

Dear Students,

Let me take this opportunity to welcome you to the MET's Institute of Management, Bhujbal Knowledge City, Adgaon, Nasik - 3.

Kindly go through the academic, discipline and administrative rules carefully. These rules are valid for the academic year 2016-17 for all MBA students. Each student is responsible for adherence to the rules and has to submit an undertaking to the effect that they will comply with the rules and norms stated in this handbook, including the provisions lay out to penalize and correct the behavior subsequent upon its violation. For interpretation of any provision, you may please approach the Director.

All the Academic and administrative decisions, hereafter, will be guided by the provisions included in it, unless specifically altered in compliance with **RIGHT TO MODIFICATION** mentioned towards the end in this manual.

While it is not the intention of the Institute to be intrusive, it is important that rules are followed both in letter and spirit to ensure a healthy and congenial environment for everybody. Let us work together towards this objective.

Place : Nasik

Date : June 1st, 2016

Director

MBA Participants Guidelines

For a management professional, it is necessary that the person is not only equipped with knowledge, but one should be empowered with a strong character, motivation to face the odds and above all the ability to find and pursue a vision for one's life. With this single – minded focus, Mumbai Educational Trust was established in 1989; with a mission to redefine the system of education. MET is a professionally managed, multi-disciplinary and multi-faceted oasis of knowledge. Its premiere educational institutes conduct university accredited and autonomous courses. The grant of the ISO 9001:2008 certification is an acknowledgement of the institution's capability to deliver professional education that meets the highest standards of professionalism worldwide. All this helps young professionals to face the challenges of life & make their significant mark in the corporate world.

MET's -Institute of Management, Bhujbal Knowledge City, Nashik, affiliated to Savitribai Phule Pune University, recognized by AICTE, DTE & Govt. of Maharashtra, carved a niche for itself in India. The MET Nashik infrastructure adheres to international standards with faculty housing, hostel facilities, amphitheatre, wi-fi ultra modern AC computer laboratories with TFT screens, air conditioned libraries and seminar halls in each institute, labs, hi tech classrooms, imported ultra modern furniture, special infrastructural facilities for physically challenged participants, and much more.

1. Philosophy:

The nature of business education is dynamic because the business environment is becoming more and more complex. Technology, economics and market dynamics are deeply interconnected. MET's Institute of Management understands that academic institutions need to recognize changes in market place and take proactive steps to ensure that the education remain relevant and competitive.

The philosophy of METBKC IOM is aimed at influencing management practice through inculcation of Indian values, culture, and ethos. Synthesis of theory and practice thus becomes the pillar on which the edifice of educational approach at the Institute has been built up.

a. Our Vision

“To create & transform, through innovative educational system, young talent into dynamic corporate professionals & entrepreneurs, who will be able to face the challenges of global knowledge economy”

b. Our Mission

“To offer management education through dynamic learning systems and to shape management professionals by way of holistic approach & imparting empowered education.”

Today's business manager is required to assimilate leads of information and data, develop actionable insights at tremendous speed and perform as part of large teams, often spread across geographies and time zones. With this increasing complexity, managers are no longer distanced from customers. Everyone in the organization, regardless of position and role is now a salesperson and customer service associate.

- Professional education is acquired by a two-stage process of
 - i. Acquisition of knowledge of theoretical concepts

ii. Application of the concepts to real life / Business situations

- Conventional classroom mode of learning can be leveraged significantly through integrating with different pedagogies like role play, quizzes, Field assignments, Live Projects, Social activities to name a few.
- Participants will engage with independent and group study in a supportive framework of teaching and learning. The strategy is to use methods of teaching and assessment that will facilitate learning appropriate to the aims of the degree program.
- Assessment can be a blend of diagnostic work to determine participant needs, formative work submitted for assessment and feedback or summative work submitted for academic credit.
- Effective management education needs to be contextual and hence needs to be customized with the requirement of the industry / organization and the participant's specific requirements.

2. Curriculum:

The revised curriculum for MBA is developed keeping in mind the national priorities & International practices. It also attempts to align the program structure & course contents with participants' aspiration & recruiters' expectations. The curriculum is based on the global aspects of business & economics dynamism in Industry practices, evolution of technology, Emergence of new business & organizational forms and evolving expectations of key stake holders.

a. Objectives:

- To equip the participants with requisite knowledge, Skills & Right Attitude necessary to provide effective leadership in global environment.
- To develop competent management professionals with strong ethical values, capable of assuming pivotal role in various sector of global Economy & Society, aligning with the National Priorities.
- To develop proactive thinking so as to perform effectively in the dynamic socio-economic & Business Ecosystem.

b. Program Structure:

- i. MBA Program consists of 4 Semesters and is comprises of Core courses & elective courses. Core courses are foundation of management education & are compulsory for all participants. Core courses are of two types: Generic Core & Subject Core
 - Generic core subjects in Semester 1st deals with the 'Foundations of Management'.
 - Generic core subjects in Semester 2nd deals with the 'Functional Areas'.
 - Generic core subjects in Semester 3rd & 4th are Integrative in Nature along with subject Core subjects.
- ii. Elective courses are the courses which can be chosen from pool of the different courses. Further it is divided into generic electives & subject electives.
 - Generic Elective Courses in semester I & II facilitate Self Development & Skill Building
 - Subject Elective courses in Semester III & IV are focused on specialization.

c. Electives:

Savitribai Phule Pune University offers following specialization electives to the participants

- Marketing Management
- Financial Management
- Information Technology Management
- Operations Management
- Human Resources Management
- International Business Management
- Supply Chain Management
- Rural & Agribusiness Management
- Family Business Management
- Technology Management

d. Learning Methodology:

Drawing from its experienced faculty, the program promises tremendous cross-sectored learning and application to practical settings'. The focus of learning would be to learn from peers. The salient features of this methodology would include:

- Classroom sessions including group work and case studies
- Specially & Specifically Designed Industry Orientation Program
- Mentoring Activity for the Holistic Development of the Participant
- Exercises that apply program content to the application oriented leanings
- Regular interface with experts from the field
- Project assignments which would include research work
- Specially designed Psychometric Tests for focused development
- Specialized Counseling Cell with Professional Industry Experienced Counselor

e. Academic Calendar

The changing economic scenario and the emerging market opportunities due to market liberalization and export orientation have posed new challenges to the industries. As a part of the participant grooming activity, the institute conducts a series of training programs, workshops, seminars and study visits for various categories of personnel on key theme areas as appropriate in the present context. It also undertakes specialized tailor-made programs, depending on the needs of the participants.

