



*Zayds Singh Charitable Trust's (Regd.)*

**THAKUR INSTITUTE OF  
MANAGEMENT STUDIES & RESEARCH**

(Approved by AICTE, Govt. of Maharashtra & Affiliated to University of Mumbai)

ISO 9001 : 2015 Certified

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# Student Handbook

## MMS

### Batch 2020-21

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## **DIRECTOR's MESSAGE**

With the state-of-the-art infrastructure, qualified and experienced faculty, a library equipped with the latest books, journals, e-books, e-journals, etc., excellent corporate connections, and a strong alumni base, TIMSR strives to Transform Individuals to Manage Strategic Resources.

We believe in achieving overall holistic development of students, nurturing human values, thereby bridging the gap between who we are and who we should be. The essence of the learning environment in TIMSR is to create mindful leaders in order that they succeed in the competitive VUCA environment in the industry and also strive for entrepreneurship ventures. The institute has a blend of national and international partners across the globe, making learning a world-class experience.

**Dr. Pankaj Ramesh Natu**

**DIRECTOR**

## CHAPTER 1: THAKUR EDUCATION GROUP (TEG)

The Chairman of Thakur Education Group (TEG), Shri V.K. Singh, a visionary, foresaw the need to provide facilities for quality education in the western suburb of Mumbai and decided to set up an educational complex in Kandivali in the year 1989. The TEG established the Thakur Educational Trust (Regd.), Zagdu Singh Charitable Trust (Regd.), and Zagdu Singh Educational Trust (Regd).

The TEG then set up a series of educational institutions under these Trusts during the next three decades with generous financial input and equally matching determination to provide quality education to students at all levels. The Government of Maharashtra has granted Linguistics (Hindi) Minority status to the Trusts and the Institutions under the TEG.

Currently, the TEG is managing 20 Institutions set up in 8 sprawling campuses in green environments, catering to the needs of over 50000 students and more than 4000 workers. The Institutions managed by TEG are as follows:

<b>Kandivali. Mumbai</b>		
1	Thakur Vidya Mandir High School & Junior College (TVM)	1990
2	Thakur College of Science and Commerce (TCSC)	1992
3	Thakur Toonskool Animation Academy (TTAA)	1992
4	Thakur Polytechnic (TPOLY)	1998
5	Thakur College of Engineering & Technology (TCET)	2001
6	Thakur Institute of Management Studies, Career Development and Research (TIMSCDR)	2001
7	Thakur Institute of Career Advancement (TICA)	2001
8	Thakur Institute of Management Studies & Research (TIMSR)	2002
9	Thakur Public School (TPS)	2003
10	Thakur Institute of Aviation Technology (TIAT)	2006
11	Thakur Shyamnarayan College of Education & Research (TSCER)	2007
12	Thakur International School (TIS)	2008
13	Thakur Shyamnarayan High School (TSHS)	2013

14	Thakur School of Architecture and Planning (TSAP)	2014
15	Thakur College of Science (TCS)	2016
16	Thakur Global Business School (TGBS)	2020
17	Thakur Institute of hotel Management (TIHM)	2020
18	Thakur Ramnarayan College of Arts and Commerce (TRCAC)	2017
19	Thakur Ramnarayan College of Law (TRCL)	2018
	<b>Azamgarh, Uttar Pradesh</b>	
20	Thakur Vidya Mandir Global School (TVMGS)	2016

The Schools of the Trust are affiliated to the respective Boards/Councils to conduct primary, secondary, and higher secondary education leading to the award of certificates from State, National, and International Boards. The Colleges are affiliated to the University of Mumbai to conduct UG/PG Degree courses in Commerce & Banking, IT, Science, Arts, Hotel Management, Law, Engineering & Technology, Management, Computer Applications, and Architecture. The TCET is also approved for the conduct of Ph.D. (Tech.). Thakur Polytechnic is affiliated with the Maharashtra State Board of Technical Education to conduct Diploma courses in Engineering and Technology. Thakur Institute of Aviation Technology teaches courses in Aircraft Maintenance Engineering approved by DGCA. An independent Institute ‘Thakur Global Business School’ has been set up to conduct the non-affiliated PGDM Programme,

The faculty, staff members, and students are provided with state-of-the-art infrastructure and modern air-conditioned facilities for a healthy work and teaching-learning environment. A high level of cleanliness is maintained in the entire campus and facilities with proper security arrangements.

The TEG ensures that its Institutions fulfill the norms prescribed by the statutory, regulatory, and affiliating bodies in all matters including admissions, conduct of courses etc. and maintain a high standard of education being imparted to the students by experienced faculty members.

The Institutes have laid down a code of conduct for students, faculty, and staff members.

### **ISO Certification**

The Thakur Institutions are ISO: 9001:2015 certified.

## **Accreditation by NAAC and NBA**

### ***Accreditation and Quality Awards***

TCSC: Accredited by NAAC with an A grade for the third cycle.

TCET: Accredited by NBA for two cycles of three years each.

Accredited by NAAC in the first cycle with an A Grade.

AICTE-CII Industry Linked Technical Institute Survey PLATINUM Award.

Awarded autonomous status awarded by the UGC

TPOLY: Accredited by NBA for two cycles of three years each

TIMSR: Accredited by NAAC with A+ Grade.

AICTE-CII Industry Linked Technical Institute Survey PLATINUM Award

TIMSCDR: Accredited by NBA for the first cycle for three years

TSAP: Rated by Times: Best Architecture Institute in Mumbai since 2018-19.

## **CHAPTER 2: THAKUR INSTITUTES OF MANAGEMENT STUDIES & RESEARCH (TIMSR)**

### **2.1 Introduction**

Institute of Management Studies & Research (TIMSR) was set up by the Thakur Education Group, under the aegis of Zagdu Singh Charitable Trust, in the year 2002 with the approval of the Government of Maharashtra and AICTE and is affiliated to the University of Mumbai for the conduct of full-time post graduate MMS Degree Programme and also MBA (MM) and MBA (FM). Institute conducts short term certificate courses in collaboration with industry in specialized topics with a commitment to train students with additional focus on ethical leadership and innovative entrepreneurship.

The management's commitment to excellence is reflected in the infrastructure of the Institute comparable to the finest institutions of its type in the country. The sprawling green campus with lawns, gardens, parking areas, hostel accommodation ensures an academic ambiance suitable for a center of higher education.

With its world-class infrastructure; qualified and experienced faculty members; computer center equipped with the latest hardware and software; well-stocked library with books, journals, e-journals and having research section, reading room; as well as R&D Cell,

Student Development Cell and Industry Institution Interaction, the institute offers quality management education through its Programmes and activities.

The students are given pre-placement training in relevant areas in the industry orientation sessions. The industries are invited to conduct campus interviews for short-term internships and final placements.

The Institute's Alumni Association members share their experiences with the students and guide them about industry processes, needs, etc. Also, as members of the Advisory Board, they advise on the curriculum development, Industry-Institution-Interaction processes, etc.

