

STUDENT HANDBOOK

2020-2021

The HNIMR College extends you a warm welcome. Your tenure here should be one of tremendous growth, exploration, and learning, but within the boundaries of guidelines that protect your rights as well as those of your fellow community members.

This handbook describes the expectations for behavior and conduct in the community and outlines the procedures to be followed when these expectations are not met. It is your road map, containing the policies and procedures that will guide you as a student while you live and grow in this Institute

The first statements in this booklet were created by HNIMR students, faculty, and staff working together to define community at HNIMR.

Editorial Board

Dr. Mihika Kulkarni- Incharge Director - Hnimr
Dr. Sneha Aarekar - Executive Editor
Prof. Priyanka Potdar - Executive Editor

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Maharshi Karve Stree Shikshan Samstha's

**SMT. HIRABEN NANAVATI INSTITUTE OF
MANAGEMENT AND RESEARCH
NAAC ACCREDITED
"A+" GRADE INSTITUTE**

WELCOME TO HNIMR

Every student is a member of a team dedicated to making HNIMR [MBA] B-School one of the best in our nation. The entire staff proudly joins you in accepting the challenge as you strive to achieve your highest potential. The answers to many of the questions you might have about HNIMR are included in this handbook.

We, the faculty, will strive in every way possible to make this one of the best years for you, the student.

Director Incharge -Dr. Mihika Kulkarni

Vision

The vision is to develop a centre for management excellence exclusively for women.

Mission

To develop competent young professional women managers with the capability to contribute effectively in the challenging environment.

Core Values

1. Respect and dignity
2. Excellence
3. Integrity and honesty
4. Diversity and Collaboration
5. Accountability and Transparency
6. Social Responsibility



CODE OF CONDUCT FOR STUDENTS

While attending Management College during regular hours or during College sponsored activities, students are expected to follow these basic rules, procedures, and expectations.

1. The Student should strictly obey the instructions given by the Director from time to time.
2. The students should be regular in attendance and her attendance for the day shall be marked only when she is present for all the session and Academic Activity during the day. As per the University rule 75% attendance is compulsory.
3. Your first priority at college is to learn. Avoid distractions that interfere with or are counter-intuitive to that mission.
4. Use College appropriate language and behavior at all times while maintaining friendly and courteous behavior.
5. Be polite and respectful to everyone including students, teachers, administrators, support staff, and visitors.
6. The student should not cause any damage to the Institute's Property. The damage cost shall be recovered from the students immediately.
7. The student is required to submit SIP, Dissertation ,different project , Internal Paper , Conferences Report and industrial visit Report and feed back in the stipulated time failing which their examination form will not be accepted.
8. College Identification Card: - While on campus, all students are expected to carry with them their current College Identification card. Any member of the College staff, whether academic or administrative, has the right to ask any student to produce their identification card, failing which the student may not allow to issues the book from library.
9. College Dress code is compulsory at the time of Conferences, Industrial visit , events and even Campus placement interview
10. Harassment: - Students must not engage in any conduct which interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive environment for any individual. Such acts also include statements of a sexual nature which are abusive, intimidating, harassing, or embarrassing. Any student who is found guilty of the above, or who retaliates against any person filing a complaint, or against any witness to the incident, will be expelled from the College.
11. Theft: - Theft or the conversion of the Institution's or another individual's property will invite legal action. This includes the possession of College property or property of any member of the College community without permission or authorization of the owner of the property.
12. The above the rules of discipline are always subject to change, modification, addition , omission or alteration as and when the Director feels it fit and proper and the decision of the Director shall be final
13. Students should obey the rules and regulations of the IT Department while handling IT resources of the Institute.

