



MSNIM

MANEL SRINIVAS NAYAK INSTITUTE of MANAGEMENT

Affiliated to Mangalore University | Approved by AICTE | Reaccredited by NAAC with 'A'Grade



MBA PROGRAM STUDENT HANDBOOK



DIRECTOR'S NOTE

Dear Student,

You have joined us as an MBA student of Manel Srinivas Nayak Institute of Management (MSNIM). A warm welcome to you!

Our students who had graduated earlier have found meaningful and fulfilling roles in corporate organizations all over India. The Institute has grown substantially in the past few years, and it is your turn to become an integral part of MSNIM, and, to have a fulfilling and rich learning experience over the next two years.

We see our Institution contributing to corporate leadership by nurturing of dynamic managers with an explicit commitment to ethical attitudes and nation-building. We welcome you with the conviction that you resonate with our purpose and will look forward to a career in management. We believe these two years of learning build upon the students' inherent motivation so that they can go out and make a genuine difference in India and the world.

This Student Handbook is a 'user's manual' for you. It contains the most essential guidelines and rules about academics, examinations, attendance requirements, and conduct. It provides information on support and the relevant links you must check for details. I urge you to go through the Student Handbook carefully and refer to it whenever needed during your stay at the Institution. As a member of our student community, you have the responsibility to demonstrate the spirit of sharing and caring for everyone around you and live and breathe the values and vision of the Institution. I am sure that the next two years you spend here will be fulfilling and take you towards becoming the person you want to be.

Welcome to MSNIM

Dr. Molly S. Chaudhuri
Director

THE INSTITUTION



ABOUT THE INSTITUTE

Manel Srinivas Nayak Institute of Management, popularly known as MSNIM, was established in 1999 as a far sighted initiative by the Management Council of Women's National Education Society, Mangalore, and the sponsors of the renowned Besant Educational Institutions. MSNIM is regarded as a pioneer in Management education in Mangalore and has the distinction of being the first MBA Institute affiliated to Mangalore University. The institute has adopted a multi-pronged approach to maintain a high standard in its academic endeavors, fostering managerial skill development and the right attitude to life and business among the students. In a saga of rapid growth spanning 25 years, the institution has been marching towards excellence along the path illuminated by the vision of the illustrious founders Dr. Annie Besant and Late Sri Manel Srinivas Nayak, a great philanthropist, visionary and the fourth president of WNES.

Besant Institutions at Kodialbail, Mangaluru aptly sum up the life and philosophy of the revered founder Dr. Annie Besant, Irish by birth and Indian by choice-. The inspiring saga of the yeoman service of Besant Institutions in the sphere of education began in 1918 when Dr. Annie Besant, a renowned freedom fighter, laid the foundation stone for Besant Primary School in Kodialbail, Mangaluru. The Primary School, initially managed by the Theosophical Society of India, had played host to no less a person than the Father of the Nation, Mahatma Gandhi. The School was also fortunate to have as its honoured visitors the Nobel Laureate, Sir Rabindranatha Tagore and the Governor General of India, Sri C. Rajagopalachari.

Women's National Education Society (WNES), Mangaluru, established in 1943, took over the school administration from the Theosophical Society in the same year, and this ushered in a new era in the realm of education in Mangalore. WNES, subsequently, took a bold and gigantic step, bringing into its ambit a Higher Secondary School and a Pre-University Institution. In December 1976, the late Manel Srinivas Nayak, then President of WNES, founded Besant Evening College and Besant Women's college in June 1977. While his foresight and initiative played a pivotal role in establishing the two Institutions, the active leadership provided by his successors, the late Sri. B. Damodar Prabhu, and the late Sri. Manel Krishna Nayak enabled the institutions to register unprecedented growth. In 1999, WNES launched its most prestigious academic programme – MBA on a new campus on the outskirts of Mangalore in Bondel, as a tribute to the memory of the most dynamic President in the history of WNES, the late Manel Srinivas Nayak. The first private MBA Institute in Mangalore – MSNIM is not only a pioneer but a formidable leader in academic terms.

The Institute offers a Two Year regular full time MBA Program affiliated to Mangalore University, approved by AICTE, Govt. of India and accredited by NAAC. Over the past twenty-four years, the Institute has developed into a leading center for professional management education, research and consultancy services in this part of the country. The Institute conducts a number of specialized training programs, and also organizes seminars and workshops in collaboration/association with reputed Institutions and Universities in India and abroad.

The Institute functions in a state of the art building with all required amenities such as spacious seminar halls, auditorium, class rooms, highly resourceful library, and an excellent computer lab with state of the-art workstation under powerful Pentium based servers. The indoor and outdoor game facilities help the students to relax from their academic activities. The institute campus has separate hostel facilities for boys and girls with all modern facilities.

The Institute has faculty members who are highly proficient and professional with enviable academic achievements. In the university exams, students have brought laurels to MSNIM by bagging university ranks and passing in distinction. Through campus recruitment, the institute has placed the successful candidates in renowned companies. The majority of our Alumni are in middle and top level corporate positions. Our leading recruiters have been E&Y, Northern Trust, ICICI Bank, Reliance Digital, Axis Bank, Dominos, Mercedes-Benz, etc.to name a few.