## **2.2 GOVERNANCE**

### **GOVERNING COUNCIL**

The Governing Council of the Institute has been constituted as per guidelines of the AICTE/UGC, consisting of a representative of the Trust, nominees of the DTE, AICTE, and the University of Mumbai, as well as members from the Education, Industry, and Research fields. The council deals with all administrative, academic, and financial matters of the institute.

### **ADVISORY BOARD**

The institute has appointed an Advisory Board including members from Management Education, Industry, Civil Services, General Administration, and NGO for guidance on curriculum development, modernization, liaison with the industry and corporate world and society, students' placements etc.

### **COLLEGE DEVELOPMENT COMMITTEE**

The institute has appointed a College Development Committee following the guidance of the University of Mumbai, based on the regulation in the Maharashtra Public Universities Act, to oversee the administrative, academic, and financial functions of the Institute.

## **2.3 VISION AND MISSION, VALUES AND QUALITY POLICY**

### **Vision**

1. To emerge as a world-class management institute imparting multifaceted management training with a passion for excellence.

### **Mission**

1. To inculcate an attitude of continuous learning, strong social commitment, and ethical values in the students.
2. To provide an enabling environment for nurturing mindful leaders and entrepreneurs.

### **Values**

1. Alignment of personal values with organization values at the workplace
2. Stability of mind in an ever-changing environment to achieve desired results
3. The attitude of gratitude while deserving the desire
4. Respect for diversity and acceptance towards people and situations
5. Participative management through the collaborative decision making
6. Awareness of social issues for affecting change
7. Self-management through consciousness

### **Quality Policy**

The Management, Faculty, and Staff of Thakur Institute of Management Studies and Research are committed for providing quality education to the students. The quality policy of the Institute is mentioned below:

*“We, the Management, Faculty, and Staff of Thakur Institute of Management Studies and Research are committed to offering excellence in management education, conducive academic environment, and state-of-the-art facilities and infrastructure to our students.*

*We will work as a team and interact with the students in a pro-active manner to achieve our institutional quality objectives and fulfill all academic, statutory, and regulatory requirements to enhance the satisfaction of our students continually.”*



## **CHAPTER 3: ACADEMIC PROGRAMMES AND IMPLEMENTATION**

### **3.1 ACADEMIC PROGRAMMES**

#### **1. MMS Program**

The MMS program is approved by AICTE, DTE, and the Government of Maharashtra and is affiliated with the University of Mumbai. Every component of the MMS curriculum, framed by the University of Mumbai, is implemented to impart relevant knowledge and skills to enable the students to acquire the ability to deal with complex managerial problems backed by the decision-making ability required to accomplish leadership assignments. Sanction strength of students for MMS Program is 180.

In TIMSR, the MMS Programme is “Fortified with professional leadership skills to match one’s aspirations” by inculcating knowledge backed by business skills and professional attitude. This prepares our students to stand head and shoulder above the competitors. Every component of the teaching process is carefully implemented, including leadership assignments, with a unique learning experience enabling our students to tackle complex business challenges successfully.

#### **2. MBA PROGRAMME**

The Institute conducts MBA Programmes for Working Executives which allow executives to pursue advanced studies in their chosen areas of specialization while continuing in service. This program is approved by AICTE, Govt. of Maharashtra, and affiliated with the University of Mumbai.

- Master in Marketing Management (MBA - MM) (60)
- Master in Financial Management (MBA - FM) (60)

The candidate for admission to these programs should be a graduate from a recognized University with two years of work experience after graduation.

### **3.2 IMPLEMENTATION OF THE PROGRAMMES**

- 1 Semester Plan
- 2 Curriculum Implementation
- 3 Programme Calendar
- 4 Attendance
- 5 Summer Internship Project

## 6 Assessment & Evaluation

### **1. Semester Plan**

MMS, TIMSR's flagship program, is designed by the University of Mumbai, and the curriculum planning is done as per objectives laid down by the University. The Semester Plan on academics is drawn up keeping in view the directives of the University together with the Inputs from stakeholders. The co-curricular and extra-curricular activities are also added. The Plan is then reported to the Advisory Board, comprising of experts from industry, academia, and research, the College Development Committee and the Governing Council.

### **2. Curriculum Implementation**

The programme curriculum is implemented, besides coverage of the theoretical components, with a thrust on application oriented and experiential learning keeping in view of the expectations of key stakeholders. Every component of the curriculum is carefully crafted in the teaching process and effectively implemented.

The faculty members have adopted innovative teaching-learning processes to deliver the same. Besides, experts from the industry are also invited to provide guest lectures. The personality development through value education and extra-curricular activities like quizzes, debates, and seminars, to name a few, has been a hallmark of the institute as an essential part of grooming successful managers.

### **3. Program Calendar**

The programme calendar is drawn up and followed by the faculty, including the allocation of time to cover curricular, co-curricular, and extra-curricular activities during each semester.

### **4. Attendance**

The students are expected to maintain full attendance in all the curricular, co-curricular activities. If the attendance of any student falls below 75%, he/she will not be allowed to appear in the examination.

Leave related rules

In case of inability of the student to attend the institute due to any genuine reason, the students should get their leave/absence approved by submitting application to the Course Coordinator well in advance. The application for leave on medical grounds, along with certificates of illness and fitness from a medical practitioner, must be submitted on joining the class. Students should use the format of the leave application for this purpose.

### **5. Summer Internship Project**

Summer Internship Program (SIP) provides a platform to the students to explore different aspects of the corporate that helps them to bridge the gap between the theoretical concepts learnt in the classroom lectures with the real-life corporate situations. The students undergo this program at the end of Semester II for a period of 8 weeks, during which the students are assigned time-bound projects under their industry mentors. In order to ensure the quality of learning during the internship, each student is also guided by a faculty member from his/her specialization. On successful completion of the SIP, the students are awarded certificates for their achievements by their respective organizations.

### **6. Assessment & Evaluation**

The evaluation criteria and the process includes continuous assessment in the class, mid-term tests followed by the term-end examination. These are in accordance with the University of Mumbai rules and regulations. The students' progress is assessed systematically in class, industry, and fieldwork through concurrent continuous evaluation and semester-end examination. Students are evaluated internally through periodical tests, quizzes, assignments, case studies, class participation, and in addition to the examination at the end of each semester.

The **Concurrent Evaluation system** in a semester (also known as internal evaluation) is spread through the duration of the program in each semester. It is done by the faculty teaching the course (subjects). There shall be a minimum of four concurrent evaluation

components (including mid-term & attendance) per entire credit course and three concurrent evaluation components for each half-credit course. The faculty shall announce in advance the units based on which concurrent evaluation shall be conducted. Each component shall ordinarily be in the range of 5 to 15 marks.

