



SGPC's
GURU NANAK INSTITUTE OF MANAGEMENT STUDIES
(Approved by AICTE and Affiliated to University of Mumbai)

STUDENTS HANDBOOK
2017

STUDENTS HANDBOOK

Sr. No.	Content	Page No
1.	Quality Management System	3
2.	Director's Message	4
3.	General Code of Conduct	5
4.	Attendance, Punctuality and Deadlines, Dress Code & Selection of Specialization	7
5.	Industrial Visit, Grievance Committee, Feedback Mechanism, Class Project and Admin Office Rules and Regulations	10
6.	Library Rules and Regulations	11
7.	Computer Lab Rules and Regulations	14
8.	Examination Guidelines	15
9.	Summer Project/Internship, Community Outreach Project and Capstone Project	17
10.	CDC Guidelines	19

QUALITY MANAGEMENT SYSTEM

VISION

To be a leading business school for innovative and entrepreneurial approach to education, research and collaboration.

MISSION

- To deepen the understanding of critical knowledge in the emerging areas of management.
- To develop superior leadership skills through partnerships with institutions, industry & society.
- To create the best possible environment for staff and students which is led by learning, discipline and result orientation.
- To promote research and entrepreneurship through collaborative action.

VALUES

Excellence, Creativity & Innovation, Customer Focus, Continuous Learning, Discipline & Mutual Respect, Ethical Practices, Result Orientation.

Director's Message

Dear Students,

We welcome you all to GNIMS Family. We are sure that your association with GNIMS would be fruitful and you will inculcate all the qualities that make a true professional. We can proudly say that we have one of the best intellectual capital, computer lab and library facilities. We are sanguine that you will make the best use of the resources available in the campus. Like any other Institution, GNIMS has in place a framework for general rules for its smooth and orderly functioning and conduct rules for the students. These guidelines provide a framework for the effective day-to-day functioning of the Institute and enable effective delivery of facilities / services to the students. These guidelines supersede all other guidelines in respect of matters stated herein.

The authorities are free to make the desired changes in these guidelines as and when the need is felt or changes are introduced in the statutes by the statutory bodies. Amendments, if any, to this document may take the form of additions, deletions, and modifications.

All students are required to adhere to the general rules and code of conduct laid down in this Students Handbook.

Dr. Bigyan P Verma
Director

1. GENERAL CODE OF CONDUCT:

Every student in the Institute at every point in time must maintain cleanliness in the premises.

- No food items are allowed in the Classroom, Library and Computer Lab / Centre.
- Use of Mobile Phones is strictly prohibited during the lectures. Mobile Phones should be switched off before the students enter the Lecture Room. In the event of default in this regard the mobile phone shall be confiscated and / or a fine of Rs.500/- will be levied.
- In case of repetitive offense in the usage of Mobile Phone(s) in the Campus, authorities may confiscate the SIM Card permanently.
- Consumption of tobacco or alcoholic beverages in any form is strictly prohibited in the campus.
- Students are not allowed to park their vehicles inside the Institute's premises.
- Two students shall be nominated from each class / specialization as Class Representatives. Interested students should submit their nomination forms to the Academic Coordinators.
- In case the nominated candidate fails to discharge his / her duties to the satisfaction of the class / Institute authorities, he / she shall be replaced.
- Any grievance pertaining to the Administrative Staff, Teaching Faculty and Infrastructural facilities must be addressed through the Class Representative, who will take it up with the Academic Coordinator.
- In case of lecture cancellation, it is the responsibility of the Class Representative to inform the students through the agreed channel of communication. The institute shall, however, put the information of the cancelled lectures on the notice board if the information comes well in advance. Academic coordinator shall inform the Class Representative. Faculty concerned will also inform the class representative.
- Class representatives are not permitted to arrange extra lecture, guest lecture or cancel lectures without any prior intimation to the Academic Coordinator.
- The primary mode of communication with the students is the Notice Board. Separate notice boards / pop-ups are provided for each program. Students are advised to go through the Notice Boards every day and not rely on hearsay about any matter.
- All students are provided with an Identity Card on the campus. Issue of duplicate Identity Cards will be done on a payment of a fine of Rs.100/-
- Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed at strategic points in order to ensure the safety and welfare of everyone in our Institute. Tampering with fire extinguishers is a serious offence.
- Prior written permission from the Director should be obtained for all functions / get-togethers / events / guest lectures on and off campus. Students should not use the Institute's name for any activity carried out outside the campus.
- Students are advised against indulging in any political or notorious / anti-social activity that would cause injury to self and others. The Institute reserves the right to cancel the admission of such students.

