

SYMBIOSIS INSTITUTE OF MANAGEMENT STUDIES (SIMS)

GEPI HANDBOOK

Greetings from Symbiosis Institute of Management Studies

Congratulations on getting shortlisted for the GEPI process!

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

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

I. SIMS GEPI FORM-FILLING AND SLOT BOOKING PROCEDURE:

A mail is sent from the institute regarding the shortlisting. This mail contains the GEPI slot booking link and form-filling process. The same links are also available on the SIMS website www.sims.edu

- The GEPI link should direct you to the SIU portal. All the institutes you have applied to within SIU and the status of the same would be visible here.
- Click on the '**Register Now**' option visible under the Programme Registration column.



DEEPAK KUMAR
240149395

Slot Booking

GE-PI 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 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
1	Master of Business Administration - Symbiosis Institute of Management Studies (SIMS)	Open Defence	Shortlisted.		Register Now	Slot Not Booked		
2	Master of Business Administration - Symbiosis Institute of Business Management Bengaluru	OPEN	Not selected.					
3	Master of Business Administration (Digital and Telecom Management) - Symbiosis Institute of Digital and Telecom Management (SIDTM)	Children / Wards of Defence Personnel	Result awaited.					
4	Master of Business Administration (International Business) - Symbiosis Institute of International Business (SIIB)	Children / Wards of Defence Personnel	Not selected.					

You will have to log in with your SNAP credentials; this will redirect you to a form where details regarding your educational qualifications, employment experience, etc., need to be filled in. And aspirants need to upload the required documents at this stage. A statement of purpose also has to be submitted with the form.

Candidates are required to upload the required documents on the portal provided for verification, and original documents of the same should be kept with the candidate at the time of the GEPI process.

Important Note:

- Scanned original documents to be uploaded on the portal.
- Both sides of the documents are to be scanned if the material is printed on it.
- All scanned documents should have a good legible picture quality.
- All documents should have the following nomenclature –
SNAP ID_DOCUMENT NAME (e.g., 250123456_10th Marksheet)
- All documents should be uploaded before the deadline.

The image shows a registration process flow with six steps: Personal Details, SIMS Details, Educational Details, Upload Document, Experience Details, and Statement Of Purpose Details. The 'Upload Document' step is currently active. Below the flow is a form for entering educational details. The form has a red header with tabs for 'Xth Standard', 'XIIth Standard', 'Graduation', and 'PG'. The 'Xth Standard' tab is selected. The form contains the following fields:

- *University / Board: Text input field
- *Name of the College / Institute / School (No special characters allowed): Text input field
- *Year of Passing: Dropdown menu with "--Select--" selected
- *Marks Obtained: Text input field
- *Total Marks: Text input field

At the bottom of the form are three buttons: "Save" (blue), "Save and Continue" (green), and "Next" (green).

- After the successful completion of the form and uploading the documents, log out from the portal, the status under the Programme Registration column would have changed from 'Register Now' to 'Registration Completed. **After the registration is completed, you can book your slot from the same portal under the 'Book your Slot' column.**
- You can choose the slot as per your availability. Please note that the slots are limited and are allotted on a first come first serve basis.
- After booking your slot, the field under 'Slot Booked Status' will change to 'Slot Booked'.
- **Ensure that you completely fill out & "Submit" form to activate the GEPI slot booking option.** (Following form submission, kindly proceed to the Dashboard/GEPI Slot Booking link and book your GEPI slot).

Caution:

Candidates should take due care to enter the correct details while filling up the forms and upload the correct documents. At any point of time during the entrance process or even after securing admission, if details are found incorrect then the candidate will be disqualified and admission will be cancelled.

II. CONFIGURATION INSTRUCTIONS:

The GE-PI process will be conducted online on the Zoom platform.

A Zoom account is compulsory to join the GEPI Zoom meeting session.

Attending both the Group Exercise (GE) and Personal Interaction (PI) processes is compulsory for the consideration of a candidate for the Final Merit List.

Minimum Recommended Hardware Configuration:

1. Recommend the candidate use a Laptop/Desktop/Computer with the below-mentioned minimum configurations to experience a hassle-free process.
 - Zoom Latest Version
 - Processor minimum i3 (8th generation) or 1.3 GHz processor or above
 - RAM minimum 8 GB (1GB RAM free & usable)
 - LAN 10/100/1000 Ethernet
 - Wireless 802.11 a/b/g/n
 - Webcam
 - Functional camera and speaker
 - Battery backup minimum 3.5 hours and above
 - Operating System WINDOWS 10/11 or Mac Operating System
 - Minimum Broadband Internet connectivity with a speed of 1 Mbps or above
2. Uninterrupted power supply and internet connectivity.
3. Pre-install the Zoom Meetings desktop application and set the preferred configurations for the process.
4. The candidate must log in for the GEPI process strictly using the email ID registered with the SNAP Exam Registration.
5. Make sure that you allow camera and microphone permissions and keep them on throughout the GEPI process or whenever required.
6. Please adhere to the timelines as no login will be permitted after the commencement of the process.
7. The candidates are requested to log in 10 minutes before the GEPI Process
8. Every applicant must make sure that they use their recent picture as their Zoom display picture.
9. Do not leave the link unless you are asked to do so.
10. In case of any technical glitches, please write an email to gepi2025@sims.edu or call 020-25593209 immediately.

