



SASMIRA'S INSTITUTE OF MANAGEMENT STUDIES AND RESEARCH

Sasmira Marg, Worli, Mumbai, Maharashtra, INDIA

Approved by AICTE, DTE, Government of Maharashtra and affiliated to University of Mumbai

(An Initiative of The Synthetic & Art Silk Mills' Research Association (SASMIRA),

an Approved body of the Ministry of Textiles, Govt. of India)

Website: <https://simsr.edu.in>, Phone No.: 022-69776049 / 69776031 Ext: 249 / 23

STUDENT HANDBOOK

MASTERS OF MANAGEMENT STUDIES (MMS)

ACADEMIC YEAR 2025-26

Table of Content

1. About SASMIRA.....	3
2. About Sasmira’s Institute of Management Studies and Research (SIMSR)	3
3. Mission and Vision of SIMSR	4
4. Program Educational Objectives (PEOS):	5
5. About MMS program	5
6. Program Fees	7
7. General Code of Conduct	8
8. Administration Rules.....	8
9. Attendance and waiver	9
10. Dress Code	10
11. Electives and Specialization.....	10
12. Mentoring and Counselling	11
13. Examination Code of Conduct.....	11
14. Training and Placement	14
15. OJT, Summer Project and Internship.....	15
16. Library Facilities	16
17. Computer Lab facilities	18
18. Extra-curricular activities	19
19. Institute Innovation Cell (IIC)	20
20. Student Committees	20
21. Students Grievance Redressal Mechanism	20
22. SASMIRA’s Institute of Management Alumni Association (SIMAA):.....	22
23. Other General Guidelines.....	23

1. About SASMIRA

SASMIRA (The Synthetic & Art Silk Mills' Research Association) proudly celebrates over 75 years of excellence in research, education, and industry service. Established in 1950, it functions under the administrative control of the Ministry of Textiles, Government of India, and has been a key pillar in promoting innovation and technical advancement in the Indian textile sector.

Marking its 75th year, SASMIRA has grown far beyond its original mandate. It now houses not only state-of-the-art research and testing laboratories but also institutions dedicated to higher education and skill development in Textile Engineering, Fashion Technology, And Management Studies. SASMIRA's educational wing, including SASMIRA's Institute of Management Studies and Research (SIMSR), offers management programs approved by the University of Mumbai that blend academic rigor with industry relevance.

Over the decades, SASMIRA has become a hub of knowledge, fostering entrepreneurship, industry-academia collaboration, and capacity building. It continues to lead through cutting-edge research, sustainable practices, and its commitment to shaping professionals who can meet the dynamic needs of the global economy. Celebrating 75 years is not just a milestone; it is a reflection of SASMIRA's legacy and vision for the future.

2. About Sasmira's Institute of Management Studies and Research (SIMSR)

Sasmira's Institute of Management Studies and Research (SIMSR) is located in Worli, Mumbai, accredited by the National Board Of Accreditation (NBA), belongs to the family of seventy five years old SASMIRA.

SIMSR has been affiliated to the University of Mumbai since its inception in the year 2010. Our decade long affiliation with the university has enabled us to create and mold future managers and job creators. SIMSR is approved by All India Council for Technical Education (AICTE), which is a statutory body for technical education under the department of higher education.

The Institute offer courses that are approved by AICTE and affiliated to the University of Mumbai.

The Management programme taught in the institute is designed with a clear vision of what the future holds for business and industry. The Institute offers programmes that strongly emphasize on the challenges faced by business not only in India but also globally. The interactive learning environment at the institute equips students with rigorous analytical tools for effective managerial decision making. The institute believes in providing quality teaching by experts, skilled at integrating the cutting edge of theoretical knowledge with practical applications. All the class rooms are fully air conditioned having modern interior. The entire campus is WiFi enabled with separate administrative block, library, computer labs and cafeteria.