FIRST POINT OF CONTACT

Particular	Number
Incharge Director	
Dr. Mihika Kulkarni	9422008665
Senior Co-ordinator	
Dr. Archana Pradhan Prof. Priyanka Potdar	8624833311 9158882801
Junior -Co-ordinator	
Dr. Sneha Aarekar Dr. Manasi Javadekar	8380826278 9881235192
AAO	
Mr. Avinash Nashikar	9595237280
IT Head	
Dr. Suvarna Dhamdhere	9765293622
Library Head	
Mrs. Manjushree K Nawale,	9850283042
Clinical Psychologist	
Mrs. Rashmi Yamkanmardi	9834927266
Anti-ragging Committee	
Dr. Suvarna Dhamdhere	9765293622
Sexual Harassment Committee	
Dr. Jyoti Gaikwad	9689036627
Grievances Committee	
Dr. Archana Pradhan	8624833311
Student Development Committee	
Dr. Kamlakar Munde	9158218999
Help Number	
C/o Commissioner office, Camp , Pune - 411041	020-26050191
Hospitals	
Deenanath Mangeshkar Hospital	020-4015-1000
Sancheti orthopedic	020-25533333
Police Station	
Haveli Police station Number	020-2447 1833
Fire Brigade Station	
Fire Brigade Service	25468373

Evaluation Pattern



End Semester Evaluation (ESE):

1. The End Semester Evaluation (Summative Evaluation) for the Generic Core (GC), Subject Core (SC) and the Generic Elective (GE - UL) course shall be conducted by the Savitribai Phule Pune University.
2. The ESE shall have 5 questions each of 10 marks.
3. All questions shall be compulsory with internal choice within the questions.
4. The broad structure of the ESE question paper shall be as follows:

Question Number	COGNITIVE ABILITIES EVALUATED	Nature
Q.1	REMEMBERING	Answer any 5 out of 8 (2 marks each)
Q.2	UNDERSTANDING	Answer any 2 out of 3 (5 marks each)
Q.3	APPLYING	Answer 3 (a) or 3 (b) (10 marks)
Q.4	ANALYSING	Answer 4 (a) or 4 (b) (10 marks)
Q.5	EVALUATING	Answer 5 (a) or 5 (b) (10 marks)

Questions shall be of three categories of difficult level – low difficulty, Average difficulty and high difficulty.

CONVERSION OF MARKS TO GRADE POINT

Grade Point	Average Grade
09.00-10.00	O
08.50-09.00	A+
07.50-08.49	A
06.50-07.49	B+
05.50-06.49	B
04.25-05.49	C
04.00-04.24	P
00.00-03.99	F

Exam Policy- Students

1. At the beginning of the academic year the college will issue an academic calendar. The calendar will clearly indicate schedule which will include dates of the beginning of semester, examination and Result declaration. The students adhere to the exam calendar, and appear for all the tests and evaluations.
2. The students should have minimum 75% attendance to appear for the university examination
3. The students should participate in group activities, presentations, GDs, as every component and class activity will be evaluated.
4. The students should actively participate in events or activities as the weightages are given to the participation in events or other activities.
5. The students get four attempts to pass in any subject as per the SPPU evaluation
6. The students who have failed in more than 4 subjects in both the semester will have a year down.
7. In case of any exam related grievance the students can first approach subject faculty, if the issue is not solved the students can report to exam officer.
8. Savitribai Phule Pune University Syllabus 2020 gives the details about the syllabus of individual subject, outcome of each subject, calculation of grade points etc.

NOTE: Exam Calendar will be uploaded in references to the SPPU exam notification.

Evaluation -Policy

1. The faculty members should conduct the comprehensive internal evaluation as per the declared schedule.
2. The internal evaluation sheets should be submitted to the exam department after the completion of evaluation.
3. Separate attendance sheet should be maintained for evaluation.
4. The attendance should be maintained for all the components of internal evaluation.
5. The follow-up cards for the SIP/ with the evaluation sheet for internal viva should be submitted to exam department.
6. Any kind of evaluation conducted under grooming for eg. Aptitude test should be submitted to exam department.
7. The faculty members following innovative practices during evaluation should report to the exam department, as best practices can be transferred to the other courses.
8. The weightage will be given to the students for participation in co-curricular activities ,the coordinators of the event should maintain data of volunteers and participants and assign marks to the students for the same which can be added to internal subjects .for eg Business communication or Management fundamentals.
9. The faculty members should display the marks of each criteria under internal evaluation.

