



**Som-Lalit Institute of Management Studies
(SLIMS)**

SOMLALIT INSTITUTE OF MANAGEMENT STUDIES

(Affiliated to GTU, Approved by AICTE)

STUDENT'S HANDBOOK

MBA Student Handbook

This handbook serves as your comprehensive guide to navigating your journey through our esteemed program. This handbook is designed to provide you with the information, resources, and support you need to excel academically, professionally, and personally during your time with us.

Sr. No.	Detail	Page No.
1.	Vision, Mission, and PEOs of the MBA programme	4
2	About the Institute	4
3	Introduction to the MBA Programme	5
4	Evaluation Details	14
	4.a Information about Passing the Course	15
	4.b Grading system	16
	4.c Reassessment and Rechecking rules	17
	4.d Remedial examinations	17
	4.e Detention	17
	4.f Eligibility for Appearing in External Examination	18
	4.g Eligibility for Appearing in Internal Exam	18
5	Attendance and leave rules	18
6	Teaching- Learning Process	18
7	Disciplinary Rules	18
	7.a General rules	18
	7.b Anti-ragging	19
	7.c Mass Boycott	19
	7.d Expected behavior from students	20
	7.e Dress Code	20
	7.f Smoking	21
	7.g Substance abuse policy	21
8	Library Rules	21
9	Computer Laboratory Rules	22
10	Identity Card	23
11	Placement cell rules	23
12	Clubs	24
13	Holiday List	26

1. Vision , Mission and PEOs of the MBA Programme

VISION

To be an institution of choice in the field of management education for all stakeholders by promoting creativity, innovation, and excellence.

MISSION

M1: To nurture students towards dynamic management professionals through excellence in management education and practice.

M2: To inculcate students with ethical values, attitudes, and human approaches to leaders and exemplary citizens

M3: To engage in high-quality research and consultancy in collaboration with institutions and industries.

PEOs

PEO1: To develop individuals to accomplish managerial and or leadership positions in their chosen fields.

PEO2: To foster critical thinking abilities towards data-based decision-making identifying and solving real-life critical business challenges.

PEO3: To prepare professional managers for the dynamic environment to solve and manage social and economic challenges

2. About the Institute

Founded in 1996, Som Lalit has been one of the pioneer institutes in the area of management education. With the preeminent advisory committee, the program structure and the pedagogy has been focused on holistic learning, out-of-the-box thinking and has evolved with the demands of the industry to develop critical and analytical thinking abilities in their students. Located in Gujarat's industrial hub-Ahmedabad, SLIMS is in close proximity to some of the leading industries in the city as well as industry experts.

The campus located at the centre of the city, offers two year post-graduation degree Masters in Business Administration (MBA) in affiliation with Gujarat Technological University. With the few institutes in the city that offer PG degree with specialization in Marketing, Financial Management and Information Technology, the mission of the institute focuses in metamorphosing their students to exemplary leaders in their respective fields.

In the ethos of management, the institute conducts an assemblage of academic pursuits such as teaching, research, training, as well as consulting to ameliorate the management education system. With the assistance of their unflinching faculties, the idea of the education is to aid

students in the perspective of inculcating the culture of teamwork, creativity as well as becoming responsible citizens.

3. Introduction to Regular MBA Programme

SLIMS offers a regular MBA, MBA in Finance, and MBA in Information Technology. Further, all three MBA programs are approved by AICTE and are affiliated with Gujarat Technological University (GTU). MBA is a two-year full-time program with a total of 4 semesters. The program is a blend of Classroom teaching & Industry exposure. The First Year of the MBA program consists of two semesters, Semester I and Semester II. After completing the MBA semester II university examination, the students require to do 6- weeks of summer internship training in an organization as per GTU Rules.

In the second year of the MBA program, the students have to choose their specialization, sectoral and functional electives. Students must complete a Comprehensive Project (CP) and a Multidisciplinary Action Project during the third and fourth semesters (MAP). Below is further information on all three MBA programmes' subjects and evaluation procedures.

