

Indian Education Society's  
Management College and Research Centre  
Bandra Reclamation, Mumbai

*Aim High Achieve Higher*



- Ph. D. in Management Studies  
(Affiliated to University of Mumbai)

<b>SR.NO.</b>	<b>CONTENTS</b>	<b>PAGE NO.</b>
1.	About IES MCRC	1
2.	Vision of IES MCRC	2
3.	Mission	2
4.	Objectives	2
5.	Quality Policy	2
6.	About Ph. D. Programme	3-4
7.	General Code of Conduct	5
8.	Infrastructure and Computing Facility	6
9.	Library Facility	7-11
10.	Safety and Security	12
11.	Research Activities and Events at IES MCRC	13
12.	Application Form	14-15
13.	Format of NOC from Employer	16

# 1.

## **About IES MCRC**

Indian Education Society is more than 100 years old educational Institution imparting education in and around Mumbai through its 19 campuses having close to 60,000 students and one million strong Alumni. IES Management College was started in 1998. PGDM and PGDM (PHM) are autonomous Programme of IES MCRC. MMS and Part-Time Programmes - MFM, MMM, MIM are affiliated to University of Mumbai. All IES programmes are approved by AICTE. These Management programmes are conducted by our faculty who have rich experience in education, industry and research. Apart from class room education and personality development, a practical exposure is provided to students through guest lectures, industrial visits, case studies, seminars, workshops, conferences, corporate tours and live projects. IES with the help of its dedicated faculty consistently strives to deliver knowledge by bridging the gap between theory and practice. Thus, IES offers the latest in management to the students through a unique pedagogy to enable them to become successful and socially responsible professionals.

2.

**Vision**

To be in Top 50 business schools in India by 2025

3.

**Mission**

To develop and nurture socially responsible business leaders and entrepreneurs through quality management education

4.

**Objectives**

To be prominent in the field of Management Education through full-time and Executive Education Programmes, Centres of Excellence, CEO Conclaves, Seminars and CSR initiatives

To enable at least 10% of our graduates to develop into CEOs or Entrepreneurs

5.

**Quality Policy**

To provide top class management education and training which will ensure that students / programme participants are equipped to meet the present and future challenging requirements of trade and industry, not only in India but also globally. Towards this objective, IES Management is committed to implement and continually improve quality management system, make available resources and infrastructure facilities for imparting quality management training, using contemporary teaching techniques.

## 6.

### **About Ph.D. Programme**

IES –MCRC is a recognized Ph.D. Centre of University of Mumbai. Students interested in pursuing Ph.D. in management studies can register for this programme.

#### **ELIGIBILITY CRITERIA**

Candidates who have cleared the qualifying Ph.D. entrance test in management of University of Mumbai.

OR

Qualified in SET/NET/ JRF examination.

OR

Completed M.Phil degree from any other recognized University in India by following the UGC guidelines regarding minimum standards of admission and passing as given in Regulation 2009 of UGC ( minimum standard and procedure for award of M.Phil/Ph.D. degree) issued by University Grants Commission on 1<sup>st</sup> June 2009.

#### **ABOUT ADMISSION:**

- 1) Interested candidate should fill up admission form with current detail and should submit the same with required documents\*\* to the admin office before prescribed date.
- 2) The interviews will be conducted of eligible students after scrutiny of applications. The interview schedule will be displayed on notice board as well as communicated to the candidates on e-mail.
- 3) The list of the qualified candidates after interview will be displayed on the notice board and also communicated to the qualified candidates.
- 4) The admission will be confirmed after payment of prescribed fees.
- 5) The letter of allotment of research guide will be issued within a week after payment of the prescribed fees.

\*\* Required documents

- 1) Mark Sheets ( all semesters) and Convocation Certificate of Bachelor and Master Degree.
- 2) Certificate issued by Thesis Section of University of Mumbai regarding clearance of PET. Or Relevant Certificates relating to eligibility for admission in PhD Degree.
- 3) NOC from the employer in prescribed form if candidate is working.
- 4) Proof of residential address.
- 5) Character Certificate from Principal of earlier college or employer.
- 6) Migration Certificate if applicable

## RESEARCH PROPOSAL

- 1) The candidate after completion of the admission process, should submit the outline of his/her research proposal in consultation with his/her Research Guide with the prescribed fees to the thesis section of University of Mumbai through the college as per the guide line of University of Mumbai from time to time.
- 2) After receiving approval from the RRC, the candidate should submit his/her application for P.G. Registration for Ph.D. Programme to the Thesis section of the University of Mumbai through the College not later than 20 days..

