JAIPURIA
INSTITUTE OF MANAGEMENT
LUCKNOW NOIDA JAIPUR INDORE

JAIPURIA INSTITUTE OF MANAGEMENT, NOIDA

STUDENT HANDBOOK

PGDM (SM) 2019-21 BATCH

Post Graduate Diploma in Management Service Management

Vision

To be an educational institution of choice for all stakeholders, which promotes human well-being through continuous learning.

Mission

To provide learner-centric quality education for stakeholders' well-being.

Strategic Goals

- To develop relevant and innovative curricula with a view to produce competent managers with global, professional and entrepreneurial mindsets.

- To conduct management development programmes to help managers hone their skills and broaden their perspectives.

- To produce cutting edge intellectual capital in the field of management through applied and conceptual research in the field of management.

- To network with national and international business schools and institutions in order to provide global exposure to the faculty and students.

- To attract and retain quality faculty members.

- To empower and enable students to be an active component of decision-making.

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MESSAGE FROM THE DIRECTOR

Dear Students

Welcome and congratulations for being selected at Jaipuria Institute of Management, Noida!

Jaipurias are a pioneer brand in education. The group ensures quality and meaningful education to the students.

Jaipuria Institute of Management, Noida boasts of the state of the art infrastructure to cater to the requirements of modern management education. This handbook provides a complete information about everything that a student needs to know during his/her educational journey with us.

Please go through the handbook carefully and utilize our services to its optimum for your growth and progress!

Our vision reflects what we believe in and all our facilities and services cater to realizing our vision. Our team of dedicated faculty and staff members work hard to ensure that your two years with us are full of learning, health and happiness.

It is your duty to attend all classes with sincerity, discipline and punctuality. This eventually will lead to better outcome for all of us.

Following the institutional rules and guidelines are necessary for the success of your two years with us.

I am quite confident that your journey with us would be full of happiness, prosperity and meaningfulness, which will make all of us very proud and delighted.

With best wishes,

Dr. D. N. Pandey

DEAN - ACADEMICS

Dear Student!

We are glad to have you as part of our Jaipuria family. These coming two years that you will spend at the campus are going to define your career. We at Jaipuria, aim to enable you in your journey to success. We attempt to provide you with an academic environment that grooms you for a bright and successful corporate career. At the same time, we expect you to appreciate and contribute towards strengthening our mission and vision. We have common goals to pursue and a rich collaboration between us will establish desired results for all. With your joining, we look forward to enriching our student base with even higher quality and competence. We are sure you would conduct yourself professionally and will prove to be an asset to us not only in the coming couple of years but for years to come. We look forward to building an association with you which continues forever.

My hearty wishes for a bright future,

Dr. Pratibha Wasan

INTRODUCTION ABOUT THE HANDBOOK

This Student Handbook provides information about Jaipuria Institute of Management, Noida's policies and procedures, as well as resources available to students.

It is the responsibility of every student to fully read and understand the students handbook to abide with the regulations, familiarize themselves with, and utilize the many resources available. The expectation is for all students to maintain standards of personal conduct that are in harmony with the educational and professional ideals of Jaipuria Institute of Management, in addition to conducting themselves in a manner that reflects positively on the institute. We hope you take advantage of the curricular and co-curricular learning opportunities available on and off campus.

ABOUT JAIPURIA

One of the most respected and dedicated business groups of the country, the house of Jaipuria has acquired a place and stature of its own in the industrial arena. Ever since its inception in 1942, it has become a benchmark for latest innovations in technology and efficient management, along with its philanthropic activities.

Seth M.R. Jaipuria School, Lucknow

Jaipuria Institute of Management, Lucknow

Jaipuria Institute of Management, Noida

Jaipuria Institute of Management, Jaipur

Jaipuria Institute of Management, Indore

Education has been the passion at the House of Jaipuria. Our commitment to greater good through modern yet rooted education finds wings in the K12 segment as well as in the higher learning. Seth M.R. Jaipuria Schools started way back in 1992 with its first school in Lucknow. In two decades it has grown up to 25 schools and is well reckoned as a school of excellence for quality education.

While in higher education arena, Jaipuria has four management Institutes at Lucknow, Noida, Jaipur and Indore. Each of these campuses have earned a distinction as a seat of cutting-edge knowledge, shaping, nurturing and redefining management for today and tomorrow.

ABOUT JAIPURIA INSTITUTE OF MANAGEMENT, NOIDA

Jaipuria Noida was established in 2004. This state of the art campus in the heart of the corporate hub of the NCR region, provides students with wide exposure to a number of industries. The Institute is led by Dr. D. N. Pandey with a strong team of full time faculty comprising of qualified and experienced professors as well as industry managers turned academicians.

The Institute works on developing graduates with entrepreneurial orientation and service mindedness. Innovative elective courses further enrich the courses thereby enabling students to opt for dual specialization.

The Institute draws upon a mix of pedagogy, focusing on learning through in-class discussions, cases, and simulations as well as beyond the classroom learning through live projects, field project studies, regular industry interface and participation in various national / international seminars.

Modernity, aesthetics and simplicity characterize the four acre green Wi-Fi campus. A lawn, a large green central court and an open-air amphitheatre contribute immensely to providing a stimulating learning environment in the campus. The air conditioned academic complex consists of well-equipped theatre style and classic lecture halls, auditoriums, well stocked library, computer labs and the faculty offices.

The Institute offers three AICTE two-year full time approved programmes: PGDM, PGDM (Service Management), PGDM (Marketing) and Management Development Programmes for corporates. Jaipuria Noida offers opportunities in higher management education for students, professionals and academicians.

'A' GRADE ACCREDITATION
by NAAC (UGC)

NBA ACCREDITED
PGDM Programmes

AIU RECOGNISED, PGDM
as equivalent to MBA

40TH AMONGST TOP B-SCHOOLS
in India (People Matters - NHRDN 2019)

11TH AMONGST PRIVATE B-SCHOOLS
in North India (Outlook 2018)

63rd under Management Category across country's top B- Schools (National Institutional Ranking Framework 2019) 'A' GRADE ACCREDITATION
by NAAC (UGC)

Infrastructure

Classrooms

Naturally lighted, large and airy learning centers with a structure having high ceilings and large corridors are designed to promote maximum interaction between the faculty and the students. The air-conditioned learning centers are well equipped with a PC, LCD, LAN and Wi-Fi connectivity.

Both the theatre style and classic learning centers are furnished with specially designed desks for the comfort of students. The classroom learning is captured and disseminated through Impartus Lecture Capture System (innovative video-enabled learning solutions).

Library Resource Center

The library at Jaipuria Noida has one of the best library systems in the NCR region with active relations with all other major business schools' libraries. It is a fully automated library and very enriched both in traditional and online resources.

It has a collection of 33265 volumes including Book Bank with 13556 different titles. It subscribes to about 171 national and international printed periodicals. The library also has a vast collection of fiction, biographies and spiritual books.

The library also subscribes to many online databases including Ebsco Business Complete, Emerald Insights HR & Marketing Collections, Research Starters Business, Green File, Regional Business News, Newspaper Source Plus and Entrepreneurial Studies Source and J-Gate Social and Management Sciences. With these databases our users have access to more than 15000 indexed and abstracted journals and magazines, 6000 plus full text journals and magazines and over 9000 books, monographs, case studies, reports and dissertations. Through eBooks Academic Collection database, users have access to over 100000 e-books. Besides these, the library also subscribes to Ace Equity database from Accord InfoTech to provide comprehensive financial and economic information, of more than 26000 companies to its users.

The library also has a sizeable collection of CDs/DVDs and videos related to management education. Library procure books throughout the year and organize an annual book fair where students and faculty can recommend books of their choice for library purchase.

Jaipuria Noida library is a totally green library illuminated with natural light. It is truly user friendly and provides various information services to its users on a daily basis. It has membership of DELNET and British Council enabling our users to avail Inter Library Loan facility. Our users can make use of library resources from anywhere using Internet facility. OPAC terminals have been installed in library for self-learning of students. It has initiated Digital Library initiative using Green stone Digital Library Software.

The library also subscribes to the anti-plagiarism tool Turnitin through which faculty and students can check their research work and assignments for plagiarism. This ensures plagiarism free writing.

Computer Labs

Jaipuria Noida is a Wi-Fi campus with 24 x 7; 100 Mbps lease line internet connectivity. It has more than 250 Lenovo i3, Core 2 Duo and Dual Core Processor PCs and latest generation of high end servers, laser printers and scanners. The institute has a well-equipped central computing facility housed in three computer labs. Apart from a host of routine and special software's, the computer labs have the latest operating systems such as Windows, Linux at the Server level and Windows 10. Professional OS at the client level. Data base level includes MS SQL Servers, Statistical packages like SPSS and databases like ACE Equity are also available.

Centres of Advanced studies

With the objective to serve the industry and academia through creation, development and dissemination of knowledge and its applications through education, training, research and consultancy, the Institute has set up the following Centers of Advanced Studies & Research:

- MDP Centre

- Centre for Entrepreneurship and Family Business.

- Centre for Business Analytics

Cafeteria

The campus has a modern cafeteria well-furnished to cater to student's taste. Besides beverages and snacks, it has a provision for serving meals to day scholars.

Sports facility

The campus offers both indoor and outdoor sports facilities. We have a large sports field with facilities for playing, badminton, volleyball and cricket. We also have a common room for indoor sports.

Hostel

Jaipuria Noida offers separate accommodations to boys and girls. Girl's hostel is situated within the campus and boy's hostel is located in close proximity to the campus. Providing an excellent living experience to the residents, these hostels are equipped with modern gym, a common room with television and ample recreational facilities.

Medical & Counselling Facility

Besides the handy first aid facility, the Institute has a Medical Room. Experienced doctors including a female doctor visit the campus five days a week in addition to being available on call round the clock. Student Counselor is available twice a week and on call, to counsel students on their psychological issues. Students are also offered protection under a limited accidental insurance policy cover. In case of any emergency, ambulance service is tied up with Kailash, Max, Prakash and Shanti Gopal Hospital. Apart from this, for any emergency, the Institute vehicle is available during day time and also available during nights on short notice.

Section I

General Information and Program Curricula

Academic Calendar for 2019-20 2019-21 Batch (First Year)

DATE	DAYS	PGDM 2019-21 Batch (First Year)
		Term I
21-22 June-2019	Friday-Saturday	Registration
24-June to 6-July-2019	Monday-Saturday	Induction Week
08-Jul-19	Monday	Commencement of Classes (Term I)
12-Aug-19	Monday	Id-Ul-Zuha (Holiday)
15-Aug-19	Thursday	Independence Day Celebrations
17-Aug-19	Saturday	Finance Conclave
24-Aug-19	Saturday	Krishna Janmashtami (Holiday)
09-Sep-19	Monday	End-Term Examination (Term I)
10-Sep-19	Tuesday	End-Term Examination (Term I)
11-Sep-19	Wednesday	End-Term Examination (Term I)
12-Sep-19	Thursday	End-Term Examination (Term I)
13-Sep-19	Friday	End-Term Examination (Term I)
		Term II
19-Sep-19	Thursday	Commencement of Classes (Term II)
27-Sep-19	Friday	Showing of End-Term Answer Sheets (Term-I)
30-Sep-19	Monday	Submission of End-Term Marks (Term I)
02-Oct-19	Wednesday	Gandhi Jayanti (Holiday)
07-Oct-19	Monday	Durga Navmi (Holiday)
08-Oct-19	Tuesday	Dussehra (Holiday)
09-Oct-19	Wednesday	Declaration of Term I Result
14-Oct-19	Monday	Reappear Exam (Term I)
15-Oct-19	Tuesday	Reappear Exam (Term I)
16-Oct-19	Wednesday	Reappear Exam (Term I)
19-Oct-19	Saturday	Business Communication Conclave
21-Oct-19	Monday	Final Declaration of Term-I Result
26-Oct-19	Saturday	Chhoti Diwali (Holiday)
27-Oct-19	Sunday	Diwali (Holiday)

