



SYMBIOSIS INSTITUTE OF MANAGEMENT STUDIES

SIMS is a constituent of the prestigious Symbiosis International (Deemed University), It is a premier Management Institute ranked amongst the top B Schools in India.



GEPI 2021 HANDBOOK



Hooray! you've made it to the final phase of your selection.

www.sims.edu

Greetings from **Symbiosis Institute of Management Studies (SIMS)!**

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SIMS

Congratulations on getting shortlisted for the GEPIWAT process of 2021!

Keeping note of your queries and anxiety regarding the online process, we assure you of all the guidance and support throughout the process.

Kindly read the Handbook carefully and abide by the rules and regulations specified to avoid any errors in the future.

Following are the System Prerequisites for the GE-PI Process:

I. CONFIGURATION INSTRUCTIONS:

1. We recommend the candidate to use a Laptop/Desktop with the below-mentioned minimum configurations instead of mobile phones to experience a hassle-free process.
 - Processor Minimum i3 8 generation.
 - RAM minimum 4 GB or above.
 - LAN 10/100/1000 Ethernet.
 - Wireless 802.11 a/b/g/n.
 - Functional Camera and Speaker.
 - Battery backup minimum 2.5 hours or above.
 - Operating System WINDOWS 8 & Above
2. Recommended bandwidth for the GE-PI process is 800kbps/1.0 Mbps (up/down) for high-quality video.
3. Uninterrupted power supply and internet connectivity.
4. Pre-install the Zoom application and set the preferred configurations for the process.
5. Zoom Application (**Download Link**).
6. **The candidate must login for the GE-PI process strictly using the e-mail ID registered with the college.**

7. **If for any considerable reason the candidate has to login from a different e-mail ID, we request the candidate to inform the concerned authority (gepiwat2021@sims.edu or call (020 25593209 / 345/ 346) immediately.**
8. Make sure that you allow camera and microphone permissions and keep it on throughout the GE-PI process or whenever required.
9. Please adhere to the timelines as no login will be permitted after the commencement of the process.
10. **The candidates are requested to login 30 minutes before the GE-PI process to avoid any problems.**
11. Every applicant must make sure that they use their recent picture as their Zoom display picture.
12. Do not leave the link unless you are asked to do so.
13. In case of any technical glitches, please write an email to gepiwat2021@sims.edu or call 020 25593209 / 345/ 346 or 8149383947 immediately.

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II. **PRE-PROCESS INSTRUCTIONS:**

1. The Zoom invitation link for the GE-PI process will be communicated to the candidate well in advance.
2. **The candidate will click on the invitation link sent to them via mail to register for the GE-PI process using their registered e-mail ID.**
3. On successful registration, the candidates will receive a confirmation mail with the GE-PI process details and joining link for the same.
4. *The candidate is requested to login during the candidate login time frame as mentioned in the timeline below as no login will be permitted after the login link is closed.*

5. The schedule and timeline of the process is as follows:

| Morning | | |
|------------------------|-----------------------|--|
| Time | Candidates | |
| 8:50 - 9:15 a.m. | Candidate Login | The candidates will start logging in at 8:50 a.m. |
| 9:00 - 9:30 a.m. | ID Check | The ID check will commence at 9:00 a.m. |
| 9:15 a.m. | Login Link closed. | No further joining by the candidates allowed after 9:15 a.m. |
| 9:30 - 9:55 a.m. | Group Exercise in 1.1 | GE commences at 9:30 a.m. |
| 9:55 - 10:20 a.m. | Group Exercise in 1.2 | 25 mins for GE |
| 10:30 a.m. - 1:30 p.m. | Personal Interactions | The PI commences at 10:30 a.m. |
| Afternoon | | |
| Time | Candidates | |
| 1:20 - 1:45 p.m. | Candidate Login | The candidates will start logging in at 1:20 p.m. |
| 1:30 - 2:00 p.m. | ID Check | The ID check will commence at 1:30 p.m. |
| 1:45 p.m. | Login Link closed. | No further joining by the candidates allowed after 1:45 p.m. |
| 2:00 - 2:25 p.m. | Group Exercise in 1.1 | GE commences at 2:00 p.m. |
| 2:25 - 2:50 p.m. | Group Exercise in 1.2 | 25 mins for GE |
| 3:00 - 6:00 p.m. | Personal Interactions | The PI commences at 3:00 p.m. |