Criteria for periodical assessment of the students

1. Case Study Analysis
2. Class Test
3. Open Book Test
4. Field Visit / Study tour and report of the same
5. Small Group Project & Internal Viva-Voce
6. Group Discussion
7. Role Play.
8. Thematic Presentation
9. Written Home Assignment
10. Industry Analysis
11. Literature Review / Book Review
12. Model Development / Simulation Exercises
13. In-depth Viva
14. Quiz
15. Newspaper reading

The evaluation process for each theory course (subjects) consists of three components for 100 marks, namely Concurrent Evaluation (internal evaluation), mid-term examinations, and term-end examinations. The details of the same are as follows.

#### **Component and Marks**

- |                               |    |
|-------------------------------|----|
| 1. Term – End Examinations    | 60 |
| 2. Attendance & Participation | 10 |
| 3. Mid Term Examinations      | 10 |
| 4. Concurrent Evaluation      | 20 |

**Total 100**

## **CHAPTER 4: PROGRAMME EDUCATIONAL OBJECTIVES AND PROGRAMME OUTCOME**

### **Programme Educational Objectives**

1. To prepare students for a career in the diverse business environment by nurturing mindful leaders and entrepreneurs
2. To facilitate continuous learning in multiple areas of management.
3. To enable students to adopt a value-based approach with a passion for excellence

### **Program Outcomes**

1. Apply knowledge of management theories, practices & technological skills to solve business problems
2. Ability to understand, analyze critically, and communicate global, economic, legal, and ethical aspects of business for decision making.
3. Foster development & team spirit, analytical & critical thinking
4. To develop value-based leadership

## **CHAPTER 5: MENTORSHIP PROGRAMME**

### **5.1 Concept of Mentorship**

A unique feature of TIMSR is the mentorship Programme. The Institute believes that students should get opportunity to make optimum use of the teaching learning process and relevant academic facilities in order to upgrade knowledge and improve ability for which they need continuous guidance. In addition the students have to be guided and assisted in their problems as well as any confusion relating to their activities, behavior, conduct, etc. For this purpose the faculty members conduct Mentorship programme. Each faculty member is allotted a specific group of students so that each student has a mentor who will focus on the overall development of the student during the course. This system also ensures the holistic development of the students.

A Mentor conducts regular meetings with the students to keep in touch. The mentee is expected to keep the mentor informed about difficulties or problems experienced so that timely advice is given and/or timely action can be taken for satisfactory progress. The difficulties being faced by the students in learning are discussed and sorted out in the best possible way. Guidance on career planning and other issues are also given during the meetings.

A record is kept for each mentoring session, and the mentor and the mentee keep a watch on its outcome by checking the report in the subsequent sessions.

## **CHAPTER 6: FACILITIES FOR STUDENTS, LEARNING RESOURCE CENTER AND COMPUTER LABORATORY**

### **6.1 Facilities for students**

1. State-of-the-art infrastructural facilities and ambiance for academic and other relevant activities including secured campus for safety, modern building, having the following facilities:
  - a. Air-conditioned classrooms, computer laboratories, Internet, Wi-Fi facility, etc., for learning and recreation areas
  - b. Learning Resource Center with digital library, open access system, internet facilities, spacious reading rooms, etc.
  - c. Study Skill Center equipped with audio visual aids for seminars, conferences, workshops, lectures, etc., through industry connect.
2. The institute has qualified, skilled, and experienced faculty members for teaching, training, grooming, and mentoring students. Holistic education is provided through quality value-based education, experiential learning through events and competitions, personality development programs emphasizing entrepreneurial skill development. Learning through certification programs and events is available from professional bodies.
3. Assistance is provided for Summer Internship Programme and Executive Placements

4. Opportunity is given to students to get exposure through National Conference, Seminars, etc., and International tie-ups for various activities, Sensitization towards social causes and participation and contribution to social upliftment,
5. Strong Alumni connect
6. Hygienically maintained canteen with quality products
7. Hostel facilities

## **6.2 Learning Resource Center**

The library, that is Learning Resource Center (LRC), is considered a temple of learning and the heart of our institute. The LRC of the Institute is well stocked with the latest editions of Textbooks, Reference Books, E-Books, Periodicals and Magazines, Encyclopedia, Dictionaries and Audio - Video Educational CDs, etc. spanning the entire spectrum of management and allied subjects. Facilities have also been provided to document articles and news items from various magazines, journals, and newspapers. A reference section provides material for more curious and inquiring minds. Learning facility includes sharing of experiences through discussions. There are a few books available for foreign languages.

### **The Key Sections of LRC are:**

#### **Stack Room:**

The as per the 'Dewey Decimal Classification Scheme' (DDC), an international standard. All books are Radio-frequency identification (RFID) tagged.

#### **Reading Room:**

The reading room of the LRC is fully air-conditioned, ventilated, spacious, and well furnished. The seating capacity of the room is 132 students.

#### **Periodicals Section:**

The current and back copies of the periodicals, including Journals and Magazines, are stacked in the periodical section.

#### **Ideation Rooms:**

Group discussion helps students to share ideas. LRC provides a separate area for such discussion called Ideation Room with a seating capacity of 60 students, having small groups of 5-6 students at each table.

### **Digital Library:**

Ten computer terminals are provided in the Digital Library Section for the students to access online resources like ProQuest ABI Global Management Collection, EBSCO ebooks, Ace Equity, Taylor and Francis Management e-book collection. All students can also access the soft copy of the syllabus, last year's question papers, and projects-

### **Remote Access Facility:**

All members of TIMSR LRC (users) can access subscribed e-resources through the KNIMBUS application @ <https://timsrmumbai.new.knimbus.com/user#/home>

### **Web – OPAC Facility:**

All members of TIMSR LRC (users) can access subscribed e-resources through the KNIMBUS application @ <http://timsrlibrary.firstray.in/>

### **General Rules for the use of Library Facilities**

1. Students must maintain silence in the library
2. Students coming for reference purposes must make an entry in the visitor's register
3. Wearing I Card is compulsory
4. Consumption of food, except drinking water, is strictly prohibited
5. Use of Mobile Phones is strictly prohibited in the library
6. Students should not touch any electrical equipment without the permission of the librarian
7. Students must keep their belongings on the luggage racks after entering the library. The library is not responsible in case of any damage or theft of the belongings kept in the library
8. Students are not allowed to sit in the Library Reading/Ideation room while sessions/lectures are going on



9. Students are requested to use the library materials very carefully without causing any damage

#### **Circulation - Book issue related rules:**

1. Students should carry their Library Membership Card for using library resources
2. Students must deposit the book card at the circulation counter before taking the book
3. The holder of the membership card is responsible for the books borrowed against it
4. Students should check the books while taking/receiving them from the library
5. Students are not allowed to take the issued book in the Library Stack Room
6. Home Lending: Students will get one book against one library membership card for 14 days
7. Books can be re-issued by presenting them physically, only if there is no claim from other students
8. Fine for overdue: Rs.5 per day will be charged against the late return of books
9. Books on an overnight basis will be issued after 9.00 P.M. (Mon-Sat). It should be returned the next day before 9.15 A.M. Default will be charged Rs. 10/- per day
10. Writing or marking in library books is strictly prohibited
11. Students must not take Xerox from bound volumes
12. Question Papers, Newspapers, Project Reports, CDs, and Journal & Magazines on display are meant for reference purposes only

#### **Rules for the use of Digital Library**

1. Students must make an entry in the register before using the digital resources
2. Students are not allowed to download/copy/e-mail digital resources without prior permission of librarian or library staff
3. Students are not allowed to take CDs outside the digital library
4. Students can only access electronic resources like ProQuest, EBSCO E-Books and Ace Equity, NPTEL, SWAYAM, and such other educational Websites as mentioned on the institute's website under LRC (Library), e-resources

## **6.3 COMPUTER LABORATORIES**

### **Facilities in the Computer Laboratories**

The Institute has 200 (HP +Dell desktop) computers in 3 Computer laboratories. The software available is 'Windows 7/win10/office2007/office 365'.

