

HANDBOOK FOR MMS STUDENTS

BATCH 2021-23


VISION:

To Be One of the preferred Business Schools in India

MISSION:

- To provide an education that equips students with knowledge, skills and attitude that meets industry expectations.
- To develop critical thinking and innovative skills through experiential learning, applied research and mentoring.
- To instil and nurture sense of ethics and values in students.
- To impart leadership and collaborative skills with high professional competence.

VALUES:

Passion, Trust, Responsibility, Integrity, Gratitude, Humility, Excellence, Respect


Program Educational Objectives:

PEO1:

To impart knowledge of management theories and continuous learning for solving business problems.

PEO2:

To develop communication and execution skills for achieving organizational goals.

PEO3:

To enhance analytical and decision-making skills that meet business needs and challenges.

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PEO5:

To enhance leadership and collaborative competencies.

Program Outcomes:

PO1: Apply knowledge of management theories and practices to solve business problems

PO2: Foster Analytical and critical thinking ability for data-based decision making

PO3: Ability to develop value-based leadership ability

PO4: Ability to understand, analyze and communicate global, economic, legal and ethical aspects of business

PO5: Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment

PO6: Demonstrate proficiency in the use of modern technology for business applications, research, and communication process.

PO7: Develop competencies and experiential learning to function effectively and as entrepreneurs

Code of Conduct

- a. Cleanliness of the premises must be maintained strictly. Eating is not allowed inside the classroom.
- b. Consumption of non-vegetarian food/ alcohol & smoking on campus is strictly prohibited.
- c. Any problem regarding the administrative facility, faculty, classrooms, etc, must be addressed through the Class Representative, who will take it up with the program Chairperson.
- d. In case of a change in the lecture schedule, the Program Chairperson will inform Class Representative/ respective students through the notice board/ email or WhatsApp.
- e. Mode of communication to students is via Notice Board/ email/ WhatsApp. Separate notice boards are provided for each program. Students are advised to check the Notice Boards/ email at least once a day.
- f. Students can use the washrooms during the break times and not in the middle of the lecture. In case of any medical reason, the faculty/Chairperson should be informed in advanced.
- g. It is mandatory for the students to wear identity cards provided by the college. Entry is strictly through Identity Card and will be monitored by the SIESCOMS authorities. In case of the absence of ID cards, SIESCOMS may not allow the student to enter the premises or attend lectures/use any facilities.
- h. Students are requested to always keep safety procedures in mind. Fire extinguishers are placed in strategic areas to ensure the safety and welfare of everyone. Tampering with fire extinguishers or any part of the fire alarm system is a serious offense.

Classroom Decorum

- Class will begin daily at 9.30 a.m. and will end by 5.00 p.m. If the course demands, the classes may stretch beyond the regular timings/ or students will be asked to report early.
- Use of cell phone in class is strictly prohibited when the session is on.
- Classes may be scheduled on all 7 days of the week.
- All students must occupy their seats before the start of the lecture. Late entry will not be permitted during the session.
- Students must carry their laptops whenever it is required for the teaching-learning process.

- Students are advised to actively participate in all the activities organized by various forums and clubs.

Dress Code

- Students are required to wear strict formals from Monday to Thursday. Friday can be treated as a Casual day if no formal event has been organized by the institute apart from the lectures. Failing to wear formal from Monday to Thursday and for formal events, the institute reserves the right not to allow students to attend lectures/seminars/guest sessions/workshops.
- For all functions, including corporate interactions, seminars, and conferences, students must dress in an Institute blazer and formals.
- It is mandatory to wear Identity cards.

Attendance Rules:

- The success of our learning model depends on broad, regular class participation by all students. This, in turn, depends crucially upon regular attendance by all students in all classes. SIESCOMS students are deemed to have agreed to offer an unconditional commitment to their learning process during the two years of their study at the institute. Therefore, the MMS program expects their uninterrupted presence on the campus. **It proposes that all the students maintain at least 75% attendance in class sessions.** Absence from classroom sessions and from other academic activities without prior approved leave will be regarded as an act of willful indiscipline. Unauthorized absence from class sessions will result in disciplinary action.
- Any student who is absent continuously for more than 13 calendar days in a semester due to domestic or health or any other reasons without prior permission of the Program Chairperson will have to withdraw from the program.
- A student, **having less than 75% cumulative attendance in a Semester and less than 75% attendance in the individual paper, shall appear before a Disciplinary Committee constituted by the Director for this purpose.** Also, the placement cell will be updated with the defaulter list on a regular basis for disciplinary action to be taken by the placement cell.
- Attendance may be condoned for genuine reasons like medical emergencies, death of immediate family members, or attending a family function if evidence of the event is provided.
- If the student is missing any kind of internal evaluation, it is the student's responsibility to complete it with the consultation of the concerned faculty member. **If the student fails to complete all the internal assessments given by the internal faculty, the student will not be allowed to sit for the end-term examination.**
- Absence on medical grounds for more than three continuous working days is required to be supported with a Medical Certificate, which should be submitted within seven days after re-joining the class. Absence on medical grounds shall be offset against the 20%

concession in the attendance already granted. However, if such absence exceeds 20% and is found genuine, the student may request for attendance to be condoned.

