Shri Jairambhai Patel Institute of Business Management and Computer Applications,

(Formerly Known as National Institute of Cooperative Management-NICM)

Beside Infocity Tower 1, Near Indroda Circle, Koba-Gandhinagar Highway,

Gandhinagar-382007

STUDENT HANDBOOK

Preface

Dear Students,

Welcome to the SJPI-NICM family!!

An educational institute has a big responsibility to shape the future citizens of the world. Our National Institute of Cooperative Management (NICM) with over 27 years of experience in imparting quality education, experiential training, and continuous research, is one of the best institutes in Gujarat, which will always remain indebted to the former and founder chairman, Late Shri Jairambhai Patel for his vision, perseverance, passion and dedication to shape this institute. In memory of our loving and founder chairman, the two-year full-time, Master of Business Administration (MBA) Programme, affiliated with Gujarat Technological University, was renamed as Shri Jairambhai Patel Institute of Business Management and Computer Applications (SJPI), which has taken up this responsibility to nurture young minds for the progress of the nation. I feel proud and happy to make you a part of the NICM-SJPI family and pray to Almighty God to bestow you with wisdom, knowledge, self-development, excellence and success.

The purpose of this Students' Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our Institution. It also includes policies and procedures of Shri Jairambhai Patel Institute of Business Management and Computer Applications. Although we have attempted to include most of the regulations governing our Master of Business Administration Programme, Students and parents/guardians should be aware that this document is reviewed annually since policy and procedure adoption is an ongoing process. The most recently adopted policy or procedure will always prevail. The handbook may be amended at any time and those changes will be communicated by the administration to the staff, students and parents/guardians.

Our institute cares for the individual development of every student. We accord prime importance to the behavioural discipline, moral integrity and cognitive development of our students. Our teachers strive to teach not only academic programmes but also life skills needed for students' self-development with highly qualified, resourceful, and experienced faculty.

I wish that our collective journey for this academic year may start with the blessings of the most memorable soul Shri Jairambhai Patel, who would eternally guide us, protect us, nurture us, and help us to become virtuous global leaders of progress and peace.

Prof. (Dr.) Jigna Trivedi,

Director-I/c - MBA Programme, SJPI - NICM

TABLE OF CONTENTS

1. Vision And Mission Of The MBA Programme

Vision

To create global leaders of excellence in management and research for societal development.

Mission

NICM-SJPI aims to be an institute of international repute by providing a conducive learning environment with value-based quality education, training, industrial exposure, consultancy and research to build professional proficiency among individuals equipped with moral values.

M1: To impart value-based quality education for building professional proficiency.

M2: To encourage individuals in conducting research, consultancy and problem-solving.

M3: To provide industrial exposure and training for developing global leaders.

M4: To be an institute of international repute inculcating moral values.

Programme Educational Objectives (PEOs)

- **PEO1: Professional Proficiency**

  Enabling the students with professional proficiency.

- **PEO 2: Inquisitive Mindset**

  Helping the students develop inquisitive mindset.

- **PEO 3: Global Leaders**

  Preparing the students to be global leaders.

- **PEO 4: Morally Conscious**

  Making the students morally conscious in every conduct.

Programme 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 a business.
- **PO5**: Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.

2. History Of The Institute

National Institute of Cooperative Management Gandhinagar is promoted by Gujarat State Cooperative Bank Ltd. in 1995 with the objective of providing management education, training, research and consultancy support to the corporate world as well as to the co-operatives and rural development organizations in India. It is noteworthy to mention that during the span of one decade only, the Institute has achieved several milestones, and it has been recognized as one of the eminent institutes of higher education and ranked one among the top five self-financed B-Schools in Gujarat State.

The postgraduate centre at NICM has been renamed as Shri Jairambhai Patel Institute of Business Management from 2008-09. NICM Trust is founded by the Gujarat State Cooperative Bank Ltd. In order to make the management of co-operative organizations more professional, it calls for matching the specific but unmet needs of the sector with the formal techniques and skills of the management profession. Linking the two are the 'leaders and managers' prepared by SJPI through its two-years full-time MBA programme and Management Development Programmes (MDPs). Over the years, NICM has provided management training, support and research facilities to students committed to rural development, and in this process, it has brought within its ambit several co-operatives, non-government organizations, government development agencies, international development organizations and funding agencies.

SJPI is renowned for its world-class infrastructure, excellent learning environment, quality and all-around edification through its multifaceted teaching-learning methodology, dynamic placement support through its placement cell etc. While its B-School is consistently ranked among the top B-schools in Gujarat, besides conducting two years of full-time MBA programmes, approved by AICTE, MHRD, Govt. of India and affiliated to Gujarat Technological University, the Institute has already established the Centre for Research for Ph.D. in the fields of Management, Commerce, Cooperation and Communication. The Institute has also established a Centre of the Society for Creation of Opportunity through Proficiency in English (SCOPE) approved by Government of Gujarat; Agriculture Cooperative Staff Training Institute (ACSTI) accredited by NABARD; Centre for Professional Excellence in Co-operatives (C-PEC), accredited by Bankers' Institute of Rural Development, Lucknow and Centre for Management Development, Research & Consultancy. SJPI has extensive collaborative arrangements with leading institutions and universities countrywide.

NICM – SJPI Campus is located at the entry point of Gandhinagar city, which is about 30 km from Ahmedabad. It is conveniently placed in terms of accessibility to a large number of academic and development institutions; the more important of these are IIT, NID, NIFT, DAIICT, Gujarat Central University, NIRMA University, Pandit Deendayal Energy University, National Forensic Sciences University, Bhaskaracharya Institute of Space Applications and Geological Research (BISAG), Gujarat Institute of Disaster Management, National Law University, Kadi Sarva Vishwavidyalaya University etc. The Institute's campus is spread over a landscaped twenty-five-acre site adjacent to the Info city and BISAG. The campus is fully residential equipped with students' hostels, mess, lecture halls, seminar rooms, library, faculty and administrative offices, auditorium, executive training and development centre, faculty and staff housing quarters and other support facilities.