Facilities at the Institute

- Spacious and Wi – Fi Enabled Campus
- Well Equipped Computer Labs
- Resourceful Digital Library with Online Database
- Clean and Spacious A/C Classroom
- Cafeteria offering delicious cuisines
- 24x7 Women Helpline Facility
- Digital Payment Systems
- Medical Facility
- Counselling Facility

3. Mission and Vision of SIMSR

Vision:

Empowering tomorrow's leaders through transformative education, sustainable research and ethical leadership. We nurture a diverse community of lifelong learners, equip them with knowledge, skills and the right attitude to drive a positive change in the society.

Mission:

- To create and nurture socially responsible leaders.
- To foster a culture of academic excellence.
- To instill a strong foundation of leadership skills, critical thinking, research ability and

strategic decision-making.

- To ensure experiential learning, industry exposure and mentorship to make the students corporate ready.
- To encourage stakeholders' involvement for collaborative development.

4. Program Educational Objectives (PEOS):

- PEO 1: Professional competence: graduates will demonstrate competency in their chosen field of business, applying theoretical knowledge to real-world situations, and displaying proficiency in critical thinking, problem-solving, and decision-making.
- PEO 2: Leadership and management skills: graduates will exhibit leadership qualities, including effective communication, team collaboration, and ethical decision-making, enabling them to lead diverse teams and drive organizational success.
- PEO 3: Entrepreneurial spirit: graduates will demonstrate entrepreneurial skills, including creativity, innovation, and risk-taking, enabling them to identify opportunities, develop business ventures and contribute to economic growth and innovation.
- PEO 4: Ethical and social responsibility: graduates will recognize the importance of ethical behavior and social responsibility in business practices, demonstrating integrity, accountability and a commitment to sustainable and socially responsible business practices.
- PEO 5: Lifelong learning: graduates will engage in continuous learning and professional development, staying abreast of emerging trends, technologies, and best practices in their respective fields to adapt to evolving business environments.

5. About MMS program

The Master of Management Studies (M.M.S.) program is a two years full-time postgraduate program offered at Sasmira's Institute of Management Studies & Research (SIMSR), one of the top colleges for MMS in Mumbai, affiliated to the University of Mumbai and approved by All India Council for Technical Education (AICTE) and Directorate of Technical Education (DTE), Government of Maharashtra.

The Master's Degree in Management offered by SIMSR is globally valued course which prepares individuals to develop a futuristic and result oriented approach as corporate managers. It emphasizes on individual development, skill based learning that concentrates on enhancing leadership, team management and critical and analytical acumen of students.

The MMS course follows the University of Mumbai syllabus for its four semesters. The I and II Semesters are general management semesters whereas III and IV semesters are the specialization semesters. MMS course of SIMSR offers all five specializations – Finance, Marketing, Human Resource (HR), Operations and Information Technology (systems) as demanded by the industry.

To provide practical and on the job experience to the students, there is On-the-Job Training and Summer Internship Project in which students join company as an intern and get exposure of learning by doing after the second semester of the MMS course. In the fourth semester, students have to complete three projects based on functional specialization, general management and social relevance which helps them in understanding real world complexities and situation, helping them in developing analytical and rational thinking.

Key features of the MMS course

MMS course offered by SIMSR provides an opportunity to understand the dynamics of Finance, Marketing, Human Resource Management, Systems (IT) and Operations. To bridge the gap between industry and academics, in addition to theoretical knowledge the Master's Degree in Management offered by SIMSR provides an opportunity to learn and grow by getting a practical exposure through industrial visits which helps in developing strategic thinking among students.