## COURSE WORK :

- a) Every Candidate must undergo the course work prescribed by the Board of Studies of Faculty in Management as per clause no. 13 of UGC regulation 2009, published in the Gazette of India, July 11,2009 (ASADHA 20,1931)
- b) The Duration of the course work will be for a minimum period of one semester i.e. Six months.
- c) The Candidate will be evaluated by the College in the course work prescribed the University of Mumbai.
- d) The Certificate of completion of the course work will be given to the candidate after completion of course work and evaluation on the basis of assignments, presentations and a viva-voce.
- e) The Course work will be treated as pre-Ph.D. preparation.
- f) The Candidates who have successfully completed the M. Phil. programme of University of Mumbai or of any other UGC recognized Universities as per the UGC guide lines from time to time will be exempted from the course work.

## **FEES**

Candidates who have secured admission for the Ph.D. Course are required to pay the fees as under:-

**Following is the fee structure for the Ph.D. Course for 1<sup>st</sup> Year (for academic year 2015-2016)**

<b><u>Sr.No.</u></b>	<b><u>Particulars</u></b>	<b><u>Amount</u></b>
<b><u>1</u></b>	Tuition Fees Per annum	62,000/=
<b><u>2</u></b>	University Fees	As applicable

**Note : D.D. in favor of IES MCRC payable at Mumbai .**

## 7.

### **General Code of Conduct**

#### **Discipline within the College premises (Including Faculty Rooms, Library, Computer Lab, Admin Office, Corridors, Recreation Room, Vacant Classrooms, Eating Area, Canteen, Staircases etc.)**

1. Students should maintain discipline and decorum within College premises.
2. Students will not be allowed to enter the College premises without their Identity Card.
3. Students are required to display their Identity Cards throughout the day within College premises.
4. Students violating the dress code and mandatory display of Identity Cards are liable to punishment as deemed fit by the management?
5. Smoking / consumption of alcohol / tobacco chewing and any other form of drug is an offence and is strictly prohibited within the College premises. Any student found to be committing this offence, or found to be in possession of such undesirable items will be punished.
6. Students are required to follow the College dress code.
7. Students are warned not to engage in any activity that is offensive or undesirable in nature as per the general public standards. Any wrong behavior will lead to disciplinary action.
8. Students should handle the College property with care, be it library books, computer screens, mouse, keyboard or any other College property.
9. Students should use the internet facility only for academic purpose.
10. Students should keep their library / computer lab / other formal setting neat and tidy and make use of dustbins to throw scrap, plastic cups and other garbage.
11. Students should ensure that they leave the eating area clean and tidy after consuming food.
12. Usage of mobile phones is strictly prohibited in the library, computer lab and class rooms.
13. Students are bound by any other rule specifically applicable to library and computer lab.

## 8.

### Infrastructure and Computing Facility

- **IES MCRC building**

IESMCRC has six storied building having Lecture Rooms, Tutorial Rooms, Seminar Hall, Student Common Room, Computer Centre, Library and Air conditioned conference room.

- **Recreational**

IES believes in balanced and all round development of our students. Along with rigorous academic inputs IES also provides recreational facilities to them. There is a gamut of facilities like table tennis, chess, carom, etc. In addition students are also encouraged to participate in outdoor games like cricket, volleyball, football, badminton etc.

- **Canteen**

IES canteen is located on the ground floor (behind Manik Sabhagruh), where students can enjoy a variety of South Indian, North Indian and Chinese delicacies for breakfast and lunch.

- **COMPUTER CENTRE:**

In order to offer efficient computer lab facilities to students, the Institute has Installed

- HP ProLiant DL380e Gen8 with 1.5 TB HDD, with 32 GB RAM.
- Two HP ProLiant DL380 G4 - Xeon 3.4 GHz,

- One HP ProLiant DL380 G6 Core Quad Servers packaged with cluster MSA 500 DATA Storage connected with 200 highly compatible machines along with latest i3 HP Pro- book and HP Compaq Laptop. Entire Management College campus is networked by fiber optic, CISCO CORE SWITCH 4500 and manageable switches with mobility controller. ARUBA access points as well as through wireless. The campus is connected to the internet world by Leased Line bandwidth of 18 Mbps (ratio 1:1). The campus

has 60 computers in the lab, 24 computers in the IT classroom and 15 computers in other classrooms apart from an independent laptop to every PGDM and PCM student.