Regular MBA(92)

(Link : <https://syllabus.gtu.ac.in/>)

Semester 1

Semester I consist of 7 full 4 credit subjects and 1 non-credit subject. There will be External and Internal evaluations for all the full credit subjects. For non-credit subjects, there will be only external evaluations. 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	Organization Behavior	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
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 2

Semester II consists of 7 full 4 credit subjects and 1 non-credit subject. There will be External and Internal evaluations for all the full credit subjects. For non-credit subjects, there will be only external evaluations. 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 3

Semester III consists 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.

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 the Functional and Sectoral Elective as per their choice. As of, now Institute is offering Marketing, and Finance as a specialization. A list of functional elective subjects and sectoral elective subjects offered by the institute is mentioned in the below table. An elective is offered if the minimum of 20 students selected that Specialization / Functional and Sectoral Elective. Evaluation patterns for the credit subjects and Non-Credit Subjects remain the same as per semester 1 and

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
4539281	International Business	Functional Elective	4	70	30	50	0	150
4539287	Digital and Social Media Marketing	Functional Elective	4	70	30	50	0	150
4539291	Retailing and Franchising	Sectoral Elective	4	70	30	50	0	150
4539292	Financial Markets and Services	Sectoral Elective	4	70	30	50	0	150

*= non- credit subject, CS= Compulsory Subject, SP- MKT= Specialization in Marketing, SP-FIN=Specialization in finance,E=Theory External, M=Theory Internal, I=Practical Internal, V=Practical Extern

Semester 4

Semester IV consists 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.

Detail regarding compulsory subjects, specialization subjects, Sectoral elective, and functional elective is mentioned below.

Any additional Specialization / Functional and sectoral Elective is offered if a minimum of 20 students selects that Specialization / Functional and Sectoral Elective. There will be External and Internal evaluations 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

454922 1	International Finance	SP-FIN	4	70	30	50	0	150
454922 2	Corporate Restructuring and Valuation	SP-FIN	4	70	30	50	0	150
454928 3	Business to Business Marketing	Functional Elective	4	70	30	50	0	150
454928 4	Financial Planning and Taxation	Functional Elective	4	70	30	50	0	150
454928 6	Management Control Systems	Functional Elective	4	70	30	50	0	150
454929 1	Rural and Agricultural Marketing	Sectoral Elective	4	70	30	50	0	150
454929 2	Banking	Sectoral Elective	4	70	30	50	0	150
454929 4	Healthcare and Hospital Management	Sectoral Elective	4	70	30	50	0	150

*= non- credit subject, CS= Compulsory Subject, SP- MKT= Specialization in Marketing, SP-FIN=Specialization in finance, E=Theory External, M=Theory Internal, I=Practical Internal, V=Practical External

MBA - Financial Management (95)

(Link: <https://syllabus.gtu.ac.in/Syllabus.aspx?tp=MB>)

Semester 1

Semester I consist of 7 full 4 credit subjects and 1 non-credit subject. There will be External and Internal evaluations for all the full credit subjects. For non-credit subjects, there will be only external evaluations. 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
1519501	Managerial Communication	CS	4	70	30	50	0	150
1519502	Organizational Behaviour	CS	4	70	30	50	0	150
1519503	Management Information Systems	CS	4	70	30	50	0	150
1519504	Business Statistics	CS	4	70	30	50	0	150
1519505	Financial	CS	4	70	30	50	0	150

	Management					0		
1519506	Financial Accounting and Reporting	CS	4	70	30	50	0	150
1519507	Micro Economics	CS	4	70	30	50	0	150
1519508	Developing Contributory Skills – I	CS	2	50	0	0	0	50

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

Semester 2

Semester II consists of 7 full 4 credit subjects and 1 non-credit subject. There will be External and Internal evaluations for all the full credit subjects. For non-credit subjects, there will be only external evaluations. 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
1529501	Research Methodology	CS	4	E	M	I	V	Total
1529502	Management Accounting and Costing	CS	4	70	30	50	0	150
1529503	Business Ethics & Corporate Governance	CS	4	70	30	50	0	150
1529504	Financial Markets and Services	CS	4	70	30	50	0	150
1529505	Macro Economic Theory and Policy	CS	4	70	30	50	0	150
1529506	Functions of Management - 1	CS	4	70	30	50	0	150
1529507	Functions of Management - 2	CS	4	70	30	50	0	150
1529508	Developing Contributory Skills – II	CS	2	50	0	0	0	50

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

Semester 3

Semester III consists of 8 full 4 credit subjects (which includes 2 projects) and 1 non-credit subject. In this semester student have to select any two electives subjects. List of electives offered by the institute is mentioned in below table.