Key features of the course and Institute are:

- Summer Internship
- On-the-Job Trainings (OJT)
- Live Projects
- Corporate Guest Lectures
- Personality Development Sessions

- Soft Skill Development And Grooming Session
- International, National And Local Industrial Visit
- Field And Project Work
- New Venture And Entrepreneurship Opportunities
- Qualified Faculties With Corporate Exposure
- Management Fest – Explorica
- Management Games And Sports
- Entrepreneurial Initiative – Business Plan Competition And Saras
- Business Case Study Competition – Anvay
- Workshops, Seminars, Webinars, Conferences
- Corporate Social Responsibility – Kartavya: The NGO Mela
- Research Based Dissertation
- Collaboration And MoU with Financial Institutions
- Social and emotional Learning
- Skilled Based Learning
- Language Laboratory

6. Program Fees

Students must pay their tuition and other applicable fees within the prescribed deadlines. Fee structures and payment schedules are communicated at the beginning of each academic session.

- Annual fees should be cleared as per the rules of the Institute.
- Students who fail to pay their fees as per the institutional norms, will not be allowed to appear for the exams and industrial visit.
- For any other administrative assistance students should contact the administrative officer.
- Payment methods:
 - Online portal
 - Bank transfer
 - Campus fee collection desk

- Late payments may be subject to penalties. Students facing financial difficulties can approach the finance office for assistance.

7. General Code of Conduct

Both on and off campus, all students are expected to behave and conduct themselves with responsibility. They are supposed to follow the rules as well as the standards of a responsible citizen. It is required of students to behave appropriately. They must refrain from engaging in any improper behavior. The management has the right to take appropriate measures, including rustication, if the student exhibits behavior that is deemed to be egregious moral turpitude.

The following guidelines have been prescribed-

- Students should wear and display their identity cards while in the campus.
- Students are expected to read the notice board and circulars, notices sent every day.
- Usage of mobile phones is strictly prohibited in the class. Students found using cell phones will be subject to disciplinary action which includes payment of fine of Rs.1000 or confiscation of the cell phones.
- Students should avoid littering in the campus.
- No student will cause any willful damage to the furniture/ books/ college property.
- Consumption of alcohol, drugs or smoking is totally forbidden within the campus.
- In case of students with shortage of attendance the college shall intimate the parents regarding the same.
- If any student is absent for two continuous days, he/ she will be permitted to attend the session only with the permission of the academic coordinator.
- When not in use the fans, AC, lights, laptops and projectors are to be turned off

8. Administration Rules

- Class representatives are nominated by the respective batch, dean and departmental faculties. Interested students should submit their nominations to the academic coordinator when asked to.

- In case the nominated class representative fails to discharge his/ her duties to the satisfaction of the class/ institute authorities, he/ she shall be replaced.
- Any grievance related to the administrative staff, teaching unit and infrastructural areas should be handled by the class representative, who will refer it to the mms coordinator only.
- In the event of cancellation of a course, it is the responsibility of representing the class to inform the students of the agreed communication route. The center, however, should post details of canceled talks on the notice board if information arrives early. The education coordinator will inform the class representative. The relevant faculty will also notify the class representative.
- Class representatives are not allowed to schedule additional lessons, guest lessons or cancel classes without prior notice to the mms coordinator.
- The main way to communicate with students would be via official platforms only.
- All students are given an identity card on campus. Issuance of duplicate identity cards will be made at a fine of Rs.100/-
- Admin. department of SIMSR coordinates with faculty members and students for smooth running of academic activities.
- The general office timings are from 10.00a.m. To 5.00p.m.
- The admin department takes care of all students' related issues like:
 - Support in admission and record keeping.
 - Providing information for enrolment, exam and scholarships as well as other university related issues.
 - Providing support in smooth conduction of classes.
 - Handling concession related issues.
 - Other admin related issues

9. Attendance and waiver

- Students, who do not have 75 percent attendance or whose progress and conduct are not satisfactory, may not be allowed to appear examination as per the University Norms.
- There shall be no condoning for shortage of attendance.