ONLINE LIBRARY FACILITY

Library Facilities are also available for the students.
These are as follows:

- 1) <https://igateplus.com>
- 2) EBSCOhost.com
- 3) lib_server/w27
- 4) NTLEP(for Video)

ICT AT HNIMR"

<https://www.hnimr.org/departments/information-technology/#toggle-id-2>

ALLIED DEPARTMENTS

Baya Karve Stree Abhyas Kendra and Sumati Deshmukh

Foreign Language Department

Administration - Renuka Katkolkar

Contact No. -8600482764

Sumati Deshmukh Foreign Language Department

Co-coordinator -Mrs.Rajeshree Phatak

Contact No- 9673911405

Counselling Department

Incharge - Mrs. Anagha Kulkarni

Contact No-8108703966

SUGGESTION AND FEEDBACK

A suggestion box is kept on the ground floor. The suggestion box is opened once in a month and suggestion are discussed with the Director and appropriate actions are taken.

APPEALS AFTER ACADEMIC AND ADMINISTRATIVE RESOLUTION

An appeal of a complaint against a student should be addressed to:

Senior Coordinator- 1) Dr.. Archana Pradhan - 8624833311

2) Prof. Priyanka Potdar - 9158882801

Junior Coordinator- Dr. Senha Aarekar - 8380826278

Dr. Manasi Javadekar -9881235192

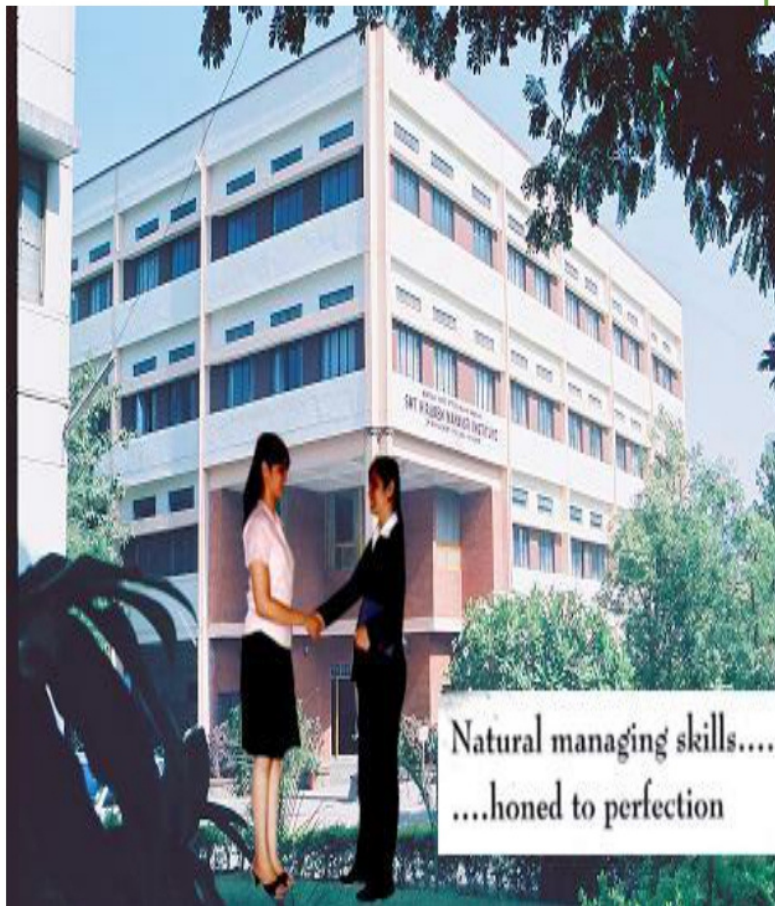
An appeal of a complaint against a faculty member should be addressed to

Incharge Director Name- Dr.Mihika Kulkarni

Contact No - 9422008665

An appeal of a complaint against a staff member or third-party
should be addressed to

AAO Name- Mr. Avinash Nashikar - 9595237280



**Key
Messages
and Actions
for COVID-
19
Prevention
and Control
in HNIMR**

Smt. Hiraben Nanavati Institute of
Management & Research for Women
[MBA]

INFORMATION ABOUT -COVID-19

What is COVID-19?

COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease. Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV.' The COVID-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold

What are the symptoms of COVID-19?

Symptoms can include fever, cough and shortness of breath. In more severe cases, infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal. These symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than COVID-19. This is why testing is required to confirm if someone has COVID-19.

How does COVID-19 spread?

The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from and touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.

Who is most at risk?

We are learning more about how COVID-19 affects people every day. Older people, and people with chronic medical conditions, such as diabetes and heart disease, appear to be more at risk of developing severe symptoms. As this is a new virus, we are still learning about how it affects children. We know it is possible for people of any age to be infected with the virus, but so far there are relatively few cases of COVID-19 reported among children. This is a new virus and we need to learn more about how it affects children. The virus can be fatal in rare cases, so far mainly among older people with pre-existing medical conditions.

What is the treatment for COVID-19?

There is no currently available vaccine for COVID-19. However, many of the symptoms can be treated and getting early care from a healthcare provider can make the disease less dangerous. There are several clinical trials that are being conducted to evaluate potential therapeutics for COVID-19.

How can the spread of COVID-19 be slowed down or prevented?

As with other respiratory infections like the flu or the common cold, public health measures are critical to slow the spread of illnesses. Public health measures are everyday preventive actions that include: ✓ staying home when sick; ✓ covering mouth and nose with flexed elbow or tissue when coughing or sneezing. Dispose of used tissue immediately; ✓ washing hands often with soap and water; and ✓ cleaning frequently touched surfaces and objects. As we learn more about COVID-19 public health officials may recommend additional actions.




DETAILS OF ONLINE EDUCATION SYSTEM IN HNIMR

In case of absenteeism/sick leave or college closures, provisions to sustained access to quality education. This includes:

- On line learning Strategy
- Providing work from home facility
- Providing E- contain

Sr. No	Facilities	Provider Name	Mail ID	Contact No
1	Online Training	Mentor	-----	
2	Google Session / Live Session	Subject wise faculty Member		
3	Health related issue	Mrs. Priyanka Potdar [SDO]	priyanka.p@hnimr.edu.in	9158882801
4	Any problem related to subject or online class (For JR Students)	Dr.Sneha Aarekar Dr. Manasi Javadeka [Junior Coordinators]	Geeta.j@hnimr.edu.in Manasi.j@hnimr.edu.in	8380826278 9881235192
5	Any problem related subject or online class (For SR Students)	Dr.Archana Pradhan Mrs.Priyanka Potdar [Senior Coordinators]	Archana.p@hnimr.edu.in priyanka.p@hnimr.edu.in	8624833311 9158882801
6	Exam Related Query	Dr.Jyoti Gaikwad[CEO] and Team	Jyoti.g@hnimr.edu.in	9689036627
7	Administrative Query	Mr.Avinash Nashikkar[AAO]	Avinash.n@hnimr.edu.in	9595237280
8	TI Related Query	Dr.Suvarna Dhamdhere [IT Head]	Suvarna.d@hnimr.edu.in	9765293622
9	Library related Query	Mrs. Manjushree Nawala [Librarian]	Manjushree.n@hnimr.edu.in	9850283042
10	Internship related Query	Mrs. Dolly Pandey [Placement officer]	dolly.p@hnimr.edu.in	7719059444
11	Overall College Information [For Parents]	Dr. Mihika Kulkarni [In charge Director]	Mihika.k@hnimr.edu.in	8669005549

