

Dear Student,

We welcome you to St. Francis Institute of Management & Research (SFIMAR), Mumbai (Borivali). We are happy for your choice of management course; it is imperative to have focus on your goal to emerge as a successful corporate professional. The institute provides an environment conducive for harnessing the potential of faculty members and students through systematic and effective learning. The initiatives taken to make SFIMAR one of the most sought-after institutes of management education are regular revision of curriculum, highly qualified and experienced faculty members, employing innovative methods of teaching, and state-of-the-art facilities. Also, ample opportunities are provided for learning outside the classroom through experiential learning, projects, extracurricular activities and corporate interaction programmes to foster a much deeper intellectual exploration to meet the requirements of trade, industry, and society. The Institute has a committed Career Management Centre (CMC) through which all students are thoroughly trained for campus interviews. While at the institute, you are also required to follow the rules & regulations of the institute detailed out in this booklet to maintain proper decorum and discipline.

Director

Vision

To flourish as a seat of learning of international standards for developing an entrepreneurial class of value-based industrial leaders empowered with techno-managerial competence to sustain innovation for building global business of the future.

Mission

To enter the realm of globally successful B-schools by imparting value-based education for creating responsible and thoughtful citizens who would lead the world by example and excel through innovation, an entrepreneurial spirit and a humanitarian attitude.

Quality Policy

SFIMAR is committed to the endeavour of transforming students into Global Business Leaders by continual improvement in its services through a student centric approach, innovation in pedagogy and rigorous selection, development and upgradation of its faculty while meeting the regulatory & statutory requirements.

ST. FRANCIS INSTITUTE OF MANAGEMENT & RESEARCH

Mt. Painsur, S.V.P Road, Borivli (W), Mumbai-400 103.

RULES & REGULATIONS TO BE OBSERVED BY THE MMS/MBA STUDENTS

Introductory:

St. Francis Institute of Management & Research (SFIMAR) was established in the academic year 2002-2003, with the approval of the All-India Council for Technical Education (AICTE), the Directorate of Technical Education (DTE) and affiliated with the University of Mumbai. All India Minority status is given by the National Commission for Minority Educational Institutions, and Christian Religious Minority status by the Government of Maharashtra. St. Francis Institute of Management & Research (SFIMAR) was awarded Autonomous status by the UGC and Mumbai University.

The institute is established and administered by the Society of the Congregation of Franciscan Brothers, in the Mount Painsur complex at Borivali, Mumbai. The congregation was established in Mumbai in 1908 and now has branches in over 84 Centres in India and 22 Centres abroad in various Asian, European, U.S.A., Canadian, African (Ghana) and South American countries. The congregation's main charism is to render service to all strata of humanity, especially the vulnerable section of society in order to empower them, help them, attain integral development, and live a free, dignified, and truthful life so that the human values become incarnate in today's society with its specific challenges and needs.

Hence, every student who joins this institute should inculcate human values such as honesty, justice, peace, mercy, compassion, tolerance, charity, dedication, hard work, love for animate beings and inanimate things, and a special love for ecology after the example of St. Francis of Assisi, who is the patron of the ecology as well as the patron of our institute.

Rules and Regulations for the MMS Programme

1.0 PROGRAMME ADMINISTRATION:

The programme is administered through the following functionaries:

- a) Governing Body of the Society
- b) Governing Council
- c) Chairman-Head of Administration
- d) Director
- e) Deputy Director
- f) Registrar
- g) Programme Head
- h) Departmental Head
- i) And others

1.1 Total number of sanctioned seats in the Institute :

Total Intake	180
Seats for Christian Minority (through CAP)	92
Seats to be filled up at Institute level (Only registered candidates will be considered)	36
Seats for other Categories ...(through CAP)	52
Seats for Tuition Fee Waiver Scheme (TFWS) (through CAP) (over and above intake capacity)	9

2.0 ELIGIBILITY CRITERIA:

- 1) The candidate should possess a minimum of 50% marks in aggregate or equivalent CGPA (45% in the case of candidates of backward class categories and persons with disabilities belonging to Maharashtra State only) in any bachelor's degree awarded by a recognized university.

- 2) Candidates should have appeared for MAH-MBA/MMS-CET (first preference) or CMAT/CAT of the respective year of admission and candidates who have appeared for other entrance exam such as MAT/ATMA/XAT/GMAT are eligible for vacant seats.

Note: Please refer to the States CET Cell Information Brochure for details on the admission process.

- 3) Online registration on the State CET Cell portal and offline verification of documents at the Facilitation Centre is mandatory for all categories of Admission.

2.1 Eligibility Guidelines for Students from Other than Mumbai University

At the time of seeking admission to the MMS programme, a candidate is advised to ensure that he/she is eligible for admission to the programme as per the Eligibility Rules of the University of Mumbai. The candidate should produce his/her Migration Certificate and Verification Report from the University from which he/she graduated (which should be a UGC approved university) The candidate can then apply online to University of Mumbai for his/her Eligibility Certificate.

3.0. ELIGIBILITY CERTIFICATES/AFFIDAVITS:

- Candidates who are graduates of the University of Mumbai will be required to produce a Digital Transfer Certificate from the constituent college of the University last attended by them.
- The candidates should produce a *Validity Certificate / Verification Report* of the candidate's qualifying degree certificate from their respective university.

- 3.1 A selected candidate at the time of joining the programme, has to furnish *Undertakings/Affidavits* listed in the admission form as per the prescribed formats (given at the time of admission) to the effect that he/she accepts the said prerogative of the institute.

3.2. Candidates admitted from other universities are also required to submit (i) *Migration Certificate* and (ii) *College leaving certificate* within 15 days from the date of admission to the institute.

3.3. For further information refer to the institute's admission brochure or www.sfimar.org.

4.0 FEE STRUCTURE AND MODE OF PAYMENT

The tuition fees payable to the institute for the academic year are determined by the Fee Regulating Authority (A Govt. Body) and the details of the fee structure are given in the Admission Brochure of the Institute.

NOTE:

- 1) Prescribed fees are to be paid by NEFT/Demand Draft in favour of "St. Francis Institute of Management and Research" payable at Mumbai, and the bank details for NEFT/QR code can be obtained from the MMS administration office at the time of admission.
- 2) Eligibility and enrolment fees are to be paid by the student coming from other than Mumbai University.
- 3) Fees payables are as prescribed by the Fee Regulating Authority, Maharashtra, every year. The current fee is charged as an interim fee for the academic year subject to final approval by Fee Regulating Authority. Fees do not include additional expenses for personal books, expenses for project work/industrial visits, certification programs, yoga, uniform, alumni activities etc. and other material. Students may have to bear expenses on these as required from time to time.

4.1 Refund of Tuition fee and Other fees:

As the Centralized Admission Process (CAP) concludes on different dates, the refund of the tuition fee and other fee shall be made as per the admission brochure for the year of admission issued by the Directorate of Technical Education/CET Cell/Admission Regulating Authority (ARA).