- Students can make use of computer lab from 10.00 a.m. to 9.00 p.m. (Monday to Saturday) on Sundays it is available only on demand.
- Computer lab provides the facilities of printing at reasonable rates.
- Computer lab has wireless internet connection which enables students to use internet even on their laptops.
- No restriction on usage of PCs for academic purposes.
- Students are not allowed to use speakers for games, music or any other entertainment purpose but only for their presentation purpose.
- Downloading of movies, games, entertainment material or any other abusive material is not allowed in the computer lab except materials related to studies.
- Students are expected to put their mobile phones on silent mode in computer lab.
- Pen Drives are not to be used at all in the Computer Lab and class rooms.



## 9.

### **Library Facility**

IES Information Resource Centre (IRC) aims to cater to the needs of faculty, students, research scholars, and other members of the library by providing an excellent collection of literature. The well-furnished and air conditioned IES MCRC Library is located on 1st floor of the building with a seating capacity for around 130 students. The Library is under the surveillance of CCTV.

#### **Operational Features:**

The IRC reading room is accessible for more than 12 hrs a day. The book issue/return service is also available to users from 9.00 am to 6.00 pm on all weekdays and 10.00 am to 6.00 pm on Sundays and Bank Holidays during Examination period. The library follows Open Access System.

#### **Resources:**

The library has an extensive collection of books covering subjects like, business and management, economics, IT, Law, Psychology and related areas. Non-book material contains A/V material on management related subjects.

The periodical section is a vital source for academic research and up to date business information. Many national and international journals are subscribed. Apart from above, the library also has project reports, photo albums and CDs of IES activities, Bound volumes of Journals and Newspaper Supplements (ET, Business Standard, and Business Line), Dictionaries, Encyclopedias and has access to E-Resources.

<b>Resources</b>	<b>No.</b>
Books	More than 29,900
CDs/DVDs/VCDS	More than 2581 (including E-books/Audio Books)
Journals	123
International journals subscribed (Print)	19
National journals subscribed	104
Periodicals	42
Institutional Memberships	03 (BCL,AIRC,DELNET)
Online Databases (04)	Ace knowledge and Research Portal CMIE – Industry Outlook(Online) ET- Intelligence(Online) IndiaStat.com (online)

E- Journals Databases (03)	1.ProQuest ABI/INFORM Complete 5354 Total Titles 4295 (Full Text Titles) 6000 (Business Cases) 40(News Papers) 3000 (Full Text Business Dissertations) 7200 (Annual Reports) 2. EBSCO <b>Business Source Elite – Plus</b>
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7064 ( Total No. of full text publications)

1307 ( Full text peer reviewed Journals and Magazines)

6000 ( Total Case studies )

19504 ( Full text company profiles)

147 ( Full text Books and monographs

Full Harvard Faculty Seminar and Vator TV Videos)

J-Gate 2000 full –text titles

## **E – Resources:**

### **1) ProQuest (ABI/Inform Complete):**

To enhance the resources for academic research and up-to-date business information, the College has subscribed to ProQuest E-Journals which include 4295 Full Text Titles, 6000 Business Cases, 3000 Full Text Business Dissertations and 7,200 Annual Reports.

### **2) EBSCO Business Source Elite – Plus :**

This database provides full text coverage of scholarly business, management and economics journals. It offer full text over 1000 business publications and contain expanded PDF doc file for 150 titles. It also includes company profiles from datamoniter

### **3) J-Gate:**

J-Gate is an electronic gateway to global e-journal literature launched by Informatics India Limited. The J-Gate data-base offers 2000 full text and 6700 indexed literature from e- journals.

### **4) Ace-Equity:**

Ace knowledge and Research Portal is a corporate database which provides latest historical, Financial and non-financial information with listed and unlisted companies in India. It gives comprehensive and analytical statistics for company information. No user ID and Password are required to access the database. This database is an exhaustive online database covering data on companies, industries, mutual finds, macro economy as well as live markets.

### **5) Centre for Monitoring Indian Economy (CMIE):**

It provides information solutions in the form of databases and research reports. CMIE is a database on the Indian economy and companies.