PLAN FOR CONTINUITY OF LEARNING

 <p>The graphic features a green background with a large white silhouette of a person's head and shoulders. Inside the head area, the text "Google Classroom Student Orientation" is written in bold black font. At the bottom right, there is a cartoon character of a blonde woman with glasses, holding a pen, with the text "be Googley" next to her.</p> <p><u>GOOGLE CLASSROOM</u></p>	<p>Google Classrooms purpose is to simplify paperless communication between teachers and students, updated education workflow. Classroom allows teachers to create classes, post assignment, organised folder and view work in real time. Google classroom is an incredible platform for developing course and lesson contain for any subject in most any grads. student can start their work in one click, by viewing the assignment than opening the google doc.</p>
 <p>A photograph of a young woman with dark hair tied back, wearing a blue school uniform and large white headphones. She is sitting at a desk with a laptop, looking at the screen and making a peace sign with her right hand. The background is a bright, modern interior with large windows and a potted plant.</p> <p><u>LIVE SESSION</u></p>	<p>Live Session -The Value of Video Communications in Education-Zoom offerings and resources for educators in response to the COVID-19 (coronavirus) pandemic. It is very unique and well know source to conduct the session easily. It is also helpful for the all students and faculty members. Because of using Zoom we work better together now</p>
 <p>The logo consists of a brown envelope icon on the left and the text "Student E-MAIL" in a bold, sans-serif font, with "EDU" in a smaller font below "MAIL".</p> <p><u>EMAIL</u></p>	<p>Email - Email is also a great method for students to communicate with each other. If they have queries relating to subject, project, Assignment etc. they can E-mail their mentor or the subject teacher for quick answer. It is also an easy communication tool for the parents for getting feedback of their daughter. .</p>



Man Speaking in Voice Icon

01 Text Here
This slide is 100% editable. You can enter your own text and images.

02 Text Here
This slide is 100% editable. You can enter your own text and images.

03 Text Here
This slide is 100% editable. You can enter your own text and images.

VOICE PPT

Voice PPT-Creating PowerPoint Presentations with Audio is best helping hand. Narration Voice ppt is a powerful tool, which helps the students to understand the concept of the subject and feel very comfortable. Recorded ppt helps the students to understand the complexity of the topic in upcoming days.



MENTOR -MENTEE ONLINE COUNSELLING

Mentor Mentee Counselling - Mentoring is a valuable approach to offer students with the emotional and instrumental support students need to accomplish the goal of a college degree. Mentors deliver students with important information about college foundation courses, Exam, next academic year plan, financial aid and the college admissions process.

Online mentoring and counselling is an outstanding method to develop a student's writing, reading, key-boarding and online researching skills. Mentoring also improve student Mental health.



Whats-App

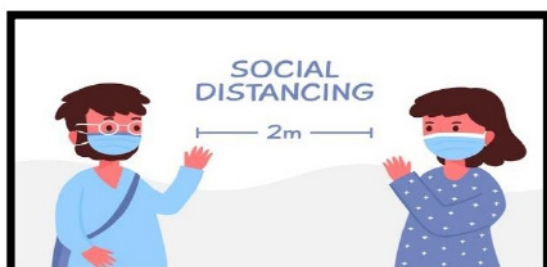
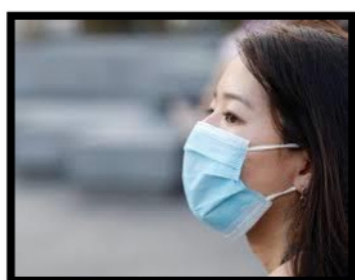
What's App -Use of WhatsApp in education process be encouraged as a supportive technology. WhatsApp is helpful to students and teacher for Sharing notes, getting quick feedback, free call and video calls, clarify doubts, discuss issues and providing pdf text books, assignments, revisions, announcements, important Notice and registration link. Etc....

TEACHING-LEARNING INITIATIVE IN HNIMR

<u>Sr. No</u>	<u>Initiatives taken by College</u>
1	Google Classroom Assignment and evaluation.
2	Conducting live Sessions.
3	Sharing Precautional Video and information to all Students.
4	Voice ppt [prepared by each subject teacher]
5	Dissertation and SIP Viv Demo Session.
6	MCQ test -through Google Classroom – [Online Exam preparation]
7	Students can discuss their problem through- Email, Video OR Phone Calls.
8	Sharing Reference material [related to their Subject]
9	Sharing Easy notes for the students understanding.
10	Sharing Different Links, Web Sites, Videos etc..
11	Old and new question paper- and Changing New Question paper pattern.
12	Dual Specialisation Student Assignment and Session.
13	Library Facilities like- E-Book, EBSCO, J-GATE etc
14	Free Business Standard newspaper.
15	Visiting Faculty live Session for the Students.
16	Expert Session for the student Guidance.
17	E -Library Facilities.
18	Special Mentor-Mentee problem Solving and counselling session.
19	SIP related guidance – Google Meeting.
20	Dissertation related meeting.
21	Placement Department Provided Different Internship and Job opportunities.
22	Director session for the overall Feedback.