### **Rules for the use of Computer Laboratories**

1. Computer labs are provided to serve as a teaching and learning facility.
2. The user must show their ID card to enter the computer laboratory.
3. User must enter their entry/exit details in the visitor book.
4. Individual users should use the laboratory only during leisure periods.
5. No gossiping is allowed in the laboratory.
6. One student should use one PC.
7. All files must be saved on E-mail for further use. Pen drive or any external storage device should be avoided due to the risk of a virus attack. If it is necessary to use any Pen drive or external hard drive, and then it must be scanned for viruses.
8. The user should take prior permission and the help of a Laboratory Assistant to load additional software as and when required.
9. Use of the internet is restricted to academic purposes only.
10. In case of any problem with equipment, only Laboratory Assistants are allowed to carry out repair and maintenance work.
11. Hacking (attempting to gain unauthorized access to secured content, violation of system policies and/or permissions, virus creation or propagation, etc.) is prohibited.
12. No Hardware and software are allowed to be taken outside the computer lab.
13. Users are not allowed to operate the air-conditioning system independently; they can request the Laboratory Assistant.
14. Any fault with electrical installation should be reported to the Laboratory Assistant.
15. Users should keep furniture and fixtures in proper condition. Any damage should be reported to the Lab Assistant.
16. Keep the lab neat and clean, use dust bins and leave equipment and furniture properly arranged.

## **CHAPTER 7: TRAINING & PLACEMENT**

7.1 Eligibility

7.2 Registration for Placement Assistance

7.3 Primary Placement Assistance

7.4 Supplementary Placement Assistance

### **7.1 Eligibility:**

Students graduating from the institute shall receive placement assistance subject to the eligibility conditions laid down by the institute and respective recruiters. To obtain such service, the candidate should ensure the following-

1. Successful completion of Summer Internship Program and meeting the academic requirements.
2. Payment of Institute dues.
3. Not involved in the matters of breach of discipline and adherence to the student code of conduct.
4. Not opted out of placement activities.
5. Attend not less than 75% in academic lectures and non-academic sessions like bridge courses, mentoring, training programs, guest lectures, conferences, placement-related sessions, co-curricular and extra-curricular activities throughout the program.
6. Not declining Summer Internship offer through the campus selection process.

### **7.2 Registration for Placement Assistance:**

All the students seeking Placement Assistance shall register with the placement cell by providing the required information and signing the placement policy.

A student may apply to any number of companies and appear for interviews. However, any student who has exceeded and failed to get through 10 processes may be allowed to sit for further interviews subject to the discretion of the Head of Institute.

If the Students are not regularly applying to the Companies, Institute shall not be held responsible for the same and may be considered as “deemed to be opt-out.” Intimation for the same shall be given to students through E-mail.

Student, who decides to opt-out and does not require Placement Assistance, shall submit an undertaking to the placement cell in the prescribed format.

### **7.3 Primary Placement Assistance**

#### **Screening & Short listing Process:**

1. Information of the registered candidates is shared with the prospective employer by the T&P Cell.
2. Companies shortlist the candidates based on information provided by the students in their registration profile or CVs/ Resumes and any other criteria decided by the concerned company.
3. In case the company permits short listing to be done by the institute without explicitly citing any criteria, it will be done based on criteria determined by the Placement cell

#### **Selection Procedure:**

1. The selection process schedule shall be communicated to the students. No modifications shall be entertained.
2. As part of the selection process, students must appear for Written Tests, Group Discussions, Case Study discussions, Interviews, etc.
3. At the time of the interview, students should not negotiate on the salary component and argue on terms and conditions of employment. The students should adhere to the code of conduct prescribed and maintain decorum in the selection process.
4. Students cannot withdraw from any stage of the selection process for any reason whatsoever.
5. Student(s) shall be barred from the campus placement process if:
  - 5.1.1. Not participating in the selection process after registering for the company
  - 5.1.2. Deliberately underperforming during the selection process
  - 5.1.3. Negotiates on salary component

**Offers:**

1. Once selected in the company through campus selection, the student is required to join the same company.
2. Students declining the offer will be considered as placed and shall not be eligible for further placement assistance.
3. If a student receives more than one job offer owing to delays in the announcements of results by the other companies, the student is bound to accept the job offer whose results are declared the earliest.
4. Once the student is selected and gets the job offer, they will be treated as placed and not considered for further placement assistance.
5. If the student finds any discrepancy in the announced and offered profile, they may approach the Placement team to resolve the issue.
6. Students are not allowed to request any organization to keep an offer pending and delay the date of joining. Any such request shall be considered a severe breach of the placement norms.
7. Students should not open the channel of communication with the prospective employer. All the communication shall be routed through the Placement Cell only before joining.

**End of Primary Placement Assistance:**

1. The Primary Placement Assistance will end on the date specified by the Institute.
2. Students, who do not get job offers in the Primary Placement Assistance, may opt for the Supplementary Placement Assistance.

**7.4 Supplementary Placement Assistance**

Supplementary Placement Assistance is provided to the unplaced candidates during the last semester of the Academic Year.

1. Students shall register by signing the Supplementary Placement Policy.
2. The student shall be allowed to appear for the selection process to the extent of a maximum of five companies.
3. All the Terms & Conditions mentioned in the Primary Placement Assistance apply to the Supplementary Placement Assistance.

**Deemed to have opted out:**

The students are considered to ‘deemed to be opted out of placement’ in the following conditions:

1. The student fails to register for the Supplementary Placement Assistance in the prescribed format in the given timeline.
2. If the student has availed five chances to appear for the organizations’ selection process as per the supplementary placement assistance policy and are still unplaced.
3. Fails to get placed till the end of the respective academic year, when the Placement Assistance ends.