SJPI – NICM is the preferred destination for students, faculty, and recruiters. The experienced faculties who have proven themselves in their respective fields provide an excellent blend of rigor and relevance in their teaching. The support staff who are ever ready to reach out is an asset of NICM. Robust industry interaction and research aimed at solving problems of real work reflects the true identity of NICM. SJPI-NICM has an

exemplary track record in career counselling and placement facilitation – combined to provide a rare synergy that transcends artificial barriers and enables students to follow their hearts with passion and confidence.

3. Introduction To MBA Programme

The MBA programme is governed by AICTE and affiliating University Gujarat Technological University (GTU). MBA is a Two-year full-time programme with a total of 4 semesters. The programme is a combination of Classroom teaching & Organizational internship and Projects.

Year one of the MBA programme consist of two semesters, Semester I and Semester II. After completing the MBA semester II university examination, the students need to undertake a 4 to 6-week summer internship training in an organization.

In the second year of the MBA programme, the students have to choose their specialization, sectoral and functional electives. Once the specialization is selected in semester 3 cannot be changed in the subsequent semester.

In the subsequent paras and tables detailed information along with the breakup of the evaluation pattern is discussed.

Semester I

Semester I consist of 7 full 4 credit subjects and 1 non-credit subject. There will be External and Internal evaluation for all the full credit subjects. For non-credit subject, there will be only external evaluation. The students must get minimum passing marks in the non-credit subject. However, its grade / marks will not be counted for result / grade/ percentage calculation.

Subcode	Subject Name	Category	Total credit	Evaluation (maximum marks)				
				E	M	I	V	Total
4519201	Management Accounting	CS	4	70	30	50	0	150
4519202	Economics for Manager	CS	4	70	30	50	0	150
4519203	Managerial Communication	CS	4	70	30	50	0	150
4519204	Organizational Behaviour	CS	4	70	30	50	0	150
4519205	Business Ethics & Corporate Governance	CS	4	70	30	50	0	150
4519206	Management Information Systems	CS	4	70	30	50	0	150
4519207	Business Statistics	CS	4	70	30	50	0	150

				Evaluation (maximum marks)				
4519208	Developing Contributory Skills – I*	CS	0	50	0	0	0	50

*= non-credit subject, CS= Compulsory Subject E=Theory External, M=Theory Internal, I=Practical Internal, V=Practical External

Semester II

Semester II consist of 7 full 4 credit subjects and 1 non-credit subject. There will be External and Internal evaluation for all the full credit subjects. For non-credit subject, there will be only external evaluation. The students must get minimum passing marks in the non-credit subject. However, its grade / marks will not be counted for result / grade/ percentage calculation.

Sub code	Subject Name	Category	Total credit	Evaluation (maximum marks)				
				E	M	I	V	Total
4529201	Business Analytics	CS	4	70	30	50	0	150
4529202	Corporate Finance	CS	4	70	30	50	0	150
4529203	Marketing Management	CS	4	70	30	50	0	150
4529204	Human Resource Management	CS	4	70	30	50	0	150
4529205	Production & Operations Management	CS	4	70	30	50	0	150
4529206	Research Methodology	CS	4	70	30	50	0	150
4529207	Entrepreneurship	CS	4	70	30	50	0	150
4529208	Developing Contributory Skills – II*	CS	0	50	0	0	0	50

*= non-credit subject, CS= Compulsory Subject E=Theory External, M=Theory Internal, I=Practical Internal, V=Practical External

Semester III

Semester III consist of 8 full 4 credit subjects (which includes 2 projects) and 1 non-credit subject. From this semester, students have the choice to select the subject Specialization, Functional and Sectoral Elective. Specialization once selected in semester 3 cannot be changed in the subsequent semester. For example, a student who has selected marketing as a specialization in semester 3 cannot change it to Finance or HR in semester 4. S/he has to continue with Marketing Specialization only in semester 4 as well.

During semester III, students will be studying 1 compulsory full credit subject and 2 compulsory projects. Students will be studying three subjects based on their Subject Specialization and one subject from Functional and Sectoral Elective as per their choice. As of now Institute is offering Marketing, Finance, and Human

Resource Management as a specialization. International Business, and Digital and Social Media Marketing as the Functional Electives and Retailing and Franchising, Financial Markets and Services, and Management of Industrial Relations and Labour Laws as a Sectoral Electives. Any additional Specialization / Functional and sectoral Elective is offered if minimum 20 students selected that Specialization / Functional and Sectoral Elective.

There will be External and Internal evaluations for all the full credit subjects. For non-credit subject there will be only external evaluation. The students must get minimum passing marks in the non-credit subject. However, its grade / marks will not be counted for result / grade/ percentage calculation.

