

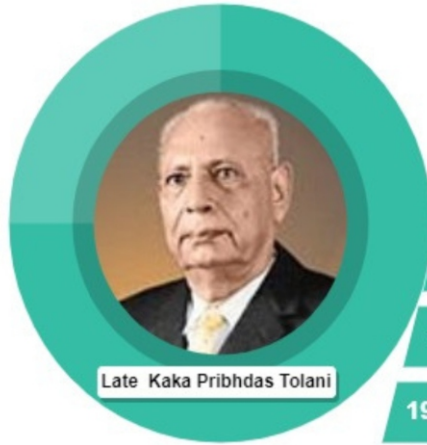
Tolani Motwane Institute of Management Studies

(Recognized by AICTE & Affiliated to GTU)



STUDENT'S MANUAL

Visionaries



- 1962 Took over Gandhidham Civil Engg institute
- 1962 Started Tolani Foundation Gandhidham Polytechnic
- 1962 Started Tolani College of Arts and Science
- 1965 Formed Gandhidham Collegiate Board
- 1973 Started Tolani Commerce College
- 1984 Started Tolani Institute of Pharmacy



- 1988 President, GCB
- 1995 Started Tolani Institute of Management Studies
- 1995 Undertook several initiatives to improve existing facilities



- 2001 Dedicated her services at GCB, after seeing the devastation by earthquake
- 2001 Working President, GCB
- 2004 President, GCB
- 2005 Started Tolani Institute of Commerce
- 2006 Started Tolani Institute of Law
- 2006 Contributed through community development at villages



- 2021 President, GCB

VISION MISSION & VALUES

VISION

To be a leading management institute in contemporary, contextual and value driven management education.

Mission

- To strive for diversity and a multi-disciplinary education**
- To promote entrepreneurship and skill development**
- To pursue the spirit of inquiry and contribute to the body of knowledge through research**
- To leverage technology in the teaching-learning paradigm**
- To build strong industry-institute networks and relationships**

Values

- To be socially responsible and sensitive to environmental concerns**
- To respect the dignity of people**
- To pursue inclusive policies and growth**
- To abide by moral and ethical values**
- To become a Lifelong learner**

Program Educational Objectives

Program Educational Objectives (PEO) are the broad statements that describe the career and professional accomplishments that the program is preparing graduates to achieve within a few years of graduation, say, after three to five years.

PEO 01

Work in VUCA environment drawing understanding from different disciplines.

PEO 02

Demonstrate the entrepreneurship ability in their own business or place of working.

PEO 03

Demonstrate the ability to use research and analytical skills in making right business decision in this technology driven global competitive world.

PEO 04

Demonstrate the ability establish, maintain and grow strong relationship with various stake holders.

Program Outcomes

Program Outcomes (PO) are the broad statements that describe what students are expected to be able to do by the end of the program.

PO
1

Domain Knowledge: Apply knowledge of management theories and practices to solve business problems.

PO
2

Industry knowledge / Business Skills: Integrate and apply skills and knowledge across business disciplines to effectively manage in dynamic environments.

PO
3

Analysis: Develop analytical and critical thinking abilities to scan and critically analyse the environment for effective decision making. Analyse and synthesize information across disciplines/functions in order to evaluate business opportunities and make sound business decisions.

PO
4

Communication: Assess and develop the ability to communicate effectively (speak, listen, read, write) with the internal and external stakeholders, and create an environment where effective communication can occur.

PO
5

International / Global Orientation: Demonstrate and apply global (cultural, political, historical, geographic, environmental, and economic) perspectives to decision-making within a complex and changing world context.

PO
6

Leadership: Demonstrate personal responsibility and awareness of self and others; build effective teams; influence and enable others to improve organizational effectiveness.

PO
7

Ethics and Social Responsibility: Prioritize social and human values, personal and professional ethics and corporate social responsibility; during any business decision making.

PO
8

Entrepreneurship: Possess self-sustaining entrepreneurship qualities that encourage calculated risk taking.

PO
9

Lifelong learning: Recognition of the need for continuous self-development to be able to adapt to and excel in the dynamic business environment.



Dear Students,

Welcome to Tolani Motwane Institute of Management Studies!

I am thrilled to extend my heartfelt greetings to each of you as you embark on a transformative journey with us in the realm of business education. At TMIMS, we are dedicated to nurturing not only the future leaders of the business world but also innovative thinkers and compassionate individuals who will make a meaningful impact on our global community.

Our student's manual serves as a compass to navigate the wealth of opportunities and resources that our institution provides. As you peruse these pages, you will uncover the vibrant array of academic programs, co-curricular activities, and support services meticulously designed to shape your comprehensive growth.

An MBA is not simply a degree; it is an immersive experience that challenges your intellect, broadens your horizons, and hones your leadership acumen. Our distinguished faculty, renowned for their expertise and industry eminence, are committed to furnishing you with the knowledge and insights that will not only propel your career but also inspire you to be ethical and responsible global citizens.

While academic excellence is paramount, your time at TMIMS is also about holistic development. Engage passionately with the various student clubs, workshops, and seminars that will expose you to diverse ideas and cultures, fostering an environment of collaboration and innovation. Our advanced campus and cutting-edge facilities are purposefully designed to facilitate experiential learning, ensuring that you gain practical insights into the dynamic business landscape.

In the midst of your academic pursuits, do not overlook the incredible avenues of placement and entrepreneurship that TMIMS offers. Our robust placement network, built on enduring industry relationships, strives to connect you with remarkable career opportunities. Simultaneously, our entrepreneurship initiatives are designed to ignite and nurture your innovative ideas, guiding you towards the thrilling path of creating your ventures.

Remember that challenges are merely stepping stones to success. Embrace each hurdle as an occasion to learn and evolve. Your journey here will be characterized not only by the knowledge you acquire but also by the relationships you cultivate and the experiences you gather.

Director's Message

As you embark on this educational odyssey, remember that a strong community is rooted in diversity, inclusivity, and mutual respect. Uphold these values in all your interactions, and contribute positively to the ethos of Tolani Motwane Institute of Management Studies.

As you set foot into the realm of endless possibilities, remember that the future belongs to those who dare to dream and have the courage to chase those dreams. Your triumphs are our collective pride, and we are wholeheartedly committed to supporting you at every juncture.

I extend my best wishes to you as you embark on this thrilling chapter of your life. May your tenure at Tolani Motwane Institute of Management Studies be adorned with growth, learning, fulfillment of your utmost potential and lots of memories to cherish for the life.

Best Wishes,
Dr. Sampada Kapse
Director,
Tolani Motwane Institute of Management Studies

INTRODUCTION

About GCB

Tolani Vidya Mandir Campus is spread over 42 acres of land in Adipur Kachchh, is managed by a registered trust, Gandhidham Collegiate Board (GCB). The trust was founded by Kaka Shri Pribhdas S. Tolani in 1960 with a mission to provide education, health and spiritual development service to the people of Kutch region.

After devastating earthquake of 2001, Late. Ms. Anjana Hazari the youngest daughter of Rev. Kaka P S Tolani gave away her comfortable life in America and flew to Adipur to further the dream of Rev. Kaka P S Tolani and took over the reins of Gandhidham Collegiate Board (GCB). She provided much needed support, warmth and leadership during the critical period. She was ably supported by experienced and noble people in the trustee board.

Trustees of Gandhidham Collegiate Board

Sr No	Name	Organization
1	Dr. Sujata Naik	President, Gandhidham Collegiate Board
2	Dr. Amarlal Harichand Kalro	Trustee, Gandhidham Collegiate Board
3	Prof. H.K. Kripalani	Trustee, Gandhidham Collegiate Board
4	Mr. Ramesh K. Motwani	Trustee, Gandhidham Collegiate Board
5	Dr. Ram Buxani	Trustee, Gandhidham Collegiate Board

About TMIMS



TIMS (now known as TMIMS) was established in 1995 in Kutch by Late Jamvanti Kanal, with the vision of developing ethical and professional managers for the industry and society. Since 1995, we have been providing high-quality business education. We were previously known as TIMS, and the TIMS legacy is now carried on by the name TMIMS. Since 2016, Tolani Motwane Institute of Management Studies has been affiliated with Gujarat Technological University.

TMIMS, a credible institute, has played a significant role in nurturing the dreams and aspirations of some of Today's brightest minds through a conjunction of intensive curricular and co-curricular activities. TMIMS has gained tremendous attraction both from the students and corporate on the grounds of producing ethically & morally strong qualitative managers.

The program at TMIMS is aimed at making them well shaped leaders of the highest professional competence. Our students acquire various entrepreneurial qualities and management skills by organising and executing plethora of events and fests round the year. The state of Art infrastructure at the Campus supports to raise the standards of our graduates commensurate with the demands of the industry and the society. TMIMS is committed to the development of priceless managerial and humane skills of the students so that they can contribute in making the world, a better place to live.