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

Sub code	Subject Name	Category	Total Credit	Evaluation (maximum marks)				
				E	M	I	V	Total
1539500	Summer Internship Project	CS	4	0	0	60	140	200
1539501	Strategic Management	CS	4	70	30	50	0	150
1539502	Multidisciplinary Action Project	CS	4	0	0	60	140	200
1539503	Security Analysis and Portfolio Management	CS	4	70	30	50	0	150
1539504	Financial Derivatives	CS	4	70	30	50	0	150
1539505	Introduction to FinTech and Financial Analytics	CS	4	70	30	50	0	150
1539508	Developing Contributory Skills – III	CS	0	50	0	0	0	50
1539512	Behavioural Finance	Elective	4	70	30	50	0	150
1539514	Management Control Systems	Elective	4	70	30	50	0	150

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

Semester 4

Semester IV consists 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 2 subjects from elective as per their choice.

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

Sub code	Subject Name	Category	Evaluation (Maximum marks)					Total
			Total Credit	E	M	I	V	
1549501	Comprehensive Project	CS	4	0	0	60	140	200
1549502	International Finance	CS	4	70	30	50	0	150
1549503	Corporate Restructuring and Valuation	CS	4	70	30	50	0	150
1549512	Banking & Insurance	Elective	4	70	30	50	0	150
1549513	Wealth Management	Elective	4	70	30	50	0	150
1549514	Corporate Tax Planning and Management	Elective	4	70	30	50	0	150

CS= Compulsory Subject E=Theory, External, M=Theory Internal, I=Practical Internal, V=Practical External.

MBA- Information Technology (96)

(Link : <https://syllabus.gtu.ac.in/Syllabus.aspx?tp=MB>)

Semester 1

Semester I consist of 7 full 4 credit subjects and 1 non-credit subject. There will be External and Internal evaluations for all the full credit subjects. For non-credit subjects, there will be only external evaluations. 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	Evaluation (maximum marks)					
			Total Credit	E	M	I	V	Total
1519601	Management Accounting	CS	4	70	30	50	0	150
1519602	Economics for Manager	CS	4	70	30	50	0	150
1519603	Managerial Communication	CS	4	70	30	50	0	150
1519604	Organizational Behaviour	CS	4	70	30	50	0	150
1519605	Relational Database Management System	CS	4	70	30	50	0	150
1519606	Information Technology Management	CS	4	70	30	50	0	150
1519607	Business Statistics	CS	4	70	30	50	0	150
1519608	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 2

Semester II consists of 7 full 4 credit subjects and 1 non-credit subject. There will be External and Internal evaluations for all the full credit subjects. For non-credit subjects, there will be only external evaluations. 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
1529602	Corporate Finance	CS	4	70	30	50	0	150
1529603	Marketing Management	CS	4	70	30	50	0	150
1529604	Human Resource Management	CS	4	70	30	50	0	150
1529605	Production & Operations Management	CS	4	70	30	50	0	150
1529606	Research Methodology	CS	4	70	30	50	0	150

1529607	Entrepreneurship and Business Ethics	CS	4	70	30	50	0	150
1529608	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 3

Semester III consists of 8 full 4 credit subjects (which includes 2 projects) and 1 non-credit subject. From this semester student have to select any two electives. List of electives offered by the institute is mentioned in below table.