The Institute has earned a name for quality education due to its well established academic system. The Institutes has its Academic Calendar for each semester which is notified in the beginning of each semester. The Academic Calendar for 2015-16 has been planned

keeping in view the priorities based on the training, placement, over all grooming, Industry Orientation & research needs of the corporate world.

Academic Calendar: 2015- 16 (July to Dec.2016) 1st Half

Sr. No.	Particulars	Probable Date
1	Induction Classes of Sem. II (Classes, Training Program, GD & PI etc.)	July. 25 th , 2016
2	III Semester Students Project & Interview for Placement Grading	July. 27 th to 28 th , 2016
3	Placement Grooming of MBA II	29 th July, 2016
4	Regular Classes of MBA II Year Begins	Aug. 1 st , 2016
5	"Aarambh – 2016" - Induction for MBA-I	Aug. 5 th , 2016
6	"Anubhuti – 2016" - Out-Bound Program MBA-I, Batch-I& Batch-II	Aug. 22 nd & 24 th , 2016
7	MBA I year GD & PI students short listing	Aug. 8 th to 11 th , 2016
8	Task Force Preparation & Presentation	Aug. 13 th , 2016
9	MBA II Year Admission Process Concludes	Aug. 12 th , 2016
10	Regular Classes Commences for MBA I Year	Aug. 22 nd , 2016
11	Parents Meet & Top 5 Task force Presentation	Aug. 27 th , 2016
12	Psychometric Test (16 PF & ABC Analysis) for MBA I Year	Aug. 27 th , 2016
13	Last date for submitting the first draft of Project Report (MBA II Yr.)	1 st Sept, 2016
14	Marketing Meet (Mkt. Specialization Students + MBA I Year)	Sept. 24 th , 2016
15	Placement Week for MBA – II Year	Oct. 3 rd to Oct. 8 th , 2016
16	Diwali Vacation	Oct.27 th to Nov.2nd, 2016
17	Commencement Dates for Regular Classes for SEM II & IV	Dec. 26 th , 2016
18	International Conference Count Down begins	Dec. 26 th , 2107

Academic Calendar: 2016- 17 (Jan to June 2017) 2nd Half

Sr. No.	Particulars	Probable Date
1	International Conference in association with DSI, Houston, USA	Dec. 28 th – 30 th , 2016
2	Congruence – 2017	Jan. 13 th to 14 th , 2017
3	MET UTSAV workshops	Jan. 19 th to 21 st , 2017
4	MET UTSAV Grand Cultural Night	Jan. 21 st , 2017
5	HR Conference – Drishti	Jan. 28 th , 2017
6	2 nd Student Alumni Meet	Jan. 28 th , 2017
7	Psychometric Test II (Interest Inventory for Specialization)	Jan. 29 th , 2017
8	Operations & Entrepreneurship Meet	Feb. 11 th , 2017

9	Finance Meet	Mar. 3 rd , 2017
10	Industry Visit @ Silvassa (MBA II Year)	Mar. 14 th & 15 th , 2017
10	Counseling for semester I students for Specialization	On 2 nd & 4 th Saturdays
11	SIP Orientation	Mar. 18 th , 2017
12	Work Shop on Project Report – MBA Sem. II Students	Apr. 14 th , 2017
13	Summer Project Begins	May. 15 th , 2017
14	Commencement of MBA Sem. III	Jul. 24 th , 2017

3. Performance Evaluation:

a. *The Methodology:*

Evaluation is a continuous process covering both the on-campus and off-campus work. The emphasis is more on learning by doing than memory-based examinations. Participants are evaluated in each aspect on different components including: Individual off campus assignments, Group work submissions, Surprise tests, Online MCQ Tests and Comprehensive exams at the end of the semester.

b. *Evaluation Criteria:*

- Participants will be evaluated based on different criteria or assignments such as application exercise, group work, surprise tests, MCQ based online test, presentations based on the course requirements or field work etc.
- 20 Marks Examination on every Saturday for difficult subjects. In three months it is expected to complete three cycles of the Examination out of which we can choose best two in final calculation. So, in total we allot **40 Marks**.
- A MCQ test will be conducted for **20 Marks** for external subjects.
- End term examination will carry **50 marks** (For subjects like IT and Managerial communications, practical examinations will carry 20 marks and written examination will carry 30 marks).
- Project based assignments and presentations will carry **20 marks** & other **20 marks** are reserved for surprise tests. These surprise tests may be written, short notice presentation, case discussion, etc. out of three tests best of the two will be considered for the final marks.
- Winning awards in inter-collegiate competitions, presenting research papers in conferences and publishing them in journals and news papers will carry **5 marks (Optional)**.
- Attendance will carry **5 marks**, which will be added **directly to final marks, out of 30/50**.
- Participants will be awarded final marks as;

Saturday Test	MCQ Test	End Term	Project based Assignment & Presentations	Surprise Test	Total	Attendance	Winning in Competition
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40 Marks	20 Marks	50 Marks	20 Marks	20 Marks	150 Marks	5 Marks	5 Marks
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These 150 Marks will be scaled down to out of 30 or 50 to be submitted to the University of the Pune. The attendance marks will be directly added in the final marks.