### **Industry Outlook:**

Provides an in-depth analysis of about 100 industries. It contains forecasts to provide a detailed time-series database on the industries.

### **6) Indiatat.com:**

It is a single user and online database. It provides comprehensive socio-economic statistical data about India and its states. Data on the portal has been classified in more than 35 categories and further divided into various sub-categories. This database gives a slick look into current happenings with a statistical approach.

### **7) ET-Intelligence: Market Research (online):**

It is a single user and online database. It provides information on Equity Research reports, Daily Derivatives, Sectorial Portfolio Tracker, 100 fastest growing companies, Quarterly sectorial notes, Case studies, Daily updates on markets, Weekly Technical analysis, ET surveys etc.

## **Services:**

### **1) Library Online Public Access Catalogue (Web-OPAC):**

This catalogue includes an index of books, CDs, Project Reports and Case Studies. The login and password can be sought from the library.

### **2) Digital Library:**

#### **a) Audio-Visual Library**

The Library has installed a CD-Mirroring Server which can be accessed on Intranet. It contains mirror images of CDs available in the library. The CDs/VCDs can be viewed from the computer lab or from the laptops directly from the server. This can be accessed through Login ID and Password.

#### **b) Institutional Digital Repository**

This is a repository of IES conference Proceedings, scholarly publications and other useful reference material.

#### **c) Info Resource Centre : A Virtual Library of IES MCRC**

The Library has developed a virtual library wherein users get the information about Online open source Resources.

### **3) Inter Library loan Facility (ILL):**

IES Library has become a member of DELNET, BCL, AIRC to meet ever growing thirst for knowledge among students and faculty members.

The library can borrow documents from other libraries on Inter Library Loan basis by filling up the Institutional Membership forms. The Institutional Membership forms are available with Library.

### **4) Reading Room:**

The library has a fully air-conditioned and spacious Reading Room on 1<sup>st</sup> floor. The Reading Room can accommodate about 130 students and is kept open for 12 hrs.

### **5) CAS: Current Awareness Service:**

Every month a list of additions to the library collection is made available to the students and faculty members via e-mail.

### **6) TOC: Table of Contents :**

The contents page of new journals are scanned and sent to faculty members according to their subject specialization via email. Scanned pages of journals are also available in the library in soft copy.

### **7) Case Study Documentation:**

The library comes out with the "Case Study Documentation" on specialized subjects. It includes listing of case studies on various topics available in Journals and Periodicals subscribed by the library.

### **8) In-house Publications and material:**

The library preserves a collection of IES Publication material, IES events and activities.

### **9) Photocopying /Printing Facility:**

A Photocopier is available in the library. Students can avail of the service at Rs. 1/- a copy. A printer is available in the library. Students can avail of the service at Rs.3/- a copy.

### **10) Recommendation:**

Recommendation from students and faculty are invited in building the collection of books in the library.

### **11) Library Orientation:**

Library organizes a thorough orientation program for all classes and faculty members every year and sees to it that all the resources are well utilized.

### **12) Overnight Issue:**

Back issues of magazines can be borrowed on Reference card for overnight. Borrowing facility is available after 7.00pm. The magazines issued on reference card should be returned the next day by 9.00 am. Failing which a fine of Rs. 100/- is imposed.

### **13) Past Question papers and Syllabi:**

They are available on the Institutional Digital Repository and students can refer to them anytime during the College hours. They can be accessed at <http://192.168.201.21:8080/jspui>

### **14) Equipment:**

The library has equipment like headphones and computers. Members can use the headphones for three hours duration by borrowing on their reference cards. Computers can be used to access the E-resources of the library.

## **Rules and Regulations:**

### **I. Membership and Loan Privilege:**

#### **1) Students:**

Ph. D. Student members of IES- Library are issued 5 library tickets and one reference ticket. Such cards remain in force for the duration of the study year and are not transferable. To become a student member -

- Apply in prescribed form
- Submit photocopy of fee receipt

Students can borrow 5 books at a time for 30 days. Periodicals, CDs, Project Reports, Reference books are issued against Reference Card for 3 hrs time. Audio/Video material is strictly to be viewed in the Institute premises only.

### **II. Library Card:**

1.1 Access to IES library is restricted to staff and students of IES MCRC.

1.2 In case of loss of library cards or reference card, the library will make a duplicate card on filling up of prescribed form with charges of Rs. 50/- each.