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
1539600	Summer Internship Project	CS	4	0	0	60	140	200
1539601	Strategic Management	CS	4	70	30	50	0	150
1539602	Multidisciplinary Action Project	CS	4	0	0	60	140	200
1539603	Data Warehousing and Data Mining	CS	4	70	30	50	0	150
1539604	Cyber Security and Information Technology Governance	CS	4	70	30	50	0	150
1539605	Business Process Integration	CS	4	70	30	50	0	150
1539608	Developing Contributory Skills – III	CS	0	50	0	0	0	50
1539612	Advanced Data Analytics	Elective (Any Two)	4	70	30	50	0	150
1539614	Cloud Computing	Elective (Any Two)	4	70	30	50	0	150

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

Semester 4

Semester IV consists 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 2 subjects from elective as per their choice.

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
1549602	Business Reporting Data Visualization	CS	4	70	30	50	0	150
1549603	Web Programming using PHP	CS	4	70	30	50	0	150
1549613	Social Media Analytics	Elective (Any Two)	4	70	30	50	0	150
1549614	Blockchain Management	Elective (Any Two)	4	70	30	50	0	150

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

(Source: <https://syllabus.gtu.ac.in/Syllabus.aspx?tp=MB>)

4.0 Evaluation Details

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.

Evaluation for Projects

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)

4.a Information about Passing the Course

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

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

Passing standards for Project

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 less than 40% in any of criteria will have backlog in that subject and need to reappear for remedial in the components where they have backlog.

(Gtu Circular No: GTU/Acad/MBA_Assessment/2016/4314)

4.b 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.

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

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	2 nd class
6.5 & above	1 st Class
7.1 & above	1 st 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.

$$\text{Percentage} = \text{CPI or SPI} - 0.5 * 10$$

4.c 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%, second reassessment will be done, and the result will be one which is 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 maximum of two subjects per semester.
6. The result of the student revised on account of reassessment shall not entitle the student

for 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.

(Link : http://gtu.ac.in/ImpCircular/Rules_of_Reassessment.pdf)

*It is as per GTU it is subject to change

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.

(as per GTU Reassessment circular No: GTU/ 2013/02721)

4.d 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 7 chances will be given to clear the backlog.

4.e 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.

(As per GTU Circular No: GTU/Acad/Passing_Criteria/2018/5440)

4.f Eligibility for Appearing in External Examinations

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

1. Filled the university examination form.
2. Minimum attendance of 75% in all the subjects.
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.

4.g Eligibility for appearing in Internal Exam

1. Minimum attendance of 75%.
2. Paid all Institute dues of the semester.
3. Not been debarred from appearing in the examination as a result of disciplinary proceedings or on recommendation of the subject teacher / exam committee/ director.

5.Attendance and leave rules

1. In all subjects, students must have a minimum attendance rate of 75%.
2. A student will not be permitted to sit for university or institute exams if their attendance is below 75%.
3. A student must obtain prior approval from the appropriate authorities before participating in any official activities outside of the classroom, such as placement programmes, institute-level meetings, or specially permitted Institute activities.
4. Leaves for medical reasons: The Institute will recognize 10% of a student's total absence period as attended days (student must provide valid medical certificate, though).

6. Teaching-Learning Process

Management education in SLIMS is imparted through a thoughtfully balanced mix of teaching pedagogy. Faculty members strive to make the classes interactive so that students can correlate the theories with practical examples for better understanding. To stimulate the intellect and enhance intellectual capabilities the Lectures, Case Discussion, Role Plays, Group Exercise, Industrial Visit, Presentation has been used.

Application of theoretical knowledge to real-life problems is tested through this pedagogy. The emphasis is on developing a holistic perspective that deals with unstructured situations and imparting skills in decision-making under uncertainty.

The pedagogy is designed in such a way that academic rigour is maintained and students are continuously evaluated. Strong support from the industry and robust emphasis on ethics and values are the notable features of the pedagogy. Case studies help students experience management predicaments whereas role-plays and simulations prepare them to take decisions in real time scenarios.

The pedagogy ensures that analytical skills are developed through concepts and practice, which help the students hone their decision-making skills. There is a very strong focus on building competencies related to the management of technology and data-enabled business, innovation, and entrepreneurship.

7. Disciplinary Rules

7.a General rules

Students are required to behave in a manner that is consistent with the Institute's mission and core principles. Students should control their own behaviour to prevent impeding or harming the work of other team members. They have a right to a secure and respectful environment in which to work, learn, study, and engage in social activities at the Institute. Students are required to act honourably, show consideration for others, and abide by the rules of behaviour. Students should refrain from engaging in any sort of wrong doing.

