



LALA LAJPATRAI INSTITUTE OF MANAGEMENT

Approved by AICTE New Delhi, Government of Maharashtra & Affiliated to University of Mumbai.
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POLICIES HANDBOOK

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- 2. Examination Policy**
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- 4. Career and Guidance Cell Policy**
- 5. Library Policy**
- 6. Faculty Development Policy**

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ADMISSION POLICY

LLIM ADMISSION POLICY

Welcome to Lala Lajpatrai Institute of Management (LLIM), where academic excellence meets professional growth! At LLIM, we take pride in offering the Master of Management Studies (MMS) program, a comprehensive two-year full-time course that is rigorously designed to equip students with the skills and knowledge necessary for success in the dynamic field of management. Our MMS program is recognized by the All India Council for Technical Education (AICTE), New Delhi, approved by the Government of Maharashtra and affiliated with the prestigious University of Mumbai.

The admission process for the First Year MMS program adheres to the highest standards set by the Directorate of Technical Education (DTE) and the State Common Entrance Test Cell, both integral components of the Government of Maharashtra. At LLIM, we are committed to ensuring a fair and transparent admission procedure, strictly following the rules and guidelines laid down by the DTE to provide aspiring managers with a strong foundation for their professional journey.

OBJECTIVES OF LLIM ADMISSION COMMITTEE:

1. To strengthen the admission process at LLIM to attract and enrol high-calibre students, aligning with our aspiration to provide dynamic and holistic management education.
2. To facilitate comprehensive guidance and counselling procedures, ensuring personalized support for prospective students during the admission process to meet their educational and career goals.
3. To ensure a streamlined and student-centric counselling process that aligns with the institute's commitment to integrated education, internship, and research.

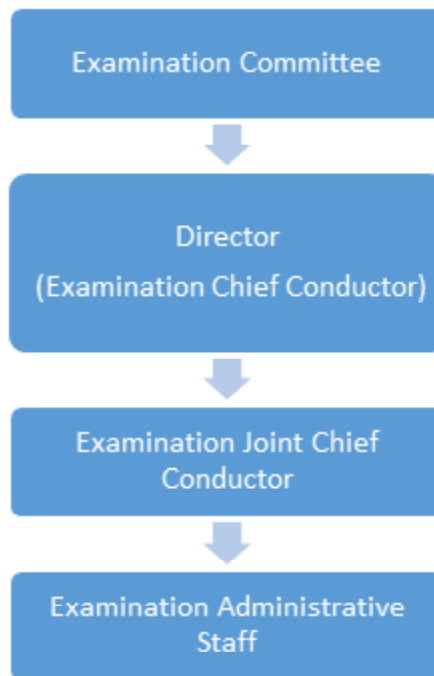
Admission Notification:

Every year, the DTE publishes the information regarding the admission process on its website (dtemaha.gov.in) and in the admission brochure. We at LLIM strictly abide by it.

EXAMINATION POLICY

LLIM Examination Policy

The Examination Process is the central nervous system of the institute. Policies governing the examination are determined by the Examination Committee. The Examination Committee is an apex body of the Institute which is headed by the Director (Chief controller of examination) and Joint chief controller of examination, and is facilitated by three sections: Examination, Record Maintenance and Administration.



All the functions of the examination & evaluations are managed under this committee.

Objectives of Examination Committee:

- To monitor every stage of examination starting from setting the examination paper, conducting examination, supervision, assessing the papers and declaring examination results etc. as per the University of Mumbai.
- To monitor implementation of policies and processes framed by the Examination Committee.
- To investigate and take disciplinary action for malpractices and lapses on the part of



candidates to adhere to the code of conduct as notified by University of Mumbai.

- To distribute degree certificates that are provided by the University to the students who pass the examinations upon successful completion of the program.

Functions of Examination Committee:

- To prepare timetable for examinations in advance and inform the students.
- To allot examination blocks for all the examinations conducted in the institution.
- To conduct internal and external evaluation of all the students enrolled for MMS course.
- To evaluate the student's learning ability.
- To conduct examination by usage of Fair means and as per the guidelines prescribed by the University of Mumbai in letter and spirit.
- To ensure syllabus completion of the respective course as per the University of Mumbai.
- Setting norms for paper setting and paper assessment thereby ensuring that all the COs are covered while formulating the question paper.
- To maintain an adequate database of paper setters and examiners and provide the same to the University of Mumbai as and when required.
- To ensure timely correction of answer sheets for timely declaration of results.
- To declare results in time with the highest regards for quality in the entire process of examination i.e. from setting and assessing papers to declaration of results with maximum vigilance and confidence.
- To address grievances/complaints of the students and staff concerning exam- related issues.

Lala Lajpatrai Institute of Management (LLIM) adheres to the Examination Policy of University of Mumbai as we are affiliated to the University of Mumbai. All policies of LLIM relating to all examinations are strictly in line with the University of Mumbai.

The assessment consists of both Internal Assessment (IA) and University Assessment (UA). The duration of Semester end examination is 3 hours.

The assessment pattern is classified as follows:

Subjects / papers for MMS I & II are internally assessed by the institute except for the University Papers.

The criteria for University Assessment (UA) consists of Internal Assessment (40 marks) and Semester-end examination (60 marks)

List of assessment tools:

1. Mid-term test
2. Assignments
3. Semester End exam assessment
4. Projects (SIP Sem III Projects, Sem IV)
5. University exam
6. Skill enhancement activities (Projects, presentations, case studies, etc.)