Attendance will be mapped for every student for lectures as well as participation in other activities

Plagiarism/Cheating Policy

Plagiarism Definition: Plagiarism consists of copying someone else's ideas, thoughts, or words without giving documented credit to that person.

- Plagiarism in any assignments, class work, or projects is not allowed under any circumstances.
- The different degrees of plagiarism/cheating, as well as the number of instances that have occurred, can impact the disciplinary response from the SIES School of Business Studies.

Placement Policy

Objectives:

SIESCOMS is committed to working with a relentless desire to excel with its roots in ethics. The Placements at SIESCOMS focus on providing suitable career opportunities for students to demonstrate excellence and ethics in the workplace.

Scope: All students eligible for summer internship & Final Placement

Eligibility criteria for participation in campus placement:

The placement team facilitates the placement process for all students. However, it is desirable that students meet the eligibility criteria for getting good offers.

The placement team reiterates that students meet the following prerequisites –

- Eligibility for the placement process to be informed each year.
- The students should have chosen appropriate papers in their specializations.
- Failed students cannot be a part of the placement process.



Job Acceptance policy:

- A student selected by a company is excluded from the selection process of other Companies.
- In an unforeseen situation, where a company revokes an offer of a student before joining the firm, SIESCOMS will provide its assistance in finding a new job.
- If the candidate fails to prove himself/herself in performance and the company has terminated the candidate, SIESCOMS –Placement Dept will not be held responsible to get a new job assignment.

Rules for withdrawing an application:

- A student can choose to opt out of summer internship or final placement. He /she needs to send a letter to the Placement Head and HOD for approval.
- SIESCOMS allows students to identify a suitable summer internship project through their professional network. The summer internship offer needs to be shared with the placementteam for approval.
- A final-year student can go for further studies, join a family business, or start his/her own business. He/she will have the option of participating in the placement process of the subsequent year.

Absenteeism Rules:

- A student shortlisted for the selection process needs to participate in the selection process.
- However, in case of a personal crisis or health reasons, the placement head HOD should be contacted for suitable consideration.
- All the students need to participate in pre-placement talks of the companies. This helps in making an informed decision about participating / not participating in the selection process.

Code of Conduct:

- There will be complete transparency while handling the companies and authentic information will be conveyed to the students.

- The students are encouraged to put in their best efforts. If the candidate intentionally underperforms, he/she will be debarred from attending any further process.

Dress Code: Western Formals

General Guidelines:

- The placement process is driven by the students with guidance from Placement Head. The Manager/Executive facilitates the entire process.
- During the placement period, the process starts from 8 am and may extend till 11 pm. There may be overlapping processes. However, the plan is designed in such a way that students get the opportunity to participate in the selected companies of their choice.
- The visiting companies should communicate the name of the selected students on the same day. This is important to withdraw students from the subsequent placement processes.
- After the process, communication regarding job acceptance is sent to all the companies will be sent a letter of confirmation and are requested to send the appointment letter at the earliest.
- During placement week, constant counselling of students should be done to ensure that they are in the right frame of mind.
- The placement process continues even after the placement week; until all students are placed.
- Apart from the above, placement rules are set for each placement season.

Anti-Ragging Policy

SIESCOMS follows an anti-ragging policy that is aligned with AICTE's anti-ragging policy.

The Anti-Ragging Committee of the institution shall take an appropriate decision, regarding punishment or otherwise, depending on the facts of each incident of ragging and the nature and gravity of the incident of ragging.

Depending upon the nature and gravity of the offense as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-

- Cancellation of admission
- Suspension from attending classes.
- Withholding/withdrawing scholarship/fellowship and other benefits
- Debarring from appearing in any test/examination or other evaluation processes
- Withholding results
- Debarring from representing the institution in any regional, national, or international meet, tournament, youth festival, etc.
- Suspension/expulsion from the hostel
- Rustication from the institution for a period ranging from 1 to 4 semesters.
- Expulsion from the institution and consequent debarring from admission to any other institution.
- Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

Internal Complaints Committee/ POSH (Prevention of Sexual Harassment) Policy

The college follows a policy of zero tolerance regarding sexual harassment of women. There is an Internal Complaints Committee in the campus created under the POSH Act headed by POSH Chairperson.