CONSTITUENT INSTITUTIONS OF WNES

- Besant Balavadi
- Besant Higher Primary School
- Besant High School
- Besant National Girls Pre-University College
- Besant Pre-University Evening College
- Besant Women's First Grade College
- Besant First Grade Evening College
- Manel Srinivas Nayak Institute of Management

GOVERNING BOARD MEMBERS

1. **Sri Manel Annappa Nayak**
President, Women's National Education Society Chairman
2. **Dr. Manjula K.T**
Vice President, Women's National Education Society Member
3. **Sri P. Suresh Pai**
Vice President, Women's National Education Society Member
4. **Sri Jeevandas Narayan**
Secretary, Women's National Education Society Member
5. **Sri Kudpi Jagadish Shenoy**
Member, Women's National Education Society Member
6. **Sri V. Leeladhar**
Former Dy. Governor, Reserve Bank of India Member
7. **Sri K.V. Raghav Kamath**
Former GM, Corporation Bank Member
8. **Dr. Rajesh Nayak**
Director – Training, College of Banking and Financial Studies, Oman Member
9. **Dr. Ishwara P.**
Professor, Commerce Department, Mangalore University Member
10. **Dr. Puttanna K.**
Professor & Chairman, MBA Department, Mangalore University Member
11. **Sri Mukund Kamath**
Proprietor, Ideal Ice Creams, Mangalore Member
12. **Mrs. Vathika Pai**
Proprietor, Vathika International Travels, Mangalore Member
13. **The Director**
Technical Education, Govt. of Karnataka, Bangalore Member
14. **The Regional Officer**
All India Council for Technical Education, SWRO, Bangalore Member
15. **Dr. Molly S. Chaudhuri**
Director, Manel Srinivas Nayak Institute of Management, Bondel, Secretary
Mangalore
16. **Dr. Reema Agnes Frank**
Associate Professor, Manel Srinivas Nayak Institute of Management, Member
Bondel, Mangalore
17. **Ms. Nanditha Sunil**
Assistant Professor, Manel Srinivas Nayak Institute of Management, Member
Bondel, Mangalore

OUR VISIONARY



Manel Srinivas Nayak

LATE SRI MANEL SRINIVAS NAYAK, THE FOURTH PRESIDENT OF WNES

Late Sri Manel Srinivas Nayak was one of the great sons of Mangaluru. He is known for his contributions in education, politics, and philanthropy. Born in the renowned Manel family, in addition to his family business, Sri Nayak ventured and excelled in social entrepreneurship.

Sri Nayak became the president of the Women's National Education Society and started the first Women's Institution with a residential facility in this part of Karnataka. He was instrumental in giving higher education to thousands of girls of lower and middle-income families. His contribution to making Dakshina Kannada the most educated district is recognized by one and all.

As the Chairman of City Municipal Corporation, Sri Nayak did yeoman service in developing Mangalore city. As an elected MLA from Dakshina Kannada District, he worked for the betterment of the district. He was an upright, honest and committed political leader of his time in the entire state.

As president and member of various cultural and social organizations, he strived for the welfare and development of the people of Mangaluru. He is one of the noble and dynamic leaders the city of Mangaluru had.

Mr. Manel Annappa Nayak, his son, is now carrying forward the great work initiated by his illustrious father.

THE VISION

To be a Centre of Excellence in Management Education, Research, Consulting and leadership

THE MISSION

To disseminate knowledge, skills and entrepreneurship culture in management through transformative learning experiences, research, and industry engagement.

CORE VALUES

- **Student Centric:**
Foster a student-centric environment, which enhances quality learning leading to professional excellence.
- **Integrity:**
Commitment to academic freedom, fairness, honesty, transparency and accountability in all our activities and actions.
- **Ethical behavior:**
Create a learning atmosphere that encourages responsible, moral behaviour based on ethical principles and values.
- **Sustainability:**
Provide learning opportunities for all students to develop the necessary knowledge, skills, attitudes, and values to contribute to a sustainable future.
- **Collaboration:**
Provide a welcoming, supportive and collaborative learning environment for our stakeholders through cooperation, participation, and knowledge sharing.
- **Inclusiveness (Diversity):**
Cultivate an open and accepting community by respecting and treating all staff and students equally and fairly.
- **Growth orientation:**
Focus on building a culture of continuous improvement, embracing change with excellence to meet the future challenges and committing to meet the best standards.

GRADUATE ATTRIBUTES

The principal outcome of MSNIM's efforts and the core of its activity are the attributes of its graduates who are expected to reach their full potential whether as global citizens or as leaders in an internationally competitive environment. The Institute's Academic Council has therefore adopted a clear statement of Graduate Attributes aimed at:

- Providing an anchor to the students by clarifying the essence of their programme of study and also providing a lasting impact of their MSNIM experience; and
- Informing potential employers and other stakeholders of the qualities to be expected of a MSNIM graduate.

MSNIM graduates are expected to have the following attributes:

- **Knowledgeable:** Graduates are capable of applying knowledge and skills to real world situations and are digitally literate.
- **Good planning and execution:** Graduates are effective task and deliverable planners and executors, ensuring the project's success.
- **Critical and analytical thinking:** Graduates are open to, and reflect on new ideas, evidence and assumptions to arrive at logical solutions to problems.
- **Adaptability:** Graduates are capable of adapting to a variety of scenarios in the global environment and continually self-develop themselves.
- **Communication skills:** Graduates can effectively collaborate and confidently communicate ideas and information to attain personal and professional objectives.
- **Social responsibility:** Graduates contribute positively to their profession, environment and society.
- **Empathy:** Graduates gain the ability to understand and share others' feelings.
- **Creativity and Innovation:** Graduates seek to develop creative and effective responses in new ways and form ideas to overcome challenges.