- The Departmental heads reserve the right to refer any breaches of the rules and regulations and / or improper behavior towards the staff / peers to the Director for consideration of appropriate disciplinary action.
- Students are advised against bringing or inviting any outsiders without the consent of the Authorities.

2. ATTENDANCE, PUNCTUALITY & DEADLINES:

- A student must put in a minimum of 75% attendance in each subject. Failure in this regard would result in the student being debarred from appearing for the term end examinations. Such students shall be allowed to attend classes in the following year as per rules of re-registration and re-examination of the Institute. In case of genuine medical / other reasons for lack of attendance, the student is required to intimate the Institute in writing immediately.
- For ALL absence, prior intimation is to be given in writing to the Academic Coordinator.
- In case of emergency situations, intimation must be given on phone (SMS) / e-mail (to the Academic Coordinator) within 24 hours of the absence. Any leave without written intimation will be treated as unauthorized leave and will be reflected in the records as such.
- In case of prolonged medical leave, the student should produce a Medical Certificate from a Registered Medical Practitioner supported by a letter from the Parent / Local Guardian.
- Students are advised not to miss lectures for workshops, seminars, placement activities and inter-institute events. They are also advised not to miss lectures in any subject for the sake of project or fieldwork in any other subject. Work on such activities must be done outside the class hours.
- Students should be punctual in attendance. Late coming is not permitted. Faculty has the authority to take appropriate action to deal with cases of late coming.
- It is compulsory for students to be present for all events of the Institute, including the Annual Convocation, Seminars, Guest Lectures, Workshops and other events as intimated to them from time to time. Absence from such activities shall invite disciplinary action.
- Students are requested to honor deadlines for submissions of projects, reports, assignments, forms and any other submission to the Institute or the faculty concerned.
- Students should not pester, embarrass and coerce faculty members and others in the Institution to change or extend deadlines.

3. DRESS CODE:

- The dress code is formal on all days except Friday.
- The formal dress code for boys is formal trouser, formal full shirt and shoes.
- The formal dress code for girls is saree / business suit / salwar suit.
- Students from minority should wear turban every day.
- On occasions of guest lectures, seminars / workshops and examinations the dress code is institute formals for all.
- Students must wear the identity card at all times while in the campus.
- Students without identity card will not be permitted inside the campus.

Policy for Business Casual Dress

It has been decided that Friday's will be declared as **Business Casual Dress Day** for students. However, in the event of any class presentations/ institute event scheduled on Friday's Business Casual Dress will not apply.

The intent of this rule is to create a comfortable work environment that is also professional and free from distractions. Business Casual is defined as clean, neat and professional in appearance.

- Remember that at all times students are ambassadors of the institute.
- Clothes should not cause embarrassment or have a negative impact upon the image of the institute.
- In a B-school even on a casual dress code day students should wear clothing that is comfortable and practical for corporate world, but not distracting or offensive to others. Any clothing that has words, terms, or pictures that may be offensive to others is unacceptable.

Below are some general guidelines for both males and female students regarding what attire is appropriate.

CLOTHING	APPROPRIATE	NOT APPROPRIATE
Casual (Fridays Only)	Males: Golf /Polo Shirts/T-Shirts (without slogans or pictures) Females: Full length denim trousers, corduroy trousers, chinos, colored t-shirt (without slogans or pictures), tops, dresses, suits and kurtis.	Bicycle pants, Sweatpants / Athletic Pants, Army Fatigues, Overalls Low-rise jeans or pants, Sweatshirts, Rugby Shirts, Mini Skirts, Short dresses, Spaghetti, halter, tube, tank, sheer and transparent, Shirts with round and V-neck, any controversial designs
Shoes	Males: Casual Shoes Female - Peep-Toes, Closed Shoes, Buckled Sandal	Flip Flops/ Slip-On, Sneakers, Sandals & Floaters
Grooming	Clothing must be neat and clean, free of excessive wrinkles, tears or worn areas, and hemmed. Hair and nails should be clean and groomed as appropriate.	