The Criteria for Continuous Assessment (40 marks) is given below:

- **Attendance and Class Room Participation (10 Marks)**
- **Minimum 3 criteria to be picked up from the below given list (30 Marks)**

Mid-term Test (Min 1)

Group Presentations

Role Play

Case Studies

Assignments

Project

Quiz

The question paper pattern for Semester end examination consists of total 7 questions. Question no.1 is compulsory carrying 20 marks and rest 6 questions will be of 10 marks each out of that 4 questions should be attempted.



Rules relating to ATKT, grace marks, promotions to the next semester, dealing with fraudulent cases, copy cases are framed according to the University of Mumbai guidelines.

LLIM EXAMINATION PROCESS

LLIM has a well-defined process for conducting examination. The process is mainly divided into three sub areas (A) Pre-Examination, (B) During-Examination & (C) Post-Examination.

(A) Pre-Examination:

1. Time Table
2. Question Paper
3. Seating Arrangements
4. Supervision Chart & hard copy of the letters for duty allocation to the teaching faculty

Time Table:

- The tentative time table is communicated to the students as well as the teaching faculties 15 days prior to the examination.
- Immediate request of students are considered if any, and the time table is then finalised and displayed with Director's approval.

Question Paper:

- The Examination Committee issues a notice to all the teaching faculty / course heads to submit the question papers in the required format which is notified to the teaching faculty well in advance.
- Each faculty must submit two sets of the hard copy of question papers in a sealed envelope along with the soft copy for the same.
- Each question paper must have CO (course outcomes) clearly mentioned in it.
- The question papers must be submitted to the examination department within 8 to 10 days from the issue of the notice.

- Two sets of question papers with minimum 70% difference in questions to be submitted.
- Along with the question papers, the faculty must submit the model answers of both the sets of question papers.
- Two days before the scheduled examination the envelope is opened in front of the Director who selects one set of question paper to be printed.
- The proof reading of the selected question paper is done by the Examination Controller.
- The question paper, after final checking is sent for printing.
- The question papers after printing are sealed block wise, which are directly opened on the day of the examination in the presence of examination controller.

Seating Arrangements:

- The Examination Committee arranges the student's seating arrangement block wise for the examination.
- Only up to 40 students are allocated in a block.
- The seat numbers of the students are allocated roll number wise and is notified at the entrance of the examination blocks.

Supervision Duty Schedule:

- Examination Committee prepare the supervision schedule one week before the commencement of the examinations.
 - All the supervisors/invigilators are individually informed about their invigilation duty well in advance by issuing letters to each faculty involved in the examination process.
 - In case of any emergency due to which an invigilator/supervisor remains absent to examination duty, he/she has to inform the controller of examination in advance so that the examination supervisor can arrange for the substitute in his / her place.
 - Two relievers will be assigned for the two floors during the invigilation duty, who relieves the invigilator/supervisor for 10 to 15 minutes.
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(B) During-Examination:

Standing Instructions (Dos and Don'ts) for Examination Duty

1. Supervisors should report to Examination room to collect answer sheets 15 minutes before commencement of the Examination.
2. The supervisor in his/her allotted block has to be present before the first bell which is 10 minutes prior to the commencement of the Examination.
3. The supervisor will distribute the answer sheets to the students without his/her signature and date.
4. Once the second bell rings i.e. the bell which is the commencement of the Examination, the supervisor shall not permit/admit any student in the allotted Examination block. All late comers have to seek approval from the Examination Controller or Program Coordinator and then only he/she will be permitted to write the Examination.
5. Every supervisor has to maintain decorum and discipline in the Examination Block. In other words, he/she cannot have any informal behaviour in words or action with the students.
6. Once all the students have started writing their respective Examination paper then only shall the supervisor start signing the answer sheet.
7. Before signing the answer sheet with date the supervisor has to mandatorily check the following:
 - A. ID card of each student
 - B. Examination Hall Ticket (if allotted) of each student
 - C. Whether the student has filled all the mandatory details on the coversheet of Answer Booklet
 - D. Student's signature on the Attendance Sheet

Only then supervisor will sign on the answer paper.

8. Some students complete and submit their paper before the stipulated Examination time. It is the duty of every supervisor to re-verify whether the student has filled all the details on the first page of answer booklet and supplement taken if any.

9. Please Note if any of these details are not filled, it is only the supervisor who will be held responsible. Similarly when Examination is coming to an end, a warning bell is given, 10 minutes prior to the finishing time of the Examination. Post that no supplement will be issued to the student and the supervisor has to instruct every student in his block to first tie the supplement with main answer booklet and again recheck whether all the details have been filled on mainsheet and supplementary sheet.
10. The supervisor has to fill all the details on the record sheet of supplements issued and if no supplement is issued then also he/she has to make a NIL report.
11. Whenever a supervisor is relieved for 10 minutes in between the Examination he/she will diligently report back within the stipulated time. Please note apart from this relieving time no supervisor can leave his/her Examination block unattended. In case there is Co Examiner then also one cannot leave the block without reliever. In exigency cases, a request can be made to the Examination head to find an alternative.
12. No supervisor is allowed to call for supplements on whatsapp or any other mode. This requirement has to be communicated to the dedicated peon who will be deputed on respective floors.
13. During last 10 minutes student can submit their paper but cannot leave the Examination block until all the students submit their paper and the supervisor instructs all to leave the block. The supervisor before leaving the block has to reconfirm that he/she has collected all the papers as per the attendance sheet.
14. Once the supervisor comes out of invigilation room, they have to directly go to the Examination room. In the Examination room, if any other supervisor is submitting his/her papers to Examination team, they will patiently wait for their turn. Any discrepancy if found in their paper submission by the Examination team the same will be reported immediately to the Examination head and if not done so, necessary action will be taken against the supervisor.

Unfair means Committee:

- In case any student is caught cheating, the invigilator/supervisor must inform the examination controller immediately.