**CHAPTER 8: INTERNATIONALISATION**

## 8.1 Internationalization

## 8.2 Global Immersion Programme

**8.1 Internationalization**

Today, business is going to expand itself in the international market. Hence, in a world that is getting more integrated by the year, the importance of future business leaders having a global outlook cannot be underestimated. To ensure these MMS students are given international exposure, which is needed to operate in the heavily globalized world, the TIMSR MMS curriculum has included elements to reflect the needs of global business and the dimensions they work in. These elements are a unique blend of theories and practices that prepare students to understand business on a global platform.

TIMSR has signed MOUs with various International Universities.

1. Royal Roads University, Canada (RRU): Set in the magical setting of Hatley Castle, in British Columbia in Canada, the excellence of RRU’s unique, innovative programs is world-famous.
2. Camosun College, Canada: Camosun College offers a variety of project options for business professionals

3. NZMA, New Zealand: A pioneer in New Zealand education, NZMA offers various management programs in its Auckland campus.
4. Universidad Politecnica de Cartagena (UPCT), Spain: UPCT combines learning's from tradition & modernity to give its students a vibrant as well as an innovative educational experience.
5. Seneca College, Canada: Offers degree, diploma, and certificate courses across Greater Toronto Area with practical, hands-on learning, expert teaching faculty, along with the latest technology.
6. Wintec, New Zealand: Provides high quality, vocational and professional education in the Waikato region with six campuses
7. College of Saint Benedict & Saint John's University, USA: Offer two nationally recognized liberal arts colleges with a unique partnership that gives students the educational choices of a large university while enjoying the individual attention
8. The University of East of London: Operates as a public university from three campuses at Stratford, Docklands, and University Square Stratford. Offers Degree programs and other courses as well as provide support and administrative services for postgraduate research students
9. BCIT, Canada: Based in Vancouver, it offers a wide range of Management programs customized based on industry requirements
10. James Cook University, Australia: Provides unique learning avenues in its campuses in Singapore and Australia
11. Middlesex University, Dubai, UAE, offers a program for those who aspire to undertake management education with an international context

## **8.2 Global Immersion Program**

As part of the global orientation of the course curriculum, an international training program is organized every year for the students. This program builds an ability to understand and acclimatize the culture of various countries and their markets. The program is not mandatory. Students participate in the same voluntarily.

## **GUIDELINES FOR TIMSR GLOBAL IMMERSION PROGRAM**

1. Fill up the program undertaking form completely, duly signed by students and parents, and hand it over to the Program faculty-In-Charge by the prescribed date.
2. Wear the Formal Dress Code (Formal Shoes/Sandals & Blazer with ID Card on) while on a visit to Industries/Institutions
3. Carry Notebook or Diary
4. Carry medicines that suit your health with Doctor's prescription
5. Carry clothes, toiletries, and items of personal needs for the duration of the program as per the climatic conditions
6. Strictly adhere to all timelines of each activity in totality
7. Maintain discipline in the entire program and follow instructions from the faculty members
8. Strictly abide by the rules and regulations of the Government of the destination country and the respective authorities
9. Do not consume or carry alcohol, tobacco, any banned drugs, cigarette, etc. Also, do not carry or bring costly jewelry or costly items
10. Consumption of Food & Beverages other than what is provided should be avoided to prevent the risk of consuming unhygienic food
11. In case of any dispute, the faculty members' decisions accompanying the tour will be final and binding on the participants.

## **CHAPTER-9: TIMSR CENTER FOR ENTREPRENEURSHIP AND INNOVATION (TCEI)**

9.1 Background

9.2 Objectives

9.3 Mission

### **9.1 Background**



Indian economy is one of the fastest-growing economies in the world. The new & innovative ideas must be developed and nurtured to fuel this growth. Due to this, 'entrepreneurship' has become one of the most promising career options for students. To enable the students to identify an opportunity and develop their ideas by taking it to the next level as well as to help them effectively manage their family businesses, TIMSR has launched an Entrepreneur Incubation Lab. The Entrepreneurship Development Cell aims to help budding entrepreneurs by providing a platform to showcase their talents. We conduct several workshops, training programs, skill development programs, and activities like E-School and E-Week, which enhance and develop the entrepreneurial qualities in students. Each year students get a chance to put their innovative start-up on the campus itself, which gives them a platform for running their ventures. TIMSR encourages future managers to focus not just on their managerial skills but also on their entrepreneurial, leadership qualities and gain practical knowledge through this. TIMSR seeks to create individuals and enterprises ready to take on the challenges in this cut-throat competitive world.

## **9.2 Objectives:**

1. To imbibe tangential thinking amongst students
2. To nurture & nourish entrepreneurial and entrepreneurial mindsets and equip TIMSRITES with tools and techniques to master DVC, i.e., Daily Value Creation & SVC Sustainable Value Creation in a disruptive digital age
3. To help master the nuances of setting up & running a business through a unique initiative of simulated incubators using all the 5P's-Passion Purpose People Profits Planet
4. To provide an avenue to sound entrepreneurial ideas
5. To explore a partnership with National & International agencies, bodies, and institutes for promoting entrepreneurship

### 9.3 Mission

To develop student and alumni driven incubation lab to create new business enterprises to drive social and economic value

To achieve the mission, TIMSR aims at the following:

1. Student's orientation and encouraging them to take up entrepreneurship as a career
2. Preparing and inspiring students for the successful launching of their start-ups
3. Mentoring and handholding from faculty members and an industry representative for
4. start-ups to become sustainable

## CHAPTER-10 : COMMITTEES AND CELLS

10.1 Grievance Redressal Cell

10.2 Women Development Cell

10.3 Anti-Ragging Committee and Anti-Ragging Squad

10.4 Social Responsibility Cell

10.5 IQAC (Internal Quality Assurance Cell)

10.6 ICC (Internal Complaints Committee)

### 10.1 Grievance Redressal Cell

STUDENTS GRIEVANCE REDRESSAL COMMITTEE (SRGC) FOR THE A.Y. 2020-21

(Constituted as per AICTE Approval Process Handbook guidelines)

S.No.	Constitution of the SRGC	Name of the Member	Designation
1.	Chairperson & Ombudsman	Dr. Pankaj Natu	Director
2.	Faculty member	Dr. Shuchi Gautam	Professor
3.	Faculty member	Dr. Rekha Singh	Associate Professor
4.	Faculty member	Dr. Leena Gadkari	Associate Professor

5.	Special Invitee Student of 1 <sup>st</sup> Year	2020-21 Batch awaited	
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In case students want to express their grievances, they can visit the official website and can register their grievances through online/offline format. The Grievance Redressal Committee will investigate this matter and resolve it.

Grievance Redressal Cell addresses the problems and complaints of students, check the nature and genuineness of the problem for further action. Students are encouraged to submit the suggestions and grievances through mail. They may also approach the members of the cell or any of the teachers as is comfortable to them. Students may express their grievances online on the web-link of the institute as per the procedure. Students should note that making a complaint is serious matter, and therefore they should use this power responsibly. At the same time, the college assures students that once a complaint is made, it will be treated with sensitivity and confidentiality.

