



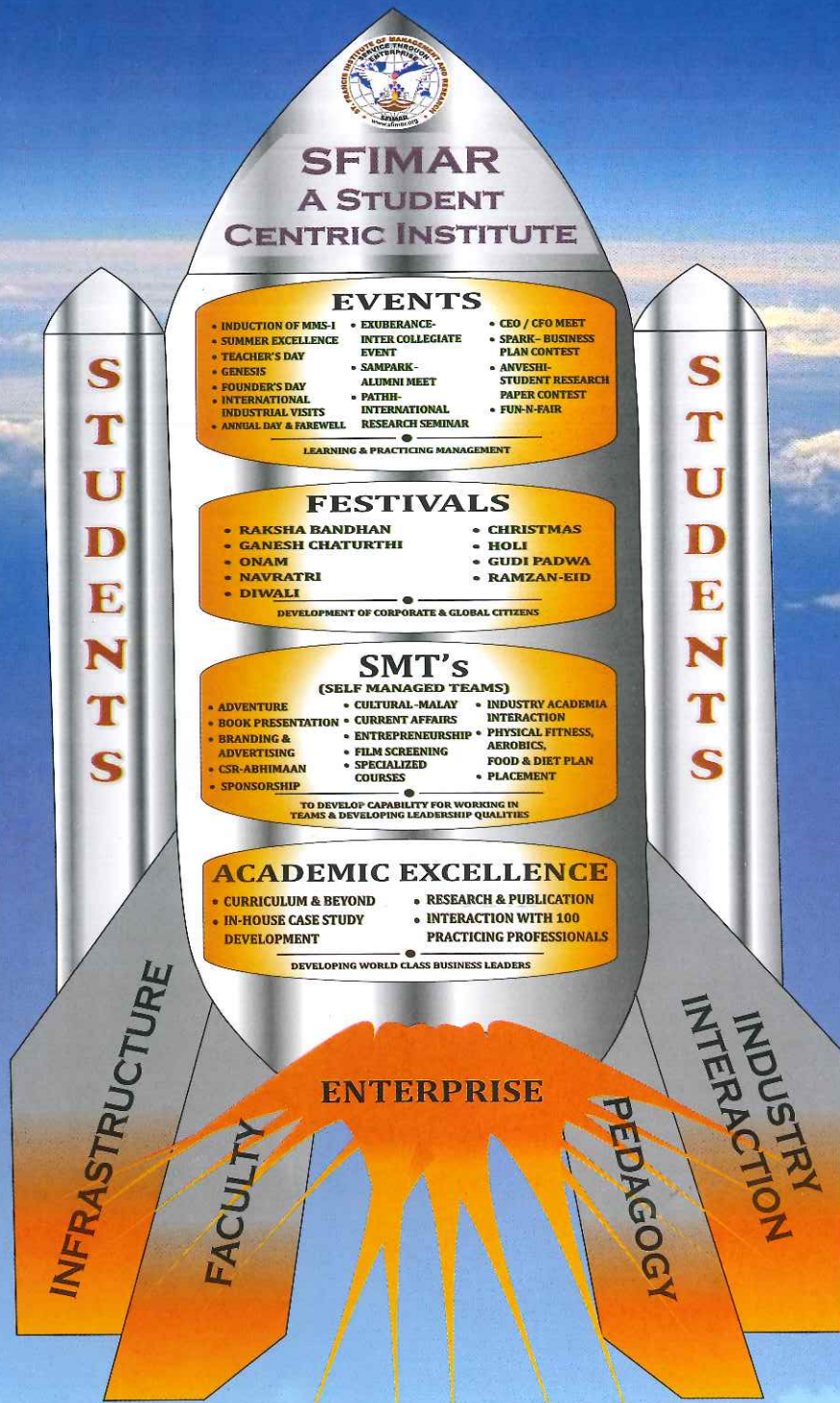
# St. Francis Institute of Management And Research

An ISO 9001:2015 Certified and NAAC Grade 'A' Accredited Institute  
Approved by AICTE and Affiliated to University of Mumbai

Mt. Painsur, S.V.P. Road, Borivali (W), Mumbai 400 103



**RULES & REGULATIONS  
OF THE  
INSTITUTE - HANDBOOK**



Dear Student,

We welcome you to St. Francis Institute of Management & Research (SFIMAR), Mumbai (Borivali). We are happy for your choice of management course, it is imperative to have focus on your goal to emerge as successful corporate professional. The institute provides an environment conducive for harnessing the potential of faculty members and students through systematic and effective learning. The initiatives taken to make SFIMAR as one of the most sought after institutes of management education are : regular revision of curriculum, highly qualified and experienced faculty members, employing innovative methods of teaching, and state of the art facilities. Also, ample opportunities are provided for learning outside the classroom through experiential learning, projects, extra-curricular activities and corporate interaction programmes to foster a much deeper intellectual exploration to meet the requirements of trade, industry and society. The Institute has a committed Career Management Centre (CMC) through which all students are thoroughly trained for campus interviews. While at the Institute you are also required to follow the rules & regulations of the Institute detailed out in this booklet to maintain proper decorum and discipline.

Director

## **Vision**

To flourish as a seat of learning of international standards for developing an entrepreneurial class of value-based industrial leaders empowered with techno-managerial competence to sustain innovation for building global business of the future.

## **Mission**

To enter the realm of globally successful B-schools by imparting value-based education for creating responsible and thoughtful citizens who would lead the world by example and excel through innovation, an entrepreneurial spirit and a humanitarian attitude.

## **Quality Policy**

SFIMAR is committed to the endeavour of transforming students into Global Business Leaders by continual improvement in its services through a student centric approach, innovation in pedagogy and rigorous selection, development and upgradation of its faculty while meeting the regulatory & statutory requirements.

**ST. FRANCIS INSTITUTE OF MANAGEMENT & RESEARCH**  
Mt. Painsur, S.V.P Road, Borivli (W), Mumbai-400 103.

## **RULES & REGULATIONS TO BE OBSERVED BY THE MMS/MBA STUDENTS**

### **Introductory:**

St. Francis Institute of Management & Research (SFIMAR), was established in the academic year 2002-2003, with the approval of the All India Council for Technical Education (AICTE) and is affiliated to University of Mumbai. It is approved as a Christian Minority Institute and has an all India Minority status given by National Commission for Minority Educational Institutions.