Student evaluation is done on the basis of these nine attributes

ABOUT THE CURRICULUM

Manel Srinivas Nayak Institute of Management has always been innovative in its approach to management education. The institute updates its curriculum and programme structure to incorporate the constant evolution of new thoughts and practices in management and the emerging needs of industry. The institute considers that management education in the new millennium ought to:

- a. Encourage students to explore, experiment and learning to learn.
- b. Enable students to meet the uncertainties and challenges in the business environment with confidence.
- c. Impart skills to enable students to adapt to changes in situations, people, or processes.
- d. Enable the students to learn functional knowledge and expertise in order to excel in their chosen fields of work.
- e. Enable the students to appreciate the robustness of management theories with practice.
- f. Equip the students with an appreciation of values, ethics and principles of social justice.

The MBA programme comprise four semesters spread across two academic years of study. The first year (Sem I & II) consists of a rigorous and intensive grounding in fundamental management functions. These courses are compulsory in nature. During the second year (Sem III & IV), the students can opt for electives based on their areas of interest and have to study some core subjects.. MSNIM offers electives in the areas of Marketing, Finance, Human Resource Management, Banking and Insurance, Logistic Management and Hospital Administration.

Class Room Pedagogy

The program involves classroom sessions, discussions, exercises and a blend of classroom study and experiential/practical training. Simulations and case discussions are adopted extensively across the curriculum to supplement class-room instruction/lecture. Simulations illustrate the complex interplay of variables and replicate real situations, and the students can understand or decide

on a course of action. Discussions on business cases/incidents help students apply the theory knowledge to solve the real problems.

Thus, class room instructions, when supplemented with case based discussions and simulations, help the students acquiring a deep and rich understanding of business and management.

Field based Experiential Learning

The curriculum places great emphasis on field based experiential learning .The programmes like live projects, operation workouts, summer internship, industry visits supplement the class room learning. Experiential learning gives a holistic approach to the curriculum ,and connects theory with practice.

Pre-MBA Program

To support better understanding and learning during the MBA Program, MSNIM has designed a Pre-MBA Program. Provisionally admitted students have to undergo Pre-MBA Program.

Soft Skills/Self Development Training

The Soft Skills Lab excels in imparting soft skills, the vital component of the corporate needs. The exclusive design and the right mix of teaching and the training processes of Soft Skills training help the students add a new dimension to their personality. Soft Skills training thrives on the innovative methodology used to impart soft skills and is the propelling force. Activity based learner centered curriculum ensures that the student is well rounded to understand the subtleties of the corporate world. The core elements of teaching methodology are pair work, group work, stimulating group discussions, mock interviews, skits, role plays, etc., instill confidence in the students to meet the challenges of corporate work culture.

Live Projects / Assignments

Students are encouraged to pursue live projects and assignments in every subjects to enhance their learning by applying theoretical concepts to industry situations under the guidance of experienced faculty to ensure proper focus and implementation.

Seminars / Presentations / GDs

Students have to present seminars on management topics. Faculty members guide the students in doing the presentations, and also

help in honing the reading, summarizing and presentation skills of the students apart from MSNIM inculcating the reading habit in students.

Guest Lecture

Guest lectures play a crucial role in the developmental process of the students. The institute invites eminent academicians and practicing professionals to deliver guest lectures. Guest lectures provide, students opportunities to interact closely with professionals and understand the practical applications of various management and information technology concepts and ideas. Through these activities, the students get acquainted with leadership roles and develop group and interpersonal skills with the right attitude for career success.

Internship Program

MSNIM arranges Internship Program for the benefit of students at leading organizations. The institute also supports the executive training assignments spread over four weeks in internship through its faculty. The internship program enables the students to experience the rigor of business environment and combine the concepts learnt in classrooms with the real-life situations of the organizations.

Academic Integrity

Plagiarism, cheating, or any form of academic dishonesty is strictly prohibited. All submitted work (assignments, seminars, project work) must be your original work, properly cited and referenced as required. Any violation of academic integrity will result in disciplinary action, which may include academic probation, suspension or even expulsion.

CONDUCT AND GENERAL RULES

GENERAL RULES AND REGULATIONS

1. The Institution is open to all students with requisite qualifications without discrimination of caste or creed.
2. The admission of a candidate is made by considering the marks obtained by the candidate in the qualifying examination as well as their performance in the interview.
3. Students whose degree/graduation results remain undeclared during admission are provisionally admitted to the programs. The regularization of admission is subject to submitting proof of graduation transcripts on or before University specified date for registration, failing which the provisional admission will automatically stand cancelled. The candidate will cease to be a student.
4. If any of the statements made by the student in the application form or any other information given by the candidate in connection with admission is, at any time, found to be false or incorrect and willful suppression of facts, his/her admission will be cancelled forthwith. The fee will be forfeited, and he/ she shall be expelled from the Institute by the Director and prosecuted if deemed necessary.
5. Students who get the admission to the institute will fully accept the rules and regulations in force in the institute or which may be framed from time to time, notwithstanding that these rules are not incorporated in the University regulations or not prescribed by other Institutions.
6. Admissions made to the Institution are provisional and subject to the approval of the University.
7. The Chairman / Director may refuse admission to any student without giving reasons.
8. The Institution, though not responsible for the conduct of its students outside its premises, will take cognizance of any serious misconduct of its students committed outside its premises.
9. Attendance at Classes and examinations, progress as well, and conduct of students will be considered while recommending for

merit certificates, concessions, scholarships, higher studies, and employment.

10. Educational tours and excursions are to be organised with the permission of the Chairman / Director. The institute informs the parents about the date, place of visit, route, and the amount, and for all such programmes, written permission of the parents is mandatory.
11. Classes will be held between 9.30 a.m. and 5.00 p.m. on Mondays through Fridays and between 9.30 a.m. and 1.15 p.m. on Saturdays.
12. Students are required to be inside the class room 5 minutes before the hour fixed for each session awaiting the arrival of the faculty member. When the faculty member enters the class and students stand in respectful silence to receive him / her.
13. On attendance call, student shall rise and answer to his name.
14. Students who come late shall not be allowed to class till the next session and will be marked absent. However, the student may enter the class only if permitted by the Lecturer in the exceptional cases.
15. Every student shall possess a Photo Identity Card issued by the Institution containing the name and other details of the student and a validity period of two years . Students are required to produce their Identity Card for identification purposes and should be produced whenever demanded. Students who have lost their Identity Card are advised to report the same immediately at the MSNIM Campus office and obtain a new Identity Card at a nominal fee.
16. All the students should wear the uniform prescribed by the Institution on the specified days.
17. Attending the institution functions, Forum meetings, Industrial visits, Project work, etc, is compulsory on all students.
18. Mobile phones / other electronic communication devices are strictly prohibited in the Classrooms, Library, Computer Centre, and Examination Halls etc.
19. Any student, if found indulging any act unbecoming of a student,

any act disrespectful to the Institute or people connected to the Institute or any act of a criminal nature, is liable for disciplinary action such as debarring/expulsion.

20. Students can pay the course fee per semester or in one lump sum during registration/admission through online or Cheque/ Demand Drafts in favor of 'WOMEN'S NATIONAL EDUCATION SOCIETY', payable at Mangalore.
21. A student shall pay the fees of the entire course even if he discontinues the course, irrespective of any reason
22. Fees once paid will not be refunded under any circumstance.
23. MSNIM appreciates prompt payment of fees and other charges. Payments not made on time shall incur penalties such as cancellation of admission, not permitting registration into the succeeding semester, not allowing appearing for examination, withholding Mark Cards, transcripts and imposing fine, etc.

CONDUCT AND BEHAVIOUR

1. Students should maintain the highest standards of behavior and discipline inside and outside the institute.
2. They shall strictly observe the disciplinary rules framed by the institute at times. Students who disobey these rules shall be referred to Director/Chairman and should face the consequences they consider fit.
3. No student shall enter the class room or leave the class without the permission of the respective Faculty.
4. The faculty member in charge of a section will monitor the students' attendance, progress and conduct.
5. Irregular in attendance, indifference in regard to class work, test and examinations, discourtesy towards the teacher, disrespect obscenity in words and act, willful damage to Institution or Hostel property, antisocial activities etc., are liable for disciplinary action which may include expulsion from the institution.
6. Students are asked to take care of the institute's property. Any wanton damage to furniture, apparatus, or any other property of the Institution or Hostel will be charged to the student or students concerned or failing his/her identification all students will share the cost and responsibility..

7. Without the permission of the Chairman / Director, students shall not organise any activity, no meetings, no person shall be invited to address the students, no publication shall be issued & no canvassing or mobilising the student for any particular opinion or action or associate with any group not connected with the institute.
8. Every student is expected to greet the Management members and staff on the occasions of meeting them in the campus.
9. Students attending gatherings and functions within the campus are expected to be neatly dressed in accordance with the rules of approved etiquette.
10. Students who do not have classes are expected to spend the time in the library or in other preferred academic activities.
11. Consumption of narcotic tobacco, alcohol, drugs & all legally banned items are totally banned in the campus. Students consuming any of the banned items in any form on the Institution campus or coming to the campus after having consumed alcohol or used tobacco will be summarily dismissed.
12. Students should seek permission of Chairman / Director to participate in political agitations or join any club or society. They are not allowed to play in any team against the institution.
13. Students are not authorized to collect donations from public for any of the Institution activity without the permission of the Director.
14. Director can rusticate any student from the institution if the student is found guilty of serious misconduct or if his / her presence in the institution disturbs order and discipline.

ATTENDANCE

1. The Institution insists on punctuality and regularity in attendance. In every session, the concerned faculty member takes the attendance at the commencement during the class.
2. A student is required to take prior permission of the concerned authority for leave of absence. For absence over three days students should take approval from Director. They should justify unforeseen leaves on return before entering the class.

3. In case of absence due to illness for more than two days, students should submit Medical Certificate from the Registered Medical Practitioner to the Faculty Incharge along with the leave note. However this does not entitle a student to get attendance.
4. The student's name is liable to be struck off the rolls of the Institution whenever one is absent from the class for over ten days without prior permission from the Director.
5. All students are expected to be present on the day of reopening classes after vacations.
6. The Institution views seriously the absence for Institution and University examination.
7. Officially deputed students to represent the Institution are entitled to get attendance, provided they give a note of delegation to the Faculty in charge signed by the Director. The students should obtain the delegation letter before leaving the Institution in a prescribed format.

DRESS CODE AND UNIFORM

Grooming

At all times within the institution premises, students are to be well groomed.

Boys should groom as per the industry standard, such as short hair, neatly shaved, clean and perfectly trimmed nails.

Girls with long hair should keep it well coiffured in plait, clean properly trimmed and manicured nails with light colours.

Dress Code

Formal Dress/Coloured Dress: Wednesday and Saturday

Boys are to be in full or half sleeved shirts, formal pants covering ankles with formal polished shoes and belts.

Girls are to be in decent chudidars, salwars, kurthis (knee length), formal shirts/pants/blazers, sarees.

Uniforms

Boys-Monday and Thursday - Neatly pressed college uniform, tucked in with formal black belt and black formal shoes and black socks.

Casual college uniform-Tuesday and Friday - Black Jeans/Pants covering up to ankles, College T-Shirts, Shoes.

