

Dr. D. Y. Patil Pratishthan's

Padmashree Dr. D. Y. Patil Institute of Management Studies

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(Approved by AICTE and affiliated to University of Pune)



STUDENT'S MANUAL

2011-2012

Message from MD (Operations)

Mr. Bharat Chavan Patil

To begin with, I would like to share with you the vision I have for the Institute and where I would like to see it in the coming years.

Our institute already has a vision statement and the words that strike me the most are “International Standards” and “Gyan, Buddhi & Vivek”.

If we truly want to be a world class institute, we need to understand that we are not competing with ourselves. We should set benchmarks and should be competing with the likes of the Harvards. It might sound a bit exaggerated, but if we truly want to be of international standard, then that is the direction in which we need to start thinking. Of course it is not going to happen overnight or in a month or even in a year. But slowly and surely, we need to make progress towards realizing that vision. Keeping this in mind, we are bringing in many academic reforms starting this semester. In order for us to be successful, we need your support and cooperation, which is possible only when you all are physically present in the institute. This is very important.

Now, we impart knowledge in this institute via different modes such as classroom teaching, lab sessions etc. Each interaction between a faculty and a student should be a means of sharing knowledge. They say “Knowledge shared is knowledge gained”. If we want to grow, we must constantly find avenues for sharing knowledge; whether it is between a faculty and student, or between students, or between faculties, or with people from outside the institute. However, knowledge doesn’t always translate into wisdom. Wisdom is achieved through constant application of knowledge to the real life. I believe a person that tries and fails is wiser than a person who has never tried at all. The way I see consciousness, it is a part of our self which tells us the difference between right and wrong. By being conscious of our self and our surroundings we can ensure that we do the right things.

I wish you all the very best and assure you of our continued support in all your future endeavors.

Message from the Director

Dr. Rajesh Arora

A click of button is what we all talk when we want instant solution or work done. It not only provides materialistic action or thing but also learning and honing different mechanism in today's modern era. Everything works only when we action it. DO IT. With changing business environment; universities and institutions are exploring and creating relevant technological structures for teaching, learning & assessment. It's a noted fact that multi modal technique in higher & technical education institutions can foster a spirit of excellence among teachers and students. The best way to do this is to introduce vision, commitment and proven competencies that mark a difference and place the institute on the global map. Introducing Life-Skill concept and how to live a value based life is the quintessential guidance and a role of teaching community. Response to such an able vision needs to come with augmented ability in teaching fraternity.

Its time to decide what is the real worth of our education and how does it add value to our lives.

- 1) Knowledge of Self is vital along with recognizing and appreciating the same skills or traits in others.
- 2) Thinking beyond will not only enhance creativity but also builds the necessary acumen for management professionals to explore options. The idea is we DO what we are supposed to DO.
- 3) Doing is a psycho-neural muscular activity which involve 3 A's i.e. action, attitude and achievement.

Creating opportunities among faculties & students for collaborative research and learning will add high degree of practical relevance. Partnering with academician and students to achieve this vision with excellence & quality will frame success of an institution. Quality is a mantra in whatever we DO. It must be imbibed in to an institution's ecosystem and culture. An important component is to define it in measurable terms in the areas of institutional, Faculty-Student Centric and societal goals.

Manifesting a lean administration that strengthens and supports teaching research and better learning environment is important. Constant monitoring the institutions on get goals and understanding the progress must be tangible benefit. Any benefit accrued in terms of enhancement of academic contribution employability, research avenues and industry contribution will be worth the time & effort invested. A balance between growth and quality cannot be discounted.

Academician should actively participate in students and career counseling. Originally needs to be promoted and out of the box thinking needs encouragement. Lessons should evolve from ideas of effectiveness in teaching and learning process. The changes should reflect in class and ranks of our students. Student's hobbies should be converted in vocational education. Which enhances their entrepreneurial spirit. Their ability to foresee a picture after 5 years of their MBA needs to be build. An entrepreneurial development cell is a must.

High level of conscientiousness needs to be a part of our daily life to ensure that movement and effort both are visible. I welcome you all to join hands to build a system of unique differential called ECO-PRIDE.

Wondering !! These 8 letters will make you.

DO... Just experience it.