PRECAUTIONS FOR THE COVID 19 IN HNIMR

<u>Sr. No</u>	<u>College will be taking the following Precautions</u>
1	College will Follow the government and UGC guideline
2	More focus on the hygiene and cleanliness
3	Ensure that all the staff members and students will maintain to social distancing. Maintain at least six-meter distance while in college campus.
4	Maintaining the good seating arrangement.
5	Covid-19 Precaution notice in each classroom.
6	Compulsion for all to use mask.
7	Place hand sanitizers in toilets, classrooms, Conference and Seminar Hall, and near exits and where ever required.
8	Doctor Round for – Health check-up for all students and Staff.
9	Enough medical arrangements.
10	Cold and hot water arrangement.
11	Conducting Awareness Session about Covid-19
12	Increase air flow and ventilation where climate allows (open windows, use air conditioning where available, etc.)
13	Taking daily feedback of the all students.
14	Take care about the Education problem .



Acknowledgements

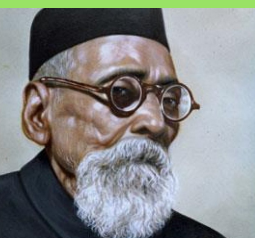
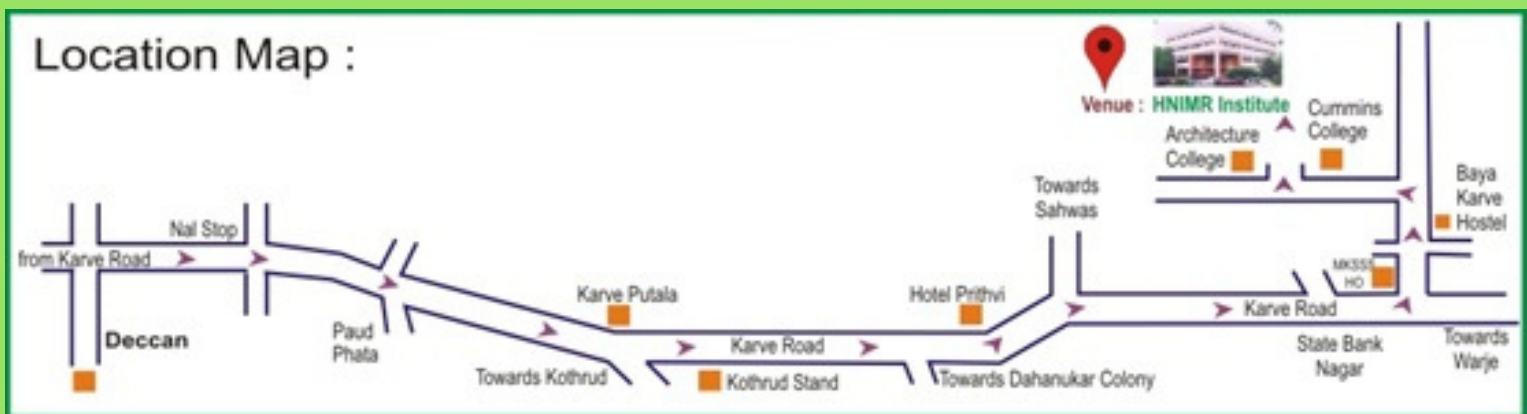
This document was written by Prof. Priyanka Potdar **Student Welfare officer** (Hiraben Nanavati Institute of Management and Research For women) with the help of HNIMR Director **In charge- Dr. Mihika Kulkarni.**

OUR RECRUITERS



Contact us:

Location Map :



Maharshi Karve Stree Shikshan Samstha's
SMT. HIRABEN NANAVATI INSTITUTE OF MANAGEMENT AND
RESEARCH FOR WOMEN
Cummins College Campus, Karvenagar, Pune 411052
Tel(020)25475977 Fax:(020) 25471449 Email: hnimrw@gmail.com
Website: www.hnimr.org



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