### **Submission of Complaint**

1. Students who wish to give suggestions or complaints should collect **Students Suggestions / Complaint Form TIMSR/FRM/MP-05-01** from the office.
2. Students should submit the form to the office or drop it in the suggestion box.
3. A.O. ensures the suggestion box is checked every day and **checks contents**.
4. A.O. ensures that the form is routed to the ISO coordinator for remarks and after that as per columns given in the **TIMSR/FRM/MP-05-01**.
5. Students may express their grievances online on the following web-link of the institute. <https://www.thakureducation.org/grievance/personal-info-form.php>
6. Further procedure shall be followed as given in Corrective / Preventive Action Procedure No. **TIMSR/MP/09** of TIMSR manual.
7. Concerned HODs will communicate to students about action taken.
8. Generally, corrective action on students' complaints is **initiated within three days**.

The committee will also look into the complaints, if any, about the sexual harassment of women employees and students.

## Suggestion Box

The TIMSR Suggestion Box is a way to communicate your ideas to individuals who share the information with Administrators. Thoughts, ideas, feedback, and suggestions are welcome. This suggestion box is open to all with the sole purpose of improving the quality of the TIMSR experience and of building a sense of community among support staff, faculty, administrators, and students. However, this should not be used to file complaints as there are other on-campus mechanisms and on the TIMSR website that serves this purpose.

## 10.2 Women Development Cell

The institute has constituted a Women Development Cell intending to discuss, plan and execute the various programs to provide opportunities to women for overall development and look after the safety of women employees and students.

The membership of the cell is as given below:

Sr.No.	Constitution of Committee	Name of the Committee Member	Designation
1.	President	Dr. Pankaj Natu	Director
2.	Member	Dr. Leena Gadkari	Associate Professor

## 10.3 Anti-Ragging Committee:

The membership of the committee is as given below:

Sr.No.	Constitution of the Committee	Name of the Committee Member	Designation
1.	Head of the Institution	Dr. Pankaj Natu	Director
2.	Faculty member	Dr. Shuchi Gautam	Professor
3.	Faculty member	Dr Leena Gadkari	Associate Professor
4.	Non-Teaching Staff	Mr. Rajesh Singh	Office Superintendent

5.	Representatives of Civil & Police Administration	Mr. Rupesh Shinde	Inspector, Samta Nagar Police Station
6.	Non-Government Organization	Dr. Sarika Kulkarni	Founder, RAAH Foundation
7.	Local Media	Mr. Prahlad Indolikar	Unit Manager, Pudhari Publications Pvt. Ltd.
8.	Representative of Students	Mr. Aubin Thomas Sam	1 <sup>st</sup> Year (MMS) Roll No. M2022003
9.	Representative of Students	Ms. Kavya Nair	2 <sup>nd</sup> Year (MMS) Roll No. M1921056
10.	Representative of Parents	Mr. Ashok Shukla	Parent Member
11.	Representative of Parents	Mr. H. N. Singh	Parent Member
12.	Non-Teaching Staff & Member Secretary	Mr. Pankaj Singh	Administrative Officer

### **Anti-Ragging Squad:**

The following are the members of the Anti-Ragging Squad:

<b>Sr.No.</b>	<b>Constitution of the Committee</b>	<b>Name of the Committee Member</b>	<b>Designation</b>
1.	Faculty Member	Dr. Sushil Kumar Pare	Associate Professor
2.	Faculty Member	Dr. Yesha Mehta	Assistant Professor
3.	Non-Teaching Staff	Mr. Pankaj Singh	Administrative Officer
4.	Non-Teaching Staff	Mr. Rajesh Singh	Office Superintendent

### **Prevention and prohibition of ragging**

The All India Council for Technical Education (AICTE), New Delhi vide its Notification no. 37-3/Legal/AICTE/2009 dated 25-03-2009 has taken a very serious view of ragging incidences in educational institutions and on Directions of the Hon'ble Supreme Court of India vide its Order dated 16.5.2007 has ordered strict implementation of following rules & regulations for Prevention and prohibition of ragging in technical Institutions.

**What constitutes ragging:** - Ragging constitutes one or more of any of the following acts:

1. Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
2. Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment to adversely affect the physique or psyche of such fresher or any other student;
4. Any act by a senior student that prevents disrupts or disturbs the regular academic activity of any other student or a fresher;
5. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. Any act or abuse by spoken words, e-mails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
9. Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority, or superiority by a student over any fresher or any other student.

### **Steps to Prevent Ragging at TIMSR**

1. An anti-ragging squad is constituted as per AICTE norms
2. Any complaint related to ragging is forwarded to the Anti-ragging squad, which investigates and takes appropriate action.
3. The Director and other committee members do necessary counseling from time to time.
4. The committee members make a routine and surprise visit to the hostel.
5. The provisions laid down by the Maharashtra Prohibition of Ragging Act, 1999, are followed by the institute, displayed on the notice board.

### **10.4 Social Responsibility Cell (SRC)**

#### **Objectives of SRC:**

1. To nurture strong social commitment among TIMSR leaders
2. To design and implement the outreach programs for the benefit of the society using
3. management learnings @TIMSR
4. To improve the employability quotient of our leaders, fulfilling the vision of TIMSR to nurture & nourish mindful leaders
5. To enable leaders @TIMSR to inculcate social consciousness to think through them
6. business how they can push humanity forward
7. To design CSR Certification programs for students and corporate
8. To follow directives of Government Organizations
9. To study and formulate alliances with Government agencies & NGOs for collaboration in extension and outreach programs ensuring visible participation
10. To earn awards and recognition for extension activities from Government agencies and recognized bodies

This cell is established to inculcate social awareness, values, and environmentally responsible behavior amongst students, to nurture students as citizens with moral, ethical, and social values to provide service to the society through SRC activities.

## 10.5 IQAC COMMITTEE FOR THE A.Y. 2020-21

(Constituted as per NAAC Guidelines)

Sr. No.	Constitution of the Committee	Name of the Committee Member	Designation
1.	Chairperson	Dr. Pankaj Natu	Director
2.	Member	Mr. V.N.Datta	Advisor, TEG
3.	Member	Dr. Leena Gadkari	IQAC Coordinator
4.	Member	Dr. Shuchi Gautam	Professor
5.	Member	Dr. Sushil Kumar Pare	Associate Professor
6.	Member	Mr. Pankaj Singh	Administrative Officer
7.	Member	Dr. Rekha Singh	Associate Professor
8.	Member	Dr. Santosh Singh	Nominee - Local Society
9.	Member	Ms. Kavya Nair	MMS-2 <sup>nd</sup> year student
10.	Member	Mr. Rohit Singh	Alumni
11.	Member	Ms. Akshali Shah	Sr. Vice President-Strategy (Sales & Marketing) Parag Milk Foods Ltd.-'Govardhan'

## 10.6 INTERNAL COMPLAINTS COMMITTEE (ICC) FOR THE A.Y. 2020-21

(Constituted as per AICTE Approval Process Handbook guidelines)