Please remember that these are general guidelines and do not include every appropriate or inappropriate item. We believe you will exercise good judgment. While we recognize and

respect that dress is a personal choice, we do want students to understand that your choices in these areas have consequences. It is critical that our choices reflect our commitment to the institute and to one another.

Non-Compliance

The institute is confident that each student will use their best judgement when maintaining the appropriate attire and appearance. Management reserves the right to determine appropriateness. A student, whose attire is not consistent with these guidelines, may be cautioned to pay closer attention to their choice of clothes or in severe cases may be sent home to change clothes. If a student is warned regarding unacceptable attire and/or sent home three (3) times, a written warning will be issued and placed on records. Continued disregard of the policy may be cause for further disciplinary action, up to and including suspension.

4. SELECTION OF SPECIALIZATION:

- Students will be given sufficient time and deadline to finalize their area of specialization.
- All the students have to adhere to the deadline.
- No request for change of specialization will be entertained post deadline.
- There should be a minimum strength of 10 students for offering a specialization.

5. INDUSTRIAL VISIT:

- The venue and duration of the industrial visit will be decided by institute only.

6. GRIEVANCE COMMITTEE:

- Grievance committee is placed in the institute for handling following issues.
 - Sexual harassment at work place
 - Legal and discipline
 - Hygiene
 - Anti-ragging and discipline

7. FEEDBACK MECHANISM:

The Institute has a well-established feedback mechanism for communication of student's perception.

Students must ensure that the feedback is objective and honest.

All students should get involved in this mechanism seriously as it truly helps the Institute to improve the quality of services and teaching provided.

8. CLASS PROJECTS:

Faculty Members announce Class Projects as a part of the learning process for that subject. These Class Projects are usually undertaken in groups. The evaluation criteria and weightage is assigned by the Faculty concerned in keeping with the Institute guidelines. Plagiarism is an academic offence. Work submitted must be student's own.

9. ADMIN OFFICE RULES AND REGULATIONS:

- The General office timings are from 9.30 a.m. to 5.30 p.m. (with half an hour lunch break)
- Friday's and Saturdays timings are from 9.30 am to 7.00 pm.
- Sunday's 9.30 a.m. to 5.30 p.m.
- The timings for payment of fees will be:
 - 10.00 a.m. to 1.00 p.m.
 - 2.00 p.m. to 4.00 p.m.
- Any student whose fees / payments are outstanding shall not be allowed to appear for the exams. Access to library and computer lab will also be withdrawn if fees /charges are outstanding.
- Students are not allowed to make any personal telephone calls from the Institute's Office.
- For any other administrative assistance students should contact the Registrar.
- Students will be issued railway concession forms, certificates and other official letters after three days of submitting the application for the same.
- Students will be issued transcripts on payment of Rs.500/ per page.

10. LIBRARY RULES AND REGULATIONS:

GNIMS Library is open to all Students, Faculty, Visiting Faculty, Research Scholar and Research Associates, officer and staff of the Institute. However, non-GNIMS can also use the library resources with the written permission from the Director/Library Manager.

The library takes an active part in the orientation program organized by the institute for the benefit of new students in the beginning of the academic year. They are taken around the library to familiarize them with various resources and services available for them. **Readers should maintain peace in the library and should not disturb other users in any way.**

The library extensively uses social media for improved communication and interaction and has created a CR's WhatsApp Group to post interesting information and news items regarding the library. This is the reflection of library's continuous engagement with its Users as a valuable partner in their learning and research.

These rules are framed to help and promote, rather than to constrain; the use of library materials and services. Also, this enables the library to carry out its functions as efficiently as possible.