A. GENERAL RULES

- a. Students should be punctual in attending classes, practical and regular in timely submission of assignment and projects. If their progress, conduct and attendance is not satisfactory, they will not be allowed to appear for the examination/placements.
- b. No student shall use unfair means in any of tests, examinations, orals, project work arranged by the Institute. 'Unfair means' include transcribing unauthorized material, violence and intimation of students, supervisory staff, and staff appointed to conduct the examination work. In case a student is found guilty of such acts, he/she shall be expelled from the examination etc. a further action as deemed fit shall be initiated to deal with this act of misconduct.
- c. More than 75% of the full attendance in theory and practical is mandatory. A student failing to comply with this is likely to be debarred such students from the subsequent semesters.
- d. Students will not be allowed to participate in the recruitment process by companies unless he/she has paid all the dues and completed his/her assigned preparatory work.
- e. The Director reserves the right to strike off the name of the student from the roll for non-payment of the course/hostel/other dues in time.
- f. The authorized media of communication with the students of Institute is the notice board. As such, the students are expected to read the notice board regularly. The Institute shall not accept any responsibility for loss caused due to negligence of the students.
- g. Bicycles, Scooters and other vehicles shall be parked only in the area provided for the purpose. The Institute will not be responsible for their safe custody.
- h. All the students are expected to behave and work decently in the Institute and its premises, befitting a global professional. While working in the computer laboratory the noise level shall be minimum/low.
- i. Any student of the Institute if expelled or debarred from the Institute or his/her name is struck off from the muster roll, amount paid by the student in any form to the Institute will stand forfeited.
- j. Each student has to put in minimum 75% attendance. In case of default his terms will not be granted.
- k. Tuition fees and other fees once paid shall not be refunded on any account.
- l. The management of the Institute reserves right to delete/add or amend the rules and regulation as and when deemed necessary.
- m. Students are bound by the rules and regulations framed by the Institute from time to time. Any violation of the rules or an act of indiscipline on the part of the student shall result in disciplinary action leading to dismissal from the Institute.
- n. All the admissions are provisional until eligibility is granted by the University.
- o. All students shall give name and address, mobile number of parents, local guardian to contact in emergency.
- p. Any legal dispute between the Institute and a student or his/her guardian, arising out of the relation established by admission will be dealt within the court of C.J.J.D., Pimpri, Pune Maharashtra.
- q. All Students shall take permission in writing from Institute authorities for activity etc. any social, personal and cultural gathering, festival meeting, exhibitions, Sports.

It is expected of each student to adhere to the above rules and regulation.

B. PLACEMENT

The Institute has established a Placement Cell managed by faculty and students, with the aim to provide:

- a) Summer Training Placement for Projects
- b) Final Placement after completion of course.

OBJECTIVES:

- 100 % Assistance for Final Placement,
- 100 % Summer Placements before 30th April, 2012
- Focusing on getting MNC's for Campus Selection
- Imparting Knowledge (Gyaan) with the help of Regular Training
- Counseling students to inculcate values (Vivek) and develop themselves
- Horizontal & Lateral Placement for Alumni

Training and Skill Development Activities:

The Institute will be putting special focus on Competency Skill Development of the students throughout the course. The students will be trained on competencies required by them in their various specialisations and the sectors where they wish to work after completing their MBA course. The Institute would like to raise the employability bar of the students in the corporate world through this exercise. Classes for the same will be conducted in-house in the campus on weekdays. Training Level 1 (Functional Competencies) module will be conducted by Mrs. Meenal Rao and Level 2(Soft Skills) module will be conducted by Dr. Asha Rao.

An assignment will be given to the students in their 2nd Semester which would expect them to work on the Sector / job description to understand the marketplace where they are planning to work in the future. This will help them understand the competencies required by them to perform in their respective jobs. On the basis of this exercise suitable training in functional/ soft skill development will be rendered to students.

Placement Cell Activities:

Placement Cell members will be meeting the PEC Members every Saturday to give updates on the development of the activities.

A Register will be maintained in the Placement Cell having information about the Industry contacts, names of the Functional head, contact numbers, email addresses etc. and the status on the same. The same will be updated on a day to day basis.

Students will be communicated about the activities of the Placement Cell on every Monday; the information will be displayed on the Notice Board.

Vacancies / Enquiries from the Corporate will be displayed on the notice board through Circulars, mails & SMSs as and when the enquiry exits.