Subcode	Subject Name	Category	Total credit	Evaluation (maximum marks)				
				E	M	I	V	Total
4539200	Summer Internship Project	CS	4	0	0	60	140	200
4539201	Strategic Management	CS	4	70	30	50	0	150
4539202	Multidisciplinary Action Project	CS	4	0	0	60	140	200
4539203	Developing Contributory Skills – III*	CS	0	50	0	0	0	50
4539211	Consumer Behaviour	SP -MKT	4	70	30	50	0	150
4539212	Integrated Marketing Communications	SP -MKT	4	70	30	50	0	150
4539213	Sales and Distribution Management	SP -MKT	4	70	30	50	0	150
4539221	Security Analysis and Portfolio Management	SP-FIN	4	70	30	50	0	150
4539222	Financial Derivatives	SP-FIN	4	70	30	50	0	150
4539223	Insurance and Risk Management	SP-FIN	4	70	30	50	0	150
4539231	Change Management and Organization Development	SP-HRM	4	70	30	50	0	150
4539232	Compensation Management	SP-HRM	4	70	30	50	0	150
4539233	Human Resource Audit	SP-HRM	4	70	30	50	0	150
4539241	International Marketing Management	SP-IBM	4	70	30	50	0	150

Subcode	Subject Name	Category	Total credit	Evaluation (maximum marks)				
				E	M	I	V	Total
4539242	International Finance Management	SP-IBM	4	70	30	50	0	150
4539243	International Human Resource Management	SP-IBM	4	70	30	50	0	150
4539251	Data Warehousing and Data Mining	SP-ITM	4	70	30	50	0	150
4539252	Systems Analysis and Design	SP-ITM	4	70	30	50	0	150
4539253	E-Business	SP-ITM	4	70	30	50	0	150
4539261	Entrepreneurial Finance	SP-EFB	4	70	30	50	0	150
4539262	Family Business Management	SP-EFB	4	70	30	50	0	150
4539263	Micro, Small and Medium scale Enterprises &Start-up	SP-EFB	4	70	30	50	0	150
4539271	Operations Research	SP-POM	4	70	30	50	0	150
4539272	Services Operations Management	SP-POM	4	70	30	50	0	150
4539273	Production Planning and Control	SP-POM	4	70	30	50	0	150
4539281	International Business	FE	4	70	30	50	0	150
4539282	Behavioural Finance	FE	4	70	30	50	0	150
4539283	Managing Talent Globally	FE	4	70	30	50	0	150
4539284	Social Entrepreneurship	FE	4	70	30	50	0	150
4539285	Project Management	FE	4	70	30	50	0	150
4539286	Econometrics	FE	4	70	30	50	0	150
4539287	Digital and Social Media Marketing	FE	4	70	30	50	0	150
4539288	Managing Digital Innovation and Transformation	FE	4	70	30	50	0	150
4539291	Retailing and Franchising	SE	4	70	30	50	0	150

Subcode	Subject Name	Category	Total credit	Evaluation (maximum marks)				
				E	M	I	V	Total
4539292	Financial Markets and Services	SE	4	70	30	50	0	150
4539293	Management of Industrial Relations and Labour Laws	SE	4	70	30	50	0	150
4539294	Tourism and Hospitality Management	SE	4	70	30	50	0	150
4539295	Social Media Analytics	SE	4	70	30	50	0	150
4539296	Export Import Procedures	SE	4	70	30	50	0	150
4539297	Logistics and Supply Chain Management	SE	4	70	30	50	0	150

*= non-credit subject, CS= Compulsory Subject, SP = Specialization, MKT= Marketing, FIN= Finance, HRM= Human Resources Management, FE= Functional Elective, SE= Sectoral Elective, E=Theory External, M=Theory Internal, I=Practical / Internal, V=Practical External,

Semester IV

Semester IV consist of 5 full 4 credit subjects (which includes, 1 project). During semester 4 students will be studying 1 compulsory project and 2 subjects based on their specialization and 1 subject from each Functional and Sectoral Elective as per their choice.

At present institute offers, Legal Aspects of Business, and Financial Planning and Taxation as the Functional Electives and Banking, and Advanced Data Analytics as Sectoral Electives. Any additional Specialization / Functional and sectoral Elective is offered if minimum 20 students select that Specialization / Functional and Sectoral Elective.

There will be External and Internal evaluation for all the full credit subjects.

Sub code	Subject Name	Category	Total credit	Evaluation (maximum marks)				
				E	M	I	V	Total
4549201	Comprehensive Project	CS	4	0	0	60	140	200
4549211	Product and Brand Management	SP -MKT	4	70	30	50	0	150
4549212	Services Marketing	SP -MKT	4	70	30	50	0	150
4549221	International Finance	SP-FIN	4	70	30	50	0	150

Sub code	Subject Name	Category	Total credit	Evaluation (maximum marks)				
				E	M	I	V	Total
4549222	Corporate Restructuring and Valuation	SP-FIN	4	70	30	50	0	150
4549231	Performance Management	SP-HRM	4	70	30	50	0	150
4549232	Human Resource Planning & Development	SP-HRM	4	70	30	50	0	150
4549241	Geopolitical and World Economic Systems	SP-IBM	4	70	30	50	0	150
4549242	International Commercial Laws	SP-IBM	4	70	30	50	0	150
4549251	Cyber Security and Information Technology Governance	SP-ITM	4	70	30	50	0	150
4549252	Cloud Computing	SP-ITM	4	70	30	50	0	150
4549261	Creativity, Innovation and Incubation	SP-EFB	4	70	30	50	0	150
4549262	New Venture Creation	SP-EFB	4	70	30	50	0	150
4549271	Materials Management	SP-POM	4	70	30	50	0	150
4549272	Quality Management	SP-POM	4	70	30	50	0	150
4549281	Legal Aspects of Business	FE	4	70	30	50	0	150
4549282	Knowledge Management	FE	4	70	30	50	0	150
4549283	Business to Business Marketing	FE	4	70	30	50	0	150
4549284	Financial Planning and Taxation	FE	4	70	30	50	0	150

