

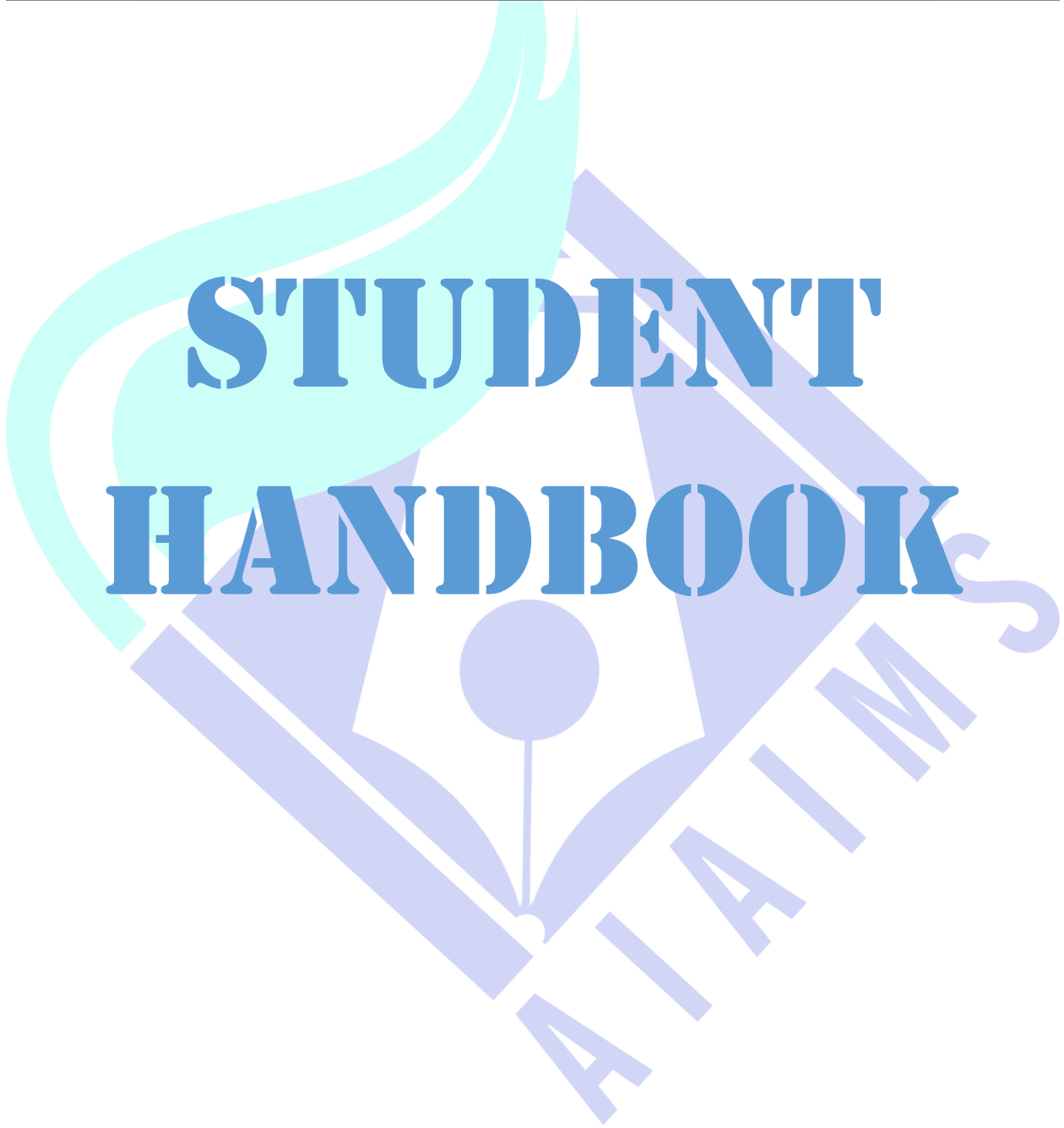


**ANJUMAN-I-ISLAM'S
ALLANA INSTITUTE OF MANAGEMENT STUDIES**

Approved by AICTE, Recognized by Govt. of Maharashtra and Affiliated to University of Mumbai



STUDENT HANDBOOK





ANJUMAN-I-ISLAM'S
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A. INTRODUCTION

1. ABOUT ANJUMAN-I-ISLAM

Anjuman-I-Islam is a premier educational conglomerate and social organization of India, established in the year 1874, by a group of visionaries led by the Late Justice Badruddin Tyabji and Mr. Nakhuda Mohammad Ali Roghay. It has a glorious past of over 150 years, with a distinguished record of dedication and devotion to the cause of education and social services. Around 97 institutions are flourishing under the magnificent umbrella of Anjuman-I-Islam which is presently having about one lakh students in its various campuses. Anjuman-I-Islam is proud of its tradition and has always maintained high standards of education and is committed to service to humanity. Today, Anjuman-I-Islam manages institutions right from kindergarten to Graduate and Postgraduate in Engineering, Hotel Management, Business Management, and Doctorate levels in various faculties as well as hostels for boys and orphanages for girls and a centre for destitute girls.

Significant and influential leaders such as Justice Badruddin Tyabji, Barrister Akbar Peerbhoy, Mr. Moinuddin Harris, Mr. A. K. Hafizka, Barrister A. R. Antulay, and Dr. Mohammed Ishaq Jamkhanawala, have helped shape this glorious organization. Presently, its mantle is in the able hands of Dr. Zahir I. Kazi, Padma Awardee, 2024.