- It is participants responsibility that they submit their assignments in the connect format as per the faculty/batch coordinator's instructions before the assigned deadline.
- Late work will be penalized heavily, which may result in losing the marks for assignment.
- If a participant has a genuine problem and is unable to submit the assignment, it is imperative that the participant takes prior permission.

c. Examination Schedule:

Exam Calendar: 2016- 17 (July to Dec.2016) 1st Half

Sr. No.	Particulars	Probable Date
1	Concurrent Evaluations for MBA I& II Year	As per Time-Table
2	MCQ Test for MBA I& II year	Sept. 28 th to 30 th , 2016
3	Declaration of concurrent evaluations marks for MBA I& II Year	Oct. 20 th , 2016
4	Internal Project Viva – MBA-II	Oct. 26 th , 2016
5	End Semester Exam for MBA I & II year	Nov. 3 rd to 12 th , 2016
6	Declaration of End Semester Marks	Nov. 15 th , 2016
7	Commencement schedule of University Exam (Tentative)	Nov. 24 th , 2016
8	MBA I & II year online exams	As per Uni. Schedule
9	MBA II year external SIP Project viva by University	10-15 Dec as per Uni. Sch.

Exam Calendar: 2015- 16 (Jan to June 2017) 2nd Half

Sr. No.	Particulars	Probable Date
1	Concurrent Evaluations for MBA I& II Year	As per Time-Table
2	MCQ Test for MBA I& II year	Mar. 1 st , to 3 rd , 2017
3	Declaration of concurrent evaluations marks for MBA I& II Year	Mar. 22 nd , 2017
4	End Semester Exam for MBA I & II year	Apr. 3 rd to 8 th , 2017
5	Declaration of End Semester Marks	Apr. 12 th , 2017
6	Commencement schedule of University Exam (Tentative)	Apr. 25 th , 2017
7	MBA I & II year online exams	As per Uni. Schedule

d. Examinations:

- A participant should occupy only the seat allotted to him / her 10 minutes before the scheduled time.

- Participants will not be allowed to carry or keep mobile phones in their possession during examinations inside the examination room / hall.
- Participants will not be allowed to carry any food and drinks other than water inside the examination rooms / halls.
- Participants will not be allowed to enter the examination hall after the commencement of the examination unless they obtain necessary approval from the Director.
- No books, papers or notes will be allowed in the examination hall unless it is an open book examination.
- In an open book examination only those reference books and notes will be allowed to be referred to that the participant has brought to the examination hall.
- In the examination hall the invigilators will be the sole authority for any queries / disputes.
- Penalty for the breach of examination rules and regulations may amount to expulsion from the Institute depending on severity of the offence.
- At the close of the examination, the answer files have to be saved on Site or supervisor on duty will collect the answer books from the desk and, therefore, the participant should stay back until the answer books are saved / collected.
- Under no circumstances are the answer books to be taken out of the examination hall. Handing in the answer books to the invigilator will be the sole responsibility of the participant.
- Any participant found guilty of any kind of malpractice during any examination, (namely, quiz, mid-term, final etc.) will be awarded a severe penalty. The penalty may be any one or an appropriate combination of the following, as decided by faculty:
 - a. Expulsion from the Institute
 - b. Communicating the misdemeanor
 - c. Suspension for a specified period
 - d. Awarding less marks in the program concerned
 - e. Scaling down marks obtained in the specific subject
 - f. Repeating the program
- Any participant found guilty of copying assignments from classmates or participants from another/earlier or from model solutions of earlier batches the above rule shall apply.
- Notwithstanding the academic regulations mentioned above, the Director is empowered to refer to the academic committee any deserving case for review. The Academic Committee will review such cases and will make appropriate recommendations for a decision".

e. Make Up Examination:

- If a participant has missed the examinations as per the academic calendar or surprise test at the end of session, or quizzes or assignments for reasons, s/he will not be awarded any marks for the missed components of evaluation.
- Make-up examination shall be conducted only for participants who have requested at least one week in' advance for permission from the Directors Office. The request will be processed on a case by case basis.
- Participants who have missed an entire session for any subject or semester will not be allowed to take the exam. The exam can be attempted as a backlog participant with the subsequent batch.
- Any make-up exam will result in downgrading of the exam marks earned by the participant or will be awarded with passing marks.
- If participant fail to attend the makeup examination, then his / her marks will be forwarded as it is to the university.

f. Feedback Mechanism:

- Parents / Guardians will be informed of a participant's performance on both academic and non-academic criteria's.
- Examination Department & Professors will provide continuous feedback to participants about their performance on the basis of on campus and off campus deliverables'
- Participants are expected to give feedback on the faculty and the program for each session on the last day of the week & at the end of semester.

4. Administrative Details, Rules & Regulations

a. Admission:

Admission to the MBA Program is confirmed upon payment of the first installment of fees and submission of necessary documents before the due dates prescribed by the statutory bodies.

The necessary documents include the following...

- a) Attested copy of all Academic certificates (school / college / University etc.) including Original for verification.
- b) Other Certificate (Cast, Validity, Domicile, Nationality etc.)
- c) Work Experience Certificates

b. Fees Payment:

Participants are expected to pay full fees in the beginning of the academic year or at the time of admission. In case Participants has some financial problems then with the prior permission from the director s/he is allowed to give post dated cheque of pending fees which should not be more than 40% of the total fees. S/he is expected to clear all fees before university examination. Participants are requested to make sure they have balance in their accounts before the above mentioned dates.

- c. Fees Refund** - As per the guidelines of AICTE, DTE, PNS, SSS & other applicable statutory bodies.

d. Deferment and Readmission:

- In case a participant for any reason discontinues from the batch s/he had originally enrolled, and wishes to continue the MBA Program in the subsequent batch in the next year will have to approach the Director office. The candidate may be allowed for readmission after the payment of full pending fees & current fees fixed by the Shikshan Shulka Samiti.
- Re-admission will however be subject to availability of seats and will be at the sole discretion of the Director.
- Students applying for additional specialization will be considered as a fresh admission. They are expected to comply with the fees structure prescribed. If any student cancel the admission after the exam form submission his entire fees will be forfeited.

e. Class Attendance:

- Any participants admitted to the MET's Institute of Management, Nasik must maintain minimum 75 % of the attendance for semester I, II & III. In the fourth semester participants may accept the placement offer, while those who are in placement drive are expected to maintain minimum attendance of 60%.
- Attendance will be calculated in two steps,
 - i. From the date of the start of the semester till the working day before the start of the midterm exam.
 - ii. From the end of the midterm exam to the start of the end term exam.
- Attendance will be calculated according to the system prepared by the management; P = Present in session, A = absent in session, D= present on campus but involved in activity or event so not in session.