Sub code	Subject Name	Category	Total credit	Evaluation (maximum marks)				
				E	M	I	V	Total
4549285	World Class Manufacturing	FE	4	70	30	50	0	150
4549286	Management Control Systems	FE	4	70	30	50	0	150
4549287	Foreign Trade Facilitation	FE	4	70	30	50	0	150
4549288	Intellectual Property Rights	FE	4	70	30	50	0	150
4549289	Enterprise Resource Planning	FE	4	70	30	50	0	150
4549291	Rural and Agricultural Marketing	SE	4	70	30	50	0	150
4549292	Banking	SE	4	70	30	50	0	150
4549293	Business Reporting Data Visualization	SE	4	70	30	50	0	150
4549294	Healthcare and Hospital Management	SE	4	70	30	50	0	150
4549295	Global Logistics and Supply Chain Management	SE	4	70	30	50	0	150
4549296	Advanced Data Analytics	SE	4	70	30	50	0	150
4549297	Customer Relationship Management	SE	4	70	30	50	0	150
4549298	Leadership	SE	4	70	30	50	0	150

CS= Compulsory Subject, SP = Specialization, MKT= Marketing, FIN= Finance, HRM= Hyman Resources Management, FE= Functional Elective, SE= Sectoral Elective, E=Theory External, M=Theory Internal, I=Practical / Internal, V=Practical External

4. Evaluation Of Performance

Evaluation is an integral part of education system as it is instrumental in identifying and certifying the academic standards accomplished by a student and projecting them far and wide as an objective and impartial

indicator of a student's performance. The evaluation process consists of three components; evaluation based on External examination, and Internal examination and Continuous Evaluation.

For project the evaluation will be as following

A	Continuous Evaluation and Internal VIVA **(I)**	(Internal Assessment- 60 Marks)
B	External VIVA**(V)**	(External Assessment-140 Marks)

For subjects other than projects the evaluation will be as following:

A	Continuous Evaluation**(I)**	(Internal Assessment- 50 Marks)
B	Mid-Semester examination**(M)**	(Internal Assessment-30 Marks)
C	End –Semester Examination**(E)**	(External Assessment-70 Marks)

5. Passing Standards

The students have to qualify the below mention criteria to pass the subjects and examination.

Passing standards for Project

Component	Maximum Marks	Passing (40%)	Overall Passing Criteria (50%)
External VIVA –**(V)**	140	56	**Aggregate 50% (100 out of 200)**
Continuous Evaluation and Internal VIVA–**(I)**	60	24	
Total	**200**	-----	**100**

Passing standards for Subjects other than Projects:

Component	Maximum Marks	Passing (40%)	Overall Passing Criteria (50%)
External Exam (University Exam) –**(E)**	70	28	**Aggregate 50% (75 out of 150)**
Mid-Semester Exam (institute/ institute Level)-**(M)**	30	12	
CEC- Attendance, Class work, Quiz, Assignment, Projects etc. –**(I)**	50	20	
Total	**150**	----	**75**

Students scoring less40% in any of E M I V will have backlog in that subject and need to reaper for remedial in the components where they have backlog.

6. Grading System

The university adopts the grading system. The marks will be converted in to equivalent to 100 and grades will be assigned as follow:

Total Marks	Grade	SPI credit
85-100	AA	10
75-84	AB	9
65-74	BB	8
55-64	BC	7
45-54	CC	6
40-44	CD	5
Less than 40	FF	0

The performance of students during the semester is indicated in Semester Performance Index (SPI) that is calculated as follow.

$$SPI = = \sum_{i=1}^{n} C_i G_i / \sum_{i=1}^{n} C_i$$

Cumulative Performance Index (CPI) is calculated using the above formula only but reflects the Cumulative Performance of all the semesters.

SPI/CPI	Class
Below 5.5	Pass Class
5.5 & above	2nd class
6.5 & above	1st Class
7.1 & above	1st class with distinction

Conversion of SPI and CPI into the percentage

The SPI or CPI can be easily converted into percentage using the following formula.

Percentage = CPI or SPI -0.5 *10

7. Reassessment And Rechecking Rules

If students are not satisfied with the University examination result, they can go for the Reassessment or Rechecking.

Rules of Reassessment

1. Reassessment is permitted only in the university theory exam.
2. For reassessment, students must apply within 3 days after the declaration of the results.
3. During the first reassessment, if the difference is less than 15% of max. marks of subject (i.e if total marks are 70 marks, then 10 marks of difference and if the paper is of 80 marks, then 12 marks of difference), then no second reassessment will be done, and no change of marks will be declared. But if the difference is more than 15%, a second reassessment will be done, and the result will be nearer to the original result.
4. A student failing in more than 2 Subjects will not be eligible to apply for reassessment.

5. Reassessment can be applied for a maximum of two subjects per semester.

6. The result of the student revised on account of reassessment shall not entitle the student to medal/prize.

7. A student can apply for reassessment of his own answer books only.

8. For reassessment, no fee shall be returned irrespective of whether the marks are changed or not.

9. Fees for Reassessment is Rs. 250/- for one subject and Rs. 500/- for every additional subject.

Rules of Rechecking

1. For rechecking, students must apply within 3 days after the declaration of the results.

2. Rechecking is permitted only in the university theory exams.

3. Student can apply for any number of subjects for rechecking.

4. The result of the student revised on account of rechecking shall not entitle the student for medal/prize.

5. A student can apply for rechecking of his own answer books only.

6. For rechecking, in case there is a change of marks, the rechecking fee shall be returned.

7. The fee for Rechecking is Rs. 100/- for each subject.

8. Remedial Examinations

1. Backlog in university examination of any subject needs to be cleared by appearing in the remedial examination of the university.

2. Backlog in 1st semester needs to appear in remedial in the second semester and so on.

3. Total of 7 chances will be given to clear the backlog.

9. Detention

At any point of time, the student can have maximum 4 backlogs (FF) pending. If backlogs are more than 4, the student will get detention. Student will be eligible to rejoin when S/he clear all or some of the backlogs and backlogs are 4 or less. For calculation of detention Immediate previous semester, backlogs are not counted for detain purpose.

