

STUDENT HANDBOOK

2018-2019

The HNIMR College extends you a warm welcome. Your time here should be one of tremendous growth, exploration, and learning, but within the boundaries of guidelines that protect your rights as well as those of your fellow community members.

This handbook describes the expectations for behavior and conduct in the community and outlines the procedures to be followed when these expectations are not met. It is your road map, containing the policies and procedures that will guide you as a student while you live and grow in this Institute

The first statements in this booklet were created by HNIMR students, faculty, and staff working together to define community at HNIMR.

Editorial Board

Dr. Jagdish Pol - Director - Hnimr
Dr. Mihika Kulkarni - Executive Editor
Prof. Priyanka Potdar - Executive Editor
Ms. Aishwarya Bhailume - Student Editor

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Maharshi Karve Stree Shikshan Samstha's

**SMT. HIRABEN NANAVATI INSTITUTE OF
MANAGEMENT AND RESEARCH(HNIMR)**

WELCOME TO HNIMR

Every student is a member of a team dedicated to making HNIMR [MBA] B-School one of the finest in our nation. The entire staff proudly joins you in accepting the challenge as you strive to achieve your highest potential. The answers to many of the questions you might have about HNIMR are included in this handbook.

We, the faculty, will strive in every way possible to make this one of the best years for you, the student.

Director -Dr. Jagdish Pol

Vision

The vision is to develop a centre for management excellence exclusively for women.

Mission

To develop competent young professional women managers with the capability to contribute effectively in the challenging environment.

Core Values

1. Respect and dignity
2. Excellence
3. Integrity and honesty
4. Diversity and Collaboration
5. Accountability and Transparency
6. Social Responsibility



CODE OF CONDUCT FOR STUDENTS

While attending Management College during regular hours or during College sponsored activities, students are expected to follow these basic rules, procedures, and expectations.

1. The Student should strictly obey the instructions given by the Director from time to time.
2. The students should be regular in attendance and her attendance for the day shall be marked only when she is present for all the session and Academic Activity during the day. As per the University rule 75% attendance is compulsory.
3. Your first priority at college is to learn. Avoid distractions that interfere with or are counter-intuitive to that mission.
4. Use College appropriate language and behavior at all times while maintaining friendly and courteous behavior.
5. Be polite and respectful to everyone including students, teachers, administrators, support staff, and visitors.
6. The student should not cause any damage to the Institute's Property. The damage cost shall be recovered from the students immediately.
7. The student is required to submit SIP, Dissertation ,different project , Internal Paper , Conferences Report and industrial visit Report and feed back in the stipulated time failing which their examination form will not be accepted.
8. College Identification Card: - While on campus, all students are expected to carry with them their current College Identification card. Any member of the College staff, whether academic or administrative, has the right to ask any student to produce their identification card, failing which the student may not allow to issues the book from library.
9. College Dress code is compulsory at the time of Conferences, Industrial visit , events and even Campus placement interview
10. Harassment: - Students must not engage in any conduct which interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive environment for any individual. Such acts also include statements of a sexual nature which are abusive, intimidating, harassing, or embarrassing. Any student who is found guilty of the above, or who retaliates against any person filing a complaint, or against any witness to the incident, will be expelled from the College.
11. Theft: - Theft or the conversion of the Institution's or another individual's property will invite legal action. This includes the possession of College property or property of any member of the College community without permission or authorization of the owner of the property.
12. The above the rules of discipline are always subject to change, modification, addition , omission or alteration as and when the Director feels it fit and proper and the decision of the Director shall be final