I) Alumni Association of DYPIMS:

The ties with the Alumni's of DYPIMS will be strengthened with a view of strong industry – Institute interface.. Horizontal & Lateral Placement for Alumni would be initiated by the Placement cell. This would help us to keep in touch with our Alumni's and it would be beneficial for Corporate as well as the Alumni and Students

II) Guidelines for Summer Placement:

1. Undergoing summer training is mandatory for each and every students
2. Each student shall have to undergo a practical training for a period of not less than 50 days during the vacation at the end of First Year.
3. The Institute will provide only basic assistance in summer training but not necessarily ensure availability of summer training in the companies.
4. Students who have consistent attendance record of 75% and above will only be considered for placement assistance.
5. Placement Cell will issue a Permission /Recommendation/ Reference Letter for students to issue in the companies as and when required.
6. If a student is selected for summer training through the Institute, it is mandatory to accept it or else he/she will have to make his/her own arrangement for summer training as well as he/she would be barred from all the assistance provided by the placement cell.
7. The institute will not assist those students for summer training who are choosy on job location, job profile or stipend.
8. Students must brief about the company to the placement department and also the internal guides. Authorization/Offer Letter issued by the company should be produced by the student to the cell.
9. The Company and the topics selected are to be approved by the respective internal guides.
10. Projects which would be completed in the unapproved companies or unapproved companies would be rejected.

III) Guidelines for Winter Project:

- 1) Undergoing winter training is not mandatory, however if a students want to join any organisation they are free to do so for Winter Placements. It is the sole responsibility of the students to get the Winter Placements.
- 2) The Winter Placement can be attended only for a period of one month from the end date of the University 1st and 3rd Semester exams.
- 3) The Institute will provide only basic assistance in winter training but not necessarily ensure availability of winter training in the companies.
- 4) Students who have consistent attendance record of 75% and above will only be considered for final placement assistance.
- 5) Placement Cell will issue a Permission /Recommendation/ Reference Letter for students to issue in the companies as and when required.

- 6) The students are required to seek the Permission/Recommendation/ Reference Letter from the Director / Institute before they accept the Winter placement offer from the Industry / Corporate.
- 7) The students are expected to submit a report at the end of their winter project a copy of which shall be maintained in the Library.

IV) Guidelines for Final Placement:

1. Process of Final Placement begins in the IIIrd Semester for every Batch.
2. Students who have consistent attendance record of 75% and above shall be eligible for placement assistance.
3. Students having more than two backlogs will not be eligible for Final Placements.
4. Attendance for pre-placement presentation is compulsory for all students of the concerned specialization. The decision to apply or no will be made by the student only after the PPT.
5. Once applied, if the student doesn't come for an interview he would not be eligible for next 3 scheduled interviews of the same specialization.
6. Students are not allowed to approach the company directly or refuse an offer by the company – If any student rejects any such offer, he would be barred from the further placement assistance.
7. Students found guilty of misconduct or misinformation or purposely “Under Performing” during the selection process will not be considered for further campus selection process.
8. After selecting any offer, the student must ensure that he/she joins the company on the date required and continue for 6 Months. The Original Marks Sheets of the students will be retained by the institute till that period of time.
9. Each student will be allowed only five placement opportunities after which he/she will not be considered for further opportunities.
10. Students placed in Sem. IV will be allowed to join the Company only after 31st March. No student will be allowed to work in Semester IV.
11. Mark sheets for the Final Year students wouldn't be submitted until and unless they submit their offer letters to the Placement Cell (If placed).

V) Placement Committee (PLACECOM):

1. PLACECOM is a group of students committee which is comprised of all the Sector Leaders (SL's). The Sector Leaders will be the head of the various groups made according to the Sector preference of the students.
2. It is the responsibility of the Sector Leaders to keep the database of his sector members updated and inform them about the interviews scheduled for the respective sector.
3. All the Sector Leaders will be reporting directly to the placement cell for all the sector related activities.

All the students have to contribute to the working of the Placement activities

C. PRACTICAL TRAINING AND PROJECT WORK

Each student shall have to undergo a practical training for a period of not less than 50 days during the vacation at the end of IInd Semester.

Based on actual training during the vacation, the student shall prepare a project report on the topic selected under the guidance of an internal teacher and submit the same to the Director. The project report is to be prepared by the student, two typed copies are to be submitted to the Director of the institute before 30th September or the date notified for the purpose. The Project Report shall be assessed by the Internal teacher/guide for 30 marks. It is only on the basis of a positive certificate of the concerned teacher over the project, the student would be allowed to appear for the examination of the Semester III. There will be an external viva-voce based on the project work at the end of Semester III carrying 70 marks. Such viva-voce shall be conducted by a panel of two external referees.

The marks scored by the students in the internal and external examination will be communicated to the University, along with the marks for internal evaluation for all other papers.