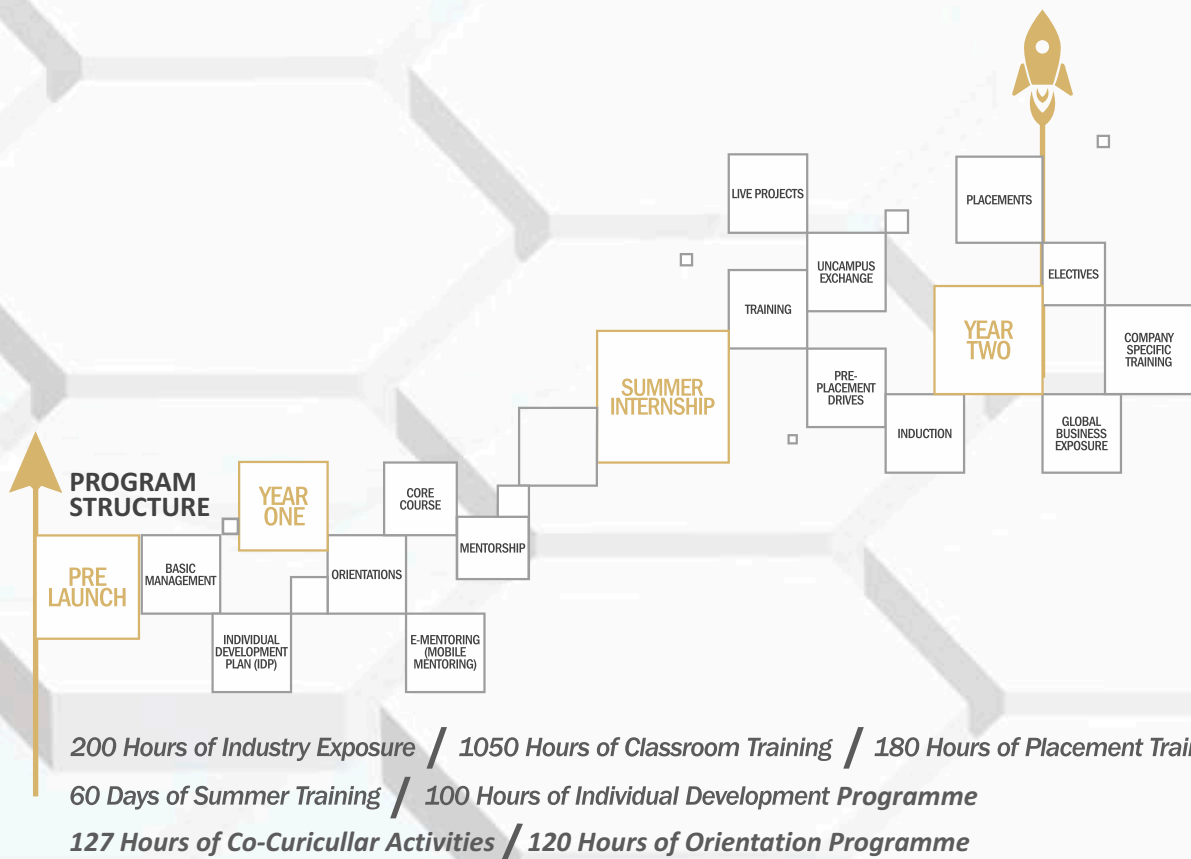# Academic Calendar for 2019-20 2019-21 Batch (First Year)

DATE	DAYS	PGDM 2019-21 Batch (First Year)
28-Oct-19	Monday	Govardhan Puja (Holiday)
29-Oct-19	Tuesday	Bahi Duj (Holiday)
12-Nov-19	Tuesday	Guru Nanak Jayanti (Holiday)
20-Nov-19	Wednesday	Sports and Cultural Event (Gravity-2019)
21-Nov-19	Thursday	Sports and Cultural Event (Gravity-2019)
30-Nov-19	Saturday	Marketing Conclave
06-Dec-19	Friday	IDP I
07-Dec-19	Saturday	IDP I
10-Dec-19	Tuesday	End-Term Examinations (Term II)
11-Dec-19	Wednesday	End-Term Examinations (Term II)
12-Dec-19	Thursday	End-Term Examinations (Term II)
13-Dec-19	Friday	End-Term Examinations (Term III)
		Term III
19-Dec-19	Thursday	Commencement of Classes (Term III)
23-Dec-19	Monday	Showing of End-Term Answer Sheets of Term II
25-Dec-19	Wednesday	Christmas (Holiday)
27-Dec-19	Friday	Submission of End-Term Marks
01-Jan-20	Wednesday	New Year Day (Holiday)
06-Jan-20	Monday	Declaration of Term II Results
08-Jan-20	Wednesday	Reappear Exam (Term II)
09-Jan-20	Thursday	Reappear Exam (Term II)
10-Jan-20	Friday	Reappear Exam (Term II)
11-Jan-20	Saturday	Jaipuria Annual Management Conference (JAMC)
13-Jan-20	Monday	Final Declaration of Term II Result
18-Jan-20	Saturday	HR Conclave
26-Jan-20	Sunday	Republic Day Celebrations
03-Feb-20	Monday	Budget Session
8th / 15th Feb, 2020	Saturday	All Campus Alumni Meet (Punarsangam)

Academic Calendar for 2019-20 2019-21 Batch (First Year)

DATE	DAYS	PGDM 2019-21 Batch (First Year)
14- 15 Feb-20	Friday	International Management Research Conference (IMRC 2020)
21-Feb-20	Friday	Maha Shivaratri (Holiday)
26-Feb-20	Wednesday	SIP Workshop
27-Feb-20	Thursday	SIP Workshop
28-Feb-20	Friday	SIP Workshop
04-Mar-20	Wednesday	Oath Taking Ceremony and presentation by Student Council
07-Mar-20	Saturday	OP Conclave
10-Mar-20	Tuesday	Holi (Holiday)
12-Mar-20	Thursday	End-Term Examination (Term III)
13-Mar-20	Friday	End-Term Examination
16-Mar-20	Monday	End-Term Examination (Term III)
17-Mar-20	Tuesday	End-Term Examination (Term III)
18-Mar-20	Wednesday	Spot Evaluation End Term (Term III)
19-Mar-20	Thursday	Spot Evaluation End Term (Term III)
20-Mar-20	Friday	Spot Evaluation End Term (Term III)
23-Mar-20	Monday	Showing of End-Term Answer Sheets (Term III)
24-Mar-20	Tuesday	Submission of End-Term Marks
26-Mar-20	Thursday	Declaration of Term III Result
30-Mar-20	Monday	Reappear Exam (Term III)
31-Mar-20	Tuesday	Reappear Exam (Term III)
01-Apr-20	Wednesday	Reappear Exam (Term III)
02-Apr-20	Thursday	Final Declaration of Term III Result

PROGRAMS OFFERED AT JAIPURIA NOIDA

Jaipuria Noida offers three AICTE approved, NBA accredited and AIU equivalent two-year full time PGDM Programmes, namely, PGDM, PGDM (Service Management) and PGDM (Marketing). Each academic year is divided into three academic terms of approximately three months each. Year one of the programme comprises of summer internship of 60 days.

PROGRAM STRUCTURE

PRE LAUNCH — BASIC MANAGEMENT — INDIVIDUAL DEVELOPMENT PLAN (IDP)

YEAR ONE — ORIENTATIONS — E-MENTORING (MOBILE MENTORING)

CORE COURSE — MENTORSHIP

SUMMER INTERNSHIP

LIVE PROJECTS — UNCAMPUS EXCHANGE — TRAINING — PRE-PLACEMENT DRIVES — INDUCTION

YEAR TWO — PLACEMENTS — ELECTIVES — COMPANY SPECIFIC TRAINING — GLOBAL BUSINESS EXPOSURE

200 Hours of Industry Exposure / *1050 Hours of Classroom Training* / *180 Hours of Placement Training*

60 Days of Summer Training / *100 Hours of Individual Development Programme*

127 Hours of Co-Curicullar Activities / *120 Hours of Orientation Programme*

Post Graduate Diploma in Management - Service Management
PGDM(SM)

Jaipuria Institute of Management Noida's Post Graduate Diploma in Management (Service Management) is an AICTE approved, AIU equivalent and NBA accredited two-year full time program. The program is recognized by AIU as equivalent to MBA and is designed to develop world class management professionals to be absorbed in growing service industry with a strong value system. The program aims at grooming service-minded professionals for managing the vast and the fastest-growing services sector. This sector today offers the largest number of job and entrepreneurial opportunities both in the new-age economy as well as in the proven sectors such as banking, finance, insurance, real estate, ITES, health care, media & communication, entertainment, retail, consultancy & research, etc. In addition to the core subjects taught in first year of PGDM (Service Management), the Service Management program offers a rich basket of elective courses that cater to the requirements of ever growing service industry.

The Program offers specialized courses under the basket of Program Specialization unique courses like; services marketing, managing people in service firms, technology management for services, service etiquettes etc. which expose students to the context of service industry. These courses enable them to understand the nitty gritty of services business and become successful professionals of tomorrow.

PGDM(SM) offers unique opportunity to students to opt the sectoral choices. The students get; three broad options of sectors like Consultancy, Banking & Financial Services and Retail. Students can choose specific courses under each of these sectors for example in Consultancy subjects like Corporate Valuation, Corporate Restructuring, Investment Banking, International Marketing, Financial Planning, Equity Research, Strategic Marketing Research, Knowledge Management, Business Analytics, etc. can be chosen

To meet the industry requirements of cross functional expertise, other than core specialization related to service industry, PGDM (Service Management) program offers the five broad tracks of cross business functional specializations like; Marketing, Finance, Operations Management, Human Resource Management, Business Analytics and Decision Sciences. Well perfected over a period of time, the industry oriented syllabus and curriculum are constantly updated to remain contemporary as well as futuristic in orientation. We are thus able to groom managers to be ready to meet the ever changing demands of the service industry. Programme in service management typically delves into the study of leadership, customer service, team building and taking social responsibility so that a student develops the necessary skills to provide quality service in a variety of businesses.

Program Structure

PGDM(SM) is a professional management course spread across two academic years. An academic year is divided into three academic terms of approximately three months each. The Program comprises of 25 core courses and 15 elective courses. Out of these 15 elective courses 2 elective courses will be offered in first year. 13 electives will be offered in second year of the programme. Students can earn dual specialization by opting elective courses from Programme Related Specialization and in any functional areas of management.

The Programme Related Specializations also includes Sectoral Specializations e.g, Banking and Financial Services, Retail and Consultancy.

The bouquet of electives related to Programme Related Specialization comprise of electives like services marketing, technology management related to services, managing people in services firms.

In the programme in totality three sectoral specializations will be offered, out of which any one sectoral specialization is mandatory for students.

In total students can opt 7 course from this complete bouquet comprising of Programme and Sectoral specialization. Out of 7 courses 4 will be chosen from Programme Specialization and 3 will be chosen from Sectoral Specialization in second year. The Functional Specialization are also known as Area Specialization which offers electives from functional areas like Marketing, Finance, Human Resource, etc. In second year of the programme 5 electives can be chosen from any one functional specialization and 2 open electives can also be chosen. Each specialization offers innovative courses for emerging careers. Jaipuria follows a continuous system of assessment and evaluation for measuring students' learning outcomes. Each course therefore assesses student learning through different pedagogical interventions on continuous basis.

The curriculum ensures that in the first year fundamental and core courses are covered to strengthen basic functional management knowledge for holistic perspective of general management. After completion of three trimesters, students undergo summer internship to gain first-hand experience of working in the real business world and for application of classroom learning. The second year provides opportunity to choose courses in the area of specialization of their interest. The three trimesters in the second year ensures in depth conceptual understanding and practical application.

Pedadogy

The pedagogy has been widely acclaimed and has made Jaipuria Noida students stand out. It equips them to deliver high performance across businesses and geographies. Time-tested and carefully chosen pedagogical tools like classroom discussions, case studies, quizzes, assignments, roles play, business simulation games, lab exercises and real-time data collection using databases, live projects, field visits, expert interviews and industry visit help students in understanding and analyzing the business model, market, industry, economy, etc. Such regular interventions allow the students to understand, learn, grow and evolve into industry ready professionals.

Number of Credits in PGDM(SM) Program

The PGDM-SM program has total 103.5 credits, of which 52.5 credits correspond to core courses, 45 credits correspond to elective courses and 6 credits are for Summer Internship Project. 39 credits would be allocated to second year electives courses and 6 credits are allotted to third-term electives in the first year. Students need to select a total of 15 elective courses and the proposed combination is

A.	Program Specialization Electives	:	4
B.	Sectoral Specialization Electives	:	3
C.	Area Electives	:	6
D.	Open Electives	:	2

Intended Outcomes
Program Educational Outcomes

- Attain managerial positions in their organization
- Provide innovative and sustainable solutions to complex problems
- Demonstrate emotional intelligence in diverse socio-cultural teams and settings
- Engage in life-long learning to stay relevant in a dynamic business environment
- Display entrepreneurial mindset
- Effectively leverage technology
- Demonstrate ethical behavior

Graduate Attributes
The graduates of the program will demonstrate:

- Self-initiative
- Deep discipline knowledge
- Critical thinking and problem solving
- Humility, team work and leadership skills
- Open and clear communication
- Global outlook
- Ethical competency and sustainable mindset
- Entrepreneurial and innovative mindset

Programme Level Outcomes – PGDM-SM

The graduates of the program will be able to:

- Communicate effectively and display inter-personnel skills.
- Demonstrate leadership and teamwork towards achievement of organizational goals.
- Apply relevant concepts for decision-making in service businesses.
- Develop innovative thinking for effective management of services.
- Demonstrate domain competency in a chosen sector of services industry.
- Appreciate sustainable and ethical business practices.
- Leverage technology for services management.
- Demonstrate capability as an independent learner.