6. **Kindly keep the originals/ hard copy of the following documents ready in the same order as specified for the ID verification:**

- 1) Original SNAP Admit card
- 2) GE-PIWAT Admit Card (printout)
- 3) ID proof (Aadhar/PAN card/Passport/Driving license/Voter ID)

(A complete **Document Checklist** for the GE-PIWAT process is provided in the handbook for your reference. Candidates are requested to keep **a hard copy of all the documents** during the entire process.)

7. Once logged in, the candidate will be in a common meeting room with all the other candidates.
8. The candidate can see different options on the bottom of the zoom screen (if not visible, hover over the bottom of the screen to see them).



III. GE-PI PROCESS INSTRUCTIONS:

1. Once the briefing for the GE-PI process is over, each team of ten/twelve candidates will be directed to their respective **breakout rooms/ waiting room**.
2. Once the ID verification is done, the GE will commence and no candidates will be allowed to join post that time.
3. Once the GE process is over, the candidate will remain logged in, unless directed to leave the room.
4. *Each team will be directed for the process by a pre-assigned Staff member as well as a Team Leader who will be college representatives and the candidate can speak to them in case of any issues.*
5. The candidate can switch to **gallery view** on Zoom for better interaction.

IV. GENERAL INSTRUCTIONS FOR THE PROCESS:

1. Candidate dress code for the process: **Formals**.
Boys: Business formals, well-groomed.
Girls: Business formals/Saree/Indian formals.
2. The candidate will have to keep their **camera ON and mics OFF** (unless required) for the entire process.
3. **Keep the background professional and neat. Avoid using the zoom background themes available.**
4. Choose a **well-lit and quiet place** to attend the process to avoid any disturbances.
5. Seat yourself at a proper distance from the camera to give the panelists better visibility of yourself.
6. Turn off the notifications for both your Laptop/Desktop and mobile phones to avoid distractions.

7. **Keep a pen and notepad handy for the process.**
8. Throughout the process, no other application or web page should be opened.
9. *The candidate can volunteer for a short video interview to share their GE-PIWAT experience. The details for the same will be shared with them.*
10. **The Institute is not responsible for any glitches during the GE-PIWAT process due to network issues/power failures at the candidate's end and any request for a rescheduling of the same will not be entertained.**
11. The candidate is requested to fill the **feedback form** post the interview process, only after which the process will be considered complete.
12. For any queries regarding the process, please go through the FAQs on our website (<https://www.sims.edu>) OR contact gepiwat2021@sims.edu/ admissions@sims.edu.
14. In case of any technical glitches through the process, please write an email to complab@sims.edu or call on the GE-PIWAT helpline number [020 25593209 / 345/ 346](tel:02025593209) or [8149383947](tel:8149383947) immediately.

V. DOCUMENTS CHECK LIST

Candidates to upload following documents as per the sequence mentioned below on the portal provided for verification and Original documents of the same should be kept with candidate at time of GEPI.

***Important Note:**

- Original scanned documents to be uploaded on the portal.
- Both sides of the document are to be scanned, if material is printed on it.
- All scanned documents should have a good picture quality which is legible.
- All documents uploaded to follow the nomenclature –
SNAP ID_DOCUMENT NAME_BACK/FRONT,
e.g., 1234567_XIIMarksheet_front
- All documents should be uploaded at least 2 days before the GE-PIWAT process commences.