D. LIBRARY

Library is an icon of the institute and a major learning resource center for faculty, students and Research scholars. Library keeps track of the changing needs of the students and faculty. We offer textbooks, reference books and online services for the readers. The reference section is attached with an elegantly designed and soothingly illuminated AC reading hall for the readers. The library and the reading hall are located amidst the Institution.

a) General rules & regulations of the library

No Visitors (Student/staff/teachers) shall remove or willfully attempt to remove, any book or other item from the Library except in accordance with the rules and regulation stipulated for Issuing & referencing section.

- 1) No Visitors shall unreasonably interfere with the work or comfort of another person (Student/staff/teachers) in the Library, by creating undue noise, rowdiness or by any other unreasonable means whatsoever.
- 2) No students shall bring a bag, case or similar container into the Library without the permission of the Librarian. The Librarian will have the power to require a student to open for inspection any bag, case or similar container that has been brought into the Library by that person; and to inspect any items at the exit point of the Library.
- 3) Where the Librarian has reasonable grounds to believe that a breach of these Rules is being committed the Librarian has the power to require that any person who is present in, or is leaving or attempting to leave the Library, shall demonstrate to the satisfaction of the Librarian that he or she is not in possession of any unauthorized book(s) or other item(s) of Library property.
- 4) Visitors shall not bring any food and beverages into the library.

- 5) No Student shall use their Walk mans, MP3 Players, Mobile Phones, Pagers & I – pods inside the Library. If found, Librarian has the full authority to retain that equipment.
- 6) Visitors shall not damage, misuse, misplace any of the library property either intentionally or the other ways
- 7) Writings, markings erasure of any marks on any book or manuscript will be considered as misconduct. Suitable action against the borrower shall be initiated.
- 8) A book may be reissued only after the same is returned. No automatic renewal is permitted.
- 9) A student:
 - 9.1 Must keep library card with him while making use of the library
 - 9.2 Reserving in advance a seat in the reading hall is not allowed.
 - 9.3 Student who remains absent from a study seat for more than five minutes forfeits any right to occupy that seat and any books or other items or materials may be removed from the associated table or chair and the seat can be occupied by another person.
 - 9.4 Students won't be allowed to use library facilities unless they pay all fees and dues if any.
- 10) No user of the Library shall enter those areas of the Library designated by the Librarian not for public access, unless accompanied by a member of the Library staff.
- 11) Loss or damage of borrowed items:
 - 11.1 A borrower of an item is responsible for any loss of or damage to, the item which may occur during the period of time it is on loan. This will be in full replacement of book or equivalent cost of the book.
 - 12.2 In the event of loss, damage or non-return of a borrowed item, the borrower may be required to pay the cost of the Library's repair or replacement of the item, including nonrefundable handling charges.
 - 12.3 Borrowing rights may be suspended by determination of the Librarian from the date on which a notice requiring such payment is given until the date on which the notice is met by full payment, or until the return in good condition of each item detailed on the notice together with payment of the handling charge specified therein, and until a suspension of borrowing privileges as determined.
- 13 Items on loan may be recalled by the librarian by giving a short notice.

b. Rights of Librarian

The librarian reserves the right of preventing any member from entering in the library, reissue or recall any issued books as per need. In this case, the decision of the librarian will be final and binding.

Timings (Book Issue) - 9.30 a.m. to 5.30 p.m.
(Monday to Saturday)

E. LADIES HOSTEL

Hostel is an environment created by the management for the students as a home, away from their home to provide a tranquil and serene environment, to enable the students to pursue their studies sincerely and regularly. In order to achieve this goal, following rules and regulations have been made which every hostelite shall follow strictly without deviation.