FIRST POINT OF CONTACT

Particular	Number
Director	
Dr. Jagdish Pol	9850890461
Senior coordinator	
1) Prof. Archana Pradhan	8624833311
2) Prof. Priyanka Potdar	9158882801
Junior Coordinator	
Dr. Geeta Jadhav	8380826278
[AAO]	
Mr. Avinash Nashikar	9595237280
Clinical Psychologist	
Girija Patwardhan	9689597317
Help number for women	
C/o Commissioner office, camp, Pune -411041	020-26050191
Hospitals	
Sunada paranjpe Health Club [MKSSS's]	24490408, 66201
Dr. Sadhana Deval [MKSSS's]	
Deenanath Mangeshkar Hospital	020-4015 1000
Sancheti orthopedic	020- 25533333
Police station	
Haveli Police station Number	020-2447 1833
Fire Brigade station	
Fire Brigade service	25468373
Anti ragging Committee	
Prof. Suvarna Dhamdhare	9765293622
Sexual Harassment committee	
Dr. Jyoti Gaikwad	9689036627

EXAM CALENDAR

August 2018 to December 2018

Sr No	Exam	Tentative Date/week		Marks
1.	Session wise report on Induction program	Last week of August	August 2018	50 Marks
2.	Case –I/Simulation Analysis	2 nd week of September	September 2018	20 Marks
3.	Library session/thematic presentation/role play	3 rd week of September		20 Marks
4.	Class test /Mcq/Glossary Test	4 th week of September		20 Marks
5.	Industrial Visit/Field work/	1 st week of October	October 2018	50 Marks
6.	Case –II/simulation Analysis	2 nd week of October		20 Marks
7.	Class test /Mcq/Glossary Test-II	3 rd week of October		20 Marks
8.	Mock Online Exam	12 and 13 th October 2018		20 Marks
9.	University online exam	22 nd October 2018(tentative)		20 Marks
10.	Internal SIP Viva (MBA Sr)	10 th October 2018		50 Marks
11.	Class test/MCQ Test/glossary test/open book test	3 rd week of November	November 2018	20 Marks
12.	Subject related Viva/Assignments	3 rd week of November		20 Marks
13.	Final University VIVA (MBA Sr)	15 th November 2018		50 Marks
14.	Internal Exam Paper Submission	12 th November 2018		50 Marks
15.	Final University Exams	2 nd December 2018 to 16 th December 2018	December 2018	50 Marks

Sr No	Exam	Tentative Date/week		Marks
1.	Session wise report on Induction program	Last week of August	August 2018	50 Marks
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3.	Library session/thematic presentation/role play	3 rd week of September		20 Marks
4.	Class test / <u>Mcq</u> /Glossary Test	4 th week of September		20 Marks
5.	Industrial Visit/Field work/	1 st week of October	October 2018	50 Marks
6.	Case –II/simulation Analysis	2 nd week of October		20 Marks
7.	Class test / <u>Mcq</u> /Glossary Test-II	3 rd week of October		20 Marks
8.	Mock Online Exam	12 and 13 th October 2018		20 Marks
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Exam Calendar JAN-MAY 2019				
16.	Case –I/Simulation Analysis	2 nd week of Jan	Jan 2019	20 Marks
17.	Class test / <u>Mcq</u> /Glossary Test-II	Last week of Jan		20 Marks
18.	Class test / <u>Mcq</u> /Glossary Test-II	Last week of Jan		20 Marks
19.	Class test / <u>Mcq</u> /Glossary Test-II	Last week of Jan		20 Marks
20.	Library session/thematic presentation/role play	Second week of <u>feb</u>	Feb 2019	20 Marks
21.	Mock Online Exam	19 th and 20 th March 2019	March 2020	20 Marks
22.	University online exam	25 th March 2019		20 Marks
23.	Internal Dissertation Viva (MBA <u>Sr</u>)	28 th March 2019		50 Marks
24.	Internal Exam Paper submission	10 th April 2019		50 Marks
25.	Commencement of SPPU Examination	24th April 2019	April 2019	50 Marks