General Rules –

- The timings of the Library would be fixed by the authorities keeping the Users requirements in mind. (Library Timings: - Tuesday to Saturday 8.30 am to 8.30 pm and Sunday–Monday 9.30 am to 5.30 pm).
- Any change in the Library Timings shall be intimated to the Users from time to time.
- The timings of the library may be changed at short notice in case of emergencies.
- Biometric attendance machine is available in the Library.
- Users are requested to utilize this whenever they enter the Library as well as while leaving the Library, every day.
- The Library follows an open access system.
- Books or other materials taken from the stacks should not be re-shelved by the readers but should be left on the tables reserved for this purpose.
- Online Data Base – ProQuest and J-gate is also available in the Library for the User's utilization.
- GNIMS Library also offers Photocopying and scanning facilities at a minimum charge of Re.1/- per page for Photocopying and Rs.5/- per page for Scanning, saving the time of the Users.
- Users are required to take a N.O.C. from the library for claiming refund of library deposit.

- Users are not allowed to sit in the Library during lecture hours.
- Belongings (any type of Bags; Personal Books; Umbrellas; Mobiles or folders) are not allowed in the Library.
- Cameras are installed in the Library; hence Users are instructed to keep their belongings in the storage cabinet outside the library.
- The library will not be responsible in case of damage or theft of personal property.
- Eating, drinking (with the exception of bottled water) and smoking is strictly prohibited inside the library.

Library Cards –

- Library card will be issued on production of the tuition fee receipt.
- A maximum of four library cards will be issued per User.
- Library card is valid for two academic years (three years for part time Users) and will be renewed as per the notification issued by the Library Manager.
- Users are required to carry their library cards and must produce the same as and when demanded by an authorized person.
- Only the member to whom it is issued must use this card.
- Library card is not transferable.
- Fingerprint process should also be completed by the Users while taking their library cards.
- If Library Cards are not collected by the User before the specified dates, a fine of Rs.50/- per term will be levied.
- Issue of duplicate Library Card will be done on a payment of Rs.100/-

Issue – Return -

- A User is allowed to take four books at a time for seven days.
- Issued material can be renewed after presenting the same physically.
- A User can have maximum three renewals, unless the book is reserved by another user.
- A reserved item is subject to recall once it has been issued for seven days i.e. it will not be re-issued to the current reader.
- Users are required to use Claim Register for reserving books.
- The date of return is stamped on the rear cover of the book.
- The book should be returned on or before that date.
- One day advance reminder will be sent to the Users for overdue Books.
- Reference Books will not be issued and should be referred in the library only.
- Journals / Magazines (Back Issues) and Newspapers will be issued to each User for two days only.
- Current issues are not allowed to be taken for home issue.

- A fine of Rs. 5/- per day will be charged for delayed return of books and Rs. 10/- per day will be charged for delayed return of Journal / Magazines.
- Users who take books for Photocopying; to be referred in computer lab or in classroom must return the book on same date otherwise penalty of Rs. 50/- per day will be charged.
- Users are responsible for material borrowed on their cards and will be required to pay for any damage to, or loss of material borrowed at replacement cost.
- Borrowing rights shall be withdrawn while payment is outstanding. Users are also directed not to draw or write any kind of remarks or highlight any contents of the book. This will invite penalty.

Value Added Services -

- GNIMS Users can also publish their Research Papers in our Journals – Sansmaran and International e- Journal of Library Science, which are bi-annual journals, with ISSN Numbers.
- GNIMS Journals have been accredited with Impact Factor 3.216.
- To Motivate Users to do more Research, GNIMS Library displays Top Ten Users and Top Ten Books utilized by the Student, every month on the Library Notice Board.
- Users can access the American Library Resources through the GNIMS Library.
- Users can also get an opportunity to visit the American Library and other Management Institutes in Mumbai through GNIMS Library.
- GNIMS Library also organizes training, workshops and conferences (National and International), etc. for library and information professionals. Here also Users are encouraged to present their research Papers.
- Monthly e-Newsletter is also published on the GNIMS Website.
- Users can contribute small articles, any achievement received by them, any programs conducted by them, etc. to the library to be published in the Newsletter before the end of the month.
- Users can stay connected to the Institute by availing the Library Life Time Membership, after completing their respective courses. Life Time Membership charges are Rs. 2500/- Annual Membership Fees are Rs. 1250/-.