The Institute is established and administered by the Society of the Congregation of Franciscan Brothers, in Mount Painsur complex at Borivali, Mumbai. The Congregation was established in Mumbai in 1908, and now has branches over 84 Centres in India and 22 Centres abroad in various Asian, European, U.S.A., Canada, Africa (Ghana) and South American countries. The Congregation's main charism is to render service to all strata of humanity especially the vulnerable section of the society in order to empower them, help them, attain integral development and to live a free, dignified and truthful life, so that the human values become incarnate in today's society with its specific challenges and needs.

Hence every student who joins this institute should inculcate human values such as honesty, justice, peace, mercy, compassion, tolerance, charity, dedication, hard work, love for animate beings and inanimate things and a special love for ecology after the example of St Francis of Assisi, who is the patron of the ecology as well as the patron of our institute.

## Rules and Regulations for the MMS Programme

### 1.0 PROGRAMME ADMINISTRATION:

The programme is administered through following functionaries:

- a) Chairman-Head of Administration
- b) Director
- c) Deputy Director
- d) Registrar
- d) Programme Head
- e) Departmental Head

#### 1.1 Total number of sanctioned seats in the Institute :

Total Intake	120
<b>Seats for Christian Minority</b> (through CAP)	<b>61</b>
<b>Seats to be filled up at Institute level</b> (only registered candidates will be considered)	<b>24</b>
<b>Seats for other Categories ...</b> (through CAP)	<b>35</b>

### 2.0 ELIGIBILITY CRITERIA:

- 1) The candidate should possess minimum 50% marks in aggregate or equivalent CGPA (45% in case of candidates of backward class categories and persons with disability belonging to Maharashtra State only) in any Bachelor's degree awarded by a recognized University.
- 2) Candidate should have appeared for MAH-MBA/MMS-CET (first preference) or CMAT/CAT/MAT/ATMA/XAT/GMAT of the respective year of admission.

Note: Please refer to ARA Information Brochure for details on Admission process.

- 3) For Institutional quota admission, online registration and offline verification should be done at the Facilitation Centre.

### 2.1 Eligibility Guidelines for Students from Other than Mumbai University

At the time of seeking admission to the MMS programme, a candidate is advised to ensure that he/she is eligible for admission to the programme as per the Eligibility Rules of Mumbai University. The candidate should produce his/her Migration Certificate and Verification Report from the University from which he/she graduated (which should be UGC approved University) The candidate can then apply online to University of Mumbai for his/her Eligibility Certificate.

### 3.0. ELIGIBILITY CERTIFICATES/AFFIDAVITS:

- Candidates who are graduates of the University of Mumbai will be required to produce a *Transfer Certificate* from the constituent college of the University last attended by them.
- Candidates who are graduates of other Universities will be required to produce a provisional *Eligibility Certificate* issued by the Registrar, University of Mumbai declaring them eligible for admission to the course. A provisional eligibility certificate is issued by the Registrar to a candidate who is prima facie found eligible for admission to the MMS Course on making an application in the prescribed form and on paying the prescribed fee. Tuition fees will be accepted only after the candidates coming from Universities other than Mumbai University produce a provisional eligibility certificate.
- The candidate should produce a *Validity Certificate* of the candidate's qualifying degree certificate from their respective university.

- 3.1 A selected candidate at the time of joining the programme, has to furnish *Undertakings/Affidavits* listed in the Admission form as per the prescribed formats (given at the time of admission) to the effect that he/she accepts the said prerogative of the Institute.

3.2. Candidates admitted from other Universities are also required to submit (i) *Migration Certificate* and (ii) *College leaving certificate* within one month from the date of admission to the institute.

3.3. Refer Institute's Information or Admission brochure or [www.sfimar.org](http://www.sfimar.org).

#### **4.0 FEE STRUCTURE AND REFUND OF TUITION FEE AND OTHER FEES**

The tuition fees payable to the institute for the academic year are determined by the Fee Regulating Authority (A Govt. Body) and the details of the fee structure are given in the Admission Brochure of the Institute.

##### NOTE:

- 1) Prescribed Fees to be paid by NEFT/Demand Draft in favour of "St. Francis Institute of Management and Research" payable at Mumbai and the bank details for NEFT can be obtained from MMS administration office at the time of admission.
- 2) Eligibility and Enrolment fee to be paid by the student coming from other than Mumbai University.
- 3) Fees payable are as prescribed by the Fee Regulating Authority, Maharashtra every year. The current fee is charged as an interim fee for the academic year subject to final approval by Fee Regulating Authority. Fees do not include additional expenses on personal books, expenses for project work/industrial visits, certification programs, yoga, uniform, Alumni activity etc. and other material. Students may have to bear expenses on these as required from time to time.

#### **4.1 Refund of Tuition fee and Other fees:**

As the Centralized Admission Process (CAP) concludes on different dates, the refund of tuition fee and other fee shall be made as per admission brochure for the year of admission issued by the Directorate of Technical Education/CET Cell/Admission Regulating Authority (ARA).

#### **4.2 Refund of Deposit:**

Deposit received from the students shall be refunded after successful completion of the course or on cancelling the admission, after recovery of dues if any. However, if candidate does not apply for refund, within 3 complete financial years after the student actually leaves the institution or within 3 complete financial years after the date of successful completion of the course, whichever is earlier the amount of deposit shall be transferred to Students Aid Fund.

#### **5.0 SEMESTER SYSTEM**

The MMS degree course is conducted on a Choice Based Grading System (CBGS) basis with four semesters spread over two academic years. The duration of each semester is 15 working weeks. A 4 credit course will have 40 contact hours in the semester or 3 hrs. per week with each session will be of 1½ hrs duration. At the end each Semester, the students get the Semester Grade Point Average (SGPA) and at the end of MMS programme, the students get the cumulative Grade Point Average (CGPA). The SGPA/CGPA table is available in the MMS Admission brochure. The students go through 5 common subjects and 3 electives in the Semester I and Semester II. In Semester 3 and 4, the students get the option of choosing specialization electives based on the choice of specialization they opted for.

##### **SEMESTERS:**

First/Third Semester : July to December

Second/Fourth Semester : January to April

MMS 1 : Summer Training : May to June

*(Subject to change as per the University direction)*

#### **6.0 HOLIDAYS**

List of holidays observed by the Institute for each calendar year is displayed on the website and Notice Board of the Institute.