DOCUMENT - (Sequence)

- 1) SNAP Admit Card (Authenticated at Entrance Test Centre)
- 2) GE-PIWAT Admit card
- 3) ID Proof (Aadhaar Card / Driving License / PAN Card / Passport)
- 4) Address Proof (Aadhaar Card / Driving License / Electricity Bill / Bank Pass Book)
- 5) 10th & 12th Marksheet
- 6) Graduation Mark sheets (All Year-wise / Semester-wise)
- 7) Post-Graduation Mark sheets (Year-wise / Semester-wise)

- 8) Degree Completion Certificate (if completed)
- 9) Appendix A/ B (Defence Category) available on SIMS website
- 10) Original PPO/ Discharge Book/ Disability Certificate/ Dependent Card/ Death Certificate/ Unit Part II order/ Records office copy indicating family details.
- 11) Work Experience Letter / Appointment Letter / Joining Letter
- 12) Last Pay slip from the company

For Open Defence and Defence Special Category

Supporting documents

1. Open Defence Category –

Appendix A duly signed and its one photocopy supported by following documents to be uploaded:

Dependent of Serving:

- For dependent of Serving Personnel Photostat copy of extract of Part II Order or Dependent letter from CO Unit or Dependent Card.

Dependent of Ex-servicemen:

- Copy of Discharge book or Family details certificate issued by Services Headquarters or extract of part II order of unit or Record office.
- Copy of Pension Payment order (PPO).

2. Defence Special Category –

Appendix B duly signed and its one photo copy with following supporting documents to be uploaded:

(A) In case of Disabled in Service with more than 50% Disability Both serving & Retired

- i. For serving personnel's (Disability attributable & aggravated cases only)
One copy of disability certificate with cause of disability, nature of disability, percentage of disability issued by competent authority of Army/Navy/Air Force medical /Services HQs/Records.
- ii. In case of Ex-serviceman (Disability attributable & aggravated cases only)
One copy of Discharge Book or Release order or a certificate issued by Services headquarters where in all details (cause of disability, nature of disability, percentage) is mentioned, one photocopy of disability pension payment order (Disability PPO) wherein a disability percentage is mentioned or such letter issued by CDAs/Pay Account Authorities of Services/ Services HQs/Records.

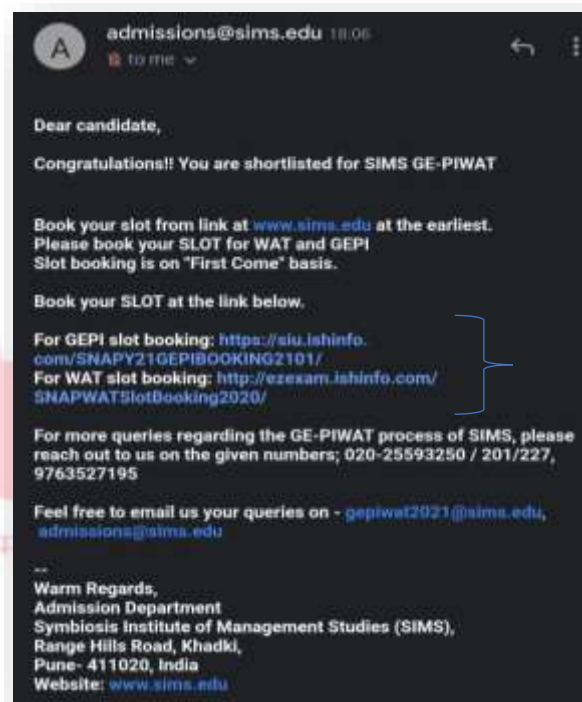
(B) In case of Died in Service Death attributable & aggravated cases only & killed in action (counter Insurgency, or war like Operation)

- i. Copy of letter/certificate issued by services headquarters/Records mentioning type or nature of death casualty, cause of death, date of death and place.
- ii. Copy of death certificate issued by Services/ medical authority.
- iii. Copy of Pension Payment Order (PPO) of next of kin (NOK) mentioning type of grant of pension (i.e., Liberalized or Special or Ordinary family pension).

VI. SIMS GEPIWAT 2021 - Form Filling Process

Symbiosis Institute of Management Studies, Pune has released its list of shortlisted candidates. The form filling process is given as under-

1. A mail is sent from the institute regarding the shortlisting of an aspirant's candidature. This mail contains two links – WAT Slot Booking and GEPI Slot Booking. The same links are also available to the SIMS website.