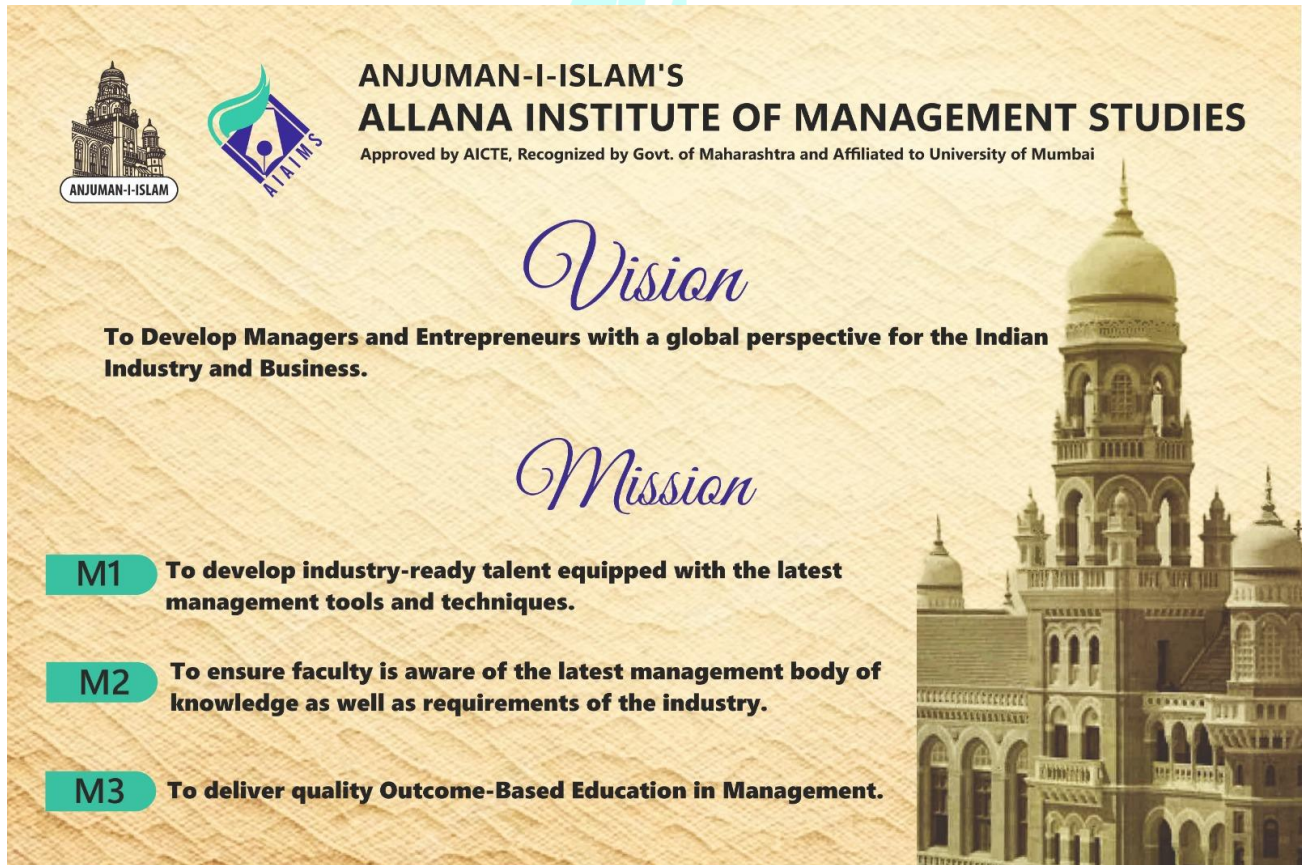
2. ABOUT A.I.'s ALLANA INSTITUTE OF MANAGEMENT STUDIES



Anjuman-I-Islam's Allana Institute of Management Studies is one of the sought-after educational institutes in Mumbai, in existence since 1999. We at AIAIMS, make a continuous attempt to understand the industry requirements & prepare our students to handle the challenge with Maturity & Prudence. Our Infrastructure and Intellectual capital are built to deliver academic brilliance and management skills to our students. We are striving to become a Centre of Excellence for the 21st century Management Education and Research in the country.

Various specializations in management, i.e. Marketing, HR, Finance, Systems & Operations are interdependent & we make sure that our students comprehend the subtle differences between the functions through case studies, live projects, brainstorming sessions, business games syndicate/group discussions & role plays.

We at AIAIMS believe that Teamwork is the essence of institution building and there is no substitute for hard work. We have relentlessly strived to inculcate these principles in our teachers which are evident in the results displayed by our students each year.

3. VISION & MISSION:

The graphic features a textured, parchment-like background with a large, faint watermark of the AIAIMS logo in the center. On the right side, there is a vertical image of a grand, domed building with intricate architectural details. In the top left corner, there are two logos: one for Anjuman-i-Islam and one for AIAIMS. The text is arranged in a structured layout, starting with the institution's name and accreditation, followed by the Vision statement, then the Mission statement, and finally three specific mission points (M1, M2, M3) each in a teal-colored box.

  **ANJUMAN-I-ISLAM'S
ALLANA INSTITUTE OF MANAGEMENT STUDIES**
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Vision

To Develop Managers and Entrepreneurs with a global perspective for the Indian Industry and Business.