- The examination supervisor will confiscate the student's (who is caught using unfair means/cheating) answer sheet.
- The matter will be brought to the notice of the unfair means committee who will decide the course of action in such cases.

(C) Post-Examination

Distribution of Answer sheets for evaluation:

- Answer sheets are to be collected for evaluation from the examination Committee. The faculty/course head will be given the blank soft copy of the student list for the allocated subject. The evaluated answer sheets along with the hard copy (printed copy) of the marksheet are to be submitted to the examination Committee within 10 days of the examination.
- The Examination Committee verifies all the marks submitted by the subject faculties/course head and prepare final results and send it to Director for approval.

Grace marks:

- The Examination committee takes decisions related to grace marks allocation.
- In total 5 marks grace can be given to the student if he fails in an examination.
- In case a student is failing in 2 subjects total 5 marks grace can be given to get the student passed.

Revaluation:

- In case a student gets less marks than what he has anticipated in a particular course, he/she can apply for revaluation of their answer sheet.
- The revaluation charges are applicable course wise.

Mid-Term Examination:

- A mid-Term examination is a written examination conducted after finishing nearly 50% syllabus for all the semester courses.

- The written examination is of 20 marks.
- The question papers for the mid-term examination has to be prepared according to the expected course outcomes.
- Examination Committee prepares the time-table and supervision schedule for the examination and notifies it to the students and faculty.
- In case a student fail to appear for the mid-term examination, the student is required to submit an assignment/ Project as per the requirement of the faculty/course head and examination Committee.

RESEARCH POLICY

LLIM RESEARCH POLICY

PREAMBLE:

The Research Policy of Lala Lajpatrai Institute of Management (LLIM) epitomizes our steadfast commitment to fostering a dynamic research environment. Acknowledging research as a potent tool for knowledge dissemination and societal impact, LLIM actively promotes faculty members and students' engagement in research activities, paper presentations, and publications in reputable journals such as ABDC, SCOPUS, and International Journals. Committed to maximizing the impact of our research.

This policy establishes the framework for conducting research activities and publishing work, outlining minimum standards for efficient communication, ethical research conduct, and the provision of essential resources. LLIM places a premium on transparency and integrity in our research endeavors. Additionally, the policy articulates our dedication to extension research, outreach programs, and highlights provisions for Management Development Programs (MDPs), Faculty Development Programs (FDPs), Innovations, Incubations, and Intellectual Property Rights (IPRs). In alignment with our mission statement, which seeks to create and leverage opportunities in training, upskilling, research, and consultancy, we aim to establish and nurture meaningful linkages with industry and society. This policy underscores LLIM's commitment to research excellence, ethical conduct, and societal impact, contributing to the holistic development of our academic community and fostering meaningful connections with the broader community.

OBJECTIVES

- To cultivate a dynamic and interdisciplinary research initiatives within the academic environment., fostering a culture where faculty members actively participate in research initiatives.
- To enhance the scope of research in various management streams by maintaining the recognition of LLIM Research Centre by the University of Mumbai.
- To facilitate infrastructural and financial support for research activities, ensuring that faculty and students have the necessary resources to conduct high-quality research, fostering a conducive environment for impactful scholarly contributions.



RESEARCH CENTRE

The LLIM Research Centre follows a rigorous and transparent process in selecting Ph.D. candidates, aligning with the guidelines set forth by the UGC and the University of Mumbai. Prospective candidates undergo a comprehensive assessment through a high-level interview committee, comprising experienced researchers and academicians. To evaluate research ability and interests, a Research Advisory Committee is formed, ensuring a thorough understanding of each candidate's potential. The selected candidates are then submitted to the University for eligibility verification and approval of their chosen research topics. Upon approval, candidates are assigned to University-approved guides within the LLIM Research Centre.

A Research Peer Review Committee is constituted to provide valuable insights and guidance for maintaining the quality of research papers published in the LLIM Journal of Research.

GUIDELINES

1. LLIM Research Centre strictly adheres to UGC and University of Mumbai guidelines for the selection of Ph.D. students, course work, and publication requirements.
2. The Research Centre maintains an updated file, and the institute administration, in collaboration with research guides and office staff, manages procedures and approvals from the University of Mumbai for research scholar enrolment, registrations, and ongoing affiliations/recognition.
3. Ph.D. students must submit bi-annual progress reports, signed by both the research guide and the Director, to the Thesis section at the University of Mumbai via the institute's research centre.
4. The research process and publication of findings should adhere to professional ethics and codes of conduct. Authors are responsible for conducting plagiarism checks, with the institute providing access to plagiarism-check software for all stakeholders.
5. Research scholars must publish a minimum of two research papers, with their guides as co-authors. This requirement aligns with Ph.D. completion norms and contributes to scholarly development.
6. LLIM is committed to fostering a conducive research environment by providing

essential infrastructural, financial, academic, and administrative support to all stakeholders involved in the research process.

7. LLIM aims to maximize research scholar enrolment approved by the University of Mumbai.

FACULTY GUIDELINES

1. Encourage faculty, students, and research scholars to publish research papers in UGC Care, Scopus, and ABDC indexed journals to enhance visibility and impact.
2. Obtain necessary approval from the Chairman, at least 30 days in advance, for faculty participation in National and International conferences.
3. Ensure all faculty publications and research papers undergo rigorous plagiarism checks using tools like CheckForPlag.
4. Conduct regular sessions for faculty, students, and research scholars to acquaint them with the research process. Specialized sessions on utilizing Information and Communication Technologies in research are also organized.
5. Actively participate in seminars, conferences, symposia, and workshops at various levels to stay updated on developments in respective fields.
6. Conduct research in well-defined and focused areas within respective fields, contributing to depth and specialization.
7. Identify and engage in interdisciplinary research within chosen fields, fostering collaboration across diverse domains and promoting holistic problem-solving.
8. Encourage faculty to undertake minor and major research projects sponsored by entities like the University, UGC, ICSSR, or other identified sources. Essential infrastructural support is provided.
9. Faculties are encouraged to collaborate with industries and corporate bodies for undertaking funded research in emerging and industry-relevant areas
10. Award suitable incentives for meritorious research work by faculty members,
11. Faculties, students, and research scholars can subscribe to essential journals and books through the college library, ensuring a comprehensive resource base for research.