1. Student should behave respectfully to the teaching and non-teaching staff within campus and outside institute premises, otherwise they are liable for disciplinary action.
2. All students should strictly abide by the rules and regulations of the Institute
3. Students will be responsible for their behavior within the premises of the institute. appropriate steps will be taken against students who violate the rules and regulations of the Institute or behave in an absurd manner and will be rusticated from the Institute. Students and their parents and/or guardians are expected to have read and understood these rules.
4. No individual or collective student may interfere in any way with the administration of the Institute.
5. Each student must provide his or her registered e-mail address and telephone number. It is the student's responsibility to inform the Institute office of his or her change of address and phone number.
6. Do not continue further studies that might conflict with the course schedule in which he/she takes admission to this institute.
7. Any damage to the Institute building, water, gas, fire, electrical installations and furniture premises will be punished and the cost of the damage will be recovered.
8. 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.
9. Students will not use any equipment without the permission of the instructor, faculty, or personnel, for example, computers, projectors, audio system, etc. No responsibility will be accepted by the Institute for any injury, loss or damage to the personal articles of students.
10. Students at the Institute must be alert and diligent. After two warnings, a student who neglects his / her studies and fails to improve will be expelled from the Institute.
11. Students are expected to attend functions 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 a holiday. In the absence of such functions without valid reasons, disciplinary action will be taken.
12. All safety precautions must be taken by students. The Institute is not responsible for any accident, regardless of its nature, occurring in the workshop, playground, summer training, industrial training, educational tours and trips, or anywhere else.
13. Efforts must be made to conserve electricity and water by students. Lights and fans must be turned off when they leave the classroom, lab, etc.
14. Smoking, chewing tobacco, consuming alcohol or taking drugs is strictly prohibited in the Institute. If any student is found in inebriated condition, he / she will be suspended / expelled from the Institute.
15. Students must pay stipulated fees within the given time span. Students may note that fees once paid will not be refunded
16. Using mobile phones within the Institute class rooms / computer laboratory / library / Seminar/ webinar or any other official work etc. is strictly prohibited
17. Students must help keep the Institute neat and clean and also preserve and maintain the gardens.
18. Students must through the rubbish in the dustbin only. Any student found disobeying the rule will be fined Rs. 500.
19. 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.
20. 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.
21. Students must pay their fee/dues on or before the prescribed deadline, failing to take appropriate disciplinary action.

22. Students who don't pay their debts in full will not be allowed to take the exams.
23. All applications must be addressed to the Director.

7.b Anti-ragging

SLIMS is ragging-free institute. The AICTE and UGC guidelines for anti-ragging are carefully adhered by the institutes.

Students are not allowed to engage in any disorderly behaviour, including verbal or written comments or actions that have the purpose of making fun of, mistreating, or otherwise acting in an unkind way against another student. Engaging in disorderly or disobedient behaviour that annoy, burden, or psychologically injure any student, junior or senior, or that are likely to do so, or asking the student to do any act or perform something that such behaviour would cause,

a student will not typically do, and which has the negative physical effects of causing or generating a sense of shame or embarrassment so as 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

Therefore, it is required that all students thoroughly read this agreement and make a commitment to uphold it.

1. Ragging is forbidden both within and outside the Institute.
2. Anyone found guilty of directly or indirectly committing, taking part in, aiding, or promoting ragging inside or outside the Institute will be penalized in accordance with the Act's provisions.
3. Any student found guilty of ragging shall be expelled from the school and shall not be allowed to enroll in another school for a period of five years following the date of the order of such dismissal.
4. Harassment of any student(s) inside or outside the school, including verbal abuse, intimidation, teasing, and other forms of harassment. on any student(s) inside/outside the Institute will not be tolerated and are punishable under Police Act and such matters will be immediately reported to the police.

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

7.c Mass Boycott

Students who engage in widespread boycotting, common off, or mass bunking may be subject to a fine of up to Rs. 500 per student and other disciplinary measures as determined from time to time by the Institute.

