



Vishweshwar Education Society's



INDIRA INSTITUTE OF BUSINESS MANAGEMENT

Vision

To be one of the most preferred institutes in higher management education.

Mission

To develop managerial, analytical, and collaborative skills related to the business environment

To provide education that enables students to apply knowledge of management in their respective domains.

To inculcate and nurture a sense of ethics and values among students.

NATURE OF COURSE :- About the course/ Course Details

Master in Management Studies (MMS) is a full time course of two years spread over four semesters offered by MU-University of Mumbai. The admission test will be conducted by Directorate of Technical Education (DTE).

ELIGIBILITY

The candidate must possess a Bachelor's Degree in any discipline from a recognized university or equivalent thereto. He/She must secure minimum 50% marks (Open category) and 45% aggregate marks (Reserved category of Maharashtra only) in graduation. Students who have appeared for their final examination of degree and are awaiting results are also eligible to apply. However, their admission will be subject to their passing the qualifying examination on the date of Commencement of the curricular programme.

NOTE

All concerned aspirants who desire to seek admissions, in _____, should note following clarification displayed by DTE Mumbai on their website, and all should interpret "Management Seats" in case of Unaided Institutes.

WEBSITE : www.dte.org.in

All applications must verify that they are eligible for admission as per DTE and University rules before applying to Institute. Refer DTE information brochure for admissions on their site www.dte.org.in. Admissions will be provisional and likely to be cancelled in absence of University Eligibility or proper documents, and responsibility of same lies with the candidate.

Documents to be submitted while applying for Admissions :-

- Mark Statement of Std X, XII and Final Year of Graduation.
- Passing or Degree Certificate (Convocation Certificate).
- DTE CET / other Approved exam score card.
- Indian Nationality / Domicile Certificate.
- Transfer Certificate.
- Migration Certificate (for student from other than Mumbai University).
- Caste Certificate in case of reserve category student (Maharashtra State Candidate only).
- Academic Gap Certificate on Stamp Paper (wherever necessary).

- Non-Creamy Layer Certificate for OBC, NT1, NT2, NT3, SBC, VJ/DT.
- Passport Size Photograph (Two).
- 1. Applicants are required to submit originals along with 2 copies of all relevant documents duly attested. Originals will be returned only after verification by DTE & University authorities.

(In their own interest students are advised to maintain personal Photocopy of all documents submitted)

2. Students admitted to our institute must obtain the eligibility form and submit the same duly filled in legible handwriting within 7 Days from taking admissions.
3. Examinations forms are to be filled semester wise within the dates prescribed by University of Mumbai.
4. Admitted candidate must get their library card and smart card by contacting respective authorities within 7 days admission.

GENERAL CODE OF CONDUCT

- a) Students should come to the institute in proper formal.
- b) Students will have to compulsorily wear Uniforms on certain occasions.
- c) Carrying of refreshments / eatables including tea / coffee to the classroom, library or computer laboratory and students are strictly prohibited.
- d) Smoking and Drinking with the campus premises is strictly prohibited.
- e) Cell Phones must be put off or kept in the silent mode inside the classroom, library, computer laboratory and students are strictly prohibited from dialing or answering the phone in any of these locations.
- f) Students should refrain from any types of unruly / undisciplined / indecent behavior either inside or outside campus and be only concerned about enhancing the reputation and image of the institute. Any unwelcome behavior brought to the notice of the Management will invite strong disciplinary action.
- g) Students are not allowed to occupy or use the Director's Room, Faculty Room, Seminar Room, Conference Room and Administrative Department without explicit permission from the Management.
- h) Prior permission from the Management is required to be taken for organizing any get-together / function / party etc. and use of Institute's Facilities.
- i) Students are required to display the identity card given by the Institute during their stay in the campus. The security persons or any other authorized person in this regard will have the full authority to check the identity card and personal belongings.

PROGRAM ADMINISTRATION

a. Enrollment / Registration

The Candidate interested in pursuing management program needs to fill up the Enquiry Form. The Candidate will be guided by counselors and would be provided with necessary information.