Sr. No.	Constitution of the Committee	Name of the Committee Member	Designation
1.	Presiding Officer & Faculty member	Dr. Sushil Kumar Pare	Associate Professor
2.	Faculty member	Dr. Leena Gadkari	Associate Professor
3.	Faculty member	Ms. Shraddha Luniya	Assistant Professor
4.	Non Government Organisation (NGO) Member	Advocate Medha Shetye	NGO Personnel
5.	Non-Teaching Member	Ms. Kranti Kakade	Jr. Clerk



6.	Non-Teaching Member	Ms. Neeta Rokade	Sr. Clerk
7.	Member Secretary	Mr. Pankaj Singh	Administrative Officer
8.	Final Year Student Member	Ms. Megha Singh Chauhan	MMS-HR(Roll No. M1921017)
9	Final Year Student Member	Ms. Hetal Dattani	MMS-HR(Roll No. M1921026)
10	Final year student Member	Ms. Hersha pansari	MMS-Mktg.(Roll No. M1921064)

The Committee is responsible for gender sensitization, prevention and prohibition of sexual harassment of women employees and students and for redressal of grievances in the Institution.

## **Chapter-11: STUDENTS' COUNCIL**

- 11.1 Background
- 11.2 Constitution
- 11.3 Objectives
- 11.4 Functions and Activities
- 11.5 Duties of Council Members
- 11.6 Roles and Responsibilities of Council Members
- 11.7 Role and responsibilities of counselor- Students' support cell
- 11.8 Election Procedure
- 11.9 Roles and Responsibilities of Class Representative

### **11.1 Background**

Student Council is a representative structure for students. They participate in the student-related activities and related affairs of the institute, working in partnership with management for mutual benefits. It is managed by the students' association, driven by the student leaders, and supervised by faculty mentors. The purpose of the student council is to provide leadership and serve the student body, the institute, and society.

Student Council represents the students' interests and participates in discussions and decisions that affect the student community. The purpose of the student council is to allow students to develop leadership by planning, organizing, and carrying out various

activities and events that contribute to TIMSR spirit and community welfare. The student council is the student body's voice to help share student ideas, interests, and concerns with the institute and the community.

## **11.2 Constitution**

The student council members are elected representatives of the student body who are elected from each class member from MMS

The council consists of the General Secretary, joint secretary, Class Representatives, and other working council members. The students, who are interested in leadership, event planning and execution, are invited to this council.

## **11.3 Objectives**

1. To involve students in collaborative decision making
2. To inculcate self-management, leadership, and discipline through co-curricular and
3. Extra-curricular activities.
4. To develop an appreciation towards concepts of fair play, honest competition, and good sportsmanship.
5. To sensitize and make the students aware of participating in Professional societies/chapters and organizing management events.
6. To increase the participation and success rate for winning awards.

## **11.4 Functions and Activities**

1. The student council of TIMSR functions cordially and responsibly to manage, organizing and conduct all the student-related events and activities in and outside the campus.
2. The Council Office bearers of the council are responsible for organizing various events and ensuring TIMSR students' participation in inter-college events.
3. The council organizes and conducts TIMSR fests – EVOKE, EKVATAM, PULSE, etc. – an amalgamation of culture. Management, sports, business plans, CSR activities, and alumni meet.
4. The Students Council conducts felicitation Day at the end of the year to felicitate the students to contribute to various events.
5. The council assists in the indoor and outdoor recreation activities.

### **11.5 Duties of Council Members**

1. To conduct council meeting
2. To represent to the B-school student body when required.
3. Responsible for announcing various events, which are external and internal.
4. To conduct a regular meeting with the Director and the Student council faculty team for deciding and executing various events.
5. To record and make a minute of the meeting and place a copy in the student council file.
6. To maintain the attendance of every student council meeting.
7. To manage student council fund.
8. To create a budget at the beginning and keep revising it as necessary throughout the year in collaboration with the faculty team.
9. CRs are also responsible for classroom discipline and management.

### **11.6 Roles and Responsibilities of Student Representatives**

1. **To elect Class Representatives** – identifying the right candidate to fulfill the position of CR
2. **To elect General Secretary** – identifying deserving candidates from amongst the student council members based on specific parameters.
3. **To be the backbone of all the events-** Supporting all the events, both internal and external, concerning TIMSR
4. **To motivate Students** – By motivating and highlighting the importance of actively participating in the events of other B-schools.

### **11.7 Role and responsibilities of counselor- Students' support cell**

**To counsel students** in the areas of personal problem and to have one on one or group interaction for better intrapersonal and interpersonal communication

**Problem Solving** – To enable the students to deal with conflict- both personally and professionally by introspection and clear communication

### **11.8 Election Procedure**

1. An announcement in each class for CR post by FIC student council along with GS.
2. Interested students will nominate themselves by filling up Student Nomination Form
3. The interview will be taken by respective panel members of the student council faculty team.
4. Students are selected based on five parameters
5. Announcement of Class Representative in each class by GS.

### **11.9 Roles and Responsibilities of Class Representative**

1. To check whether students are wearing their ID cards every day
2. To check if students are following the prescribed dress code
3. To ensure that the students maintain punctuality in attending the classes as well as other events.
4. To ensure that students do not engage in conflict with fellow students/Institute staff on any issues
5. To ensure that all the students of the class take part in institutional activities
6. To ensure that students submit their assignments/projects on time to the faculty
7. To co-ordinate with faculty members for the classwork, groups, and other student-related activities
8. To network and collaborate with their friends from other colleges for participation in the Institute events
9. To record the minutes of the meeting held with faculty members and class students on the related activities

## **CHAPTER 12 - ALUMNI ASSOCIATION**

### **12.1 Alumni**

The Institute has a rich legacy of alumni base since being set up in 2002. Over the years the alumni members from the earlier batches have achieved considerable success in their respective ventures and the Institute maintains long term relationship with them, which is of paramount importance to the Institute and its students. The Alumni are not only considered as brand ambassadors for the institute but also act as a role model to positively influence the minds of students

The Alumni cell of the institute takes steps to ensure Alumni involvement in the institutional activities, such as having alumni as members of the Advisory Board, arranging and conducting of guest lectures, Industry-Institute-Interaction, Student Development Programmes, Students' Internship, and Placement, etc. with industry connects, sponsorship for events and activities etc.

The Alumni Cell has been formed to take steps and activities for furthering the rapport with the Alumni and through them with the Industry. It also plays an important role to connect the faculty and students to alumni members, and industry experts. This helps for conduct of all curricular, co-curricular activities which helps the current students in multiple learning process.

The Alumni members interact among themselves for mutual benefits in their respective organizations or ventures.

### **12.2 Alumni Association**

The Alumni Association of TIMSR is registered under Maharashtra Sarvajanik Vishwasta Vyavastha, 1950, number F-72096.