12. Provide access to e-journals and databases for students, faculty, and Ph.D. scholars through the library. Dedicated reading spaces and a research room are available to facilitate scholarly pursuits.
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MDP, FDP, CONSULTANCY, SHORT TERM CERTIFICATION COURSE

1. LLIM encourages faculty to conduct Management Development Programs (MDPs), Faculty Development Programs (FDPs), and Short-term Certification courses for industry personnel, academia members, and research scholars to foster continuous learning and skill development.
2. LLIM permits faculty engagement in consultancy services, emphasizing no interference with academic and administrative duties, promoting a balance between research-oriented consultancy and core responsibilities within the institution.
3. All MDPs, FDPs, Short-term Certification courses, and Consultancies require approval from the Director at least 15 days in advance, unless otherwise permitted.
4. LLIM will ensure that the management of MDPs, FDPs, Short-term Certification courses, and Consultancies adheres to institute policies, associated documents, and the specific guidelines outlined in this policy.
5. LLIM encourages faculty to deliver keynote addresses at conferences, symposiums, summits, etc., fostering knowledge dissemination and enhancing the institution's academic visibility through active participation in scholarly events

STUDENTS

1. Students are motivated to engage in subject-specific or interdisciplinary research through their three mandatory projects. These projects cover areas such as General Management, Functional/Specialization, and Social Relevance, providing practical knowledge and research opportunities.
 2. Students are actively encouraged to present research papers at institute-organized
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seminars. Additionally, they are motivated to independently publish research papers or collaborate with faculty in the institute's in-house journal, the Journal of Research.

INNOVATIONS, ENTREPRENEUR DEVELOPMENT, PATENTS, IPRS AND COPY RIGHTS

1. LLIM aims to foster an innovation culture by organizing programs, including ideation sessions, and actively collecting innovations arising from academic, extension, and outreach activities to promote creativity and advancement.
2. LLIM is committed to ensuring that every innovation results in a patent filing, where applicable, safeguarding intellectual property and promoting a culture of protecting innovative contributions.
3. LLIM will offer essential support for patent filing, providing assistance with the groundwork required for registering and licensing patents, ensuring a streamlined process and protection of intellectual property.
4. LLIM will provide support to faculty for filing Intellectual Property Rights and copyrights when necessary, safeguarding the value of research conducted and promoting the protection of intellectual contributions.

Process for the Ph.D. Degree



Research and Development Committee

The Research and Development Committee is constituted in the institute for further improvement in the quality of research and impact of the research. The committee consists of the following:

1.	Chairman of RDC
2.	Member of RDC
3.	Member of RDC
4.	Member of RDC
5.	Member of RDC
6.	Research Guide
7.	Research Guide
8.	Member of RDC
9.	Research Guide
10.	Research Guide

RAC Constituted for LLIM Research Centre

1.	Dr. H.J. Bhasin, Director, LLIM	Research Guide
2.	Dr. V.B. Angadi, Dean-Academics, LLIM	Member
3.	Dr. Raghavendra Bendegere, Associate Professor, Oriental Institute of Management	Research Guide
4.	Dr. M. Gowri Shankar, Associate Professor, LLIM	Research Guide
5.	Dr. Arati D. Kale, Assistant Professor, LLIM	Research Guide

CAREER AND GUIDANCE CELL POLICY

LLIM CAREER AND GUIDANCE CELL POLICY

Objectives of LLIM Career and Guidance Cell

The main objective of the Career & Guidance Cell (CGC) is to provide **PLACEMENT ASSISTANCE** to all the First and Second Year MMS students who are graduating from the Institute. The CGC will do the following:

The following are the objectives of the Career & Guidance cell:

- To build the bridge between industry and academia.
- To provide good quality final placements for the MMS students that align with their skills, interests and career goals.
- To bring about continuous improvement by achieving an increase in the average salary package for our students.
- To facilitate international placements for LLIM students.
- To facilitate effective summer placements for first-year MMS students to enhance their employability skills.
- Close coordination with students to get them “**Corporate Ready**” by organizing Learning and Grooming Programs.
- To continuously develop a large **Alumni base** thereby extending opportunities to our existing students.
- To foster a spirit of **Entrepreneurship** and **Higher Studies** among the students with a dynamic vision.

Process of Career and Guidance Cell

Placement is one of the key activities at Lala Lajpatrai Institute of Management. Our Placement Committee liaisons between distinguished employers pan India and the students of Lala Lajpatrai Institute of Management. The placement committee is headed by the Chairperson and comprises the area heads of other departments and students. The committee reports to the IQAC.



Placement activities at the institute start from early September and continue till May every year. Also, for the first-year students, the 2nd semester ends in April and they gain hands-on experience by working in the corporates for 2 months beginning in May under a Summer Internship. The placement committee ensures that all the final-year and first-year students are placed with the corporates for their final placement and internship respectively.