III. PRE-PROCESS INSTRUCTIONS:

1. The Zoom Meeting invitation link for the GEPI process will be communicated to the candidate well in advance.
2. Candidates should click on the invitation link sent to them by email to register for the GEPI process using their registered email ID.
3. On successful registration, the candidates will receive a confirmation email with the details of the GEPI process and the meeting link for the same.
4. The candidate is requested to log in during the candidate login time frame mentioned in the GEPI Admit card, as no login will be permitted after the login link is closed.

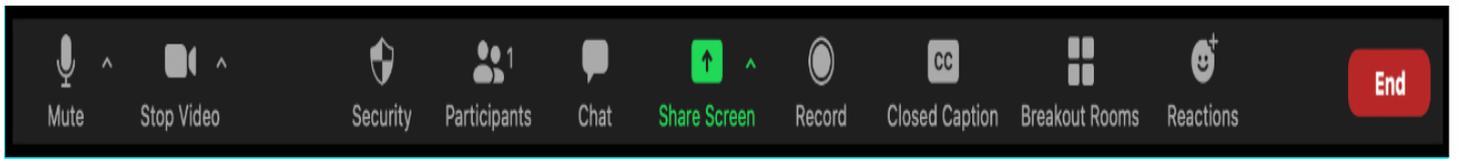
The schedule and timeline of the process are as follows:

MORNING SESSION		
Time	Process	Details
8:50 AM - 9:00 AM	Candidate Login	The candidates will have to login in within the specified time frame. The link will be closed at 9:00 AM.
9:00 AM - 9:30 AM	ID Check	The ID check will commence at 9:00 AM.
9:30 AM - 9:55 AM	Group Exercise 1.1	The GE will be conducted in 2 slots of 25 mins each
9:55 AM - 10:20 AM	Group Exercise 1.2	
10:30 AM - 1:30 PM	Personal Interactions	The PI will commence at 10:30 AM.
AFTERNOON SESSION		
Time	Process	Details
1:20 PM - 1:30 PM	Candidate Login	The candidates will have to login in within the specified time frame. The link will be closed at 1: 30 PM.
1:30 PM - 2:00 PM	ID Check	The ID check will commence at 1:30 PM.
2:00 PM - 2:25 PM	Group Exercise 1.1	The GE will be conducted in 2 slots of 25 mins each
2:25 PM - 2:50 PM	Group Exercise 1.2	
3:00 PM - 6:00 PM	Personal Interactions	The PI will commence at 3:00 PM.

5. Kindly keep the original hard copy of the following documents ready in the same order as specified for the ID verification:
 - Original SNAP Admit Card
 - GEPI Admit Card, (The admit card will be generated within 2/3 day after the slot booking process is over)
 - ID proof (Aadhar Card / PAN Card / Passport / Driving License)

A complete Document Checklist for the GEPI 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.

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



IV. GENERAL INSTRUCTIONS:

1. Once the ID verification is done, the GE (Group Exercise) will commence and no candidates will be allowed to join post that time.
2. Once the briefing for the GEPI process is over, each team of ten / twelve candidates will be directed to their respective Breakout room / Waiting room, where ID verification will be done.
3. After finishing the GE, candidates will not leave the meeting room unless directed to do so.
4. Each team will be directed for the process by a pre-assigned Staff Member as well as a Team Leader who will be an institute representative and the candidates can speak to them in case of any issues.
5. Candidates can switch to gallery view on Zoom for better interaction.
6. The candidate is requested to fill out the feedback form post the interview process, only after which the process will be considered complete.

V. IMPORTANT INSTRUCTIONS TO APPLICANTS FOR THE GEPI PROCESS

- A Zoom account is compulsory to join the GEPI Zoom meeting session.
- Attendance at both the Group Exercise (GE) and Personal Interaction (PI) processes is compulsory for the consideration of a candidate for the Final Merit List.
- The admission office will share the GEPI Zoom participation link on the candidate's registered email id. A zoom meeting link will be forwarded one or two days before the scheduled procedure
- Ensure that you sign up for a Zoom account using the same email ID used for your SNAP Exam registration.
- Ensure to log in only through desktop/laptop. Do not use mobile phones for logging in to the platform.
- Verify the date and time of the GEPI process before joining.
- It is the candidate's responsibility to ensure stable internet connectivity and a proper source of uninterrupted power supply for the entire duration of the test. (GE-PI)
- Have your identification document (Aadhar Card, PAN Card, Passport, or License) ready to show before the process begins. It should be visible and clear on the online platform.
- Ensure that you keep your internet connected and Laptop/Desktop/Computer ready at least 15 minutes prior to the test.
- Join using the Zoom link between 8:50 am to 9:00 am for the morning session, and between 1:20 pm to 1:30 pm for the afternoon session. Late joins will not be permitted.