4.2 Refund of Caution Deposit:

A deposit received from the students shall be refunded after successful completion of the course or on cancelling the admission, after recovery of dues, if any. However, if candidate does not apply for a refund, within 3 complete financial years after the student actually leaves the institution or within 3 complete financial years after the date of successful completion of the course, whichever is earlier the amount of deposit shall be transferred to the Students Aid Fund as per Fee Regulating Authority (FRA) norms.

5.0 SEMESTER SYSTEM

The MMS degree course is conducted on a Choice-Based Credit System (CBCS) basis with four semesters spread over two academic years. The duration of each semester is 15 working weeks. A 4-credit course will have 40 contact hours in the semester or 3 hours per week, with each session will be of 1½ hrs. duration. At the end of each semester, the students get the Semester Grade Point Average (SGPA) and at the end of the MMS programme, the students get the cumulative Grade Point Average (CGPA). The SGPA/CGPA table is available in the MMS Admission brochure. The students go through 5 common subjects and 3 electives in the Semester I and Semester II. In Semesters 3 and 4, the students get the option of choosing specialization electives based on the choice of specialization they opted for.

SEMESTERS:

First/Third Semester	:	July to December
Second/Fourth Semester	:	January to April
MMS 1 : Summer Training	:	May to June

6.0 HOLIDAYS

A list of holidays observed by the Institute for each calendar year is displayed on the website and Notice Board of the Institute.

7.0 TIME TABLE

- 7.1 Preparatory and Orientation Session: familiarization of different subjects in Semester I by conducting a few sessions by the concerned faculty members. Orientation on the different departments such as Academics, Placement, Library, IT etc. is provided to the students admitted before the commencement of regular sessions. Attending the Induction, Preparatory & Orientation sessions is compulsory.
- 7.2 The list of elective courses chosen in a particular semester is communicated a month before the beginning of the semester. The changes, if any, in the choice of electives must be finally communicated to the Head of the Department/Director, two weeks prior to the commencement of the Semester. The Head of the Department in consultation with the Director will finalize the electives to be offered and the timetable for teaching of various MMS courses. The finalized timetable will be put up approx. a week before starting of each semester.
- 7.3 Each faculty member prepares a session plan for the subject allotted to him/her as per the format which includes session wise topics and readings, Date of sessions with a self-monitoring mechanism along with the scheme for the evaluation of performance of the students in the subject and the references.

8.0 ATTENDANCE:

Attendance is compulsory in all subjects. It should be impressed upon the students by the faculty that they should aim for 100% attendance. Leave of absence can be granted only by director/head of the department on valid grounds of sickness or emergencies by the recommendation of class facilitators with the supporting documents.

- 8.1 The students must maintain regular and punctual in the classes. Record of attendance will be maintained by the MMS administration department and the concerned faculty member. A minimum of 75% attendance in every subject is required for appearing in the examination. The status of attendance will be

reviewed by the head of the department on a monthly basis and the defaulters list to be put up by the 10th of every month. All those defaulters will be required to submit an explanation with valid reasons and supporting documentary evidence in case the students require their absence to be regularized. The attendance status will also be placed before the Examination and attendance Committee meetings that take place at regular intervals.

For those students who fail to maintain a minimum of 75% attendance, stringent measures will be initiated as per the rules. To get the advantage of considered present (CP), the concerned students need to apply for the same in the relevant form which is available in the MMS Admin Office. Students are required to fill up and submit the form along with necessary documents.

- 8.2 The students can obtain leave of absence from the Head of the Department/Academic coordinator only under the following circumstances: (Such approvals shall be passed on to the MMS Admin department for records.)
- ❖ In case of emergencies.
 - ❖ In case of sickness
(*Leave application on the grounds of sickness must be accompanied by a proper Medical Certificate from the Registered Medical Practitioner)
 - ❖ In cases where the students are deputed by the event faculty coordinator or similar activities an exceptional case with valid reasons would be assessed and considered to get the advantage.
- 8.3 The faculty member concerned will be free to adopt any measure, consistent with these regulations to regulate attendance, action to be taken for absence and ensure smooth and undisturbed learning in his/her class, and for proper evaluation of the students during the course. If a faculty member finds a student/student's irregular in attendance or offensive in conduct etc. he/she can bring this to the notice of the Director/Head of the Department immediately. From time to time particulars of each students' progress will be recorded.

- 8.4 Punctuality: Students should be punctual for lectures, events, guest lectures, and other academic activities. Students who report late for class and are not allowed by the respective faculty member to attend the lecture need to wait for the next class in Computer Centre or Library. Moving around within the campus or outside the campus when lectures are in progress is considered as disorderly behavior and will be dealt with seriously.

9.0 ABSENTEEISM FROM CLASSES:

- 9.1 In case of habitual absence of students, the matter will be referred to the Examination and Attendance committee.

- 9.2 Students may be expelled from the college on any of the following grounds and shall forfeit their fees and deposit:

Violation of rules and regulations of the institute, theft, ragging, eve-teasing, sexual harassment/misconduct unruly behavior, substance misuse, vandalism, mob mentality and acts of indiscipline etc.

10.0 RAGGING:

Students are advised that ragging in any form is strictly prohibited. As per Maharashtra Act No. XXXIII of 1999, ragging is an offense and any person indulging in or found guilty of ragging shall be liable to be prosecuted and also be dismissed from the institution. The following are the relevant provisions of the act:

1. Ragging in any form within or outside of any educational institution is prohibited.
2. Whoever directly or indirectly commits, participates in or abets ragging within or outside any educational institution shall on conviction be punished with imprisonment for a term that may extend to two years and shall be liable to a fine that may extend to ten thousand rupees.

3. a) Any student convicted of an offense under section 4 of the said Act shall be dismissed from the educational institution and such student shall not be admitted to any other educational institution for a period of five years from the date of the order of such dismissal.

b) Whenever any student or as the case may be, the parent or guardian or a teacher of an educational institution complains, in writing of ragging to the head of the educational institution, the head of the educational institution shall, without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, inquire into the matter mentioned in the complaint and if, prima facie, it is found true, suspend the student who is accused of the offence, and shall, immediately forward the complaint to the police station having jurisdiction over the area in which the educational institution is situated for further action. Where, on enquiry by the head of the educational institution, it is found that there is no substance prima facie, in the complaint received, he/she shall intimate the fact, in writing, to the complainant. The decision of the head of the educational institution shall be final.

c) If the head of the educational institution fails or neglects to act in the manner specified in section (b) above when a complaint of ragging is made, such person shall be deemed to have abetted the offense and shall on conviction, be punished as provided for in point (2) above.

d) Students are therefore advised in their own interest to refrain from ragging.

4. Every student must fill up his/her Anti Ragging form online through Aman Movement (<https://www.amanmovement.org>). After filling out this form the student can download his/her Anti Ragging undertaking and the parents Anti Ragging undertaking from Aman Movement website. The signed undertaking is required to be submitted in the institute office at the time of admission.