Curriculum Architecture

TRIMESTER – I Core Courses

No.	Courses	Credits	Sessions	Hours
1	Data Analysis Using Spreadsheet	3	24	30
2	Accounting Fundamentals	3	24	30
3	Managerial Economics	3	24	30
4.	Statistics for Management	3	24	30
5.	Organisational Behaviour	3	24	30
6.	Business Text Analysis: Reading & Writing	1.5	12	15
7.	Fundamentals of Marketing	1.5	12	15
8	Principles of Management	1.5	12	15
	Total	19.5	156	195

TRIMESTER – II Core Courses

No.	Courses	Credits	Sessions	Hours
1	Marketing Management	3	24	30
2	Corporate Finance	3	24	30
3	Managing Human Resources	3	24	30
4	Operations Management	3	24	30
5	Business and Economic Environment	3	24	30
6	Professional Spoken Communication	1.5	12	15
7.	Cost Accounting	1.5	12	15
8.	Legal Aspects of Management	1	8	10
9.	Entrepreneurship (Workshop)	1	8	10
	Total	20	160	200

TRIMESTER – III Core + Elective Courses

No.	Courses	Credits	Sessions	Hours
1	Strategic Management	3	24	30
2	Management Information Systems	1.5	12	15
3	Business Research Methods	1.5	12	15
4	Marketing / Finance / Human Resource / IT & Operations/ Business Analytics & Decision Sciences	6	48	60
5	Applied Managerial Communication	3	24	30
6.	Professional Ethics (Workshop)	1	8	10
7	Design Thinking (Workshop)	1	8	10
8	Business, Environment and Social Sustainability (Workshop)	1	8	10
9	Simulation (Workshop)	1	8	10
	Total	19	152	190

Electives have to be chosen 1 each from any of the two specializations (Program Specialization and Functional Specialization) that the student intends to undertake

SUMMER INTERNSHIP PROJECT – 6 Credits

Fourth Trimester

No.	Courses	Credits	Sessions	Hours
1	Five (5) Electives	5 x 3=15	120	150
	Total	15	120	150

Fifth Trimester

No.	Courses	Credits	Sessions	Hours
1	Five (5) Electives	5 x 3=15	120	150
	Total	15	120	150

Sixth Trimester

No.	Courses	Credits	Sessions	Hours
1	Three (3) Elective Courses	9	72	90
	Total	9	72	90

Specialisations Offered*

SUPER SPECIALIZATIONS:

A) Program Specialization Courses:

Students may choose 4 (1 elective in Term-III and 3 electives in Final Year) from the following list:

- Technology Management for Services
- Services Innovation Management
- Service Etiquette
- Services Management
- Marketing Analytics
- Negotiation Skills
- Managing People in Service Firms
- Cross Culture Sensitivity
- Financial Systems and Services
- Digital Marketing & E-commerce

B) Sectoral Specializations:

Students may choose ANY 3 courses from any ONE of the SECTORS in Final Year

1. BANKING & FINANCIAL SERVICES
- Risk Management in Commercial Banks
- CRM in Banking and Financial Services
- Wealth Planning
- Advanced Financial statement analysis and valuation
- Financial modelling and Analysis
- Fixed income securities
- Microfinance
- Banking Operations and Credit Analysis

2. RETAIL
- CRM in Retail
- Visual Merchandizing & Atmospherics
- Operations & Logistics
- Demand Forecasting
- Retail Store Management

3. CONSULTANCY
- Corporate Valuation
- Investment Banking
- Equity Research
- Wealth Planning
- Corporate Restructuring
- Business Analytics

Functional Specializations:

Students can choose any 6 subjects out of these Functional (Area) Specializations. 1 elective will be chosen in first year and 5 electives will be chosen in second year.

- Marketing
- Human Resource Management
- Finance
- IT & Operations Management
- Business Analytics & Decision Sciences
- Economics and International Business
- Business Communication

* Minimum number of 10 students required for any specialization or elective course to be offered.

List of Electives

Marketing

- Sales Management and Business Development (Specialisation Core)
- Marketing Planning & Control
- International Marketing
- Services Marketing
- Consumer Behaviour (Specialisation Core)
- Marketing Analytics
- Digital Marketing
- Advertising and Sales Promotion
- Social Media Marketing
- Brand Management
- Marketing Research
- Customer Relationship Management
- Retail Marketing
- Distribution and Channel Management
- Marketing of Financial Services
- Integrated Marketing Communications
- B2B Marketing
- Strategic Marketing
- Advanced Research Techniques in Marketing

Human Resource Management

- Advanced HRM (Specialisation Core)
- HR Analytics
- Talent Acquisition
- Learning & Development
- Performance Management System
- Compensation Management
- International HRM
- Human Resource Information System
- Industrial Relations and Labour Laws
- Organization Change & Development

Finance

- Financial Analysis for Corporate Decisions (Specialisation Core)
- Corporate Valuation
- Financial Derivatives and Risk Management
- Financial Systems and Services
- Investment Management
- Project Finance
- Wealth Planning
- International Finance
- Risk Management in Commercial Banks
- Financial Modeling & Analysis
- Fixed Income Securities
- Corporate Tax Management
- Corporate Restructuring and Turnaround Management
- Microfinance
- Banking Systems
- Finanical Econometrics

Operations management

- Operations Research (Specialisation Core)
- Supply Chain Management
- Logistic Management
- Optimization Techniques in Business Operations
- Business Forecasting
- Quality Management
- Operations Strategy
- Materials and Inventory Management
- Managing Service Operations
- Project Management
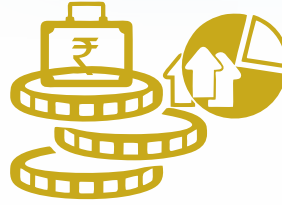
Business Analytics and Decision Sciences

- Introduction to Business Analytics (Specialization Core)
- Data Visualization
- Predictive Analytics
- Text Analytics
- Supply Chain Analytics
- Financial Analytics
- HR Analytics
- Machine Learning and Artificial Intelligence
- E-Commerce
- Enterprise Resource Planning
- Cloud Computing for Business Management
- Web and Social Media Analytics
- Dash Board Reporting using Advanced Excel
- Knowledge Management
- E-Governance

International Business

- International Business
- Doing Business with Emerging Economies
- Applied Econometrics for Managers
- Global Business Environment
- Management of MNCs
- Export/Import Procedures & Documentation
- International Finance
- International Human Resource Management
- International Marketing

Business Communication

- Workplace Etiquette
- Cross-cultural Communication (1.5 credits)
- Persuasive and Assertive Communication (1.5 credit)
- Digital Media Communication (1.5 credits)
- Internal Communication (1.5 credits)
- Negotiation Skills
- Career Advancement through Personal Effectiveness – Specialisation Core

D. Out of the two Open electives, one course may be selected from any of the Area Specializations and one may be opted from the Liberal Arts basket (the specific courses within this basket would be decided every academic year)

Note: *The courses offered under each specialization may be added or deleted, depending upon industry requirements.*

Section II
TEACHING LEARNING PROCESS

Teaching Learning Process

Teaching is an active process, in which an instructor shares knowledge with students and facilitates their thinking to make behavioral changes. Learning is the process of thinking and assimilating information with a resultant change in behavior. Teaching-learning process is thus, a planned interaction that promotes behavioral change, that is not a result of maturation or coincidence. The instructor is the prime mover of the teaching learning process. He/ she directs the flow of the process and facilitates learning. While the instructor serves as the main control, the learner is considered as the key participant in the teaching learning process. He/ she is regarded as the primary subject. Therefore, student has to become more responsible for his/her learning. Assuming the onus of learning onto him/her, the student is required to "pull" out the information he/she is seeking from the process facilitated by the instructor and has to think actively to develop a new perspective on reality.

Expectations From The Student

1. The student shall be responsible for his/her learning, shall actively engage in various learning activities and continuously monitor his/her learning and development. The student shall review, revisit and regulate his/her learning on a daily basis. When he/ she finds that he/ she has not learned something, he/ she shall promptly seek support of his/her classmates and concerned faculty to clarify his/her understanding of subject content.

2. Each student shall do pre-read (content, cases, chapter, reading) without fail and discuss them with the members of his/her study group. For every contact hour in a class, he/she shall invest two hours for preparation, assignment, and review of learning.

3. Each student shall learn collaboratively, participate in group learning exercises, be an active member of his/her study group, take initiative in classroom learning processes and support his/her classmates to learn, grow and excel.

4. The student should not resort to any kind of plagiarism in assignment/ report/ project/ SIP synopsis and report, etc.

5. The students shall ensure attendance and active participation in industry visits, industry mentoring sessions, guest sessions, workshops, conclaves, conferences, and club / committee activities organized by the institute for enrichment of student learning.

6. Each student shall value diversity in perspectives, reasoning and background of his/her classmates. The student shall have to realize that his/her aim is not only to achieve excellence in individual learning but also to learn from fellow students and support them in their learning.

7. The student shall vigorously hone his/her critical, analytical, creative and integrative thinking skills through initiation, participation, questioning, thoughtfulness, curiosity, experimentation, etc.

8. The student shall actively participate in co-curricular and extra-curricular activities to develop his/her personality and to contribute to institution building.

9. The student shall take assessment components seriously and attempt all components with utmost integrity. He/she shall pay utmost attention to collective and individual feedback given by the instructor. If he/she has some dissatisfaction with the concerned instructor or concerned officials as mentioned in assessment grievance system, the Institute shall resolve his/her grievance without compromising on academic standards.

10. The students shall give their suggestions to improve teaching-learning and assessment processes to the Programme Director and the Director, with a view to enhance the quality of education at the Institute. The Institute shall take them with utmost sincerity. Working upon them, however, requires collective consideration and judgment.

11. To continually upgrade and upscale our learning pedagogy, the student is expected to offer a formal feedback, which must be submitted online on the dates advised by Programme Office, failing which the student may be debarred from taking the exam. The student should take utmost care in filling the feedback and must give fair views on the various components sought in the feedback form.

EXPECTATIONS FROM THE MENTEE GROUP

A study group is a sentient group, actively engaged in mutual support, collaborative learning and team development. It has its norms, values and processes, aimed at benefitting all members. Each student shall be assigned to a study group of six members. The members of the study group will be of the same program and same section.

The following expectations are set for the study group:

1. The study group is expected to meet in the morning on a daily basis. The meeting entails sharing of understanding of contents and instructional materials, debating diverse viewpoints and planning group assignments.

2. Each study group is assigned a faculty mentor. Subsequently, an industry mentor is also available to it. The study group members are partners in learning and development. They shall take full advantage of mentoring process. If they are not benefitting from it, they shall share with their Programme Director, who will address their concerns.

3. The study group is expected to monitor its processes and ensure that its members do not follow dysfunctional group processes, such as social loafing. Its members shall resolve such issues internally. However, if they fail to handle them, they shall take help of their mentor.

4. A major expectation from the study group is that its members shall sharpen their teamwork, negotiation, conflict, resolution and communication skills. Thus, team members should treat their group issues as opportunities for improving their effectiveness in organizations in the future.