TMIMS Faculty Members

CORE FACULTIES



Dr. Sampada Kapse
Professor, Director
Ph.D. MBA



Dr. Tejash Pujara
Professor
Ph.D. MBA, BE



Dr. Ankit Gandhi
Associate Professor
Ph.D. MBA, M.Com



Prof. Hitendra Lachhwani
Assistant Professor
Ph.D.(Pursuing), M.Com, PGDBM



Prof. Prachi Notani
Assistant Professor
Ph.D.(Pursuing), MBA, BE



Prof. Anuj Sharma
Assistant Professor
Ph.D.(Pursuing), MBA, BE



Prof. Sagar Tanna
Assistant Professor
Ph.D.(Pursuing), PGDM, B.Sc



Prof. Juhi Dudhani
Assistant Professor
Ph.D.(Pursuing), MBA, M.Com

TMIMS Visiting Faculty Members



CA. Rajiv Singh
Founding Partner
Rajiv Singh & Associates LLP



Mr. Sathian Patiampully
Sr. General Manager
MSC Agencies Pvt. Ltd.



CA. Piyush Thakker
Founder
Kshitij Academy



Mr. Dhruv Daryani
Proprietor
Aspire Group



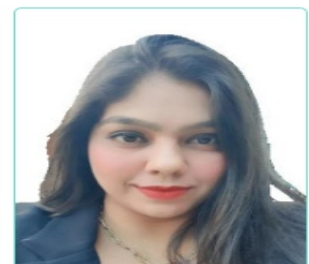
Mrs. Sofia Blesan
Visiting Faculty
TMIMS



Ms. Vinati Tahilianey
Teaching & Research Assist.
GNLU



Mrs. Hemani Rawat
Visiting Faculty
TMIMS



Mrs. Mamta Ahuja
Visiting Faculty
TMIMS

TMIMS Staff Members



Dr Suresh Lalwani
Librarian



Mr Bipin Chauhan
Account



Mr Viram Ahir
Lab Incharge



Ms Vijeta Udhani
Office Assistant



Ms Heer Sakriya
Office Assistant



Mr Nilesh Sharma
Office Boy



Mr Dinesh
Maheshwari
Office Boy



Mr Ramesh Hada
Gardener



Mrs. Ratanbem Hada
Sweeper

ACADEMICS

Program Structure

MBA Semester - 1

Subject Code	Subject	Credit
4519201	Management Accounting (MA)	4
4519202	Economics for Managers (EM)	4
4519203	Managerial Communication (MC)	4
4519204	Organizational Behaviour (OB)	4
4519205	Business Ethics & Corporate Governance (BECG)	4
4519206	Management Information System (MIS)	4
4519207	Business Statistics (BS)	4
4519208	Development of Contributory Skills – I (DCS-I)	4

MBA Semester - 2

Subject Code	Subject	Credit
4529201	Business Analytics (BA)	4
4529202	Corporate Finance (CF)	4
4529203	Marketing Management (MM)	4
4529204	Human Resource Management (HRM)	4
4529205	Principles of Management (PM)	4
4529206	Research Methodology (RM)	4
4529207	Entrepreneurship (ENTP)	4
4529208	Development of Contributory Skills – II (DCS-II)	4

MBA Semester - 3 (Common Subjects)

Subject Code	Subject	Credit
4539200	Summer Internship Program (SIP)	4
4539201	Strategic Management (SM)	4
4539202	Multidisciplinary Action Project (MAP)	4
4539287	Digital and Social Media Marketing (DSMM)	4
4539296	Export Import Procedures (EXIM)	4
4539203	Development of Contributory Skills III (DCS-III)	4

MBA Semester - 3 (Marketing Specialization)

Subject Code	Subject	Credit
4539211	Consumer Behaviour (CB)	4
4539212	Integrated Marketing Communication (IMC)	4
4539213	Sales & Distribution Management (SDM)	4

Program Structure

MBA Semester - 3 (Finance Specialization)

Subject code	Subjects	Credits
4539221	Security Analysis & Portfolio Management (SAPM)	4
4539222	Financial Derivatives (FD)	4
4539223	Insurance & Risk Management (IRM)	4

MBA Semester - 3 (HRM Specialisation)

Subject code	Subjects	Credits
4539231	Change Management & Organization Development (CM&OD)	4
4539232	Compensation Management (CM)	4
4539233	Human Resource Audit (HRA)	4

MBA Semester - 4 (Common Subjects)

Subject code	Subjects	Credits
4549201	Comprehensive Project (CP)	4
4549292	Banking (BN)	4
4549281	Legal Aspects of Business (LAB)	4

MBA Semester - 4 (Marketing Specialization)

Subject code	Subjects	Credits
4549211	Product & Brand Management (PBM)	4
4549212	Service Marketing (SM)	4

MBA Semester - 4 (Finance Specialization)

Subject code	Subjects	Credits
4549221	International Finance (IF)	4
4549222	Corporate Restructuring Valuation (CRV)	4

MBA Semester - 4 (HRM Specialization)

Subject code	Subjects	Credits
4549231	Performance Management (PM)	4
4549232	Human Resource & Planning Development (HRPD)	4

Summer Internship (SIP)

The students will have to undergo Summer Training for six weeks after the completion of the Second Semester and submit a “Summer Internship Project Report” by end of training.

Summer Internship Project (SIP), is an integral part of the academic curriculum of MBA. For the successful completion of the MBA programme, students are required to undergo to SIP as per the prescribed format and duration. Students are required to work with an organization for hands on experience during the semester gap of Semester II and semester III. The students may carry their SIP training at the organization located within the geographical boundary of Gujarat/India/Foreign Country. The duration of the SIP is six weeks.

For more information visit <https://gtu.ac.in/>

International Experience Program

Students, who go for the 'International Experience Program (IEP)' during summer under GTU approved arrangements, shall prepare a report on any business they study in that country and submit report at foreign country and complete viva. The report which is prepared at foreign university shall be considered as SIP report for evaluation purpose. The SIP guidelines mentioned here are not applicable to students who go in IEP as they have to prepare a report in the foreign university as per foreign university norms (if any). However, students have to follow formatting guidelines and attach a copy of certificate awarded by foreign university/ organization at foreign country during IEP in annexure part of the project.

For more information visit <https://gtu.ac.in/>

Multi-Disciplinary Project (MAP)

Multidisciplinary Action Project (MAP) is an integral part of the academic curriculum of MBA. For the successful completion of the MBA programme, students are required to undergo MAP as per the prescribed format and duration. Students are required to work with an organization for hands on experiential learning during the entire Semester III (Full Time) / Semester V (Part Time). The students may carry their MAP training at an organization located within the geographical boundary of Gujarat/India. The students will have to undergo MAP during the semester and submit a “MAP Report” by end of the semester.

For more information visit <https://gtu.ac.in/>

Comprehensive Project (CP)

The students will have to undergo Comprehensive Project during the Fourth Semester, and submit a “Comprehensive Project Report” by the end of the semester.

Comprehensive Project (CP) is an integral part of the academic curriculum of MBA. For the successful completion of the MBA programme, students are required to undergo CP as per the prescribed format and duration. The CP is supposed to be an extensive piece of professional work wherein the students provide specific expertise in their field of specialization. Students can choose to undertake the project either with an organization or can carry out a project independently.

For more information visit <https://gtu.ac.in/>

TEACHING/LEARNING PEDAGOGIES

1 Lecture method

The instructor explains the subject matter to the students by encouraging them to participate



6 Role Plays

Role play allows students to act out a specific event or adopt the role of another person



2 Case Study Analysis

All courses include lectures complemented by case studies to help students improve their analytical, problem-solving, and decision-making abilities.



7 Through Audio / Video

Audio-video and multi-media tools are used to enhance the learning experience

3 Guest Sessions

Various guest lectures are organised by subject faculty, where students interact with professionals and experts from various fields



8 Flip Classroom

Students go through readings material as directed by instructor at home and focus on live problem-solving during class time.



4 Workshops

Workshops in various domains are held on a regular basis to provide students with the skills required.