5. Institute has ragging committee and policy framed as per constitution laid down by the act.

11.0 MENTORING:

The institute has a student's mentoring system to monitor student's progress. Each faculty member is allotted mentees to be mentored. Students are given an open environment to express their viewpoints. A Mentee Development plan is designed and initiated with extra and personalized attention towards mentees by the faculty. Regular interactions between Mentor-Mentees are mandatory and facilitated through specific slot put up in the timetable. The faculty provides support to students and bonds with the students beyond the classroom. Mentee records are maintained by the faculty members, and progress is monitored. Students are advised to take maximum benefit of this opportunity to groom themselves for future career opportunities.

12.0 STUDENT ACTIVITIES:

All events and activities of the institute and student managed activities will be conducted in an orderly and harmonious way befitting the high standards of the Institute. It is mandatory for all students/faculty/staff to take part in the college activities and programmes. The objective of the activities and events is to provide exposure to the students to bring out their managerial skills, abilities and talents in developing team spirit, creativity and organizational skills thus contributing to the enhancement of their personalities and brighter prospects in their career advancements.

13.0 COLLEGIATE/INTER-COLLEGIATE ACTIVITIES:

Students representing the college in indoor/outdoor activities or competitions such as sports, performance, events should obtain prior permission from the concerned coordinator by specifying details such as the names of the participating activity, sport, competition, or event, expenses involved, if any. Any trophy, certificate copy won for any of the above-mentioned activities

shall be handed over to the Institute. Miscellaneous expenses and traveling allowance will be reimbursed upon producing necessary documents. Appropriate CP forms are to be filled up to get the attendance regularization.

14.0 EVALUATION, STANDARD OF PASSING AND AWARD OF DEGREE:

- Candidates will be required to do a fair amount of practical work by way of project studies, field investigation, Project-Based Learning (PBL), case analysis etc. besides library reading, and class contact hours. Students are highly recommended, and it is absolutely necessary for the students to focus themselves on self-learning according to the Corporates/Industry needs. Candidates' participation in the programme, both inside and outside the class, will be evaluated on a continuous basis. Evaluator scheme will be given to the students by faculty in the session plan.
- The assessment of candidates for all the semesters is conducted by the Institute.
- In order to pass a subject/paper in any semester, a candidate is required to obtain a minimum of 50% marks assigned to that subject/paper separately in the Internal Evaluation and the Term End.
- Candidates successfully completing the programme will be awarded Degree by the University of Mumbai. To successfully complete the programme, the candidate must obtain a minimum 50% of the total marks assigned to each paper/subject of the course in both internal and the term end exam separately.

14.1 Scheme of Assessments for Subjects of 50/100 Marks; The scheme of assessments would consist of two parts: The End-Term Examination will be conducted for 25/50 marks.

Remaining 25/50 marks would be awarded on the basis of performance in the internal assessments.

- i) Internal Assessments – 50% for papers of 50/100 marks
- ii) Semester End Examination – 50% marks for papers of 50/100 marks)

The allocation of 25/50 marks shall be on the following basis:

Internal Assessment parameter and marks allotted	Marks
Project/Presentation/Role play or any activity	5 /10
Class Test (Mid Term)	10/20
Assignment	2.5/05
Viva	2.5/05
Attendance	2.5/05
Class participation	2.5/05
Total	25/50 marks

Students should complete assignments, projects, and any other classroom activity assigned by the respective faculty on time. If a student is unable to complete the work in the designated time, he/she should discuss this matter with the respective faculty in advance.

15.0 RE-REGISTRATION:

- 15.1 A student obtaining less than 50% of the total marks in three or less than three papers in the first semester examination will be permitted to attend the second semester of the First Year. He/She will, however, be required to pass in those respective subjects/papers/courses (three or less) in the supplementary examinations, to be held by the Institute along with Semester II examination.
- 15.2 A student who has failed in more than three subjects/papers/courses in Semester I, shall not be permitted to proceed to Semester II of the course. He/She will, however, be eligible to reappear in the subjects in which he/she has failed, in a supplementary examination of Semester I to be conducted by the Institute. Such supplementary examination of Semester I will be held as per the institute's schedule.

- 15.3 The fee for re-registration to appear for the supplementary examinations is Rs. 500/- per subject.
- 15.4 In order to be eligible for admission to the third semester of the second-year program, a student should not have more than 3 ATKKT's taken together of Sem I & Sem II conducted by the Institute.
- 15.5 A student, who has failed in more than three subjects/papers/courses in Semester III shall not be permitted to proceed to Semester IV of his/ her second year MMS programme. He/She will, however, be eligible to re-appear in the subjects in which he /she has failed in Semester III by re-registering himself/herself in the supplementary examination to be conducted by the institute/ university or both.
- 15.6 A student failing in three or less than three papers/subjects only in any semester will be allowed to keep term (ATKKT).

16.0 RULES ON THE USE OF MOBILE PHONES IN THE CLASSROOM:

Students should not use mobile phones in the classroom. In this regard, University of Mumbai has issued a circular vide no. UG/552 of 2004, dated 31st December 2004, banning the use of mobile phones on the college premises. Therefore, students are prohibited from carrying mobiles to the classrooms and other learning facilities whenever the mobile-aided teaching and learning not happening.

Strict action will be taken against students found violating this rule by confiscating their mobile phones. Rs. 500 penalties will be imposed in case student use any electronic devices in classrooms without prior permission including smart watch/smart phone/tablets etc. and during the teaching/learning process. All concerned faculty members have been instructed to take necessary action against errant students. The faculty members are also required to switch off their mobiles during teaching/practical hours in the classes and not to carry them to the classrooms and other learning facilities.

17.0 INSTITUTE DISCIPLINE:

(Students are expected to familiarize themselves and adhere with the Institute's policies w.r.t. Campus Behavior and Discipline on Campus and Off Campus)

17.1 IN-CAMPUS DISCIPLINE:

17.1.1 INTERNAL/ONLINE EXAMINATIONS:

Students shall report to the examination hall 15 minutes prior to the commencement of examination/class test/online exam etc. The use of mobiles is strictly prohibited during examinations. The use of calculators shall be allowed as per the subject requirement and faculty instructions.

Students shall maintain complete silence during the examination and not talk or indulge in any malpractices.

17.1.1 (a) Using unfair means during Exams

Use or possession of an unauthorized aid or aids or use of unauthorized assistance in any academic examination or term test or in connection with any other form of academic work (e.g. cheating during a class test or end-term examination) is strictly not allowed and shall be dealt with strictly by the Examination and Attendance Committee, resulting in suspension/expulsion from the institute.

17.1.1 (b) Forging or Falsification of Documents

Forging, altering, or in any other way falsifying any document or evidence required for academic evaluation, or circulating or making use of any such forged, altered, or falsified document, whether the record be in print or electronic form; forging a document or the signature on a document shall lead to expulsion from the institute.

17.1.1 (c) Impersonation

The impersonation of, or the act of having some persons impersonate, a student at any academic examination or term test or in connection with any other form of academic work

and lectures shall be dealt strictly by the Examination and Attendance Committee.