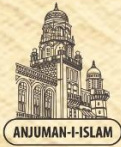
Mission

M1 To develop industry-ready talent equipped with the latest management tools and techniques.

M2 To ensure faculty is aware of the latest management body of knowledge as well as requirements of the industry.

M3 To deliver quality Outcome-Based Education in Management.

4. PROGRAM EDUCATIONAL OBJECTIVES (PEO's), PROGRAM OUTCOMES (PO's) & PROGRAM SPECIFIC OUTCOMES (PSO's):



ANJUMAN-I-ISLAM'S

ALLANA INSTITUTE OF MANAGEMENT STUDIES

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Program Educational Objectives (PEO's)

- PEO1** Students will attain industry-ready competence in management studies to act with business knowledge and entrepreneurial potential using modern management tools.
- PEO2** Students will be able to adapt to a rapidly changing environment and become responsible and value-driven managers committed to delivering results.
- PEO3** Students will demonstrate strong interpersonal communication, multi-disciplinary teamwork, and leadership skills to enable them to fulfil professional responsibilities.
- PEO4** Students will possess professional competence to be involved in quality research and lifelong learning for continuous growth and development.

Program Outcomes (PO's) & Program Specific Outcomes (PSO's)

- PO1** Apply knowledge of management theories and practices to solve business problems.
- PO2** Foster Analytical and critical thinking abilities 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.
- PSO1** Formulate an integrative business project through the application of multidisciplinary knowledge comprising of finance, marketing and human resources management, operations, and information systems.
- PSO2** Employ theoretical models to select appropriate projects for an enterprise and manage growth through relevant strategies.

5. MESSAGE FROM THE DIRECTOR

Anjuman-I-Islam's Allana Institute of Management Studies (AIAIMS) is one of the most sought-after institutions in Mumbai, because of its approach towards creating future leaders and its strategic location at South Mumbai.

The Institute has excellent infrastructure, state-of-the-art technology-based laboratories and all the necessary facilities for knowledge and skill enrichment of students. The Institute believes in the credo 'total personality development of learners through professional teaching and continuous learning' environment.

At AIAIMS, special emphasis is laid on the development of core competence, and character, building to the potential. The faculty members of this institution should encourage new ideas and train students with a value-based professional approach with an attitude of 'thinking out of the box', to be able to overcome complex business challenges and to develop a habit of 'play to win'. Besides training the learners to win in the big corporate world, we also inculcate in them quintessential values such as innovation, commitment, discipline, and hard work.

The main and sole purpose of this institute being developing leaders for the future, I can proudly say that AIAIMS is ready to offer the corporate arena, competent manpower who can accept challenges with sheer confidence and grace and deliver exceptional performance.

Regards,

Dr. Bernadette D'Silva
Director
1st July 2019

B. GENERAL RULES

1. Student Ethical Behaviour

At AIAIMS, we believe that the values students have imbibed during their time in AIAIMS will prepare them to be responsible students and citizens of the world.

- 1.1 Students are expected to put in at least 10 hours of study every day, including class lectures, pre-reading, assignments, projects, fieldwork, and other academic activities.
- 1.2 Students shall possess and demonstrate personal integrity and sound moral values, as representatives of AIAIMS and as responsible professionals and citizens.
- 1.3 Students shall represent themselves, their educational institutions, and their workplace to maintain and enhance the image and reputation of themselves and the institution.
- 1.4 Students shall respect the morality, order, and rights of others, in keeping with AIAIMS's philosophy of truth and fairness to all.
- 1.5 Students shall respect diverse thoughts and opinions, regardless of caste, creed, religion, gender, age, nationality, economic stature, disability, or sexual orientation, and follow a humanitarian approach toward others.
- 1.6 Students shall respect the property and personal rights of others.
- 1.7 Students shall not violate any local, state, or central laws or ordinances.
- 1.8 Students shall not attempt to or steal, have unauthorized possession, and/or damage the property of any other person or entity.
- 1.9 Students shall inform the Institute in case they have any pending FIR/charge sheet/police complaints/civil or criminal proceedings against them.

2. Admission & Payment of Fees

- 2.1 Students shall be registered with their full name (first, middle, and last names) as per their Graduation Certificate. (For students who have appeared but a Graduation certificate is not yet issued, then Higher Secondary (HSC) certificate). In case there is any discrepancy in the name, the student shall intimate the Institute, within 1 month of admission, with supplementary records to support any correction/change in name.

- 2.2 Students shall take care that all information provided during the process of admission, is correct and updated and that there is no misrepresentation of facts, either before, or during his / her stay in the institution.
- 2.3 Students shall not suppress or provide incorrect information about his/her physical or mental health or learning disabilities, at the time of admission. In the interest of the student, the institute may take a suitable course of action about his / her admission.
- 2.4 At the start of the first semester, students shall update their personal, academic, and contact details, to the administrative department. The same email id and mobile number will be used by the Institute for communication/notifications. Students shall keep these email-ids and mobile numbers current and access them regularly throughout their tenure at AIAIMS. Any change in email id or mobile no. shall be immediately notified to the administrative department.
- 2.5 Students shall acquaint themselves with the refund policy, as per regulatory norms, for cancelling confirmed admission. In the event a student discontinues study at the Institute, he/she shall intimate the Institute in writing, and vacate the hostel premises, if applicable.
- 2.6 Students who are selected for participation in international internships/projects shall bear the expenses for such participation, which is in addition to regular tuition fees. Such participation is at the discretion of the Institute, subject to the student meeting specific performance parameters/requirements, and the Institute reserves the right to confirm the student's participation.
- 2.7 The Institute does not guarantee a stipend for any internships or projects.