9 Projects

Students are assigned to work on several course projects to assist them gain hands-on experience with various management topics

5 Simulations

A business simulation is an interactive, risk-free, and realistic tool for learning in which students learn by operating a virtual firm



10 Industrial Visits

Industrial visits are organized to make students conversant with the industry environment and learning through observation



External Examination Rules

Following are the external examination rules of Gujarat Technological University:

1. Student should ensure that any objectional material leading to UFM case is not lying around his/her seat prior to start of examination and it will be the sole responsibility of the student to inform the supervisor regarding this.
2. A candidate has to first paste barcode at the appropriate place on the front page of this answer book.
3. Enter your enrolment number, subject code, date of exam and tick appropriate exam at appropriate location.
4. Do not write your name or number or any sign in the answer book which reveals your identity.
5. Write relevant answer of the question in a clear and legible handwriting on both sides of the answer book.
6. Begin in a new answer on separate page.
7. No candidate will be allowed to leave the examination hall after the commencement of **examination till 1 hour and during the last 10 minutes of the examination session.**
8. Do not write anything in space provided for marks.
9. Do not leave your seat in any circumstances without the prior permission of the block supervisor.
10. Under no circumstances, the candidate will be allowed to enter the examination hall after commencement of examination.
11. If any objectionable material related to exam or mobile phone, Smart Watch or programmable calculator is found with candidate or found exchanging answer book/ question paper with other candidate, he/she will be immediately expelled and the final punishment will be imposed once the matter is taken up by the authorities.
12. There will be **warning bell 10** minutes before the completion of the examination.
13. After warning bell, the candidate will stop writing, tie up the supplementary and he/she will hand over the answer book to the block supervisor after the final bell.
14. Hand over blank/unused supplementary to the block supervisor before leaving the examination hall.
15. Hollow sticker should be stuck after warning bell on the left hand of the front page of this answer book covering the information filled up by the candidate and the barcode label.
16. A disciplinary action will be taken against the candidate who disobeys the instructions of the block supervisor or misbehaves or violates the code of conduct of examination of Gujarat Technological University.
17. Students are not Allowed to Write anything on Hall Ticket Issued by GTU.
18. Institute ID Card Mandatory in GTU Examination

If any examinee will violate university circular dated 15th October 2013, then he/she will be liable to be punished under provision of the university circular. So, examinee should not involve in any unfair means activity.

Ref. No. GTU/UFM/Notification/2013 / 9271		Date: 15/10/2013
Notification No. 34/2013 [Revised]		
Gujarat Technological University		
Table Showing Proposed Punishment Details for Unfair Means (UFM) including plagiarism w.e.f. from Winter-2013 examination		
Sr. No.	Unfair Means adopted by the Examinee	Type of Punishment
1	<p>a. Doesn't follow the instructions given by the block supervisor or any competent authority</p> <p>b. Writes irrelevant matter in the answer book</p> <p>c. Deliberately reveals his identity or intentionally makes some irrelevant symbols, sketches etc. in the answer book</p> <p>d. Communicates with another examinee or try to pass on information even after a word of caution from block supervisor or any competent authority</p> <p>e. Possess any of the prohibited electronic gadgets*</p> <p>f. Any sort of writing on the question paper</p> <p>g. Any exam relevant literature found near or just beneath his seat but he/she has not copied from the said material</p> <p>h. Use of indecent or abusing words in the answer book</p> <p>i. Attempts to remove Encrypted code or any sticker on the answer book</p> <p>j. Indulges in writing the matter relevant to subject before commencement of</p> <p>k. Attempts oral communication with another examinee.</p>	<p>Declare the Examinee as "Fail" in respective Subject of the current semester summer/winter examination conducted by the authority</p>
2	<p>a. If the examinee is found in possession or snatches away of notes, chits, answer book or part there of any other examinee however he/she has not written from the said material in his/her answer book</p> <p>b. Indecent behavior at the examination Centre or in the examination hall</p> <p>c. Possess any sort of exam relevant material in the examination hall or even outside the examination hall like toilet, lobby etc. or tries to contact any unauthorized person during the exam timings</p> <p>d. Possess any sort of exam relevant material written/printed on paper chits, compass box, calculator, pad, cloth, hand kerchief, dress or any part of the body or stored in electronic-gadgets including mobile-phone. in the examination hall or even outside the examination hall like lobby etc.</p> <p>e. Attempts to bribe the examiner by mentioning address, contact detail, Mobile No. etc. or to contact the examiner directly or through any representative for his/her favor.</p>	<p>Cancellation of result of all the subjects of the current semester Examination conducted by the authority</p>

3	<p>a. Indulges in unfair practice outside the examination hall by any means</p> <p>b. copied from the subject exam relevant material, Scribble on chits, compass box, calculator, pad, cloth, hand kerchief, dress or any part of the body or stored in electronic-gadgets including mobile-phone.</p> <p>c. Indulge in exchange of answer book, supplementary with another examinee</p> <p>d. Copied from another examinee or deliberately allows other examinee to copy from his own answer book or pass on the exam relevant material or literature in any form to another examinee in exam hall</p> <p>e. If the examiner finds some written/printed papers etc. Of exam related material from the answer book of an examinee</p> <p>f. Attempts to get rid of or to destroy any kind of exam relevant prohibited material with which he is caught or helps other in such an act</p> <p>g. Examinee is found to throw away his answer book, supplementary, question paper, practical job or part there of</p> <p>h. If examinee is found to have torn the answer book, question paper, any other exam related material or part there of his/her own or other examinee</p> <p>i. if the examiner reports that in the examinee's answer book is written with more than one type of hand writing</p> <p>j. if the examiner reports about missing pages or additional pages in the answerbook of examinee</p> <p>k. If the examinee obstructs the process of conducting the examination in any way</p> <p>l. if examinee try to destroy the evidence by chewing the chit or in any other manner, which was found in his possession during examination</p> <p>m. If examinee attempt to bribe by way of Keeping currency notes in his/her answerbook</p> <p>n#. if the examination committee is satisfied from the report of the examiner that the candidate has copied from one another or from any other sources or involving in mass copying during the examination</p>	<p>Cancellation of result of all the subjects of the current semester examination and debarred to appear in all the subjects of next summer/winter all examinations to be conducted by the authority. In addition to above punishment for 3N case, the following punishment will also be imposed by the committee. Depending upon the intensity of Mass copy reported by the examiner and same is evaluated by panel of experts as well as UFM committee, GTU will impose following penalty.</p> <p>(A) A show cause notice will be issued to those employees of exam Centre and allotted the duty by the Centre in-charge on behalf of the university like - Jr. supervisor, Sr. Supervisor as well as Centre in-charge where mass copy is proved and also de-reorganization of the faculty if committee does not accept his/her explanation/clarification against show cause notice.</p> <p>(B) Financial Punishment: - University will also penalize financially to the institution depending upon the nature of malpractice, depending upon the no. of students found guilty of mass copy or other malpractice.</p> <p>(a) Rs. 1000 per student if caught for the first time.</p> <p>(b) Rs. 5000 per student if institute indulged second time.</p> <p>(c) Rs. 10000 per student if institute indulged more than two times</p>
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Note: In case it is required by the university to continue the institute as an exam Centre then institute will be required to install CCTV and submission of DVD along with GTU observer after every session of Exam.

GTU UFM Rules

4	a. if examinee obstructs/threatens or orally assault the block supervisor or any	Cancellation of result of all the subjects of the current semester examination and debarred to appear from next three summer/winter all examinations to be conducted by the authority.
	b. Tries to bring duly written answer book or supplementary from outside	
	c. If the examinee carries away an answer book, supplementary or practical job or part thereof outside the exam hall	
	d. Leaves the examination hall without submitting his answer book or tries to destroy it	
5	a. If person impersonates as a examinee and if this detected during or after the examination	Cancellation of result of all the subjects of the current semester examination and debarred to appear from next four summer/winter all examinations to be conducted by the authority
	b. If examinee not appearing in that particular examination but who is a candidate of other examination of the university impersonates as a examinee of particular examination	
	c. If examinee not appearing in that particular examination but who is a candidate of other examination of the university behaves indeciplinary manner during particular examination or helps other examinee in using unfair means	
6	a. Possess Gun, Revolver, Knife or any other prohibited weapon in or around exam hall	Cancellation of result of all the subjects of the current semester examination and debarred to appear from next five five summer/winter all examinations conducted by the authority
	b. Physically assault block supervisor or any competent authority on exam duty	
	c. If an examinee for degree of ME/M.Pharm/MBA/ MCA PhD is found guilty of plagiarism of a thesis/dissertation/ project workduring the period of assessment.	Deferred submission of thesis/dissertation/ project work for a period of 3 years in case of ME /M.Pharm/ MBA/ MCA and for a period of 5 years in case of PhD for resubmission. The resubmission of the thesis/project work/dissertation shall be with new topic with fresh work. It may be understood that the student will have to go through all the stages of evaluation of his/her new topic including DP1/DP2/Mid Review/ Final Dissertation/ ITD/ Project Review/Progress Review/ DPC whichever is applicable.
	d. If a Candidate who is awarded PhD from the University, is found guilty of plagiarism by the University.	The degree awarded shall be withdrawn by the University.
	e. If an examinee for ME/M.Pharm/ MBA/ MCA/PhD is found guilty of influencing supervisor or any member of adjudication committee or panel for viva voce of resorting to any malpractice.	The examination committee shall decide the penalty depending upon the nature and complexity of involvement of the concerned examinee.
7	If during the examination or afterwards any examinee is found to have indulged in unfair means other than specified in 1 to 6 as above and which has been bearing on the examination or result of the examinee and/or any other examinee	The examination committee shall decide the penalty depending upon the nature and complexity of involvement of the examinee is concerned.