For Semester I, II & III	P= Minimum 70 % , D = should not be more than 10 %	Participants have a 25 % total attendance for leaves
For Semester IV	P= Minimum 50 % , D= should not be more than 10 %	Participants have a 40 % total attendance for leaves & placements interviews

- Participant needs to manage his Medical Leaves, Personal Leaves in the remaining 25% or 40 % according to the semester. No application or certificates will be accepted unless participants is seek or ill for more than 7 days (subjected to the confirmation of the medical by management approved doctors)
- To encourage the participants to participate in event and give them fair chance to explore themselves, 10 marks will awarded for the participation officially. This list should be received from the event or activity coordinator.
- For any industrial visit or any other event management reserves all the right to use the attendance as a criterion for the selection of the candidates.

- While calculating the total attendance, participant's attendance for the events will also be calculated under the heading of the events (this includes events, activity, conference, guest sessions etc.)
 - i. If there is whole day event planned in the institute then the event committee member or activity coordinator will take the attendance twice i.e. at the start of the event and the end of the event. If participant is only present for first half of the event then he will be marked absent for the event.
 - ii. Any participants involved in any event or activity and needs to skip the session then the activity/ event coordinator must communicate the names of these participants with Roll number to the concern faculties. e.g. few Marketing & few Finance specialization participants are involved in activity then a email should be send to the class coordinator of the finance specialization and marketing Specialization. They will update the consolidated sheet of their specialization before sending final copy to the discipline committee.
 - iii. For the record of the visiting faculty sessions an email should be marked to office assistant in the admin department.
- Any participants failing to fulfill the attendance criteria (P) will not be allowed to appear for the midterm or end term exam as well as University Examination.
- If a participant's is having P = 55 % and D= 30 %, still he will not be allowed to appear for the midterm examination. After this his attendance will be calculated as per the norm in point number still if fails to attain then he will not be allowed for the end term also.

After following all the norms and regulation of attendance any participants failing in the internal marks, he/ she will be called in front of the academic / Discipline committee meeting (chaired by HOI). A common decision will be taken while considering the participants overall performance

f. Class Conduct:

- Participants will not be allowed to carry any food and drinks other than water inside the classrooms.
- Participants shall keep their mobile phone switched off inside the class rooms.
- Participants are not allowed to surf Internet and check emails / use of any social media during the sessions.
- Participants are not allowed to move out of the class during the session.

g. Classroom Management:

- One class representative shall be appointed for each class by the Class In charge.
- The class representative shall ensure that the attendance records are maintained and submitted to the admin office at the end of the day.
- Class representative will have to oversee the functioning of the infrastructure setup of the classroom.

5. Rules for Library :

a. Library Timings: Monday-Saturday: 9.00 a. m to 5.00 p. m.

b. Library Membership:

- Every participant will be issued bar-coded identity card. No books will be issued without presenting bar-coded identity card.
- Bar coded identity card is not transferable and its loss should be reported immediately to the librarian in writing failing which the reader will be responsible for any loss to the Library due to any transaction carried on his card.
- Duplicate card will be issued on payment of Rs. 100/- as a replacement cost.
- At any point of time a participant can issue max of three books.
- Only one reference book will be issued for reading in the Reading Room for one day only on surrendering ID card.
- A book issued can be renewed on or before the due date, "once" for a period of 10 more days only. Thereafter renewals are not allowed. The books have to be returned.

c. Penalty for Delay in Return:

Books and other reading material must be returned on or before the due date and time. The onus of returning books is on the participant

Late fees Will be charged as follows...

- A Late fine of Rs.2 will charged per book per day.
- No books can be issued once the fine crosses Rs.50.
- Issuing will be restored once the dues are paid in the accounts section and the fine is shown to the librarian.

d. General / Etiquette:

- The library staff is not responsible for the loss or damage of participant's belongings.
- It is mandatory that the person who wants to use library / who enters the library shall sign the register in the token of his attendance.
- Participants are supposed to keep their bags, personal reading material and other belonging in the belonging racks.
- Please maintain silence in the library. Smoking, eating, chewing gum is strictly prohibited.
- Use of mobile phone is strictly prohibited. If any user is found talking on the phone strict action will be taken against that person.
- Participants will not be allowed to use the library during lectures hours.
- Participants are requested to keep the books/magazines or any other material used in its respective place.

- No library material will be taken out of the library without the permission of the librarian.
- Books/Periodicals or any other library material can be issued only after showing a valid I-card.
- Issue/ Return of books is once in a day only. Books once issued will not be returned on the same day.
- No library Material can be issued by any person on someone else's I-card.
- Books once issued can be retained by borrower up to 15 days only.
- Books returned to the library will not be issued to anyone for a period of 3 hours.
- Participants should ensure the condition of the book before issuing it and inform the librarian about the missing or torn pages if any. Otherwise the concerned participant will be held responsible for the same.
- If The Book Issued is damaged, the price of the book will be recovered from the borrower.
- If a book is lost, the concerned person has to replace the lost book with a new book, as well as pay the late fine.
- Any Library material is taken out of the library for photocopying will have to be returned within an hour. Necessary action will be taken against the users failing to do so.
- Librarian may recall any book from any member at any time.
- Reference books, periodicals, standards or other material of referral nature is not issued.
- The readers are liable for punishment with fine if either they misbehave or damage the book or any other property of the library.