If the candidate, fulfill the norms of the program, he/she is given an Admission Form. The duly filled admission form is submitted to the Institute with the requisite fee and the relevant enclosures by the candidate. All original certificates of educational qualifications will be retained in the Institute.

On complying with all the documentation and payment of fees the candidate is enrolled for the program. The date of commencement of the program will be intimated to the students.

b. Fees

- All fees are accepted in the form of Cheque / Demand Draft / online payment (PayTM).
- For confirmation of admission the requisite amount of fees has to be paid.
- Program fees DO NOT include re-examination fees, revaluation fees, duplicate IDs, duplicate copies of mark sheets, transcripts etc.
- If any extra-curricular activities are conducted, the student will have to pay the concern fees.
- Fees once paid are not refundable, under any circumstances.
- Students should pay full annual fees at the time of admission.
- Admission is provisional till complete fees are paid and may be cancelled by the concerned authority if gross violation is found in payment schedule by the student.
- In case of non-payment / delay in payment students may incur penalty charges of Rs. 100/- per day from the due date.

c. Attendance

- The Institute strictly insists on regular and prompt attendance in classes. Every Course Faculty will record attendance of students in each class in the attendance sheet provided by Course Co-coordinator. The office will maintain the record of the attendance.
- Making proxy attendance for others or having attendance marked by others will be treated as an offence and will invite strict disciplinary action.

- 100% attendance is compulsory, however 25% absence in each course would be considered for emergencies or any other duly permitted requests by the authorities. This consideration of absence includes any absence on personal front such as sickness, death etc.
- Attendance is mandatory for all Guest Lectures, Workshops and Seminars.
- In case a student fails to attend 75% classes, he/she will not be allowed to attend classes and appear the examinations. The list of student defaulters in attendance will be displayed on the notice board.
- Students must reach college campus by 9.30 am.

2. a. Discipline

- The Institute attaches utmost importance to discipline and character building of students.
- Medium of conversation should be in English inside the Campus as it will improve your verbal communication. In case of any other local language he / she will be charged a fine of Rs. 100/-
- No students should loiter in the campus during lectures.
- Rs.10/- per day will be fined if a library book is not returned on the specified date.
- In case a student forgets or is found without his ID inside the campus, he / she will be charged penalty of Rs.100/-
- Blazers if not worn on the specified day, he / she will be fined.
- Cell Phones must be switched off / kept in silent mode inside the classroom, library, and computer laboratory.

Violation of the above norms will attract punitive action by the concerned authority.

Fees Refund

- As per Government regulation no refund will be granted for MMS 1 year after 14th August, of every Academic year.

b. Prohibited Activities

- If a student does not maintain discipline in the class, the concerned faculty may initiate action for debarring him from the course with immediate effect.
- Smoking, drinking of alcoholic beverages and consumption of legally banned drugs, quarrels, fighting, physical assaults will be deemed as acts of misconduct. Ragging is a crime and action will be taken as per law.
- Purposely dissipating wrong information or propagating rumors will attract punitive actions.

- Conducting any act which will result in spoiling IIBM image.
- Any other kind of anti-national, anti-social activities including hurting the sentiments.

c. Dress Code

- Dress code for Student: Formal attire from Monday to Thursday. Fridays are observed as casual dress day, and corporate attire on Saturdays. Corporate attire provided by the Institute is to be worn on all special events including Seminars, Interviews, Viva, Industrial Visits, Special Occasions etc.
For Male: Formal pants and Full / half sleeve shirt.
- For Female: Short tops and miniskirts are not allowed; students should wear decent while coming to campus.
- Students have to display ID card all the time while in campus or else fine will be collected from them.
- Students have to show their ID card to the security staff at the gate for each entry to the campus.

EXAMINATION

a. Course Evaluation: MMS program with specialization in Marketing, Finance, Human Resource, Operations & IT.

IIBM emphasis on continuous assessment of students based on class participation, assignments, case studies, case analysis, presentations, class tests, projects etc. A student is evaluated and graded on the basis of his/her overall performance.

b. Standard of Passing:

To successfully complete the course, the student is required to secure minimum 50% marks including both Internals & Externals for each subject out of 100 marks.

c. Examination Rules

• Students conduct during examinations

Strict discipline should be maintained by students in the examination halls. Acts of indiscipline during the examination will be dealt by the Examination In-charge & Course Coordinator. For serious misconducts the matter will be referred to the Director.