5. Group assessment of learning (20%-30%) is a substantial part of assessment. Each study group member is expected to contribute equally to group assignment/project. The members should not divide responsibility for doing assignments for different subjects. The instructor may punish the whole group if he/she finds that the assignment is done by only a few students. In case they are finding it difficult to complete such assignments collectively, then the group members should bring this to the notice of their mentor, in advance.
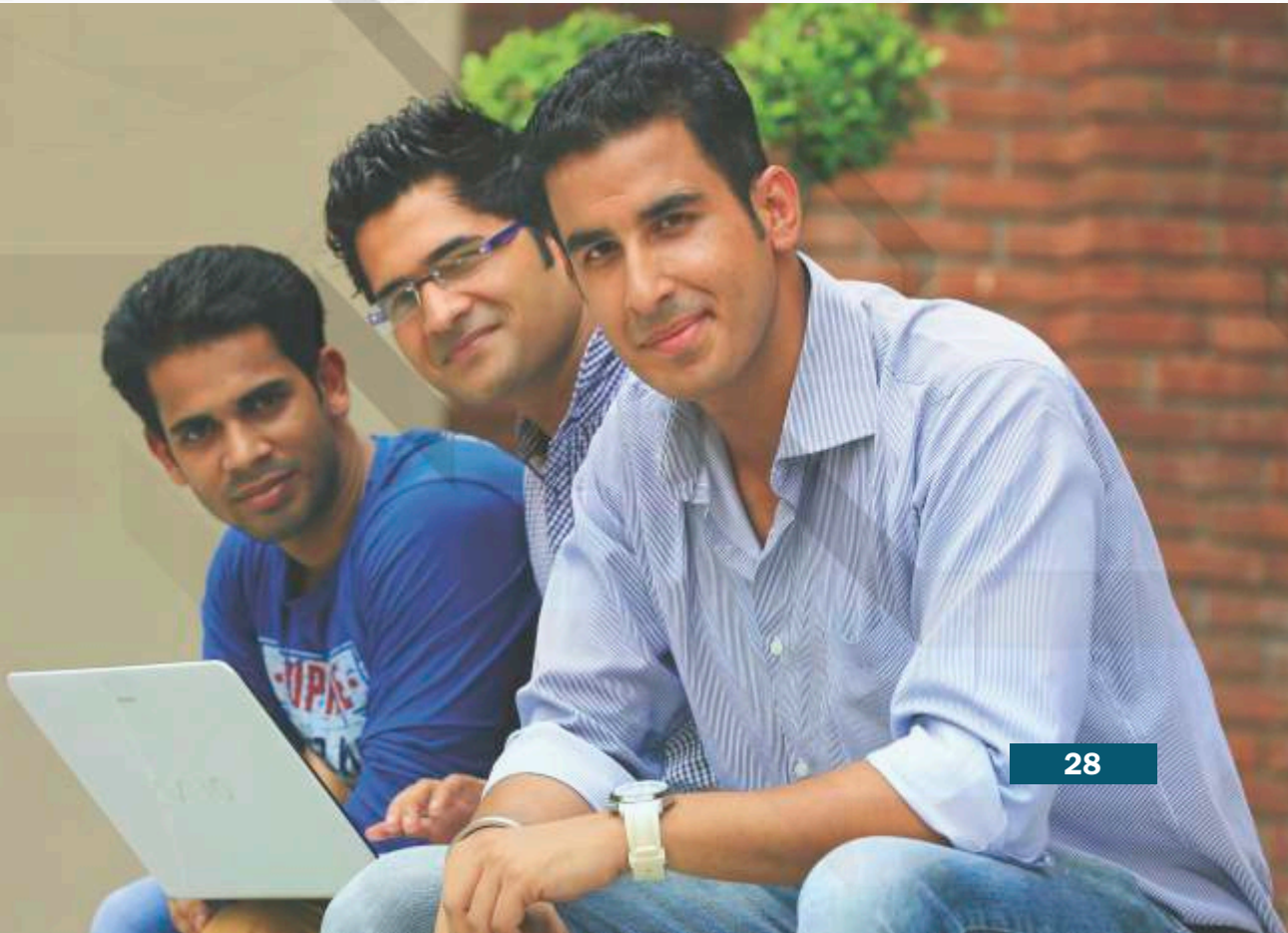
Section III
ACADEMIC RULES & REGULATIONS

Attendance Rules

The Institute follows a comprehensive approach towards supporting and evaluating academic performance of the students. Such an evaluation system encompasses provision of disincentive to abstain from classes and concurrent academic assessment in form of quizzes, assignments, projects, etc.; in addition to centralized mid-term and end-term examination.

I. The Institute requires regular attendance and punctuality from all students in all classes.

ii. Coming late to class is a serious breach of discipline. The students will not be permitted to leave or come late to the class. In any case, no student is allowed to leave the classroom without the permission of the faculty. The faculty shall have the right to cancel attendance for the particular period during which he/she engages, for indifference or for late coming without a valid reason by students.

iii. Indifference to studies shall be considered a violation of order and discipline. Absence from the tests, examinations, non-submission of exercise / assignment in time and coming late to the classes without valid reasons shall be considered indifference to studies.

iv. No student(s) shall in any manner prevent any other student or students from attending his/her class (es) or doing his/her lawful duty.

v. Parents/guardians are expected to watch their wards regarding attendance posted frequently on Moodle by the Program Office.

1. Attendance Rules
1.1. Academic Leave/Out Duty (OD)

In order to avoid any sub-grading in course, you must maintain at least 80% (19 out of 24 sessions) attendance in a course. It means that a relaxation of 5 sessions out of 24 prescribed sessions has been given in a course which you may miss due to a valid and legitimate reason (if it's INEVITABLE). Such absences from classes should only be due to exceptional reasons as mentioned below:

1. Sickness of self (Any sick leave applied for any number of days will be first deducted from the provisioned 5 sessions)

2. Death in close family

3. Exigencies at home.

4. Miscellaneous untoward cases (Natural Calamities) All leaves have to be applied by the student in Moodle for approval. The Maximum number of ODs permissible for a student is 3. Maximum of all other leaves including medical, personal etc. is 5. Any Leave exceeding 5 will be treated as exception and will require rigorous documentary evidence for justifying the leave which will have to be submitted along with the leave application for approval (Only medical certificate will not suffice).

• For ODs, signing authority is Activity Head and Dean Academics.

• For medical and other leave, signing authority is Program Director and Dean Academics.

• For placement leave, signing authority is Placement/CRC members and Dean Academics.

Any approval notified on Moodle is temporary unless it is finally notified by the respective program coordinator (PMC). Initial approval may be reversed in case PMC finds data inconsistency in leave form application filled by the student.

You are strictly advised to remember the above mentioned reasons for utilizing the relaxation of 5 sessions. The Institute does not encourage or allow anyone to misuse this provision. Additional leave will lead to sub-grading in the respective course.

Hence, not abiding to the 'attendance rules' on your part, may qualify you for sub-grading and you are therefore advised that during the current term or at the beginning of next trimesters use the provision judiciously.

Looking forward to your commitment to maintaining the highest standards of academic norms and working with the institute towards shaping yourself as an industry-ready management graduate.

If absence from the classes of a course exceeds 20%, the student will be subjected to grade drop in accordance with the 'penalty for not-fulfilling the minimum attendance criteria' specified in the following Table 1.

TABLE 1: Penalty for not Fulfilling Minimum Attendance Criterion (in a 3 Credit Course)

ATTENDANCE IN CLASSES	ABSENCE FROM CLASSES	PENALTY
70% $\leq$ Attendance<80% (16-18 nos.)	>20% or $\leq$ 30% (6-8 nos.)	One Grade Drop (e.g. A+ to A)
60% $\leq$ Attendance<70% (14-15 nos.)	>30% or $\leq$ 40% (9-10 nos.)	Two Grades Drop (e.g. A+ to A-)
Less than 60% (<14 nos.)	More than 40% (>10 nos.)	'FA' grade (equivalent to 'F' grade) will be awarded in the course. Students will not be allowed to appear in End-Term Examination of the course; however, he/she will be eligible to appear in Improvement Examination.

If absence from classes of a course is > 40% (more than 10 nos.), a student will be awarded an 'FA' grade in the course in accordance with the 'penalty for not-fulfilling the minimum attendance criteria' specified in table 1 and will not be allowed to appear in the End-Term Examination of that course. Such student will be eligible, in accordance with the provisions of the section 4.4 (ii), to appear in the Improvement Examination of the concerned course with an upper limit of 'C+' on the final grade in the course that could be awarded after improvement examination

- However, if such absence from classes is due to exceptional reasons such as sickness of self, death in close family, etc, a student may apply for waiving off the grade drop by submitting a written

application to the concerned Program Director. Such an application should be submitted within 7 calendar days or latest by the last day of classes in the trimester, whichever is earlier. The application should be supported by adequate documentary evidence. The Program Director shall put the case before Program Committee for review and the latter shall forward its recommendation to the Director for decision. On approval of the Director, the leave of absence shall be sanctioned post facto from the classes for the requested/reasonable period and the grade drop shall be waived off.

- However, for such applications, the leave granted will be inclusive of 20% leave of absence. This applies to medical and academic leaves.

2. Assessment Structure

The Institute follows a system of continuous assessment using multiple methods of assessment to monitor students' academic progression. The assessment is done to measure the knowledge, skills, and application abilities of students with respect to the intended learning outcomes in the course. The course instructors assess the understanding of theories, business practices and applications illustrated and discussed in the respective courses. The purpose of assessment is measurement of learning. In postgraduate programmes,the assessment focuses more on higher-order thinking skills, like comprehension, analysis, synthesis, evaluation, creative thinking and practical insight.

2.1 Assessment Techniques/ Tools

Various techniques/tools are used for assessment of academic performance of students. Basket of tools include end-term examinations and a variety of components of continuous evaluation such as,

a. Classroom Participation	f. Oral Examinations (VIVA)
b. Quiz (Announced or Unannounced)	g. Essay Writing
c. Take Home Assignments	h. Classroom Exercises
d. Project Assignments	I. Case Analysis
e. Individual/Group Presentations	

2.2 Assignment of Weightage to Assessment Components:

As specified in Course outlines of respective courses.

2.3 Duration of Centralized Examinations

The duration of end-term examination is given in table 3.

Table 3: Duration of Centralized Examinations

Name of Examination =>	End-term
Duration =>	120 minutes

2.4 Project and Other Assignments in Courses

All project reports and course-related assignments, etc. shall be submitted to the concerned instructor/s as per the dates announced by the instructor/s.

3. Grading System

(i)   If the batch size is up to 30, Grading shall be done based on an absolute grading system

(ii) If the batch size is more than 30, the grading will be done based on Relative Grading System, considering minimum (but not less than 35) and maximum marks of the course.

(iii) It is mandatory to score minimum 35% in end term examination and internal components to pass any course.

(iv) Minimum CGPA of 5.0 at the end of the first year and at least 5.0 at the end of the second year with not more than 3F (two F/2 will be equal to one F and three F/3 will be equal to one F).

(v) The grading system is based on concurrent evaluation system with sufficient freedom given to the course instructor in deciding the pattern of evaluation. However, the instructor will ensure that at least 40% of the total evaluation is done through examination mode (End-Term) and hence the maximum 60% of the total evaluation through 'Continuous Evaluation' components.

(vi) Numeric marks are awarded to each of the evaluation components. The total score is obtained by taking the weighted average of the numeric marks of the various components as specified in the course outline. The total marks thus received are converted to a letter grade, based on the relative performance of the student. The letter grades are on a 10-point scale with the grade 'A+' being the highest and 'F' being the lowest or fail grade. Each letter grade has a grade point associated with it. The grading model is described in table 4.

(vii) Trimester Grade Point Average (TGPA): The performance of a student in a particular trimester is measured by Trimester Grade Point Average (TGPA), which is a weighted average of the grade points secured in all the courses taken in the rimester and scaled to 10. TGPA is computed up to two decimal places.

Example: Suppose a student is registered for four 3-credit courses and two 1.5-credit courses during a trimester (that is, total of 15 credits), and he/she secures A, B+, B, C+, A+, C grades respectively in the particular courses, his/her TGPA will be computed as follows:

$$\text{TGPA} = \frac{9\times3+7\times3+6\times3+5\times3+10\times1.5+4\times1.5}{15} = \frac{102}{15} = 6.80$$

(viii) Cumulative Grade Point Average (CGPA): Cumulative Grade Point Average is computed up to two decimal places, taking into account the performance in all courses subscribed by a student up to the trimester for which the results are last available.

(ix) Conversion of numeric marks to letter grades: There is no fixed formula for the conversion of numeric marks to the letter grades; however, course Instructors will consider the following points while awarding the letter grades.

a.   A student who scores less than 35% numeric marks (overall) will be given an 'F' grade in the course.

b.   The cut off numeric marks for all other grades (other than F, FA, and I grades) will be decided by the course instructor based on the distribution of numeric marks in the course and the overall performance of the class.

c.   The total number of 'A' grades awarded (A-/A/A+) will not be more than 20% of the students in the course. The number of C+ grade and below will at least be 10% of the students in the course.

Table 4 : Grading Model

Letter Grade	Grade Point	Remark
A+	10	—
A	9	—
A-	8	—
B+	7	—
B	6	—
C+	5	—
C	4	Eligible for Improvement Examination (with upper limit of B+ on final grade)
F	0	Eligible for Improvement Examination (with upper limit of B+ on final grade)
FA	0	Eligible for Improvement Examination (with upper limit of C+ on final grade)
I	0	Awarded in case of absence from the End-term examination if the decision on final grade is pending

4. Examinations

(I) The Institute believes and practices continuous feedback on performance and follows a system of continuous assessment. The course instructor shall use at least three continuous assessment components. End - term examinations are compulsory in all courses.

(ii) The Office of Controller of Examination (OCE) will conduct hall examinations (end-term) and process the results under the guidance of Dean (Academics).

(iii) There will be an Examination Committee with Dean (Academics) as its chairperson and Programme Director(s) and Controller of Examination as ex-officio members.

(iv) The slots for hall examinations, i.e., end-term examinations, will be published in the academic calendar. The schedule for end term examinations shall be announced by the Office of Controller of Examination (OCE), while the dates for other Continuous assessment components shall be decided by the Instructors of the respective courses.