7.d Expected behaviour from students

1. Each student must conduct themselves in a way that is appropriate for a student at a distinguished institute both inside and outside the Institute's campus.
2. Each student is expected to treat faculty, staff, visitors, and residents of the institute with the appropriate respect and courtesy, and to behave well around their fellow students.
3. A lack of courtesy and decorum; unseemly behaviour inside and outside the Institute; intentional damage to Institute property; removal of any property owned by the Institute, fellow

students, or other Institute personnel and residents; the use of abusive and offensive language; interfering with fellow students' study sessions; a violation of Institute rules and regulations; the use of unfair testing, quizzing, assignments, or examination practices; noisy and disruptive behaviour shall constitute violation of the code of conduct.

4. It's not allowed to talk loudly, loiter or congregate, or be a distraction or annoyance to other people.
5. The pupils must pass through the corridors quietly so as not to disturb the surrounding classes or other activities.
6. In class, in the library, in the computer lab, in seminars, in workshops, and in any other academic setting, students must behave with the utmost decorum and silence.
7. Act in a way that is appropriate for an educated MBA.
8. You are under CCTV surveillance; your behaviour is being monitored and recorded; please be aware of the same.

7.e Dress Code

The way one looks to the outside world is their window to the world. Everyone's life revolves around how they choose to dress. The way a person dresses not only improves his or her individuality but also boosts self-assurance. Dressing represents one's personality and affects how other people perceive your attitude, focus, discipline, and general behaviour.

Students are not required to adhere to the institute's daily formal dress code. To maintain the academic ambiance and prestige of the Institute, you must be properly dressed as a student enrolled in a professional course at a reputable institution.

All students are required to dress formally for some professional events, such as workshops, seminars, conferences, invited lectures, industry talks and visits, recruitment events, and interviews.

7.f Smoking

It is strictly prohibited to smoke or use tobacco products (such as pan masala, gutkha, etc., which include tobacco) anywhere on the Institute's property. Students who are caught smoking or using tobacco products face harsh disciplinary measures that could result in expulsion from the Institute.

7.g Substance Abuse Policy

It is strictly forbidden to consume alcohol or be under the influence of alcohol.

Strict disciplinary measures will be taken against anyone found to be distributing illegal drugs or controlled substances, in possession of, using, or under the influence of any illegal drugs or controlled substances.

Any student who is caught using, possessing, or acting intoxicated while under the influence of alcohol or drugs will face strong disciplinary action, which could result in expulsion from the institute.

8.0 Library rules

1. Use of the library is strictly reserved for readers possessing a library membership card.
2. Every person who enters the library will sign the visitor's register.
3. Readers are not allowed to borrow books on the cards of other readers.
4. Students can reserve books at the circulation counter in case they are already issued.
5. Issue of books in demand may not be renewed.

6. The library reserves the right to recall any issued book even before its due date.
7. Lost of book/library card, should be reported immediately in writing to the Library In-charge.
8. Marking and defacing of books/journals is forbidden.
9. Borrowers must satisfy themselves about the physical condition of the books before borrowing, otherwise they will be held responsible for any damage noticed at the time of return.
10. Users are advised not to issue Books to others on their names.
11. Smoking, eatables and drinks are not allowed inside the library.
12. Mobile phones are to be switched off, or kept on silent mode, inside the library premises.
13. All readers are required to maintain discipline/silence in the library.
14. Library staff will not be responsible for readers' personal books and holdings.
15. Books are issued for 14 days & bound journals for 7 days. If not returned by due date, fine as per rules will be charged.
16. Books lost or destroyed shall have to be paid for or replaced by the borrower (same or latest edition or actual cost of the book as per library records) to the satisfaction of the Library In-charge.
17. A fine will be charged for duplicate card.