17.1.2 Identity Cards

All students will be issued identity cards, which they have to carry on their person always while on the campus. The identity cards are issued by the Institute once at the time of admission & will remain valid for the full duration of the course. In case the Identity card is lost/damaged/mutilated by the student it can be renewed/duplicate identity Card can be issued by depositing prescribed charges & completing other formalities in the office. At the time of getting the no dues clearance, the identity card is to be deposited back to the administration office. For reasons of security and safety of the student's entry/exit on the campus is restricted. Exit from the campus is permitted only at the close of classes for the day. A student who has to leave for any personal reasons should obtain prior permission from Class Facilitator/ Programme Head/Director and record the same in the Register kept at the gate with the watchman. No bag should be carried in such exit and entry. If the security finds any student repeatedly going out and coming into the campus, such a student may be stopped at the gate by security and cautioned. Subsequently the matter will be communicated to the competent authority. A fine of Rs. 500/-can also be levied on such students.

17.1.3 Dress Code

All students are required to wear college uniform daily. Any student wearing a T-shirt/sweatshirt/jeans/capri/track suits/casual or fancy shirt/chappals/floater inappropriate haircut will not be allowed in the college premises. As a matter of fact and in keeping with common standards and principles, the institute lays special emphasis on decency and morals particularly in regard to dress codes of the students. An appropriate dress code such as blazers for gents and ladies should be followed as per the demands of the occasion in the various activities of the institute or programmes.

- 17.1.4 Students are expected to use classroom resources effectively. Class Representative to turn off projector/PC/Sound Systems when not in use in the classroom. Students should not use any electronic devices in the classrooms without prior permission including smart watch/smart phone/tablets etc.
- 17.1.5 Students shall maintain discipline during formal sessions and between various cultural events. Hooting, whistling, leaving the program and any kind of disturbance during the events is not permitted. Corridors and the entrance of the venue should not be blocked where events are held.
- 17.1.6 Students are not permitted to record/photograph/audiotape or videotape sessions except with prior permission from the faculty coordinator or competent authority.
- 17.1.7 Students are required to maintain adequate silence in the campus corridors and not disturb ongoing classes and activities. Students should not form groups and stand or sit in the gangways, or corridors for studying or otherwise.
- 17.1.8 Students should not utter scurrilous, profane, or obscene language, or make remarks or engage in conduct that is racist, sexist, or in any way discriminatory as defined by the National Human Rights Commission of India. Students should foster gender equality.
- 17.1.9 No person shall commit an act of sexual violence against any person or threaten another person with sexual content. This includes but is not limited to sexual assault, sexual harassment, undue favor, stalking, indecent exposure, voyeurism, degrading sexual imagery, distribution of sexual images or video, cyberbullying or harassment and cyber stalking. Any such behavior can be reported to Internal Complaints Committee or College Women Development Cell in writing with appropriate evidence. For more information refer to the POSH Act 2013.

- 17.1.10 Students should observe and keep professional relationship with higher ups and faculty/staff/support staff members.
- 17.1.11 Students are expected to maintain decorum and ambience in the area befitting the Franciscan society culture and traditions and fostering love of God to all creations.
- 17.1.12 Students should comply with college regulations regarding prohibition of food and beverages in the classrooms and other learning areas.
- 17.1.13 If students have any genuine suggestions/grievances and seek redressal they should approach the authorities concerned individually and not in groups. As far as possible, students should make use of the suggestions box installed within the campus for dropping their written suggestions/grievances, if any. Students can lodge a complaint with the Grievance Redressal Cell/Committee in the online mode.
- 17.1.14 Students who are driving cars/motorcycles to commute to the college should follow all the traffic rules. The SFIMAR campus should be considered a silence zone and vehicles should be parked in the respective parking areas only.
- 17.1.15 Cyber/Social Media Postings:
Students shall not use social media in a way that could defame the Institute Brand, its practices or representatives. They shall not engage in cyberbullying, or harassment towards faculty, staff or fellow students. They should not find ways to circumvent the institute's safety measures and filtering tools or use language online that would be unacceptable as per Netiquette.
- 17.1.16 Student shall alert a faculty or other staff member if they see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online with reference to the institute, student etc.

Any Social Media Posting/blogging/Cyber bullying shall be dealt with legal action as per the Indian Penal Code (IPC) & Bharatiya Nyaya Sanhita (BNS).

18.0 INSIDE / OUTSIDE CAMPUS DISCIPLINE:

18.1 **Guest Lectures :** Students shall regularly attend the scheduled guest lectures as per the timetable. Students should assemble at the venue 15 minutes prior to the session commencement and should be formally dressed.

18.2 **Industrial /Field Visit:** Student shall report on time for Industrial Visits as per the schedule. Students shall dress formally in the institute uniform and carry their identity card for the Industrial Visit.

Indemnity documents are to be signed before travelling on the industrial visit. A consent form will be taken from parents before processing to industrial visit.

Students shall not engage in smoking and drinking related activities during the period of Industrial Visit. Students shall not venture on their own during industrial visit. Students shall follow the rules and instructions given by the Tour Operator/Faculty/Staff Coordinators. Any misconduct observed during the industrial visit/s shall be dealt with strictly.

Students shall dress formally in the institute uniforms and carry Identity Cards while interacting with Corporates/Institutes.

18.3 **Inter-Collegiate Events :** Students participating in Inter Collegiate Events at State, National and International levels are required to inform their faculty coordinators on the same and follow the institute's procedures for participating in such events while representing the institute. Students should submit copy of Certificate/Photograph's etc. received during the events. Reimbursement of registration fees, TA for the events shall be decided by the institute in coordination with the faculty coordinator.

18.4 Public Gatherings/ Media Interactions

Students shall demonstrate socially acceptable behavior while participating in public gatherings related to social causes, promotion drives etc.

Student shall take prior permission from Institute's Chairman/Director before interacting with any media professionals on institutes procedures, practices etc.

They shall not indulge in any such activity that shall affect the brand of the institute.

Unlawful assemblies and unlawful activities on the campus or outside the campus that have the effect of undermining the discipline of the institute or harming the reputation of the institute will be seriously viewed and will lead to penal action from the authorities including fines and expulsion from the campus.

The institute will treat the identity and details of any disciplinary case as private and confidential.

19.0 COURSE OF STUDY AND SYLLABI:

The course of study is given in the Admission Brochure. All the subjects for the Ist Semester and IInd Semester are compulsory with core and electives subjects' of 4/2 credits covering a total of 26 credits in semester I and 26 credits in semester II and similarly in semester III & IV totaling to 104 credits. 01 credit is equivalent to 15 hours of teaching and learning by the student. For the second year the candidates will choose any one of the following:

- **Finance**
- **Human Resource**
- **Marketing**
- **Operations** * (subject to minimum number of students)
- **I.T.** * (subject to minimum number of students)

20.0 LIBRARY FACILITIES AND RULES:

20.1 *Working Hours :*

The library will be open from 8.00 am to 8.00 pm on all days except SFIMAR holidays. Absolute silence is a must in the library.