Lala Lajpatrai Institute of Management Career and Guidance Cell Committee:

1.	Dr. Kamal Gupta	Chairperson	Chairperson
2.	Dr. H.J. Bhasin	Director	Member
3.	Dr. A Bala	HOD – Marketing	Member
4.	Prof. Anusha Patil	HOD – HRM	Member
5.	Dr. Neetu Singhwal	HOD – Finance	Member
6.	Prof. N. Bala	HOD – Operations	Member
7.	Dr. Suresh Suvarna	HOD - Placements	Member
8.	Prof. Pravin Narang	Placement Cell	Member

The Placement Committee initiates the process with formal meetings that include the following:

- Placement planning for the upcoming year.
- Review of the list of companies that had participated in the placement process in the previous year(s).
- Review of the targeted list of new companies to be invited to participate in the forthcoming placement program.
- Preparation of Placement Brochure & presentation.
- A detailed review of the student's profile (for finals and summers)

PLACEMENT CELL WORKFLOW

- Selection of the Student Coordinator and Senior members of the placement cell is done in July.
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- Selection of the first-year students is done in August depending upon the various parameters (starting from the nominations, shortlisting, interviews etc.)
 - The meetings are scheduled with the President/Director to design the Placement strategies and the process to groom the first-year students.
 - A two-day meeting is conducted in the end of August to strategize the complete placement season, relook the placement policy, define the targets and approach, and identify the companies to be pitched.
 - Task allotment is done for each process starting from brochure design to database management to setting up meetings for Campus Promotion.
 - The process of brochure designing continues for period of 18-20 days where the complete content, pictures and designs are approved by the IQAC.
 - The database management of the participating and prospective employers is simultaneously maintained by the placecom members for the seamless execution of the task.
 - A detailed review of the student profile (finals and summers) is done by the members.
 - Also, the dates for brochure distribution are decided after the meeting between President/Director, Placement Chairperson & Coordinators/Senior Members Placement Cell.
 - The team reaches out to different locations for the Placement Brochure Presentation to generate quality openings.
 - Post this experience, reflections are shared by each team member for a better understanding of the proposed recruiters.
 - At the Institute front, students are briefed on how they should prepare for the interviews, and what parameters should they consider while deciding on a company. Placement policy is shared and thereafter Placement Season begins.
 - The complete profile data of both the senior batch as well as the junior batch is collected by the Placement Cell for their reference and the same data is used throughout the year for the Placement process.
 - The CV format is designed and approved by the Director of the Campus and the
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students are briefed as to how they should prepare their CVs and what points should they put to make their CVs more effective.

- Students are shared the Job Description, company profile and a Google form link with a time frame of 20-24 hours where they have to give their names, if interested. The students are requested to consult the faculty and their peers to get a better understanding of the Job profile.
- Post receiving the nominations, the dates are requested from the company for the interview process.
- The date is shared with the batch through official mail along with a few instructions such as the placement process, pre-requisites, dress code etc.
- On campus interview process is coordinated by the Placement Cell throughout the day, starting with the Aptitude Test, Group Discussion, Final Interviews, Lunch, etc. The results are declared within the campus.
- The offer letter and other joining details are shared with the students.

Placement Preparation:

- Organizing Career Counseling sessions by external experts to provide guidance and address student's academic and career concerns.
- Conducting Mock Group Discussions for students to enhance their critical thinking, communication, body language, and presentation skills.
- Organizing development sessions for Resume Writing and Interview(s) skills development sessions by industry experts.
- Coordinating with various cells for preparation and training of students on Aptitude, Linguistic, Logical Reasoning and Quantitative skills.
- Facilitating workshops for students with the help of other internal departments and Alumni cell to help them gain skills and expertise in their respective domains.
- Facilitating company-specific workshops for shortlisted students to help them succeed in the interview(s).

Who can be a part of the Campus Placement Program?

All graduating second-year MMS students are eligible to be a part of the process. The assistance will not be extended to the students on account of any of the following:

1. Breach of discipline & misconduct.
2. Non-payment of fees or any other dues.
3. Non-completion of Summer Project.
4. Non Compliance with the placement rules & regulations.

(A) Campus Placement Process

The following process is followed.

(1) Enquiry from the Organization: Placement personnel will visit the prospective organization for Final placement opportunities. If the company is looking for Management Students, the same will be immediately posted on the Notice Board after the job description has been received from the organization. PO will also send the necessary communication on various Social Network Groups that have been formed by the Student Committee. It will be the responsibility of the student to keep himself/ herself updated about the current status from PO and by regularly checking the Placement Notice Board.

(2) If the organization is coming for Pre - Placement Talk (PPT) to our Campus, then it is **MANDATORY** for **ALL UNPLACED** students of their respective areas of specialization to attend the PPT. As a good practice, students should come well prepared for the interview by doing detailed research on the company. On the day of the PPT, the students:

- a) Should wear their College Identity Cards, carry three sets of hard copies of their CV in the prescribed format and 3 passport-size photos.
- b) Should be formally dressed & appropriately conduct themselves.
- c) Should refrain from interacting with the Visiting Company Personnel unless asked to do so. Once the salary is indicated to the students they are not allowed to negotiate during the Interview.

(3) If the organization is unable to come to our Campus then CV's of the interested



students will be sent to the organization. All the students must have the soft copy of their CV's in the prescribed format and the same should be mailed to the PO.

- a) Students should report 20 minutes before the time stipulated by the company. It has been observed in the past that students reach late & in some instances did not turn up for the Interviews. **This will be dealt with very strictly.**
 - b) The short-listed candidates will have to appear for a Written Test, GD, and Interview as the case may be at the Company's office.
 - c) No student is permitted to refuse an offer made by a company without the prior approval of the PO.
- (4) Once the company's decision regarding selected students is communicated to the CGC via email/ offer letter, the selected students will accept and acknowledge the same. Following this, these placed students cannot apply for further job openings in the LLIM placement process.

It is implicitly understood that if the student has appeared for the GD/ Interview then he/she was 100% interested in securing placement with the concerned organization.

