



# **LALA LAJPATRAI INSTITUTE OF MANAGEMENT**

Approved by AICTE New Delhi, Government of Maharashtra & Affiliated to University of Mumbai.  
Lala Lajpatrai Marg, Mahalaxmi, Mumbai 400034. |Tel. :23513874| Email : [info@llim.edu](mailto:info@llim.edu)

## **STUDENTS HANDBOOK**

## Table of Contents for Students Handbook

Sr. No	Description	Page No.
1	About the Institute, Vision, Mission, Quality Policy, Goals, PEOs, About the Program, POs	1-4
2	Director's Message	5
3	General Code of Conduct	6-7
4	Attendance, Punctuality and Deadlines	8
5	Dress Code	9
6	Preference of Specialization, Class Projects, Feedback Mechanism, Study Tour	10
7	Committees for Students	11-12
8	Admin Office Rules and Regulations	13
9	Library Rules and Regulations	14-15
10	Computer Lab Rules and Regulations	16
11	Examination Guidelines	17-18
12	Summer Project/Internship, Final Project	19-20
13	Career & Guidance Cell [CGC] Guidelines	21-22

---

## 1. About Lala Lajpatrai Institute of Management - LLIM

Lala Lajpatrai Institute of Management (LLIM) – a prestigious Management Education Institute established in 1995, strongly believes in the freedom of spirit and wishes to equip its students, to carry forward the same spirit that enables students to dream and believe not only to be effective and efficient leaders but also to be visionaries with the faith and courage to redefine limits and rise above the ordinary.

Lala Lajpatrai Institute of Management (LLIM) is a learning-centered institution. LLIM is located at the Haji Ali Sea face surrounded by the Arabian Sea. The beautiful natural setting is enhanced by our modern, attractive, and state-of-the-art building and support facilities that lend a distinctive feel to the campus. Our Institute provides a foundation to attain significant impacts for improving the educational attainment of our students.

### **LLIM Vision-Mission:**

#### **VISION**

Our aspiration is to provide dynamic high calibre management education to serve business and industry and bring about social transformation.

#### **MISSION**

- M1 - To provide an affordable opportunity for diverse group of students and other stakeholders to learn by integrating education, internship and research.
- M2 - To provide a multi-dimensional inter-disciplinary teaching-learning environment including on-line learning opportunities which would inculcate continuous learning habits among the students.
- M3 - To create and leverage opportunities in floor training, upskilling possibilities via development programs, research and consultancy to establish and nurture linkages with industry and society.
- M4 - Empowering management graduates to cultivate a global mind-set which would significantly contribute to the growth of Indian business environment and equitable social structure.



## **Quality Policy of LLIM**

LLIM Quality policy is to offer value addition to students and executives by imparting contemporary management knowledge and practices. Appointing competent faculty and staff and providing them an appropriate environment for development. Our endeavor is to select the best talent of students for various programs through a transparent process.

### **Goal(s) of LLIM**

<b>Goal No.</b>	<b>Description</b>
<b>Goal 1</b>	To equip the students with necessary knowledge, skills and attitude with the view to improving their placement and success in a diverse business environment.
<b>Goal 2</b>	To foster high quality curricular, pedagogical & research activities for attaining academic excellence.
<b>Goal 3</b>	To enhance the quality of faculty and staff by offering opportunities for their development.
<b>Goal 4</b>	To create adequate and latest infrastructural facilities for efficient and effective operation of the institution.

## Program Educational Objectives [PEOs]

PEO No.	PEO Statements
PEO1	To produce high calibre skilled professionals who can work effectively and efficiently by applying knowledge and global practices.
PEO2	To pursue an innovative approach to handle current managerial and social challenges faced by the society.
PEO3	To inculcate team spirit and sense of ethics, morality, creativity, leadership, professionalism, self-confidence and value based thinking.

### About the Programme:

Lala Lajpatrai Institute of Management (LLIM) offers the MMS - Masters of Management Studies (Two years full time) programme which is approved by the AICTE(All India Council for Technical Education) New Delhi, Government of Maharashtra & affiliated to University of Mumbai.

LLIM seeks to develop professionals of competence and value and put its synergic efforts through its faculty and achieve the same to impart outcome based learning.

We, at LLIM adopt the simulated organization approach in developing the students' career. To make different events and activities successful, students have to carve out a temporary but functional organization, which requires them to contribute teams, allocate responsibilities and perform collectively in the same manner that executives do in any organization.