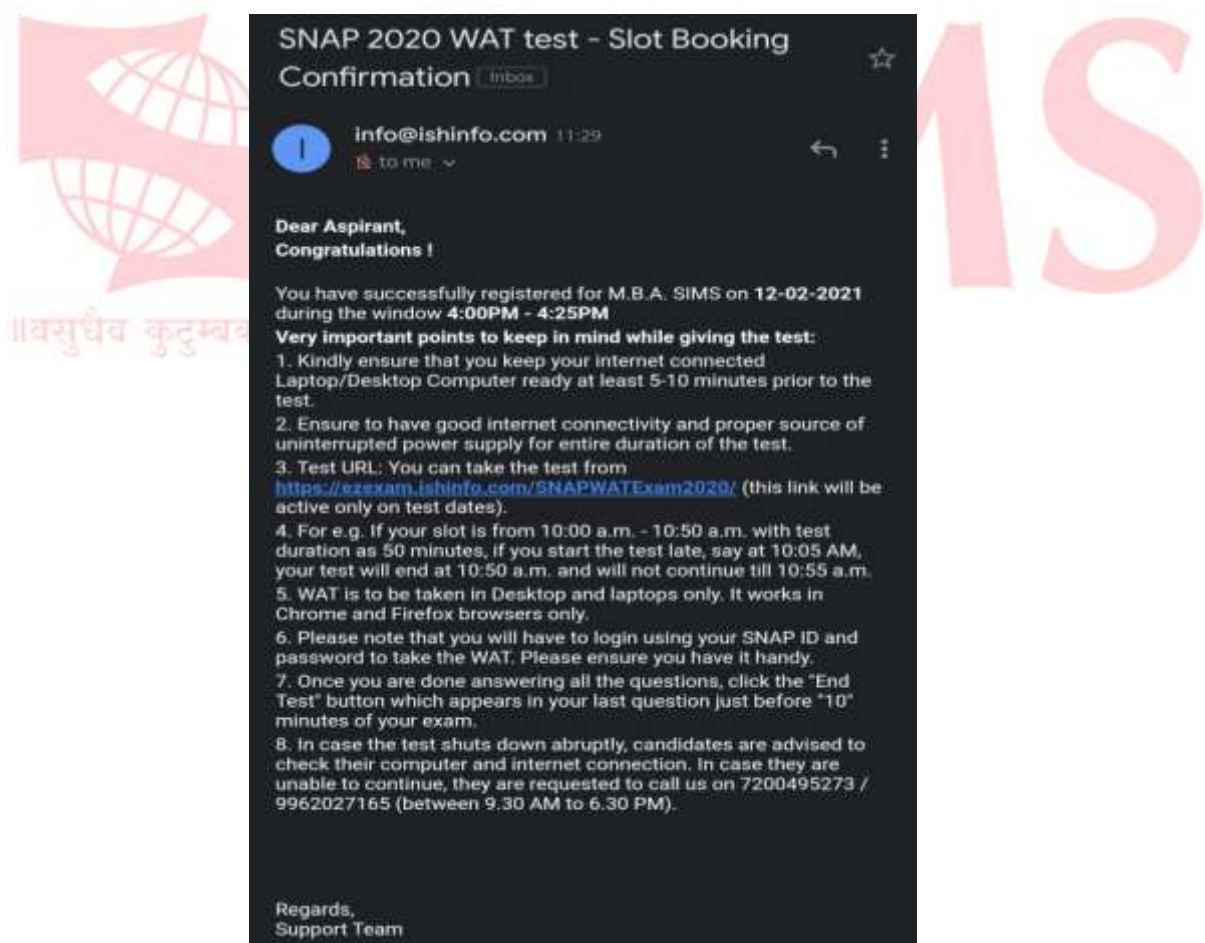
2. For WAT slot booking, click on the link in the mail/on the website/given below and login with your SNAP ID and password.

Link-

<http://ezexam.ishinfo.com/SNAPWATSlotBooking2020/Login.aspx?ReturnUrl=%2fSNAPWATSlotBooking2020%2f>

You can choose the slot as per your availability. Please note, the slots are limited and are allotted on first come first serve basis.