- All students are required to note that they fulfil the attendance requirements to avoid unpleasantness at the time of registering for the examination. For all absence, prior intimation is to be given in writing to the academic coordinator.
- In case of emergency situations, intimation must be given on phone (SMS) / e-mail (to the academic coordinator) within 24 hours of the absence. Any leave without formal intimation will be treated as unauthorized leave and will be reflected in the records as such.
- In case of prolonged medical leave, the student should produce a medical certificate from a registered medical practitioner supported by a letter from the parent / local guardian.
- Written approval must be obtained before the coordinator for all events / gatherings / events / guest talks on and off campus. Students should not use the name of the society in any work done outside the campus.

10. Dress Code

- The dress code is formal on all days except Saturday.
- The formal dress code for boys is formal trouser, formal full shirt and shoes.
- The formal dress code for girls is saree / business suit / salwar suit.
- On occasions of guest lectures, seminars / workshops and examinations the dress code is institute formals for all.
- Students must wear the identity card at all times while in the campus.
- Students without identity card will not be permitted inside the campus.
- Saturday casuals should be appropriate and decent.

11. Electives and Specialization

- The Institute offers four areas specializations to the students viz. Finance, Marketing, Operations and IT based on their choice and interest.
- Students will be given sufficient time and deadline to finalize their area of specialization.
- Students are expected to consult their mentors and choose their specialization based on their aptitude and areas of interest.

- Once the form for specialization is circulated, all the students have to adhere to the deadline to complete the formalities.
- No request for change of specialization will be entertained post deadline.
- There should be a minimum strength of ten students for offering a specialization.
- Students are advised to go through the curriculum thoroughly before opting a specialization.

12. Mentoring and Counselling

Students at SIMSR are assigned faculty member who will act as their mentor throughout their career in the institute. The mentors are mainly from their area of specializations as to enable to guide and hand-hold them throughout the program. The role of the mentor is to provide support and advice not only on academic matters, but also on any personal difficulties. In particular it is important that the mentee should inform his/her mentor, as soon as possible, if his/her studies have been disrupted in any way (e.g. Through illness, etc.). Mentees are encouraged to maintain more frequent contact and not wait for a formal meeting if they have something they wish to discuss urgently.

Students are given opportunities which include:

- Completing courses/modules which enhance a range of key skills and study skills appropriate to their level and course.
- The opportunity to provide feedback by written comments and one-one communication.
- Guiding them in their projects.
- Helping them write research papers, participate in cultural events and enhance their skill sets.
- The mentors guide the students in their career selection and the courses to be undertaken as per their specialization.

13. Examination Code of Conduct

- Students must not take to the examination hall any books, writing papers, notes, manuscripts, electronic media including mobile phones/ Bluetooth devices, electronic dictionaries, pagers, any form of stored or recorded information.

- Mobile phones are not permitted in the exam venue. If a mobile phone is found in a student's possession after the examination has started at the examination venue, it will be deemed as a breach of examination rules.
- Electronic watches and similar electronic devices are not permitted into the examination venue.
- Examination answer booklets must be submitted intact. No part of the examination answer booklet may be defaced, removed or smuggled out.
- Students have to write their own roll number clearly on their question paper.
- All notes, rough work and calculations must be done in the examination answer booklet only.
- Students must not communicate in any way with any person other than the invigilator during an examination. Any other communication will be deemed as a breach of examination rules.
- Any student who needs to leave the examination room during an examination to go to the washroom must obtain permission from an invigilator. The invigilator has the discretion to refuse permission.
- A student who fails to attend an examination at the time and place published in the final time- table, displayed on the notice board, will be deemed to have failed in that subject. Opportunity for re-examination will be given according to the rules and regulations for re-registration and re-examination.
- Consideration will be given to requests for special examination / arrangements to be made for students with disabilities. A writer shall be allowed on prior request for the examination on medical grounds accompanied by supporting evidence substantiating the disability or disadvantage.
- If a student is not satisfied with the marks obtained in any subject, he/she may seek verification by paying the revaluation fees of Rs.500/- per subject within one week from the declaration of results. The results of the verification shall be final and binding on the student.
- Cases of students indulging in unfair means during the exams will be reported to the controller of examination who will forward the same to the unfair means committee for

investigation and recommendations. The decision of the committee in consultation with the director will be final and binding on the students.