Girls-Monday and Thursday - Neatly pressed college uniform, tucked in with formal black belt and black formal shoes and black shoe liners.

Casual college uniform- Tuesday and Friday - Black Jeans/Pants covering up to ankles, College T-Shirts, Shoes.

Restrictions:

No Low Waist Pants

No Skin Tight T Shirts and Pants

No Sleeve Less Shirts, T-Shirts or Tops

No T Shirts with Slogans

No Acid Wash Jeans/Pants, no Torn Clothes

No Crocs and Slippers

No Crop Tops

SAFETY & SECURITY

1. Immediately report to Caretaker/Warden/Supervisor for medical or any other emergency situation.
2. In case of a fire hazard, use the fire extinguisher system available in the campus.

FOOD COURT

The institute has an excellent food court serving delicious, hygienic food appealing to both north and south Indian tastes. Students will have to co-operate with the caterer and his staff in their efforts.

POSH CELL

The University Grants Commission (UGC) has introduced a series of regulations since 2015 to address this issue of sexual harassment and guarantee the safety and dignity for everyone in higher education system of India. A substantial step has been taken in establishing safer and more inclusive learning and working environments by gradually strengthening and restating these standards over the years.

The main goal of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 is to protect women against sexual harassment at work. On the other hand, the wording and approach of the UGC regulations, particularly the 2015 Regulations and later modifications, are gender neutral. These rules are intended to address issues with sexual harassment for people of all genders. In order to combat sexual harassment, they place a strong emphasis on inclusivity and the creation of Internal Committees (ICs) with student representatives, regardless of the gender of the complainant or respondent. This broader approach ensures that everyone inside the higher education system is protected and has a mechanism of redress while acknowledging that sexual harassment can affect anyone.

In case any student feels any kind of harassment, she /he may approach the following members of the IC at any given time.

The list of the IC members are as below:

Mrs. Nanditha Sunil	- 9686046386
Mrs. Yogitha Alva	- 9900232561
Mr. Suresh Shenoy	- 9845323716

EXAMINATION GUIDELINES

EXAMINATIONS

Internal Assessment: The internal assessment marks in each subject consists of marks obtained in the two examinations, assignments, seminars and attendance conducted in each semester.

1. The Institution conducts two examinations in a semester to assess students' performance. The students are advised to take up the exams seriously. Students who absent themselves for the examinations partly or fully will have to meet the Director with their parents to attend regular classes.
2. Re- internal Examination will be conducted for those students who could not appear for the Institution examinations on genuine and unavoidable grounds such as illness or deputed by the Institution for sports and games or extracurricular activities. They must produce valid documents to that effect. Student has to submit Medical Certificate from a Doctor approved by the Institution in case the Director or any staff member has no personal knowledge of the student's illness

UNIVERSITY EXAMINATION

1. A candidate shall not be admitted to the University examination unless the Director certifies that his/her attendance and progress have been satisfactory during the year.
2. A Candidate shall be considered to have satisfied the requirement of attendance if he / she attends not less than 75% of the number of classes actually held in each subject (in theory and practical separately). A candidate who does not satisfy the requirements of attendance even in one subject shall not be permitted to take the whole University Examination of that semester and he / she shall repeat all the subjects of that semester in a subsequent year.

ORDINANCE GOVERNING THE ACTS OF INDISCIPLINE AND MALPRACTICE IN THE UNIVERSITY EXAMINATIONS

(As per Section 42(1)(E&L) of K.S.U. Act 2000)

This ordinance shall be called the Ordinance governing the cases of Indiscipline/Malpractice in the University Examinations

INSTRUCTIONS TO THE STUDENTS

Students appearing for the University examination shall be present in examination center and occupy their seats five minutes before the start of examination.

- a. Please check the furniture you occupy and if anything relevant to the subject of the examination is written on the furniture, please bring it to the notice of the invigilator.
- b. If anybody has any material, relevant to the subject of the examination, please keep them outside the examination hall. If anybody has anything that is not expected to be brought to the examination hall, please, keep it outside the examination hall.
- c. Don't write anything on hall ticket / palm or any other part of the body including clothes or scribble anything on the question paper.
- d. Don't try to copy from others or allow others to copy from you.
- e. Do all your rough work only on the rough sheet of the answer book.
- f. Don't write obscene words, pictures, threats, appeals etc. in the answer book.
- g. Don't make any unusual marking/statements in the answer book that would reveal your identity.
- h. Don't bring mobile phones/modern gadgets/laptops or any other electronic device.
- i. Write your Registered number only in the space provided for it on the question paper and answer book.
- j. You are liable for punishment as per rules of the University if you indulge in any act of indiscipline/malpractice in the examination or if you don't follow the instructions given by the invigilator or instructions given in the answer book.

ACTS OF INDISCIPLINE/MALPRACTICE ON THE PART OF EXAMINEES

The following shall be construed as acts of indiscipline / malpractice in the context of the University examinations.

A

- a. Preventing/disturbing/boycotting and attempting to prevent/disturb/boycott the examination,
- b. Intimidating / insulting / assaulting fellow examinee/s and person/s connected with the conduct of the examinations,
- c. Stealing/tampering and attempting to steal/tamper question papers and answer books, tampering/forging and attempting to tamper/forgo marks in the answer books, and substituting and attempting to substitute answer sheets during personal seeing of the answer scripts,
- d. Impersonating and attempting to impersonate, (both, the person impersonates and the person impersonated shall be guilty of indulging in the act of indiscipline/ malpractice),
- e. Smoking, possessing and using weapons of any kind, drugs and alcoholic items in the examination hall, and
- f. Any other misbehaviour/ act that disturbs the conduct of the examinations.