(5) Offer Letters

- Students are permitted to accept a maximum of one job offer only.
- The company issuing offer letters to LLIM students will compulsorily send the same to the PO.
- Students will acknowledge and collect their respective offer letters from the PO only.

Students should refrain from doing the following:

- (a) Request any organization to keep an offer pending.
- (b) If 2-3 companies are simultaneously in the midst of the placement process and make an offer to a student on the same day, the student has the discretion to choose which one he/she wants to accept.

(6) Withdrawal from Campus Placement Process:

- a) In case students do not want to use the Assistance of the CGC in securing a
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placement, they should inform the CGC in writing as this will help the CGC to concentrate their efforts towards the unplaced students.

A voluntary declaration form stating the fact that he/she does not require placement assistance has to be filled by the student.

Once a student has applied to an organization, he/she will not be allowed to withdraw from the selection procedure at any stage, unless he/she has a final offer from another organization at the same time. It is presumed that students would apply for a position after careful consideration of all the relevant aspects.

Students will be permitted to withdraw from the selection procedure only in exceptional circumstances. The concerned student must give his / her reasons in writing as to why he/she wants to withdraw.

b) Any student who has accepted a job offer but has failed in any of his / her (Internal/University) examinations of the 3rd and 4th semester, the placement office will communicate the same immediately to the concerned organization, following which company's decision will be binding on the student.

(7) Criteria for getting Corporates to visit the Campus

The Job Offers received on campus / off campus must have at least **one of the three following criteria:**

- (1) Package – as per industry standards.
- (2) Brand – A Reputed Brand name in the industry.
- (3) Profile – A suitable job profile for a MMS student.

For all job offers if one or more of the above criteria is/are satisfied, then the students must apply for the same.

(8) Rules & Regulations Applicable for the Placement Process

- (1) Attendance is compulsory for Pre Placement Talks (PPT) conducted by companies **ON or OFF Campus**. If the corporate satisfies at least one of the above-mentioned



criteria. **Students who remain absent for 5 PPTs consequently in their respective streams, their names will be displayed on the notice board and they shall not be allowed to apply for the next 5 companies. In the event the indiscipline continues, the student will not be permitted to participate further in the LLIM placement process.**

- (2) If the above-stated criteria regarding Package, Brand or Profile are satisfied and if it is observed that **students don't show interest in a particular offer, then the CGC has the authority to forward the requisite number of resumes of unplaced students for shortlisting.**

In such cases the students shortlisted by the company are liable to follow the process of selection and if they don't, then the names of those students will be withdrawn from applying to any other company.

(9) Preparatory Workshops

The CGC has the responsibility to make LLIM students **CORPORATE READY**. Towards this objective LLIM organizes general and specialized courses. These courses are offered to the students at a highly subsidized cost with the Institute bearing the major burden to the extent of 60% of these courses.

Feedback obtained from the students and corporates alike has been very positive and forthcoming in the past. Keeping this in mind, it is **RECOMMENDED** for the 2nd year MMS students also to attend and participate in such courses.

The following courses are exclusively designed for the students of MMS:

- Campus to Corporate
- Aptitude Test
- Knowledge Mould
- Advanced Excel
- National Institute of Securities Market (NISM)
- English Communication Lectures

(10) Miscellaneous:

PO will assist in determining suitable jobs for all graduating students. These guidelines are framed to ensure **equality & fairness** of **opportunity** to all students. Hence, all students who opt for placement through PO shall abide by them.

Any breach of the mentioned guidelines shall be taken up by the placement cell which will view the matter & take action against the students, as it may deem fit.

(B) Diversity and inclusion

Higher education institutions all over the country are focused on diversity initiatives on college campuses. Diversity in education, particularly in B-Schools, improves “Intellectual engagement, citizenship, and cultural engagement. It also helps in improving critical thinking and problem-solving.

However, diversity without inclusion has no meaning. Inclusivity means having a sense of belongingness, but ... the basis of that is feeling safe and comfortable.” “Everyone’s happy. There’s no discrimination. There’s no tension between anyone.”

- Lala Lajpatrai Institute of Management has always practised women empowerment to encourage students in the institute and to support inclusion.
- During the admission process, students from diverse backgrounds enrol for our MMS programme.
- Irrespective of culture, religion and interest of the students, the Annual, inter-college fest, multicultural clubs, and group activities ensure that the students represent their institute.
- **The Institute** teaches students to develop empathy, compassion and sensitivity to human differences. Thus, leading to successful performances in today’s diverse personnel.

(C) Entrepreneurship Development Cell

The goal of a college Entrepreneurship Development Cell is to make students better informed about entrepreneurship as a career option. The sole purpose of an EDC is to create awareness of innovation and entrepreneurship among young minds and encourage start-ups. It also aims to inspire and nurture a new generation by providing a platform for entrepreneurial creativity

OBJECTIVES

1. To impart entrepreneurial education amongst students and create an entrepreneurial culture.
2. To develop entrepreneurial skills and competencies among the students
3. To provide a platform for students to interact with the entrepreneurs
4. To foster linkages between institutions, industry, R&D institutions and other related organizations in promoting entrepreneurship.
5. To provide a special focus for the Women to become entrepreneurs.
6. To incubate technical projects/start-ups.
7. To provide guidance and assistance to students to be successful entrepreneurs.

Proposed Activities of EDC:

1. Organize entrepreneurship awareness camps, entrepreneurship development programs and faculty development programs.
2. Conduct research work and surveys to identify entrepreneurial opportunities.
3. Guide and assist the students in developing a Business plan by organizing competitions on Business Plans, Product launches, Product Development and so on.
4. Guide and assist prospective entrepreneurs on various aspects such as preparing project reports, obtaining project approvals, loans and facilities from agencies of support systems, intellectual property rights, information on technologies, etc.