6. Admission & Formation of divisions of participants:

Semester One & Two

- A participants is admitted to the institute in following two manner
 - a) 96 participants out of 60 From the CAP (common admission Process) of DTE (Directorate of Technical Education, Maharashtra).
 - b) Institute level admission for 24 participants (by abiding the criteria laid by AICTE, DTE, University of Pune)
- Participants report to the institute for admission as per the CAP rounds which generally stretched over the one or one and half month.

- Beginning the semester, participants are segregated on the basis of their graduation degree, marks, gender. This is to keep variety of the participants together to get maximum exposure of different kind of individuals. Also they shall interact with each other and understand what is other field are about. This can help them to understand the different subjects of management also it may help them while considering the choice of specialization.
- After this; they are again divided in to 12 groups. Criteria to make these groups is;
 - a) Arrange all the participants from same graduation degree background. Try to make a group of 5 participants which will have all the type of graduates.
 - b) Likewise each group should comprise of two / three commerce participant, 1 Engineering Participant & 1 / 2 other degree holders.
- These groups are chosen (on random basis) by the faculties for the mentoring. Further reshuffling can be done depending on the Psychometric Analysis.

Semester three and four

- During semester II Participants are expected to undergo the Interest Inventory Test followed by Personal counseling on one to one basis by Industry Experts & Internal Faculties panel.
- Participants are counseled / advised to give their preferences of choice for the specialization, before they leave the campus for SIP (Summer Internship Program).
- After this they are distributed along the specializations of their preferences.
- Divisions are made by mixing the specialization while considering that maximum 60 participants will be in one division.
- Each participants is given a roll number as per the specialization university code. E.g. A= Marketing, B= Finance etc.

7. Mentoring & Counseling Activities:

A concern for participant development has existed in some form since the establishment of institutions of higher education. As participant needs have evolved, developmental strategies similarly have adapted to meet those needs. Several strategies have been deployed to address participant developmental needs, including advising, counseling, coaching, and mentoring. These strategies have either operated in isolation from one another or have been used interchangeably without a full understanding of the unique uses and goals appropriate to each. At MET IOM we understand this fact & depending on the same MET IOM has evolved a unique Mentoring & Counseling program.

Guidelines for Mentoring:

"Mentoring is to support and encourage participants to manage their own learning in order that they may maximize their potential, develop their skills, improve their performance and become the person they want to be." Mentoring is helping to shape an individual's beliefs and values in a positive way; often a longer term career relationship from the well groomed seasoned faculties

- It's an ongoing relationship that can last for a long period of time till the conclusion of the course. More long-term and takes a broader view of the person
- Generally it will be a mix of formal & informal meetings can take place as and when the mentee needs some advice, guidance or support on different issues.
- Faculty Mentor is a senior person in the institute who can pass on knowledge, experience and open doors to otherwise out-of-reach opportunities as per the mentees need.
- The focus of the Mentorship is on career and personal holistic development of mentee.
- Agenda is set by the mutual consent of mentee & mentor for providing support and guidance to prepare them for future roles.
- Mentoring resolves more around developing the mentee in a professional manner.

Guidelines for Counseling:

Counseling is helping an individual to improve performance by resolving situations from the past. It can be used to address psycho-social as well as performance issues...

- Depending on the mentoring activity & as per the discussion between Mentor & Mentees. Faculty mentor may refer the participants to counselor for more focused development of the participants. Broader focus and greater depth of the individual participant thinking pattern.
- Goal is to help people understand the root causes of long-standing performance problems / issues at individual level.
- It will be a short-term intervention, but can last for longer time periods due to the breadth of issues to be addressed.
- The critical hitch area is identified by the Mentor & pass on to the counselor. Then counselor will work out on the areas in the subsequent meetings with the mentees.

8. General Code of Conduct

a) Uniform:

- i. All first year and second year MBA participants must wear the uniform as per the policy prescribed below.*

Monday, Thursday	Uniform with tie & formal shoes	No sports shoes or chappals,
Tuesday, Friday	Formal with Tie & formal shoes	No sports shoes, jeans, chappals
Wednesday	Appropriate casuals	
Saturday / Sunday On Event Day	Uniform with Tie, Blazer with formal shoes	No sports shoes or chappals,

Formals:

Boys: Full sleeves Shirts, Trousers, Tie and Black or Brown shoes

Girls: Salwar suits / Western wears (shirts & trousers), Shoes / Shoe type Sandals (No chappals/slippers)

Casuals:

Boys: Jeans/long casual pants (no holes) with belt, Casual shirt / T-Shirts w/o any objectionable slogan, Comfortable shoes. **Low Waist Jeans are not allowed.**

Girls: Jeans with no holes with belt / Dress / skirt with coordinating top / T-Shirts w/o any objectionable slogan, Comfortable shoes. **Low Waist Jeans / Short Skirts / low neck Tops are not allowed.**

- If any event is arranged / organized on Monday or Thursday then participants should be in uniforms with Blazers. A formal notice about the event may or may not display in advance.
- Whenever any organization / company visiting our campus for recruitment, then participants must be uniforms with blazers, even if it is Tuesday, Wednesday or Friday. A notice regarding their visit will be displayed well in advanced by placement department or concern faculty.
- On the campus Clean Shave is mandatory for all male participants.
- Participants should come to class in proper dress. Casual dresses will not be allowed- No participant shall be dressed in or any other scheduled event obscene manner within the Institute premises at any point of time.
- ii. All participants must carry their ID cards around their neck all the time while on the campus or during any activity / Industrial visit.
- iii. No entry in the premises of institute without proper Dress code. Repetition in not following the dress code would lead to warning letter.
- iv. You must follow the Road safety norms. Any security personnel asking for any kind of documents related to your check and driving, then you must cooperate with the security staff.
- v. Arrogance and misbehavior with Teaching, Non-teaching, security staff, class-mates or any other person on campus will not be tolerated. Warning letter would be issued for such behavior.