B

- a. i) Possessing and having access to any book/s, notes, printed/written materials and gadgets of any kind in the examination hall.
ii) Bringing mobile phones/laptops/any other electronic device by the candidates.
- b. Seeking and receiving assistance from either outside or from and giving assistance to fellow examinees in answering the examination in the examination hall.
- c. Copying and attempting to copy from the answer books of others and allowing others to copy from ones answer book.
- d. Writing peculiar things, putting peculiar marks, writing register number in places other than those specifically provided for that purpose in the main and supplementary answer books. Writing on the hall ticket / palm or any other part of the body including clothes.

- e. Writing in the answer books any kind of appeal/threat/message/enticing statements to examiners and others,
- f. Writing and scribbling in the question paper, and passing the question paper/ answer paper to others,
- g. Tearing and spoiling the pages in the answer book, drawing sheet/s graph sheet/s/map etc.,
- h. Destroying and attempting to destroy any evidence pertaining to a case of indiscipline/malpractice.

CERTIFICATES

1. Students should apply for Certificates such as conduct, Transfer, Bonafide etc., whenever they need it, in a prescribed form along with the respective fees.
2. The certificates will be issued only after 24 hours of application, as that time is necessary to verify the records before the issue of such certification.
3. The certificate shall be collected by the students either in person or sent by registered post on payment of the necessary postage. However, the Institution is not responsible for loss in transit.
4. A conduct Certificate is issued only when a student leaves / withdraws from the Institution. It will not be issued as a matter of course and has to be earned by the student by his conduct and behaviour during his studentship.
5. According to University regulations, Transfer Certificate is not issued to the student directly and is sent to the Director of the Institution to which the student joins. Transfer Certificate is issued only when a student passes and completes the course. Once the Transfer Certificate is issued a student cannot continue in the Institution.
6. The Director is not authorized to give any certificate like Course Completion Certificate, Provisional Pass Certificate etc. A provisional Pass Certificate will be issued only by the University, and the student has to approach the University for the same.
7. Certificate will not be handed over to unauthorized persons.

RAGGING

1. Ragging in any form is totally prohibited in the Institution, Institution campus and hostels. Students who indulge in ragging or encourage it will be dismissed summarily from the Institution.
2. As per the Honorable Supreme Court of India order clearly stated that if any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain, and in case his/her explanation is not found satisfactory, the authority would expel him/her from the Institution “.

USE OF PHOTOCOPYING FACILITY

The photocopying facility provided at MSNIM, is only for official purposes. However, students can use the photocopying facility at MSNIM only with the permission of the concerned, and at a price as notified from time to time.

INSTRUCTIONS TO PARENTS / GUARDIANS

The Institution requests the whole-hearted co-operation from parents in ensuring that the best education is imparted to their children.

We request parents to participate in all Institution activities like Parent Meet, Management Fests, etc.

1. The Institution holds Parents Meet once in a year. The parents are requested to compulsorily attend the same, as it is arranged to assess the performance and plan for the future of the student.
2. The parents are requested to meet the Faculty from time to time to find out the attendance and academic progress of their ward.
3. Attending Institution exams is compulsory. Students who absent themselves are required to meet the Director, along with the parent, and take his permission to attend regular classes.
4. Written information will be sent to parents about tours, picnics and special activities.
5. The parents of those students who do not stay with them are requested to visit the hostels/residence of their son / daughter regularly.

STUDENT PARTICIPATION IN GOVERNANCE

Students are encouraged to participate in the governing process of the institute. They are given responsibilities to organize academic and non academic activities. Effective, appropriate and productive involvement from students that is consistent with the development of policies of the institution is ensured through the participation of students in governance.

Every batch is expected to select their class representatives whose role is to liaise with the administration and Program coordinators for academic activities. These representatives help with the administrative matters by helping the institution by liaising between the students and administrative body of the institute and hostel related activities. This helps both students and the administration in a smooth operation of the college and hostel administrative activities.

The institution also provides a platform for operation of many committees which organize and conduct many events and conferences which aid in the institution brand building activity. The various committees work hand in hand to facilitate a smooth operation and together build a channel for effective communication between the students and the administration.

CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

EXTRA CURRICULAR ACTIVITIES

The Institute promotes students participation in inter / intra institute extracurricular activities. Students are required to take permission from the Director to participate in these activities

MSNIM organizes a variety of extra or co-curricular events.

SAMANVAYA

Samanavya is a student forum which provides ample opportunities for the students to display their creativity and talent. Under the aegis of this forum, students organize a plethora of activities related to management and thereby learn and hone their managerial skills.

EDIFY

It is an annual two-day management fest organized by the institute for the post graduate students. This provides a platform for our students to grasp the nuances of event management.

SOCIETAL INTERFACE

As a part of societal interface, the institute organises events like Blood Donation Camp, Marathon for general public, Vanamahotsava etc., every year. The institute also organizes 'Chilume" for school students from rural areas and Chaithnya for elderly people under its NSS wing .

MSNIM SWACHCH CAMPAIGN

As a part of Swacha Bharat Abhiyan, a cleanliness drive initiated by Hon'ble Prime Minister, MSNM Besant started "Swachch Campaign" in the campus. Various activities are conducted in this cleanliness drive by the faculty and students of MSNIM.

CO CURRICULAR ACTIVITY

Varieties of planned activities throughout the year enable the students to tap their best abilities through interactions and experiential learning, thus leading to knowledge enhancement and skill development.