To ensure one hundred percent commitment from the students to do this methodology, a continuous performance evaluation program is carried out. Weightage is given to class participation, presentations in addition to the case study method and semester end examination.



**Program Outcomes for Master of Management Studies [MMS]**

<b>PO No.</b>	<b>PO Statements</b>
PO1	Apply Knowledge of management theories and practices to solve business problems
PO2	Foster Analytical and Critical thinking for data based decision making
PO3	Ability to develop Value based Leadership ability
PO4	Ability to understand, analyze and Communicate global, economic, legal, and ethical aspects of business
PO5	Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment

---

## 2. Director's Message

**Dear Students,**

We cordially invite you all to the LLIM Family. We are confident that journey with LLIM will be beneficial and that you will develop all the traits of a great professional. We can declare with pride that our library, computer lab, and intellectual capital are among the best available. We are confident that you will utilize the campus resources to their fullest. Like any other institution, LLIM has set up a framework of basic regulations for its efficient and orderly operation as well as conduct guidelines for the students.

These guidelines offer a foundation for the Institute's efficient daily operations and make it possible to deliver facilities and services to students in an efficient manner.

The management is free to make the desired adjustments to these regulations whenever the necessity arises or whenever the statutory bodies bring changes to the guidelines. Every student must follow the general guidelines and code of conduct outlined in this Handbook.

**Dr. H.J. Bhasin**

**Director**



## 3. GENERAL CODE OF CONDUCT

- Consumption of food is not permitted in the classroom, library, or computer lab. The use of Mobile phone is absolutely forbidden during lectures.
- Lala Lajpatrai Institute of Management[LLIM] expects students to keep the premises clean at all times. Before entering the class rooms, students should switch off their mobile phones.
- Consumption of tobacco or alcoholic beverages in any form is strictly prohibited in the campus.
- Students are not allowed to park their vehicles inside the Institute's premises.
- Each division/specialization shall nominate two students to serve as class representatives comprising one male and one female. The MMS Program Coordinator should receive nomination applications from interested students.
- The designated Class Representative will be replaced if he/she is unable to complete his or her obligations to the satisfaction of the class/Institute authorities.
- The Class Representative should contact for any grievances related to infrastructure and other academic issues to the Director, MMS Program Coordinator and HODs.
- The Class Representative is in-charge of informing the students through the designated communication channel in the event that a lecture is cancelled. The Class Representative will be informed by the MMS Program Coordinator and by the concerned faculty.
- Without giving prior intimation to the MMS Program Coordinator, class representatives are not supposed to either schedule additional lectures or cancel lectures.
- The Notice Board is the main means of contact with the students. Checking out the notice boards are necessary for students.



- Identity Card is issued to every student. It is mandatory to wear the ID card when present in the campus. Duplicate ID card will be charged.
- Students should follow safety precautions. To protect the safety and wellbeing of everyone in our Institute, fire extinguishers are strategically installed. Fire extinguisher tampering is a serious offense.
- Prior written approval from the Director is required for all activities, events, and guest lectures, both on and off campus. Students must refrain from using the Institute's name for any off-campus activities.
- The HODs reserve the right to report any violations of the policies and procedures as well as any improper conduct toward the staff or peers to the Director for consideration of the most appropriate disciplinary action.
- Without the Director's approval, students are cautioned against inviting or bringing any guests.



## **4. ATTENDANCE, PUNCTUALITY & DEADLINES**

- According to University of Mumbai regulations, a student must have a minimum of 75% attendance for each subject. If this requirement isn't met, the student will not be allowed to write semester end examinations. Students should be punctual in attendance. Late coming is not permitted. Faculty has the authority to take appropriate action to deal with cases of late coming. The student must notify the Institute in writing immediately if there are legitimate medical or other reasons why they cannot attend lectures.
- The MMS Program Coordinator must be informed in advance of any absence in writing; in the event of an emergency, communication must be sent by phone (SMS) or email to the MMS Program Coordinator within 24 hours of the absence. Any time a leave is taken without prior intimation, it is considered unauthorized. Permission is mandatory for all leaves.
- In the event of an extended medical leave, the student must present a medical certificate from a licensed physician along with a letter from the parent or local guardian.
- Attendance at all events organized by LLIM like National Seminars, Guest Lectures, Workshops, Chakravyuh, Synergy, and other activities that may be announced during the academic year is mandatory. Failure to participate in these activities will lead to disciplinary action.
- Students must adhere to deadlines for presentations, project submissions, assignments, and other submissions to the concerned faculty.