b) Mobile Phone usage:

- Mobile phones are strictly banned in institute's premises. Handset would be confiscated if found using during class. Repetition would lead to issuance of warning letter.
- All participants must keep their mobile phone switched off during the session. Use of mobile phone for any reason during the session is strictly prohibited.
- In case of any emergencies you need to take permission from the concern authorities for the use your phone.
- You must not take photos, videos of other participants. Faculties or staff without their consent. Also you should not use any photos, videos of participants, faculties, staff, institute or campus for any unauthorized activity in public forums (it may be print or electronic media, internet websites etc.).
- Any complaints received or any participant found doing this will have to face a strict action and depending on severity it may led to the punishment under the Indian cyber Law.

c) Ragging:

Ragging of any sort is strictly prohibited. As per the order of the Hon'ble Supreme Court of India order, ragging is a cognizable offence under law and may invite maximum punishment to go jail. The participants have to sign an Affidavit in prescribed format that they were aware of penal and administrative action to be taken against them for being involved in ragging as per directive of Hon'ble Supreme Court of India.

- Ragging or harassment of fresher's by seniors of the Institute in any form is strictly prohibited. This should not be treated as a mere statutory warning but as a basic policy.
- Any participants found involved in a act of ragging (defined as per ACITE regulations and Indian Law) an found guilty will have to face serious punishment as per the AICTE regulations and Indian Law.
- This may result into the cancellation of admission, debarred from the institute and deepening on the nature of act a participant may have to face legal actions also.
- Ragging is defined as :
 - o Forcing a participant to perform some action against his / her will,
 - o Physical violence of any kind against the participant,
 - o Any kind of mental harassment or intimidation.
- Any ragging incident taking place outside the institute and subsequently reported by an insider or outsider will also be regarded as ragging, and action will be taken as deemed fit. Further, it may be noted that ragging incident may be reported directly to the Police Station or to ragging grievance cell operating directly under the Govt. or Judiciary.
- A complaint of ragging must be submitted in writing to the Principal or The Chairman of the Anti-Ragging Committee.
- Any Act or its amendments which may be published from time to time or Judgments by Hon. Supreme Court of India, Hon. High Court of Bombay etc. will be applicable to the participants.

Anti-ragging Grievance Redressal:

The participants having any complaint regarding ragging may submit an application to the chairman or any member of Anti-ragging Grievance Redressal.

Anti-Ragging Squad :

As per directive of Hon'ble Supreme Court of India, the Anti-Ragging squad will watch both inside and outside the institute premises including in hostels to prevent ragging in any form and they will submit their findings to the Chairman anti-ragging committee for further action. In case of any harassment by senior participants, the affected participants of fresher batch may report to the squad at first instance.

d) Road Safety in and around a campus:

- Any participants driving any motor vehicle have to follow a norms and regulation led by Road Traffic Department of state.

- A participant must possess all the necessary permissions and authorization regarding the motor vehicle s/he is driving.
- Any participants driving two wheeler motor bikes must wear a safety helmet all the time while using motor bike (inside or outside the campus).
- All participants are expected to maintain the minimum driving speed of 40 Km /Hr within the campus.
- Management reserves all the rights to take disciplinary actions against any participants violating these norms.
- It is preferred that the two wheeler riders should wear helmets while driving.

e) General Code of Conduct:

- It is the responsibility of the participants to secure and safeguard all their valuable and personal belongings. The Institute shall not be responsible for any loss, damage or theft of such items.
- No participant shall be found smoking or be under the influence of alcohol and taking addictive material within the hostel / institute premises. Drinking alcohol within the campus / hostel boundary is strictly prohibited.
- Smoking or chewing tobacco, chewing gums, drinking alcoholic beverages and any other form of substantial abuse is strictly banned and such participant found guilty would be immediately debarred.
- No participant shall carry refreshments including tea/coffee, etc. to the classroom, library or computer centre.
- Any unruly behavior inside / outside the campus which brings disrepute to the institute / Society will not be tolerated.
- Any act of physical intimacy is strictly prohibited within the campus premises..
- Participants must always carry their identity cards so that they can show these to the security staff or other designated authorities within the Campus / Hostel.
- Participant will strictly follow the rules framed for use of facilities in the computer center, library, hostel, etc. besides strictly adhering to the academic code of conduct.
- Any incidence of infectious disease (e.g. chicken pox, jaundice) must be reported immediately and all precautions should be taken to prevent the spreading of the infection.
- No participant is permitted to engage any person for service of any kind, personal or otherwise.
- Use of mobile phones is strictly prohibited 'within the classrooms, group workroom, Examination halls, Computer Center, and Library & Reading Room.
- Ragging, gambling in any form and consumption of' any narcotic drugs is strictly prohibited in the Campus / Hostel.
- If a participant is found to be disturbing peace and tranquility in hostel/campus, under the influence of' alcohol or otherwise, appropriate action will be taken against his/her.

- The participants are not carry firearms of any kind with them in the campus.
- Common Area chairs, Furniture, newspapers and magazines are not to be removed/ displaced under any circumstances.
- Participants are requested not to litter the campus and use the dustbins provided around the campus to dispose of refuse. The participants will be responsible individually or collectively, as the case may be for littering, breakages and damages of any property of the Institute, for which appropriate fine will be imposed.
- Hacking in any form and sending spam emails inside or outside the institute is strictly prohibited.

9. Academic Discipline

- Class timings are from 9.00 a.m. to 5 p.m. and beyond as and when necessary.
- Each classroom session of 60 minutes requires adequate of preparation by participants before class. The preparation may be in terms of library readings, case-analysis, discussions in groups, collection & analysis of data, etc. A participant must have adequate preparation for the class / case to be discussed. A participant attending a class without adequate preparation may be asked to leave the classes.
- Participants must maintain regular and prompt attendance in classes, group work sessions and scheduled non-class room activities. As per the institute rules, 75% attendance is compulsory for all scheduled sessions without attracting any academic penalty'
- Participants are expected to be in the class at least 5 minutes before start of the session.
- Every participant has to conduct him / her in a manner that does not disturb the proceedings of an ongoing session.
- A participant shall not be allowed to remain absent from a class without prior permission from the Program/ Batch coordinator.