1.3 Members must carry their I- Cards to get entry and use the library.

Members must produce it when asked to do so by an authorized person. The card must be used only by the member to whom it is issued.

### **III. Overdue Charges:**

Book must be returned to the library on or before the due date. If books are not returned to the library on the due date, an overdue charge will be Rs. 2/- per day per book after due date, till the date of return. This overdue charge will be Rs. 10/- per day, per book during exam period. Library material issued on Reference Ticket should be returned on the same day or else a fine of Rs. 100/- will be charged per day till the date of return.

#### **IV. Reservation for Book:**

If the desired book is not available on the shelf, reservation/demand slip can be filled in.

#### **V. Renewal of the books:**

- a. Students should renew the book personally and only once.
- b. Books will be renewed only if the book is not in demand.
- c. Books shall be renewed on or before due date.

#### **VI. Conditions for borrowing books:**

- Books shall be used with utmost care.
- Borrower shall be personally responsible for safe custody and return for the library books. Books damaged or lost are to be replaced by the borrower.
- Loss of Library materials must be brought to the notice of the Librarian. Books damaged or lost will be replaced by the borrower with latest edition available; else he/she must pay the market price for the same.
- Reader shall not write upon, mark on and stain the library material, disfigure, tear and damage books.
- Borrower must satisfy themselves about the physical condition of books at the time of borrowing the books and any defect or damage observed should be brought immediately to the notice of the counter staff.
- Reference books, rare books, periodicals publications will not be issued for home lending. They must be returned to the library before leaving the library.
- Books may be lent for shorter period.
- If a student is found to be in habit of constantly retaining the books for more than stipulated period then the library facility shall be suspended for him/her for seven days.
- The removal of any material from the library must be properly authorized and recorded. Damage to, or unauthorized removal of material constitutes a serious offence and the nature of fine will depend upon the offence.
- Books or other material taken from the stacks should not be re shelved by the readers but should be left on the table. Please remember that a book misplaced is a book lost.
- The Mark sheets may be withheld until all library materials have been returned and outstanding fines/charges are paid.

#### **VII. Other Rules:**

On grounds of security, bags and other personal belongings should not be left unattended. The library will not be responsible in case of damage or theft of personal property.

Silence is mandatory in study areas. Loud conversation, standing in groups, discussions etc. are not allowed. The use of mobile phones in the library is strictly prohibited. Failure to comply with these requirements may result in suspension of library facilities or exclusion from the library.

Smoking, consumption of food and drink (with the exception of bottled water) and the use of personal audio equipment are not permitted in the library.

## **SAFETY AND SECURITY**

The College has provided all the resources in the campus for the safety and security of students. However, students must observe the following rules for their own safety and security:-

- a) While entering the college campus, they must display the I-card to the security personnel failing that they will not be permitted to enter the campus.
- b) Students should not stay on campus beyond 9:30 p.m. in the night. For any reason if they have to stay on campus beyond this time they must take permission from the Director.
- c) In case of evening lectures or for events if students have to stay late in the campus then it is strongly advised that the girl students are safely accompanied in groups.
- d) If students observe any malfunctioning of any electrical switch, equipment, accessories, then they should immediately report to the administrative office.
- e) Students must look after their own belongings. They should not leave their bags, mobile phones, laptop computers and any other valuable goods in an unsafe place. In case of any loss due to carelessness, the College will not be responsible. Similarly, if students observe any such valuable items anywhere in the campus, they should immediately report that to the administrative office.
- f) If students find any suspicious, unclaimed object anywhere in the campus, they should immediately report to the Admin Office.