EVALUATION PARAMETERS

Sr.No	Component	Method	Marks	Frequency	Evaluation Parameters
1	Compulsory for both internal and external subject	Case Study / Caselet	20 Marks	3 to 5 per Sem One per month	Critical thinking(5marks),applying models(5marks),,decision making(5marks),,solution to the case(5marks)
2	Compulsory for external and internal subject	Simulation Exercises	20 Marks	3 per sem	Customized according to type of simulation
3	Compulsory for both internal and external subject	Class test	20 Marks	Minimum 2 per Sem One test per month	Application based questions(10 marks) and questions on conceptual understanding (10 marks)
4	Compulsory for external subject	Mcq test	20 Marks	1mcq + mock	Questions based on concept, examples one mark each
5	By choice	Quiz	20 marks	One	
6	CBCS	Group discussions	20 marks	One	The topic for GD should be given prior to the students for preparation The parameters for evaluating GD content and creativity(4 marks),body language and communication (4 marks),leadership (4 marks),listening (4marks)
7	CBCS	Field Visit	50 marks	One	Involvement in planning and organizing visit(10 marks)+ observations and analysis+ overall conduct +report writing +Attendance
8	CBCS	Learning diary	20 marks	One	Content(15marks)+references (5 marks)
9	CBCS	Scrap book	20 marks	One	Content(15 marks)+ references (5 marks)
10	CBCS	Industry Analysis	20 marks	One	Report (10 marks)+viva /presentation(10 marks)
11	CBCS	Library assignment	20 marks	One	Participation and writing library assignment(15 marks)+ writing proper references (5 marks)
12	CBCS	Thematic presentations	20 marks	One	Content(5marks)+delivery style (5 marks)+time management(5 marks)+Q&A (5 Marks)
13	CBCS	Model Development / Simulation Exercises	20 marks	One/discretion of faculty member	Approach (5 marks)+empathy(5 marks +problem solving(5 marks +decision making(5 marks)
14	CBCS	Role play/story telling	20 marks	One	Leadership(5marks)+ communication(5marks)+problem solving (5marks)+decision making(5marks)
15	Compulsory for all subjects	Internal Exam	50 Marks	One	According to SPPU prescribed format
16	CBCS	Internships and shadow learning assignments	50 Marks	One (2 to 4 months)	Observations (10)+report writing(30)+overall conduct(10)
17	CBCS	Participation in co-curricular Activities	20 marks	As per the schedule	The event coordinator should circulate the list of the students those who have handled various responsibilities to the subject teacher for Internal courses
18	CBCS	Writing research papers	50 Marks		Research Methodology(10)+ Literature review(10)+ data analysis(10)+ Finding &conclusion(10)+ reference(10)
19	CBCS	Written Assignments	20 marks	As per the discretion of faculty member	discretion of faculty member
20	CBCS	Viva			

Note:

1. The first 3 components and internal exam is compulsory for external as well as internal subjects , all other are choice based.

Minimum 5 concurrent assessments should be done for both external and internal subjects.

2. The theme based presentations would be conducted for the subject organizational behavior and Basics of Marketing.

Groups can be formed with in the students choosing a group leader. The assessment would be based on the above mentioned parameters.

Pattern Of Internal /SPPU Exam Question Paper

1) There shall be five questions each of 10 marks.

2) All questions shall be compulsory with internal choice within the questions. i.e. There shall be 2 questions from each unit of the curriculum with an internal option

3) A Question may be subdivided into sub-questions a, b, c... and the allocation of marks depend on the weightage of the topic.

ILLUSTRATIVE PATTERN OF QUESTION PAPER

Q. 1 (A).....based on Unit 1 OR

Q.1 (B)based on Unit 1

Q.2. (A)based on Unit 2 OR

Q.2 (B)based on Unit 2

Q.3 (A)based on Unit 3 OR

Q.3 (B)based on Unit 3

Q.4 (A)based on Unit 4 OR

Q.4 (B)based on Unit 4

Q.5 (A)based on Unit 5 OR

Q.5 (B)based on Unit 5

Questions shall assess knowledge, application of knowledge, and the ability to synthesize knowledge. The paper setter shall ensure that questions covering all skills and all units are set.