3. Photo Identity Badges

- 3.1 Students shall wear on their person the Photo Identity Badge issued by the Institute, from the time of entering the Campus till exiting from the Campus. Security guards are authorized to prevent entry to students not carrying their identity badges.
- 3.2 Students shall not indulge in unauthorized, improper, duplicated possession or use of identity badges for entry to AIAIMS's premises. Disobedience/defiance on the part of any student shall be viewed seriously, rendering the student liable for disciplinary action.

- 3.3 Lending the Identity Badge to someone else or using the Identity Badge of someone else amounts to impersonation and will be viewed very seriously by the Institute, rendering both the lender and the user student liable for disciplinary action.
- 3.4 It is advised that students make it a practice to carry/have on their person, a valid government-issued photo identity card (Aadhar/PAN), at all times.
- 3.5 In case of loss or damage of institute identity card, a duplicate card shall be issued at a charge as decided by the Institute.

4. Mobile Phone Usage

- 4.1 Students shall keep phones and any other mobile devices switched off or on silent mode in the classrooms, examination halls, meeting rooms, auditorium, library, and during discussions with faculty or industry mentors.
- 4.2 Students shall observe phone etiquette while speaking on their devices.
- 4.3 Students shall be aware that all communication and/or exchange of information electronically, including through social media platforms, by and among students, shall be under governing laws, directives, and regulations in force. AIAIMS shall not be liable for the content and/or authenticity of such information. Student discretion is advised.

5. Safety & Security

- 5.1 AIAIMS endeavours to provide a safe and secure environment, through a robust security system, CCTV surveillance, and fire safety measures at our campuses and hostels. Even so, as responsible citizens, students are advised to be alert and responsive to any untoward threats or alarms.
- 5.2 Students shall be responsible for their possessions and valuables, including cash, mobile devices, Laptops and any other items, within the campus and hostels. Students shall not hold the Institute responsible for any loss, damage, theft, etc. of personal belongings, nor approach any Government/Private agency/department upon happening of such event, without the prior written consent of the Institute.
- 5.3 Students shall be responsible for reporting any lost or found valuables and handing over the same to the administrative department.

- 5.4 Students shall not bring any visitors into the Institute premises without prior written permission. Authorized visitors shall follow AIAIMS's security norms for entry and exit.
- 5.5 AIAIMS is a smoke-free zone. Smoking is strictly prohibited on campus. Contravention on the part of any student shall be viewed seriously, rendering the student liable for disciplinary action.
- 5.6 Students shall not mishandle or tamper with the CCTV equipment, or any safety or fire equipment, or engage in behaviour that is a potential fire or safety hazard.
- 5.7 Students shall not possess or use any potentially dangerous equipment or instruments like firearms, sharp or explosive devices, fireworks, or inflammable/dangerous chemicals.
- 5.8 Students are strongly advised and expected to be aware of and practice prudent standards of safety and security, including, but not limited to, observing traffic rules, being mindful of personal and peer wellbeing and wellness, timely and appropriate reporting of any dangerous conditions or behaviours, etc.

6. Attendance

- 6.1 Students shall maintain a minimum of 75% attendance for classroom lectures in each subject, including non-credit courses. Time allotted for pre-reading, projects, field visits, assignments, etc. is in addition to classroom time. Individual faculty members may, at their discretion, assign some weightage to attendance and class participation in the evaluation of their course.
- 6.2 Students shall be punctual for all lectures and institutional activities.
- 6.3 AIAIMS regularly invites industry experts and eminent guest speakers to address students, to enhance their knowledge, learn about contemporary practices, and gain insights from the experiences of the speakers. Most guest lectures, are followed by an interactive session with the speaker. We believe these sessions immensely benefit students, not only to achieve their professional goals but also to imbibe invaluable life skills that no book can teach. We strongly urge students to attend and actively participate in these lectures, and use the opportunities as stepping stones to their success.
- 6.4 In case of exigencies like sickness/hospitalization, students should apply for a leave of absence. On the day of reporting back on campus, the

student shall submit a medical request form along with the following documents:

- 6.4.1 Original Medical Fitness Certificate from a certified medical practitioner, indicating the period of treatment if leave period exceeds 3 days.
- 6.4.2 Copies of medical prescriptions
- 6.4.3 Copies of medical test reports (if applicable)
- 6.5 Submission of false medical certificates will be viewed seriously and disciplinary action will be taken as appropriate.
- 6.6 Students shall not request for, and will not be condoned for absence, for any personal reasons other than medical.
- 6.7 Students who do not meet the minimum 75% attendance requirement for each subject, and are absent without any valid reason, or without seeking prior leave of absence, shall not be permitted to appear for examinations. In addition, disciplinary action may be taken against the student.
- 6.8 AIAIMS shall contact the parents/local guardian of a student who does not meet the 75% attendance criteria, or who is absent for more than 7 days, without any intimation.

