



# SYMBIOSIS INSTITUTE OF MANAGEMENT STUDIES



SIMS is a constituent of the prestigious Symbiosis International (Deemed University). It is a premier management institute ranked among the top B-schools in India.

## GEPI 2024 HANDBOOK

**Congratulations!**  
You have cleared the first round of Selection Process. Are you ready for the next and the final phase?

For further details visit [www.sims.edu](http://www.sims.edu)

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

*Congratulations on getting shortlisted for the GEPI process of 2024!*

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

The following are the System Prerequisites for the GEPI Process:

### **I. CONFIGURATION INSTRUCTIONS:**

1. We recommend the candidate use a Laptop / Desktop with the below-mentioned minimum configurations instead of mobile phones to experience a hassle-free process.
  - Processor minimum i3 (8<sup>th</sup> generation)
  - RAM minimum 8 GB
  - LAN 10/100/1000 Ethernet.
  - Wireless 802.11 a/b/g/n
  - Functional camera and speaker
  - Battery backup minimum 2.5 hours
  - Operating System WINDOWS 8 and above
  -
2. Recommended bandwidth for the GEPI process is minimum 1.0 Mbps and above (up/down) for high-quality video.
3. Uninterrupted power supply and internet connectivity.
4. Pre-install the Zoom Meetings desktop application and set the preferred configurations for the process.
5. Zoom meetings download link: <https://zoom.us/download>
- 6. The candidate must log in for the GEPI process strictly using the email id registered with the Institute.**
7. Make sure that you allow camera and microphone permissions and keep them on throughout the GEPI process or whenever required.
8. Please adhere to the timelines as no login will be permitted after the commencement of the process.
- 9. The candidates are requested to log in 10 minutes before the GEPI the process to avoid any problems.**
10. Every applicant must make sure that they use their recent picture as their Zoom display picture.
11. Do not leave the link unless you are asked to do so.

*The schedule and timeline of the process are as follows:*

<b>MORNING SESSION</b>		
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.
<b>AFTERNOON SESSION</b>		
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.

12. In case of any technical glitches, please write an email to [GEPI2024@sims.edu](mailto:GEPI2024@sims.edu) or call 020 25593209/345/346 immediately.

## **II. PRE-PROCESS INSTRUCTIONS:**

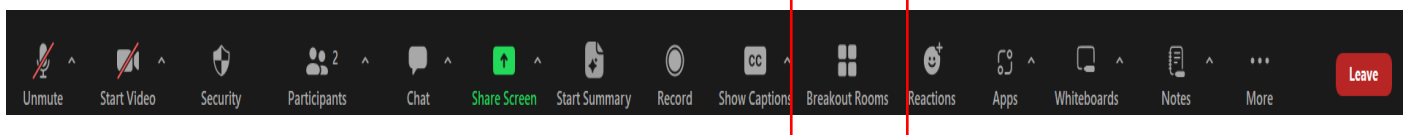
1. The Zoom Meeting invitation link for the GEPI process will be communicated to the candidate well in advance.
2. The candidate will click on the invitation link sent to them via email to register for the GEPI process using their registered email id.
3. On successful registration, the candidates will 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 timeline given below as no login will be permitted after the login link is closed.

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

- i. Original SNAP Admit Card
- ii. GEPI Admit Card, admit card will be generated within 2/3 day after the slot booking process is over
- iii. 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).



### **III. GEPI PROCESS INSTRUCTIONS:**

1. 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.
2. Once the ID verification is done, the GE (Group Exercise) will commence and no candidates will be allowed to join post that time.
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 a 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.

### **IV. GENERAL INSTRUCTIONS FOR THE PROCESS:**

1. Candidate dress code for the process: **Business Formals.**
2. Candidates have to keep their **cameras on and mics off** (unless required) during the process.
3. **Keep the background professional and neat. Do not use the background themes available in zoom.**
4. Choose a well-lit and quiet place to attend the process to avoid disturbances.

5. Ensure that you are seated at a proper distance from the camera to give the panellist's a proper view.
6. Turn off the notifications for both your Laptop / Desktop and mobile phone 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. Candidates can volunteer for a short video interaction to share their GEPI experience. The details for which will be shared with them later.
10. **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.**
11. The candidate is requested to fill out 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 OR contact at [gepi2024@sims.edu](mailto:gepi2024@sims.edu) / [admissions@sims.edu](mailto:admissions@sims.edu)
13. In case of any technical glitches throughout the process, please write an email to [gepi2024@sims.edu](mailto:gepi2024@sims.edu) or call on 020-25593209/345/346 or immediately.

#### **V. DOCUMENT CHECKLIST:**

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 GEPI.

##### **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., 230123456\_XII Marksheet)**
- All documents should be uploaded before the deadline.

**Please go to the following link to access the documents checklist:-**

<https://drive.google.com/file/d/1Irdjha0fzrr7sFJa8Fty-EJqnkN41Kjp/view>

## VI. SIMS GEPI 2024 FORM-FILLING PROCEDURE:

A mail is sent from the institute regarding the shortlisting of an aspirant's candidature. This mail contains GEPI slot booking link and form filling process. The same links are also available on the SIMS website [www.sims.edu](http://www.sims.edu)

Please note that, attending both processes (GE and PI) are mandatory for considering a candidate for the Final Merit List.

- The GEPI link should direct you to the SIU portal. All the institute 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.

You will have 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 documents at this stage.

A statement of purpose also has to be submitted with the form.

The screenshot displays a multi-step registration process. The current step is 'Educational Details', which is highlighted in yellow. The form below contains several required fields marked with an asterisk (\*):

- \*University / Board
- \*Name of the College / Institute / School (No special characters allowed)
- \*Year of Passing (with a dropdown menu showing "--Select--")
- \*Marks Obtained
- \*Total Marks

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

- After the successful completion of the form, log in and 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' would change to '**Slot Booked**'.

## **VII. ZOOM LOGIN PROCEDURE:**

1. Click on the invitation link to register for the GEPI process. Use the same email id as used for the SNAP process to register for the event.
2. Once registered for the process, the candidate will receive a confirmation email 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 meeting.
5. Click on 'View' to select the gallery view as shown below for better interaction during the process.
6. **Do not click on 'Leave Meeting'** unless asked to do so. If for any reason, you get disconnected from the meeting, try to re-join the meeting link and inform the concerned authority immediately by sending a mail to [gepi2024@sims.edu](mailto:gepi2024@sims.edu) or calling 020-25593209/345/346.

The candidates are requested to download the correct Zoom version i.e., version and above for the process and get acquainted with the Zoom interface before the GEPI schedule to be well prepared for the day and avoid any glitches.

**For the latest updates, join the official SIMS Telegram Channel at <https://t.me/simspuneofficial>.**

**BEST OF LUCK!**

Regards,  
GEPI 2024 Team  
Symbiosis Institute of Management Studies (SIMS)