20.2 *Library Services:*

The following facilities will be provided in the library besides issuing books and journals:

1. Biometric Gateway
2. Scanning facility
3. Internet facility - High speed Internet facility
4. Display of new books and journals fortnightly.
5. Bibliography Service
6. Articles alert Services
7. Inter library loan facility.
8. OPAC (Online Public Access Cataloguing Services)
9. Remote Access Services
10. Digital library
11. KIOSK - Touch Tell Services (Web OPAC)
12. KIOSK - Auto Book Issue & Self Check
13. CAS Services
14. RFID Technology with International Standard classification system (DDC) with NCIPV2.0/SIP2.0 LIMS AIDC Technology solution supported by RR (P) Ltd.

A. SFIMAR-LIRC Various Services:-

SFIMAR - LIRC offers innovative, knowledgeable, world-class services to all kinds of users. A few services are classified below.

- Anti-Plagiarism Services
- Bibliographical Services
- Circulation Services-CS
- Content Alert Services
- Current Awareness Services-CAS
- Digital Resource Services-DRS
- E-mail Alert Services-EAS

- Induction & Orientation Services-IOS
- Reference and Referral Services-RRS
- Resource Sharing/Inter Library Loan Facility-ILL
- Selective Dissemination of Information-SDI
- Webliographical Services.

B. SFIMAR-LIRC Collaboration:-

- Developing Library Network (DELNET)
- Information Library Network (N-List)
- National Digital Library of India (NDLI)
- UGC CARE/UGC Registered Journals

C. SFIMAR-LIRC Data Bases/Web Sites:-

ACE KP	N-LIST	Shodhganga
ACM	NEZD	Indian Culture
AJOL	Press Reader	Pearson Education
DOAJ	Pro-Quest	E-PG Path shala
ECOBIZ	Nature	Indiastat
ERIC-EBSCO	Wiley Black	CRISIL
E-THOS	Vidwan	Emerald
IA	Case Loss	SCOPE
J-GATE	NPTEL	ABDC
J-STOR	SWAYAM	T&F e-books
Manuputra	ILO SAT	Springer open
Expert Research Encyclopedia		Open learn & WIPO
Science Direct-Elsevier		Research Data Bases
Global Index Services		

D. SFIMAR Institutional Repository:-

The LIRC, in liaison with IT has developed a digital library on DSpace to archive syllabi, question papers, lecture notes, project reports, e-books, faculty research papers, MoUs etc.

E. Library Security:-

The LIRC is equipped with CCTV to monitor all Library users and their activities & Auto smoke detector with Fire extinguishers facilitated to prevent hazards with safety emergency way to out.

20.3 *Borrower's Cards:*

The books will be issued against the “RFID SMART IDENTITY CARD” given by the institute. A card will be treated as a receipt for the book, both while issuing a book as well returning it. An ID card is non-transferable.

20.4 *Borrowing Facilities for students and faculty:*

The Identity card itself is treated as Library borrower card. Two books will be issued for a period of 7 days only or two loose issues of journals will be issued for 7 days. Borrowers’ cards will not be transferable. All books borrowed during a particular course module must be returned on or before the last day of the semester.

20.5 *Dictionary & Reference section*

Reference books e.g., Handbooks, Encyclopedia, Back volumes of journal and CDs/DVDs etc. will be kept in a separate section of the library. Reference books will be marked as “Library Reference Only” and will not be issued. Latest issue of any of the journal will not be issued till the next issue is received. Once the latest issues of journal are received, back issues can be given for one week.

20.6 *Overdue Books*

Students need to return the book(s)/Journals on or before the due date failing which a fine of Rs.15/- per day will be charged for initial seven days, Rs. 30/- per day per book from 8th to 15th day and subsequently from 16th day onwards Rs.50/- per day per book will be charged as overdue charges.

20.7 *Loss and Damage of books*

Library material should be kept clean, unmarked, and intact. Lost and damaged to books/periodicals must be replaced or the current edition must be replaced. If the book/periodical is lost, students should inform the librarian in writing immediately and replace the same book (latest edition) or pay three times more

than the current market price of the book with processing charges.

20.8 *General*

Readers should take only loose sheets and notebooks inside the library. Personal belongings will be kept near the entrance/locker.

- Identity cards given to students should be produced on demand. User must wear the Identity Card and display it properly.
- Complete silence is to be observed in the library, reading area and around the library
- No group discussion or combined study is permitted in the library.
- All types of mobile accessories are strictly prohibited.
- User are advised to make a biometric registration for Auto case in-out.
- In order to receive digital attendance, each user must swipe their RFID at the LIRC’s main entrance and reading area.
- Smoking is strictly prohibited.
- The last borrower is responsible for any damage to the library issues.
- No beverages and eatables will be allowed inside the library.
- For any grievances or suggestions, readers may contact the librarian.
- Laptops are not allowed inside the library.
- Use of computers for Games is banned. Fine of Rs. 500 will be levied on use of mobile for calls in LIRC, on repetition of violation of rule, Rs 1000/- shall be levied as fine.

20.9 *Reservation for books:*

Students can reserve a book in advance by sending an email to library@sfimar.org.

20.10 In case of any disabilities, based on their requirements the borrowed books will be extended without any fine.

21.0 **COMPUTER & INTERNET FACILITIES:**

21.1 Students are not allowed to use the computer centre when any of their lectures are in progress until some specific activities are designated by the faculty member.

- Computer Centre is open from Monday to Friday 9 am to 8 pm and on Saturdays 9 am to 5:30 pm (Regular Work Timings)
- Students using the Computer Centre are required to maintain silence. The Computer Centre can be used for discussions under the supervision of concerned faculty member.
- Students must sign out the email, shut down the PCs and place their chairs in the proper place after use of Systems.
- Downloading / Installing of media players for movies, music and games in the Centre is strictly prohibited.
- Students are not allowed to carry anything in the Centre except for books and writing materials. No bags will be allowed. Students shall use the lockers / racks available outside the labs for keeping their belongings. The institute shall not be responsible for any loss or damage to the student's valuables or belongings.
- Eatables are strictly prohibited in the Centre.
- Using Mobile Phone in Computer Centre is prohibited and shall lead to fine collection as per the Fine Rules of SFIMAR i.e., Rs 500/- to be paid for the first offense and Rs. 1000/- on repeated offense.

- Students should not litter the Computer Centre & Premises.
- Students are allowed to bring laptops into the Computer Centre on a need base.
- Students should not use the lab for any activity which is illegal under Indian Cyber laws.
- Students failing to adhere to these rules will be barred from accessing the Computer Centre for a period of time as deemed suitable for the offense. Any other action if warranted may also be taken by the Management.

All the above-mentioned rules are governed by IT Access Policy of SFIMAR which is under Management's purview.

Printing Charges

Printing charges for students are @ **Rs. 4/page**. No concession is applicable to students for getting their own sheets of paper. The charges are for each side printed; two-sided printing will be charged @ **Rs. 8/page**. Students shall enter the details in the book kept for record keeping. No Colour Printouts will be issued from Computer Centre.