5. Organize guest lectures, webinars, seminars, workshops etc. for promotion and growth of entrepreneurship.
6. Arrange visits to industries for prospective entrepreneurs.
7. Provide entrepreneurship mentoring and extend necessary guidance and services to prospective entrepreneurs.

(D) Higher Studies

The career counselling team guides students showing interest in higher studies.

Students normally enquire about the following higher studies:

- 1) Doctorate of Philosophy (Ph.D.) in Management
- 2) Doctorate of Philosophy in Business Administration and Policy
- 3) Chartered Financial Analyst (CFA)
- 4) Project Management Professional (PMP)
- 5) ISB Certificate Programme in Business Analytics (CBA)
- 6) PG Diploma in Digital Marketing
- 7) Financial Risk Management (FRM)

LIBRARY POLICY

LLIM Library Policy

Introduction:

The Library at Lala Lajpatrai Institute of Management was established in 1995 and since then has grown as per the standards of a business school. The library is challenged to maintain high standards in the area of management education, creating and maintaining appropriate ambience for the users of the library. The library is equipped to support not only faculty and students but also the researchers and scholars. Accordingly it has been our endeavor to identify the changing and growing needs of the readers and cater to their needs.

Objectives:

- Endeavour to create a learning environment, which enables the students to develop the habit of reading and research.
- Develop the library into a vault of knowledge by preserving, adding, and updating books, periodicals, E-journal research reports, Audio Visual Material etc.

About the LLIM Library :

LLIM has automated various Library processes enabled by SOUL software. Database is available on OPAC (Online Public Access Catalogue) for searching along with an open access system for students which enables them to get an opportunity to browse through books on various subjects and select the reading material of their interest.

LLIM Library is well equipped with modern facilities, latest technical & electronic devices which include Wi-Fi enabled systems. It has an excellent collection of books on various subjects written by renowned writers, reference books, encyclopedias, yearbooks, maps, general reading material along with good collection of Case Studies on various subjects by reputed institutions like IIM's.

The reputed National and International periodicals and journals are maintained for at least a decade in the form of attractive bound volumes which provide important material to the readers. It also helps the researchers and scholars in their research work.



Library Timings

Monday to Saturday	:	9.00 a.m. to 8.00 p.m.
Sunday & Bank holidays	:	Holiday (during exam time, the Library remains accessible on holidays)

Library Classification

The Library uses the Dewey Decimal Classification for assigning subject codes to books. Every book in the library has a unique subject code, an Author prefix and a unique Accession number.

Borrowing Entitlement

Readers can borrow books as mentioned below:

For staff:

- **Full Time Faculty** – 10 books
Staff members are requested to renew borrowed books after one month.
- **Non – Teaching Staff**- 02 books
Non-Teaching Staff members are requested to renew borrowed books after one month.

For Students – 02 books for one week

After the due date Re. 1/- per day per book will be charged.

Responsibilities of the Librarian :

- To assess the needs of the library and help create a plan to follow guidelines of the Institute.
- To identify the publishers for supplying text books, journals and newspapers in order to meet the requirements of students and faculties for various courses.
- To bring better understanding of the role of the library among users.
- To look after general maintenance of the library in terms of reading material and infrastructure.
- To effectively involve in fostering the reading habit of students and faculty.
- To assess the financial support required by the library based on library standards.
- To disseminate the essential information required for students and faculty regarding the new arrivals of reference books, journals and magazines through displaying notices, communicating through mail and social media.
- To strengthen the effective functioning of the library through the feedback received from the students and faculty about the Library resources.
- To recommend / justify / sanction / approve withdrawal and clearing out of out- dated material to the competent authority for final decision in the matter.
- To prepare the agenda and minutes of the meetings and circulate it to the authorities.



Library Collection & Development Policy:

- A. The library purchases books and other learning materials as per the syllabus prescribed by University of Mumbai.
- B. Faculty Members can recommend textbooks and reference books on their relevant subjects, which have to be approved by the Heads of the Department. This will further be approved by the Director.
- C. The MMS Students can also recommend books to the library.
- D. Books given by vendors for approval: Vendors send new arrivals, specialization wise, for approval. Once approved by the committee, orders are placed.
- E. Book Donors: Many a times, our Library receives donated books which are in good condition as per Library requirements.
- F. Library also subscribes to printed periodicals and online databases for accessing scholarly content.

Library Committee :

The Library Committee is formed to support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management. The purpose of the Library Advisory Committee is to act as a channel of communication and dialogue between the Library and its users.

Functions of Library Committee:

- 1) To guide and monitor the library rules and policies that will help in smooth functioning and management of library.
- 2) Discuss and evaluate library budget for books, journals, databases, AV Collection, E-resources etc.
- 3) Advice and review library resources, services and facilities.
- 4) To help in updating Library collection that will support teaching learning process.