Final decision is to be taken by the committee based upon the type of electronic gadget and nature of offence (6c,6d,6e)-For the case of plagiarism or any misconduct, a subject expert committee consisting of three persons shall be constituted to verify the case and the committee will submit their report to the university. This report shall be put up before the UFM committee to decide the type of punishment as per the prevailing norms of the university.

Note: (1) Summer Exam: May to August

(2) Winter Exam: November to February

(3) Examination: Any component reflected in students grade card This notification is issued with the permission from competent authority.

The notification is issued with the approval from competent authority dated 14-10-2013sd/-
I/C Registrar

For more details visit: <https://gtu-info.com/GTU-UFM-Unfair-Means-Detail>

Internal Examination Rules

Examination Rules & Regulations for Students (Mid- Semester)

1. The Examination Hall will be opened 15 minutes before the scheduled time of the examination and will be closed immediately after the examination.
2. The students are required to take their seats in the examination hall at least 15 minutes before the scheduled time and are **STRICTLY NOT ALLOWED** to talk to their friends/colleagues in the examination hall.
3. After the scheduled time, no student will be allowed to enter the examination hall without prior permission of the supervisor. However, after 15 minutes of the scheduled time, no student will be allowed to enter the examination hall, for whatsoever reason and he / she will not be allowed to appear in that examination.
4. Before taking their seats, students are compulsorily required to check their drawers and pockets to ensure that no undesirable things are lying, knowingly or unknowingly. On finding such things, students are required to immediately take them outside the examination hall, with the permission of the supervisor.
5. After occupying their seats, if any undesirable papers / materials or things are found either with them or in the drawers, they will immediately be asked by the supervisor to leave the examination hall and will not be allowed to appear in that examination.
6. No personal belongings are allowed to be carried in the examination hall except the following: Pens, Pencils, Markers, Highlighters, Sharpeners, Erasers, Scales, Pocket calculators, English dictionaries, Compass boxes, Wallets (no papers inside), Purses (no papers or books inside).
7. Students **MUST** bring their own, any of the articles referred in (6) above. They are not allowed to exchange or share any of these articles, with their friends/colleagues, during the examination. For any exchange or sharing of such articles, a penalty of 5% marks will be imposed on each occasion.

Internal Examination Rules

8. Any kinds of eatables / drinks (except water) are not allowed to be carried in the examination hall. However, drinking water will be made available in the examination hall.
9. ANY PROGRAMMABLE DEVICES OR CELL PHONES , SMART WATCH ARE STRICTLY NOT ALLOWED TO BE CARRIED IN THE EXAMINATION HALL. If any time during the examination, a student is found with any programmable device or cell phone with himself / herself for WHATSOEVER REASON, he/she will be facing the discipline committee.
10. If for any reason, a student has brought any programmable device or any cell phone with him / her on the day of the examination, he/she only will have to find the way out to keep such devices or cell phones outside the examination hall. It will be the SOLE RESPONSIBILITY of the student only. The institute will not be responsible for any damage to or theft of such devices or cell phones.
11. Students are also advised not to bring any valuable articles or ornaments in the institute. They only are solely responsible for the safe custody of the same. The institute will not be responsible for any damage to or theft of such valuable articles or ornaments.
12. Any student found talking with fellow students, even asking for exchange of something, in the examination hall, will be penalized **with -5 marks in that examination**. The supervisor shall write on the answer sheet that the student was found talking in the examination hall. Queries, if any, MUST be routed through Supervisor only.
14. The students are not allowed to refer to any book, paper or other notes unless it is an Open Book Examination. In an open book examination also, they are allowed to refer to only those books, papers and notes, as instructed by the concerned faculty. No exchange of any books, papers and notes is permitted. Consultation with other students orally or in writing is strictly prohibited & punishable.
15. No student will be allowed to leave the examination hall during the first 30 minutes and during the last 15 minutes of the examination, for whatsoever reason.
16. After 30 minutes of the scheduled time and up to 15 minutes before the scheduled time, a student may be allowed, by the supervisor on seeking permission by the student, to go for washroom **Maximum Twice (not more than 3 minutes at a time) during an examination**. In exceptional cases, like students suffering from diabetes or any such disease, a medical certificate from doctor, having MD or MS or equivalent qualification, is to be produced in advance by the concerned student.
17. No supplementary sheet will be issued during the LAST 15 minutes of the examination period. Students are required to plan accordingly.
18. Under no circumstances, answer sheets / supplements are to be taken out of the examination hall. Handing over the answer sheets, together with all the supplementary sheets, to the supervisor on duty is the SOLE RESPONSIBILITY of the student only. Otherwise, that student will be awarded "Fail" in that examination.
19. Indulging any mal-practices by the students during any examination is STRICTLY PROHIBITED. Any student found indulging in any mal-practices during an examination will immediately be asked, by the supervisor on duty, to leave the examination hall, after handing over all the sheets/papers and other materials to the supervisor and will be asked to wait in the visiting area near administrative office. The parents of such student will also be informed about the incidence.
20. Failure to pass the institute's internal test would require the student to retake it at an additional cost of Rs. 500 per exam paper. On the GTU test portal, the students who pass the re-internal exam will receive their actual marks. The student must appear before the discipline committee with their parents if they fail to pass the re-internal exam.

Evaluation & Promotion

The evaluation pattern will consist of a component of internal evaluation by the individual college/institute as well as a final semester-end examination conducted by the University.

The former will carry a 30% weight and the later 70% weight towards the total marks obtained by the student in a given subject.

Evaluation

Internal Evaluation	(Internal Assessment- 50 Marks)
Continuous Evaluation Component	30 Marks
Class Presence & Participation	10 Marks
Quiz	10 Marks
Mid-Semester examination	(Internal Assessment-30 Marks)
End-Semester Examination	(External Assessment-70 Marks)

After adding the internal marks (maximum 30) with the marks secured by the student in the university examination (maximum 70), the marks will be converted to a letter grade as per the following:

- | | |
|------------------------------|-----------------------------|
| 1. 85 - 100 marks – AA grade | 2. 75 - 84 marks – AB grade |
| 3. 65 – 74 marks – BB grade | 4. 55 – 64 marks – BC grade |
| 5. 45 – 54 marks – CC grade | 6. 40 – 44 marks – CD grade |
| 7. 35 – 39 marks – DD grade | 8. Less than 35 is FF grade |

Students failing in the examinations may take Remedial University Examinations to be held during mid semester exams slots.

At any point of time student can have maximum 4 backlogs/ FF grades pending.

The performance of a student during a semester is indicated in the grade card by a “Semester Performance Index” or SPI, which is calculated as follows:

Each letter grade (AA to FF) will have a corresponding grade point assigned as follows:

AA = 10, AB = 9, BB = 8, BC = 7, CC = 6, CD = 5, DD = 4, FF = 0. If C_i is the credit of a course i and the grade point secured by the student is G_i in that course, the SPI is given by the formula

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

Where the sum is all over the n courses.

For more details visit: <http://old.gtu.ac.in/institute/Evaluation%20system.pdf>

Smt. Vijaybala Ashok Sharma Meritorious Scholarship

- TMIMS proudly announces Smt. Vijaybala Ashok Sharma Meritorious Scholarship for meritorious students of TMIMS MBA Programme. This scholarship is sponsored by Prof. Anuj Sharma, Assistant Professor, Tolani Motwane Institute of Management Studies. It will be given to top three performers .
- **Objective**
To recognize merit and hard work of students by providing monetary scholarship.

Scholarship (Merit Based)

1

1st rank holder of the institute will be rewarded with monetary scholarship of **Rs. 50000/- (Rupees Fifty Thousand)**

2

2nd rank holder of the institute will be rewarded with monetary scholarship of **Rs. 30000/- (Rupees Thirty Thousand)**

3

3rd rank holder of the institute will be rewarded with monetary scholarship of **Rs. 20000/- (Rupees Twenty Thousand)**

TMIMS Scholarship

Eligibility:

Every student of TMIMS Two Year Full Time MBA Program is eligible for this scholarship provided that no disciplinary action must have been initiated / taken against such student. Students need not to apply separately to avail this scholarship.