7. Dress Code on Campus

- 7.1 Students shall adhere to the Dress Code prescribed by the Institute, except on those days when the Dress Code is specifically relaxed.
- 7.2 The prescribed Dress Code on campus for boys and girls is semi-formal from Monday to Friday, and smart casual or Indian wear on Saturday and Sunday. On formal occasions, like Guest Lectures, Placement Interviews, and any other occasions specified as such by the Institute:
 - 7.2.1 Boys: Business Suit with Tie, formal shoes with socks
 - 7.2.2 Girls: Business Suit or Formal Indian wear, formal shoes or sandals.
- 7.3 The dress code encompasses accessories, and personal grooming, including neat hair, nails, and makeup. Boys shall be clean-shaven or maintain a neat moustache/beard.
- 7.4 Students are strictly prohibited from wearing on campus:
 - 7.4.1 Jeans on any day except Saturdays (unless the dress code is specifically relaxed)
 - 7.4.2 Clothes that are revealing, or which depict or suggest any illegal/vulgar/political/discriminatory activity or language.

- 7.5 In case of any doubt/dispute arising on the appropriateness of attire, the decision of the Institute shall be final & binding upon the student.

8. Classroom Etiquette

- 8.1 Students shall be punctual for lectures.
- 8.2 Students shall complete any out-of-class assignments, pre-reading, before the assigned class.
- 8.3 Students shall actively and constructively participate in classroom discussions.
- 8.4 Students shall use their mobile devices strictly for academic purposes, and with the consent of the faculty. At other times, all devices must be switched off or kept on silent mode in the classrooms.
- 8.5 Students shall not consume any eatables or beverages, except water, in the classroom.
- 8.6 Students shall not copy the work of their peers or seniors, in preparation of their project work, reports, etc., or indulge in academic dishonesty of any kind.
- 8.7 Students shall strictly adhere to the Institute's Anti-Plagiarism policy, and acknowledge and provide references of any information or data, which is sourced from the public domain, and which is not their intellectual representation.
- 8.8 Students shall submit their project reports and assignments within the stipulated time.
- 8.9 Students shall collaborate with the faculty to meet the academic standard requirements.

9. Campus Etiquette

- 9.1 Students shall collaborate with the institute, and take responsibility for the cleanliness and hygiene of the Institute.
- 9.2 Students shall use Institute resources responsibly and judiciously, and not damage or deface property, furniture & fixtures, IT assets, or any other facilities in the Institute or hostel premises. This includes prudent and non-wasteful use of power and water resources in the classroom, washroom, hostel, lift, etc.
- 9.3 Students shall respect and follow the rules, instructions, and guidelines of the faculty and staff.
- 9.4 Students shall not carry, possess, consume, distribute, or sell tobacco, alcohol, drugs, or any other banned or addictive substance, or their

- products thereof. Violation shall be viewed very seriously, even amounting to the expulsion of the student.
- 9.5 Students shall not bring, carry, possess, send, or forward any obscene, objectionable, political, religious, or anti-social material in any format, (books, websites, prints, videos, images, CDs, MMS, WhatsApp messages, etc.) in any part of the Institute or hostel premises, or be a party to any activities which are prohibited under the provisions of Cyber Crime (including social networking sites).
 - 9.6 Students shall refrain from making any derogatory remarks against the institute, staff members, students or any other stakeholder.
 - 9.7 Students shall not initiate, cause, contribute, or knowingly report false alarms to AIAIMS and/or law enforcement agencies.
 - 9.8 Students shall not organize, participate, or in any way be involved in any on-campus or off-campus demonstration, meeting, procession, or any potentially disreputable activity, without prior written permission of the Institute. This applies whether or not such demonstration, meeting, procession, or activity disrupts teaching, research, administration, disciplinary proceedings, or any other AIAIMS activities.
 - 9.9 Students shall not affiliate or accept membership of any local, national, or international religious or radical or terror group or outfit, including unaffiliated individuals, whether or not such group or outfit, or individual is banned by any national government or former government or inter-governmental organization.
 - 9.10 Students shall not incite or aid or abet any activity that infringes on the rights of other members of AIAIMS's community.
 - 9.11 Students shall not possess, carry or use any potentially dangerous weapon, ammunition, equipment, or instrument like firearms, sharp or explosive devices, fireworks, or inflammable/dangerous chemicals.
 - 9.12 Students shall immediately report to the Director, any instances of tobacco/alcohol/drug abuse, or any instances of anyone carrying weapons or firearms or inflammable material.
 - 9.13 Students shall not use AIAIMS's documents, data, records, or identification, for any reason other than why it was provided to them, and without express written approval to do so.

C. EFFECTIVE GOVERNANCE INDICATORS

1. RAGGING / SEXUAL HARASSMENT / DISCRIMINATION

AIAIMS strongly opposes and condemns any form of ragging, sexual harassment, and/or discrimination against any student, on any grounds whatsoever. Committees have been constituted for Anti-Ragging, Sexual Harassment, and Prevention of Atrocities to SC/ST, to deal with any such cases.

Anyone found guilty of committing, participating, abetting, or propagating ragging, and/or sexual harassment, directly or indirectly, within or outside AIAIMS, including the hostel premises shall be dealt with as per the provisions of AICTE Anti-Ragging Affidavit 2009 and Maharashtra Prohibition of Ragging Act 1999 and shall be liable for expulsion from the Institute.

The Committee for Prevention of Atrocities to SC/ST category works as per the Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 OF 1989, dated 11.09.1989. This Committee handles grievances of discrimination against students from this category.