Frequency of meeting: Quarterly

The Composition of LLIM Library Committee is as follows:

Sr. No	Designation in the Library Committee	Designation in the Institute
1.	Head of the Library Committee	Director of the Institute
2.	Chairperson	Senior Faculty
3.	Secretary	Librarian
4.	Member	Faculty In-Charge
5.	Member	Faculty In-Charge

Library Facilities

- Open access data bases
- Wi-Fi Connectivity
- Multimedia Facility (6)
- Rich Collection of Management and General books with Barcode Tag
- Seating Capacity (100)
- 1 Huge table (separate seating arrangement for Faculty Members)
- Photocopy and Scanning Facility
- Baggage Counter

Library Services

- Circulation Service
- LLIM-Case Bank Service
- Reference / Extension Service
- New Arrivals Display
- Subject Research Service
- Awareness Programs / Trainings
- Audio-Visual Service
- Book Exhibition
- Library Catalogue /Web-OPAC
- User Survey
- E-Database Service - EBSCO, J-Gate, NDL,NPTEL, SWAYAM-MOOCs
- Business Database- CMIE –Prowess
- Plagiarism Check Software-”Check for Plag”



Library Rules & Regulations for the MMS Students:

- Library card must be renewed every academic year.
- Library card is non-transferable. Students must not lend their library card to any other student to borrow books from the Library. Library facilities will be withdrawn for students misusing cards.
- In case a student loses his/ her library card then the student should report the loss of ticket immediately to the librarian and apply for a Duplicate card. For duplicate Library cards Rs. 50/- will be charged.
- Reference books will not be issued to the students.
- Books which are in demand will not be issued to the students if there are less copies.
- Students can reserve the books which are in demand.
- The librarian may recall any book from the students at any time.
- Book should be replaced by the reader in case the borrowed book is lost, if not replaced, the current price of the book should be paid by the reader.
- Readers are requested to handle books and reading material very carefully. Marking library books with pencil or ink, tearing the pages or spoiling the same in any other way will be viewed very seriously. In such case, the last reader will be held responsible unless he shows the Librarian at the time of issue that the book had been previously marked or damaged. In the event of damage of any kind, the last borrower of the book will be liable to compensate for damage. Books will have to be replaced.
- While issuing the Books, students should check the pages of the issued books and if pages are found missing, they should report the same to the Librarian before leaving the Counter. On returning the books, if pages are found missing, then the last borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.
- While browsing books, no book should be replaced by the user on the stack themselves.
- Books once picked out from the stack should be left in the reading table if not issued out.

- Readers should use computers for academic purpose only.
- Eatables are strictly not allowed in the library.
- Group discussion is not allowed in the library.
- Readers are requested to co-operate with the library staff for checking at the time of entry & exit from the library.
- Institute is not responsible for any loss of belonging to the students.
- Use of mobile phones is strictly prohibited. Fine for using mobile in library is Rs. 100/-
- Personal belongings including any type of printed materials are not allowed and may be kept at the counter provided at the entrance of the Library.

Library rules for the Teaching and Non-Teaching Staff:

- Books will be issued for a period of one month. If the book belongs to the reference section it will be issued for overnight.
 - Books should be borrowed and returned from the library personally.
 - Transactions should not be carried out through an intermediary.
 - All the borrowed books should be returned at the end of the semester. If the book is lost it has to be replaced with a brand new copy of the latest edition of the same author and title. If the book has ceased publication amount equal to twice the price of the book should be paid.
 - Reference books like handbooks, encyclopedia, dictionary, manuals and CDs will not be issued. They should be referred in the library only.
 - Personal belongings like bags, water bottles, personal book, files etc. should be kept at the property counter.
 - Mobile phones should be on the silent mode and talking on the mobile should be avoided.
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Library Internet/ E-resources usage policy:

Downloading or printing of the entire book or journal is strictly prohibited. The Library follows the internet usage policy of the college. Use of VPN, Proxy servers, and private firewalls, tunneling software, connectivity sharing software, hacking, games and movie trailers are strictly prohibited in the library. Strict disciplinary action will be taken against those who engage in such activities.

Point of Contact :

Designation	Functions	Tel. No.
Librarian	Library Dev.& Administration; Documentation, Database, Reference Queries, Procurement of books, journals, classification etc.	022-23513874 Ext.124
Asst. Librarian	Library Administration, circulation of library material, Library Membership	022-23513874 Ext.137
Library Peon	Processing of books, Journals and circulation of library material etc. Reference Service, Circulation, Processing of books, arrangement of journals, Assistance in location of resources, Shelving etc.	022-23513874 Ext. 137

Suggestions and Feedback:

Members of the library may recommend resources for procurement. The Library procures the material on approval by the Director or the Librarian. Feedback for improving library services is always welcomed.

FACULTY DEVELOPMENT POLICY

LLIM FACULTY DEVELOPMENT POLICY

- The institute provides a conducive environment to engage faculty members in pursuing research and training activities. The institute nominates faculty(s) for attending varied seminars/workshops on teaching, research and case-study pedagogy including research funding.
- Appreciation letters for faculties publishing their research papers in reputed journals from Management.
- Reimbursement of registration fees for presentation and publication of research papers' presentation in seminars and conferences all over India.
- LLIM encourages faculty(s) to opt for Ph.D. program and support them by providing them a provisional leave.
- The faculty members pursuing Ph.D. from other research centre(s) will be granted Duty leave for attending their course work.
- The institute provides assistance for overall development for faculty career enhancement. They are motivated to get approval for Post-Graduation(PG) Teacher in Management Studies from University of Mumbai. The PG teacher recognition and approval from University of Mumbai will be considered as an achievement in the career of the faculty.
- PG teacher recognition will further enhance their career progress for applying Ph.D. guideship from University of Mumbai.

Recognition of service - Rewards/Benefits

- Good services rendered by the staff are recognized. They are motivated by giving additional responsibilities at Departmental and Institutional levels. Staff are encouraged to innovate new ideas for the development of the institution.



LALA LAJPATRAI INSTITUTE OF MANAGEMENT

- The services of the faculty are recognized based on the performance, dedication, involvement in research, outstanding achievement and overall development of the Institute.
- The fixation of the salary and benefits is subject to statutory requirements related to AICTE norms & University of Mumbai. Salary and benefits are fixed at the discretion of the management on the basis of performance especially, parameters of performance assessment. The benefits like Annual Increments, D.A revision, Provident Fund, and payment of Gratuity to staff have been provided as per the norms prescribed by University of Mumbai.