## 7.0 TIME TABLE

- 7.1 Preparatory and Orientation Session: familiarization of different subjects in Semester I by conducting few sessions by the concerned faculty members. Orientation on the different departments such as Academics, Placement, Library, IT etc. is provided to the students admitted before the commencement of regular sessions. Attending the Induction, Preparatory & Orientation sessions are compulsory.
- 7.2 The list of elective courses chosen in a particular Semester should be communicated a month before the beginning of the Semester. The changes, if any, in the choice of electives must be finally communicated to the Programme Head/Director, two weeks prior to the commencement of the Semester. The Programme Head in consultation with the Director will finalize the electives to be offered and the timetable for teaching of various MMS courses. The finalized Time Table will be put up approx. a week before starting of each Semester.
- 7.3 Each faculty member will prepare a session plan for the subject allotted to him/her as per the format which includes session wise topics and readings, Date of sessions with a self-monitoring mechanism along with the scheme for the evaluation of performance of the students in the subject and the references.

## 8.0 ATTENDANCE:

Attendance is compulsory in all subjects. It should be impressed upon the students by the faculty that they should aim at 100% attendance. Leave of absence can be granted only by /Director/Programme Head on valid grounds of sickness or emergencies with the recommendation of class facilitators.

- 8.1 The students must maintain regular and punctual in the classes. Record of attendance will be maintained by the MMS administration department and the concerned faculty member. A minimum of 75% attendance in every subject is required for appearing in the examination. The status of attendance will be

reviewed by the Programme Head on a monthly basis and defaulters list to be put up by the 8<sup>th</sup> of every month. All those defaulters will be required to submit explanation with valid reasons and supporting documentary evidence in case the students require their absence to be regularized. The attendance status will also be placed before the Examination and Attendance Committee meetings that take place at regular intervals.

A student failing to have minimum 75% attendance for lectures and all other academic activities can also result in being debarred from examination.

- 8.2 The students can obtain leave of absence from the Director/Programme Head only under the following circumstances: (Such approvals shall be passed on to the Registrar for records.)
- ❖ In case of emergencies.
  - ❖ In case of sickness  
(\*Leave application on the grounds of sickness must be accompanied by a proper Medical Certificate from the Institutes approved Medical officer.)
  - ❖ The same ratio shall be applied for computing the attendance of the students by crediting the number of periods which are missed while participating in an extracurricular/co-curricular activity/competition/camp/workshop/convention/symposium/seminar etc. where the said learner is officially representing the college/University/District/State/Country with the permission of the Principal/Director/Head of the College/Institute/University Department or by the direction of the University Officer as the case may be wherein for the purpose of computing the average attendance the periods missed for what is envisaged herein-above, at Sr. No. 8.1, shall be deemed to have been attended by the said student.

8.3 The faculty member concerned will be free to adopt any measure, consistent with these regulations to regulate attendance, penalize for absence and ensure smooth and undisturbed learning in his/her class, and for proper evaluation of the students during the course. If a faculty member finds a student/students irregular in attendance or offensive in conduct etc. he/she can bring this to the notice of the Director/Programme Head immediately. From time to time particulars of each students' progress will be recorded.

8.4 Punctuality : Students should be punctual for lectures, events, guest lectures and other academic activities. Students who report late for class and not allowed by the respective faculty member to attend the lecture need to wait for the next class in IT Laboratory or Library. Moving around within the campus or outside campus when lectures are in progress is considered as disorderly behavior and will be dealt with seriously.

#### **9.0 ABSENTEEISM FROM CLASSES:**

9.1 In case of habitual absence students will not be permitted to appear for the examinations. In case of chronic absence a student will be liable to be discontinued from the program.

9.2 Students may be expelled from the college/hostel on any of the following grounds and shall forfeit their fees and deposit:

Violation of rules and regulations of the Institute, theft, ragging, eve-teasing, sexual harassment/misconduct unruly behavior use of intoxicating products, vandalism and acts of indiscipline etc.

#### **10.0 RAGGING:**

Students are advised that ragging in any form is strictly prohibited. As per Maharashtra Act No. XXXIII of 1999, ragging is an offence and any person indulging in or found guilty of ragging shall be liable to be prosecuted and also be

dismissed from the institution. The following are the relevant provisions of the act:

1. Ragging in any form within or outside of any educational institution is prohibited.
2. Whoever directly or indirectly commits, participates or abets ragging within or outside any educational institution shall on conviction be punished with imprisonment for a term which may extend to two years and shall be liable to a fine which may extend to ten thousand rupees.
3. a) Any student convicted of an offence under section 4 of the said Act shall be dismissed from the educational institution and such student shall not be admitted in any other educational institution for a period of five years from the date of order of such dismissal.  
b) Whenever any student or as the case may be, the parent or guardian or a teacher of an educational institution complains, in writing of ragging to the head of the educational institution, the head of the educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated, for further action. Where, on enquiry by the head of the educational institution, it is found that there is no substance prima facie, in the complaint received, he/she shall intimate the fact, in writing, to the complainant. The decision of the head of the educational institution shall be final.  
c) If the Head of the educational institution fails or neglects to act in the manner specified in section (b) above when a complaint of ragging is made, such person shall be deemed

to have abetted the offence and shall on conviction, be punished as provided for in point (2) above.

d) Students are therefore advised in their own interest to refrain from ragging.

### **11.0 MENTORING:**

The institute has a student mentoring system to monitor student's progress, weakness, etc. Each faculty member is allotted mentees to be counseled and mentored. Students are given an open environment to express their weaknesses and strong points. A Mentee Development plan is designed and initiated with extra and personalized attention towards mentees by the faculty. Regular interactions between Mentor-Mentees are encouraged where faculty provides support to students and bond with the students beyond the classroom. Mentee Records are maintained by the faculty members and progress is monitored. Students are advised to take maximum benefit of this opportunity to groom themselves for future career challenges.

### **12.0 STUDENT ACTIVITIES:**

All events and activities of the institute and student managed activities will be conducted in an orderly and harmonious way befitting the high standards of the Institute. It is mandatory for all students/faculty/staff to take part in the college activities and programmes. The objective of the activities and events is to provide exposure to the students to bring out their managerial skills, ability and talents in developing team spirit, creativity and organisational skills thus contributing to the enhancement of their personalities and brighter prospects in career placements.

### **13.0 COLLEGIATE/INTER-COLLEGIATE ACTIVITIES:**

Students representing the college in indoor/outdoor activities or competitions such as sports, performance, events should obtain

prior permission from the Director/Program Head countersigned by the faculty concerned by specifying details such as names of the participating students in the activity, sport, competition, event, expenses involved, if any. Any trophy, prize award or reward, in cash/cheque or in any form won for any of the above mentioned activities shall be handed over to the Institute.