10.Code of Conduct for Participants:

MET IOM aims to create an environment in which participants, faculty, staff, and individuals affiliated with the institute can freely exchange ideas and thoughts, build their intellectual curiosity, and celebrate MET BKC's diversity. To create such an atmosphere, members of the community must respect each other and act responsibly. MET IOM expects the participants to follow a set of conduct guidelines that includes, but not limited to following:

- Tolerate and respect such others ideas" beliefs, thoughts and experiences.
- Respect each other's safety. Verbal and physical violence in any form is not acceptable. We prohibit the possession of articles that may be deemed harmful to others or yourself.
- Respect MET Bhujbal Knowledge City property and facilities. The Institute prohibits the misuse, stealing, or intentional damage of any MET Bhujbal Knowledge City property or facilities.
- Provide truthful information to the Institute. You must provide accurate admission and personal background information by the requested date.

- Act in a lawful manner. If you participate in harmful activities, the institute will report these to the local authorities and you might be expelled.

11. PLACEMENT POLICY:

The Placement Process at MET IOM aims to match the requirements of the Corporate World with the aspirations of the participants thereby facilitating the achievement of synergy between the two. Feedback from industry is collected and the feedback used to design Pre-Placement Training Programs. This important activity is vital to enable the participants to achieve desired career objectives. The various Placements Activities undertaken at MET IOM are described below.

Summer Internship Program

As a compulsory part of curriculum, participants are required to undergo Summer Internship with an organization for a period of 6-8 weeks. Summer Internship is an important and integral part of program. The summer internship is opportunities to apply some of the concept learn during the first year in real life organizational setup. The placement committee assists participants in finding suitable summer assignments. The selection process for Summer Placements starts after the first term for the first year participants. The period of Summer Internship is normally from the Mid of May to Mid of July.

Final Placements

Placements are a natural outcome of our strong focus on learning and academics, participants are accepted to start the background work right from day one. This process is usually conducted in the month of October.

For each of these processes, the following procedure is adopted:

- Stage 1:** Members from companies interact with participants on campus through Business Sessions, Guest Lectures, Live Projects, and other Corporate Forums
- Stage 2:** Participant profiles and other relevant details are shared with companies
- Stage 3:** The companies conduct Pre-Placements, Talks to give in-depth information about them including the roles and profiles being offered
- Stage 4:** Applications are invited and resumes of interested applicants are shared with the companies.
- Stage 5:** Based on factors such as profiles and locations offered, and participant's perceptions and areas of interest, companies are ranked and called on campus
- Stage 6:** Companies conduct their selection process which typically comprises CV based short listing, group discussions, and interviews
- Stage 7:** Final results are announced by the companies

To ensure smooth and effective placements, the following guidelines have been set for the Placement Committee, Companies and Participants.

Guidelines for the Placement Committee:

- The Committee consists of Participants, Placement officer and the placement coordinator; they are constantly focusing on bridging the gap between the industry and institute.
- On intimation regarding placements from the company, the Placement Committee should publish a notice in the placement notice board and MET IOM group email.
- The information regarding the selection process of a company would be conveyed to the participants at least two days in advance by the Placement Cell.
- All correspondence to and from the company will be routed through the Corporate Training & Placement Department only.

Guidelines for the Participants:

- Participants with minimum 75% attendance & having no dues pending are eligible for placements.
- All placements related communication is through email, messages and notices are displayed on the placement notice board. Participants must check their mails and messages at least twice a day.
- All details of the participants are incorporated in the placement brochure, provided the participants submit their information within the given time frame.
- Participants should not discuss any points (Package, Job profile, Location etc) at the time of interview. Any queries should be discussed with the Corporate Training and Placement Cell.
- Participants will have to appear for core HR, Finance & Operations placements interviews. If they decide to skip any of the interviews/company, they will have to sit out of the next company in their particular core sector before they are considered for the future rounds. Please note, this missed chances will be also considered as placement round in final counting for core sectors.
- It is expected that participants prepare a file, in hard copy, of all their academic records when appearing for campus recruitment process. At least 2 hard copies of their CV's in college format should be ready with them.
- Once the candidate has registered his/ her name for interview if does not appear for the interview respective candidate will be barred from placement activity. Once the participant appears for the process, the participant cannot reject the offer made by the company.
- Once a participant has been selected and intimated his name will be removed from placement rolls and thereafter he is not eligible to appear for any other campus interview.
- In case if a company has a specific requirement / request, the placement committee has all the rights to nominate a set / individual participant(s) and it is mandatory that participant/s has to attend the interview. In case selected and an offer is made, then participant is free to decide about the same.

- Each participant shall be eligible for only one offer. Till a confirmed offer letter is accepted by the participant offered by the company
- A company is free to make their choice of participants irrespective of their specialization & institute will not have any role in participants' selection by the company.
- If the Pre-Placement Offer is accepted, the participant will have to opt out of the institute placement process. However, a participant with pending Pre-Placement Interview Offer is eligible to participate in the placement process.
- Any participant who does not clear the Group Discussion / Personal Interview stage for 5 companies shall not be allowed to appear for the placement till the whole batch is placed.
- In case a participant who is placed through the institute placement process takes up private placement as well in another company, the Director, in consultation with the companies concerned, shall nullify campus offers.
- The appointment letter(s) will be in the custody of the Director / Placement Coordinator and will be handed over to the participant only at the time of joining or after s/he has been deemed to have cleared the entire course and also after s/he has no dues towards the institute. In case the participant does not pass the course, the appointment letter shall be withheld. However, the company is free to recruit the participant.
- All correspondence to and from the company will be routed through the Corporate Training & Placement Department only. No candidates are allowed to talk or contact the company directly.
- Even after placement every participant is required to maintain proper discipline and conduct as per the rules of the Institute. In case of any non-compliance or an act of indiscipline, the Institute may be constrained to debar the defaulting participant from participating in the Convocation write to the company to withdraw the appointment offer / or award any other punishment as the Institute may think appropriate.
- Every participant 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 Corporate Training & Placement Department before the commencement of the placement process. In case a participant 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 participants whose interview/ selection process is under progress
- After the passing out & joining to the company, unless the company brings any breach of commitment on the part of the participant to the notice of the Corporate & Placement cell, MET IOM's responsibility ceases.