Wi-Fi- accessibility

SFIMAR promotes the ***Bring Your Own Device*** (BYOD) concept for students, where students are issued the network services on their respective **windows-based laptops** on following the pre-requisites.

Events & Technical Support

Students working on various Institutional events & activities are required to prepare the List of equipment's in consultation with the respective Faculty Coordinator, duly approved by Chairman/Director and submit the approved copy to Lab staff, 2 weeks in advance.

Student in-charge of Technical Support for a particular event shall be issued the equipments 2 days prior to the event and shall also be

trained for the technical support by the Computer Lab Assistant during event dry runs.

Students shall take utmost care of the equipment's and shall duly return it to the Computer Lab after the event in a damage free condition. In-case of any physical damages, the student in charge shall be held responsible.

22.0 PLACEMENTS:

22.1 Code of Conduct-Placement

The **Career Management Centre (CMC)** is the official and sole body of the Institute responsible for facilitating **Summer Internships (May–June)** and **Final Placements** for its eligible registered students. CMC acts as the primary interface between students, alumni, and recruiting organizations.

The objective of CMC is to provide **100% placement assistance** for eligible & willing students through structured support in the following areas:

1. Career Guidance
2. Resume Writing
3. Summer Internship and Live Project Opportunities
4. Personality Development and Professional Grooming
5. Group Discussion and Interview Preparation
6. Alumni Mentorship
7. Student–Alumni Networking
8. Corporate Onboarding and Pre-Recruitment Training
9. Job Search (General and Role-Specific)
10. Remedial Grooming and Skill Enhancement for Weak Students

To fulfil these objectives, the CMC conducts **Student Skill Development Programmes (SSDPs)** and other mandatory training initiatives.

Full cooperation and active participation by all students is compulsory.

All students availing or intending to avail **Placement Assistance** shall strictly adhere to the following **Code of Conduct & Do's and Don'ts**, which defines the professional standards and behavioural expectations during the **Summer and Final Placement processes**.

Registration with CMC constitutes **formal acceptance** of the terms and conditions stated below. The Institute reserves the **right to amend, modify, or update** these terms at any time. Such amendments shall be binding on all registered students.

Terms and Conditions for Placement Assistance

1. **Mandatory Registration:**

All students who seek placement assistance **must fill out the registration form with CMC** and abide by the Placement Policy

2. **Duration of Placement Assistance:**

- o Summer Placement Assistance concludes on **30th April**.
- o Final Placement Assistance concludes within one month of the final examinations.

3. **Compulsory Training & Grooming:**

Students shall maintain attendance of minimum **75% in academic & 100% in all** placement-related **training, grooming, and preparatory sessions** organized by the Institute.

4. **Coordination with CMC:**

Students shall maintain **strict coordination and cooperation** with CMC staff and Placement Leaders / Deputy Placement Leaders appointed by CMC.

5. **Timely Application:**

Once registered, students **must apply** for all eligible placement opportunities within the stipulated timelines announced by CMC. Failure to register within the specified period shall mark the student ineligible for that opportunity.

6. **No Withdrawal from Selection Process:**

Once a student confirms participation in a placement process, **withdrawal is strictly** prohibited. Any student who fails to attend or complete the selection process shall be debarred from all further placement assistance.

7. **Adherence to Timelines and Dress Code:**

Students must strictly adhere to all timelines and appear for placement activities in the prescribed formal attire.

8. **Compulsory Attendance at Presentations:**

Attendance at all on-campus placement presentations relevant to the student's specialization is **mandatory** for student registered for the said company.

9. **Maximum Attempts:**

The Institute shall not be responsible for students who fail to secure placement after **eight (8) placement attempts**. However, such students may continue to apply for opportunities available until **30th April of the academic year**. Students shall proactively identify and rectify their deficiencies, with structured guidance and support provided by the Career Management Centre (CMC) / Faculty Mentor.

10. **Mandatory Interview Feedback:**

Students must submit interview feedback to CMC at the latest **by the next working day**. Any negative feedback submitted after receipt of the company results shall **not be considered**.

11. **Company Feedback:**

CMC shall share feedback, if received from recruiters for unsuccessful candidates, for improvement purposes.

12. **Single Offer Policy:**

Each registered student shall be **eligible for only one (1) placement offer** through the Institute.

13. **Mandatory Acceptance of First Offer:**

The student **shall accept the first confirmed placement offer**, even if results from other companies are awaited, to ensure a fair opportunity for other students.

If two offers are received simultaneously, the student's preference may be considered (if he is the only final shortlisted candidate in both companies).

14. **Financial and Legal Responsibility:**

Students shall be **solely responsible** for any financial commitments, bonds, or submission of original documents required by the recruiting organization.

15. **Reporting Issues:**

Any difficulty or concern related to placements must be **immediately reported** to the placement coordinators.

16. **Post-Selection Responsibility:**

The Institute shall not be responsible if a student fails to attend company training or is terminated by the employer for any reason. **No further placement assistance shall be provided** in such cases.

17. **Student Responsibility:**

Students shall take **active initiative** in exploring placement opportunities and support the Institute's placement efforts.

18. **Disclosure of External Offers:**

Students shall maintain **complete transparency** with CMC regarding internships or job applications pursued independently.

If a student receives selection through CMC first, **joining that organization is compulsory**, even if an external offer exists.

The defaulter

- o First-year students (In case of SIP) shall be **barred from Final Placements**.
- o Second-year students shall be **penalized as per clause no. 17 of the Placement policy**.

19. **Institutional Image:**

Students must ensure that their conduct during the placement process and interactions with recruiters **always uphold the reputation and dignity of the institute.**

20. **Submission of Offer Letter:**

All registered students **must submit a copy of their offer letter** to CMC, irrespective of whether the placement was secured through CMC or independently.

22.2 **Dos and Don'ts – Placements**

Do's	Don'ts
Communication & English Speaking	
Communicate in English on campus at all times. This policy supports language fluency, inclusivity, and a consistently professional academic environment.	Informal language, slang, or non-English communication should be avoided in classrooms, offices, and shared campus spaces.
Use polite, respectful, and positive language when communicating with faculty, staff, and peers.	Do not use foul, abusive, or offensive language under any circumstances.
Practice clear pronunciation and maintain a calm tone while speaking.	Avoid speaking loudly, shouting, or creating a disturbance in common areas.
Ask questions, participate in discussions, and express ideas confidently in English, during selection process.	Do not mock or belittle others' English-speaking abilities.

Professional Behavior	
Greet others politely and maintain good interpersonal etiquette.	Do not engage in arguments, disrespectful gestures, or rude behavior.
Display confident but humble behavior, especially during group activities or presentations.	Do not display unprofessional behavior like whistling or shouting.
Grooming & Personal Hygiene	
Maintain proper personal hygiene —clean hair, trimmed nails and well-groomed	Avoid coming to campus with unkempt hair , messy attire and avoid wearing flashy or distracting accessories.
Dress Code	
Follow the institutional dress code (Formal ironed uniform (white/regular as instructed) or (semi-formal, as applicable @ events) & Institute ID Card.	Do not wear revealing, overly casual, or inappropriate clothing
Wear appropriate footwear; ensure it is polished and clean.	Avoid slippers, Crocs, chappals, flip-flops, or unpolished shoes during academic hours. professionalism.