Normally the thirteenth week of the Term shall be the week for end-term examination. Towards the end of each term, the OCE shall publish the dates for end-term examinations for different subjects, being offered during that Term.

4.1 End-Term examination:

(i) Appearing in End-Term examinations of all the courses subscribed by a student during a trimester is mandatory.

(ii) If a student misses End-Term examination of a course he/she will be awarded 'permanent F' grade and will not be allowed to appear in Repeat Examination, except under the provisions of section 4.2.

4.2 Repeat examination

(i) Repeat examination will be held within 15 days of declaration of the Provisional (pre-improvement examination) Trimester Result. Normally, repeat examination shall be combined with the Improvement examination mentioned under 4.3

(ii) No fee will be charged for appearing in the Repeat examination.

(iii) Repeat examination will be held only for end-term examination. Those students who could not appear in end-term examination may be permitted to appear in Repeat examination subject to the conditions laid out below. Reasons for missing the end-term examination of one or more course(s) during a trimester may include:

a. Student's participation in his/her own placement process

b. Being on duly-approved official/institutional duty

c. Personal reasons such as major sickness of self, death in close family, etc.

(iv) In case of (a) and (b) above, the student has to submit written application, duly endorsed by the concerned faculty/task head, to the Programme Chairperson within 7 calendar days of completion of the end-term examination. Subject to approval from the Director, examination, such students will be permitted to appear in the Repeat examination. Otherwise, the 'permanent F' grade awarded to the student in the course in accordance with section 4.2 (ii) will stand.

(v) In case of (c) above, the student has to represent his/her case in writing to the Programme Chairperson along with supporting documents within 7 calendar days of completion of the end-term examination. Programme Chairperson will put up the case before the Programme Committee. The Programme Committee will examine the case to assess its merit/genuineness. If satisfied, the Programme Committee, subject to approval from the Director, may allow the student to appear in Repeat examination. Otherwise, the 'permanent F' grade awarded to the student in the course in accordance with section 4.2 (ii) will stand.

(vi) If a student does not appear in the repeat examination permitted under the section 4.2 (iii) or 4.2,

(vii) The 'permanent F' grade awarded to him/her in the course in accordance with section 4.1 (ii) will stand.

(viii) Normal grade drop due to attendance criterion will be applicable to repeat examination.

4.3 Improvement examination

(i) Improvement examination will commence within 15 days of declaration of the Provisional (pre-improvement examination) Trimester Result.

(ii) If a student gets 'C' or 'F' or 'FA' grade in any course in a trimester, he/she will be eligible for Improvement examination in the concerned course. However, a student can appear in improvement examination of maximum of 3 courses (per trimester) of his/her own choice.

(iii) The student appearing in the Improvement examination of a course will have to surrender his/her grade obtained in the end-term examination. The grade obtained by him after the Improvement examination will be his/her permanent grade.

(iv) OCE will notify on the official batch email IDs the list of eligible students for improvement examination along with the timeline for submission of written application and the requisite fee.

(v)   For appearing in Improvement examination, a student will have to submit written application and deposit a fee of Rs. 2500/- per course on or before the timeline notified by the OCE. Fee for improvement examination in case of FA grades will be Rs. 2,500/- (proposed) per course.

(vi) OCE will announce the schedule of improvement examination.

(vii) If a student does not apply and/or submit the requisite fee for improvement examination on or before the due date or does not turn up for the improvement examination after submission of fee, it will be assumed that he/she is not interested in appearing in the improvement examination.

(viii) Only one chance of appearing in Improvement examination of a course will be given.

(ix) If a student appears in improvement examination of a course, the end-term marks originally obtained by him/her will be treated null and void.

(x)   The resulting weighted marks will be added to the marks originally scored in continuous evaluation components to arrive at the final grade.

      Example: Assume that a course has following weights for evaluation purposes: Quiz: 20%; Project: 20%; Assignment/Case Analysis: 20%; End-Term: 40%. Suppose a student scores following weighted marks in different component of the course: Quiz: 4/20; Project: 10/20; Assignment/Case Analysis: 6/20; End-Term: 14/40. His/her total marks will be 34/100 and he/she will be awarded an 'F' grade in the course.

Suppose the students appears in improvement examination of the course and scores 20/40. His/her final marks in different components will be: Quiz: 4/20 (Same);Assignment/Case Analysis: 6/20; Project: 10/20 (Same); End-Term: 20/40. His/her total marks will be 40/100 and he/she will be awarded appropriate grade in accordance with the original grading plan in the course.

(xi) Grade obtained by a student in a course after the Improvement examination will be considered as final and 'permanent' grade in the course. If a student does not apply/appear for improvement examination, the original grade obtained by him/her in main/repeat examination will be treated as final and 'permanent' grade in the course.

(xii) TGPA obtained by a student after the Improvement examination will be treated as final and 'permanent' TGPA in the trimester. If a student does not apply/appear for improvement examination, the original TGPA obtained by him/her in main/repeat examination will be treated as final and 'permanent' TGPA in the course.

(xiii) Grade drop due to attendance criteria will not be applicable in case of improvement examination but the highest grade that a student can earn in the improvement examination is B+.

(xiv) In case, a student appears in Improvement examination due to 'FA' grade in a course, the upper limit of 'C+' on the final grade in the course will be applicable.

4.4 Responsibility of student to share his/her academic performance and related matters with his/her parents/guardian

It is responsibility of the student to regularly share his/her academic performance including results and notices issued by the Institute with his/her parents/guardian.

4.5 Responsibility of Parents

Parents are also responsible for updating themselves with information about their ward's performance through regular access to Moodle and other interface provided by the institute.

4.6 Feedback

The Institute follows a policy of continuous assessment and feedback. The purpose of feedback is to enhance learning and to help the student to reflect upon his/her learning habits and style. It should strengthen a student's ability of learning to learn. The instructor shall promptly respond to queries related to feedback.

4.7 Time Schedule of Examination

Two weeks prior to the commencement of each end-term examination, the Office of Controller of Examination shall prepare and publish a schedule of examinations for each and every course conducted by the Institute.

4.8 Examinations: Code of Conduct

The institute will notify in writing a code of conduct during examinations for students; it will be mandatory for students to abide by the same.

4.9 Academic Integrity at Examinations/ Tests/ Assignments

(i) The students enrolled at the Institute shall maintain the highest standards of academic honesty. They have the responsibility to make known the existence of academic dishonesty to their course instructors and, if necessary, to the Program Chairperson.

(ii) Academic dishonesty includes, but is not necessarily limited to, the following:

a. Cheating - Giving or receiving unauthorized assistance in any academic exercise of examination which includes using or attempting to use any unauthorized materials, information or study aids in an examination or academic exercise.

b. Plagiarism - Representing the ideas or language of others as one's own.

c. Falsification - Falsifying or inventing any information, data or citation in an academic exercise.

d. Multiple Submission - Submitting substantial portions of any academic exercise more than once for credit without the prior authorization and approval of the current instructor.

e. Complicity - Facilitating any of the above actions or performing work that another student then presents as his or her assignment.

f. Interference - Interfering with the ability of a student to perform his or her assignments.

(iii) If a situation of academic dishonesty arises that is not covered in the above section [section (ii)], the Examination Committee shall make a recommendation to the Director, who, in turn, shall initiate the action.

4.10 Handling of Cases of Unfair Means in Hall Examinations

(i) The invigilator shall seize all the incriminating material/evidence from the candidate, and then obtain a written statement, duly signed by the candidate. The invigilator shall then issue a new answer script and allow the student to continue to write his/her answers for the remaining period of that examination. The matter shall be reported to the Controller of Examination with all relevant documents on the same day, which, in turn, will refer it to the Examination Committee.

(ii) The student reported using unfair means / possessing incriminating materials will then be allowed to appear in subsequent examinations of that term. However, in case the same candidate is again found guilty of indulging in misconduct or malpractice during any of the subsequent examinations of that trimester, he/she shall be expelled from all remaining examinations of that trimester after taking appropriate action for the second act of misconduct/malpractice.

(iii) The Examination Committee at the Institute shall determine its own procedure of inquiry in each case and after necessary investigation and inquiry will submit a report with recommended punishment to the Director and the Director will issue the necessary order of punishment. In case of academic dishonesty in tests/ quizzes/ assignments, etc., the concerned instructor shall report the incident to the Dean (Academics), who, in turn, will initiate the action.

4.11 Sanctions

(i) Any student found guilty of academic dishonesty may, for the first offence, receive one or a combination of the following penalties:

a. Failure for the academic exercise in component for which academic dishonesty was found.

b. Grade drop in the course.

c. Any other punishment recommended by the Examination Committee.

(ii) For second offence of academic dishonesty, a student may be subject to any combination of the above penalties and, with concurrence of the Director, suspension from the Institute for one year.

4.12 Feedback, Fairness and Grievance Redressal

(i) The grievance of a student shall be taken sympathetically and the student shall be given a fair chance to state his/her viewpoint. If the grievance is genuine, it must be redressed immediately. If an instructor feels that he/she needs time to reconsider his/her decision, the student must be informed accordingly.

(ii) Any grievance related to the assessment is to be first reported verbally to the course instructor by the aggrieved student. It is expected that most grievances shall be redressed at this level. The duration of grievance redress at this stage is one week.

(iii) In case the student is not satisfied with the response forwarded by the course instructor, he then reports the matter in writing to the concerned Program Chairperson, who then shall mediate and speak with the concerned instructor and if required with Dean (Academics). It is expected that the rest of grievances shall be redressed at this stage. The duration of grievance redress at this stage is one week.

(iv) If the issue is not resolved to the satisfaction of the student, the student can approach the Director and give the grievance in writing. The Director shall respond to it within two weeks in writing. Director's decision in the matter will be final from the Institute.

(v) In addition to internal grievance Redressal mechanism, students can share their grievance on ombudsman.noida@jaipuria.ac.in. This is as per clause 1 of section 23 of AICTE Act, 1987.

4.13 Course Feedback

All students are required to give a written/online feedback on the courses studied by them during each trimester. A written/online feedback form will be administered by the Dean (Academics) during the last two weeks of each trimester. A similar feedback to be administered during middle of the term, a week before the Mid Term examinations start. In addition, an oral feedback may also be obtained from students by the Director during the trimester.

5. Declaration of Results

(i) The Office of Controller of Examinations will declare the Provisional Trimester Result within 30 days of the last day of end-term examinations.

(ii) Result of repeat examination and improvement examination, in form of final and permanent course grades, will be declared within 7 days of the last day of repeat and/or improvement examinations.

(iii) The Office of Controller of Examinations will declare the Final Trimester Result (after incorporating the result of repeat and/or improvement examination in the Provisional Trimester Result) within 7 days of declaration of result of repeat and/or improvement examination.

(iv) At the end of each trimester, an 'Academic Performance Summary' of that trimester will be given to the student by the Institute.

(v) At the end of the programme the Institute shall declare the Composite Result (including course grades and TGPA of all the six trimesters along with CGPA) and issue to the student an official grade sheet of his/her performance.

6. Academic Dismissal, Eligibility for Award of Diploma

Minimum CGPA of 5.0 at the end of first year and at least 5.0 at the end of second year with not more than 3F (two F/2 will be equal to one F and three F/3 will be equal to one F).

7. Completion of The Program

The normal period to complete the requirements for the PGDM is two years. However, students who fail to meet the minimum academic requirements may be allowed to complete the programme in one more year on account of extenuating circumstances. In any case such students must complete the requirements before 30th June of the extended year.

8. Convocation & Award of Diploma

The "Post Graduate Diploma in Management" will be conferred on all participants who at the end of two-year have fulfilled all the conditions and requirements for the award of the Diploma at the Institute's Annual Convocation.

Summer Internship

Summer Internship Project (SIP) is a six credit course to be undertaken after third trimester for a period six-eight weeks. Students are required to submit the certificate of completion of Summer Internship before Registration for second year. In case of delay in submission of the certificate of completion of the summer project, provisional registration to the second year may be permitted by the Program Director, subject to obtaining the certificate within a specified period of time Jaipuria Institute of Management, Noida.