Ineligible for the placement activity:

- Participants will be considered ineligible for placement activities if any of the below mentioned is true:
 - o If participants have not cleared the tuition fee dues
 - o Participants who have less than 75% attendance

- Participants who fail to achieve 100% attendance target in pre placement training.
- Participant registers to attend a company's interview and on the day of interview doesn't turn up.
- Participant attends 4 interviews & for core specialization 3 interviews of his choice and still fails to get the offer.
- If there is a misbehavior / indiscipline on the part of the participant during the interview process.
- Ineligible participant will be placed only after all the participants are placed. Debarred participants will be considered for placement again based on their improved performance and meeting the other criteria's as approved by the recruitment committee.
- Institute can stop a participant from attending the interviews if they have dues of more than one semester. Institute has every right to allow a participant to attend the interview if there is a genuine case with substantial evidence
- In the placement process, s/he
 - Tells the company that s/he does not want to join them
 - Speaks negatively about the company or institute.
 - Is found doctoring his/her resume submitted at T&P Department.
 - Talks directly to the company representative / executive at any time other than pre-placement talk.
 - Asks any irrelevant question or behaves in an unacceptable way during the pre-placement talk
 - Misbehaves with Training & Placement team
 - Deliberately jeopardizes any other participant's chances of getting selected

Note:

- Immediate action (Fine or Placement Ban) will be taken by the Placement Coordinator on violation of any of the above-mentioned rules.
- Placement Committee has the right to give exemption to the above mentioned clauses with the approval of Placement Coordinator / Director.
- The dress code mentioned in discipline section under uniform need to be observed. The participants who are not in formals on the day of placements will be fined Rs. 500 & will not be allowed to appear for the Placement Interview.
- Decent code of conduct is expected from the participants, at all times, on campus and whenever they travel.
- Participants will be able to avail duty leave if they are going for interviews arranged by the placement cell.

12. Summer Internship Project:

The Summer Internship Program (SIP) forms an important component of curriculum. It is an attempt to bridge the gap between the academic institution and corporate world. At MET IOM, participants undertake 8 weeks SIP at the allotted organization during the intervening period between close of Semester II and commencement of Semester III. The program carries a weightage of 6 credits. The SIP, which would be a simulation of real work environment, requires that the participants undergo the rigor of professional environment both in form and substance. In the process, it provides an opportunity for participants to satisfy their inquisitiveness to know more details, exposes them to technical skills, and helps them to acquire social skills by drawing them into communication with professionals for continuous interaction.

For proper coordination and ensuring organized and smooth conduct, each participant would be under the guidance of an ABS faculty mentor. A representative of the industry/organization – Industry Mentor also guides the participant and assists the faculty in monitoring the participant's progress.

A separate docket will be provided to all 1st year MBA participants during the Work shop on Project report scheduled on Apr. 20th, 2016.

13. Alumna Association:

Established in 2009, METBKC IOM Alumni Association namely MET-AL creates and maintains a life-long connection between the Institute and its alumni, who number more than 720. In collaboration with an extremely dedicated volunteer board of directors, the Alumni Association works to connect alumni, support students and build an unforgettable Institute experience through a diversity of events, programming and services.

Vision and Priorities - The mission of the Association is to foster strong bonds between alumni, students and the Institute

- To provide a Forum for the alumni of the Institute to interact among themselves & Institute.
- To keep alumni informed, and create a network enabling them to remain engaged with their alma mater and helps to shape its future through the programs and services. In short to keep alive love, spirit, affection and gratitude for the Alma mater.
- To engage in such Academic and Social activities as shall contribute towards promoting liaison between the Alumni and the Institute.
- Developing an active and engaged alumni network empowers both the Institute and its graduates. Assisting & guiding them to find better career opportunities.

Become a Life Member: Anyone who has successfully completed MBA Program from METBKC IOM as a student is eligible for life membership. Membership fees are Rs. 1000/- will be collected at the time of 2nd year admission.

14. Conflict / Complaint / Grievance Resolution System:

There may be the conflict or complaint by the participants or their parents or any other stake holders

1. Participants approach any of the faculty or staff members. S/He explains the complaint **orally** in best possible manner not insulting any staff member.

2. After listening to the complaint faculty/ staff decided the best possible reply. The reply may be;
 - a) Acknowledging the complaint by listening to it completely, calmly explaining the discipline or institute policy (if any) and refusing or accepting the request made by the participants.
 - b) If the staff member thinks that s/he should divert the participants to the appropriate contact person then they must do so (e.g. any complaint regarding the exam should be diverted to the exam committee for better communication and fast results.)

Further on experience we can segregate the type of complaints on different level. As policy and norms become used to for the participants, we hope that the nature and number of complaints will decrease and we will have to face only genuine complaint or problems.
 - c) Any complaint which is not solved or participant or parents are unhappy then it is put in front of common meeting in front of Director & appropriate decision can be taken.
 - d) Still in some cases someone would like to talk to higher management then a management decisions will be final.

15.Exit Procedure

At the end of the last semester before departure from the Institute, participants are required to complete a set of procedures including the return of Library books, settling outstanding dues etc. The Institute will take an appropriate action where participants fail to complete the formalities' specified in the exit procedures document, which may include denial of documents.

In case of any participant not following the policies mentioned, Institute Faculty / Management Reserves all the right of not allowing him/ her in the campus or institute or Classroom.