The Objectives of this Association are as given below:

1. To foster, promote and contribute towards a strong association between TIMSR and its alumni
2. To build a strong Alumni Network amongst the Alumni Community
3. To create common interest groups and provide a forum for discussion
4. To involve Alumni in Institutional development activities

5. To organize alumni meets, reunions, and other development activities for the Alumni Community
6. To organize and promote welfare activities to support the alumni members
7. To pursue any other activities consistent with the above aims and objectives of the association for the mutual growth

### 12.3 Alumni Committee for the A.Y. 2020-21

The members of the Alumni Committee are as shown below:

Sr. No.	Constitution of the Committee	Name of the Committee Member	Designation
1.	President	Mr. Pramod Singh	Accountant, TCET
2.	Secretary	Dr. Pankaj Natu	Director, TIMSR
3.	Treasurer	Mr. Pankaj Singh	AO, TIMSR
4.	Member	Mr. Chirag Joshi	Head - Marketing , Samco Securities Ltd.
5.	Member	Mr. Mandar Gaonkar	Business Leader-Ops., Augmont Enterprises Pvt. Ltd.
6.	Member	Mr. Mihir Gandhi	Sr.VP- Marketing ,Yes Bank
7.	Member	Ms. Saloni Sharma	Intl.Business Manager,Nippon India Mutual Funds
8.	Member	Mr. Shavil Bhandari	Area Manager Corporate Sales, 99 acres

Meetings of the Alumni Association are organized twice a year to network and collaborate in the various activities of the Institute and its students.

### CHAPTER-13: CONDUCT RULES

To achieve the high academic and ethical standard, the following is the Code of Conduct prescribed by the institute for the students:

#### Academic Work and Development Programmes

1. As a part of academic work, from time to time, submissions are scheduled for assessment of respective courses. It is mandatory for the students to follow the schedule and submit the work complete in all respects on time.

2. Any assignment/ project/ report submitted by the students has to be the student's original work. Plagiarism shall not be accepted.
3. Complete Term Work regularly to avoid accumulated load at the end of the semester
4. The students must attend all development programs, including guest lectures, training/certification programs, field visits, industrial training, etc.
5. Students shall be respectful to speakers during lectures and training programs by maintaining eye contact and to the executive officials/guides during their visits to industry etc., as well as maintain discipline in all such activities.
6. Access will not be allowed into lectures, computer labs, seminars after the start of the session. Latecomers shall cooperate if refused entry for smooth conduct of the ongoing class.
7. If a student wishes to leave a lecture, seminar, or computer lab before its scheduled finish time, prior permission of the faculty member concerned shall be obtained.
8. If in case a student/group of students remain absent for lecture/seminar/computer lab to attend any Institute activity/Industrial visits, etc., the student(s) will take prior permission from a respective authority, Faculty member(s), and Head of the Institute in the prescribed format.
9. Laptops and other auxiliary aids can be used with permission from the faculty member concerned.
10. No audio or video recording of any session should take place without the permission of the faculty member/ speaker concerned.
11. Follow library and computer laboratory rules.
12. Comply with all important dates provided by all departments of the institute without fail.
13. Provide faculty teaching feedback unbiased and fearlessly to facilitate positive changes in the teaching/training system and to help improve its efficiency and effectiveness.
14. Participate enthusiastically in departmental and institutional activities/programs individually and groups to develop learning and to help increase the brand value of the institute.
15. Encourage and share best practices and innovations to set new standards and benchmarks for the institute.

16. Be in regular touch with your Faculty mentors for your development. This is a value-added program designed mainly to boost employability and shall not be taken casually

17. Read and follow the rules laid down by the various Departments, including examination, training and Placement Department, etc., as also rules for excursions, visits, etc., in groups.

### **Attendance**

18. The students are required to maintain a minimum of 75% average attendance in all institutional endeavours.

19. In case the average attendance of any student falls short of 75 %, she/he will not be allowed to sit in any of the examinations conducted by the institute, including Continuous Concurrent Evaluation, Midterm examination, Semester End Examination, etc., as enunciated in the Examination Policy.

### **Conduct in the Campus/Institute**

20. Follow the instructions given on all signboards on the campus.

21. Wear ID-Card on campus and at the time of external visits.

22. Formal and decent dress codes should be maintained

23. Only the English language shall be used for oral / written communication on the campus.

24. Loitering in the corridors and making noise on the premises is prohibited.

25. Consumption of alcohol, tobacco, drugs, and smoking is prohibited in the institute. Students should refrain from visiting smoking joints in the vicinity of the campus.

26. Read and honor notices/ circulars/ office orders/any other communication by following the instructions.

27. Food & Beverages shall be consumed only in refreshment room or canteen.

28. Adhere to the schedule of the Common Room

29. Utilize time and resources efficiently by avoiding gossip and false propaganda.

30. Be vigilant so that no unhealthy/unethical/unlawful/derogatory practice takes place on the campus and report if any incidences need immediate attention & corrective action.



31. Any illegal activity within the college premises is strictly prohibited.
32. Ragging is prohibited under the AICTE & Maharashtra State Acts within or outside education premises, and any such action by the participant is punishable.
33. Notice, learn and follow the drills/instructions during any emergency/accident like fire, flood, electrical shocks, etc.
34. Visit the institute's website regularly for the latest updates to be well informed at all times.
35. Men should sport a well-groomed look, and women should keep their hair tied neatly.
36. Monday through Thursday Formals (as prescribed) and Friday through Sunday Semi-Casuals (as specified)
37. Mobile phones to be kept inside the bag during any sessions

#### **Use of Infrastructural and Instructional Facilities**

38. Use infrastructural and instructional facilities responsibly and maintain cleanliness for a conducive and healthy work environment.
39. Misuse or damage to any learning materials, including collar mikes, computers, sound systems or LCD Projectors, furniture, fittings, or any other property belonging to the institute, will not be tolerated. It will lead to disciplinary action, and the entire class will be held responsible for it and shall be liable to pay a fine as applicable.
40. Seating arrangements in the classroom, if changed for any activity, shall be rearranged by the students involved.
41. Eating in assigned areas at specified timings only

#### **Holistic development activities**

42. Participate in every way suitable in sports, games, cultural activities, and Institute festivals organized by the Students Council to improve your skills and participate in competitions within and with other institutions.
43. Ensure to attend all Mindfulness sessions
44. Take part and contribute to the social welfare activities organized by the institute.
45. Attend committee meetings regularly

The violation of the code of conduct will be treated as misconduct on the part of the student, and they will be liable for disciplinary action.

## DECLARATION

I, Mr. /Ms. \_\_\_\_\_ student of MMS (batch 2020-22) hereby declare that I have read the Student Handbook thoroughly and have understood the instructions/rules/norms mentioned in it in its true sense. I hereby undertake to follow all the rules mentioned therein and will abide by them. I am aware that in case of failure to follow the rules, disciplinary action will be taken against me.

Date:

Place:

Signature

Name of the student:

Specialization:

Roll No.: