



**Agnel Charities**  
**FR. C. RODRIGUES INSTITUTE OF  
MANAGEMENT STUDIES**  
(Approved by AICTE and Affiliated to University of Mumbai)

**MASTER OF MANAGEMENT STUDIES  
(MMS)**

**STUDENTS HANDBOOK  
2024-25**

## STUDENT'S HANDBOOK

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### **“Vision of the Institute”**

To be an eminent management institute that develops socially responsible leaders

### **“Mission of the Institute”**

- M01: To augment students learning process by offering innovative pedagogy and experiential Learning.
- M02: To create ethical leaders who endorse inclusivity and diversity
- M03: To equip students with industry relevant skills that meet organizational expectations.

### **“Program Educational Objectives”**

- PEO1: To impart knowledge of management theories and practices to solve the problems in organizations.
- PEO2: To equip the students with analytical and critical thinking ability for decision making.
- PEO3: To instill students with value-based leadership and develop them to be responsible citizens

### **“Program Outcomes (POs)”**

- PO1: Apply knowledge of management theories and practices to solve business problems.
- PO2 : Foster Analytical and critical thinking abilities for data-based decision making.
- PO3 : Ability to develop Value based Leadership ability.
- PO4 : Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of business.
- PO5 : Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.
- PO6 : Ability to understand the societal and environmental contexts and demonstrate knowledge and need for sustainable development

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## **Director's Message**

**Dear Students,**

We welcome you all to FCRIMS Family. We are sure that your association with FCRIMS would be fruitful and you will inculcate all the qualities that make a true professional. We can proudly say that we have one of the best intellectual capital, computer lab and library facilities. We are sanguine that you will make the best use of the resources available in the campus. Like any other Institution, FCRIMS has in place a framework for general rules for its smooth and orderly functioning and conduct rules for the students. These guide lines provide framework for the effective day-to-day functioning of the Institute and enable effective delivery of facilities / services to the students. These guidelines supersede all other guidelines in respect of matters stated herein.

The authorities are free to make the desired changes in these guidelines as and when the need is felt or changes are introduced in the statutes by the statutory bodies. Amendments, if any, to this document may take the form of additions, deletions, and modifications.

All students are required to adhere to the general rules and code of conduct laid down in this Students Handbook.

**Dr. Sujata Chincholkar**  
**Director**



(3)

### GENERAL CODE OF CONDUCT

- Every student in the Institute at every point in time must maintain cleanliness in the premises.
- No food items are allowed in the Classroom, Library and Computer Lab/Centre.
- Use of Mobile Phone is strictly prohibited during the lectures. Mobile Phones should be switched off before the student enters the Lecture Room. In the event of default in this regard the mobile phone shall be confiscated and /or a fine of Rs.500/-will be levied.
- In case of repetitive offense in the usage of Mobile Phone(s) in the Campus, authorities may confiscate the SIM Card permanently.
- Consumption of tobacco or alcoholic beverages in any form is strictly prohibited in the campus.
- Students are not allowed to park their vehicle inside the Institute's premises.
- Two Students shall be nominated from the class / specialization Team Leaders. Interested students should submit their nomination forms to the Academic Coordinators.
- In case the nominated candidate fails to discharge his /her duties to the satisfaction of the class/ Institute authorities, he/she shall be replaced.
- Any grievance pertaining to the Administrative Staff, Teaching Faculty and Infrastructural facilities must be addressed through the Class Representative, who will take it up with the Academic Coordinator.
- In case of lecture cancellation, it is the responsibility of the Class Representative to inform the students through the agreed channel of communication. The institute shall, however, put the information of the cancelled lectures on the notice board if the information comes well in advance. Academic coordinator shall inform the Class Representative. Faculty concerned will also inform the class representative.
- Team Leaders are not permitted to arrange extra lecture, guest lecture or cancel lectures without any prior intimation to the Academic Coordinator.
- **The primary mode of communication with the students is the Notice Board. Separate notice boards are provided for each program. Students are advised to go through the Notice Boards every day and not rely on hearsay about any matter.**
- All students are provided with an Identity Card on the campus. Issue of duplicate Identity Cards will be done on a payment of a fine of Rs.500/-
- Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed at strategic points in order to ensure the safety and welfare of everyone in our Institute. Tampering with fire extinguishers is a serious offence.
- Prior written permission from the Director should be obtained for all functions/get-togethers/ events/guest lectures on and off campus. Students should not use the Institute's name for any activity carried out outside the campus.
- Students are advised against indulging in any political or notorious / anti-social activity that would cause injury to self and others. The Institute reserves the right to cancel the admission of such students.
- The Departmental heads reserve the right to refer any breaches of the rules and regulations and / or improper behavior towards the staff / peers to the Director for consideration of appropriate disciplinary action.
- Students are advised against bringing or inviting any outsiders without the consent of the Authorities. **Established 24 x 7 Women Helpline No.7977090790**

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## **ATTENDANCE PUNCTUALITY AND DEADLINES**

- A student must put in a minimum of 75% attendance in each subject. Failure in this regard would result in the student being debarred from appearing for the term end examinations. Such students shall be allowed to attend classes in the following year as per rules of re-registration and re-examination of the Institute. In case of genuine medical/ other reasons for lack of attendance, the student is required to intimate the Institute in writing immediately.
- For ALL absence, prior intimation is to be given in writing to the Academic Coordinator.
- In case of emergency situations, intimation must be given on phone (SMS) / e-mail (to the Academic Coordinator) within 24 hours of the absence. Any leave without written intimation will be treated as unauthorized leave and will be reflected in the records as such.
- In case of prolonged medical leave, the student should produce a Medical Certificate from a Registered Medical Practitioner supported by a letter from the Parent/Local Guardian.
- Students are advised not to miss lectures for workshops, seminars, placement activities and inter-institute events. They are also advised not to miss lectures in any subject for the sake of project or field work in any other subject. Work on such activities must be done outside the class hours.
- Students should be punctual in attendance. Late coming is not permitted. Faculty has the authority to take appropriate action to deal with cases of late comings.
- It is compulsory for students to be present for all events of the Institute, including the Annual Convocation, Seminars, Guest Lectures, Workshops and other events as intimated to them from time to time. Absence from such activities shall invite disciplinary action.
- Students are requested to honor deadlines for submissions of projects, reports, assignments, forms and any other submission to the Institute or the faculty concerned.
- Students should not pester, embarrass and coerce faculty members and others in the Institution to change or extend deadlines.

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## **DRESS CODE POLICY**

It has been decided that Friday's will be declared as **Business Casual Dress Day** for students. However, in the event of any class presentations/ institute event scheduled on Friday's BusinessCasual Dress will not apply.

The intent of this rule is to create a comfortable work environment that is also professional and free from distractions. Business Casual is defined as clean, neat and professional in appearance.

- Remember that at all times students are ambassadors of the institute.
- Clothes should not cause embarrassment or have a negative impact upon the image of the institute.
- **In a B-school even on a casual dress code day students should wear clothing that is comfortable and practical for corporate world, but not distracting or offensive to others. Any clothing that has words, terms, or pictures that may be offensive to others is unacceptable.**

**Below are some general guidelines for both males and female students regarding what attire is appropriate.**

### **Acceptable Formal Dress Code**

#### **For Male Students**

1. Formal Trousers – includes chinos – sober colors, cotton trousers sober colors.
2. Formal Shirts – Thin lines or thin checkered shirts, plain shirts – sober colors.
3. Shoes – Formal shoes, sneakers or black or blue sports shoes with ankle length socks - acceptable colors for socks is blue, black, white, brown & beige.
4. No chunky accessories.
5. Clean shaven – moustache is acceptable.

#### **For Female Students**

1. Western formal trousers with shirts, tops – no crop tops or translucent tops permitted.
2. Indian formals – salwar suit, leggings and kurta & kurtis
3. Formal sandals, shoes such as formal shoes, sports shoes and sneakers are acceptable but not floaters, flip flops, slip ons.
4. Funky or heavy jewelry not permitted
5. Hair neatly combed
6. No heavy make-up
- Please note – for presentations, interviews, pre-placement talks, management events full formal attire with blazers is mandatory.
- This is from Monday to Thursday and on days of guest lectures or when industry or outside people are in the campus premises including Friday.



- Casual is permitted on Fridays only.
- Casuals will include t-shirt, denims, cargos, with sneakers. No sandals, floaters, flip flops permitted.

Please remember that these are general guidelines and do not include every appropriate or inappropriate item. We believe you will exercise good judgment. While we recognize and respect that dress is a personal choice, we do want students to understand that your choices in these areas have consequences. It is critical that our choices reflect our commitment to the institute and to one another.

### **Non Compliance**

The institute is confident that each student will use their best judgement when maintaining the appropriate attire and appearance. Management reserves the right to determine appropriateness. A student, whose attire is not consistent with these guidelines, may be cautioned to pay closer attention to their choice of clothes or in severe cases may be sent home to change clothes. If a student is warned regarding unacceptable attire and/or sent home three (3) times, a written warning will be issued and placed on records. Continued disregard of the policy may be cause for further disciplinary action, up to and including suspension.

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### **SELECTION OF SPECIALIZATION**

- Students will be given sufficient time and deadline to finalize their area of specialization.
- All the students have to adhere to the deadline.
- No request for change of specialization will be entertained post deadline.
- There should be a minimum strength of 10 students for offering a specialization.

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### **INDUSTRIAL VISIT:**

- The venue and duration of the industrial visit will be decided by institute only.



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## IMPORTANT COMMITTEE'S FOR STUDENTS

For the benefit of FCRIMS students and staff, the following committees have been formed at FCRIMS. The committee concerned members will share the objectives, scope and procedures of the concerned committees.

### STUDENT GRIEVANCE COMMITTEE Academic Year 2024 -2025

<u>Sr. No.</u>	<u>Name of the Member</u>	<u>Contact No.</u>	<u>Email id</u>
1	Dr. Sujata Chincholkar	9869018810	<a href="mailto:directorfcrimis@gmail.com">directorfcrimis@gmail.com</a>
2	Dr. Manisha Karandikar	9323713573	<a href="mailto:manisha.fabs@gmail.com">manisha.fabs@gmail.com</a>
3	Ms. Bindal Totlani	9820866667	<a href="mailto:fabs.bindal.totlani@gmail.com">fabs.bindal.totlani@gmail.com</a>
4	Ms. Neeta Keswani	9819060253	<a href="mailto:fabs.neeta.keswani@gmail.com">fabs.neeta.keswani@gmail.com</a>
5	Mr. Anil Yadav	9819261340	<a href="mailto:admn.fcrims@gmail.com">admn.fcrims@gmail.com</a>
6	Mr. Vijay Mandhare	8108891696	<a href="mailto:vijaymonline@gmail.com">vijaymonline@gmail.com</a>
7	Mr. Benson Vinod	9167550272	<a href="mailto:benson.vinod@fcrims.com">benson.vinod@fcrims.com</a>
8	Ms. Vibhawari Morde	8452095197	<a href="mailto:vibhawari.morde@fcrims.com">vibhawari.morde@fcrims.com</a>

**NEARBY POLICE STATION : VASHI POLICE STATION**  
**TEL No.: 022 – 2782 0346**

**Institute Contact No. : 022- 27771000**  
**Email [ID](mailto:studentgrievance@fcrims.com) : studentgrievance@fcrims.com**

## **WOMEN REDRESSAL AND DEVELOPMENT CELL**

**Academic Year: 2024 –2025**

<b>Designation</b>	<b>Name of the Member</b>	<b>Department</b>
Name of the Chairperson	Dr. Sujata Chincholkar	Director
Name of the Member	Dr. Manisha Karandikar	Professor, Marketing
Name of the Member	Mrs. Bindal Totlani	Assistant Professor, Finance
Name of the Member	Ms. Neeta Keswani	Placement Cell
Name of the NGO Member	Dr. Rajan Walinjkar	NGO

**NEARBY POLICE STATION : VASHI POLICE STATION**  
**TELEPHONE No. 022 – 2782 0346**

**Institute Contact No. : 022- 27771000**  
**Email ID : studentgrievance@fcrims.com**

**ANTI – RAGGING COMMITTEE**  
**Academic Year: 2024 –2025**

<b>Designation</b>	<b>Name of the Member</b>	<b>Department</b>
Name of the Chairman	Dr. Sujata Chincholkar	Director
Name of the Nodal Officer	Ms. Neeta Keswani	Placement Cell
Member from NGO Streemukti Sanghathana	Dr. Parvathi Chandrasekharan	NGO
Name of the Member	Dr. Manisha Karandikar	Professor, Marketing
Name of the Member	Dr. Ritesh Kumar	Associate Professor, HR
Name of the Member	Mrs. Bindal Totlani	Assistant Professor, Finance
Name of the Member	Mr. Anil Yadav	Administrative Officer
Name of the Student Representative	Mr. Benson Vinod	MMS - II
Name of the Student Representative	Ms. Vibhawari Morde	MMS - II

**NEARBY POLICE STATION** : **VASHI POLICE STATION**  
**TELEPHONE No.** 022 – 2782 0346  
**Institute Contact No.** : **022- 27771000**  
**Email ID** : **studentgrievance@fcrims.com**

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### **FEEDBACK MECHANISM**

- The Institute has a well-established feedback mechanism for communication of student's perception.
- Students must ensure that the feedback is objective and honest.
- All students should get involved in this mechanism seriously as it truly helps the Institute to improve the quality of services and teaching provided.
- CO Attainment and PO Attainment will be collected at the end of the Semester / Course

### **ADMIN OFFICE RULES AND REGULATIONS**

- The General office timings are from 9.00 a.m. to 5.00p.m. (with One-hour lunchbreak)
- Second and Fourth Saturdays of the month, Sunday and Holidays stipulated in the Holiday list of the Institute, the office will remain closed for administrative work.
- Timings for Cash Counter for payment and receipts: -  
9.00 a.m. to 1.00p.m.  
2.00 p.m.to 4.00p.m.
- Any student whose fees/payments are outstanding shall not be allowed to appear for the exams. Access to library and computer lab will also be withdrawn if fees/charges are outstanding.
- Students are not allowed to make any personal telephone calls from the Institute's Office.
- For any other administrative assistance students should contact the Registrar.
- Students will be issued railway concession forms, certificates and other official letters after three days of submitting the application for the same.
- Students will be issued transcripts on payment of Rs.1000/- first original and Rs.300/- each original thereon.



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## **LIBRARY RULES AND REGULATIONS**

**FCRIMS Library** is open to all Students, Faculty, Visiting Faculty, Research Scholar and Research Associates, officer and staff of the Institute. However, non-FCRIMS can also use the library resources with the written permission from the Director/Library Manager.

The library takes an active part in the orientation program organized by the institute for the benefit of new students in the beginning of the academic year. They are taken around the library to familiarize them with various resources and services available for them. **Readers should maintain silence in the library and should not disturb other users in any way.**

The library extensively uses social media for improved communication and interaction and has created a TL's WhatsApp Group to post interesting information and news items regarding the library. This is the reflection of library's continuous engagement with its Users as a valuable partner in their learning and research.

These rules are framed to help and promote, rather than to constrain; the use of library materials and services. Also, this enables the library to carry out its functions as efficiently as possible.

### **General Rules –**

- The timings of the Library would be fixed by the authorities keeping the Users requirements in mind. (Library Timings: - 9.00 am to 5.30 pm). Reading Section open till 11pm.
- Any change in the Library Timings shall be intimated to the Users from time to time.
- The Library follows an open access system.
- Books or other materials taken from the stacks should not be re-shelved by the readers but should be left on the tables reserved for this purpose.
- Online Data Base – ProQuest and EBSCO is also available in the Library for the User's utilization.
- FCRIMS Library also offers Photocopying and scanning facilities at a minimum charge of Re.2/- per page for Photocopying and Rs.5/- per page for Scanning, saving the time of the Users.
- Users are required to take an N.O.C. from the library for claiming refund of library deposit.
- Users are not allowed to sit in the Library during lecture hours.
- Belongings (any type of Bags; Personal Books; Umbrellas; Mobiles or folders) are not allowed in the Library.
- Cameras are installed in the Library; hence Users are instructed to keep their

belongings in the storage cabinet outside the library.

- The library will not be responsible in case of damage or theft of personal property.
- Eating, drinking (with the exception of bottled water) and smoking is strictly prohibited inside the library.

### **Library Cards –**

- Library card will be issued on production of the tuition fee receipt.
- Library card is not transferable.
- If books are not returned on or before due date, then students should pay fine Rupees 5/- per day.

### **Issue – Return -**

- For home lending 2 books are issued at a time for 7 days
- Issued material can be renewed after presenting the same physically.
- A User can have maximum three renewals, unless the book is reserved by another user.
- A reserved item is subject to recall once it has been issued for seven days i.e. it will not be re-issued to the current reader.
- The date of return is stamped on the rear cover of the book.
- Reference Books will not be issued and should be referred in the library only.
- Journals / Magazines (Back Issues) will be issued to each User for four days only.
- Current issues are not allowed to be taken for home issue.
- Users are responsible for material borrowed on their cards and will be required to pay for any damage to, or loss of material borrowed at replacement cost.
- Borrowing rights shall be withdrawn while payment is outstanding. Users are also directed not to draw or write any kind of remarks or highlight any contents of the book. This will invite penalty.

### **Value Added Services -**

- Users can also get an opportunity to visit the other Management Institutes in Mumbai through FCRIMS Library.
- FCRIMS Library also organizes training, workshops etc. for library and information professionals. Here also Users are encouraged to present their research Papers.
- FCRIMS Alumni have the facility of Ex- Students Library Membership. After completion of your Degree students can use this facility. There are two types of memberships.

#### **(a) Type A- only Reading Facility**

Annual Fee: Rs 500.00 (Non-refundable)

#### **(b) Type B-Reading facility with Borrowing Facility**

Annual Fee: Rs. 1500.00 (From that Rs. 500 is Non-refundable and Rs.1000.00 is Refundable)

For home lending only 01 book is issued for 15 days.

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## COMPUTER LAB RULES AND REGULATIONS

- **Timings of the Computer Lab 9.00 am to 6.00 pm.**
- Use of computer lab is conditional on observance of the rules and regulations. Users must comply with the rules issued by Director/Lab In-charge. **Anyone failing to do so may be excluded from the Lab/center or incur a fine.**
- Students are not allowed to load any software without the prior permission of the Lab-In-charge.
- Students should not save any document on the desktop. The same should be stored in their respective Pen Drives / Google Drives.
- Visiting sites that are unethical and not for academic purpose or using- mail facilities for personal purposes strictly prohibited. Similarly, chatting or playing games in the lab / center is also prohibited.
- Bags are not allowed in the Computer Lab.
- Consumption of food and drink and the use of personal audio equipment are not permitted in the lab.
- Students are not allowed to change the settings of the computer in the computer lab.
- Students are advised to use the lab / center during the allotted slots only. No request for additional time / slot shall be entertained.
- Students are required to carry their own pen drive to the computer lab.
- Student should register their Name before entering computer Lab.
- Student should wear their ID CARD before entering computer Lab.
- Students should switch off their mobiles before entering Computer Lab; if found defaulting will be charged Rs.500/- as a penalty



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### EXAMINATION GUIDELINES

1. Any breach of the requirements relating to examinations and assessments, whether committed intentionally or unintentionally may be regarded as “misconduct” and dealt with under Disciplinary procedure of the Institute.
2. The students will be evaluated for 100 marks for all institute level examinations. The term end evaluation will be based on semester end exam out of 60 marks and internal continuous assessment (class test, projects, assignments, presentations and attendance/class participation) out of 40 marks.
3. Also a student who fails in more than two subjects in any respective **semester shall not progress to the next term and may have to repeat such subjects whenever offered**
4. Students must know their seat number before entering the examination room.
5. Any student who has not been allocated a seat number should inform the Examcell and complete the appropriate form(s) prior to sitting for the examination.
6. Students are not permitted to enter the examination room more than half an hour after the commencement of the exam. Students are not permitted to leave the examination room until half an hour after the start of the exam or during the last fifteen minutes of the exam, except with the special permission of the invigilator in charge of the examination who will report on the circumstances to Controller of Examination.
7. Students are required to have photo identification cards and these must be made available to an invigilator upon request. Procedures may be implemented from time to time to establish the validity of a student's identity in the examination hall.
8. Food and/or drinks will not be permitted in the examination hall.
9. Students must not take to the examination hall any books, writing papers, notes, manuscripts, electronic media including mobile phones/Bluetooth devices, electronic dictionaries, pagers, any form of stored or recorded information.
10. **Mobile Phones are not permitted in the exam venue.** If a mobile phone is found in a student's possession after the Examination has started at the examination venue, it will be deemed as a Breach of Examination rules.
11. Palm pilots, pagers, electronic watches, PDA's and similar electronic media are not permitted into the Examination venue.
12. Examination answer booklets must be submitted intact. No part of the examination



answer booklet may be defaced, removed or smuggled out.

13. Students have to write their own roll number clearly on their question paper.
14. All notes, rough work and calculations must be done in the examination answer a booklet only.
15. Students must not communicate in any way with any person other than the Invigilator during an examination. Any other communication will be deemed as a breach of Examination Rules.
16. Any student who needs to leave the examination room during an examination to go to the washroom must obtain permission from an Invigilator. The Invigilator has the discretion to refuse permission.
17. A student who fails to attend an examination at the time and place published in the final time- table, displayed on the notice board, will be deemed to have failed in that subject. Opportunity for re-examination will be given according to the rules and regulations for re-registration and re-examination.
18. Consideration will be given to **requests for special examination/arrangements to be made for students with disabilities**. A writer shall be allowed on prior request for the examination on medical grounds accompanied by supporting evidence substantiating the disability or disadvantage.
19. If a student is not satisfied with the marks obtained in any subject, he/she may seek verification by paying their valuation fees of Rs.200/-per subject, within stipulated time. The results of the verification shall be final and binding on the student. Photocopy of the answer sheet can be asked at charges of Rs.500/-
20. Cases of students indulging in unfair means during the exams will be reported to the Controller of Examination who will forward the same to the Unfair Means Committee for investigation and recommendations. The decision of the Committee in consultation with the Director will be final and binding on the students.

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### **SUMMER PROJECT / INTERNSHIP**

- Summer Internship is a 2-month project starting from the 1<sup>st</sup> May to 30<sup>th</sup> June.
- It is mandatory for all the 1st year students to undergo the summer internship.
- The students should behave ethically and honestly with the organization where he / she is doing the project.
- Every student will have to work under the institute project guide as well as a company guide.
- No student is allowed to take leave without due permission of the company and inform the institute Placement Cell.
- Summer Placement assistance will be provided by the Placement Cell to all students from the 1<sup>st</sup> week of February.
- All notices/announcements on Summer Internship will be emailed to the students.
- The student in case of any clarification is required to please contact the Placement Officer.
- A student who wishes to apply for Summer Internship on his/her own will have to inform the Placement Cell in writing along with the company's letter or an email for the same from by first week of April.
- Each student will be mailed a Corporate Feedback Form by the second week of June. The form has to be duly filled by the Corporate Project Guide and has to be submitted along with the Certificate to the Placement Cell in due course of time.

### **FINAL PROJECT**

Semester IV Final Projects are in align with programme outcomes of the institute. During semester IV students must undergo three projects i.e. functional project, general management project and social relevance project. Under all three categories all project titles of Final Project and Summer Project are mapped with programme outcomes of the institute which are focusing on analytical skills, leadership, ethical aspects of business and team environment. Students will be required to undergo a viva voce, the schedule of which will be announced by the Institute.

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## **PLACEMENT CELL GUIDELINES**

### **Background**

While the institute endeavours to help the students in their Final Placement, a lot of discipline & understanding is expected from the students so that the exercise and its implementation do not in any way adversely affect the image of the institute or its students. Also, every student should realize that institute is equally concerned about placements of each and every student of a batch & hence, any action by the student which is detrimental to the opportunities otherwise available to his/her colleagues shall never be permitted.

### **Role of Placement Cell**

Placement Cell will actively support and coordinate with the academic faculty in providing the students guidance and support in their self-grooming and direct its efforts to bring best possible opportunities of Campus Placements for the students. The Placement Office facilitates students for their career connect. It also helps students in career planning through various training programs such as student mock aptitude tests, mock interviews, mentors' interventions and mock group discussions. Students must take such trainings seriously and practice those learnings regularly.

***The role of a Training & Placement Officer is that of a facilitator and counsellor.***

### **General Instructions for Campus Placements: -**

- 1) For the students seeking jobs, through Campus Recruitment, the placement process starts with collection of resumes in the month July. The Placement Cell provides assistance only to students who share their updated resumes with the placement office within the deadline given by the placement office.
- 2) Companies have an option to give a Pre-Placement Talk (PPT) laying out the details of the company and the offer before the process. In case there is no PPT by the company, then the students have to appear directly for Interview process.
- 3) Once the student appears for the process and gets selected, the student cannot reject the offer made by the company.
- 4) Incase if a company has a specific requirement / request, the Placement Committee has all the rights to nominate a set / individual student(s) and it is mandatory that student/s has to attend the interview.
- 5) **Each student shall be eligible for only one offer.**
- 6) No further attempts will be permitted to the students who have secured offers from any company, irrespective of job profile, salary offered, etc. Thus, students can have only one job offer. All the students who secure an offer will have to compulsorily join the Company.
- 7) If a student is offered a Pre placement offer by the company, he/she interned with, they will have to opt out of the campus placement process and accept the PPO.
- 8) All correspondence to and from the company will be routed through the Placement Cell only
- 9) Dress code is strictly western formals for all interviews. There are some companies who have strict grooming a dress code policy. So, if students are required to be dressed in a specific manner they will be informed by the Placement officer.
- 10) Students should report at the interview venue at least 15 minutes before the scheduled time and carry at least 3 copies of their updated resumes and photographs and any other documents if specified by the company.
- 11) In case the student is unable to attend an interview that has already been scheduled, due to



illness / genuine reason, he/ she will have to inform the Placement officer well in advance about the same. However, if this behaviour is repeatedly displayed during the placement season, the student will be debarred from the placement process after accessing the scenario.

- 12) Each student has the option of arranging his / her own placement, i.e., opting out of the placement support of the Institute. All such requests must be submitted in writing to the Placement Cell before the commencement of the placement process. In case anyone would like to withdraw from the Institute's Placement support after the commencement of the Placement Process, s/he may be allowed to do so provided s/he is not amongst students whose interview/selection process is under progress.
- 13) Registered students called for campus selection process should make a serious attempt to secure the job offers and should not take the selection process casually. If the same is highlighted by the company to the placement office, the student will be debarred from further placements.
- 14) Purposefully providing false or inaccurate information in CVs, cover letters, emails or in any other form of communication, including official verbal statements such as interviews is also breach of the Institute's Rules and Regulations, and may result in debarring from the Placement Process. Any decision regarding the same would be taken by the Placement Office. All decisions of the Placement Office are final and binding in this matter.
- 15) No student is allowed to directly interact with or contact the company's executives during or after the selection process. The results declared by the company will be final.
- 16) Students have to be well read about the company and the job description before applying for a company. The student is expected to reach out to their respective mentors / faculty members to seek clarification on the job role being offered. Once applied for the role, the student cannot withdraw from the placement process.
- 17) Students are not permitted to apply to companies for getting an interview experience. This impacts the students who are genuinely interested in the opportunity. Any student who is found guilty of such a behaviour, will be debarred from the process.
- 18) It has been observed that students do not apply for a long time for opportunities are offered by the campus. In such cases, students with 0 applications will be deemed to be placed.
- 19) The students have to mandatorily give the PC the feedback on the status of the interviews attended by them in order to follow up with the companies further.
- 20) For the larger benefit of all the students, any student who has secured **a job directly** should report the same to the PC and submit the appointment letter to the PC for college records.
- 21) The placement office is not responsible for getting improved offers to any student, who has accepted the package offered.
- 22) Once a student has been shortlisted by a company, they are advised to upload / submit their documents such as pan, aadhar, marksheets, etc. In case a student does not upload the documents as directed by the company, the students shall be deemed to be placed and will not be permitted to appear for any other placements.
- 23) During the recruitment process, some companies require students to complete certificate courses eg. NISM before the offer letter can be rolled out. This means that the student has been shortlisted for the role after completing the initial screening rounds but needs to have the desired skill before the offer letter is rolled out as a final step in the selection process. In case a student does not register for the certificate course and clear the same as prescribed by the company after being shortlisted for the role, shall be deemed to be placed.

For any further clarifications kindly reach out to the placement coordinator.



## **Disclaimer:**

Please read these guidelines carefully-it applies to all students who view this student's hand book. Please note that the disclaimer set out below may be altered or updated. You should read it in full. The below mentioned guidelines are for general information purposes only. The guidelines are provided by the FCRIMS and while we endeavor to keep the guidelines up to date and correct, we make no representations or warranties of any kind.

**Agnel Charities**  
**FR. C. RODRIGUES INSTITUTE OF MANAGEMENT STUDIES**  
(Approved by AICTE and Affiliated to University of Mumbai)