After the WAT slot is booked, you will receive a confirmation mail with the general instructions regarding the procedure.




3. The next step after the WAT slot booking is the GEPI slot booking. For GEPI slot booking, click on the link in the mail/on the website/given below and login with your SNAP ID and password.

Link- <https://siu.ishinfo.com/SNAPY21GEPIBOOKING2101/>

The GEPI link should direct you to the SIU portal. All the colleges you have applied within SIU, and the status of the same would be visible here.

Click on the 'Register Now' option visible under the Programme Registration column.



GE-PIWAT Slot Booking

Mandatory Steps :

Step1: You should completely fill & ***Submit*** the Programme specific form. Only then the slot booking option will be enabled.

Step2: Slot booking also needs to be completed before the deadline of each specific institute Programme.

Note: All aspirants who have been shortlisted for GE-PI-WAT MUST fill the common form, else they will NOT BE considered for further selection process.

| S.No. | Programme Name | Category | Status | Center Details | Programme Registration | Slot Booked Status | Book Slot | Call Letter | Programme Registration and Slot Book Close Date |
|-------|------------------|---------------|-----------------|----------------|------------------------------|--------------------|-----------|-------------|---|
| 1 | M.B.A. SIBM Pune | OPEN | Result awaited. | | | | | | |
| 2 | M.B.A. SIMS | Open Referece | Shortlisted. | | Register Now | Slot Not Booked | | | Feb 8 2021 11:58PM |

You will have to enter your credentials again. This will redirect you to a form where details regarding your educational qualifications, employment experience, etc. need to be filled. Only special defense category aspirants need to upload documents at this stage.

Statement of purpose also has to be submitted with the form.

The screenshot shows a registration form with a progress bar at the top. The progress bar has three steps: 'Started' (green), 'Register' (red), and 'Completion' (red). Below the progress bar, there are six tabs: 'Personal Details', 'SIMS Details', 'Educational Details', 'Upload Document', 'Experience Details', and 'Statement Of Purpose Details'. The 'Statement Of Purpose Details' tab is active. Below the tabs, there is a section titled 'Employment History' with a red header. This section contains several input fields: '* Organisation', '* Designation', '* From Date (e.g. 15-Aug-2015)', '* To Date (e.g. 15-Sep-2015)', 'Job Description', '* Job Type' (a dropdown menu with '--Select--'), and 'Annual Salary'. At the bottom of the form, there are three buttons: 'Save', 'Save and Continue', and 'Clear'.

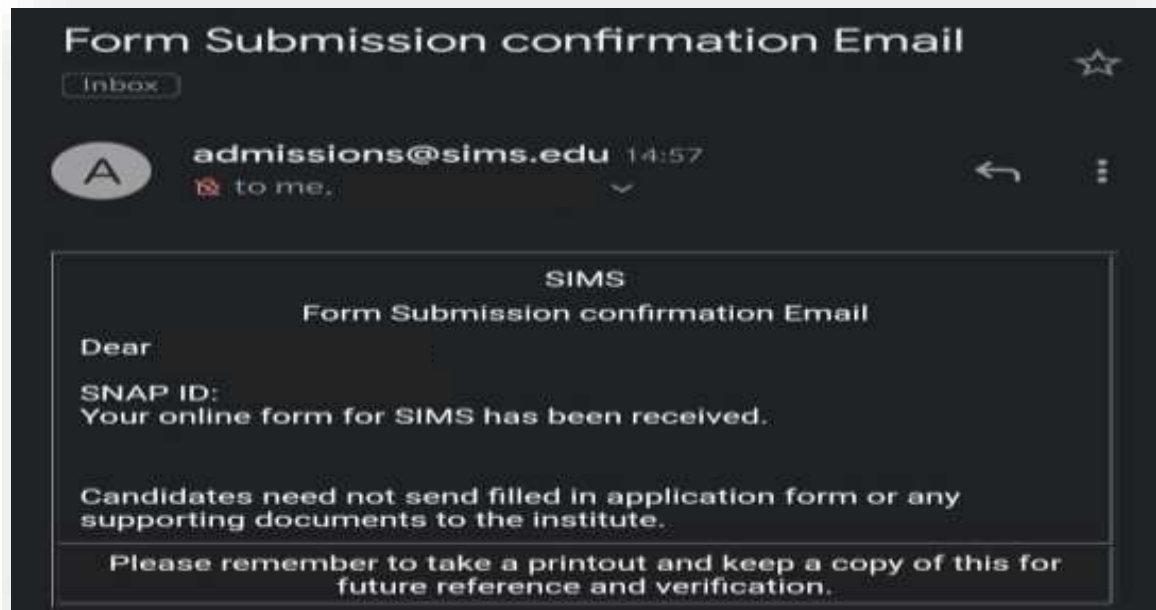
4. After the successful completion of the form, log in and log out from the portal. The status under Programme Registration column would have changed from 'Register Now' to 'Registration Completed'.
5. After the registration is completed, you can book your slot from the same portal under the 'Book Slot' column.