- There is an end term exam feedback session held after every term end exam. Written exam answer sheets are given back to students to review for ten minutes.
- Any breach of the requirements relating to examinations and assessments, whether committed intentionally or unintentionally may be regarded as “misconduct” and dealt with under disciplinary procedure of the institute.
- The students will be evaluated for 100 marks for 4 credit courses. The term end evaluation will be based on trimester end exam out of 60 marks and internal continuous assessment (class test, projects, assignments, presentations and attendance/ class participation) out of 40 marks for 100 Marks evaluation.
- The students will be evaluated for 50 marks for 2 credit courses. The term end evaluation will be based on trimester end exam out of 30 marks and internal continuous assessment (class test, projects, assignments, presentations and attendance/ class participation) out of 20 marks for 50 Marks evaluation.
- The Institute follows the grading system as per the University of Mumbai guidelines-

Grades				
Range of scores	Grade	Grade point	Performance	CGPA range
80 & Above	O	10	Outstanding	9.51 – 10
75 – 79.99	A+	9	Excellent	8.51 – 9.50
70 – 74.99	A	8	Very good	7.51 – 8.50
65 – 69.99	B+	7	Good	6.51 – 7.50
60 – 64.99	B	6	Fair	5.51 – 6.50
55 – 59.99	C	5	Average	4.51 – 5.50
50 – 54.99	P	4	Pass	4.0 – 4.50
Below 50	F	0	Fail	< 4
Absent	Ab	0	Fail	

- Also, a student who fails in more than two subjects in any respective term shall not progress to the next term and may have to repeat such subjects whenever offered.

- Students must know their seat number before entering the examination room. Any student who has not been allocated a seat number should inform the exam cell and complete the appropriate form(s) prior to sitting for the examination.
- Students are not permitted to enter the examination room more than half an hour after the commencement of the exam. Students are not permitted to leave the examination room until half an hour after the start of the exam or during the last fifteen minutes of the exam, except with the special permission of the invigilator in charge of the examination who will report on the circumstances to controller of examination.
- Students are required to have photo identification cards and these must be made available to an invigilator upon request. Procedures may be implemented from time to time to establish the validity of a student's identity in the examination hall.
- Food and / or drinks will not be permitted in the examination hall.

(Refer to Examination Policy for further guidelines)

14. Training and Placement

The Training and Placement Cell at SIMSR plays a crucial role in bridging the gap between academics and industry. It is dedicated to providing career guidance, soft skills training, and placement assistance to students across various specializations. The institute has built strong connections with reputed companies across sectors such as BFSI, FMCG, IT, Consulting, and Retail. Through campus recruitment drives, internships, pre-placement talks, and industry interactions, SIMSR ensures that students are well-prepared for the professional world. The placement cell also organizes mock interviews, resume-building workshops, and personality development sessions to enhance employability. SIMSR's consistent placement record and growing corporate tie-ups reflect its commitment to student success and industry readiness. The placement cell facilitates career opportunities for students by collaborating with companies and industries. The cell organizes training sessions, resume-building workshops, and mock interviews.

Placement process:

- Registration with the placement cell.
- Participation in pre-placement talks and skill-enhancement programs.

- Applying for job openings and internships.
- Attending interviews and placement drives.
- Accepting the final offer and joining.

(Refer to Training and Placement Policy for further guidelines)

15. OJT, Summer Project and Internship

- On the Job Training (OJT) for 15 Days during the month of May.
- Summer Internship is a 2 month project to be completed during the month of May & June.
- 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 Summer Internship Training.
- The students should behave ethically and honestly with the organization where he/she is doing the project.
- Every student will have to work under the institute project guide as well as a company guide.
- No student is allowed to take leave without due permission of the company and inform the institute placement cell.
- A student who wishes to apply for summer internship on his/her own will have to inform the placement cell in writing along with the company’s letter or an email for the same as per the deadline and in the format mentioned by the placement cell.
- Summer Internship Project (SIP), is an integral part of the academic curriculum of MBA. For the successful completion of the MBA program, 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 SEM II and III.
- The placement cell aims to give the best possible internship as per the specialization chosen by the students and the students are expected to adhere to the terms and conditions of the contract of placement.