10. Eligibility For Appearing In External Examinations

A student will be permitted to appear in an examination only if S/he has:

1. Fill out the university examination form.

2. Minimum attendance of 70% in all the subjects (Total of 40 Classes out of which you must be present in 28 classes).

3. Paid all the dues of the semester of the Institute.

4. Not been debarred from appearing in the examination as a result of disciplinary proceedings or on the recommendation of the subject teacher / exam committee/ director.

5. Examination centre / exam schedule / timing of the exam/ sequence of the subjects etc. are decided by the Gujarat Technological University (GTU) and students have to adhere to these.

11. Eligibility For Appearing In Internal Exam

1. Minimum attendance of 70% in all the subjects (Total of 40 Classes out of which you must be present in 28 classes).

2. Paid all Institute dues for the semester.

3. Not been debarred from appearing in the examination as a result of disciplinary proceedings or on the recommendation of the subject teacher/exam committee/ director.

4. Students failing in internal exam will have one chance to reappear in the remedial exam of the said subject/subjects.

5. If a student fails to clear the remedial exam also s/he will be declared "FAILED" in the internal component.

12. Attendance And Leave Rules

1. Students must have the minimum attendance of 70% in all the subjects.

2. If a student is having attendance below 70%, S/he will not be allowed to appear in University or Institute examinations.

3. If a student is engaged officially outside the classroom, e.g., in a placement program, an institute-level meeting or in a specially approved Institute activity, s/he needs to take prior permission from respective authorities.

4. Leaves on medical ground:10% of the total period of absence of a student will be counted as attended days by the Institute (the student must provide a valid medical certificate, though). For example, if a student remains absent for 10 days due to illness, 10% of the duration (1 day) will be considered as present/attended by the college. The medical certificate should be from Registered MBBS / MD/MS.

5. Whenever the student wishes to go on leave, he/she has to fill the prescribed leave form, take the signature from the director in the leave form. Circulate the copy of the approved leave forms to the faculties, so that the faculties can count the leave, and not absent while calculating the attendance of the student.

13. Teaching-Learning Process

The teaching-learning process, as well as the seamless running of all academic activities, are critical to students' professional success. Faculty and staff of Shri Jairambhai Patel Institute of Management – SJPI are continuously putting forth their best efforts in the classroom.

Shri Jairambhai Patel Institute of Management – SJPI has transitioned to a hybrid model of teaching and learning that includes physical courses, online classes, and tutorials. In general, courses are held in the Institute's classrooms, with students and teachers physically present inside the learning environment. However, depending on the needs, part or all classes may be conducted online. Students are also expected to perform some self-study of a subject's themes under the supervision of the teacher.

Conduct Of Classes:

1. All physical or online classes are held by the individual faculty members in the assigned classroom at the prescribed period, precisely according to the timetable. Before the faculty member comes, students must

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be properly seated with their class notes, books, or other study tools. It is not permitted to enter the classroom or laboratory after the start time has passed by 5 minutes. Once the faculty member begins the teaching-learning activity, absolute quiet must be maintained.

2. A faculty member may use the black/whiteboard, project a presentation on the LCD projector in the classroom or do both at the same time while instructing. Students must pay attention, take enough notes in their notebooks, and follow the faculty's instructions. It is forbidden to use mobile phones to take photographs or record videos in the classroom or laboratory.

3. Students can ask professors if they have any doubts or are unsure about something. In the classroom, it is greatly encouraged to ask questions. Students must fully engage in the teaching-learning process and work cooperatively with faculty members for interactive discussion, question-answering, and clarification of doubts.

4. Maintaining strict classroom discipline is required. At all times, students are responsible for ensuring a healthy academic atmosphere. If a student is not paying attention in class, converses with other students, causes noise or disruptions, is found sleeping or using a mobile phone or engages in any other activity that is considered inappropriate and hurts others, the faculty member has the authority to ask the student to leave the classroom or to make any other decision she or he deems appropriate. The Director will take strict disciplinary action against the student, which may include prohibiting the student from attending further classes in that subject, prohibiting the student from attending classes in any subject, prohibiting the student from taking the examination, imposing a penalty, or a combination of these.

14. Tutorials

Faculties may engage in tutorials for reinforcement of lecture content, problem-solving, and addressing queries.

Discussion-based tutorials:

These tutorials focus on a deeper exploration of course content through discussions and debates.

Problem-solving tutorials:

These are common in math, science and engineering and focus on problem-solving processes and quantitative reasoning. In the MBA programme it would mor of solving the numerical.

15. Disciplinary Rules

General rules:

Students are expected to act in ways that are consistent with the role and guiding values of the Institute. Students should regulate their own conduct so as not to impede or prejudice the work of other members. They are entitled to work, learn, study and participate in the social aspects of the Institute's life in an environment of safety and respect. It is expected that students will act with integrity demonstrate respect for others and adhere to the standards of conduct. Students should refrain from the misconduct of any kind.

1. Students should show respect and politeness towards all staff members at the Institute and their fellow students, including girls. Any act of sexual harassment, ragging, disobedience, anti-social behaviour or harassment of female students are punishable offences and will be dealt with the utmost severity.

2. All students should strictly follow the rules and regulations of the Institute and shall always behave with dignity and courtesy.

3. The students will be accountable for their behaviour on the institute premises. Proper actions will be taken against the students violating the rules and regulations of the Institute or behaving absurdly and will be rusticated from the Institute. It is assumed that the students and their parents and/or guardians have read and understood these rules thoroughly.

4. No student shall individually or collectively interfere in any manner in the matter of administration of the Institute.