- Candidates must adhere to appropriate attire during the GEPI process.
- It is advisable that for optimal video experience, you should be seated in a room free of distractions, with sufficient lighting.
- Test your microphone and camera well in advance. Keep a backup microphone/earphone for contingencies.
- Keep your cameras ON and microphones on mute unless stated otherwise.
- If assigned to GE and PI, ensure your video and audio are on and follow the provided directions.
- Ensure that your display name follows the given convention: GEPI ID_Full Name.
For example- 01MG0110_Your Full Name.
- Candidates must refrain from engaging in any form of malpractice during the GEPI process.
- No bio breaks are permitted during the GEPI process.
- Candidates should position themselves appropriately in front of the webcam with their face clearly visible throughout the GEPI process.
- No time extension will be granted, and no such requests will be entertained. Candidates should ensure the availability of proper backup and alternate resources.
- **Minimum Recommended Hardware Configuration:**
Download Zoom Latest Version, 1.3 GHz processor or above, 8 GB RAM (1GB RAM free & usable), Webcam, Windows 10/11 or Mac Operating System, Audio and Video Drivers,
- Minimum Broadband Internet connectivity with a speed of 1 Mbps or above.
- Ensure you have the necessary hardware, software, broadband internet, and power backup available during the GEPI process. SIMS will not be responsible for any delays in the GEPI process due to the failure of these resources on your end.
- Keep the Zoom background professional and neat. Do not use the background themes available in Zoom.
- After finishing the GE and PI candidates will not leave the meeting room unless directed to do so.
- Throughout the process, no other application or web page should be opened.
- **The Institute is not responsible for any glitches during the GEPI process due to network issues/power failures at the candidate's end and any requests for rescheduling the process will NOT BE ENTERTAINED.**
- Choose a well-lit and quiet place to attend the process to avoid disturbances.
- Ensure that you are seated at a proper distance from the camera to give the panelists a proper view.
- Turn off the notifications for your Laptop / Desktop to avoid distractions.
- The following activities are strictly prohibited during the GEPI process unless specified otherwise:
- Use of electronic devices, Mobile Phones, and Stationery items like textual material (Electronic Pen/Scanner/Beepers/Digital diaries, Health bands, etc.) Only plain paper and a pencil may be allowed for specific processes during the GEPI, with prior approval from the panelist.

VI. Document checklist

All original documents will be physically verified in June month once the MBA programme commences. Admission will be confirmed only when all required original documents are verified. Till then it will be provisional admission.

Candidates are to provide the following documents for verification and original documents of the same should be kept with candidate for perusal during the GEPI process

- 1) SNAP Test Admit Card (Authenticated at Entrance Test Centre Original)
- 2) SIMS GEPI Admit card
- 3) SNAP Score card
- 4) Aadhaar Card
- 5) ID Proof (Driving License / PAN Card / Passport)
- 6) 10th class Mark sheet both sides
- 7) 12th class/ Diploma Mark sheet both sides
- 8) Graduation Mark Sheets both sides: final as well as each semester (all) including backlogs if any in ascending order
- 9) Degree Completion Certificate (if completed)
- 10) Work experience certificate of the company (If applicable)
 - If working currently: Appointment Letter or Joining Letter and Last month pay slip
 - If left the organisation: Relieving letter or Work Experience letter

Additional Documents for Open Defence & Defence Special Category Only: -

1. Open Defence Category: -

Appendix 'A' (original) duly signed and Photocopy with following supporting documents to be provided.

Dependent of Ex-Servicemen/Retired: -

- Discharge Book (All pages)
- Pension Payment order (PPO)

Dependent of Serving: -

- Serving and Relationship certificate from Unit Concerned/ Unit Part II order/ Records office copy indicating family details

2. Defence Special Category: -

Appendix 'B' (original) duly signed and Photocopy with following supporting documents to be provided

(A) In Case Disabled in Service with more than 50% Disability (Both Serving & Retired)

(i) For serving personnel's (Disability attributable & aggravated cases only) Photo 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) Photo copy of Discharge Book, Release order and certificate issued by Services headquarters where in all details (cause of disability, nature of disability, percentage) is mentioned, 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 died in service, death being attributable to service or aggravated cases only & killed in action (counter insurgency, or war like operation)

(i) Photocopy of letter/certificate issued by services headquarters/Records mentioning type or nature of death casualty, cause of death, date of death and place.

(ii) Photocopy of death certificate issued by Services/ medical authority.

(iii) Photocopy 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).

For further clarification, please email admissions@sims.edu or call 020-25593250.

WISH YOU ALL THE BEST!