Questions shall be of three categories of difficulty level – low difficulty, average difficulty and high difficulty.

The duration of written examination shall be 2½hours. Students shall be provided a single answer sheet of 16 pages.

Conversion of Marks to Grade Point

Grade Point	Average Grade
09.00-10.00	O
08.50-09.00	A+
07.50-08.49	A
06.50-07.49	B+
05.50-06.49	B
04.25-05.49	C
04.00-04.24	P
00.00-03.99	F

EVALUATION POLICY

1. The faculty members will conduct the concurrent internal evaluation as per the declared schedule.
2. The internal evaluation sheets should be submitted to the exam department after the completion of evaluation. For eg. the evaluation for the month of August should be Submitted by 10th September.
3. Separate attendance sheet should be maintained for evaluation.
4. The attendance should be maintained for all the components of internal evaluation.
5. The follow-up cards for the SIP/Dissertation with the evaluation sheet for internal viva should be submitted to exam department.
6. Any kind of evaluation conducted under grooming for eg. Aptitude test should be submitted to exam department.
7. The faculty members following innovative practices during evaluation should report to the exam department, as best practices can be transferred to the other courses.
8. The weightage will be given to the students for participation in co-curricular activities , the coordinators of the event should maintain data of volunteers and participants and assign marks to the students for the same which can be added to internal subjects .for eg Business communication or Management fundamentals.
9. The faculty members should display the marks of each criteria under internal evaluation.

EXAM POLICY - STUDENTS

1. At the beginning of the academic year the college will issue an academic calendar. The calendar will clearly indicate schedule which will include dates of the beginning of semester, examination and Result declaration. The students adhere to the exam calendar, and appear for all the tests and evaluations.
2. The students should have minimum 75% attendance to appear for the university examination
3. The students should participate in group activities, presentations, GDs, as every component and class activity will be evaluated.
4. The students should actively participate in events or activities as the weightages are given to the participation in events or other activities.
5. The students get four attempts to pass in any subject as per the SPPU evaluation
6. The students who have failed in more than 4 subjects in both the semester will have a year down.
7. In case of any exam related grievance the students can first approach subject faculty, if the issue is not solved the students can report to exam officer.

LIST OF HOLIDAYS

Academic Year 2017-18

Sr. no	Day of Holiday	Date	Day
1.	Rakhi Pournima	12 th Aug. 2017	Monday
2.	Ganesh Chaturthi	25 th Aug. 2017	Friday
3.	Ganpati	26 th Aug. 2017	Saturday
4.	Anant Chaturdashi	5 th Sept. 2017	Tuesday
5.	Dussehra	30 th Sep. 2017	Saturday
6.	Gandhi Jayanti	2 nd Oct. 2017	Monday
7.	Diwali Vacation	16 th Oct. 2017 to 22 nd Oct. 2017	Monday to Sunday
8.	Christmas	25 th Dec. 2017	Monday
9.	Republic Day	26 th Jan. 2018	Friday
10.	Mahashivratri	13 th Feb. 2018	Tuesday
11.	Chattrapati Shivaji Maharaj Jayanti	19 th Feb. 2018	Monday
12.	Holi	2 nd Mar. 2018	Friday
13.	Dr. Babasaheb Ambedkar Jayanti	14 th April 2018	Saturday

ACADEMIC CALENDAR LINK

The Link to the academic calendar is as below:

<http://hnimr.org/academic-calendar-2018/>

ONLINE LIBRARY FACILITY

Library Facilities are also available for the students.
These are as follows:

- 1) <https://igateplus.com>
- 2) EBSCOhost.com
- 3) [lib_server/w27](#)
- 4) NTLEP(for Video)

ALLIED DEPARTMENTS

Bay Karve Stree Abhyas Kendra

Administration - Renuka Katkolkar

Contact No. -8600482764

Sumiti Deshmukh Foreign Language Department

Co-coordinator -Rajeshree Phatak

Contact No- 9673911405

Counselling Department

Girija Patwardhan - Clinical Psychologist

Contact No-9689597317

SUGGESTION AND FEEDBACK

A suggestion box is kept on the ground floor. The suggestion box is opened once in a month and suggestion are discussed with the Director and appropriate actions are taken.