You can choose the slot as per your availability. Please note, the slots are limited and are allotted on first come first serve basis.

| S.No. | Programme Name | Category | Status | Center Details | Programme Registration | Slot Booked Status | Book Slot | Call Letter | Programme Registration and Slot Book Close Date |
|-------|---------------------|----------|-----------------|--|------------------------|--------------------|---------------------------|-------------|---|
| 1. | M.B.A. SIMS Pune | OPEN | Result awaited. | | | | | | |
| 2. | M.B.A. SIMS Dehance | open | shortlisted | Symbiosis Institute of Management Studies, Pune Start Time : Feb 17 2021 1:30PM | Registration Completed | Slot Booked | Book Slot | | Feb 7 2021 11:58PM |

After booking your slot, the field under 'Slot Booked Status' would change to 'Slot Booked'.

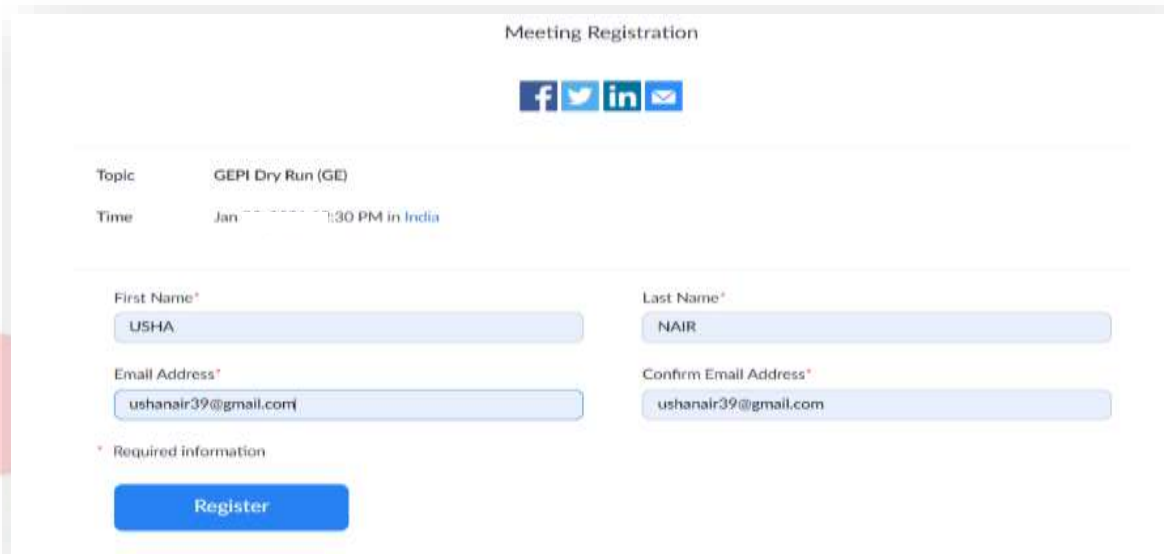
6. You will receive a confirmation mail post the process.