5. It is mandatory for every student to provide the registered communication address and contact number. It is the student's responsibility to inform the office of the Institute about the change of address and contact number.

6. Not to pursue any other course of study that may come in conflict with the course schedule in which he/she takes admission in this Institute.

7. Any disfigurement or damage to the Institute building, water, gas, fire, electrical installations, furniture, gardens, and premises will be punished and the cost of the damage will be recovered.

8. Disruptive or disorderly behaviour may include but is not limited to disoriented or irrational behaviour, physical violence, verbal attacks threats or violation of Institute Rules, by any student and will be dealt with severely. Students should report such instances immediately to the Director.

9. Students are forbidden to organize or attend any meeting not held by the Institute in the Institute or to collect money for any purpose without the prior permission of the Director.

10. Students will not operate any equipment without the permission of the instructor /faculty/staff, for example computers, projectors, audio systems etc.

11. No responsibility will be accepted by the Institute for any injury, loss or damage to the personal articles of students.

12. The students at the Institute are required to be attentive and diligent. A student neglecting his / her studies and having unsatisfactory progress will be given two warnings, after which if he/ she fails to improve, he/ she will be liable for expulsion from the Institute.

13. It is compulsory for the students to attend functions / activities organized by the Institute on various occasions like Independence Day, Republic Day, Annual Day, etc, whether the function falls on a working day or on holiday. Absence from such functions without valid reasons will invite disciplinary action.

14. Students shall observe all safety precautions. The Institute is not responsible for any accident, of whatever nature, in the workshop, playground during summer training and industrial training or educational tour/trip or outside the campus.

15. Students must make all possible efforts to conserve electricity and water. They must switch off lights & and fans when they leave the classroom, lab etc.

16. Students must help keep the Institute neat and clean and also preserve and maintain the gardens.

17. Students must through the rubbish in the dustbin only. Any student found disobeying the rule will be fined Rs. 500.

18. Students must not eat in the classrooms. However, they can use the designated canteen area on the left side of the institute gate for taking lunch/snacks etc.

19. Mobile Phone usage during the class/ seminar/webinar or other official work is strictly prohibited. Any student found disobeying the rule will be fined Rs. 500.

20. Students must pay their fees/dues on or before the prescribed deadline, failing to take appropriate disciplinary action. Students may note that fees once paid will not be refunded.

21. Any student who fails to clear all the dues shall be debarred from appearing in the Examinations.

22. All applications must be addressed to the Director.

Anti-ragging

This is a Ragging free institute. The institutes strictly follow the AICTE and UGC directions for Anti Raging. Students are prohibited from indulging in any disorderly conduct, whether by words spoken or written or by an act with the effect of teasing, treating or handling with rudeness, any other student. Indulging in unruly or indiscipline activities which cause or are likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any student, junior or senior, or asking the student to do any act or perform something which such a student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment to adversely affect the physique or psyche of the student is prohibited. Any student violating the above and thus indulging in any act or ragging, will be severely dealt with.

All students and their parents and guardians are therefore requested to go through this document carefully and promise to abide by it.

1. Ragging within or outside the Institute is strictly prohibited.

2. Whosoever directly or indirectly commits, participates in, abets or propagates ragging within or outside the Institute shall, on conviction, be punished, as per the provision of the Act.

3. Any student convicted of an offence of ragging shall be expelled from the educational institution, and such student shall not be admitted to any other educational institute for a period of five years from the date of order of such dismissal.

4. Ragging of any kind and magnitude, teasing, intimidating, harassing, and use of words of abuse etc. on any student(s) inside/outside the Institute will not be tolerated and are punishable under the Police Act and such matters will be immediately reported to the police.

   Process of Reporting a Ragging Incident: Students can contact any faculty member or Director for reporting a ragging incident if any.

Mass Boycott

The students involved in mass boycott / common off / mass bunking are liable to fines up to Rs.500/- per student and other disciplinary action decided by the Institute from time to time.

Expected behaviour from students

1. Each student shall conduct herself/himself, both within and outside the campus of the Institute in a manner befitting a student of a prestigious institute. Each student shall show due respect and courtesy to the teachers, administrators, staff of the Institute, and the visitors and residents of the Institute, and good behaviour to fellow students.

2. Lack of courtesy and decorum; unbecoming conduct within and outside the Institute; willful damage to Institute property, removal of any property belonging to the Institute, fellow students or other personnel and residents of the Institute; use of abusive and offensive language; disturbing fellow students in their studies; breach of rules and regulations of the Institute; adoption of unfair practices in tests, quizzes, assignments, or examinations; noisy and unruly behavior shall constitute violation of the code of conduct.

3. Talking loudly, loitering or congregating, being a source of distraction and annoyance to others is not permitted.

4. The students are required to move silently through the corridors without disturbing the nearby classes and other activities.

5. The students must maintain utmost silence and dignity in classrooms, library, computer laboratory, seminars, workshops, and any other academic activity.

6. Nobody should sit and learn on the corridor walls.

7. Give way to teachers, staff and visitors while moving in the corridors, on the staircases and other places in the campus.

8. Extend cordial help with politeness to outsiders/visitors, parents of other student's etc. coming to the Institute.

9. Behave in such a manner that suits a cultured MBA.

10. Note: You are under CCTV surveillance; your behaviour is being monitored and recorded; please be aware of the same.

Dress Code

One's appearance is the window through which the world looks at the person. Dressing plays a vital role in everybody's life. An individual's style of dressing not only enhances his/her personality, but also increases self-

confidence. Dressing reflects the individual's personality and also influences other's perceptions of your mood, attention, concentration, discipline, and overall behaviour.