### **14.0 EVALUATION, STANDARD OF PASSING AND AWARD OF DEGREE:**

- Candidates will be required to do a fair amount of practical work by way of project studies, field investigation, week-end projects and case analysis, besides library reading, and class contact hours. Students are highly recommended and it is absolutely necessary for the students to focus themselves in self-learning according to the Corporates/Industry needs. Candidates participation in the programme, both inside and outside the class, will be evaluated on a continuous basis. Evaluator scheme will be given to the students by faculty in the session plan.
- The assessment of candidates for the first two semesters is conducted by the Institute, and for third and fourth semesters by the University/Institute for certain papers.
- In order to pass in a subject/paper in any semester, a candidate is required to obtain a minimum of 50% marks assigned to that subject/paper separately in the Internal Evaluation and the Term End.
- The university rules regarding moderation, pass and fail will be used to determine the final result.
- Candidates successfully completing the programme will be awarded Degree by the University of Mumbai. To successfully complete the programme, the candidate must obtain a minimum 50% of the total marks assigned to each paper/subject of the course in both internal and the term end exam separately.



#### 14.1 Scheme of Assessments for Subjects of 100 Marks ;

The scheme of assessments would consist of two parts:

The Examination will be conducted for 60 marks.

Remaining 40 marks would be awarded on the basis of performance in the internal assessments.

- i) Internal Assessments – 40% for papers of 100 marks)
- ii) Semester End Examination – 60% marks for papers of 100 marks)

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

Internal Assessment parameter and marks allotted	Marks
Project/Presentation/Role play or any activity	15
Class Test	10
Assignment + Viva	05 +05
Attendance & class participation	05
<b>Total</b>	<b>40 marks</b>

Students should complete assignments, projects and any other classroom activity assigned by the respective faculty on time. If a student is unable to complete the work in the designated time, he/she should discuss this matter with the respective faculty in advance.

#### 15.0 RE-REGISTRATION:

15.1 A student obtaining less than 50% of the total marks in two or less than two papers in the first semester examination will be permitted to attend the second semester of the First Year. He/She will however be required to pass in those respective subjects/papers/courses (two or less) in the supplementary examinations, to be held by the Institute along with Semester II examination.

15.2 A student who has failed in more than two subjects/papers/courses in Semester I, shall not be permitted to proceed to Semester II of the course. He/She will, however be eligible to re-appear in the subjects in which he/she has failed, in the supplementary examination of Semester I to be conducted by the Institute. Such supplementary examination of Semester I will be held as per the Institute's schedule.

15.3 The fee for re-registration to appear for the supplementary examinations is Rs. 500/- per subject.

15.4 In order to be eligible for admission to the third semester of the second year course, a student must have passed in all the papers of the first and second semester examinations conducted by the Institute.

15.5 A student, 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 Semester III by re-registering himself/herself in the supplementary examination to be conducted by the institute/ university or both.

15.6 A student failing in two or less than two papers only in any semester will be permitted to register and reappear for two consecutive supplementary tests in any subject.

#### 16.0 RULES ON THE USE OF MOBILE PHONES IN THE CLASSROOM:

Students should not carry mobile phones into the classroom. In this regard, University of Mumbai has issued a circular vide no. UG/552 of 2004, dated 31st December 2004, banning the use of mobile phones in the college premises. Therefore students are prohibited from carrying mobiles to the class rooms and other learning facilities.

Strict action will be taken against students found violating this rule by confiscating their mobile phones. All concerned faculty members have been instructed to take necessary action against

errant students. The faculty members are also required to switch-off their mobiles during teaching/practical hours in the classes and not to carry to the classrooms and other learning facilities.

## **17.0 INSTITUTE DISCIPLINE:**

*(Students are expected to familiarize` and adhere themselves with the Institute's policies w.r.t. Campus Behavior and Discipline in Campus and Outside Campus)*

### **17.1 IN-CAMPUS DISCIPLINE:**

#### **17.1.1 INTERNAL/ONLINE EXAMINATIONS:**

Students shall report to the examination hall 15 minutes prior to the commencement of examination/class test/online exam etc. Use of mobiles are strictly prohibited during examination. Use of calculators shall be allowed as per the subject requirement and faculty instructions.

Students shall maintain complete silence during the examination and not talk or indulge in any malpractices.

##### **17.1.1 (a) Using unfair means during Exams**

Use or possession of an unauthorized aid or aids or use of unauthorized assistance in any academic examination or term test or in connection with any other form of academic work (e.g. cheating during class test or end term examination) is strictly not allowed and shall be dealt strictly by Exam and Attendance Committee resulting into suspension/expulsion from the Institute.

##### **17.1.1 (b) Forging or Falsification of Documents**

Forging, altering, or in any other way falsifying any document or evidence required for academic evaluation, or circulating or making use of any such forged, altered, or falsified document, whether the record be in print or electronic form; forging a document or the signature on a document shall lead to expulsion from the Institute.

##### **17.1.1 (c) Impersonation**

The impersonation of, or the act of having some person impersonate, a student at any academic examination or term test or in connection with any other form of academic work and lectures shall be dealt strictly by Exam and Attendance Committee.

##### **17.1.2 Identity Cards**

All students will be issued identity cards which they have to carry in their person always while in the campus. The identity cards are issued by the Institute once at the time of admission & will remain valid for the full duration of the course. In case the Identity card is lost/damaged/mutilated by the student that can be renewed/duplicate Identity Card can be issued by depositing prescribed charges & completing other formalities in the office. At the time of getting the no dues clearance, the identity card is to be deposited back to the administration office. For reasons of security and safety of the students entry/exit in the campus is restricted. Exit from the campus is permitted only at the close of classes for the day. A Student who has to leave for any personal reasons should obtain prior permission from Class Facilitator/ Programme Head/Director and record the same in the Register kept at the gate with the watchman. No bag should be carried in such exit and entry. If Security finds any student repeatedly going out and coming into the campus, such student may be stopped at the gate by security and cautioned. Subsequently the matter will be communicated to the competent authority. A fine of Rs. 500/- can also be levied on such students.

##### **17.1.3 Dress Code**

All students are required to wear college uniform daily. Any student wearing a T-shirt/sweat shirt/jeans/capri/track suits/casual or fancy shirt/chappals/floater inappropriate hair-cut will not be allowed in the college premises. As a matter of and in keeping with common standard and

principles, the institute lays special emphasis on decency and morals particularly in regard to dress codes of the students. Appropriate dress code such as blazers for gents and ladies should be followed as per the demands of the occasion in the various activities of the institute or programmes.