MANEL SRINIVAS NAYAK KNOWLEDGE SERIES

In pursuit of excellence, the institute organizes guest lectures by eminent personalities under Manel Srinivas Nayak Knowledge Series banner bi-yearly.

MANEL SRINIVAS NAYAK DIALOGUE SERIES

Dialogue series is an interactive programme where the renowned personalities from industry and academics disseminate knowledge through interviews.

MANEL SRINIVAS NAYAK HEALTH SERIES

By organizing the Health Talks once in a semester, the institute educates and encourages students and staff to adopt a healthy and pleasant life style.

MSNIM INNOVATION CLUB

The MSNIM Innovation Club provides an environment that will foster students to be innovative. The main objective of this club is to create the spark of innovation in the student's mind that will help them solving the existing problems.

WOMEN DEVELOPMENT CELL

Gender equality and women safety is the main issue in today's society. Keeping this objective MSNIM Women Development Cell precisely works towards sensitising these issues among the students, staff and the general public by organizing series of lectures and workshops.

NATIONAL AND INTERNATIONAL CONFERENCE

The Institute organises National and International conferences annually to provide platform for sharing knowledge and expertise among Management Professionals, Corporate Personalities, Industrialists, Entrepreneurs, Bankers, Management students Faculty Members etc.

ENTREPRENEURSHIP DEVELOPMENT CELL

With the aim of inculcating entrepreneurial skills in the minds of students and young innovators, the Entrepreneurship Development Cell was created. The Cell offers opportunity to budding entrepreneurs to interact with successful entrepreneurs from various segments.

MSNIM organises training programs, workshops and initiative for starting enterprises.

INDUSTRY-INSTITUTE INTERFACE

Industry Institute Interface is established for enhancing the relationship between the institute and industry. This cell identifies the industrial expectation and promotes institutional preparation for meeting industrial needs by facilitating sponsored R&D projects, seminars, workshops and various other industrial training programmes.

GUEST LECTURES

Regular Guest lecture programs from the Academicians, Industry Experts and Entrepreneurs, are organized at our institute

PLACEMENTS

PLACEMENT ACTIVITIES

MSNIM gives utmost importance to assisting students in getting suitable placements after successful completion of the program.

The placement team evaluates student performance levels and ensures relevant preparation for their corporate placements. Working both at the supply and demand sides of the placement, the placement team plays the vital intermediary role of matching academic excellence with industry requirements.

MSNIM believes that the entire placement exercise is a joint effort between MSNIM and the students. While MSNIM provides guidance, support and network with potential employers, the students have the responsibility to put in the maximum possible effort to obtain suitable placements.

Placement Training is provided to the students to prepare them for the final placements.

INTERNSHIP

Internships and Projects are compulsory during the course of two years, which will help the student get practical experience of the corporate world.

For the students to be eligible for placements the following conditions apply:

- They shall attend all the Pre-Placement talks organized by Employers/Institute.
- They shall attend all Mock Interview Sessions, GDs, Skill Development programs forming part of the Placement process under any circumstances.
- They shall be allowed to go through the placement process only if they have attended regular training and placement classes organized by the institute.
- They shall not remain absent during the placement session without the consent of the Placement Officer.
- They will abide by the offer placement rules of the college wherein they are allowed to only accept a single offer letter per company. However if the next corporate offers a higher package OR is of my core area of specialization, then they would be allowed to apply.

ALUMNI RELATIONS

MSNIM ALUMNI ASSOCIATION

All students are provisionally admitted as members in the MSNIM Alumni Association, a society formed for the benefit of MSNIM Alumni. The provisional membership entitles the student to participate in seminars, workshops, and conferences organized by MSNIM Alumni Association and participate in the activities. After completion of the course requirements of the respective programs, MSNIM students will automatically be eligible for a membership in the MSNIM Alumni Association. The students need not apply for the membership.

The MSNIM Alumni Association meets at regular intervals in order to discuss the various changes that are carried out in the institute. A group of students are also provided scholarships under the Alumni Scholarship program.

We also conduct MSNIM Alumni Series-‘Alumnus Speaks’ a series of talks between the past students with the current students wherein the discussion is on topics relating to their job experience, the expectations of the job market and also some topics which are not covered in the syllabus.

The Alumni interaction with the students provides an opportunity for better placements and training of our current students to meet the industrial requirements before graduating from our institution. Also, a networking facility of alumni has been created in order to give current updates of the industries and job opportunities if any, where they are currently pursuing their career.

LIBRARY RULES

I. Working Hours

Monday to Friday - 9.00 A.M. to 5.30 P.M.

Saturday - 9.00 A.M to 1.30 P.M

The Library shall remain closed on all Sundays and other holidays announced by the Institution.

II. Admission To The Library

1. Every person who enters the Library shall sign the Register in token of his/her acceptance to adhere to the rules of the Library.
2. Personal belongings and books already borrowed from the library are strictly prohibited inside the Library. These shall be deposited at the property counter kept outside the library. No valuables should be left therein. Only loose sheets may be taken inside the library.
3. The Reader shall keep silence within the Library premises. Group discussions, conversations etc., are prohibited. Smoking is prohibited and all are requested to maintain an atmosphere of serenity. Students are not allowed to take refreshment inside the library and are not to be found sleeping. Students found guilty of library rules will be suspended from library usage.
4. Use of mobile phone inside the library is prohibited.
5. The dealing hand at the counter has the authority to check all incoming and outgoing materials. The members are requested to co-operate.