Borrowing Privileges to MBA students

No	Issued Items	Valid Period (Due Date)
1	Bound volumes / loose issues of journals	1 Day
2	CD (non-book materials).	1 Day
3	Two Books	14 Days
4	News Paper Back Issue	18 Hours
Late Fee	Rs.1.00 per day (First-14 days) Rs.3.00 per day (15th Day and onwards)	

9. Computer Laboratory rules

1. When utilizing the computer lab, please bring your institute ID card.
2. When entering and leaving the computer lab, students must sign the logbook and note the time they entered and left.
3. Keep your personal belongings at the property counter.
4. Please uphold an atmosphere of respect, tranquilly, and silence.
5. Take the utmost care when handling the computer systems.
6. It's against the law to use external storage devices.
7. The computer lab is only to be used for educational purposes.
8. Online chat is not permitted in the computer lab. It is not permitted at all to browse dating or social networking websites. The defaulters will face harsh disciplinary measures.
8. It is strictly forbidden to visit fashion or pornographic websites, download music or images, use screen savers, or engage in chat.
9. It is not permissible to modify the settings or displays of the computers stored in the computer lab.

10. It is totally forbidden to play video games on computers anywhere on the library grounds.
11. Before leaving the lab, the students should turn off the power outlet, push in the keyboard shelf, and properly arrange their chairs.
13. It is definitely forbidden to copy any licenced software illegally or without authorization.
14. Games and other personal applications cannot be installed on computers.

10. Communication to the Students

Email, Google Classroom, Notice Boards, and the learning management system Moodle are the principal means of institution-student contact.

Additionally, students are advised to regularly check their email, Google Classroom, notice board, and LMS. Any pupil will not be entitled to an explanation or consideration if they are unaware of the message.

11. Identity Card

An identity card is given to each student. On campus, students are required to carry their identity all times and to present them upon request to any academic or Institute official.

1. The student may not be able to enrol in classes, take exams, or use any services the Institute offers if they cannot provide their identity card.
2. The Identity Card cannot be transferred; if it is, the card's owner will be liable for any harm or loss the user causes.
3. If the identity card is lost, a replacement may be obtained for a fee of Rs. 100. The student needs to get in touch with administration for the same.
4. If the identity card is damaged, it can be brought to the administrative office where a new one can be obtained for a fee of Rs. 100 only.
5. This card must be returned to the administrative office of the Institute in the event of a transfer or withdrawal from the Institute.

12. Placement cells Rules

A student's transition from a student to a professional is significantly aided by the placement cell. It seeks to incorporate experiential learning into MBA programmes through a variety of activities and initiatives.

The main activities of the placement cell, in addition to skill development, summer internships, practise school, career development/advancement programmes, and pre-placement training, include conducting placements and associated activities such as pre-placement talks, mock tests, placement drives, and pooled campus drives.

Placement Rules

1. The student should attend all the classes organized by the college for regular classes, CV, GD, PI, alumni etc. If a student fails to attend these classes, the college might not allow the student to be a part of the campus placement process.
2. It is implied that students should read the emails sent properly and carefully as it contains all the information relating to profile, package and location. No question will be entertained regarding the same in the pre placement talk with the concerned person from the company.
3. Once you enroll yourself for a company visiting for campus placement, you can't back out for whatsoever reason, if you have given your name for a company and yet fail to appear for the

company proceedings, you will be barred from placement process for next 3 upcoming companies. No explanation or exception will be made.

4. Once a student gets selected and offered a job in a company, then they will be automatically excluded from further placement process and won't be able to apply for further campus placements.
5. Students should come in college formals, well groomed and should carry copy of their CV and all necessary documents when appearing for the companies and should reach campus 30 minutes prior to the schedule time.
6. No names would be entertained after the given deadline is over. All students have to send their names to the coordinators before the deadline or else Placement cell will not accept delayed entries for any reason.
7. It is advised that you keep a check on your email on regular basis for any updates from placement cell. The placement coordinators will not be responsible if students do not check their emails and miss out on any information
8. If a person missing any session of the placement training program, he is automatically barred from the placement process.
9. If a student appear for the campus placement without reading the job description of the company and then back out once selected will be considered as placed by the college and will not be allowed to be part of further placement process.
10. After giving the name for a company, if the students remain absent without valid reason on the day of the campus drive and it has to be communicated to the placement coordinator before the date of the campus drive, and then also they will not be part of further placement process.
11. If the students are deliberately not performing in the GD or PI and the placement committee figures out the same, he/she will be out of the placement process.
12. The students those who are already placed have to compulsorily help out in the placement activities as and when required.