## 5. DRESS CODE

Students are informed to adhere to the following Dress Code on alternate days

- For MMS I Sem : Monday, Wednesday and Friday.
- For MMS II Sem: Monday, Wednesday and Friday.  
(days are subjected to change in consultation with students)

### **The Dress Code shall consist of:**

- Male: Light colour shirts and trousers with a neck-tie for males.
- Female: Salwar Kameez or Light coloured shirt and trousers.
- Students are required to wear Blazers to all LLIM-organized events, including Synergy, National Seminars, Guest Lectures, Workshops, Placement Interviews, and other activities.
- Students must always wear their identity card in the campus; those without one will not be permitted. If a student disobeys the dress code or fails to wear an ID card, this will be taken seriously, and appropriate action will include the following:
  - a. Shall be marked absent.
  - b. Will not be permitted to attend the lecture.
  - c. Access to the Library and Computer Lab. will be restricted.
  - d. Strict action will be taken against the defaulters.



## **6. PREFERENCE OF SPECIALIZATION**

- Stipulated time will be given to students to decide on their preference of specialization for Finance, Marketing, Human Resources and Operations.
- The deadline for selecting the Specialization must be followed by every student.
- After the deadline, no requests to change specialization will be considered.
- For a specialization to be offered, there must be a minimum of 10 students.

### **CLASS PROJECTS**

- Faculty members announce class projects as a component of the subject's educational process. These class projects are typically carried out in teams. The relevant Faculty assigns the evaluation standards and weighting in accordance with the Institute's directives. Plagiarism is an academic fraud. Submissions must be original work of students.

### **FEEDBACK MECHANISM**

- Students must make sure that the feedback is unbiased and honest and that it is communicated through the LLIM's well-established feedback mechanism.
- All students should truly participate in this feedback mechanism as it genuinely supports LLIM in raising the calibre to inculcate continuous learning habits among the students.

### **STUDY TOUR**

Study tours are mandatory for the students to enhance practical knowledge to the students. The location and duration of the study tour will be decided by the Institute.

## 7. COMMITTEES FOR STUDENTS

For the benefit of students, the following committees have been formed at LLIM:

### Grievance Redressal Cell Committee for MMS Batch [2021 - 2023]

Sr. No.	Name	Designation in LLIM	Designation in Grievance Redressal Cell Committee
1.	Prof. N. Balasubramanian	Faculty	Chairman
2.	Prof. Nitu Nair	Faculty	Member
3.	Prof. Anjali Kulkarni	Faculty	Member

Email : [director@llim.edu](mailto:director@llim.edu)

### Internal Compliance Committee (ICC) for MMS Batch [2021 - 2023]

Sr. No.	Name	Designation	Designation in Internal Compliance Committee
1	Dr. Smita Karve	Principal, Lala Lajpatrai College of Law	Chairperson
2	Dr. Arati Kale	Faculty, LLIM	Member
3	Dr. M. Gowri Shankar	Faculty, LLIM	Member
4	Ms. Radha Rathod	Non-Teaching Staff, LLIM	Member
5	Mr. Sudhakar Kadam	Non-Teaching Staff, LLIM	Member
6	Ms. Dixa Mehta	Student, LLIM	Member
7	Ms. Rashmi Rai	Student, LLIM	Member
8	Mr. Raj Nandvidkar	Student, LLIM	Member

Email : [director@llim.edu](mailto:director@llim.edu)



**Anti-Ragging Committee for MMS Batch[2021 -2023]**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Designation in Anti-Ragging Committee</b>
1	Dr. H. J. Bhasin	Director, LLIM	Chairman
2	Mr. Vivek Shende	Sr. Police (Civil & Police Administration)	Member
3	Mr. Shashi Tiwari	Local Media	Member
4	Mr. Farhan Khan	NGO	Member
5	Dr. Kinjal Shah	Faculty, LLIM	Member
6	Dr. Kiran Kakade	Faculty, LLIM	Member
7	Mr. Suresh Choudhary	Parent	Member
8	Mrs. Vandana Aggarwal	Parent	Member
9	Ms. Sakshee Barse	Student, LLIM	Member
10	Mr. Arbaz Kohari	Student, LLIM	Member
11	Mr. Harsh Narvankar	Student, LLIM	Member
12	Ms. Reshma Shinde	Student, LLIM	Member
13	Mr. Ranjit Redekar	Non-Teaching Staff, LLIM	Member