- **Absence during written examinations**

In case a student is absent for the written examinations, on account of medical reasons, official tours or any other valid reason, the student has to take prior approval or write to the Exam Co-ordination In-charge (along with supporting documentary evidence) within 6 days from the conclusion of examinations and forward the same to the Academic Head, failing to do so the candidate will be liable to make the payment for the prevalent Re-Examination Fees. Director will decide as per merit of case and may allow the student to appear for the Re-Examination if the supporting evidence is compelling enough to grant such decision.

- **Attendance**

In case the student attendance is less than 75% for any particular subject he will not be allowed to appear for the written examination of that particular subject. He will have to appear for its re-exam by paying the applicable re-exam fees.

d. Examination Code of Conduct

- Student should sit only on the seat provided to them during the examination.
- Student should occupy their seat 10 minutes prior to the commencement of the examination.
- Student will not be permitted to enter the examination room after 15 minutes of the commencement of examination.
- Students are not suppose to leave the examination room once examination starts.
- Students are permitted to go for urinal etc., after 11/2 hrs from the commencement of examination, if the examination is for 3 hrs, that also one student at a time from the examination room only will be permitted.
- Those students who do not want to write the examinations can leave the examination room only after 30 minutes from the starting of the examination.
- Students are not allowed to move of the examination hall, if the examination is of 2 Hrs.
- Student should provide the Identity Card on demand of the invigilator in the examination room. Student without valid Identity Card will not be allowed to write the examination.
- Students are not allowed to exchange materials such as pens, calculator, pencil, eraser, scale etc. in the examination room.

- Students should obey the instructions given by the faculty members, invigilators and Examination In-charge.
- Eatables, soft drinks etc. are not allowed inside the examination hall. Mobile phones and Laptops are strictly prohibited inside the examination hall.
- Students are not allowed to write anything on the question paper.
- Students are not allowed to write their name anywhere in the answer book. They have to write the roll number, subject, batch, date on the mainsheets and supplements.
- Students should observe absolute silence in the examination room.
- Students are permitted to use only simple calculators in the examination hall.
- Stringent action will be taken against the students who violate the examination rules.
- Student is bound by respective rules under AICTE / DTE / University of Mumbai & UGC.

FACULTY FEEDBACK MECHANISM

- IIBM has a well-established feedback mechanism for communicating student perceptions.
- One authorized person will go to each class before the maiden feedback is taken to make the students understand the importance of the feedback and hence their complete cooperation to give frank, factual and unbiased feedback of each course faculty. Regular feedback is taken of the course.
- Feedback comprises of both the quantitative and qualitative aspects of teaching, learning and delivery process of the course. Students should get involved in this mechanism seriously as it helps IIBM to improve the quality of service and teaching provided to the students. Students whose attendance is 75% and above will be permitted for this process.

LEAVE RULES

During the program, students are not expected to take any leave barring unforeseen circumstances that include:

- Medical Reasons for self only.
 - Any emergency situation in the family
1. Students are expected to take leave in writing from the concerned faculty whose lecture session is being missed. If any test or examination is held during such period, a student is not entitled for re-examination however, the discretion in this regard will vest with the concerned faculty.

- No reasons will be entertained for absence from internal exams.
- Students who are the part of a committee, must take permission for leave if needed. The leave application shall be in the formal given leave record sheets provided in the rule book. It should be duly signed by their division's mentor. All other students must also fill the said leave form duly signed by the relevant authorities and submit it to the respective mentor.
- In case of sickness, the leave application must be accomplished by Doctor's certificate and Medical Reports and should be handed over to the respective mentor of divisions. In case of sudden medical leave for long duration (3 or more days), institute must be intimated of the same in writing during the leave period by the students with counter sign of either their parents or guardian.
- All other types of leave such as marriages in the family, festivals etc. will not be approved by the institute.