Decision of the institute shall be final and binding to all. Institute reserves the right to cancel this scholarship in unavoidable circumstances without giving any reasons thereof.

Award of scholarship:

Based on results declared by the Gujarat Technological University (GTU) for entire MBA program, three top rank holders will be identified. These students will be felicitated at TMIMS annual program and will be rewarded with monetary scholarship by the sponsor or person designated by the sponsor.

TMIMS Financial Aid Scheme

Objective

- To provide financial support to students with weaker economic background.

Applicability

- The scheme shall be applicable to the students of TMIMS Two – Year Full – Time MBA Program.

Amount of financial aid

- One Semester Tuition Fees for one year. (One student for every 30 enrolled students will be provided this financial aid)

Eligibility

- Family income of the student should be less than or equal to Rs. 1,80,000 per annum
- The student must have secured minimum 55% marks at the First Attempt only. (For Year I- 55% in Graduation) (For Year II- No backlog till date)

Award of financial aid

- Such Financial Aid shall be awarded to the most deserving students decided primarily on economic criteria. i.e., on the basis of students' Annual Family income as well as the number of family members. However, in case of Tie, the Financial Aid will be awarded to the student with higher percentage of marks or grades.

Committee

- Institute shall constitute a committee to select the students for the award of Financial Aid from the applicants.
- The decision of the committee shall be FINAL. No correspondence in this regard shall be entertained. The Institute reserves the right not to award Financial Aid, if any suitable candidates are not found by the committee.

TMIMS Scholarship

Conditions

Financial aid will be provided subject to fulfillment of following conditions:

- The student shall be on the muster roll of the institute TMIMS for the academic year under consideration - i.e., he/she must have paid first installment of annual fees.
- The student should not be in receipt of any other Financial Aid / sponsorship.
- No disciplinary action must have been initiated against the student.
- The student should not be engaged in any illegal or prohibited activities.
- The student should perform satisfactorily in his/her studies at TMIMS. i.e., he/she should secure minimum passing grade in each year failing which financial aid will be withdrawn.
- The student will have to appear, in person, before the committee, if required.
- The committee will have right to suspend Financial Aid for any awardee in case of violation of any of the above rules or any other rules of the institute.
- The suspended Financial Aid may be awarded to the most deserving candidate from the other applicants, subject to fulfillment of the criteria.

How to apply

1. A student will have to apply in the prescribed form, available from the administration office, before the due date, which will be announced every year.
2. A student will have to submit the following documents / evidences, along with the Application Form.
 - a) An Affidavit on a non-judicial stamp paper certifying annual income of his / her family or copy of Income-Tax Return or latest Salary Slip.
 - b) Xerox copy of Ration Card specifying the number of his / her family members.
 - c) Xerox copy of TMIMS Fee Receipt for Payment of first installment of annual fees.
 - d) A character certificate of the previous college / institute (before joining TMIMS) wherefrom he / she graduated.
 - e) Declaration by a student about receipt of any other Scholarship / Financial Aid or Sponsors annual fees from whatever source along with the amount of Scholarship / Financial Aid or Sponsorship.

However, in case of students of 2nd year, they are required to submit documents 2(c) and 2(e) above. Documents 2(a) and 2(b) are to be submitted, only if there is any change in the previous such document.

TMIMS Scholarship

Please note:

1. If any information / document / evidence provided by the student is found to be incorrect, his / her Financial Aid application shall be rejected forthwith without assigning any reason.
2. In case, any such information / document / evidence is found to be incorrect after award of the Financial Aid, the awardee shall be required to refund the amount of Financial Aid awarded together with interest @15% p.a. simple interest from the date of sanction till the date of refund.
3. The decision of the Committee shall not be challenged under any circumstances and under any court of Law.
4. Institute reserves the right to withdraw this scheme at any time without giving any reason thereof.

Students are advised to keep tab of notice board for announcement of Financial Aid Scheme.

Fees & Fees Schedule

Fees 125000 per year (**fees is decided by FRC time to time.**)

Sr No	Particulars	Amount in Rupees
1	1st Installment (July)	Rs. 62500/-
2	2nd Installment (January)	Rs. 62500/-
3	3rd Installment (July)	Rs. 62500/-
4	4th Installment (January)	Rs. 62500/-



STUDENTS' MENTORING PROGRAM

Mentoring Program

Introduction

While TWO Years at TMIMS is often referred to as “the best years of one's life” by the students, it may also be one of the most stressful times. This is a time of change and adjustment. This may result in anxiety, conflict & uncertainty for many students.

Many students experience extensive changes in their lives while in TMIMS. Some may leave home, community, and their home culture to start a more independent lifestyle. Some may face unexpected additions to the multiple roles and responsibilities they already possess. They are exposed to new way of teaching / learning process, are expected to show more maturity, are expected to handle pressure of deadline, projects, presentation, exams, grades... More importantly, students need to learn handling the failure in different dimension of life. Some of these, they are encountering for the first time in their life. Effective handing of new situation may demand certain changes in students' knowledge, skills, attitude and emotional maturity. And while doing so students may experience stress in the form of academic, social, family, work, and financial requirement of the program.

At times, these demands can become overwhelming to the student, impairing his / her ability to cope academically or emotionally with the changes. In order to help the students in their aspiring journeys, TMIMS has established Student Mentoring Program. This program helps students to overcome their personal, academic and social problems and to flourish in life.

Objectives

- To facilitate the academic, personal and social growth of students.
- To assist the students in bringing out their individual potential.
- To help the student explore and highlight their individually unique competence.
- To help the students enhance their decision-making abilities.
- To equip the students with skills to meet up with the variety of challenges in life.
- To help them to learn accepting the failure.

Mentoring process

- Students will be divided into group of 10 to 25 students.
- Each group is assigned to a faculty mentor for two years.
- Faculty mentor meets students in group and individually for mentoring sessions.
- Faculty mentor will conduct at least one group mentoring session in a month.
- For personal mentoring, mentor and mentee will collectively decide the frequency of meet.
- Faculty mentor is expected to monitor academic and non-academic performance of its mentees and report it to Program Coordinator.
- Faculty mentors will have at least one meeting in a quarter with the Director to discuss important issues related to mentees / mentoring process / any other issues pertaining to mentoring.

STUDENTS' ACTIVITIES

Co– curricular and Extra - Curricular Activities

TMIMS students actively participate in various Co – curricular and Extra – curricular activities round the year on the campus and off the campus.

Co – curricular are activities complement what students are expected to learn and are learning in the class room. It aims to develop various domains of personality such as intellectual, moral, emotional, social and spiritual domain.

Partial list of co – curricular activities at TMIMS

- Book review
- Business quiz
- Budget Analysis
- Guest sessions
- Movie review
- Debate / elocution competition
- Organization of various events
- Students' mentoring

Extracurricular activities are activities that take place outside the curriculum and normally outside the classroom. It aims to support the curricular and co – curricular activities of the institute.

Partial list of extra – curricular activities at TMIMS

- Sports
- Arts and craft
- Cultural program
- Social service

Apart from activities organized by the institute; students are also encouraged to participate in activities organized by Gujarat Technological University / other prestigious universities / institutions as per the institute norms.

As institute offers 3 different specializations, we have created clubs for each specialization. Following are the different clubs:

Marketing Club

Marketing club aims to engage in various marketing-related activities such as organising workshops, seminars and guest sessions where industry experts share their insights and experiences with students. Club aims to actively manages social media platforms and creates engaging content to promote events, initiatives and updates related to the marketing field.

Corporate Relations Club

Corporate Relations Club aims to play a crucial role in establishing and nurturing strong relationships with the corporate world. Club aims to collaborate with companies and organizations to facilitate guest lectures, industry visits, internships, and final placements providing students with practical exposure to the corporate environment.

Entrepreneurship & Innovation Club

Entrepreneurship & Innovation Club aims to organize workshops, guest lectures, and mentoring sessions led by successful entrepreneurs, providing students with valuable insights, guidance, and inspiration for their entrepreneurial journeys. It also aims to organise business idea competition, food fiesta to provide exposure and develop relevant mind set.

Finance Club

Finance club aims to organise various finance-related activities such as organising workshops, seminars and guest sessions seeking valuable insights into financial markets, investment strategies, and emerging trends in the financial industry. Club aims to organize mock stock trading competitions and investment simulations & discussion on union budget. It also aims at arranging financial literacy workshops in the local community, aiming to educate individuals about financial planning and budgeting.

General Rules for Students Activities

Social Club

Social Club is a dynamic and inclusive community that strives to create a positive impact on society through various social initiatives and activities. Club aims to conduct awareness campaigns and workshops on social causes such as environmental sustainability, mental health, gender equality, and education, aiming to raise awareness and foster a sense of social responsibility among students. It aims to conduct life skill programs which can help students deal with day today challenges.