III. Library Sections

A Lending Section

1. One borrower's card will be issued to each student.
2. The books for home reading will be issued from 9.30 A.M to 5.30 P.M on Monday to Friday and 9.30A.M to 1.30 P.M. on Saturdays.
3. Three books are issued to students for home reading.
4. Books for home reading may be kept for 7 days after which the

borrower has to return the same. A fine of Rs.2/- per day per book will be charged till the book is returned. During revision holidays books are issued for 10 days.

5. The Student to whom the book has been issued will be held responsible for its safe return. The borrower is expected to examine the book at the time of borrowing and bring to the attention of the Librarian about the damages found. Mutilation and disfiguring of pages by ink or pencil is strictly prohibited.
6. In case any book is lost, damaged or in an unacceptable condition while returning, the borrower shall replace the latest edition of the book or shall pay double the price of the book. If a book is one of the volumes of a set, the reader may be asked to replace the whole set. In case of rare & out of print books price assessment made by the library will be final and binding.
7. The books may be renewed for once if the same are not in demand or are not reserved by other readers. The renewal will be done on the physical presentation of the books.
8. The Librarian may recall any book from any member at any time if the book is on demand by the other clientele.

B Reference Section

1. Reference Books /Periodicals/Rare Books/NewsPaper will not be issued out and are to be consulted inside the Library. However, students can get these issued against their library card for photocopying and should be returned on the same day. The library card will be returned to the students on returning the reference resources. A fine of Rs.50/- will be charged on the defaulter.
2. Readers are advised not to replace books on shelves as this creates disorder. Please leave them on the tables provided for the purpose. However Journals, magazines & newspaper will have to be placed back in their proper places by the readers after use.
3. Rs.10/- will be charged for the issue of duplicate reference card.

C Text Book Section

- 1) Some of the important textbooks will be kept in this section for reference in the library. One textbook can be issued on overnight

basis. The textbook for overnight basis can be issued at 5.30 P.M on Monday to Friday and should be returned before 10.30 A.M. on next day. On Saturday overnight books will be issued at 1.30 P.M. and recovered on Monday before 10.30 A.M. In case any student fails to return the book next day morning a fine of Rs.5/ will be levied per day.

IV No Dues

1. Clearance certificate will not be issued until the library dues are settled. The Administrative/Accounts section before relieving any faculty/staff/student/visiting faculty will obtain the no dues certificate from the library.

V Guest Readers

1. Visitors to the library are required to obtain prior permission from the Director for using the library. They are not allowed to avail any borrowing facilities or access to online system.
2. Librarian is authorized to allow the use of the library to bonafide research scholars from other institutions exclusively for reference on presenting a proper introductory letter from the head of the institutions for a short duration only.

IT LAB RULES

In order to facilitate the optimal use of computers and related facilities in the Computer Lab, the following rules and norms are put forth; these need to be adhered to, in letter and spirit, by all. This is a must to ensure that all users get the required service(s) with minimum inconvenience.

Working Hours

Monday to Friday - 9.30 AM to 5.30 PM

Saturday 9.00 AM to 1.00 PM

The Computer Lab shall remain closed on all Sundays and other holidays announced by the Institution.

During working hours the IT staff in charge of the facilities is there to help you and provide support; their guidance and decision shall be followed by the users.

Computer Facilities Usage

1. Every person who enters the Computer Lab shall sign the Register in token of his/her acceptance to adhere to the rules of the Computer Lab.
2. Personal belongings and bags are strictly prohibited inside the Computer Lab. These shall be deposited at the property counter kept outside the Computer Lab/Library. No valuables should be left therein. Only books or loose sheets may be taken inside the Computer Lab.
3. Pen drives should be scanned/checked for virus before use.
4. Students should shutdown the computers after use.
5. Lights & fans should be switched off when not in use.
6. Before taking printouts the Lab In-charge should be informed.
7. Internet usage should be limited to academic purpose only. Visiting illegal websites, watching YouTube including other video sites, listening to music, downloading movies & songs, downloading and uploading personal files or other software are prohibited.

8. The User shall keep silence inside the Computer Lab. Group discussion, conversations etc., are prohibited. Students are not allowed to take refreshment inside the Computer Lab and are not to be found sleeping.
9. The dealing hand at the counter has the authority to check all incoming and outgoing materials. The members are requested to co-operate.
10. Use of mobiles are not permitted in the Computer Lab.
11. Cleanliness should be maintained inside the Computer Lab.
12. No student shall service any computer or peripherals. All breakdowns should be brought to the notice of IT staff. Trying to service/repair any computer or other equipments by student is tantamount to tampering; and he/she will have to bear the cost of the repair and s/he may be debarred from using computer facilities for a period determined by the Institute.
13. Network Laser Printers are provided in the labs/library (it is chargeable).
14. The downloading and browsing via Wi-Fi facility provided are primarily for academic use. We would like to rely on the thoughtful utilization of the finite resource on the basis of the community's self-restraint and understanding, rather than on the basis of rules and regulations. We look forward to having your full hearted co-operation in this regard.

General Rules for IT Lab

- a. The facilities in the Labs are intended for academic purpose only.
- b. Students must get the prior permission of the IT staff before bringing outsiders into the Lab. No outsiders are permitted in to the Lab without the prior permission of the IT staff.
- c. Students will have to pay for the repair charges if they cause damage to the furniture, equipment, and other property in the Lab.
- d. Students have to take full responsibility of their laptops and accessories.

- e. We are taking all necessary steps aimed at securing information and maintaining the health of the network. Your active support and cooperation is crucial in making this a success.
- f. Any violation of the above-mentioned norms shall be treated as Misconduct. Students found guilty of Computer Lab rules will be suspended from using the Computer Lab.

NOTE





MSNIM

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