Exam Policy for MMS students:

The following instructions must be carefully noted for MMS examinations and evaluations.

- 1. Personal Belongings:** Candidates must bring their own pens or pencils. Hats, caps, and earphones may not be worn during the exam. The materials you are allowed to have at your desk during the exam are writing instruments, admit cards, and approved calculators. Any other personal items must be set aside before the exam.
- 2. Electronics:** All electronic devices (including cell phones) are prohibited. Please surrender or switch off cell phones at the entry point into the examination Hall. Mobile phones, Bluetooth, Digital watches, or any other such communication devices are not allowed in the examination room and in the adjacent area.
- 3.** Cell phones must be turned off and put away during the exam. If a cell phone is left on and rings during an exam, the Supervisor will be required to report the incident to the

chief conductor of the exam/senior supervisor. This may result in the examinee being disqualified.

4. All students are expected to occupy their seats at least 15 min before the commencement of the exam. They will not be given their answer sheets until they are seated.

Conduct during Exams

- **Students are not permitted to visit the restrooms during the exams. However, any student facing medical emergency may use it with the permission of Controller of Examination.**
- If you contravene exam rules by e.g., cheating, helping another candidate to cheat, or possessing materials or items with you that could give you an unfair advantage, you will be reported to the chief conductor of the exam/senior supervisor. This is likely to result in your exam paper being declared void. The following are deemed to be examples of contravention of exam rules:
 1. Have any book, notes, or documents with you at any time during the exam.
 2. Talking to, copying from, or in any way communicating with, another candidate using a mobile phone, smart watches, including the calculator function.
 3. Leaving the exam room without the permission of an invigilator.
 4. Removing answer books and/or question papers, whether used or blank, from the exam room, during or after the exam.
 5. Disturbing other candidates during the exam.
 6. Consulting other persons or resources outside the exam room during the exam.
 7. Disruptive conduct during exams will not be permitted. The Invigilator has the right to terminate the examination of any candidate whose behaviour is disruptive and to have the candidate escorted from the exam room. In such cases, a full report will be made to the chief conductor of the exam/senior supervisor.

At the end of the exam

- a. You must stop writing as soon as you are told to do so. If you do not stop writing when told, the Invigilator will report your actions to the chief controller of the exam/senior supervisor.
- b. You must ensure that you fasten all supplementary answer books and pieces of graph paper inside your answer book before the Invigilator collects it.
- c. At the end of the exam, you must stay in your seat until all answer books, question papers and any other materials provided have been collected by the Invigilators.
- d. If you wish to leave the exam hall before the end time you must notify the invigilator who will collect your answer books, question papers, and any other provided materials before permitting you to leave the exam hall. You cannot leave the exam room during the first hour and final 10 minutes of the exam.

Re-Evaluation Policy:

- a. If the examinee is not satisfied with the marks awarded, he/she may independently apply for revaluation in the prescribed form within the period and in the manner prescribed.
- b. This revaluation facility shall be for theory papers only.
- c. The revaluation of the answer book shall not be permitted in respect of the marks awarded to the scripts of practical examination /term work/ seasonal work/project work/dissertation / SIP/ Capstone/ MBP/ Idea research/ internal assessment/term work (including theory part) and in viva voce /oral/practical examinations.
- d. A candidate can apply for the revaluation of the answer book of the subject only if he/she has secured at least 20% of the total marks in that subject or 40% of the marks required for passing in the said subject, whichever is less or the grade equivalent to the above criteria here grades are assigned to the theory paper.
- e. The prescribed application form for revaluation of the answer book can be obtained from the Exam cell.
- f. The non-refundable prescribed fees of Rs.200/- per subject per answer book for the purpose of revaluation shall be paid by the examinee. The said fee shall be remitted by cash or D. D. drawn in favour of SIES College of management Studies payable in Mumbai.
- g. The prescribed application form for revaluation of the answer book duly filled in and signed by the applicant examinee only is to be submitted along with the statement of marks, prescribed fees as above, and question paper/s for which he/she intends to apply for evaluation, within seven (07) working days from the date of the declaration of the result of the respective examination. Incomplete form and form not accompanied by relevant, documents may be rejected without assigning any reason whatsoever.
- h. These guidelines will be applicable to all MMS examinations.

Unfair Means Policy:

If a student has been found to be following any unfair means during the examination process (which includes copying or trying to copy or in possession of any material during the examination), such student will be put through the Unfair means committee of the institute. The director will take the final decision (starting from cancellation of the examination of the concerned subject to cancellation of the part or entire examination or to an extreme case of suspension or rustication) on case to case, based on the recommendations of the unfair means committee. However, adequate opportunity will be given to the student to present his / her case.