Event Management Club

Event Management Club aims to excel in planning and executing a wide range of events, such as cultural fests, SIP competition, conferences, and workshops, catering to the diverse interests and preferences of students and faculty. Club aims to organise sports events it also aims in encouraging creativity and innovation and interactive elements to enhance the attendee experience.

Alumni Relations Club

Alumni Relations Club aims as a bridge between current students and our esteemed alumni network, fostering meaningful connections and leveraging the expertise of our graduates. Club aims at organizing alumni networking events, alumni panels and guest lectures, providing valuable insights and inspiration to current students. Club aims to manage alumni database and newsletter.

Human Resource Club

aims to organize interactive workshops, seminars and guest sessions led by HR professionals, focusing on topics such as talent acquisition, employee engagement, performance management, and workplace diversity.

Events organized by another institute

There were several events organized by other institute or academic associations where students of our institute participated. It gave them the opportunity to compete with other students. Such events were organised at district and state levels. Also, such events provided them to platform to showcase their talents. Our students not only participated into such events but also secured top positions by giving their best performances. Several events in which students participated are as follows:

- Perspective Richter
- GTU event
- Young Voter's festival
- Ad making competition

General Rules for participation (inhouse activities)

- Students are expected and encourage to organize / participate in these activities. Participation in some of these activities are mandatory. Such activities will be notified at the start of each semester.
- Detail of the activities to be organized will be displayed in advance on the student notice boards.
- Activity specific rules will be declared in advance and the decisions of the faculty coordinators will be final in that matter.
- Nomination will be invited from the interested students.
- Winners will be declared and felicitated as per the rules.
- Judges' decision to be respected by all.
- Students will get certificates as per the rules.

General Rules for Students Activities

General Rules for participation in off campus activities (events)

- The students regular in attendance with no record of misconduct or disciplinary action are eligible to apply.
- Communication received from selected prestigious institutions about any selected events will be displayed on notice board. Faculty in charge with necessary permission from the Director will select the events for participation.
- Nomination will be invited from the interested students.
- The student should fill the prescribed Application Form to seek the permission from the Director to attend such events. The filled in Application Form have to be submitted to the faculty in charge of students' activities through office.

Placement

Tolani Motwane Institute of Management Studies (TMIMS) has a full-fledged Corporate Relations Cell vested with the responsibility to act as an Interface between Industry and the Institute.

Corporate Relation Cell conducts its activities through Corporate Relation Team comprising of faculty, staff and students. TMIMS ensures that students are aligned with demands of dynamic corporate environment through imparting right knowledge, skills and attitude. The objective of the Cell is to provide right opportunity to students and to help corporate select the right candidate.

Objectives

- To act as an interface between Institute and industry.
- To match the Human Resource need of the industry and skill set of the students.
- To prepare the students to face the corporate world.
- To nurture the cordial relations with Corporate World.

Partial list of activities

- Corporate Collaboration
- Guest Lectures for Students
- Industrial visits
- Industry Participation in Conferences / Seminars
- Summer Internship/Multi-Disciplinary Project MAP / Other Practical Projects
- Honing the communication skills
- Making students align with current trends and concepts
- Soft skill enhancement sessions
- Personality grooming sessions
- Aptitude test, mock GD and PI rounds
- Mentoring/counselling sessions
- Alumni support

Formation of Students team and publication of Placement brochure shall kick start the placement activity. Generally, Placement process comprises of Pre-Placement Information, Pre-Placement Talk, selection process (which may include Written test / GD / PI /other tests which recruiting organization deem fit) and appointment. This process normally will take place at the Institute but in case of a smaller number of students and / or particular requirement of recruiting organization, it may take place at other location.

Students are required to submit their latest CV in softcopy in standard format to the Asst. Corporate Relations immediately after the summer internship. Any updates after submission must be incorporated in the submission copy. The Pre-Placement Information (PPI) obtained from the companies shall be put up on the students' placement notice board. This may include a profile of the company, job profile, a PowerPoint Presentation location (if any), the eligibility criteria for applying etc.

Placement

Note: Students' Placement notice Board shall be the only official media through which all the communications regarding placement will take place. Therefore, students are required to check the same for any updates.

- Details of the company's recruitment procedure viz. resumes submission deadlines, written tests if any and date for interviews etc. along with the details of the salary offered will also be put up (if available). Information on any Pre-Placement Talk (PPT) will also be displayed on Notice Board. Utmost information from each recruiter will be displayed. Students need to make their mind accordingly with respect to the information available.
- Those interested in a particular company & mentioned profile will have to register, fill the placement undertaking form and submit their updated resume (if the same is not available with the Cell) to Assistant, Corporate Relations. In some cases, a hardcopy may also have to be submitted. A concise resume in the given standard format has to be filled and submitted.
- Once registered, Students must go through the entire Placement process of the company. Failure to do so will attract strict penalty which may result in to expulsion from future Placements.
- The company may shortlist candidates after resume screening and the date and time of the written tests and/or interviews will be displayed on the student placement notice board.
- Students should always be in possession of TMIMS ID card, passport size photograph, a few hard copies of resume and all the relevant certificates at the time of appearing for placement.
- Once a student gets selected by a company, s/he will be considered as placed and will not be considered for future Placement offers.
- Once student accepts an offer s/he must join the same at specified time. In case of failing to do so for whatsoever reason will attract strict disciplinary action. However, if student is given offers by more than one company, student shall choose any one offer within deadlines of acceptance of offer by the respective companies.
- Attendance of all students except already placed students is a must in Pre-Placement Talk.
- Students shall not communicate in any form with the Company Executive / officials directly at any time other than Pre-Placement Talk without permission / knowledge of Corporate Relations Team. All the communication must be routed through Corporate Relations Team.
- In case of any Queries, students shall contact Asst. - Corporate Relations. If students still have some unanswered queries, can contact faculty member of Corporate Relation Team. It is expected that at this level all queries will be answered. Students needing further clarification can contact Head - Corporate Relations.

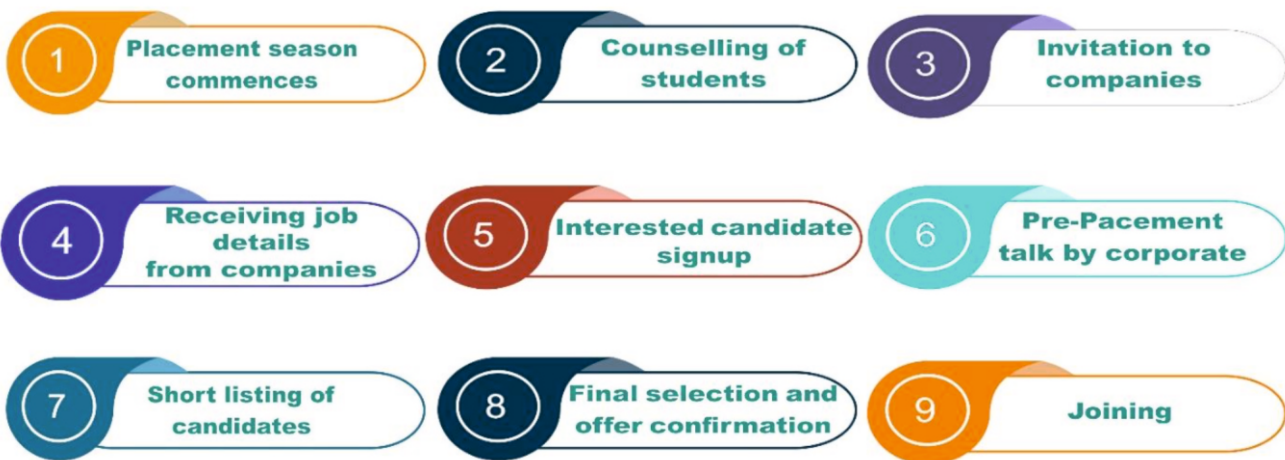
Placement

The following misconducts from the student shall attract disciplinary actions

- a. Withdrawal from any phase of placement process without being eliminated by the company.
- b. Showing unwillingness to join the company during any phase of placement process and / or after selection.
- c. Unprofessional behavior during placement process.

Note:

The above guideline is not exhaustive, in all matters not covered by the above guideline; the decision taken by Corporate Relation Cell would be final.