**Email : [director@llim.edu](mailto:director@llim.edu)**

---

## **8. ADMIN OFFICE RULES AND REGULATIONS**

1. The General office timings are from 9.30 a.m. to 5.30 p.m. (with half an hour lunch break)
2. Any student whose fees/payments are outstanding shall not be allowed to appear for examinations. Access to library and computer lab will also be withdrawn if fees is pending.
3. For any other administrative assistance students should contact the administrative staff.
4. Students will be issued railway concession forms, certificates and other official letters after three days of submitting their application.
5. Alumni will be issued transcripts on payment of Rs.1200.



## 9. LIBRARY RULES AND REGULATIONS

LLIM library is computerized wherein all activities are being conducted by using the SOUL software. Database is available on OPAC (Online Public Access Catalogue) for searching. We have an open access system for our student 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 and electronic devices. Our library has an excellent collection of books on various subjects written by popular authors, reference books, encyclopedias, yearbooks, maps, general reading material.

LLIM maintains reputed National and International periodicals and journals for at least a decade. These are in the form of attractive bound volumes which provide important material to the readers. It helps them in preparing project reports and for all other study purposes. Library also has collection of case studies from IIM-A.

### Library Timings

Monday to Saturday	:	9.00 a.m. to 9.00 p.m.
Sunday & Bank holidays	:	Holidays (during the exam time Library will remain open)

### 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.

### Library Rules & Regulations for the MMS Students:

1. Reference books will not be issued to the readers.
  2. Students can borrow two books for one week. After the due date late fees will be charged.
  3. Readers can reserve the books which are in demand.
-



4. The librarian may recall any book from readers at any time.
  5. Library card must be renewed every year.
  6. Library card is nontransferable. 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 their cards.
  7. In case a student loses his/ her library card then the student should report the loss of library card immediately to the librarian and apply for a Duplicate card.
  8. 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.
  9. 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.
  10. While browsing books, no book should be replaced by the user from the allotted rack.
  11. Books once picked out from the rack should be left on the reading table if not issued out.
  12. Readers should use computers for academic purpose only.
  13. Eatables are not allowed in the library.
  14. Group discussion is not allowed in the library.
  15. Readers are requested to co-operate with the security person for checking at the time of entry & exit from the library.
  16. Use of mobile phones is strictly prohibited.
  17. 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.
  18. Institute is not responsible for any loss of valuables.
-



## 10. COMPUTER LAB RULES AND REGULATIONS

- Student should wear their Identity Card before entering Computer Lab.
- Students should switch off their mobiles before entering Computer Lab
- Bags are not allowed in the Computer Lab.
- Food consumption and the usage of portable audio devices are not allowed in the lab.
- Students are permitted in the computer lab during the allotted timings only. No request for additional time /slot shall be entertained.
- Visiting sites that are unethical and not for academic purpose or using mail facilities for personal purposes is strictly prohibited. Similarly, chatting or playing games in the lab is prohibited.
- The Computer lab is under CCTV surveillance. CCTV recordings are done to monitor discipline.

**Note : The support staff of computer lab are always present to assist the students. Observance of above rules and conditions is mandatory. Non observance will be treated as a breach of discipline and punishable accordingly.**

## 11. EXAMINATION GUIDELINES

- The students will be evaluated for 100 marks for all institute level examinations. The term end evaluation will be based on semester end exam out of 60 marks and internal continuous assessment (class test, projects, assignments, presentations and attendance/class participation) out of 40 marks.
- A student who fails in more than two subjects shall not be promoted to the next semester until he/she passes in all the subjects.
- Students must carry their hall ticket 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 after half an hour from 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.
- 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.
- 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.
- Any student who needs to leave the examination room must obtain permission from an invigilator. The invigilator has the discretion to accept/refuse permission to leave the examination hall.
- 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.

- Food consumption will not be permitted in the examination hall.
- 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 examination hall.** 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.
- Palm tops, smart watches and similar electronic media are not permitted inside the examination hall.
- 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.
- 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 disciplinary action.
- The decision of the Committee with the Director will be final and depends on the adherence of the students.
- There is an end term examination feedback session held after every semester.