23.0 CAFETERIA

- 23.1 Food will be served only in the dining hall of the Cafeteria during the specified hours. Taking the food to the rooms is strictly prohibited. Inmates of the hostel should observe the mess timings and etiquette without causing any disturbance to others. Mess charges are to be paid to the cafeteria contractor.
- 23.2 The cafeteria will be open for the students from 8.00 in the morning till 6.00 in the evening for tea, snacks, lunch etc. It will also be open from 08.00 pm to 10.00 pm for dinner. Students should adhere to the dining time and not make changes. No food will be served inside the hostel room.
- 23.3 Students are not permitted to sit on the steps of the college, hostel or cafeteria.

24.0 HOSTEL

- 24.1 Hostel is owned, managed, and maintained by the Society of the Congregation of Franciscan Brothers, a Registered Public Charitable Trust. Even though the programs conducted by the institute are not declared as residential, it is for the convenience of students coming from distant places that the hostel facility is offered subject to availability of accommodation and at the sole discretion of the Trustees of the Society.
- 24.2 Inmates have to deposit the annual hostel fee for subsequent years by 15th of June every year, failing which the hostel seat and related facilities cannot be claimed. Duration of rent period is calculated in terms of 12 months (July to June) from the start of the academic year.

Fees once paid are not transferable or refundable under any circumstances.
- 24.3 The Warden of the hostel is empowered to check any room including the articles kept in the room at any time without notice.

- 24.4 Inmates may utilize the services of any hospitals including Karuna Hospital in case of ill-health at their own expense. Illness of a hostelite should be reported to the Warden/Parents/Guardian without delay. Serious illness should be reported to the Parents.
- 24.5 Inmates must take the rooms assigned to them and shall not change rooms without the permission of the warden. Inmates are individually and collectively responsible for the upkeep of the rooms, their furnishings and fittings and will be charged for any loss or damage like Articles such as bulbs, tubes, tapes, switch board, mattress, broom, etc. Water and electricity should be used sparingly and economically.
- 24.6 Inmates are not allowed to use electrical appliances like radio, music systems, and amplifiers, water heaters etc.
- 24.7 It is the responsibility of the inmates to keep their rooms and washrooms, toilets clean and tidy. No picture (of any kind) shall be pasted on the walls. Waste bins should be used. The waste basket should be kept outside the room for disposal.
- 24.8 Inmates have to hand over the room keys to the Warden at the end of their stay in the Hostel. They need to leave the room in good condition. The inventory of the room will be checked by the Warden. If any item is found missing and/or damaged at the time of taking inventory or checking, such an item will be recovered from the concerned student/s and will be fined as per the cost of the article.
- 24.9 Students shall strictly adhere to the rules and regulations which may be laid down from time to time by the college management.
- 24.10 The management reserves the right to make such additions or alterations to the existing rules as it considers necessary. In any matter not covered in these rules and regulations, the decision of the Registrar who is in charge of the hostel and Chairman/Trustee of the Congregation shall be final and binding on the students/parents/guardians.

- 24.11 Students are required to give a written undertaking at the time of admission to the effect that they agree to abide by the rules, acts and laws enforced by the institute and the Government and they will not do anything either inside or outside the institute that may result in compelling the authorities to take disciplinary action against them under the rules, acts, and laws and bind themselves to the above rules and regulations and the same are agreeable to him/her before joining the college or college hostel. The responsibility rests on them for any consequences due to non-conformity with the rules.
- 24.12 For hostel accommodation, a separate application from parents on plain paper should be made and forwarded it along with the application for admission. A separate declaration is to be furnished for the hostel.
- 24.13 Students are expected to keep their valuables like watches, debit cards, credit cards, gold, cash, laptops and cell phones etc. safely. Hostel management is not responsible for any loss of their personal belongings.
- 24.14 A student admitted to the hostel enjoys the privilege only for the academic year of his/her admission subject to his/her observance of the foregoing rules and regulations of the hostel or other rules and regulations that may be prescribed from time to time. His/Her admission to the hostel in subsequent academic year will depend on his/her good conduct and behavior in the Hostel, payment of mess fees, availability of places in the Hostel in subsequent years and other considerations bearing on the larger interests of the Institute.
- 24.15 Inmates are expected to maintain strict discipline during their stay in the Hostels. Disorderly behavior or anti-social activities on the part of the inmates either under the influence of any intoxicant or otherwise and disrupting the routine life in the hostels in any way will be viewed seriously. Any student found guilty of such misconduct will be expelled from the Hostel summarily.

- 24.16 Inmates of the hostels should not smoke, drink alcohol or indulge in or substance misuse, or gambling of any kind. Students may be expelled from the college /hostel on any of the following grounds: violation of rules and regulations, theft, ragging, eve teasing, sexual harassment/misconduct, unruly behaviour, substance misuse, fighting, vandalism, indiscipline etc.; and shall forfeit their fees and deposit.
- 24.17 No celebrations will be allowed in the hostel room. However, the cafeteria may be used for celebration subject to prior permission.
- 24.18 Guests are not allowed to stay in the hostel rooms at any time of the day. They may be entertained only in the canteen. Friends/ Classmates should not be permitted into the hostel rooms.
- 24.19 The main gates of the hostels will be closed at 10.30 p.m. The inmates are expected to be in their rooms by 10.45 p.m.
- 24.20 Overnight absence without leave will be viewed as a serious breach of discipline.
- 24.21 Leave of absence from the College and Hostel must be applied for separately and necessary approvals have to be taken from the authorities in advance.
- 24.22 Inmates of the hostel should make proper entries in the register maintained in the hostel and record the purpose of their going out of the campus and also make entries of their arrival with the time of exit and arrival in the register.

25.0 PERSONAL BELONGINGS:

Students are required to keep their personal belongings under their own safe custody. Always lock your hostel room. Use a drawer with a lock & key for electronics like laptops, pads, or mobile phones and other important documents. The institute will not be responsible for the loss of any personal belongings.

The security at the gate is responsible for preventing the entry of any unauthorized persons into the campus and any loss of the institute's property. The security has instructions to check the baggage and identity of students at the time of entry or exit. Students should co-operate.

The rules and regulations are subject to change due to contingencies/exigencies.

The Executive Committee reserves the right to change any of the above rules, and its decision shall be final.

(Revised on May 2026)

DECLARATION BY THE STUDENT

I, Mr./Ms. _____ son/daughter
of Mrs & Mr. _____ hereby state and declare that I
have read the rules and regulations for the MMS program supplied
by the institute at the time of admission and I have understood the
same. I have taken special note of clauses 10.0 regarding
“Ragging” and 12.0 concerning “Student Activities” meant for my
personal progress and growth..

I hereby undertake to abide by and strictly follow the same.