APPEALS AFTER ACADEMIC AND ADMINISTRATIVE RESOLUTION

An appeal of a complaint against a student should be addressed to:

Senior Coordinator- 1) Prof. Archana Pradhan - 8624833311

2) Prof. Priyanka Potdar - 9158882801

Junior Coordinator- Dr. Geeta Jadhav - 8380826278

An appeal of a complaint against a faculty member should be addressed to

Director Name- Dr. Jagdish Pol

Contact No - 9850890461

An appeal of a complaint against a staff member or third-party should be addressed to

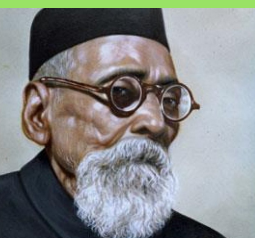
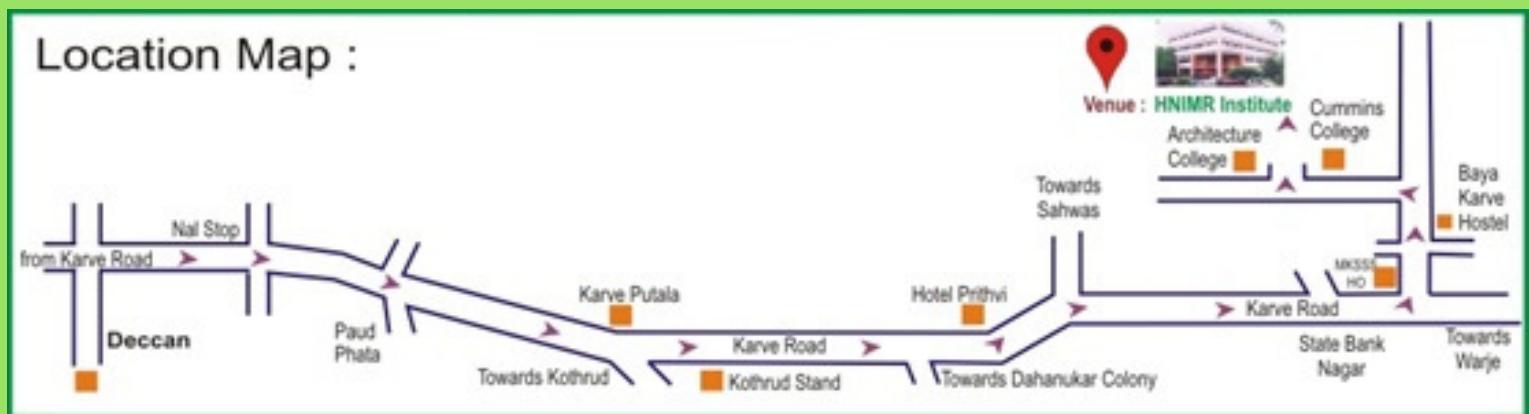
AAO Name- Mr. Avinash Nashikar - 9595237280

OUR RECRUITERS



Contact us:

Location Map :



Maharshi Karve Stree Shikshan Samstha's
SMT. HIRABEN NANAVATI INSTITUTE OF MANAGEMENT AND
RESEARCH FOR WOMEN

Cummins College Campus, Karvenagar, Pune 411052
Tel(020)25475977 Fax:(020) 25471449 Email: hnimrw@gmail.com
Website: www.hnimr.org