SIP workshop is conducted in the third trimester to sensitize students with the requirements of Summer Internship and would help them with the intricacies of same with the twin objective of doing effective internship and producing a conclusive research report. The project conducted during these eight weeks of summer internship will be assessed in the fourth trimester. To ensure continuous evaluation 200 marks would be allotted to SIP as follows:

S.No.	Component	Marks
1	SIP Job/Research Synopsis	20
2	Attendance of SIP Workshop	30
3	Report Writing	50
4	Industry Mentor Feedback	10
5	Timelines Adherence during SIP	12
6	SIP Pitch	12
7	Presentation of SIP	50
8	IDP(SIP based Viva-Voce in July/August)	16
	TOTAL	**200**

Attendance in SIP workshop (Total 30 marks)

Attendance of SIP workshop is compulsory and students attending the workshop would get marks based on the attendance. These would be awarded for attendance in SIP workshop:

S. No.	% of Attendance	Marks
1	Below 60%	6
2	60%-70%	12
3	70%-80%	18
4	80%-90%	24
5	90%-100%	30

SIP Job/Research Synopsis (Total 20 Marks) which will be allotted by the faculty supervisor on the following parameters:

S. No.	Component	Marks
1	Introduction to Company & Research Problem OR Job description & Research Problem	3 marks
2	Literature Review OR Theoretical Framework/Job description	5 marks
3	Suggested Research Methodology/Job analysis	6 marks
4	Suggested points of Analysis/Tentative points of learning	6 marks
	Total	20 marks

Report Writing (Total 50 marks)

Report writing carries 50 marks which will be allotted by the faculty supervisor on the following parameters:

a. SIP Report Research Based

S. No.	Component	Marks
1	Introduction to Company and Research Problem OR Job description and Research Problem	5
2	Literature Review of Theoretical Framework	10
3	Research Methodology	10
4	Analysis of Findings	10
5	Conclusion of Findings	15
	TOTAL	50

b. SIP Report On the Job

S. No.	Component	Marks
1	Company Description	5 marks
2	Job Description	10 marks
3	Analysis of job done	15 marks
4	Learning outcomes	10 marks
5	Relevance of Suggestions	10 marks
	Total	50 marks

Industry Mentor Feedback (Total 10 marks): Marks for this component would be assigned on the basis of Industry mentor rating for the summer intern on a scale of 1-10. The students before leaving the company would collect the feedback on the company letter head duly signed by their industry mentor.

Timeline adherence during SIP (Total 12 marks): There are 6 timelines given to students during their SIP period, default on any one of the timeline would result in a deduction of 2 marks (i.e. deduction of 2 marks per default).

SIP Pitch (Total 12 marks): Each student to present their SIP work to a panel comprising industry resource persons for a duration of 3 minutes.

Presentation of SIP work (Total 50 marks): Each student would present the SIP report in front of a panel of faculty experts, time duration for each presentation including question answers would be 15-20 minutes and the presentation evaluation criteria shall be as follows:

S. No.	Component	Marks
1	Data set presentation: relevance, completeness and organization	10
2	Ability to demonstrate statistical/Excel skills on data set before the panel	15
3	Demonstration of Interpretation skills before the panel.	15
4	Handling of Question Answer Session	10
	TOTAL	50

IDP (Total 16 marks):

• Panel of Industry expert and faculty will be interviewing students before and after SIP to identify their potential, strengths and weakness and based on these inputs will suggest area of improvement and possible career path. Each student is required to fill Individual Assessment Form which is reviewed by the panel.

• Based on the recommendations of the panel, specific development needs of students are identified and their individual development plan is formulated. Second IDP will also evaluate the summer internship of student and would award 16 marks which would for the component of SIP evaluation.

SIP Grievance Redressal

- Any grievance pertaining to SIP would be referred to a committee comprising of Dean Academics, a member of research committee and a member of the concerned functional area.

Merit Promotion Award Scheme

- The institute shall provide the following academic excellence awards to the students of different programs:

- Subject Wise Topper [Every Term] [Certificate]

- Overall First Year Topper [Top 3 Rankers] [Certificate + Prize]

- Area of Specialization Wise Topper [Certificate]

- Overall Program Topper [Gold Medal and Silver Medal]

- Overall Best Student Award

- Best Women Student Award

- Alumni's Best Student Award

Section IV

STUDENTS ENGAGEMENT AND SUPPORT

Student Engagement and Support

The Institute organizes co-curricular and extra-curricular activities keeping following objectives in mind:
• To enhance personal and professional development of the students.
• To give students an opportunity to work in teams.
• To let students, actualize their potential.
• To let students, learn about different management situations by doing.

The students are engaged in managing cultural as well as various corporate events. The Institute organizes various annual events various annual events like Jaipuria Annual Management Conference (JAMC-management conference), Conclaves (functional area conclaves), 'GRAVITY' (Entertainment, Management and Sports Annual festival) and various national level club and committees plan their events specific to their theme and interest.

Music, drama, poetry and appreciation of the rich Indian cultural heritage through a series of program is organized in the campus every year in association with SPIC MACAY, Art of living, Aurobindo Society, etc. Students are nominated for participation in co-curricular and extracurricular activities of the other institutes and professional bodies.

Student Excellence Council

The members of Student Excellence Council (SEC) are the main driving force for success and growth of any institute. Student council plays a very important role in this regard. Leaders of the student body who represents the students comprise of Student Excellence Council (SEC). They are a link and bond between the management, staff and students. The committee coordinators will be chosen amongst the final year students through election (voting by the students) and selection (selection panel comprising of Senior Faculty)process.

The categories and its associated responsibilities in which the students will be selected for council team are described below:

Student Excellence Council – Academic and Non-Academic President (2 positions)

• He /She will be overall responsible for the smooth functioning of all the activities planned in within the campus.

• He /She will be directly responsible to manage the SEC team, coordinate with all Clubs/Committee presidents and vice-presidents, and work closely with them for all the main events in the campus like JAMC, GRAVITY, Jaipuria Awards, MUN, etc.

• He /She will be overall responsible to conduct student affairs related open house, address students complaints, issues and convey it to the Dean, student affairs office or to the concerned departments.

• Both the President SEC 2019 will have to coordinate four main big events (GRAVITY, Jaipuria Awards, Motivational Speak, MUN) that fall under Student Affairs Committee.

• He /She will be held responsible to invite guest(s), sponsor(s), and judge(s) for four big events of the campus, delegate work to other committees, and review their activities.

Student Council – President (Clubs/Committees)

• He /She will be overall responsible for the smooth functioning of the Clubs/Committees and all the activities connected with it.

• He /She will be directly responsible to the faculty coordinator of the Clubs/Committee and respond promptly to the instructions/directions given from time to time.

• He /She will be responsible for choosing /selecting a guest(s), sponsor(s) and Judge(s) for a particular activity/event in consultation with the faculty

coordinator and will ensure the proper dispatch of invitation and check its receipt from the guest on phone/mobile and confirm to the faculty coordinator.

- He /She will prepare the estimates of fund requirement for each activity under guidance of the faculty coordinator.

- He /She will be the 'Master of Ceremony' for a particular event/activity of the Club/Committee, ably assisted by the member(s) nominated for the purpose.

Student Council - Vice President (Clubs/Committees)

- He /She will be directly responsible to the President of the Club/Committees and ensure proper attendance of all the members during all the activities of a Club/Committee.

- He/She will be directly responsible to create, distribute, and collect attendance chits in coordination with disciplinary committee and presidents of the campus.

- The attendance thus taken, during an activity will be put up by him/her for the counter signature of the president and faculty coordinator and then forward it to student affairs department for the recording.

- He / She will be responsible for arranging, receiving and seeing off the guest(s) and sponsor(s) in coordination with the president for all the activities conducted by the Club/Committees and will be assisted by the designated members.

Events Committee

This committee organise GRAVITY, annual fest of the college in coordination with Dean (SA) and faculty members. This committee also takes charge of sending students to various inter-college participation outside in Academics, Management and Cultural events. It also informs students about upcoming events via emails, word of mouth, use of digital platform and collect nominations at least 10 days in advance.

Academic Program Committee: Academic Program Committee is a vital organ of the Jaipuria Institute of management. The Council's main objective is to help ensure a healthy academic atmosphere and enhance the learning experience for the students. It monitors the students' academic experience and reviews the courses as and when required. It constantly looks at the latest changes that are coming up in the field of management and provides recommendations to Program Office on reflecting these changes in the curriculum to make students academically ready to meet industry demands. It provides an interface. between the student community, the faculty, and the institute management in order to address the issues that the students face. This committee plays an important role in guiding the students in choosing their electives. It organizes course-related workshops to help in making the students familiar with the electives. The Academic Council also arranges sessions to help the students cope with their studies and overcome any problems they may be facing. This committee manages classroom infrastructure, academic content availability, open house planning, facilitating regular & guest sessions and supporting Program Cell. It also felicitates trimester toppers in award ceremony.

Research and Publication Committee: The objective of the Research Committee lies in building of research capacity to increase both the quality and quantity of academic research, in order to be regarded as a leading Faculty across the globe. Research Committee provides a conducive platform for students to enhance their knowledge and stay befitting in this competitive era. The committee also encourages the students to write research papers and provide them with the necessary assistance in getting them published/ presented at a conference. This committee also organise national level SIP competition for the students.

Admission Committee: The admissions committee is driven by the cooperation of both faculty and students which seek to bring in diversity as well as improve the quality of future batches through different activities, which the committee conducts to promote the Jaipuria brand. The committee facilitates and coordinates the admission process across various centres in India and it also gives a chance to the members to meet, interact and guide the applicants in person. This committee also organise BOP competition for the new students. The committee acts as the face of the institute for the prospective aspirants and it takes effort to facilitate admissions in a seamless manner.

International Relations Committee: International linkages are critical for innovation, as it brings powerful learning opportunities and support flourishing of ideas. It enables pooling of competencies and benefit in inculcating innovative businesses practices in curriculum.

Jaipuria's International Relations Centre (JIRC) is a thriving knowledge hub, a platform to seek more.

The Committee engages with a broad range of academic institutions and organizations around the world. The International Relations Centre (IRC) assists in the development of sustainable and multi-faceted partnerships that deliver quality global academic outcomes. The dynamic curriculum encourages exchange programs with international institutions. This has further strengthened the understanding of global scenario and has empowered with global views and comprehensive skills set through joint research, knowledge transfer, skills enhancement, and facilitating global exposure to students.

Centre for Entrepreneurship and Family Business (CEFB) including E-Cell:

The "Navikaran", E-cell (centre for entrepreneurship & family business) is a student driven body run by some enthusiastic students with the aim to promote and develop entrepreneurship culture among students. CEFB, conducts various events like workshops, business plan competitions, interactive games and speaker session for inspiring and assisting young entrepreneurs in their journey to the business world.

CSR Committee: CSR Committee is continuous commitment to behave ethically and contribute to economic development while improving the quality of life of workforce and their families as well as the local community and society at large. Only the social- welfare promoting actions performed over and above the economic and legal requirements in a country qualify as a corporate social responsibility. The CSR committee handles the events as a socially responsible citizen of India. It will include events like Blood Donation Camp's, Social awareness programs, candle march as a tribute to soldiers, public awareness program on streets (street plays), children's day celebration at an orphanage, raising funds for helping people for natural calamities, donation of old clothes and books etc. Also they could indulge in adopting a village and organizing Social Development Projects (SDP's) etc.

Alumni Relationship Committee: The Alumni Relationship Committee of Jaipuria Institute of Management, Noida is a platform to bring the innumerable leaders, entrepreneurs, artists, and managers created by Jaipuria, Noida, together, and to strengthen the relationship between the students and the alumni. In an endeavour to serve, culminate and promote this relation, the Alumni Relations Committee undertakes several initiatives to successfully engage the esteemed alumni as well as the current students of Jaipuria, Noida. The Committee aims to nurture an ever-growing nature of collaboration between the alumni and the Institute, to build the brand Jaipuria. With the intent of achieving this objective, the committee initiates various meets, conducts programs and create platforms to promote interaction for mutual benefit. The committee contributes in strengthening the relationships between alumni, students, faculty, and staff by spreading awareness and encourage participation in the affairs of the institute.

Disciplinary and Grievance Redressal Committee (including Anti Ragging Committee): This committee will have the responsibility of maintaining proper conduct of students in campus and off campus. Although the disciplinary issues in the hostel will be dealt by the Hostel warden and Hostel affairs committee. Serious disciplinary issues will be referred further to disciplinary committee. The primary goal of this committee is to handle student's grievances/ issues and review/revise students code of conduct. The Committee will also be a part of any Enquiry Committee probing any act(s) of indiscipline.

Hostel Affairs Committee: Hostel Affairs committee takes care of students issues related to hostel and mess services. This committee reviews student's needs, mess, and other hostel services provided by the institute. Student coordinators will be responsible to take regular feedback (online and offline) of various services provided by the Institute and escalate the issue to the chairperson. This committee reviews the food quality and revising the Mess menu fortnightly. Regular visits and surprise visit to hostel and mess area will be the responsibility of the members of Hostel affairs committee.

MEDIA RELATIONS CLUB (MRC)

The power of media is that it forces necessary changes. With the aim in mind the MRC club works as the face of Jaipuria highlighting the inner as well as the outer events in which the college takes an active participation.

The club has four main tasks:

- Photography - Capturing the photos for the event with high resolutions from the beginning till the end.
- Content - Writing of the report for an entire event starting from the welcome speech till the vote of thanks.
- Social Media Handling - The pages of Jaipuria on Facebook and Instagram are handled by the MRC club where the posting of events take place frequently.
- E- Mail Circulation - Once the social media team has floated the content online. It is the job of the E-mail Circulation team to draft an e-report as per the shared format in form of an email and circulate it to all faculties, and major group ids of Jaipuria.