For reporting any instances of Ragging/Sexual Harassment/Discrimination, please contact:

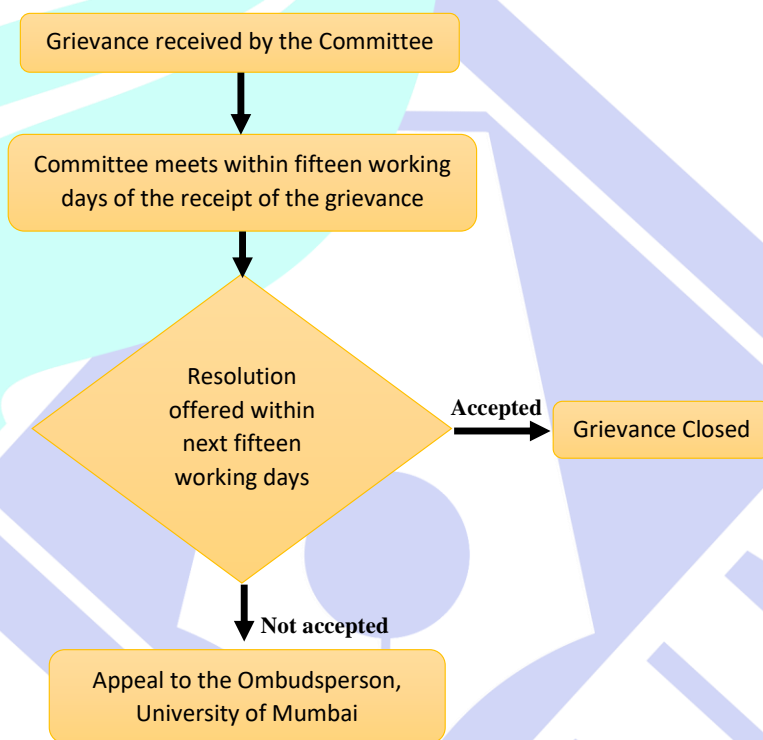
ANTI-RAGGING COMMITTEE			
S.No.	Name of the Member	Role	Designation
1	Dr. Bernadette D'silva	Chairperson	Director
2	Dr Rafana Nakid	Member Secretary	Assistant Professor
3	Dr. Rajan Padwal	Member	Associate Professor
4	Mr. Irshaad Khan	Member	Office Superintendent
5	Mr. S. B. Hussain	Member	Hostel Warden
6	Mr. Krishna Mapari (Assistant Police Inspector - Azad Maidan)	Member	Police Representative
7	Dr. Kiran Modi (NGO - Udayan Care)	Member	NGO Representative
8	Ayesha Memon	Member	Student
9	Aftab Pirjade	Member	Student
10	Mrs. Reshma Shaikh	Member	Parent Representative

INTERNAL COMPLAINTS COMMITTEE			
S.No.	Name of the Member	Role	Designation
1	Dr. Bernadette D'silva	Chairperson	Director
2	Dr. Amjad Kadri	Member Secretary	Assistant Professor
3	Dr. Maryam Tariq	Member	Assistant Professor
4	Mr. Irshaad Khan	Member	Office Superintendent
5	Ms. Salma Sayed	Member	Administrative Assistant
6	Dr. Kiran Modi (NGO - Udayan Care)	Member	NGO Representative
7	Ayesha Memon	Member	Student
8	Aftab Pirjade	Member	Student
9	Yasmeen Khan	Member	Student
10	Irfan Faruk Shaikh	Member	Student
SC/ST COMMITTEE			
S.No.	Name of the Member	Role	Designation
1	Dr. Poonam Chaudhari	Chairperson	Assistant Professor
2	Ms. Nikhat Dustay	Member Secretary	Assistant Professor
3	Dr. Lukman Patel	Member	Associate Professor
4	Dr. Nadeem Merchant	Member	Assistant Professor
5	Pratik Waghmare	Member	Student
6	Abhinav Kawade	Member	Student
7	Mayuri Arakhrao	Member	Student
8	Sahil Shinde	Member	Student

2. GRIEVANCE REDRESSAL MECHANISM

The problems of the students are resolved using the following procedure:

1. Students can submit the grievance to the Grievance Redressal Committee
2. The Committee meets within fifteen working days of the receipt of the grievance.
3. The Committee shall redress and offer resolution of the grievance within fifteen working days.
4. If the aggrieved student is not satisfied with the resolution offered, he/she can escalate the matter to the Ombudsperson of the University of Mumbai.



Students can register their grievances with the following members:			
S.No.	Name of the Member	Role	Designation
1	Dr. Bernadette D'silva	Chairperson	Director
2	Dr. Sayed Amjad Kadri	Member Secretary	Assistant Professor
3	Dr. Nitin Manohar Joshi	Member	University of Mumbai Representative
4	Mr. Irshaad Khan	Member	Office Superintendent
5	Mr. Jitesh Samant	Member	Administrative Assistant

D. STUDENT POLICIES

1. ADMISSION

Anjuman-I-Islam's Allana Institute of Management Studies (AIAIMS) offers a 2-year full-time MMS degree in affiliation with the University of Mumbai. The admissions to the course are processed through the Government of Maharashtra State Common Entrance Test Cell. All policies of the Higher and Technical Education Department, Maharashtra, are applicable along with the changes made from time to time.