- 17.1.4 Students are expected to use classroom resources effectively. They should turn off projector/PC/Sound Systems when not in use in Library, Computer Lab and in the college departments. Student should not use any electronic devices in classrooms without prior permission including mobiles/laptops/tablets etc.
- 17.1.5 Students shall maintain discipline during formal sessions and various cultural events. Hooting, whistling and any kind of disturbance during the events is not permitted. Corridors and entrance of the venue should not be blocked where events are held.
- 17.1.6 Students are not permitted to record/photograph/audiotape or videotape sessions except with prior permission from faculty or Competent Authority.
- 17.1.7 Students are required to maintain adequate silence in the campus corridors and not disturb ongoing classes and activities. Students should not form groups and stand or sit in the gangways, corridors for studying or otherwise.
- 17.1.8 Students should not utter scurrilous, profane or obscene language, make remarks or engage in conduct that is racist, sexist or in any ways discriminatory as defined by the National Human Rights Commission of India. Students should foster gender equality.
- 17.1.9 No person shall commit an act of sexual violence against any person or threaten another person with sexual content. This includes but is not limited to sexual assault, sexual harassment, undue favor, stalking, indecent exposure, voyeurism, degrading sexual imagery, distribution of sexual

images or video, cyber harassment and cyber stalking. Any such behavior can be reported to Internal Complaints Committee or College Women Development Cell in writing with appropriate evidence.

- 17.1.10 Students should observe and respect boundaries of the professional relationship with higher ups and faculty/staff members. Students will treat support staff with courtesy and respect.
- 17.1.11 Students are expected to maintain decorum and ambience in the area befitting the Franciscan society culture and traditions.
- 17.1.12 Smoking, use of tobacco products in any form, narcotic drugs in any form and alcoholic drinks within the campus is strictly prohibited.
- 17.1.13 Students should comply with college regulations regarding prohibition of food and beverages in the classrooms and other learning areas.
- 17.1.14 The Institute reserves the right to ask a student to leave the programme at any time during the course of the academic year should his/her academic performance or conduct, as judged by the Institute, be unsatisfactory as per the rules and norms framed by the appropriate statutory bodies time to time.
- 17.1.15 If students have any genuine complaints/grievances and seek redressal they should approach the authorities concerned individually and not in groups. As far as possible, the students should make use of the complaints box installed within the campus for dropping their written complaints/grievances, if any. Students can lodge a complain with Grievance Redressal Cell/Committee.
- 17.1.16 Students who are driving cars/motorcycles to commute to the college should follow all the traffic rules. The SFIMAR campus should be considered a silence zone and vehicles should be parked in the respective parking areas only.

17.1.17 **Cyber/Social Media Postings :**

Students shall not use social media in a way that could defame the Institute Brand, its practices or representatives. They shall not engage in cyberbullying, harassment towards faculty, staff or fellow students. They should not find ways to circumvent the institute's safety measures and filtering tools or use language online that would be unacceptable as per Netiquette.

17.1.18 **Student shall alert a faculty or other staff member if they see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online w.r.t Institute, its Student etc.**

Any Social Media Posting/blogging/Cyber bullying shall be dealt with legal action as per Section 66 A of IT ACT OF INDIA 2000 amended in 2008 followed by suspension/expulsion of the student.

**18.0 OUTSIDE-CAMPUS DISCIPLINE:**

18.1 **Guest Lectures :** Students shall regularly attend the scheduled guest lectures as per the time table. Students should assemble at the venue 15 minutes prior to the session commencement and should be formally dressed.

18.2 **Industrial /Field Visit:** Student shall report on time for Industrial Visits as per the schedule. Students shall dress formally with Institute Uniform and carry their Identity card for the Industrial Visit.

Consent Form/Indemnity Documents to be signed before travelling on the IV.

Students shall not engage in smoking and drinking related activities during the period of IV. Students shall not venture on their own during IV. Students shall follow the rules and instructions given by the Tour Operator and IV

Coordinators. Any Misconduct observed during the Industrial Visits shall be dealt strictly.

Students shall dress formally in Institute Uniforms and carry Identity Cards while interacting with Corporates/Institutes.

18.3 **Inter- Collegiate Events :** Students participating in Inter Collegiate Events at State, National and International levels are required to inform their faculty co-ordinators on the same and follow the institute's procedures for participating in such events while representing the institute. Students should submit copy of Certificate/Photograph's etc. received during the events. Reimbursement of Registration fees, TA for the events shall be decided the Institute.

**18.4 Public Gatherings/ Media Interactions**

Students shall demonstrate socially acceptable behavior while participating in public gatherings related to Social Causes, Promotion Drives etc.

Student shall take prior permission from Institute's Chairman/Director before interacting with any media professionals on Institutes procedures, practices etc.

They shall not indulge in any such activity that shall affect the brand of the institute.

*Unlawful assemblies and unlawful activities in the campus or outside that has the effect of undermining the discipline of the institute of harming the reputation of the institute will be seriously viewed and will lead to penal action from the authorities including fines and expulsion from the campus.*

*The institute will treat the identity and details of any disciplinary case as private and confidential.*

## 19.0 COURSE OF STUDY AND SYLLABI:

The course of study is given in the Admission Brochure. All the subjects for the first Semester and second Semester are compulsory with five core and three elective subjects respectively. For the second year the candidates will choose any one of the following :

- **Finance**
- **Human Resource**
- **Marketing**
- **Operations** \* (subject to minimum number of students)
- **I.T.** \* (subject to minimum number of students)

## 20.0 LIBRARY FACILITIES AND RULES:

### 20.1 Working Hours :

Library will be open from 8.00 am to 8.00 pm on all days except SFIMAR holidays. Students can get books issued till 8.00 pm only. Absolute silence is must in the Library.

On Sunday, Library remains open from 11.30 a.m to 5.30 p.m and books will be issued till 5.00 p.m.

### 20.2 Library Services:

The following facilities will be provided in the library besides issuing books and journals:

1. Scanning and Photocopying facility
2. Internet facility
3. Display of new books and journals fortnightly.
4. Bibliography Service
5. Articles alert
6. Inter library loan facility.
7. OPAC (Online Public access catalogue)
8. Online Access to e-resources.

### 20.3 Borrower's Cards:

The books will be issued against "Borrower's Card" (Identity Card) given by the institute. A card will be treated as a receipt for the book, both while issuing a book as well returning it.