- a. Visitors, guests, well-wishers and all other persons not authorized by the Director shall not be allowed to enter the hostel under any circumstances.
- b. Visitors shall be required to wait for the inmates outside only. They can contact the Warden/Watchman in charge of the hostel. However, such meetings are limited for a period of 15 minutes only.
- c. Warden shall take rounds of the hostel as per her convenience regularly in addition to the attendance round.
- d. The Director, Warden or any other authority so authorized by Director shall take a complete search of the rooms and belongings of the students, if necessary, in case of doubts.
- e. Heating items such as shegadies, hot plates are strictly prohibited. Such items if found shall be immediately confiscated and handed over to the Institute's office for disposal. Computers/irons can be permitted at an extra cost decided by the Institute.
- f. Hostelites are not permitted to maintain any vehicles
- g. Hostelites shall take full care of the hostel property such as fixtures, fittings, doors, windows etc. and shall not damage them in any way. In case of damages, full cost of damage with fine shall be recovered from the concerned student.
- h. In case of such damage, in addition to recovery of cost of damage, such an act will be treated as misconduct and suitable action will be taken against defaulters.
- i. Hostelites shall not use indecent language or engage in quarrels with fellow hostelites. They shall not disturb other hostelites by engaging in demonstration, shouting, singing playing etc. They shall not behave in a manner unbecoming of a student of this Institute, including passing indecent remarks on passer-by or shouting at them. Any infringement of this rule shall be treated as a misconduct.
- j. Hostelites shall refrain from smoking, taking alcoholic drinks and otherwise becoming a nuisance to others within the hostel premises. Such an act will be deemed as a misconduct.
- k. If a hostelite is absent without prior permission of the Rector for a fortnight, he cannot reclaim the accommodation without the permission of the Director.
- l. No cash transactions for any payment are to be made in the hostels. All payments are to be made only through the Bank and Cash counter of the Institute.
- m. No part of the hostel fees paid by the hostelite shall be refunded in case expelled from the hostel/leaves the hostel on her own accord.
- n. Misbehavior or misconduct within or outside the hostel premises shall be punishable and ultimately may result in expulsion from the hostel.
- o. The students are advised not to keep money and other valuable in their rooms but make use of the banks nearby.
- p. The resident student shall not stay away from the hostel other than in the Institute during the night except with prior written permission of the Rector/Director which shall be obtained by stating the exact reason and the time of return.

- q. Residents wishing to go out of station temporarily shall apply in writing to the Warden/Director specifying the date and time of departure, address and telephone no. where she could be contacted during absence from the hostel.
- r. The residents are required to state in the application the names and addresses of the local acquaintances or relatives whom they usually visit during the holidays, mentioning that they are permitted by their parents/guardians for doing so.
- s. Residents are permitted to convene and conduct meetings in the hostel premises only with the prior permission from the Rector/Director. Conduct of unauthorized meetings shall entail disciplinary action.
- t. All complaints in regard to the hostel maintenance and upkeep shall be made to the Rector/Director in writing for which a register is kept with the watchman.
- u. Boarding is not compulsory and the students are at liberty to make use of the facilities either in the hostels or nearby eating establishments. They shall, however, see that they observe the timings of the hostels while using outside facilities.
- v. The residents shall not indulge in any form of antisocial or prohibited activities leading to indiscipline and undesirable environment either inside or outside of the Institute or hostel or any other place. If any hostelite is found resorting to such activities, she is liable for severe punishment including expulsion from hostel and or Institute and the punishment may include handing over of such hostelites to the Law Enforcement Authorities.
- w. Every student admitted to the hostel within 10 days from the date of admission shall have to undergo full medical examination and produce a certificate of fitness from the registered Medical Practitioner authorized by the Institute.
- x. All students admitted to the hostel shall attend functions such as 15th August, 26th January, Talks, Seminars and other ceremonies organized by the Institute without fail. Deliberate absenteeism from such functions shall be deemed as misconduct.
- y. Hostel admission shall be given only after the student pays prescribed hostel fees and deposits and submits her application to the Director in the prescribed hostel admission form.
- z. The decision of the Director in regard to interpretation of the rules or any other matter not specially mentioned above shall be final. The Director has an absolute discretion and reserves the right to modify any of the existing rules as and when necessary.
- aa. **Ragging in any form shall be treated as a serious misconduct and hostelites found guilty of such misconduct shall be expelled immediately from the hostel and may include handing over of such hostelites to the Law Enforcement Authorities.**

F. COMPUTER CENTRE

Information technology and its effective usage has become an important element in the students learning process. Whether it is using the spreadsheet for financial analysis or market analysis or accessing the net for information. As per require the Institute needs the latest hardware and software to cater to the students learning. DYPIMS has established the latest computer lab where in more than 120 students can be seated at a time for various academic work, project work and research work. These computer Lab are located on the second floor of A- Building.

Every one using the BYTE Zone 1 (Second Floor) and BYTE Zone 2 (Second Floor) is required to comply with the regulations for using the Computer Systems, so that the resources are maintained and available all throughout the academic year.