LIBRARY RULES

- Library books will be issued to the students only against the library cards.
- Every student will be issued only two books at a time for a maximum period of 7 days and as per the due date stamped on the borrowed book. On the expiry of the period, the student has to return the book(s) and he/she can re-issue the book, only for one more instance, if there is no pending demand for the same. Delay in return of a book will attract a fine of Rs. 5/- per day.
- Books earmarked as 'Reference Copy' are non-issuable for home reading. The students however are permitted to refer to such books within the library premises.
- Library Cards are non-transferable, which means that no issue will be made to a student against the library card of any other student.
- The Library is expected to be used only for issue/return of the books as well as for study, and any other type of activities including group discussions etc will not be permitted inside the library premises.
- All Library books must be returned after the course of program is completed and within the due date fixed by the institute from time to time. The passing certificates and mark-sheets will not be given without the clearance and No dues Certificate from the Librarian.
- Students should familiarize themselves with library timing and rules and regulation displayed on the notice board from time to time.

COMPUTER LAB RULES

- Each Student will be given login ID and Password. No Student is allowed to give his/her login ID to another student for use. If found doing so. He/she will be fined
- Students should familiarize themselves with the computer laboratory timings and rules and regulation displayed on the notice board from time to time.
- A student is not allowed to work in the computer lab when he/she has a lecture session.
- In case of any breach of this rule disciplinary action will be imposed.
- The computer facility is expected to be used for academic purpose or using E-mail facilities for personal purposes is strictly prohibited. Similarly chatting of any type or playing computer game in lab is strictly prohibited. If any student is found indulging in such activities, it will result in disciplinary action of his/her login ID being blocked.

OFFICE TIMING & GENERAL GUIDELINES

- Students Should familiarize themselves with Administrative Department timings and other rules and regulation displayed on the Notice Board from time to time.
- Students are not expected to make personal telephone calls from any other office telephones.
- For office routine matters like railway concession, etc. students are advised to approach the Administrative Officer.
- For all official (non-academic) matters, the decision of the Administrative Officer and/or the Director shall be final.

PLACEMENT

- Students must read the notice board regularly for all placement related information.
- Students should compulsorily study the website of the respective company that they apply for.
- Students must come formally dressed in Corporate Apparels for all the interviews.
- Be Punctual for all interviews, whether at a Company or the Institute.
- Once students apply for a job, they are not permitted to withdraw their application.
- Students once selected will not be allowed to back out and appear for any other interview (Applicable for Summer and final Placement).

7. For the purpose of placement, student will be categorized in A, B, C grades, on the basis of the Grading test which evaluates the student on domain knowledge, Business Awareness, Reasoning Ability, English Presentation Skills and Interview Skills. The aggregate marks allotted on the above parameters will be 160.
8. 20 Marks will be allotted towards Academic performance.
9. 20 Marks towards attendance thus making a total of 200.
10. First grading test will be held in the Second Semester of MMS. This test will be used to grade the students for their summer placements.
11. MMS students will also undergo an English test in the first semester to identify those students who need to work on their English language. All such students identified as weak in English language will compulsorily attend English test, they will not qualify for placement.
12. Student- member of Placement Committee have to attend all the activities conducted therein, and shoulder their responsibilities. To be eligible for placement process, minimum 75% attendance (academic workshop, seminars and corporate development program) is essential, Failure to do so will result in expulsion from placement and application of regular rules of attendance for evaluation purpose.
13. Student who are placed through campus will be allowed to resume on job in mid of 4th Semester, if students take up to the job (not through campus) on or before stipulated time will be sole responsible for their academic career and development time will be sole responsible for their academic career and development, accordingly they will not be eligible for campus placement.

FINAL PLACEMENT LEAVE RULES

1. Student who are placed in corporate, from the placement cell in final year, and have started working must adhere to the following norms regarding attendance:
2. Submit copy of the joining letter signed by Director Placement to their respective division's mentor.
3. Such students must submit assignment in lieu of the two internal exams, within one week of completion of each internal exam to their division mentor.
4. Such student have to attend the internal project vivas on their own.
5. Such student have to attend all external university examinations.
6. Such student have to avail of all information regarding exam on their own.
7. All the other student who are not placed or have not started working; have to fulfil all the usual requirements of the Rule Books.