(Refer to Project & OJT Guidelines for further information)

16. Library Facilities

The Institute's library is a vital academic resource center designed to support teaching, learning, and research activities. It houses a rich collection of books, national and international journals, magazines, e-resources, and reference materials across disciplines like management, economics, technology, and allied subjects. The library is fully computerized with integrated library management software and offers access to digital databases such as ProQuest, JGate, and e-journals, as per AICTE norms. Comfortable reading areas, internet access, and reprographic services further enhance the user experience. Regular updates and additions to the collection ensure that students and faculty stay informed with the latest academic and industry trends.

Rules for using library resources-

- Library Timings from 8:00AM to 6:00PM (Closed on Sundays and Government Holidays)
- Access to the library is restricted to staff and students of the SIMSR who are in possession of a current valid identification card issued by the authorities of the institute and to such other persons as may be authorized by the director/librarian.
- Students will be issued total two books at a time.
- On home cards, books can be issued for a period of 7 days. If a student fails to return the books within the stipulated period a fine of Rs.25/- per day will be charged. The date of return is stamped rear cover of the book. The book should be returned on or before that date. No reminder will be sent to the students for overdue items.
- Books will be re-issued only three times, provided the same is not in demand. In case the book is in demand the student who has borrowed the book will have to return the same and fill a demand slip to get the book again. The book will then be issued in the order of reservation. The book will be issued only on the card of the student who has reserved the same. Material can be renewed on after presenting the same physically.
- Students are required to carry their library card and must produce this when required doing so by an authorized person. Student must be present while issuing a book on his/her card.
- On college identity card, books can be taken for reference, which has to be returned to the library on that day itself.

- Overnight issue can be done on college identity card. The book issued on overnight basis has to be returned in the library by next day 10:00 am failure to do so shall attract a penalty of Rs. 25/- per day.
- Reference books cannot be taken out of the library. Reference textbooks can be taken for overnight issue.
- Books issued for home, will not be taken back on the same day.
- If a book is lost/ damaged in any way by the student, will have to replace the same with a new copy or pay the current market price. The student may have to pay an additional amount towards processing fee. Borrowing rights shall be withdrawn while payment is outstanding.
- Students are not allowed to sit in the library when lectures are on. This will invite penalty and exclusion from the library.
- If any type of markings found on the book/ journal, action will be taken against the student.
- Mobiles to be switched off while entering in the library. Students should not put them on silent mode. Any student caught using the mobile in the library may be charged with a fine. In the event of repeated defaults, the mobile will get confiscated.
- Use of all types of electronic gadgets is prohibited in the library.
- Bags are not allowed in the library. The same should be kept in the specially provided baggage rack at the entrance of library. The library will not be responsible in case of theft from the bags.
- Users are responsible for material borrowed on their cards and will be required to pay for any damage to, or loss of material borrowed at replacement cost, plus an administrative charge. Borrowing rights shall be withdrawn while payment is outstanding.
- No food items allowed in the library.
- Discussions are not allowed in the reading room.
- Students on entering the IT dept. should make entry in 'register book', if entry not found in register, then action will be taken against that student.
- Cell phone usage inside the computer lab is prohibited.
- ID card compulsory while entering in the computer lab.

- Please mention you're 'in' and 'out' time in the register which is at the entrance of the lab.
- Do not save your document & file on desktop or c drive it can be deleted at the time of preventive.
- No games of any kind, internet chat allowed.
- No downloading of music, shareware, freeware, and evaluation copies of software from the internet.