## **Research Activities and Events at IES MCRC**

- **Insight**  
Insight is an annual corporate event for Pharmaceutical and Health care industry, wherein current and potential issues of the industry are discussed by leading industry experts and academicians of high repute. On the occasion “The Sun Pharma Excellence Award” is given to the best student of PGDM (PHM). The Award for best summer project is also given by ACG worldwide.
- **International Research Conference**  
IESMCRC conducts International Research Conference every year. Papers are invited from academicians and research scholars from all over the country and abroad on the conference theme. Large number of delegates register for the conference and come to present their papers in the conference. The geographic distribution of the participants included areas across the states of Maharashtra, Rajasthan, New Delhi, Tamil Nadu, Kolkata, Haryana, Gujarat, Andhra Pradesh, U. P., Kolkata, Orissa, W. Bengal, Kerala, Karnataka and Madhya Pradesh.  
The best presentations in both the faculty and Students category are conferred cash prizes and certificates. Selected papers are published in the IOSR Journal of Business and Management and IOSR Journal of Economics and Finance.  
This Conference stimulates the ideas and elevating the current standards of management through interaction with the leading Corporate Houses.
- **International Case Study Conference :**  
The International Case Study Conference is conducted for the academicians, researchers, consultants, management practitioners, and students from all over India and abroad. International Case Study Conference is the new initiative taken up by IES Management College and is being appreciated by academicians as well as corporate personalities. Right from the outstanding speakers during the inaugural session to the excellent standard of the case study presentations, IES MCRC achieved the accolades all along. The Conference receives large numbers of abstracts and full cases by delegates from all over India and countries like West Indies and Canada. The Conference hopes to garner more responses in years to come
- **MSME Conferences**  
IES MCRC organizes MSME national level conference in which various sessions are conducted on critical aspects of MSME sector. The conference is attended by students and entrepreneurs.
- **Anvesha**  
Anvesha is a quarterly research journal published by IES MCRC. The journal provides a platform to academicians to publish their research papers, case studies and book reviews. Anvesha is a double blind reviewed journal. It plays an important role in updating and enhancing the knowledge of students at IES MCRC and other institutions.



PHOTOGRAPH

Affix your  
latest passport  
size (4 cm X 5  
cm)

### Application Form for Ph.D. Admission

Academic Year : \_\_\_\_\_

#### **PERSONAL DETAILS**

Name \_\_\_\_\_  
(Surname) (First Name) (Father's/Spouse Name) (Mother's Name)

Gender : \_\_\_\_\_ Date of Birth : \_\_\_\_\_

Nationality : \_\_\_\_\_ Mother Tongue: \_\_\_\_\_

Marital Status : \_\_\_\_\_ Blood Group : \_\_\_\_\_

Hostel Facility : \_\_\_\_\_ Category : \_\_\_\_\_ (SC/ST/General)

#### **PERMANENT ADDRESS**

Address: \_\_\_\_\_

City : \_\_\_\_\_ Pin Code : \_\_\_\_\_

State : \_\_\_\_\_ Contact No: \_\_\_\_\_

Email : \_\_\_\_\_ Mobile : \_\_\_\_\_

Alternate Email: \_\_\_\_\_

#### **ADDRESS FOR CORRESPONDANCE**

Address : \_\_\_\_\_

City : \_\_\_\_\_ Pin Code \_\_\_\_\_

State : \_\_\_\_\_ Contact No : \_\_\_\_\_

Email : \_\_\_\_\_ Mobile : \_\_\_\_\_



### QUALIFICATION DETAILS

Graduation Stream: \_\_\_\_\_

Graduation Status: \_\_\_\_\_

Exam Passed	School College	Year of Passing	Board / University	Marks / GPA obtained	Marks GPA out of	Percentage /Grade
Graduation						
Post-Graduation						
PET /M.Phil						
NET/SET						

### WORK EXPERIENCE

Organisation	Period		Total Experience in Months	Designation
	From	To		

**Write (not more than 10 lines) on a separate sheet your purpose of doing Ph.D.**

I hereby declare that all information given above is correct. If found otherwise, I shall forfeit the right of admission.

I undertake to maintain the rules framed by the University of Mumbai.

Date :

Place:

\_\_\_\_\_  
(Applicant's Signature)

Attested copies of the documents as mentioned in the Mandatory Documents to be submitted on the day of Personal Interview (PI)

**13.**

**No Objection Certificate Employer**

(To be typed on letterhead of the Institution/Organization )

To,  
The Director,  
I.E.S. Management College and Research Centre  
“ Vishwakarma” M. D. Lotlikar Vidya Sankul, S. K. Marg.,  
Bandra Reclamation, Mumbai 400050

Dear Sir,

This is to certify that Shri./Smt./Kum. \_\_\_\_\_ is an employee of our Institute/  
Organization since\_\_\_\_\_ and is currently serving as \_\_\_\_\_ (designation). Our Institution/  
Organization has no objection to his/he joining the Ph. D. the Programme of University of  
Mumbai in the subject of Management studies in your Institute.

He /She will be relieved for doing course work at you Institute for the period as prescribed by  
University of Mumbai.

Signature & Seal of the Head of the Institution/Organization.

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## Indian Education Society's

Management College and Research Centre

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