VII. ZOOM LOGIN PROCEDURE

Please refer to the flowchart given to help you navigate through the process easily:

1. Click on the invitation link to register for the GE-PI process. Use the same e-mail ID as used for the SNAP process to register for the event.



Meeting Registration

Topic: GEPI Dry Run (GE)

Time: Jan 25, 2021 12:30 PM in India

First Name*: USHA

Last Name*: NAIR

Email Address*: ushanair39@gmail.com

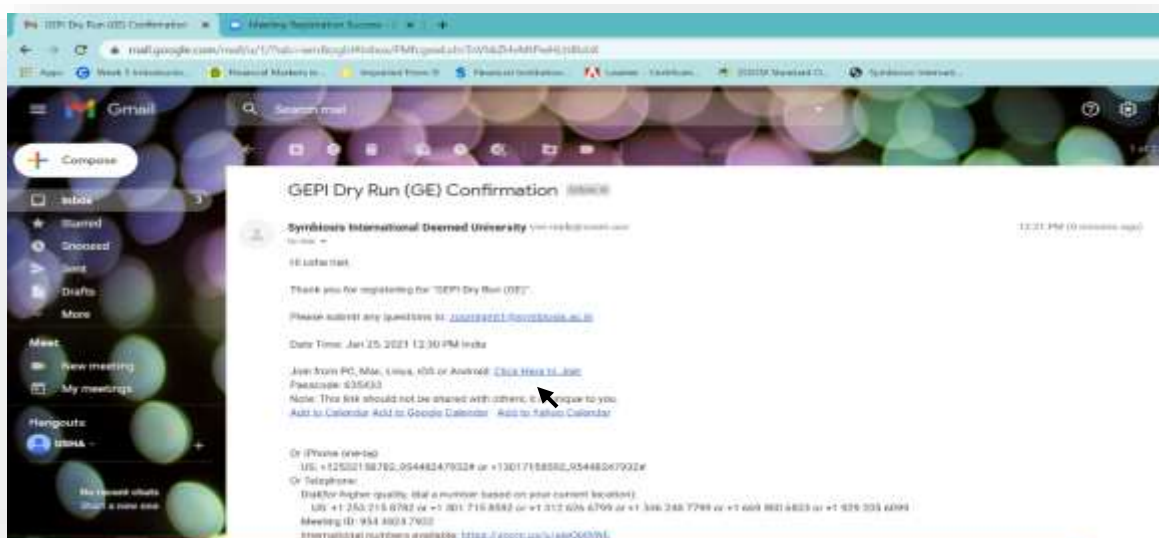
Confirm Email Address*: ushanair39@gmail.com

