

FR. C. RODRIGUES INSTITUTE OF MANAGEMENT STUDIES
VASHI, NAVI MUMBAI

Academic Policy

This policy document is framed to facilitate academic processes and to monitor overall academic quality of the institute.

Objective:

To guide the faculty and non-teaching staff of the institute regarding various academic processes to be followed during the academic year.

To inform students regarding various academic activities to be carried throughout the year

To act as a tool of communication among various current and prospective stakeholders of the institute.

The academic policy document of FCRIMS covers policies pertaining to eleven parameters. These parameters are presented in an alphabetical order. Since the setting of academic policies is a dynamic process, it is inevitable that any printed manual will become outdated with time. In order to reflect the latest policies, an online version of this manual will be made available at www.fcrims.com.

1. **Academic Calendar**

The academic calendar issued by the Mumbai University forms the basis for designing institution academic calendar. The academic calendar is prepared well in advance in faculty meeting before the commencement of the academic year.

The Academic Calendar at FCRIMS consists of four regular semesters and a summer internship. A regular semester usually consists of 13 teaching weeks plus approximately ten days of examinations. A summer internship is for eight weeks. The second and fourth semester commences around the first week of January and ends in last week of April. Third and first semester starts from first week of July and August respectively and ends in third week of November and December respectively. FCRIMS observes a six day week and all gazette holidays. If required, classes may also be conducted on Sundays and holidays with prior permission from The Head of the Institute.

The head of the institute appoints a faculty coordinator to plan and prepare time tables for the upcoming semesters.

Faculty members are responsible for preparing course objectives and session plans for their respective courses. The same has to be shared with the students in the first lecture of the course

2. Academic Conduct

At FCRIMS, academic honesty is mandatory. Plagiarism/ cheating in any examination, quiz, assignment, report, and/or presentation by any student is not tolerated. In classrooms use of cell phones are not allowed. Permission to attend to emergencies is to be obtained from the respective faculty. Sports / music playing and /or other activities on campus during class timings, especially near class rooms are not allowed.

3. Academic Freedom of Faculty

FCRIMS recognizes that the importance of academic freedom for exchange of ideas is essential in an institution of higher learning. Academic freedom is a right of every faculty member and every student. It implies the obligation to respect and to support the academic freedom of all other members of the institute's academic community. The responsibility for preserving academic freedom at FCRIMS rests equally with the faculty and the administration.

Specifically, the following principles of academic freedom are endorsed by FCRIMS:

Teachers are entitled to full freedom in research and in the publications of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

Teachers are entitled to freedom in the classroom while discussing their subject, but they should be careful not to introduce into their teaching controversial matter that has no relation to their subject.

Teachers are encouraged to use innovative teaching learning methods in the classroom so as to maximize learning experience for the students

4. Academic Governance

The Academic Governance includes the following Functions:

- To deal with all academic matters, except for financial matters which will be referred to the Governing Council for their approval
- To regulate the conduct of teaching, research and examinations
- To consider or formulate proposals for the planning and development of teaching and research in the Institute

- To make regulations prescribing the courses of studies, and the outlines of tests for all examinations of the Institute
- To regulate the award of scholarships, and prizes
- To appoint supervisors for project work

5. Academic Programs

FCRIMS offers full-time Master's Program (MMS) with specialization in the fields of Human Resource, Finance, Marketing and Operations Management. It offers a choice based credit system for evaluation.

6. Admission Policy

Salient Points

Admission will be offered to all those who qualify following the Mumbai University Norms and DTE Norms

The admission is based on candidate's ability to meet the following conditions:

- Apply online and register for the Aptitude Test (CAT, CET etc.).
- Pay the required fee for processing of his/her admission application, related activity and obtain admit card.
- Qualify the Aptitude Test
- Apply online for CAP rounds

- There are minority quota seats as per Government norms that are filled through the CAP rounds.

- As per DTE, 20% seats in the institute are allotted as 'Institute Level Seats'. The institute seeks applications for these seats and shortlists candidates on their merit for admissions. These candidates are interviewed by the Head of Institute before granting them admission.