Institute does not expect students to formal dress code given by instituted every day. But Being part of a professional course in a leading Institute, you must be properly dressed in proper professional attire to maintain the academic ambience and reputation of the Institute.

On specific events of professional importance like workshops, seminars, conferences, invited lectures, industrial talks/tours, recruitment/interviews etc., all students must wear the formal dress code of the Institute as directed by the Institute.

Smoking

Smoking or using tobacco products (such as pan masala, gutkha etc., containing tobacco) anywhere in the Institute premises is strictly forbidden. Any student found smoking or using tobacco products is liable to strict disciplinary action, which may be up to expulsion from the Institute.

Substance Abuse Policy

Consuming alcoholic beverages or being under the influence of alcoholic beverages is strictly prohibited.

Distribution of narcotics or controlled substances, or possession or use of any narcotics or controlled substance(s), or being under the influence of narcotics or any controlled substance(s) will entail severe disciplinary action.

Any student found using, possessing or being under the influence of intoxication due to alcoholic substances or narcotics/ drugs in the Institute is liable to strict disciplinary action, which may be up to expulsion from the Institute.

16. Library Rules

1. Please bring an Institute ID-Card while using the library. ID-Card is a must for Library Transactions.
2. Students have to sign the log book while entering and leaving the Library and also have to mention the time in and time out.
3. Keep your personal belongings at the property counter.
4. Please maintain an atmosphere of dignity, peace and silence.
5. Please handle the library materials with utmost care.
6. Audible use of mobile phones is not permitted in the library.
7. Use of personal stereos, music sets, mobiles, I-Pods etc. in the library is not permitted.
8. Smoking, food and drinks are not allowed in the library.
9. No material from the Library should be taken out without proper issuing / recording.
10. All Users have to maintain discipline and peace in the library. In case if any user is found violating the library rules will be penalized immediately.
11. The students should ensure before entering in to library that their Mobiles are switched off or in silent mode.

12. The title has a special mark **"Not to be Issue only for Reference"** will not to be issued to any student.

13. Students are not allowed to bring in their personal books and other reading materials inside the library. However, they can bring only writing pads/papers for noting purposes.

14. Every student will get Textbook Set from the book bank issued for semester. The books issued in the book set are also to be returned on a timely basis (at the end of the semester). Any failure to adhere to the 'Issue-Return' rules will invite a penalty. No student should go to the Director for waving-off or minimizing the penalty. The amount decided by Institute will be final and payable, for which the receipt is to be collected by the student.

15. Every student will get maximum of three titles at a time on library passbook for 15 days.

16. An issued book can be renewed for another 15 days, subject to a maximum of 2 times. If the book has been reserved by any other student, then the book cannot be renewed.

17. **Late fee:** if students fail to return or renew the title, the late fee will be levied on it as per the following.
    a. Rs. 2:00 per day (for first 15 days) Rs. 5:00 After Fifteen Days

18. No issue and return transactions will take place on Institute Holidays.

19. Student(s) have to strictly follow the issue and return timings of titles/books in the library.

20. Title/ books will be issued on the basis of availability in the library. In case any title is not available and issued to other users, student(s) have to fill up the demand slip and wait for his/her turn.

21. Violation of the library rules may lead to disciplinary action.

Borrowing Privileges to MBA Students

No	Issued Items	Valid Period (Due Date)
1	Textbooks Set - for one semester	Semester end
2	Three Reference books	15 Days
3	Bound volumes / loose issues of journals	1 Day
4	CD/VCD/DVD/Video etc (non-book materials).	1 Day
5	News Paper Back Issue	18 Hours
Late Fee	Rs.2.00 per day (First-15 days) Rs.5.00 per day (16th Day and onwards)	
Note: 15 Days issue Books for the current Semester will be issued only for 15 days, and two time renewable		

17. Academic Integrity

Academic integrity can be seen as a guiding principle that empowers learners to take full accountability of their own work, while also giving due credit to any external sources they may have utilized during their research or study.

Types of Academic Misconduct

- **Plagiarism** – Plagiarism occurs;
    - When the work of another is represented, intentionally or unintentionally, as one's own work, without appropriate acknowledgement of the author or the source.

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- Submitting a project/assignment written by another person, either a fellow student or a person who is not a student at SJPI-NICM.
- Using an AI text generator, without appropriate attribution, and the use of file-sharing sites.
- Sharing exam preparatory materials before an exam and then copying the verbatim of these materials when answering exam question(s).

- **False Information, Representation, and Fabrication** – Fabricating or manipulating information or research data or research procedures; False citation of source materials; Failing to identify oneself honestly in the context of an academic obligation.

- **Theft or Tampering** – Manipulating or attempting to manipulate assignments, records, or additional documents of the institute without permission or by falsifying them. Illegally accessing an institute record, including hacking and electronic methods.

- **Cheating and Unauthorized Sharing of Work** – Cheating occurs;
  - Using or attempting to utilise unauthorised materials to falsify academic performance.
  - It also includes copying from another student's answer sheet during the examination.
  - Getting unauthorized assistance on assignments, projects, quizzes, tests, or examinations.
  - Providing or attempting to provide unauthorized materials or aid to another student.
  - Using books, notes or, other electronic gadgets during the examination.
  - False and proxy attendance for another student(s).

- **Improper Citation** – While citing the reference, the author should double-check the reference.

- **Duplicate submission of work** – Research output data should not be duplicated. Moreover, the same work cannot be submitted for different projects or assignments.

Such academic misconduct must be avoided. As per the rule of GTU, plagiarism should be less than 30% in any of the reports prepared by you.