- a) Students of MBA (Ist year) and MBA (IInd year) are grouped together for the usage of computer systems in BYTE Zone 1 and BYTE Zone 2.
- b) Every student is allocated a System name (number), unique user ID, Password and folder. Students are required to log into same system name allotted to them with their own unique User ID and password. You may not use someone else's login and password to access BYTE Zone computer systems. You may not allow anyone to use your login and password to access BYTE Zone computer systems. Students can collect their username and password from their respective Zone Manager.
- c) Students will be held responsible for the system allotted to them and for every components of the system. They would be fined for the cost of that component as per the current market price. Students are required to check out the basic equipment that are attached with system and report immediately if anything found yet be missing.
- d) Students are strictly informed about their logging time and log out time that they have to enter it in the login register which is kept in reception area of first floor.
- e) For any help or problems, students can contact their respective Zone Manager. Students are not allowed to fix, change, install, move or reconfigure any equipment inside the BYTE Zone.
- f) Students must save their data in their respective folders given.
- g) Workstations are available on first come, first serve basis, you cannot reserve a Workstation or pass it to another user. Scheduled class in the zone taken precedence over students undertaking their assignment / research / browsing.
- h) You are expected to speak softly and limit conversation with others. You may not play music in the Zone.
- i) Do not leave your workstation unattended. You must shut down the system when you leave the Zone – even if for a short time. Failure to do so may result in someone else accessing your account without your knowledge.
- j) Playing Game or loading any game software not allowed inside the Byte Zone.
- k) Installation of custom software, alteration of system files, software theft, games playing, chatting, browsing unwanted sites, and physical abuse of the machine and like behavior will result in revocation of Zone privileges. No Exception will be made to this policy at any time.
- l) Students are not supposed to bring eatables, drinks and bags into the Zone. Leave your baggage in the classroom.

- m) A Lost & Found is provided as a courtesy. The computer lab not responsible for any personal items lost or left in the lab Failure to comply with these rules may result in removal from the zones, termination of access. Loss of computing privileges, disciplinary review and other actions.

The institute reserves the right to add/amend any rules mentioned herein to safeguard the resources so provide or for the benefit of larger interest of usage by students.

G. DRESS CODE

As a process of personality development every student who is admitted to the Institute shall have to follow the executive dress code unhesitant as prescribed:

a. Girls

- i. White shirt, dark blue colour trouser
- ii. Dark blue colour blazer/coat (during winter).
- iii. Tie.

b. Boys

- i. White shirt, dark blue colour trouser.
- ii. Dark blue colour blazer/ coat.
- iii. Tie.

- c. Each student shall get the uniform stitched from the authorized tailor appointed by the institute.
- d. Uniform is mandatory for all functions and VIP Guest Lectures / Industrial visits.
- e. Students are required to come to the Institute in proper Executive Dress Code whenever notified failing which disciplinary action shall be taken against such students. Executive Dress Code is applicable on every **Monday** and on all the functions, interviews and other important occasions.
- f. Dress code for other days should be befitting an academic institution. The dress shall be well laundered and neither flashy nor cheap
- g. If a student is found violating the Executive Dress Code rules repeatedly, he/she may be disallowed to attend the classes, library and other facilities for a period specified by the Director.

H. INTERNAL EVALUATION

Each subject examination consists of 100 marks out of which 70 marks are for external examination by the University of Pune and 30 marks are for the internal examination by the institute. The internal examination marks are awarded by the subject teacher on the following criteria:-

- a. Test and MCQ will be conducted by the subject teacher as per the schedule in the course plan. A notice stating the time and the topic for the test/MCQ will be displayed on the notice board at least three days prior to the test.
- b. The marks will be evaluated and displayed by the subject teacher within 10 days of conducting the exam. Marks will be displayed for three days.
- c. These marks will be a part of the University internal marks and these test will not be re-conducted for students who do not attempt.

- d. Internal Evaluation will be done on various parameters as per the course plan as under – **A Sample Copy of Internal Subject**

EVALUATION SCHEME	
Components	Weight age 50%
Group Case Discussion & Presentation	20 marks
Assignments	15 marks
Mid Term Examination	10 marks
Attendance & Class Participation	5 marks
End Semester Examination	50 marks
Total	100 Marks
Minimum Passing Norms	20

- e. The student will not be allowed to appear for the Semester -end examination unless his attendance is more than 75% of lectures of individual subjects. In every internal examination 10 marks are assigned to presentation, assignment and attendance

I. DISCIPLINE

The importance of discipline to be communicated to students can be as follows:

- i) Discipline is important for our progress and getting success. Without discipline we cannot achieve the success.
- ii) Discipline is important to maintain the standard of our institute.
- iii) Discipline is important for a quality output.
- iv) Discipline can bring quality which helps for getting a good job.
- v) Discipline is essential aspect for doing job in industry so if students start maintaining discipline during the course; he will not face any problem once he enters the industry.