11. COMPUTER LAB RULES AND REGULATIONS:

- Use of computer lab is conditional on observance of the rules and regulations. Users must comply with the rules issued by Director / Lab In-charge. **Anyone failing to do so may be excluded from the Lab / centre or incur a fine.**
- Students are not allowed to load any software without the prior permission of the Lab In-charge.
- Students should not save any document on the desktop. The same should be stored in their respective folders.
- Visiting sites that are unethical and not for academic purpose or using e-mail facilities for personal purposes is strictly prohibited. Similarly, chatting or playing games in the lab / centre is also prohibited.
- Bags are not allowed in the Computer Lab.
- Consumption of food and drink and the use of personal audio equipment are not permitted in the lab.
- Students are not allowed to change the settings of the computer in the computer lab.
- Students are advised to use the lab / centre during the allotted slots only. No request for additional time / slot shall be entertained.
- Students are required to carry their own pen drive to the computer lab.
- Student should register their Name before entering computer Lab.
- Student should wear their ID CARD before entering computer Lab.
- **Students should switch off their mobiles before entering Computer Lab; if found defaulting will be charged Rs. 500/- as a penalty.**

12. EXAMINATION GUIDELINES:

- Any breach of the requirements relating to examinations and assessments, whether committed intentionally or unintentionally may be regarded as “misconduct” and dealt with under Disciplinary procedure of the Institute.
- The students will be evaluated for 100 marks for all institute level examinations. The term end evaluation will be based on semester end exam out of 60 marks and internal continuous assessment (class test, projects, assignments, presentations and attendance / class participation) out of 40 marks.
- **Also a student who fails in more than two subjects in any respective semester shall not progress to the next term and may have to repeat such subjects whenever offered.**
- Students must know their seat number before entering the examination room. Any student who has not been allocated a seat number should inform the Exam cell and complete the appropriate form(s) prior to sitting for the examination.
- Students are not permitted to enter the examination room more than half an hour after the commencement of the exam. Students are not permitted to leave the examination room until half an hour after the start of the exam or during the last fifteen minutes of the exam, except with the special permission of the invigilator in charge of the examination who will report on the circumstances to Controller of Examination.
- Students are required to have photo identification cards and these must be made available to an invigilator upon request. Procedures may be implemented from time to time to establish the validity of a student's identity in the examination hall.
- Food and / or drinks will not be permitted in the examination hall.
- Students must not take to the examination hall any books, writing papers, notes, manuscripts, electronic media including mobile phones / Bluetooth devices, electronic dictionaries, pagers, any form of stored or recorded information.
- **Mobile Phones are not permitted in the exam venue.** If a mobile phone is found in a student's possession after the Examination has started at the examination venue, it will be deemed as a Breach of Examination rules.
- Palm pilots, pagers, electronic watches, PDA's and similar electronic media are not permitted into the Examination venue.
- Examination answer booklets must be submitted intact. No part of the examination answer booklet may be defaced, removed or smuggled out.
- Students have to write their own roll number clearly on their question paper.
- All notes, rough work and calculations must be done in the examination answer booklet only.
- Students must not communicate in any way with any person other than the Invigilator during an examination. Any other communication will be deemed as a breach of Examination Rules.

- Any student who needs to leave the examination room during an examination to go to the washroom must obtain permission from an Invigilator. The Invigilator has the discretion to refuse permission.
- A student who fails to attend an examination at the time and place published in the final time- table, displayed on the notice board, will be deemed to have failed in that subject. Opportunity for re-examination will be given according to the rules and regulations for re-registration and re-examination.
- Consideration will be given to **requests for special examination / arrangements to be made for students with disabilities**. A writer shall be allowed on prior request for the examination on medical grounds accompanied by supporting evidence substantiating the disability or disadvantage.
- If a student is not satisfied with the marks obtained in any subject, he / she may seek verification by paying the revaluation fees of Rs. 500 /- per subject, one week from the declaration of results. The results of the verification shall be final and binding on the student.
- Cases of students indulging in unfair means during the exams will be reported to the Controller of Examination who will forward the same to the Unfair Means Committee for investigation and recommendations. The decision of the Committee in consultation with the Director will be final and binding on the students.
- There is an end term exam feedback session held after every semester end exams.