1. Library Timings:

Days	Timings
Monday-Friday	10:00 am to 04:30 pm
Saturday	10:00 am to 12:30 pm

2. The TMIMS library follows an open access system.
3. A student will be given four library cards for borrowing books from the library. Books will be issued to the students against library cards only. A Student can borrow maximum four books, each for 15 days.
4. Books will be reissued only after an interval of one day.
5. Dictionaries, Encyclopedia, Periodicals and Project Reports will not be issued to any student to be carried out of the library.
6. Books or other materials taken from the stacks should not be re-shelved by the readers. They should be kept by the readers at the same place or may be left on the table reserved for this purpose.
7. Students are expected to record their entry and exit in the register kept in the library.
8. Readers leaving the library should allow the library staff to examine their personal belongings
9. Readers should maintain peace in the library and should not disturb other users in any way
10. Loss of borrowed material must be immediately reported to the librarian in writing. The replacement charge (double the current price) for the lost material, will also include overdue charges, if applicable alternatively borrower can submit the new book / material.
15. The library card is non-transferable and its loss should be immediately reported to the library. Although the library will take all possible care against the misuse of the library card, it is the **SOLE RESPONSIBILITY** of the card holder for any loss to the library due to the misuse of his/her library card. A fee of ₹ 20/- will be charged for issuing a duplicate library card.
16. The borrower may return the book on or before the due date. If a book is not returned to the library when due, the borrower will be fined ₹ 1/- per day per
17. Eatables **STRICTLY PROHIBITED** in Library.
18. Photocopy facilities are available at the cost of ₹ 1/- per copy.
19. Maximum 2 books can be issued during the vacation period (Diwali as well as Summer).
20. These rules may be modified as per requirements. In all cases the decision of the Librarian/Library Committee will be final and binding.

22 Any Change in the Timings will be notified on the Library Notice Board

TMIMS- iCENTRE

- Center provides modern computing facilities, consistent with its philosophy that the use of Information Technology is a critical component of management education.
- icenter is equipped with ultra-modern system division. The computers are fully equipped with latest software

SPORTS FACILITIES

TMIMS aspires for overall development of the students. To inculcate team spirit and sportsmanship, TMIMS encourages students to take part in various sports activities organized by Gandhidham Collegiate Board (GCB) and TMIMS from time to time and by other institutions of Tolani Vidhya Mandir Campus.

Sports Facilities available at TMIMS campus

Table Tennis	Cricket
Badminton	Chess
Carom	

General Rules

- Sports facilities are open for all the TMIMS students daily from 10:00 a.m. to 04:00 p.m. except on Sundays and holidays.
- Students interested in participating in any sports competition are required to register their names, for the respective sport with office assistant or the in-charge of the sport event.
- Students allowed to participate in various games/competitions during working hours will be allowed approved leave during that period only and not for practice.
- Students winning in any games/competitions will have to submit the photocopy of the certificate to the institute.
- Students have to use the sports equipment carefully. In case of any damage occurs; they have to report to the Sports in charge giving reason for such damage.
- If the reason for such damage is not reasonable or unacceptable to the Sports in charge, appropriate action will be taken



**ALUMNI
NETWORK**

Alumni Network

VISION

- TIMSAT aspires to promote a sense of pride, excitement and loyalty for its Institute by contributing in developing ethical professional managers capable of facing competitive challenges.

MISSION

- To retain and strengthen friendships made on the campus by keeping graduates and former students in lifelong contact with each other.
- To keep graduates and former students informed of happenings at TMIMS
- To involve the alumnus in the on-going growth and development of the Institute.

Objectives

- To organize and implement programs that will encourage alumni to identify themselves with the Institute;
- To generate and sustain interest and participation in Institute affairs;
- To inspire alumni to contribute to the development of the Institute and the promotion of its good name and reputation, nationally; to build and enhance relationships with alumni.
- To provide a focal point of contact among alumni through the implementation of a program of reunions, events and functions; through printed and electronic communications; and through the creation of networking opportunities for self- development.
- To establish and maintain an alumni structure that facilitates and enhances the relationship between the Institute and its alumni. This includes establishing and servicing alumni team/chapters and facilitating and arranging meetings.
- To strengthen ties between the institute and alumni and encourage them to participate in the various cultural, social and academic activities.

Alumni Association Structure

Name	Designation
Shri Hiren Shah	President
Shri Rajendra Agrawal	Vice-President
Ms. Rupal Thacker	Vice-President
Shri Nandlal Goyl	Secretary
Prof. Juhi Dudhani	Jr. Secretary
Prof Sagar Tanna	Treasurer
Dr. Sampada Kapse	Member
Mr. Raja Gunti	Member
Mr. Sachin Kakrech	Member
Mr Rahul Goyal	Member

Alumni Network

Role of TIMS Alumni Trust (TIMSAT)

- Offer continuity to the affairs of the Alumni Relation Team and Alumni Chapters.
- Increase the involvement of alumni with the Institute and create new links between the alumni and the College's administration, faculty, and students.
- Assist and liaison alumni for academic, social and career prospects.
- Propose and implement programs to strengthen the ties among institute, its alumni, faculty and Students.
- Support the efforts and programs of alumni volunteers who assist in admissions, placement, career counselling, and academic guidance.
- Encourage attendance at Alumni Re-unions and performances both on and off campus.
- Monitor on going alumni programs, making recommendations for changes when and where needed.
- Create new programs and new liaison volunteer positions when needed

Activities of TIMSAT

To justify the role mentioned above the following activities are undertaken by TIMSAT

- Selection of student coordinators for ART
- Planning and organizing Grand Alumni Meet
- Planning and organizing Chapter Meets
- Alumni Gatherings during festivals.
- Involving Alumni in academic support.
- Involving Alumni in placement support
- Involving Alumni in live industry projects for current TMIMS students
- Supporting the alma mater in providing environment conducive for overall growth of students.

Registration as a life time member of TIMSAT

Registration

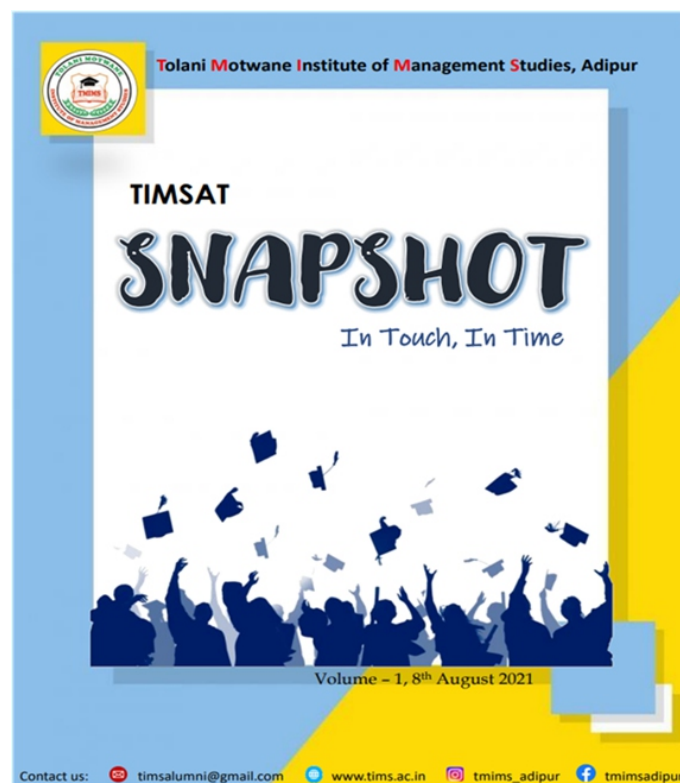
All Students who complete the two year MBA/ PGDM program two are eligible to member of the alumni association and can a life time member by making a payment of Rs. 2000/- as membership fees towards TIMSAT.

Database

Once the registration process is complete they are included in the Alumni Database. The database is maintained in Excel Sheets as per Batches. TMIMS is currently in touch with around 1500+ alumni. The database is formally updated every 3 years the ART team or as and when made aware of.

Alumni Newsletter

- With the objective of keeping the alumni abreast of the happenings at the institute and also the fellow alumni, TMIMS together with TIMSAT has come up with an alumni newsletter. The newsletter is published bi-annually. Earlier we use to share all the information with alumni in a scattered way, through website or social media platforms. But this time we have come up with the idea of publishing newsletter biannually were in we will be updating the alumni about the recent happenings. It would be a platform on which we will be sharing the institute's as well as our alumni's achievements, articles and various things like reunions, new initiative taken by us, it will have the news of all the events that are happening all around our institute.
- Institute's first edition of e-Newsletter “TMIMS SNAPSHOT” - In Touch, In Time was launched on 8th August, 2021 during the virtual alumni meet of batch 2017-19.



Committees

Committees

Anti Ragging Committee.