Cultural Committee (includes Kasturi and Festivals)

Kasturi'- The music club at Jaipuria Noida is an endeavour to promote colours of happiness, fun, peace and creativity in the campus life of our students. It aims at fostering an appreciation for music and its related activities. The club activities inclusive various celebrations like Independence day, Celebration of national festivals, Antakshari, Talent hunts- Voice of Jaipuria Noida and Workshops.

This committee also organizes and celebrates various festivals in the campus in coordination with Hostel Affairs. It also deals onto various extracurricular/co-curricular events in decoration, arrangements anchoring, etc. It creates budget and plan of action of upcoming events.

Training and Placement Committee: Placement process at Jaipuria, Noida is a student managed activity. However, recognizing the importance attached to corporate relations and placements, there is a Placement Committee to provide overall supervision and direction to recruitment related engagements and activities taking place on campus. This committee consists of Chairman, Training and Placement Committee and a group of faculty members who work in close coordination with the student representatives.

This committee has to be highly pro-active, positive and enthusiastic person. He / she should be very good at communication, presentation, behaviour, respected amongst students, motivator and high on ethics. The student in this committee interacts with companies for job opportunities and explore new companies through connecting socially. The Placement Committee try to convert the prospect companies referred by Corporate Relations Committee for placement and internship purposes. The team also engages companies for Live Projects, small assignments etc. The committee holds responsible for facilitating and campus recruitment drive either for final placement or for Summer Internships.

Internal Complaint Committee (managed by faculty members): The Internal Complaint Committee is an initiative to provide a platform to the existing students of Jaipuria, Noida to file complaints related to Sexual Harassment. It aims at providing prompt resolution and redressal of the complaints registered. This committee mandates, maintaining the privacy of the cases filed by the students while providing the resolution and focuses on deriving the complainant's satisfaction with the actions and resolution provided by the committee members. An important function of the committee is to conduct informative and educational seminars and workshops for the students for their mental, emotional and physical wellbeing. Focusing on women students, it endeavours to organize such events, workshops, and programs beneficial for their safety, security, and welfare. It is, thus committed to providing a safe and sound environment and inculcating culture and ethics congenial to existing students of the campus.

Academic Clubs

HR Club: IPSA

The HR club – IPSA at Jaipuria Institute of Management, Noida under one of the academic clubs of Student Excellence Council (SEC), is led by a President, Vice President along with dedicated 1st and 2nd year students who are highly active with NHRDN, NMA, AIMA and other professional management associations to learn, promote and drive HR movement in Delhi/NCR. In the pursuit of bridging the gap between academia and industry; IPSA organizes regular industry guest sessions, intra and intercollege competitions for management students across Delhi/NCR. With students' own efforts, support from CRC of the Institute and HR faculty members, the members of the club invite seasoned HR professional and established academic experts to help students map and shape their HR aspirations. IPSA also tries to facilitate opportunities of live projects, SIP and mini-projects in HR domain.

Marketing Club

Marketing club, brings together some of the brightest minds, interested in exploring the ever changing dynamics of market. The club aims at keeping members abreast with the latest on marketing while integrating the vast experience of its members across functions and industries such as advertising, research, sales, branding communication and digital marketing to name a few. Marketing Club is largely a student-driven club. It tries to bring out in students a marketing acumen through various activities. Marketing Club organizes speaker sessions, debates, talks, discussion, workshops and seminars to provide industry and functional exposure to students. The club aims to create a learning environment and enhance the skill sets of the students in the area of their interest.

Finance Club

This is an academic club which focuses on developing the interest of the students in the finance domain. This is a student driven club, led by a President, Vice President and includes coordinators and members across first year and second year under the supervision of a faculty. The club organizes activities like guest talks, workshops, trading game, finance quiz etc. It also bring out an annual magazine by the name 'Crunch'.

Operations Club

The official operations club of Jaipuria Noida, having vision to be the one of the leading club in the B-school fraternity by acting as an interface between academics and industry best practices. Club conducts, many activities like guest sessions, case study competition, Business quizzes, simulation event, games through inter college and intra college events.

They organise events such as, Industry guest session, Selfie and Dubsmash Competition, Cyber Gaming Event, Business Idea Presentation on Mobile App, etc.

Communications Club

Communications Club at Jaipuria Noida is being established with the objective of honing the debating skills in the students. This helps the members in enhancing their language proficiency, research, critical and logical thinking skills.

- Its main focus is to promote appreciation for literature besides developing reading, writing and listening skills of its students.

- The objective of the Communications Club is to facilitate its members to gain knowledge and develop skills from unbiased learning and thinking process and participation in the knowledge based society.

- The Club strives to achieve these objectives, by encouraging member to discuss trending news articles, reading good literature and sharing it with club members. Club activities, besides providing vent to the thinking minds are aimed to improve the communication skills, diction and speech delivery through public speaking.

Support System for Teaching Learning Process

Mentoring Policy

Mentoring is a critical student development intervention. Poor employability skills seriously damage the career prospects of students. Therefore, the students need to work on enhancing employability skills from the very beginning of an academic program. Mentors can play a vital role in enhancing their employability skills of the students. Several groups of students shall be formed. A group shall be known as Study Group (SG). Each Study Group (SG) will have six to eight students. This group will be permanent across different courses and activities in the first year of the program. The purpose of creating such groups is that the group members would actively and intensively learn from one another through working together on a variety of tasks and develop teamwork and social skills. Each group will be assigned a faculty mentor, who will be responsible both for the development of the SG as well as the individual mentee. Mentoring would be only for the first year students and it would be from the month July to June of an academic year. The frequency of meeting would be every fortnight, i.e., twice a month. By the end of the mentoring period, each mentee would design and submit a personal Career Graph, which will consist of prospective nature of industry for employment, expected job profile and requisite skill set, gap analysis and action plan to be followed in the next academic year.

Role of a Mentee

The responsibilities of mentee are:

- To meet regularly with the mentor
- To ask for feedback
- To take responsibility for own growth and success
- To maintain a portfolio
- To provide the mentor with an up-to-date portfolio
- To enhance one's employability skills
- To ask his/her mentor for guidance and assistance whenever it is needed
- To attend GD sessions, aptitude test and PI sessions and Industry visits as planned by the mentor

Grievance Handling

Any grievance routine in nature will be addressed to the Program Director, who in a week's time will resolve the matter. Grievance for which there is no precedence or which is exceptional in nature would be taken up with the grievance handling and discipline committee by the Program Director. The committee would make its final recommendations to the Director of the Institute within a week. The Director will take a decision in another week's time after the recommendations are submitted to his office. The Director's decision would be final in the matter. All grievances would be handled within a maximum period of three weeks.

A new portal for registering students' grievances is now available on Moodle dashboard of every student.

The procedure for registering the complaint is as under:

1. Login in to Moodle-My Dashboard.
2. Click "My complaints".
3. Enter details such dates, nature of complaints etc.
4. Click appropriate option (such as Boys Hostel, Academic, Campus) under 'Add complaint.
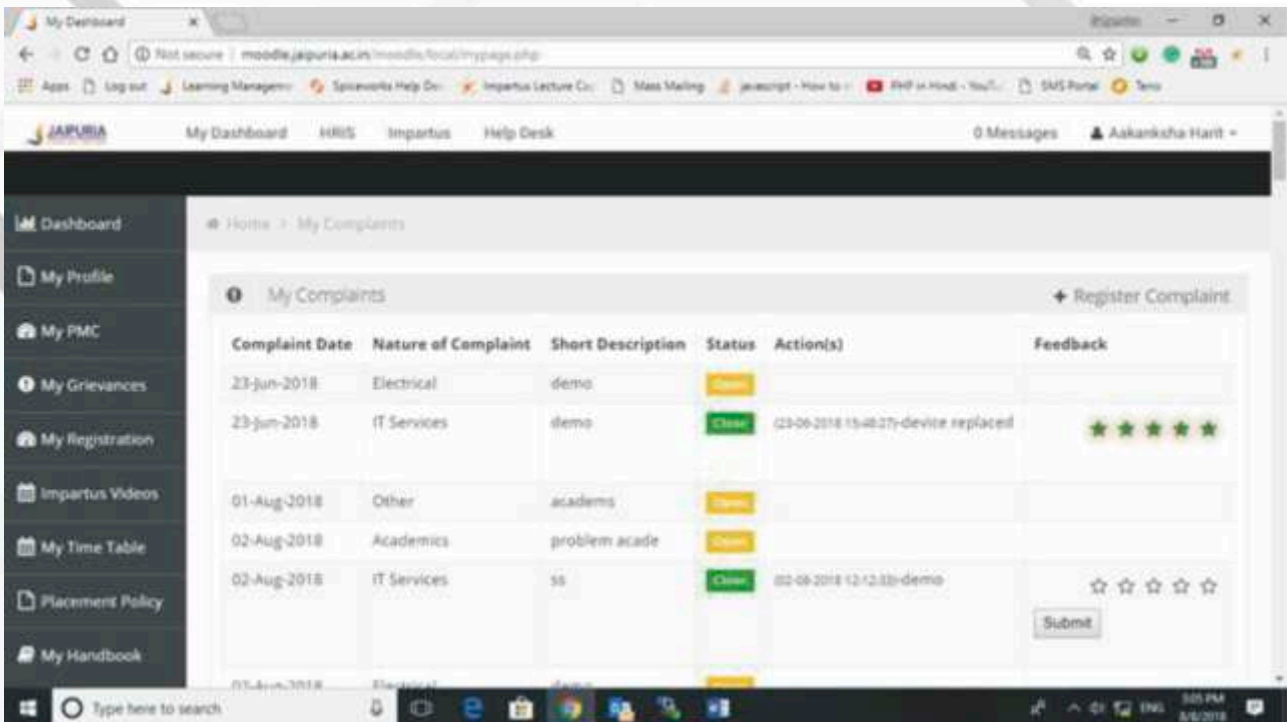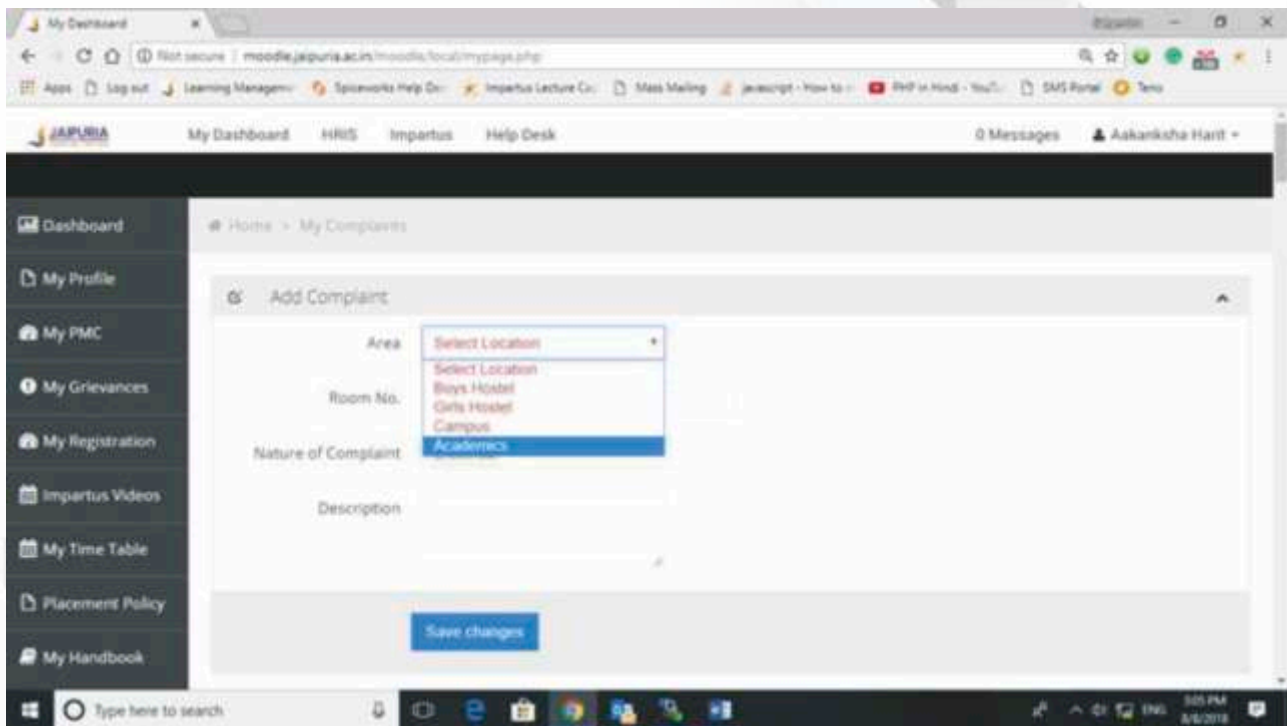5. Save changes.