### 20.4 Borrowing Facilities for students and faculty:

The Identity card itself is treated as Library borrower card. Two books will be issued for a period of 7 days only or two loose issues of journals issued for 7 days. Borrowers' cards will not be transferable. All books borrowed during a particular course module must be returned on or before the last day of the semester.

### 20.5 Reference section

Reference books e.g. Handbooks, Encyclopedia, Back volumes of journal and CDs/DVDs etc. will be kept in a separate section of the library. Reference books will be marked as "Library Reference Only" and will not be issued. Latest issue of any journal will not be issued till the next issue is received. Once the latest issues of journal are received, back issues can be given for one week.

### 20.6 Overdue Books

Students need to return the book(s)/Journals on or before the due date failing which a fine of Rs.15/- per day will be charged for initial seven days, Rs. 30/- per day per book from 8th to 15th day and subsequently from 16th day onwards Rs.50/- per day per book will be charged as overdue charges.

### 20.7 Loss and Damage of books

Library material should be kept clean, unmarked and intact. Lost and damage to books/periodicals must be replaced or current price must be paid. If the book is lost, students should inform the librarian in writing immediately and replace the same book (latest edition) or to pay three times more the current market price of the book.

## 20.8 General

Readers should take only loose sheets and notebooks inside the library. Personal belongings will be kept near the entrance/locker.

- Identity cards given to students should be produced on demand.
- Journal reference & reading should be done in the journal section itself.
- Complete silence is to be observed in the library.
- No group discussion or combined study is permitted in the library.
- Smoking is strictly prohibited.
- The last borrower is responsible for any damage to the library issues.
- No beverages and eatables will be allowed inside the library.
- For any grievances or suggestions, readers may contact the librarian.
- Laptops are not allowed inside the library.
- Use of computers for Games is banned. Fine of Rs. 500 will be levied on use of mobile for calls in LIRC, on repetition of violation of rule, Rs 1000/- shall be levied as fine.

## 20.9 Reservation for books:

Students can reserve a book in advance by filling 'Reservation slip' i.e. Demand slip if there is high demand for a particular book and/or through ERP Library Book reservation module.

20.10 Services provided to the physically handicapped and visually challenged students: The library staff extends help required to the visually and physically challenged users. As a special case all the physically challenged students are given sufficient number of books and an extended period for borrowing the books.

## 21.0 COMPUTER & INTERNET FACILITIES:

21.1 Students are not allowed to use Computer Centre when any of their lectures are in progress elsewhere.

- Computer Centre is open for MMS/PGDM & Part-Time Programme students Monday to Friday 9 am to 8 pm and on Saturdays 9 am to 5:30 pm (Regular Work Timings)
- Students using the Computer Centre are required to maintain silence in the Centre. The centre is not to be used for discussions.
- Students must shut down the PCs and place their chairs in proper place after use of Systems.
- Downloading / Installing of media players for movies, music and games in the Centre is strictly prohibited.
- Students are not allowed to carry anything In the Centre except for books and writing materials. No bags will be allowed. Students shall use the lockers / racks available outside the labs for keeping their belongings. Institute shall not be responsible for any loss or damage to student's valuables or belongings.
- Eatables are strictly prohibited in the Centre.
- Using Mobile Phone in Computer Centre is prohibited and shall lead to fine collection as per Fine Rules of SFIMAR i.e. Rs 500/- to be paid for the first offense and Rs. 1000/- on repeated offense.
- Students should not litter the Computer Centre & Premises.
- Students are not allowed to bring laptops into the Centre except Troubleshooting related issues.
- Students should not use the lab for any activity which is illegal under Indian Cyber laws.

- Students/Employees failing to adhere to these rules will be barred from accessing the Computer Centre for period of time as deemed suitable for the offence. Any other action if warranted may also be taken by the Management.

All the above-mentioned rules are governed by IT Access Policy of SFIMAR which is under Management's purview.

### Printing Charges

Printing charges for students are @ **Rs. 4/page**. No concession is applicable to students for getting their own sheets of paper. The charges are for each side printed, two-sided printing will be charged @ **Rs. 8/page**. Students shall enter the details in the book kept for record keeping. No Colour Printouts will be issued from Computer Centre.

### Wi-F- accessibility

SFIMAR promotes *Bring Your Own Device* (BYOD) concept for Employees and students, where employee and students are issued the network services on their respective **windows-based laptops** on following the pre-requisites.

### Events & Tech. Support

Students working on various Institutional events & activities are required to prepare the List of equipment's in consultation with the respective Faculty Coordinator, duly approve it by Chairman and submit the approved copy to Lab staff, 2 weeks in advance.

Student in-charge of Tech Support for a particular event shall be issued the equipment's 2 days prior to the event and shall also be trained for the tech-support by the Lab Assistant during event dry runs.

Students shall take utmost care of the equipment's and shall duly return it to the Lab after the event in a damage free condition. In-case of any physical damages, the student in-charge shall be held responsible.

## 22.0 PLACEMENTS:

### 22.1 Code of Conduct-Placement

The Career Management Centre (CMC) is the liaison between our highly diverse talent pool of students, alumni and employers. The primary responsibility of CMC is to assist students for Summer Internship of two months i.e. May & June as well as for Final Placements to all its registered students.

CMC aims at achieving 100 percent final placement by assisting students in the following areas:

1. Career Guidance
2. Resume Writing
3. Summer Internship and Live Project Opportunities
4. Personality Development and Grooming
5. Group Discussion & Interview Preparation
6. Mentoring by Alumni
7. Student – Alumni Networking
8. Corporate On-boarding – Training by the Recruiting company on various functions followed by their recruitment process.
9. Job Search General & Specific
10. Remedial grooming sessions for weak students

To achieve its objective, Career Management Centre (CMC) organizes Student Skill Development Program (SSDP) and needs full co-operation from the students.

CMC encourages students to attend grooming sessions and follow its Code of Conduct strictly.

This Code of Conduct is to inform students about the professional behavior expected from them during Summer & Final Placement.

All the students registered for Placement Assistance must read and adhere to the terms and conditions laid down by the institute as below. By registering for placement Assistance, you signify your agreement to these Terms and Conditions. SFIMAR may modify these Terms and Conditions at any time.