- The fee structure has to be approved by Fee Regulatory Authority and same is communicated to the students

- No qualified candidate will be refused admission on the basis of his / her inability to pay FCRIMS fees; such candidates are required to apply for financial assistance and meet the criteria for the same

- A merit scholarship is available at FCRIMS, according to which candidates securing first and second rank in first year of the MMS Programs. They are awarded a Scholarship of Rs. 25,000/- and Rs. 15,000/- respectively.

7. Attendance Policy

A distinguishing feature of the FCRIMS is its adherence to the academic calendar. A detailed program is provided on the first day of every semester. Students are required to attend lectures, seminars and fieldwork as may be specified for a course each semester.

Attendance is recorded at the beginning of each session.

If a student records more than the permissible number of absences, he/she is not permitted to sit for the final examination.

Extra Absences

The institute follows the University of Mumbai's norm of minimum 75% attendance per semester. The students can however avail extra absences if they participate in FCRIMS related extracurricular activities. The attendance is granted for medical reasons on a case to case basis. All such absences are documented and approved the Head of Institute.

Students who do not meet the required criteria of attendance need to face the attendance committee and present their case. The committee suggests appropriate actions against these students to the Head of the Institute who then takes the final decision.

8. Class Durations

The lecture duration is 180 minutes for each courser in MMS.

The minimum number of sessions is 13 per course in a semester.

9. Examination Policy

Examinations play a vital role in the learning process of students. They provide feedback to the students about their progress in a particular course, and also help a faculty member assess their students' competency level. Examinations are used by FCRIMS to assess, certify and rank students' performance.

For any particular course, there is usually one mid-term examination and a final examination arranged and conducted by the Examination Cell. The timing of the mid-terms and the final examination is stipulated by the Examination Cell. The students who are unable to attend the exam due to medical reasons have to inform the authorities with documentary evidence. The institute may allow them to write their exams separately or give them another chance for writing the exam if the documentary evidence is found to be satisfactory.

Since prompt feedback is important, FCRIMS faculty has maintained a tradition of discussing the results of the internal assessments in their respective classes. The results of the end semester exam are announced within 40 days of the completion of the examination.

60% of the total marks are usually allocated for the finals, whereas the rest 40% are divided among various components including mid-terms, home assignments, projects, term reports, attendance and class participation.

The student is entitled to apply for recounting/revaluation in theory subjects within 15 days of declaration of results. In case any discrepancy is noticed, the faculty concerned may rectify and necessary corrections maybe made.

The students who fail to secure minimum credit are required to appear for re-exam after paying the prescribed fees.

The entire process is monitored by the Chair Person – Examination of the institute. The entire process is completed well before the internal marks are uploaded to university.

10. Grading Policy

Student performance is evaluated through a system of testing, spread over the entire period of their studies. In addition to the final examination at the end of each semester, students are tested through mid-term exams, class discussions, written assignments, presentations on different topics related to the course, all of which contribute to the final grade.

A student appears for one end term examinations for each course every semester

In determining the course grade, 40% of the final grade is based on the semester work and 60% on the semester final examination.

A Cumulative Grade Points Average (CGPA) is computed at the end of the semester. Final grades in each course are converted to grade points on the basis of guidelines provided by University of Mumbai.

11. Internship Policy

Summer Internship, performed during MMS, is mandatory for all students to qualify for their degree. Internships provide students with the opportunity to apply learning to real life situations, gain exposure to organizational settings and practice their inter-personal skills. An internship is for a period of eight weeks at a stretch. It may be paid or unpaid. The following terms apply:

- a) Students who once accept an internship offer from one organization and wish to switch to another may only do so after initiating and obtaining permission from Placement coordinator of FCRIMS.
- b) Any student who discontinues his/her internship without prior approval will be liable for disciplinary action.
- c) Students will be required to submit their internship offer letters or an email by their supervisor/Placement Coordinator confirming their internship status within 2 weeks of starting their internship.
- d) Students will be required to submit their internship report along with Internship completion certificate, within 1 week after the completion of their internship.

Since MMS is a practical based course, students are allowed to take up live projects/internships. However they have to seek permission from the faculty and ensure that their attendance is not compromised.

12. Retention Policy

The policy is laid down of retaining the original documents of the students being admitted in the Institute as per the instructions of DTE.

The original documents of the students admitted in the Institute in the academic year are hereby retained by the Institute for total 2 years and will be returned after the clearance from the Accounts Dept. / Library / Administration Office to the students respectively after completion of the program.