18. Computer Laboratory Rules

1. Please bring Institute ID-Card while using the Computer Laboratory.
2. Students have to sign the log-book, while entering and leaving the computer laboratory and also have to mention the time in and time out.
3. Keep your personal belongings at the property counter.
4. Please maintain atmosphere of dignity, peace and silence.
5. Please handle the computer systems with utmost care.
6. Use of External storage devices is strictly prohibited.
7. Computer Laboratory is to be used for academic purpose only.
8. Online Chatting in the Computer Laboratory is not allowed. Browsing of dating, social networking sites is strictly prohibited. Strict disciplinary action will be taken against the defaulters.

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9. Visiting pornographic sites, fashion sites, downloading songs, pictures, screen savers, chatting is strictly prohibited and will entail disciplinary action.

10. Changing the settings and display of the computers kept in the Computer Laboratory is not permitted.

11. Playing games on computers is strictly prohibited in the entire Library premises.

12. The students should properly shut down the Computes, push in the keyboard shelf, arrange the chair properly and switch off the power outlet before leaving the lab.

13. Unauthorized and illegal copying of any licensed software is strictly prohibited.

14. Installation of personal software is not allowed on computers, including games.

19. Communication To The Students

The primary mode of communication of the institution with the student is through Email / Google Groups/Google classroom / Notice board.

Students are also advised to check the Email / google classroom / Notice board regularly. Ignorance about the communication will not entitle any student for excuse or consideration.

20. Identity Card

Each student is provided with an Identity Card. Students shall always carry their identity cards in the campus and should show the identity card on demand to any faculty/official of the Institute.

1. Failing to produce the Identity card, the student may not be allowed to join classes, appear in examinations or enjoy any facility that the Institute provides.

2. The Identity Card is not transferable; otherwise, the owner of the card will be held responsible for any damage or loss caused by the user.

3. If the Identity Card is lost, a new Identity Card may be issued on payment of Rs.100/- only. The student has to contact the admin department for the same.

4. If the Identity Card is damaged, then it may be submitted at the admin office and a new Identity Card may be issued on payment of Rs. 100/- only.

5. In case of transfer or withdrawal from the Institute, this card must be returned to the Institute's admin office.

21. Medical Facilities

Medical facilities by way of a medical doctor is available for convenience of students. In case of emergency during the college hours student can contact the Director / Campus Director, and medical facilities will be made available to the needy student. If the student is residing in hostel and is in need of a medical facility after the regular college hours, the student can contact Director via Rector.

22. Gender and Health Services

The institute is committed to providing convenient and accessible amenities for the well-being of all students. As part of this initiative, the institute has installed sanitary vending machines, and sanitary napkin incinerators on campus.

Sanitary Napkin Vending Machine

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A hassle-free way for female students to access sanitary napkin. Just insert a five rupees coin to conveniently obtain sanitary napkins whenever needed. If the machine experiences issues, please contact the reception for prompt help. In case of non-availability of sanitary napkin in the vending machine, the student can get in touch with the librarian, and collect the sanitary napkin from her by paying the requisite price.

Sanitary Napkin Incinerator

Institute has installed six sanitary napkin incinerator machines. These machines are strategically placed across the campus including female hostels. This initiative not only contributes to a cleaner and more sustainable campus but also ensures the discreet and responsible disposal of sanitary napkins. Please watch the following video for how to use it.

https://www.youtube.com/watch?v=HMh1VCyCAxs&t=7s

23. Placement Cell rules

Placement Cell plays a major role in transforming a student into a professional. Through its various activities/initiatives, it aims to combine experiential learning with the MBA programmes.

Conducting placements and associated activities viz., pre-placement talks, mock tests, placement drives, and pooled campus drives are the major activities of Placement Cell besides skill development, summer internship, practice school, career development/ advancement programs and pre-placement training.

A student will be allowed to participate for the campus recruitment / Summer Internship (On campus/pooled campus) of a particular company, subject to the fulfilment of the following conditions.

1. He/she must satisfy the eligibility criteria of the concerned company.
2. He/she must satisfy the eligibility criteria as specified by Placement Cell in terms of performance and minimum attendance in all pre-placement trainings and other programs (as deemed necessary) conducted through/by Placement Cell
3. He/she must abide by ALL placement rules and regulations as specified by Placement Cell.
4. He/she must adhere to strict conduct in terms of communication and various dealings, during the engagement period with Placement Cell members and associated corporate entities.
5. Failing to maintain the required ethos may lead to the termination of the engagement with the Placement Cell and be ineligible for future placement. A penalty may also be levied on the student, based on the discretion of the Placement Cell.

24. Student Counselling

To support and enhance the mental well-being of students, institute has the appointment of Ms. Hiteshree Dudani as counsellor. Ms. Hiteshree holds a Master's degree in Psychology and is an experienced practicing counsellor. She can be reached via email at happy2help@sjpi.edu.in. If students feel the need for a personal counselling session, arrangements can be made upon request.

25. Holiday List

The Director shall provide a list of holidays for an academic year at the start of the session. The same will be reflected in the holiday schedule and list. For information on allowed holidays, students can consult the holiday list and/or timetable.

26. Clubs At SJPI

The purpose of SJPI's clubs is to assist students in better comprehending who they are as individuals and in developing their capacity to assist themselves. The transformation of the students into more self-motivated individuals is the primary purpose of the group. To accomplish this goal, the teachers and management give the facilities necessary to bring about the needed changes or select the appropriate options.

Objectives of the clubs

- There are a lot of talented students at college, and the different clubs give those talents a place to grow.
- To help every student find ways to learn about culture, take part in educational programmes, and develop their creative skills.
- To help quality and creativity to grow.
- To help the students learn more about their own interests, skills, abilities, and opportunities.
- To encourage and help students to develop special skills and the right attitude.

Clubs

- Finance club, HR club and Marketing club.

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