* Required information

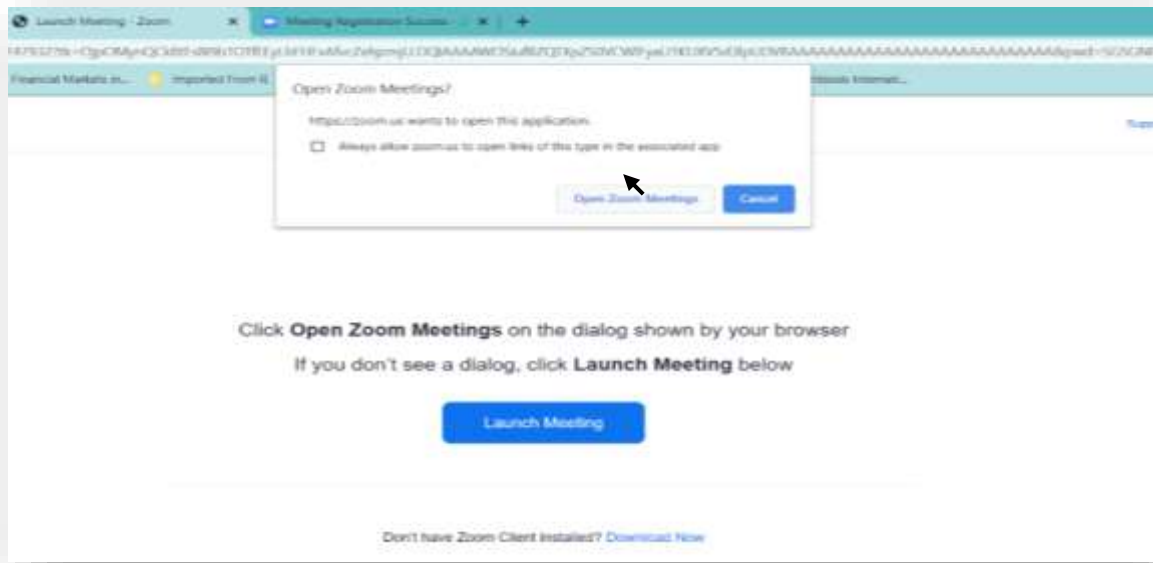
Register

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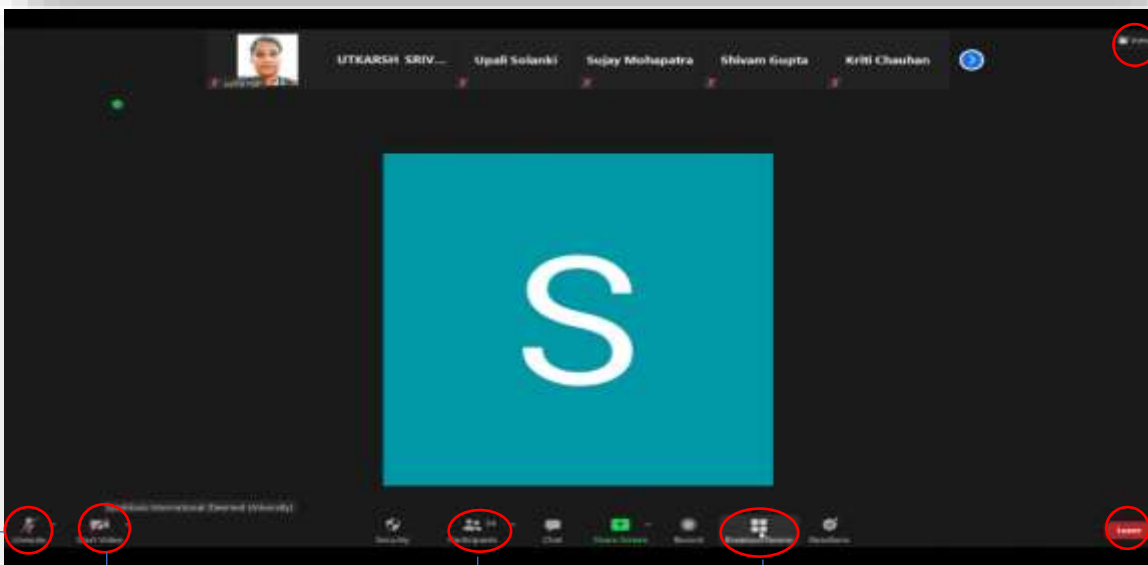
2. Once registered for the process, candidate will receive a confirmation mail from the institute having the joining link and time.



3. On the scheduled date and time, click on **“Click here to Join”** and allow the window to **“open zoom meetings”**.



4. If the meeting is yet to start, you will be waiting till the host lets you in. Once the host lets you into the meeting, you will be in the common



Mute/Unmute

Video ON/OFF

Participants

Assigned Breakout Room

view

Leave

meet.

5. Click on “**View**” to select the **gallery view** as shown below for a better interaction during the process.



6. **Do not click on “Leave”** unless specified to do so. If for any substantial reason, you get disconnected from the meet, try to re-join the meet link and inform the concerned authority immediately **gepiwat2021@sims.edu** OR call **(020 25593209 / 345/ 346** or **8149383947)**.

*(The candidates are requested to download the correct **Zoom version i.e., version 5.4 and above** for the process and get acquainted to the Zoom interface before the GE-PI schedule to be well-prepared for the day and avoid any glitches.)*

Best of Luck!

Regards,

GE-PIWAT Team

Symbiosis Institute of Management Studies (SIMS)