Re-Exam Policy:

Re-examination Process: In case a student has failed in one or more subjects, the re-examination will take place along with the examination of the next semester. There will be a special mention of this in the mark sheet issued to such students. A prescribed fee of Rs. 200 will be payable for each subject re-exam along with the re-exam form.

General Computer Facilities Usage Policy

Policy and Procedures:

Appropriate Use of Computing Resources. The computing resources provided by SIESCOMS are primarily intended for teaching, educational, and administrative purposes.

Prohibited Use of Computing Resources. SIESCOMS characterizes misuse of computing and information resources and privileges as unethical and unacceptable. Such misuse constitutes a cause for taking disciplinary action. Misuse of computing resources includes, but is not limited to, the following:

- a. Attempting to modify, remove, or add computer equipment, software, or peripherals without proper authorization.
- b. Circumventing or attempting to circumvent normal resource limits, logon procedures and security regulations.
- c. Sending fraudulent computer mail, breaking into another user's electronic mailbox, or reading another user's electronic mail without his or her permission.
- d. Students shall use computer software only in accordance with the software company's license agreement. Students shall not make, acquire, or use unauthorized copies of computer software.
- e. Students shall not alter the appearance or any settings of the desktop or windows of the computer. This includes setting or changing screen savers, backgrounds, wallpapers, colour schemes, program preferences or altering window sizes and locations as they appear on the screen.
- f. Students shall not use computers other than for their official assignments.
- g. Students are not allowed to use floppy disks, CDs, DVDs, USBs, or other removable media in the computer lab. However, students of SIESCOMS are allowed to take backup of their respective files on the CDs, DVDs, or USBs with the help of system administrator.
- h. Students should not play any computer games and engage in group discussions inside the computer lab.
- i. Students are not allowed to use mobiles inside the lab.
- j. Students shall not disconnect, tamper with, or move any computers, computer parts (not even a mouse or mouse pad), or connecting cables without prior instructor permission.
- k. If a student is held responsible for (or the cause of) damage to a computer, then it is his / her responsibility to bear the cost of repair or replacement of the computer or damaged computer part.

Password Protection: - Each user is responsible for maintaining absolute security of any password or password right granted to the user. Passwords shall not be "shared" with another user.

Timing:

The computer lab is open from 9.00 am to 5.00 pm from Monday to Saturday and from 9.30am to 5.00 pm on Sundays.

Wi-Fi Environment:


The entire campus is enabled with Wi-Fi facility with 70 Mbps speed allowing the students and other users to access the knowledge databases from anywhere in the campus. The duty of the administrators also includes sound maintenance of this environment

Licensing:

The institute only uses licensed software for its application and total integrity is maintained in this regard.

Library Policy

1. Library books are issued to the participants only against the library cards.
2. Every participant can issue only **3 books** for a maximum period of **10 days / 1 journal** for the overnight issue at a time. On the expiry of the period, the participant must return the book(s) and he/she can re-issue the book/journal if there is no pending demand for the same. Delay in the return of a book/journal will cause a fine of **Rs. 5/- per day**.
3. Books issued should be carefully used and returned within the stipulated period without any mutilation of marks made.
4. The participants who have lost any book(s) / journal(s) or have spoilt any book(s) / journal(s) have either to replace the same or pay the replacement price (current market price).
5. Library membership no. in the form of a barcode is provided to each library user, instead of a library card. The barcode is pasted on the ID card. In case of the issuance of the duplicate barcode, a fine of **Rs. 50/-** will be charged.
6. Reference books, rare books, bound journals, Internal question papers, project reports, and newspapers cannot be taken outside the library.
7. Library membership numbers are non-transferable.
8. The library is open from **9.30 am to 7.00 pm** from Monday to Saturday. The library will be closed on Sundays and Public Holidays. The issue and return timing will be from **9.30 a.m. to 6.00 p.m.**
9. Once a year, the library will be closed for stock-taking. The period of stocktaking will be announced in advance. Students must return all their books for stocktaking.
10. Personal Books, newspapers, magazines, folders and files are strictly not allowed inside the library.

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11. Usage of mobile phones inside the library is prohibited.
 12. The library is expected to be used only for the issuance/return of books as well as for study/reading purposes. Any other type of activities including group discussions, etc. will not be allowed inside the library.
 13. All library books or any library materials are to be returned after the program is completed by the date fixed by the Institute. The passing certificates and the mark sheets, etc. will not be given without the return of the books and clearance of the library dues from the library.
 14. Any type of behavior, unbecoming of proper use of library, will call for the disciplinary action.