchase order is raised then billing instruction is given to the respected vendor /supplier. Books are also procured from online depends upon urgency and availability.

The Library acquires e-books, if required that allow multi-user access across the institution.

Bill Processing

Once the books are received in the library with Bills the price of each book and the discount rates are verified by the concerned staff for entry in the accession register. Entry for each book is made in the register which has all the relevant details of a book like its price, publisher, vendor, year of publication, title of the book and author etc. Then the bills are processed for payment with the accession numbers.

Selection criteria for Journals

On recommendation of faculty members and librarian new journals are subscribed for initial period of one year and after receiving invoice from the publisher / vendor it is get sanctioned from the library committee members & Director of the institute.

At the time of renewal, the quotation is taken from the vendor and after raising P O, the order is placed with the respected supplier.

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, faculty & staff can borrow library material from Monday to Saturday from 10: Am to 7:00 Pm

- Books are issued and received through library software (Slim-21).
- Students are allowed to take 2 books at a time on different subject on their library card for a period of one week & research scholars can borrow 3 books at a time.
- 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 over night

Handwritten signature



- 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 attracts a penal charge of INR3/- 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 silent 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)

Stock verification

Library conducts the stock verification, during the month of May – June every year.

The collection evaluation process helps us to discover the less used, unused and outdated Collection. This will greatly help in preparing the weeding-out list.

Through stock verification a comprehensive listing of the library is done. It helps in presenting the collection statistics of the library.

The mis-shelved and misplaced documents are identified and rectified during the Stock verification process.

The stock verification process supports the bindery preparation exercises.

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Weeding Policy

The withdrawal of books is based on the following guidelines:

Criteria for weeding Library materials of all types (which include, books, journals, etc.) may be considered for weeding if they meet any of the following criteria.

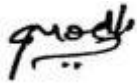
- Physical Condition Materials that are badly deteriorated or damaged and beyond reasonable preservation efforts will be weeded.

The Librarian with the library committee will make the final decisions regarding the disposition of materials withdrawn from the collection or to go for mending and rebinding

Keeping library materials in good, useable condition is essential. A decision is made on each worn book - whether to mend it, rebind it, replace it, or withdraw it. The following criteria are used in making such decisions.

- Condition of the book
- Validity of the book's contents
- Demand
- Cost

Any rare book or irreplaceable item are used only in the library to ensure against their Loss and / or mutilation.



Director , VESIM