### **Terms and Conditions to seek Placement Assistance through the Institute**

1. All students interested to get assistance or no assistance for Campus Placement are required to register with CMC. Placement assistance is provided only to the registered students.
2. Once a student has registered, he/she is required to apply for any placement opportunity within the time limit declared by CMC. Students those who are not applying for such placement opportunity within the given time limit, they will not be entertained for that opportunity.
3. It is compulsory for the students to attend all the in-campus placement related presentations for their specialization. They can opt out of the placement process only after they have attended such presentation by informing CMC in writing why they don't want to continue in that placement process. In this regard, they can use the prescribed format prepared by CMC.
4. Once the student has opted to continue in a placement process, it is compulsory for the student to attend and complete the selection process. The applicant will not be allowed to withdraw his/ her name and the defaulter will be debarred from any further placement assistance.
5. Institute will not be responsible for the students who are unable to clear the placement process after 8 attempts, although they can still apply for the incoming opportunities till 30th April of that current Academic year. Students need to work on their shortcomings after the 1st rejection itself and CMC will assist them in every possible way to get rid of all such shortcomings.
6. It is mandatory for all the students to give the feedback of interview held to CMC staff latest by the next day of the interview. Any negative feedback shared after the company's response received by CMC, will not be considered.
7. CMC will share the feedback of the unsuccessful students, if received from the company for their further improvement.

8. Each registered student is eligible for only one Placement Offer.
9. A student must accept the first confirmation / placement offer received from a company, even if the results are awaited from other companies, to give a chance to the other students. If two offers are received simultaneously, then the student's preference will be considered.
10. It is mandatory for all the students to attend all Training & Grooming sessions arranged by the Institute for Placement.
11. It is mandatory for the students to coordinate and cooperate with CMC staff and the Placement Leaders /Joint Leaders appointed by CMC.
12. A student is required to play an active role in exploring his/her own Placement options by his/her own initiatives and by supporting the Institute's efforts.
13. A student should notify the placement coordinators immediately if assistance is required to resolve any difficulties that have arisen.
14. A student is required to observe the time line given for any placement activity and attend the selection process in formal dress prescribed for the same.
15. A student is required to keep a transparency with CMC staff, in case they are trying for internships /jobs on their own. This is to avoid clash of interview schedules and offers.  
  
In case they are taking assistance for Summer or Final placement through CMC and get selected through CMC first then the student is required to join the same company and not to their own resource. If they default, 1st year students will not be considered for final placement and second year student will be fined as per the policy.
16. The students must take care that during the entire placement process and during their interaction with companies, the Institute's image is not compromised because of their behavior.



17. The student will be whole & sole responsible for signing any financial obligation and submitting the original certificates to the company.
18. The student will be whole & sole responsible for in case he / she miss out on any training arranged by the company or the company terminates the student on any ground. No further placement assistance will be provided by the institute.
19. Summer Placement Assistance will end by 30th April & Final Placement Assistance will end within one month of final exams.
20. All the registered students are required to submit a copy of their offer letter received by them to CMC, irrespective of whether he/she got placed on his/her own or got placed with CMC assistance.

### **23.0 CAFETERIA**

- 23.1 Food will be served only in the Dining Hall of the Cafeteria during the specified hours. Taking the food to the rooms is strictly prohibited. Inmates of the hostel should observe the mess timings and etiquette without causing any disturbance to others. Mess charges are to be paid to the Cafeteria contractor.
- 23.2 The Cafeteria will be open for the students from 8.00 in the morning till 6.00 in the evening for tea, snacks & lunch etc. It will also be open from 08.00 pm to 10.00 pm for dinner. Students should adhere to the dining time and not to make changes. No food will be served inside the hostel room.
- 23.3 The main gates of the hostels will be closed at 10.30 p.m. The inmates are expected to be in their rooms by 10.45 p.m.
- 23.4 Inmates should not be absent. Overnight absence without leave will be viewed as a serious breach of discipline.
- 23.5 Leave of absence from the College and Hostel must be applied separately and necessary approvals have to be taken from the authorities in advance.

- 23.6 Inmates of the hostel should make proper entries in the register maintained in the hostel and record the purpose of their going out of the campus and also make entries of their arrival with the time of exit and arrival in the register.
- 23.7 Students are not permitted to sit on the steps of the college, hostel or Cafeteria.

### **24.0 HOSTEL**

- 24.1 Hostel is owned, managed and maintained by the Society of the Congregation of Franciscan Brothers, a Registered Public Charitable Trust. Even though the programs conducted by the institute are not declared as residential, it is for the convenience of students coming from distant places that the hostel facility is offered subject to availability of accommodation and at the sole discretion of the Trustees of the Society.
- 24.2 Inmates have to deposit the annual hostel rent for subsequent years by 15th of June every year, failing which the hostel seat and related facilities cannot be claimed. Duration of rent period is calculated in terms of 10 months from the start of the academic year.  
  
Fees once paid are not transferable or refundable under any circumstances
- 24.3 Warden of the hostel is empowered to check any room including the articles kept in the room at any time without notice.
- 24.4 Inmates may utilize the services of Karuna Hospital in case of ill-health at their own expense. Illness of a hostelite should be reported to the Warden without delay.
- 24.5 Inmates must take the rooms assigned to them and shall not change rooms without the permission of warden. Inmates are individually and collectively responsible for the upkeep of the rooms, their furnishings and fittings and will be charged for any loss or damage. Articles such as bulbs, tubes, tapes, switch board, mattress, pillow case, buckets, mugs, broom, etc. if worn out should be replaced. Water and electricity should be used sparingly and economically.

Inmates are not allowed to use electrical appliances like radio, music systems, and amplifiers, water heater etc.

- 24.6 It is the responsibility of the inmates to keep their rooms and washrooms, toilets clean and tidy. No picture (of any kind) shall be pasted on the walls. Waste bins should be used. The waste basket should be kept outside the room for disposal.
- 24.7 Inmates have to hand over the room keys to the Warden at the end of their stay in the Hostel. They need to leave the room in good condition. Inventory of the room will be checked by the Warden. If any item is found missing and/or damaged at the time of taking inventory or checking, such item will be recovered from the students concerned.
- 24.8 Students shall strictly adhere to the rules and regulations which may be laid down from time to time by the college management.
- 24.9 The management reserves the right to make such additions or alterations to the existing rules as it considers necessary. In any matter not covered in these rules and regulations, the decision of the Chairman/Trustee of the Congregation shall be final and binding on the students and guardians.
- 24.10 Students are required to give a written undertaking at the time of admission to the effect that they agree to abide by the rules, acts and laws enforced by the Institute and the Government and they will not do anything either inside or outside the Institute which may result in compelling the authorities to take disciplinary action against them under the rules, acts, and laws and bind themselves to the above rules and regulations and the same are agreeable to him/her before joining the college or college hostel. The responsibility rests on them for any consequences due to non-conformity with the rules.
- 24.11 For hostel accommodation, a separate application from parents on plain paper should be made and forward it along with the application for admission. A separate declaration is to be furnished for the hostel.