Students should be instructed to avoid some misbehavior like:

- 1) Use of mobile in campus (Except in cafeteria)
- 2) Rowdy Behavior
- 3) Using abusive language with colleagues and juniors
- 4) Damage of property
- 5) Arguing with staff & faculty members
- 6) Accessing non academic websites in college
- 7) Spreading rumors about institute

- 8) Not attending classes in formal dress code [Monday – Uniform, Weekday – Formals, Saturday – Business Casuals (Floaters not allowed)]
- 9) Chewing tobacco in premises
- 10) Smoking in the campus
- 11) Not wearing ID cards at all the time
- 12) Wearing I card at wrong places
- 13) Making noise in the corridor
- 14) Not filing leave of absence (slips and registers)
- 15) Shoes Not Polished
- 16) Not properly shaved

Students should also be instructed to maintain discipline in other aspects such as:

- i) Maintaining silence in classrooms and campus
- ii) Coming to the classes on given time.
- iii) Submitting assignments / homework on time.
- iv) Maintaining a respectful behavior with faculty.

Action against Indiscipline

In case of above mentioned in disciplines, the discipline committee will have the authority to take the appropriate action.

Depending upon the nature of in disciplines following actions may be taken

Sr. No	Nature of Indiscipline	Action - 1	Action - 2	Action - 3
01	Use of mobile in campus (Except in cafeteria)	Undertaking & mobile seized for 1 day	Mobile seized for 1 week	Institute will call parents
02	Rowdy Behavior	Institute will call parents	Institute will call parents and may be suspended	--
03	Using abusive language with colleagues and juniors	Ppt presentation on right behavior in front of all batch mates	Institute will call parents and warning will be given	Student will be suspended for 01 day
04	Damage of property	Institute will call parents & amount will be recovered with warning.	Student will be suspended for 15 days and double amount will be covered	Student will be suspended for 30 days and double amount will be covered
05	Arguing with staff & faculty members	Institute will call parents & suspended.(Committee and director will decide)	--	--
06	Spreading rumors about institute	Ppt presentation on Institutes good	Institute will call parents and may	Institute will call parents

		practices in front of all batch mates	be suspended for 15 days	and may be suspended for 30 days
07	Not attending classes in formal dress code [Monday – Uniform, Weekday – Formals, Saturday – Business Casuals (Floaters not allowed)]	Undertaking	Undertaking & student will be send back to home.	Undertaking & student will be send back to home
08	Chewing tobacco in premises	Ppt presentation causes of cancer in front of all batch mates	Institute will call parents	Institute will call parents and may be suspended for 15 days
09	Smoking in the campus	Ppt presentation causes of cancer in front of all batch mates	Institute will call parents	Institute will call parents and may be suspended for 15 days
10	Not wearing ID cards at all the time	Undertaking	Defaulter student will check I card of all students for 1 week	Undertaking & student will be send back to home
11	Wearing I card at wrong places	Undertaking	Defaulter student will check I card of all students for 1 week	Undertaking & student will be send back to home
12	Making noise in the corridor	Undertaking	Ppt presentation on managerial etiquette in front of all batch mates	Institute will call parents
13	Not filing leave of absence (slip and register)	Fine of Rs. 50/- per day	Fine of Rs. 50/- per day	Fine of Rs. 50/- per day
14	Shoes Not Polished	Undertaking	Defaulter student will check shoes of all students for 1 week	Undertaking & student will be send back to home
15	Not properly shaved	Undertaking	Defaulter student will check unshaven faces of all students for 1 week	Undertaking & student will be send back to home

The above are suggestive actions. However the discipline committee reserves the right to import punishment severe or lighter than the above mentioned & proposes it for further action to the director.

In nature of serious consequences, the director may refer the case to board of management.

J. MENTORING

Every faculty in this institute is a mentor to support students in program completion, confidence building and transitioning to further education or in the employment. Each mentor has been assigned 15 students as mentees

a) To evaluate the performance of every student a progress book is maintained with every Mentor. The progress book comprises of internal mark, attendance, co-curricular activities participation etc of the mentees

b) No leave should be sanctioned unless recommended by the Mentor and approved by the coordinator.

c) Every Mentee should report to his/her Mentor in the slot provided in the time table. In case of any emergency they are free to consult their mentor.

K. BEST STUDENT AWARD

In pursuit of achieving excellence, the institute believes in recognizing the best student and award a medal and cash prize with a citation. This award is instituted in the year 2010 to commemorate 75th birth anniversary of the Founder President Padmashree Dr. D. Y. Patil. A bonafide student of the Institute who has maintained 75% attendance and graduated successfully from University of Pune in 1st attempt with minimum 65% of marks and has participated in Curricular, Co-Curricular and Extra Curricular activities organized by the Institution or sponsored by the institution shall be eligible to be considered as the best student of the institute annually at the close of the Academic year.