Website: <http://www.mahacet.org>

2. MENTORSHIP

For Accompaniment and Guidance of Students

a) Rationale

- It has been observed that quite a few students of AIAIMS have been struggling in their academic pursuit as well as their family life. It appears as if some of them are not able to cope with the pressure of the academic curricula.
- At a time when the students are struggling, it is desirable that the institute takes initiative to engage in counselling and guidance to address their issues pertaining to academics. Along with the academic issues, their emotional issues could also be looked into, if all there are any.
- It requires generosity, magnanimity and dedication to accompany the students who need our help the most. This engagement of ours may facilitate the concerned students to shape up as professionals with a difference.
- It is also quite likely that the mentor-mentee relationship will continue even after the mentees have passed their MMS from the institute. Hence, the need of Mentorship.

b) Purpose

- To accompany the students through their highs and lows.
- To assist them to study well and excel in their career.
- To help them to remain focused on their all-round development while doing their as well as afterwards.
- To orient and direct them towards their career goals and objectives.

- To help them to come out of themselves and share with their mentors freely and frankly thereby enabling them to grow in maturity- academically, intellectually and emotionally.

3. PLACEMENT

The institute offers Placement Training & Assistance to all the interested students.

Interest is at three levels:

1. Full assistance – 100% rules will have to be followed
2. Partial assistance – sending of leads to the student. No follow up later on.
3. No assistance – Students can opt for “Will find placement on their own”

4. EXAMINATION

[Ordinances, Regulations & Rules of MMS Degree Programme of the University of Mumbai (Under the Semester Based Credit & Grading System)]

Eligibility Criteria

A learner for being eligible for admission into the Post Graduate Programme i.e. Master of Management Studies shall have passed the Bachelor’s degree examination of this university or any other university recognized as equivalent thereto with a minimum of 50% marks. Besides, the learner should have cleared the prescribed entrance test conducted by the Directorate of Technical Education (DTE) Government of Maharashtra or any other entrance test approved by the regulatory authorities/University of Mumbai.

The MMS degree program under the new credit-based grading system shall be of two years’ duration consisting of Four (04) Semesters. The semester examinations for the Master of Management Studies will be held at the end of every semester i.e. at the end of Semester I, Semester II, Semester III, and Semester IV. The Semester I examination will be held in the Second half of the academic year in which the learner was admitted (i.e. November/December), Semester II examination will be held in the first half of the calendar year (April/May), The Semester III examination will be held in the Second half of the academic year (i.e. November/December), Semester IV examination will be held in the first half of the calendar year (April/May) respectively.

Standard of Passing & ATKT

1. Under the newly introduced credit-based grading system of the MMS program, a learner to pass has to obtain a minimum of 50% marks in aggregate consisting of a minimum of 50% marks in each set of examinations separately i.e. internal examination and external examination, as per the standard of passing.
2. Learner(s), who do not obtain minimum 50% marks in subject(s)/paper(s)/course(s) either in the internal assessment or in the external examination or both, shall be declared as “Fail” as per the standard of passing of examination.
3. A learner failing in not more than two subjects/papers/courses in the Semester I exam shall be allowed to keep terms in Semester II of the MMS program.
4. A learner who has failed in more than two subjects/papers/courses in the Semester I exam, shall not be permitted to proceed to Semester II of his/her first-year MMS program. He/She will, however, be eligible to reappear for the subjects in which he/she has failed in the first semester by re-registering himself/herself in the supplementary examination to be conducted by the institute.
5. A learner who has passed both the semester examinations conducted by the institute i.e.: Semester I and Semester II examinations shall be eligible for admission into Semester III of the MMS program.
6. A learner failing in not more than two subjects/papers/courses in the Semester III examination shall be allowed to keep terms in Semester IV of the MMS program.
7. A learner, who has failed in more than two subjects/papers/courses in Semester III, shall not be permitted to proceed to Semester IV of his/her second-year MMS program. He/she will, however, be eligible to reappear in the subjects in which he /she has failed in the third semester by re-registering himself/herself in the supplementary examination to be conducted by the institute/university or both.
8. A learner who has passed all of the semester examinations of MMS i.e. Semester I, Semester II, Semester III, and Semester IV examinations shall not be allowed to re-register himself/herself for improvement of his/her semester examination results.
9. A learner who has not appeared in the internal examinations conducted by the institute due to hospitalization shall as a special case be permitted to appear in those subject(s)/course(s)/paper(s) in the supplementary examination conducted by the institute after he/she furnishes a valid medical certificate certified by the rank of a civil surgeon or superintendent of Government hospital to the satisfaction of the Director of the institute.

E. MMS Syllabus

https://www.aiaims.edu.in/files/ugd/2012ff_7f4ad3c6177c4741baf7a000fcff8f6c.pdf

Semester I					
Mandatory Courses					
S. No.	Course Type	Course	Number of Credits	Number of 90 minutes sessions	IA / UA*
1	Mandatory - General Management	Fundamentals of Management Theory and Practice	2	20	IA
2	Mandatory-Quantitative Techniques	Business Statistics	2	20	IA
3	Mandatory - Economics	Managerial Economics	2	20	IA
4	Mandatory - Finance	Financial Accounting for Business	2	20	IA
5	Mandatory - Human Resource	Organizational Behaviour	2	20	IA
6	Mandatory - Marketing	Fundamentals of Marketing	4	40	IA
7	Mandatory - Operations	Operations Management	4	40	IA
8	Mandatory - Systems	Information Technology for Business	4	40	IA
Elective Courses (Any Two)					
1	Elective	Managerial Communication	2	20	IA
2	Elective	Creativity and Design Thinking	2	20	IA
3	Elective	Legal and Tax Aspects of Business	2	20	IA
4	Elective	Bhartiya Management	2	20	IA
*IA – Internal Assessment; UA – University Assessment					