13. SUMMER PROJECT / INTERNSHIP:

- Summer Internship is a 2-month project starting from the 1st week of May to 1st week of July.
- It is mandatory for all the 1st year students to undergo the summer internship.
- The students should behave ethically and honestly with the organization where he/she is doing the project.
- Every student will have to work under the institute project guide as well as a company guide.
- No student is allowed to take leave without due permission of the company and inform the institute Career Development Cell.
- Summer Placement assistance will be provided by the CDC to all students from the 3rd week of February.
- All notices / announcements on Summer Internship will be displayed on the notice board outside the CDC.
- The student in case of any clarification is required to speak to Ms. Ami Gandhi on 022 - 24043929.
- A student who wishes to apply for Summer Internship on his/her own will have to inform the CDC in writing along with the company's letter or an email for the same from by first week of April.
- Each student will be mailed a Corporate Feedback Form by the second week of June. The form has to be duly filled by the Corporate Project Guide and has to be submitted along with the Certificate to the CDC in due course of time.

14. FINAL PROJECT:

- Students are required to complete a final project in semester IV as a part of the academic requirements of the course.
- Every student will have to compulsorily work under a Faculty member and some external guide (with prior consent from the Director) from the area of specialization.
- The student should report to the Faculty Guide as per the schedule announced by the Institute to discuss the issues originating from the project. The Faculty Guide has the authority to refuse signing the project if this condition is not satisfied.
- One hard copy of the project and one soft copy (for library) are to be submitted to the before the deadline is announced by the Institute.
- The bound copy has to be accompanied by a certificate of authenticity of work done signed by the Guide. There will be no extension of the deadline for signing this certificate.
- Students will be given model project guidelines and are encouraged to use these for writing their project reports.

- Students will be required to undergo a viva voce, the schedule of which will be announced by the Institute.

15. CDC GUIDELINES:

- Attendance for CDC sessions is mandatory.
- Dress Code for all the CDC Events should be proper Institute Formals approved by the Institute.
- Students are required to check the CDC Notice Board every day for Information updates pertaining to Placements.
- **A Standard Format for the resume will be provided to the students by the CDC and the students are required to follow the same format.**
- The students should submit the softcopy and hard copy of their resumes on or before the date given by the CDC. A soft copy of the resume has to be given to the CDC Coordinators: Ms. Ami Gandhi and Ms. Satroop Kaur.
- Students who fail to submit their resumes on time shall be deemed not interested in Placements.
- Students who wish to drop out of the Placement Process should inform the Dean CDC in writing.
- A student who gets placed for **Winter / Summer / Final** on his or her own should intimate the CDC immediately.
- Students are advised against bringing or inviting any outsiders during a Campus Drive without the consent of the authorities.
- For students who have received Off-Campus Offer Letters, it is mandatory to obtain the written permission of the Dean CDC / Director before accepting the Off-Campus Offer Letters.
- No student is allowed to initiate any contact with companies visiting campus / off campus without the prior Consent of the Dean CDC. Students will not be permitted to refuse or seek alternate employment/Internships, once they have accepted offer letter from a particular company.
- Placement information is confidential and any breach of confidentiality will lead to strict disciplinary action.
- Once the name of the student has been sent to a company by CDC, it is presumed to be a final decision. No change in the communication with the company shall take place further.
- Maximum of two letters will be issued by the CDC to the students who are trying for Summer Internship on their own.
- It is mandatory for all the students to have CDC's contact numbers saved. Any call received from the CDC should be answered at topmost priority.

CDC reserves its right to use its discretion in all matters relating to Placement.

Disclaimer:

Please read these guidelines carefully - it applies to all students who view this student's handbook. Please note that the disclaimer set out below may be altered or updated. You should read it in full. The below mentioned guidelines are for general information purposes only. The guidelines are provided by the GNIMS and while we endeavor to keep the guidelines up to date and correct, we make no representations or warranties of any kind.



SGPC's
GURU NANAK INSTITUTE OF MANAGEMENT STUDIES
(Approved by AICTE & Affiliated to University of Mumbai)

G. N. Khalsa College Campus, King's Circle, Matunga, Mumbai – 400 019.

Tel.: 2404 3928 / 2404 3931 Telefax: +91-22-2404 3933

Website: www.gnims.edu.in

Email: -info@gnims.com