Name of Member	Designation
1. Dr. Sampada Kapse	Director
2. Dr. Tejash Pujara	Professor
3. Class Co-ordinator (Sr.)	Student (Sr.)
4. Class Co-ordinator (Jr.)	Students (Jr.)
5. Mr. Haresh Bhambhani	Parents Representative
6. M. Nandlal Goyal	NGO involved in Youth Activities
7. Mr. Sandeep Dave	Local media
8. Dr. Suresh Lalwani	Librarian

Anti Ragging Squad.

Name of Member	Designation
1. Dr. Tejash Pujara	Professor
2. Prof. Prachi Notani	Assistant Professor
3. Dr. Ankit Gandhi	Assistant Professor
4. Dr. Suresh Lalwani	Administrative Officer
5. Ms. Vijeyta Udhani	Office Assistant

Examination Reform Committee

Name of Member	Designation
1. Dr. Sampada Kapse	Director
2. Dr. Tejash Pujara	Professor
3. Dr. Ankit Gandhi	Examination Controller
4. Prof. Prachi Notani	Program Coordinator
5. Prof. Hitendra Lachhwani	Assistant Professor

Internal Complaint Committee

Name of Member	Designation
1. Dr. Sampada Kapse	Chairperson- (Director of the Institute)
2. Prof. Prachi Notani	Member from teaching staff
3. Prof. Anuj Sharma	Member from teaching staff
4. Dr. Suresh Lalwani	Member from non-teaching staff
5. Ms. Vijeyta Udhani	Member from non-teaching staff
6. Sr. Student (2)	College Representative
7. Jr. Student	College Representative
8. Dr. Jagrutiben Thacker	Member from NGO

Physically Disability Grievance Readdressal Committee

Name of Member	Designation
1. Dr. Sampada Kapse	Director
2. Dr. Ankit Gandhi	Assistant Professor
3. Prof. Prachi Notani	Assistant Professor
4. Mr. Viram Ahir	Sr. Lab Assistant

Committees

Students Counselling Committee

	Name of Member	Designation
1.	Prof. L. H Daryani	Member
2.	Prof. Anuj Sharma	Member
3.	Prof. Sagar Tanna	Member

Student Grievance Redressal Committee

	Name of Member	Designation
1.	Dr. Sampada Kapse	Chairperson- (Director of the Institute)
2.	Dr. Tejash Pujara	Senior Member
3.	Prof. Prachi Notani	Member
4.	Dr. Ankit Gandhi	Member
5.	Sr. Student	College Representative

Women's Development Committee

	Name of Member	Designation
1.	Dr. Samapda Kapse	Member
2.	Prof. Prachi Notani	Member

Women's Development Committee Squad

	Name of Member	Designation
1.	Dr. Samapda Kapse	Member
2.	Prof. Prachi Notani	Member

Institute Industry Cell

	Name of Member	Designation
1.	Dr. Samapda Kapse	Member
2.	Dr. Tejash Pujara	Member
3.	Dr. Ankit Gandhi	Member
4.	Ms. Vijeyta Udhani	Member
5.	Six students from current batch (3 boys & 3 girls)	Member

GENERAL RULES

General Rules

ATTENDANCE REQUIREMENT

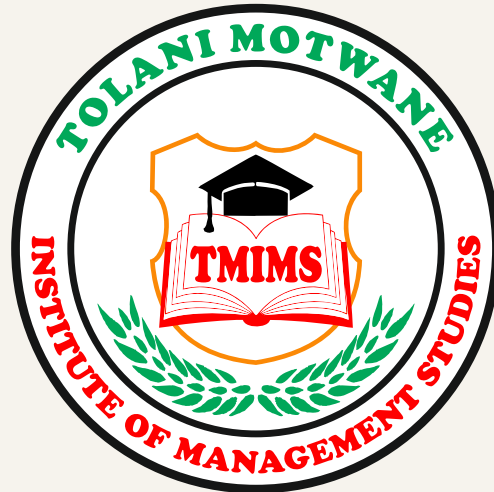
- Minimum 75% attendance in any course is compulsory, to be eligible to appear in End Semester University Examination of that course.
- This 25% leave of absence is permitted for personal reasons, project work, etc. However, in all cases prior intimation/application is COMPULSORY to remain absent. Leave application, in prescribed form, should be furnished to the MBA Coordinator and after getting the leave approval it should be submitted to the Administration Office. Prior intimation/leave application does not amount to presence. It is only procedural requirement to grant permission for leave of absence.
- In extraordinary circumstances like serious sickness, surgery, and accident etc., the Director may allow leave of absence for more than 25%. However, under no circumstances a student will be allowed to appear in End Semester University Examination of any course, if the attendance is less than 50% in that course.
- If any student is found to have submitted fake medical certificate for availing leave of absence, he/she may be required to appear before a panel of doctors appointed by the institute, and in such case, if found guilty, appropriate disciplinary action will be taken.
- If a student is not allowed, by any faculty, to sit in any session due to non-preparation on his/her part as instructed by the faculty, he/she would be marked absent for the session. In such case, the decision of the concerned faculty will be final.
- A student entering the class late by more than 5 minutes for first time will be warned. After first warning, if student comes to class late by more than 5 minutes, he or she will be marked absent
- Shortfall in attendance requirement will attract appropriate penalty.
- Minimum 80% attendance (year wise) is compulsory for the students in Guest lectures, seminars, academic events, etc. Violation of this rule will attract appropriate penalty.

CODE OF CONDUCT FOR STUDENTS

- All the students admitted to TMIMS will have to observe and abide by the discipline rules prescribed by the Institute from time to time and he/she will submit the declaration in the prescribed format.
- The student will also be required to give an undertaking in the prescribed format to be filled up and signed by the candidate and his/her parent/guardian to the effect that he/she is aware of the Institute's approach towards ragging and the punishment to which he/she shall be liable, if found guilty of ragging. Complaints regarding ragging will be handled by Anti-Ragging Committee.
- Students must to carry their Identity Cards within institute premises and during any visit outside the premises whereby they represent TMIMS, like for industrial visits, participating in various competitions, etc.
- It is mandatory for the students to attend all the regular sessions, guest lectures, workshops, seminars, co-curricular activities, etc. scheduled/organized during the entire MBA Program. Absence due to illness or unavoidable circumstances shall be considered, only if the application, supported with medical certificate in case of illness, and/or leave application is submitted to the Head of the Institution/MBA Coordinator.
- Students are expected to behave in a responsible professional manner while the sessions are in progress.

General Rules

- Students are expected to speak in English whenever on campus, and are supposed to use English as the only language during classes and in presentations.
- Students are expected to observe Institute's dress code.
- A formal dress code for both boys and girls will be a grey formal trouser and a formal blazer, with a black inner shirt. Along with these for boy's formal black shoes and for girl's black bellies are recommended. It would be compulsory for all the students to wear this formal uniform during guest lectures, class presentations, whenever you represent the institute outside the campus, and as and when instructed by the institute.
- Students should use the designated places for consuming eatables and drinkables.
- Students should switch off the lights and fans while moving out of the classes.
- Singing songs, whistling, humming, talking and laughing loudly, dressing and moving around indecently, etc. would not only spoil the decorum of the institute but would represent the culture of the institute that belongs to YOU, and with which you are going to be associated life-long. So, avoid it
- Use of mobile phone is strictly prohibited in the Class Rooms, Seminar Hall, Auditorium, Library, Computer Lab and any other place of guest lectures, etc. Any student found doing so will be warned first time. He/she will be charged ₹ 500/- second time and his/her parents/guardian will be informed accordingly. On the third occasion, mobile phone will be confiscated, in addition to a fine of ₹ 500/.
- Any action of any individual or a group which amounts to interference in the regular administration of institute is prohibited. Disciplinary actions will be initiated against such student(s).
- Causing disfiguration or damage to the property of the Institute or belongings of staff members or students is prohibited.
- No student shall indulge in any activity that might be illegal or may lead to disorderliness.
- No student shall be in possession of liquor, drugs or any intoxicating materials, nor would consume such things in the Institute.
- Smoking cigarettes/chewing pan or tobacco or Gutkha is strictly prohibited.
- Indecent behavior in any form will not be tolerated.
- Activities like video shooting, photography, playing musical instruments and listening to radio tape recorder, etc. are prohibited on the Campus except with the prior permission of the Head of the institution.
- The students are expected to be in the class rooms or any place of study on time prior to the commencement of the study.
- Any kind of misuse of Internet, intranet or computer software, or computing facility provided by the institute, etc. is strictly prohibited.
- Students are expected to maintain silence, and behave decently in the canteen.
- While on the campus, the students are required to attend the scheduled session/activity at that point of time, i.e., the students are not allowed to stay on the campus doing something else other than the scheduled activity, without prior permission of the program coordinator or the concerned faculty in charge for that activity.



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