(Refer to Library Policy for further guidelines)

17. Computer Lab facilities

The institute offers well-equipped Computer Lab facilities to support academic learning, research, and skill development across various programs. The labs are furnished with high-speed internet connectivity, updated hardware configurations, and licensed software required for business analytics, programming, data analysis, and other academic applications. Each lab is air-conditioned and networked with advanced servers to ensure seamless operation and access to online resources. The facility is supervised by qualified technical staff and is available to students beyond regular class hours for project work and self-learning. These labs play a crucial role in enhancing digital literacy and technical competence among students.

Prohibited Activities: The following activities are strictly prohibited

- **Illegal Activities:** Using Institute IT resources for any illegal purpose, including but not limited to, copyright infringement, unauthorized access to systems, distribution of illegal content, or harassment.
- **Unauthorized Access:** Attempting to gain unauthorized access to any system, network, or data. This includes "hacking," port scanning, or bypassing security measures.
- **Malicious Software:** Introducing, storing, or transmitting viruses, worms, Trojan horses, ransomware, or any other malicious code.
- **Harassment and Discrimination:** Using IT resources to send or display offensive, discriminatory, threatening, or harassing content.
- **Commercial Use:** Using Institute IT resources for personal commercial gain or unauthorized business activities.

- **Resource Abuse:** Excessive use of network bandwidth, storage, or processing power that negatively impacts other users or Institute operations.
- **Misrepresentation:** Impersonating another person or entity, or forging email headers or other identifying information.
- **Network Tampering:** Modifying network configurations, installing unauthorized network devices, or interfering with network operations.
- **Copyright Infringement:** Illegally downloading, distributing, or reproducing copyrighted materials without proper authorization.
- **Sharing Credentials:** Sharing passwords or other authentication credentials with others.

(Refer to IT Policy for further guidelines)

18. Extra-curricular activities

Students are encouraged to participate in a variety of extracurricular activities to enhance their overall development. The aim of the programme is holistic development of the student and provided him with overall opportunities for growth and development. The institution offers clubs, and events covering sports, cultural programs, and technical activities. Students are encouraged and sponsored by the institution to participate in inter-collegiate and intra-collegiate events that will hone their skills and development. The student can alongside with the mentor, discuss the areas of interest and proactively participate in the committees and events.

Available activities:

- Finance, Marketing and HR clubs
- Cultural Committee
- Sports Clubs and Inter-college tournaments
- Research and Development committee to promote a sense of research and presentation of research papers
- Literary and Debate clubs
- Technical And Innovation Societies
- Language Lab
- Library committees promoting book reviews, author talks, etc.

- Green club promoting sustainability

Students are expected to proactively participate in these activities so as enhance their skill and make themselves future ready.

19. Institute Innovation Cell (IIC)

The Institute Innovation Cell (IIC) is established as per the guidelines of the Ministry of Education's Innovation Cell (MIC) and AICTE to foster a culture of innovation and entrepreneurship among students and faculty. The IIC aims to systematically nurture innovative ideas and support them through pre-incubation and incubation stages. It conducts regular activities such as ideation workshops, hackathons, startup mentorship sessions, and awareness programs on Intellectual Property Rights (IPR), design thinking, and business model development. The cell encourages interdisciplinary collaboration and links students with industry experts, entrepreneurs, and funding agencies. By promoting creativity and critical thinking, the IIC plays a pivotal role in transforming students into future innovators and job creators.

(Refer to IIC Policy for further guidelines)

20. Student Committees

To ensure student participation in institutional governance, various committees have been established. These committees work towards enhancing student welfare and institutional growth.

Key committees:

- Academic committee – addresses academic concerns and curriculum feedback.
- Cultural committee – organizes festivals, competitions, and cultural nights.
- Sports committee – manages sports activities and events.
- Placement committee – assists in career-related opportunities and recruitment, etc.

21. Students Grievance Redressal Mechanism

The institution has a dedicated grievance redressal forum which constitutes both of the faculty and students and is committed to addressing student concerns in a timely and fair manner.