Students are judged on 5 parameters and the weightage assigned for each parameter are as below

Parameters	Weightage
Attendance	0.4
Marks (Aggregate) of UoP	0.3
Co-Curricular activities	0.15
Extra Curricular activities	0.05
Personal Interview	0.10
Total	1.00

L. Newsletter

Newsletter is a perfect vehicle for periodic communication. It makes more people aware of the extraordinary endeavors, outstanding achievements of students, staff and faculty. It works as a moral booster. Institute has its own newsletter to encourage the creativity and awareness among the students.

M. I-CARD

I cards will be issued to the bonafied students. The students must wear the I Card all time in the Campus. In case the I Cards are not shown when asked for, the student will not be allowed to enter the premises of the Institute.

N. ALUMNI ASSOCIATION

Alumni Association has been formed by the Institute with prime motives to facilitate students' movement towards developing better personalities, building good liaison with industry and trade, developing entrepreneurial skills, extend help to follow students for placement etc. Alumni Association is headed by the Director as President of the Association with Secretary and Treasurer and eight alumni students as members. The Alumni association of DYPIMS has been registered with Charity Commissioner vide letter no. 457/2010/ Pune dated 25/02/2010/Pune.

Objectives:

- i) To reach, engage and serve all Alumni and students by networking.
- ii) To foster lifelong emotional bonds between the college and its Alumni
- iii) To organize personality development programs.
- iv) To support needy students by way of scholarships, placements, vocational training, projects, seminars, travel grants and such other activities.
- v) To organize value addition courses as co-curricular pro-industry activities.
- vi) To organize annual Alumni get together and periodical meets as and when required.
- vii) To recognize and felicitate distinguished Alumni
- viii) To institute awards for the meritorious students.
- ix) To support and promote objectives of DYPIMS.
- x) To promote social and community development project with or without the help of outside agencies.
- xi) Any other activity with the permission of the President.

All the students of MBA-I & II year are the associate members of DYPIMS Alumni Association and after securing the degree of MBA the students become the life members of the association.

O. GROUP INSURANCE POLICY

In the interest of staff and students, DYPIMS is committed to take care of the student in every case. The situations of natural calamities like fire, earthquake, floods, and manmade calamities like riots, accidents, epidemics, and acute health problems etc which are unexpected could have a toll on the student. So effective ways have been worked out to have contingency plan in place in case of occurrence of any of the above. Some Important Notifications For academic Year are as follows:

1. All bonafide students Padmashree Dr D. Y. Patil Institute of Management Studies college are provided with free Group Hospital and Surgical Insurance which covers up to Rs 1,50,000/- per annum with Oriental Insurance Co Ltd. It provides

a 24-hour, worldwide coverage against illness, accidental and or injury resulting from various stipulated causes.

2. Every Year medical Health checkup is organized for the students of the institute
3. Immediate financial assistance to the Extent of Rs 10,000/- has been allotted from the institute for emergency health care.
4. Emergency expenses of Rs 1000/- can also be made available before admission to hospital from the office Superintendent.
5. Arrangement with a qualified MBBS Registered Medical practitioner has been organized with Dr R Patil And Dr Saroj Ambike. Details are as follows:
 - a. Dr Saroj Ambike : 9423586559
6. Tie-up with Following Hospitals for Emergency assistance in medical services is provided to staff and student s of our institute:
 - a. Dhanvantari Hospital
 - b. Aditya Birla Hospital
7. The Details of the following staff have been provided in case of any emergency:

<u>EMERGENCY CONTACT NUMBERS</u>			
Contact The Following Persons in case of any Emergencies like Accidents, Acute Health Problems, Fire, Flood, and Riots Etc.			
Sr No	Name Of The Person	Designation	Contact Numbers
1	Dr Rajesh Arora	Director	9833924430
2	Mr. V. V. Khare	Office Superintendent	9665033453
3	Prof. Lalit Prasad	MBA Coordinator-II	9881402135
4.	Prof Chandrashekhar Kalshetty	MBA Coordinator-I	9890044747
4	Prof. Vinay Nandre	Discipline Committee	9975066668
5	Police Control Room (Dehu Road)	-	100,27671288
6	Dhanvantari Hospital	-	020-27656950, 27659527
7	Pradhikaran Fire Station	-	101, 020- 27652066