GENERAL NORMS

- a. Ragging is a crime and action will be taken as per law. Smoking Consumption of Tobacco/Alcohol is banned in and around campus. Students who indulge in Such activities will be expelled from institute and dealt with as provisions of Law.
- b. Student- member of different committees has to attend all the activities conducted therein and shoulder their responsibilities. Failure to do so will result in expulsion from placement.
- c. All information is conveyed to the students from the notice board; therefore, students must read the notice board regularly to get the update.
- d. Payment of all dues must be made before the respective dates mentioned. Failure to do so will result in denial of permission to appear for examination and attendance of lectures.
- e. Submission of project reports, forms etc. must be done on / before the due date specified.
- f. Student should carry their identity Cards at all times and wear formal attire on all days except Friday. Fridays are observed as informal dress days. Indecent dressing will result in suspension of the student for that day.
- g. Students are provided with corporate attire which is to be worn on all events (Seminars, Interview, Industrial Visits, Viva and Special Occasions).
- h. Use of Mobile Phone is not permitted in the classroom and phones must be switched off or put in silent mode. Mobiles are not allowed in Seminar Halls and Examination Hall.
- i. Behaviour of students inside or outside the campus should be in continuance with the brand image of IIBM. Any complaint in this regard will be viewed seriously.
- j. Students are responsible for the institute's property; damage to any material or equipment will be the express responsibility of all students concerned and they will bear the cost of the same.
- k. Wearing of helmet by two-wheeler riders is compulsory.
- l. Perking of vehicle must be at designated area in campus. Otherwise any loss/ theft of vehicles will be student's responsibility.

Punitive action will be implemented upon violation of the above norms, and will increase with the severity of the misconduct. Punitive action includes warning / jobs to be done on campus, suspension from mending classes / tests, suspension from campus, expulsion and monetary fines. Each of these punitive actions will be recorded in the student's personal record maintained with the Institute.

MISCELLANEOUS

a. Duplicate Documents Process

Duplicate Mark sheet, Transcript & Course Completion Certificate: If any student loses Mark sheet then he/she may submit an application to the Administration Department addressed to the Director. The details of fees are as follows:

- Fees for Duplicate Mark sheet Rs.1500/- per mark sheet of each semester
- Fees for Transcript Rs.3000/-

b. Duplicate Identity Card

In case of loss of ID card, students can apply for duplicate ID card. The stipulated fee of Rs.300/- should be submitted with the application to the Administration Department addressed to the Director.

c. Verification of documents for the passed out students. (Alumni)

For Educational verification of documents which includes mark sheets /degree certificates the student has to pay Rs.1000/-

STUDENTS RESPONSIBILITY OF LEARNING

- Appreciate the institutional goals and objectives and contribute to the realization of the same by participating in relevant institution activities.
- Follow the time schedules, rules and regulations of the Institutions.
- Undertake regular and intense study of course materials and other support services available in the Institution.
- Live as worthy alumni of the Institution.

Note: Institute reserves the right to change / modify / amend any information given in the Handbook from time to time.

LEAVE APPLICATION

Name:

Course: Div :.....

Nature of Leave:

Leave required from to

Total days

Date of Application:

Class Mentor's (Signature)
Granted/ Not Granted

Sanctioning Authority (Signature)

DECLARATION BY THE STUDENT

To,
Director
Indira Institute of Business Management
Navi Mumbai

I hereby declare that i have read all the above Eligibility and disciplinary rules of the institute and i will adhere to all the disciplinary rules as framed from time to time. I understand that i will not qualify for summer projects and placements assistance given by the institute, if i fail to adhere to the norms and code of conduct laid down for the students. I have also read and understood the policy and criteria for the grading system of the Institute of qualifying for summer projects and placements assistance. I appreciate the additional inputs that the Institute provides for me and have paid fees for the same, and it will be obligatory on me to attend all such programs.

Date:

Name of Student:

Signature of Student:

Tel No. :

Email ID:

I have read all rules and eligibility norms and I give my consent to above.

Name of Parent's / Guardian:

Signature of (Parent's / Guardian):

Tel No. :

Email ID:

Must be duly signed and submitted to Registrar within 2 days of application for admission