13. Clubs

With sufficient assistance from the Institute, students are encouraged to plan, coordinate, carry out, and take part in a variety of extracurricular and curricular activities on their own. The Institute offers such a learning approach faculty guidance as well as a secure, risk-free, and encouraging environment. Clubs and committees offer possibilities for skill development and self-discovery through their activities and events. However, for people in charge of planning these events, such forays result in the blooming of managerial and leadership talents. Below are specifics on the numerous clubs at SLIMS.

Cultural Club

The cultural club aims to organise various cultural events which helps students to connect with their cultural values, customs and traditions of our country. The cultural club gives a platform to students where they showcase their talent and they learn self-awareness, teamwork, collaboration, communication which will be helpful to them in moulding their personality. Apart from participating in the cultural events, the students also get experience of organizing and managing the events, and of course, it caters to the creative needs of the students.

Marketing Club

The marketing club aims to offer the students a holistic experience of marketing via industry interaction and on campus/off campus activities. It aims to make students come up with creative thinking abilities in solving problems and marketing issues. To make students up-to-date of the current scenario and the happenings around them in the marketing space. It will provide and teach them techniques related to marketing which would help them be industry-ready. It will make students understand the importance of teamwork and make them realize their leadership qualities.

Finance Club

The finance club aims to conduct various activities related to the domain of finance. Its goal is to make students learn from practically applying the various financial concepts learnt in the class. It involves a plethora of activities like Stock market games: creating virtual portfolios using live company prices; role play on activities related fund-raising and investment advising, wealth planning and banking. It also plans for students to visit MSME units to understand the manufacturing process of the unit and financial aspects. Expert lectures from the field of finance and Union Budget discussion and analysis is also an important part of the club.

Social club: The helping hand

The objective of social club is to support development of the students and motivate them to become socially responsible business leaders. The Club shall work with faculty, students, alumni and companies to promote sustainable society by integration of social values. It shall provide the students a platform to work for a cause. The club shall create an environment wherein the students will embrace responsibilities to serve the society.

Entrepreneurship Development and Economic Activities Club

Club on Entrepreneurship development and Economic Activities (CEDEA) is a club organizes various programs for the development of Entrepreneurship among the students and moreover it conducts the Activities related to Economics to inculcate into the students the understanding regarding the micro as well as macro economics.

Quiz and Debate Club

The quest for knowledge is a quintessential part of the management discipline. The Quiz and Debate Club at our institute is an effort to satiate this need of the student fraternity at SLIMS. Quizzes and debates on a wide range of topics including but not confined to general knowledge, the functional areas of marketing and finance, business environment in general etc. are held on a quarterly basis. The Quiz and Debate Club encourages the first year and second year MBA students to actively participate in organizing and conducting quizzes and debates and learn by sharing of knowledge therein.

Analytical Club

Business analytics aims to shape the strategy for business through reliable, factual insight rather than intuition. The club aims to facilitate the learning of financial and statistical concepts using software. This will enable students to solve and present research-based problems effectively. The club focuses to conduct different activities for the enhancement of financial knowledge and investment etiquette for students.

Movie Club

The aim of this club is to discover the learnings in the classes and around with analytical and creative eyes. Currently, movies have become a big part of our lives and this club aims at creating a two-way learning- visual learning along with association of theoretical learnings and leisure learning. This club is dedicated to subject-wide film project presentations, educational movie workshops and is recognized in practical educational learning from various subjects. The purpose of this club is to have interaction and discussion bridging the gaps between shared learning and shared life. The movies screened focuses

majorly on managerial skills.

14. Holiday list

Institute declares holidays as per GTU holiday list.



Som-Lalit Institute of Management Studies (SLIMS)

SOMLALIT INSTITUTE OF MANAGEMENT STUDIES

Address: SLIMS Campus, St. Xavier's Corner, University Road, Navarangpura, Ahmedabad – 380009.

Phone: 079 – 2630 3301/02