24.12 Students are expected to keep their valuables like watches, laptops, and cell phones etc. safely. Hostel management is not responsible for any loss of their personal belongings.

24.13 A student admitted in a Hostel enjoys the privilege only for the academic year of his/her admission subject to his/her observance of the foregoing rules and regulations of the hostel or other rules and regulations that they may be prescribed from time to time. His/Her admission to the hostel in subsequent academic year will depend on his/her good conduct and behavior in the Hostel, payment of mess fees, availability of places in the Hostel in subsequent years and other considerations bearing on the larger interests of the Institute.

24.14 Inmates are expected to maintain strict discipline during their stay in the Hostels. Disorderly behavior or anti – social activities on the part of the inmates either under the influence of any intoxicant or otherwise, and disrupting the routine life in the hostels in any way will be viewed seriously. Any student found guilty of such misconduct will be expelled from the Hostel summarily.

24.15 Inmates of the hostels should not smoke, drink alcohol or indulge in gambling of any kind. Students may be expelled from the college /hostel on any of the following grounds; violation of rules and regulations, theft, ragging, eve teasing, sexual harassment/misconduct, unruly behaviour, use of intoxicating products, fighting , vandalism, indiscipline etc; and shall forfeit their fees and deposit.

24.16 Guests are not allowed to stay in the hostel rooms at any time of the day. They may be entertained only in the canteen.. Friends/ Classmates should not be permitted into the hostel rooms.

## 25.0 PERSONAL BELONGINGS:

Students are required to keep their personal belongings under their own safe custody. The institute will not be responsible for the loss of any personal belongings. The security at the gate is responsible to prevent entry of any unauthorised persons into the campus and any loss of institute's property. The security has instructions to check baggage and identity of students at the time of entry or exit. Students should cooperate.

The rules and regulations are subject of change due to contingencies./exigencies.

The Executive Committee reserves the right to change any of the above rules, and it's decision shall be final.

(Revised on January 2020)

## DECLARATION BY THE STUDENT

I, Mr./Ms. \_\_\_\_\_ son/daughter of Mrs & Mr. \_\_\_\_\_ hereby state and declare that I have read the rules and regulations for the MMS program supplied by the institute at the time of admission and I have understood the same. I have taken special note of clauses 10.0 regarding "Ragging" and 12.0 concerning "Student Activities" meant for my personal progress and growth..

I hereby undertake to abide by and strictly follow the same.

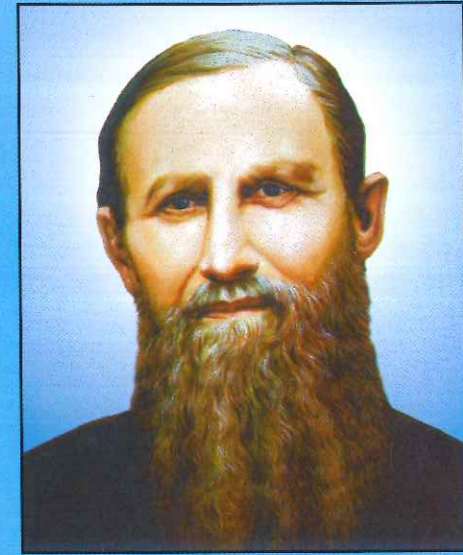
\_\_\_\_\_  
Signature of the student

## DECLARATION BY THE PARENTS

We, the parents of Mr/Ms. \_\_\_\_\_ have read the rules and regulations for the MMS program supplied by the Institute at the time of admission. We hereby undertake that we assume the responsibility of ensuring that our son/daughter will comply with the same.

Mr. \_\_\_\_\_ Mrs. \_\_\_\_\_

Dated:



## **Bro. Paulus Moritz, CMSF**

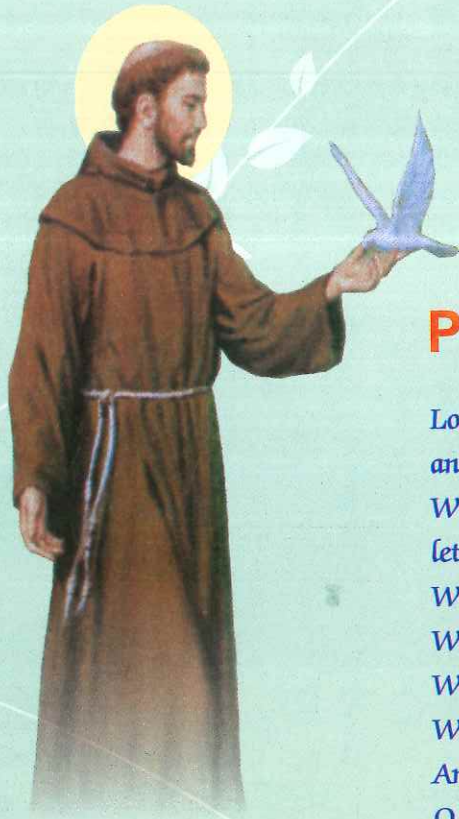
(1869-1942)

**Founder & First Superior General**

O Brother Paulus/whom God has chosen/tospread His Kingdom in India/with zeal and ardour,/your love and charity for the poor of Christ was unlimited;/we ask you to obtain for us your children/that childlike spirit/which you possessed,/that we may tread in yourfootsteps/with all simplicity of heart/and love of God. Grant O Lord/that we,/imitating his examples of purity of heart/and zeal for souls,/render ourselves/worthy members of your mystical body/through Christ Our Lord Amen.

Design O Lord/to grant if it pleases you/this particular favour we ask of you/..... through the intercession of Your servant Brother Paulus,/that the world may know his power/before Your Divine Majesty. Amen.

Bro. Paulus Moritz, Pray for us.



## Prayer for Peace

Lord, make me  
an instrument of your peace.  
Where there is hatred,  
let me sow love.  
Where there is injury, pardon,  
Where there is doubt, faith,  
Where there is despair, hope,  
Where there is darkness, light  
And where there is sadness, joy.  
O Divine Master, grant that  
I may not so much seek  
To be consoled as to console,  
To be understood as to understand;  
To be loved as to love;  
For it is in giving that we receive  
It is in pardoning that  
We are pardoned;  
And it is in dying that  
We are born to eternal life

- St. Francis of Assisi