## 12. SUMMER PROJECT/INTERNSHIP

- Summer Internship is a 2-month project starting from the 1<sup>st</sup> week of May to 1<sup>st</sup> week of July which is 100 Marks consisting of four credits.
- It is mandatory for all the MMS I Sem students to undergo the summer internship.
- 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 Career and Guidance Cell.
- Summer Placement assistance will be provided by the Career and Guidance Cell to all students from the 3<sup>rd</sup> week of February onwards.
- All notices/announcements on Summer Internship will be displayed on the notice board of Career and Guidance Cell.
- A student who wishes to apply for Summer Internship on his/her own will have to inform the Career and Guidance Cell in writing along with the company's letter or an email for the same latest by mid of April.
- Each student will be mailed a Feedback Form by the second week of June. The form has to be duly filled by the Project Guide working in the company. The form has to be submitted immediately along with the Certificate to the Career and Guidance Cell.

### Guidelines for End Term Project – MMS Sem IV

- The MMS Specialization project is the culmination of MMS program. The students are expected to synthesize, integrate and apply skills that they have acquired during entire program, across all semesters that approximate a professional practical experience. Semester IV Final Projects are in align with MMS Program outcomes of LLIM. During semester IV, students must undergo three projects i.e. General Management,



Functional/Specialization and Social Relevance consisting of 100 marks each. 300 marks has been assigned to three projects. The Semester IV mandatory project in the area of General Management is the culmination of the Management's learning through Semester 1-3. This is a mandatory and a full credit course for 100 marks for all MMS students irrespective of their specialization.

- The project in General Management enables student to apply the conceptual knowledge acquired in a practical manner.
- The specialization project in the area of Marketing/Finance/Human Resources/Operations showcase the application of conceptual learning of the area of their specialization from semesters 1-3 which is mandatory and a full credit course for 100 marks. The specialization project provides an opportunity to the student who is placed in the organization, identifies a problem through independent data analysis and/or consultation with a field organization and presents it to the guide for approval as a project synopsis. The student aspires to be a part of the company/industry and hence takes up the organization for better understanding by developing a project synopsis through choosing a topic that is of his/her interest.
- The main aim of Social Relevance is to enable the students to be aware of their social responsibilities and encourage them to explore project areas for finding sustainable solutions which are social in nature. The student can select any area for study which is in the social realm viz, Environmental Protection, Waste Management, Disaster Management, Saving/Harvesting water, Malnutrition and any other issue pertaining to NGO and society.
- The three projects, viz., General Management, Functional/Specialisation and Social Relevance consisting of 100 marks each are mapped with Program outcomes of LLIM which are focusing on analytical skills, leadership, ethical aspects of business and team environment. Students will be required to undergo a viva voce, the schedule of which will be announced by the Institute.

---

## 13. CAREER AND GUIDANCE CELL GUIDELINES

- Attendance for CGC sessions is mandatory.
- Dress Code for all the CGC Events should be Formals.
- Students are required to check the CGC Notice Board everyday for Information updates pertaining to Placements.
- A Standard Format for the resume will be provided to the students by the CGC to the students.
- The students should submit the soft copy and hard copy of their resumes on or before the date given by the CGC. A soft copy of the resume has to be given to the Head-Placements Dr. Suresh Suvarna and Incharge Mr. Pravin Narang.
- Students who fail to submit their resumes on time shall be deemed not interested in Placements.
- Students who wish to drop out of the Placement Process should submit declaration form available with CGC.
- A student who gets placed for **Winter/Summer/Final** on his or her own should intimate the CGC immediately. Students are advised against bringing or inviting any outsiders during a Campus Drive without the consent of the authorities.
- For students who have received Off-Campus Offer Letters, it is mandatory to obtain the written permission of the Head-Placements before accepting the Off-Campus Offer Letters.
- No student is allowed to initiate any contact with companies visiting campus / off campus without the prior Consent of the Head-Placements. Students will not be permitted to refuse or seek alternate employment/Internships, once they have accepted offer letter from a particular company. Placement information is confidential and any breach of confidentiality will lead to strict disciplinary action.



- Once the name of the student has been sent to a company by CGC, it is presumed to be a final decision. No change in the communication with the company shall take place further.
- Maximum of two letters will be issued by the CGC to the students who are trying for Summer Internship on their own. It is mandatory for all the students to have CGC's contact numbers saved. Any call received from the CGC should be answered at top most priority.

**CGC reserves its right to use its discretion in all matters relating to Placements.**