Students facing academic, administrative, or personal issues can file grievances through the designated channel or submit a written complaint to the grievance cell. The grievance committee reviews all complaints and ensures appropriate action is taken.

Steps to file a grievance:

- Submit a written complaint or fill out the online grievance form.
- The grievance will be reviewed by the respective committee.
- A resolution will be communicated within a stipulated timeframe.
- If unresolved, students can escalate the matter to higher authorities
- Besides the students may approach their class representative or faculty mentor for any issue that he/she might be facing.

22. Anti-Ragging Committee

In compliance with the regulations of the All India Council for Technical Education (AICTE) and UGC, the Institute has constituted an Anti-Ragging Committee to ensure a ragging-free campus. The committee comprises senior faculty members, administrative staff, and student representatives. Its objective is to prevent, prohibit, and eliminate any form of ragging- whether physical, verbal, or psychological within the institute premises. The committee regularly conducts awareness drives, orientation programs, and surprise checks to maintain a safe and respectful environment. Any reported incidents are dealt with strictly in accordance with the provisions of the Anti-Ragging Act and AICTE guidelines.

23. Women Development Cell (WDC)

The Women Development Cell (WDC) of the Institute has been established to create awareness of gender equity and women's rights, as directed by AICTE. The cell works proactively to create a safe, inclusive, and empowering environment for female students and staff. It organizes workshops, seminars, health camps, and self-defense training to promote gender sensitization and women's welfare. The WDC also offers a platform for addressing grievances related to gender discrimination and supports the personal and professional growth of women in the campus community.

24. SC/ST/OBC Committee

As per AICTE and Government of India norms, the SC/ST/OBC Committee has been formed to ensure equal opportunity and welfare of students belonging to Scheduled Castes, Scheduled Tribes, and Other Backward Classes. The committee monitors the implementation of reservation policies, scholarship distribution, and grievance redressal specific to these categories. It aims to promote inclusivity and provides guidance, academic support, and awareness programs to empower students from underprivileged backgrounds.

25. Internal Complaints Committee (ICC)

The Internal Complaints Committee (ICC) has been constituted in accordance with the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013, and as per AICTE directives. The ICC addresses complaints related to sexual harassment and ensures a safe and respectful environment for all, especially women employees and students. It follows a structured process for grievance redressal, maintains confidentiality, and conducts regular sensitization workshops to prevent any form of gender-based discrimination or misconduct on campus.

26. Students' Welfare Committee

The Students' Welfare Committee functions as a bridge between the student body and administration, in alignment with AICTE norms. The committee is responsible for overseeing the holistic development and well-being of students by addressing their academic, emotional, and extracurricular needs. It supports the implementation of student-centric initiatives, grievance handling, counseling services, and co-curricular events, thereby ensuring a healthy, engaging, and inclusive learning environment.

22. SASMIRA's Institute of Management Alumni Association (SIMAA):

The SASMIRA's Institute Management Alumni Association (SIMAA) is an active and integral part of SIMSR, committed to fostering lifelong connections among alumni, students, and the institute. SIMAA serves as a vibrant platform for networking, knowledge-sharing, and professional growth, enabling alumni to stay engaged with their alma mater. It regularly

organizes alumni meets, guest lectures, mentorship programs, and industry interaction sessions, contributing to the overall development of students and strengthening institute–industry linkages. Through SIMAA, alumni play a key role in supporting placements, internships, and collaborative projects, while also contributing to the strategic growth and goodwill of SIMSR.

(Refer to Alumni Policy for further guidelines)

23. Other General Guidelines

- Students must adhere to the code of conduct at all times.
- Regular attendance in classes is mandatory.
- Use of college facilities and resources should be responsible and ethical.
- Any form of misconduct, including ragging or harassment, is strictly prohibited and will be dealt with according to institutional policies.
- For further details, students can refer to the full handbook available on the institution’s website or contact the administrative office.