Semester II					
Mandatory Subjects					
S. No.	Course Type	Course	Number of Credits	Number of 90 minutes sessions	IA / UA*
1	Mandatory - General Management	Business Research Methods	4	40	IA
2	Mandatory - Finance	Corporate Finance	4	40	IA
3	Mandatory - Human Resource	Human Resource Management	4	40	IA
4	Mandatory - Marketing	Application of Marketing Theory and Practise	2	20	IA
5	Mandatory - Operations	Decision Models in Management	2	20	IA
6	Mandatory - Systems	Information Systems and Digital Transformation	2	20	IA
7	OJT / Field Project	OJT / Field Project	4	-	IA
Electives – Any Two					
1	Elective	Entrepreneurship Management	2	20	IA
2	Elective	Economic Environment and Policy	2	20	IA
3	Elective	Business Analytics	2	20	IA
4	Elective	Cost and Management Accounting	2	20	IA
5	Elective	Foundations of Strategy	2	20	IA

***IA – Internal Assessment; UA – University Assessment**

Semester III

Sr. No.	Common subjects
1	International Business
2	Strategic Management (UA)

FINANCE SPECIALIZATION

Sr. No.	Core	Sr. No.	Electives (Any 1)
1	Financial Markets and Institutions	1	Banking and Financial Services Institutions
2	Corporate Valuation and Mergers & Acquisitions	2	Investment Banking
3	Security Analysis and Portfolio Management	3	Wealth Management
4	Financial Regulations	4	Infra and Project Finance
5	Derivatives and Risk Management	5	Strategic Cost Management
	Summer Internship	6	Commodities Markets
		7	Mutual Fund
		8	Financial Modeling
		9	International Finance

SYSTEMS SPECIALIZATION

Sr. No.	Core	Sr. No.	Electives (Any 1)
1	Database Management System & Data Warehousing	1	Cloud Computing & Virtualization
2	Enterprise Management System	2	Information System Security and Audit
3	Big Data and Business Analytics	3	Data Mining and Business Intelligence
4	Knowledge Management	4	IT Consulting
5	Software Engineering	5	Digital Business
	Summer Internship	6	Software Project management
		7	Governance of Enterprise IT & Compliance
		8	Cyber Laws & Managing Enterprise IT Risk

HRM SPECIALIZATION

Sr. No.	Core	Sr. No.	Electives (Any 1)
1	Training & Development	1	Personal Growth Laboratory
2	Compensation and Benefits	2	Global HRM
3	Competency Based HRM and Performance Management	3	Employee Branding and Employer Value Proposition
4	Labour Laws and Implications on Industrial Relations	4	HR Analytics
5	HR Planning and Application of Technology in HR	5	O.S.T.D.
	Summer Internship	6	HR Audit
		7	Employee Relations, Labour Laws and Alternate Dispute Resolution

OPERATIONS SPECIALIZATION

Sr. No.	Core	Sr. No.	Electives (Any 1)
1	Supply Chain Management	1	World Class Manufacturing
2	Operations Analytics	2	Business Process Re-Engineering And Benchmarking
3	Service Operations Management	3	Technology Management & Manufacturing Strategy
4	Manufacturing Resource Planning & Control	4	Strategic Operations Management
5	Materials Management	5	Industrial Engineering Applications & Management
	Summer Internship	6	TQM
		7	International Logistics
		8	Quantitative Models in Operations
		9	Productivity Management

MARKETING SPECIALIZATION

Sr. No.	Core	Sr. No.	Electives (Any 1)
1	Sales Management	1	Retail Management
2	Marketing Strategy	2	Rural Marketing
3	Consumer Behaviour	3	Marketing Analytics
4	Services Marketing	4	Digital Marketing
5	Product & Brand Management	5	Customer Relationship Management
	Summer Internship	6	Marketing Research & Analysis
		7	Event Management
		8	Health Care Marketing
		9	Distribution & SCM
		10	Tourism Marketing
		11	Marketing of Banking & Financial Services

Semester IV

Sr. No.	Common subjects
1	Project Management (UA)

FINANCE SPECIALIZATION

	Sr. No.	Electives (Any 1)
Final Project (300 Marks)	1	Commercial Banking
	2	Business Analytics
	3	Venture Capital and Private Equity

SYSTEMS SPECIALIZATION

	Sr. No.	Electives (Any 1)
Final Project (300 Marks)	1	Strategic Information Technology Management
	2	System Applications and Case Study
	3	Managing Technology Business and IT Resource

HRM SPECIALIZATION

	Sr. No.	Electives (Any 1)
Final Project (300 Marks)	1	OD and Change Management
	2	Strategic HRM
	3	Management of Corporate Social Responsibility in organizations

OPERATIONS SPECIALIZATION

	Sr. No.	Electives (Any 1)
Final Project (300 Marks)	1	Operations Applications and Cases
	2	Strategic Sourcing in Supply Management
	3	Operations Outsourcing & Offshoring

MARKETING SPECIALIZATION

	Sr. No.	Electives (Any 1)
Final Project (300 Marks)	1	Integrated Marketing Communications
	2	Business to Business Marketing
	3	International Marketing
	4	Trends in Marketing