Signature of the student

DECLARATION BY THE PARENTS

We, the parents of _____
have read the rules and regulations for the MMS program supplied
by the Institute at the time of admission. We hereby undertake that
we assume the responsibility of ensuring that our son/daughter will
comply with the same.

Parents Signature

Dated:



St. Francis Institute of Management And Research

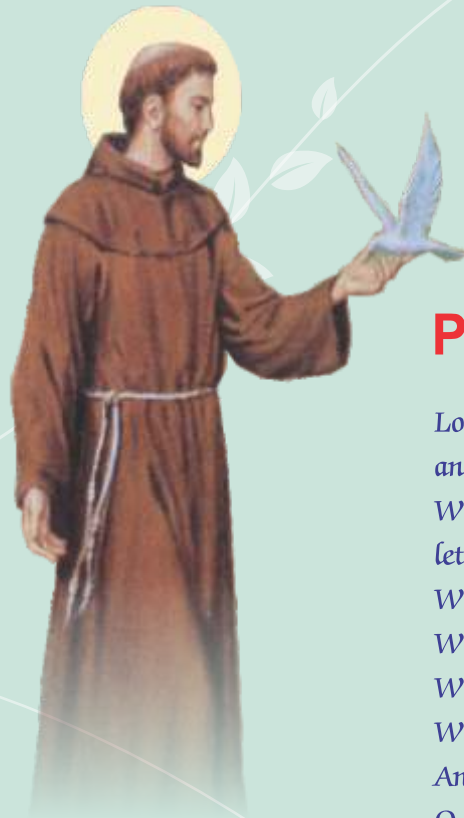
An Autonomous Institution

Approved by AICTE, Recognised by DTE and Affiliated to University of Mumbai
Accredited with 'A+' Grade by NAAC, MMS Programme Accredited by NBA
and ISO 9001:2015 Certified Institute

Mt. Painsur, S.V.P. Road, Borivali (West), Mumbai - 400 103



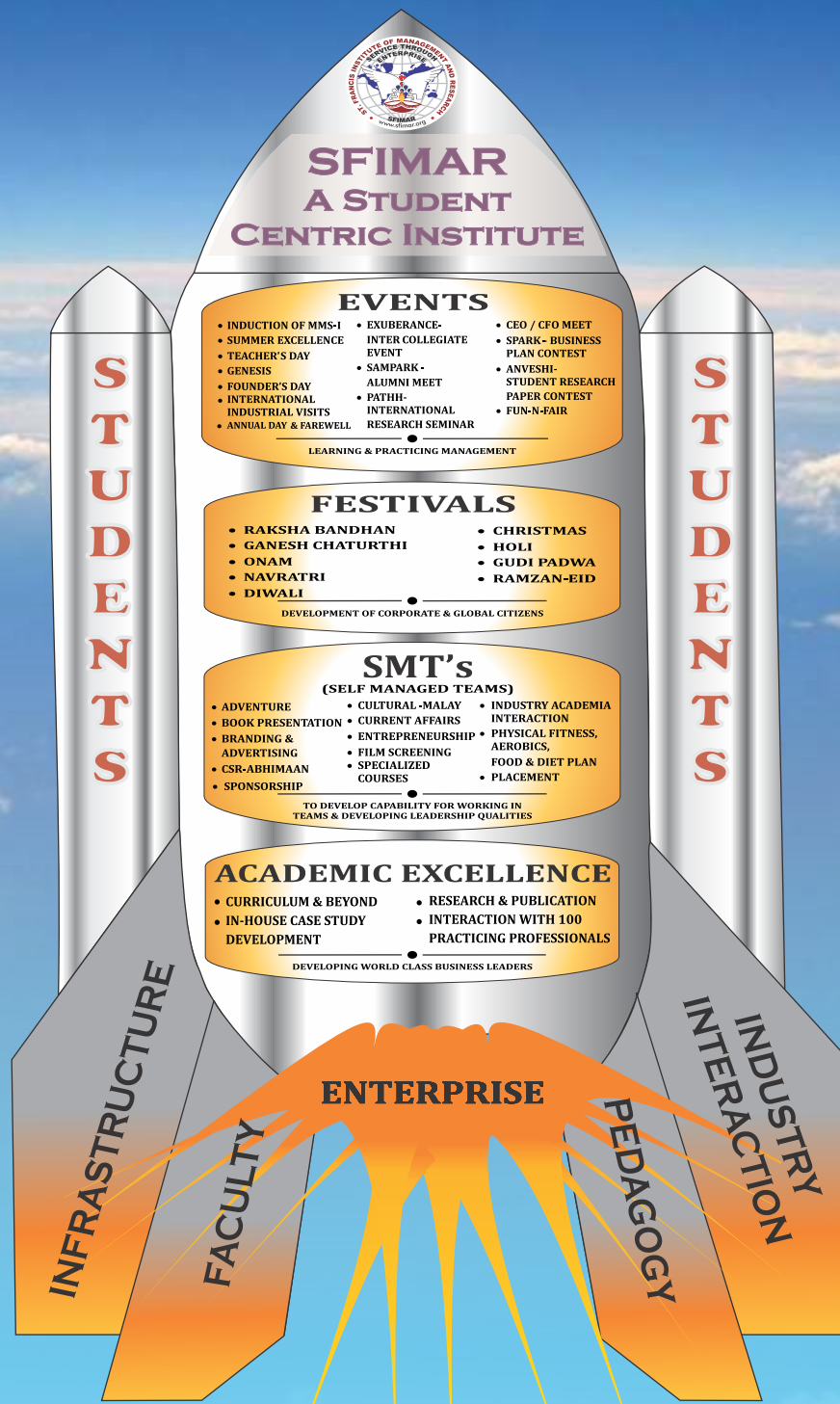
**RULES & REGULATIONS
OF THE
INSTITUTE – HANDBOOK**



Prayer for Peace

Lord, make me
an instrument of your peace.
Where there is hatred,
let me sow love.
Where there is injury, pardon,
Where there is doubt, faith,
Where there is despair, hope,
Where there is darkness, light
And where there is sadness, joy.
O Divine Master, grant that
I may not so much seek
To be consoled as to console,
To be understood as to understand;
To be loved as to love;
For it is in giving that we receive
It is in pardoning that
We are pardoned;
And it is in dying that
We are born to eternal life

- St. Francis of Assisi



Bro. Paulus Moritz, CMSF

(1869-1942)

Founder & First Superior General

O Brother Paulus/whom God has chosen/tospread His Kingdom in India/with zeal and ardour,/your love and charity for the poor of Christ was unlimited;/we ask you to obtain for us your children/that childlike spirit/which you possessed,/that we may tread in yourfootsteps/with all simplicity of heart/and love of God. Grant O Lord/that we are,/imitating his examples of purity of heart/and zeal for souls,/render ourselves/worthy members of your mystical body/through Christ Our Lord Amen.

Design O Lord/to grant if it pleases you/this particular favour we ask of you/..... through the intercession of Your servant Brother Paulus,/that the world may know his power/before Your Divine Majesty. Amen.

Bro. Paulus Moritz, Pray for us.