Given below is the snap shot of the procedure to register grievances on Moodle.

Login in to Moodle – MY Dashboard
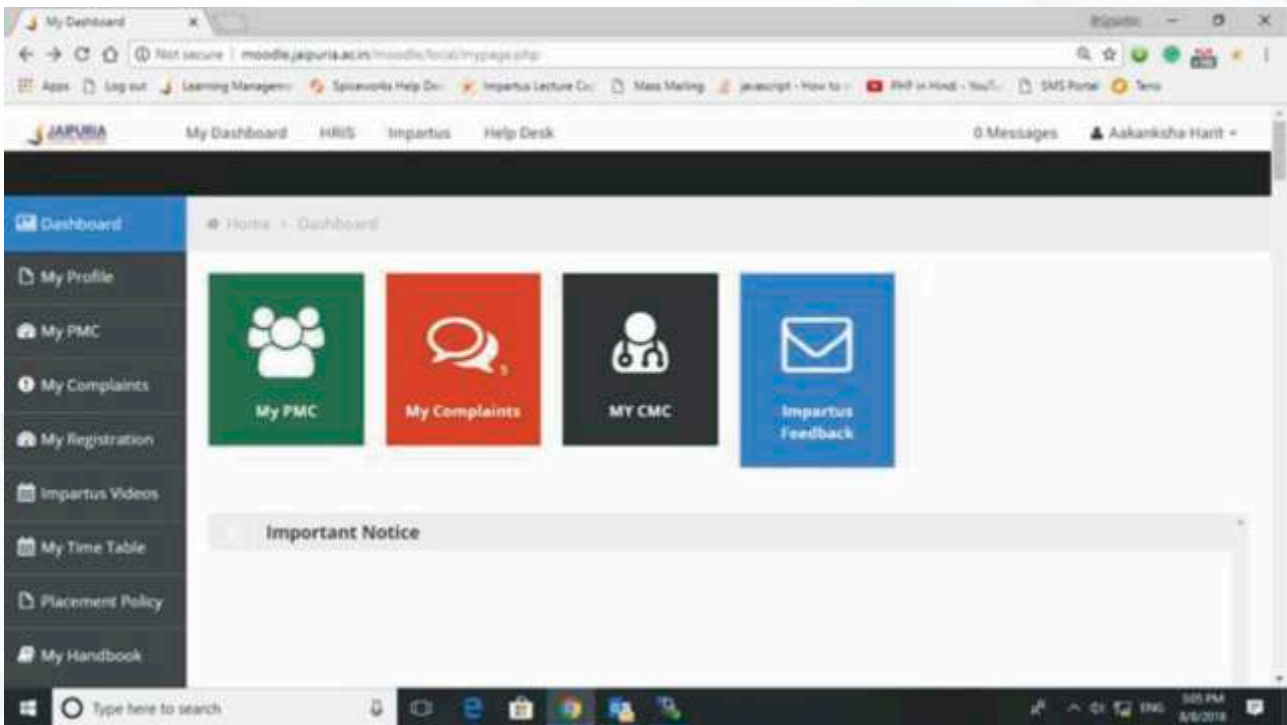
List of registered complaints

Women Affairs and Protection Against Sexual Harassment

The Institute has a Women Affairs Cell to take care of the girl students of the institute and raise awareness about their modern day problems like health, campus life related issues etc. Women students are encouraged to take an active part in the activities of the Cell. The Cell endeavors to alleviate the negative forces that confront women in the campus. The cell is actively involved in the redressal of grievances, mistreatment and cases of sexual harassment related to women student candidates.

For any information and assistance, students may contact at Telephone Nos. 0120-4638348 and/or e-mail to poonam.sharma@jaipuria.ac.in.

In General Harassment may include, but is not limited to:

i. Coercing or attempting to coerce a person into a relationship

ii. Subjecting a person to unwanted attention or demands;

iii. Punishing or retaliating against a person for refusal to comply with sexual demands;

iv. Unwelcome physical advances or physical contact of a sexual nature or conduct of a sexual nature that is intimidating, demeaning, hostile, or offensive;

v. Threats, physical contact, pranks or vandalism directed at an individual or individuals because of their race or origin;

vi. Severe or persistent racial epithets, derogatory comments, jokes or ridicule directed to a specific person or persons about their race or ethnicity;

vii Defacement of a person's property based upon race of the owner;

Any case of mistreatment or harassment needs to be reported immediately to the Grievance Redressal and Discipline Committee for initiating the investigation process and taking necessary actions.

IT Tools for Teaching-Learning Process

Every student at Jaipuria is groomed in a challenging environment, every day. They are pushed to think out-of-the-box and demonstrate critical thinking and innovation. Innovation also forms the backbone of the teaching-learning process itself. Students benefit from not only new and updated courses but also use new technology platforms for effective learning.

Moodle

It is an open source for collaborative learning; students can access all the course material, case assignments through Moodle. All the quizzes & assignments are done on Moodle. Students use EXCEL Minor for business analytics, solver, analysis Toolpack & SPSS software for data analysis and research

Lecture Capture

Impartus is a Lecture Capture Software which helps in better learning through videos. Students can watch classroom recordings - anytime; anywhere in the campus, use tools for easy revision, asking questions and interacting with peers. In Jaipuria, students from any campus can watch videos from other three campuses, which helps in an n un-campus learning.

MOOCs

Massive Open Online Course (MOOC) aims at unlimited participation and open access via internet. MOOCs provide interactive user forums to support community interactions among students & professors. Professional certification from MOOCs is an integral part of academic curriculum.

Section V
GENERAL RULES AND REGULATIONS

Discipline

Cases of indiscipline, use of unfair means in any academic endeavor, violation of the Institute's code of conduct and unsavory behavior that brings disrepute to the Institute shall be brought to the notice of the Coordinator, Discipline Committee. The committee will propose the appropriate action or penalty to be imposed on the concerned student(s).

General Discipline Rules

1. All circulars will be put on Moodle or on mail. Students should cultivate the habit of checking Moodle/mail every day. Ignorance of any notice thus displayed will not be accepted as an excuse for failing to comply with directions contained in it.

2. Students are not allowed to circulate among the students or paste on the notice board any notice without the approval of the Director / Program Director.

3. While attending Institute functions and other celebrations, students shall conduct themselves in such a way as to bring credit to themselves and to the institution.

4. They should be courteous and respectful towards all the members of the faculty and staff.

5. Smoking inside the campus is strictly prohibited.

6. Loitering, shouting, whistling and other such acts that cause nuisance in the premises of Institute are strictly prohibited.

7. Eve-teasing, ragging, alcoholism, taking drugs, playing cards and other such unsocial acts will lead to immediate dismissal from the Institute.

8. Men students shall have no entry into the women hostel & vice-versa.

9. Entertaining outsiders in and outside the Institute campus and indulging in anti-social activities are serious offences and are punishable as such.

10. Mass absence from classes / holding agitations, demonstrations and instigating violence inside or outside the campus are considered breach of discipline and will be severely dealt with.

11. Theft of articles is punishable. Students finding articles not belonging to them should hand over the same to the Administrative Office.

12. Students are strictly forbidden from collecting money for any purpose without the permission of the concerned authority.

13. Violation of any one or more of the above rules shall be punishable with any one or more of the following by the Discipline Committee:

    • Imposition of fine including collective fines

    • Cancellation of attendance

    • Suspension from the Institute for a specific period.

    • Expulsion from the Institute depending upon the degree and seriousness of the offence.

    • The Director shall be the final authority in disposing of disciplinary matter without prejudice in the larger interest of the Institute.

14. All vehicles must be parked safely and properly in the allotted places only.

15. Students are expected to observe strict discipline in the Institute. Any violation thereof will entail severe punishment.

16. Students should desist from dirtying and defacing the campus and should not indulge in damaging the Institute properties and should maintain proper hygiene in the classroom

17. During breaks, students should not disturb other ongoing classes. Minimum noise and disturbance at the Campus is desirable.

18. Sports material will be issued to the students only during Lunch Hours or beyond class hours for a specified duration of time.

Anti-Ragging

Ragging in any form is strictly prohibited within the Institute premises or any other part of Institute Campus and its Hostels. Punishment for ragging includes rustication of a student or students for a specific number of years / cancellation of the result of the examination in which he/she may have appeared. It may be noted that the Institute takes a serious view of any individual/group that indulges in verbal threats, taunts and harassment and physical intimidation, assault, etc. In case of complaints regarding violation of ragging or other rules and regulations, disciplinary action will be taken and may include expulsion from the Institute. Complaints regarding violation of ragging or other disciplinary rules should be brought to the notice of Discipline and Grievance Redressal committee including the Director.

Ragging for the purpose of these rules, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are in way, considered junior or inferior by other students and includes individual or collective acts or practice which:

1. Involve the status, dignity, and honour of students;

2. Violate the status, dignity, and honour of students;

3. Violate the status, dignity, and honour of students belonging to the Scheduled Castes and Tribes;

4. Express students to ridicule and contempt and affect their self-esteem;

5. Entail verbal abuse and aggression, indecent gestures and obscene behavior. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this Ordinance.

The Director of the Institute and the Grievance Redressal and Discipline Committee shall take immediate action on any information of the occurrence of ragging

Dress Code

- It is compulsory to gracefully wear the institute prescribed uniform dress on all formal occasion or as announced from time to time.
- On other occasion both male and female students must dress modestly and be well groomed.
- All students are advised not to wear precious and costly jewelry. The Institute authorities will not hold any responsibility for the loss.

Mobile Phones

Usage of Mobile Phones during class hours is strictly prohibited (unless it is notified specifically)

Tuition Fee Rules

Students may submit their fee in six instalments for each trimester on the due date failing which they need to pay the fine of Rs.50 per day. For payments made to the institute, only an amount up to rupees one thousand can be deposited in cash.

Library Rules

1. Every student must possess his/her ID card while making use of the Library Resource Centre (LRC) facility and produce the same to the LRC staff on entering the library.

2. All LRC users must swap their ID card in the gadget/Register lying at the 'reference counter' of the LRC.

3. While entering in the LRC, users/students should leave their personal belongings such as bags, personal books, magazines, umbrellas, water bottle etc. at the counter reserved for this purpose. Only note-books are allowed for writing notes.

4. All the members must produce their Identity Card on the Circulation Counter at the time of issue/return of the books. The LRC Staff may refuse entry to those who do not produce valid Identity Card.

5. Students are allowed to have academic discussions in the LRC and students ensure that their discussions should not disturb other readers.

6. Users should maintain peace and silence in the LRC and should not disturb other readers. Defaulters will be debarred from LRC facilities.

7. Chatting, eating, drinking, smoking, listening to music is strictly prohibited in the LRC Premises.

8. LRC users are requested to keep their mobiles off or in silent/vibration mode. Failure to do will be debarred from LRC usage.

9. All issued books should be returned on time failing which student need to pay the fine. A fine of Five rupees for the first day and Ten rupees from second day onwards will be charged.

10. Users are responsible for complying with copyright act while photocopying library documents.

11. LRC follows open access book system. Books should be handed over to the LRC staff on duty or placed on the reading table. Books should not be shelved by the readers. It must be remembered that a book misplaced is a book lost.

12. LRC users must assure, before leaving the Issue Counter as to whether the books are in a complete and sound condition or not, otherwise he/she will be held responsible for any damage if the book is found damaged in any manner.

13. Users/students leaving the LRC should permit the LRC staff to examine their personal belongings, to prevent slippage of LRC material, even by default.

14. Users/students of the LRC should not deface, mark, cut pages mutilate or damage the reading materials in any way. Users doing so are liable to be fined heavily, apart from being asked to pay the cost of the damage document. In case a user repeats the offence a second time, his/her LRC Membership is liable be impounded and the Membership Card will be terminated with immediate effect.

15. While leaving the LRC, user should ensure that they carry only those books that are duly issued on their names, otherwise disciplinary action will be taken against them.

16. Any user/student found stealing a book, tearing off leaves of a book or damaging or mutilating a book, shall be liable to pay cost of the document(s) (books, journals/magazines, news-papers, etc.) and a fine of ₹500/- in addition.

17. All LRC members are expected to read the Library Notice Board for library timings and other latest updates about the LRC. Any change in library timings is communicated to the members through mail also.

18. The LRC rules and regulations shall be modified from time to time and shall be binding on all concerned.

19. Students are issued course books from Book Bank for each trimester. They must return earlier trimester book bank books before requesting for new trimester books from this section.

20. Library observes following timings during the year.

• During the session library remains open from 8 am to 8 pm

• During Summer and Winter Break library works from 8 am to 5.30 pm

• Library remain closed on Second Saturday of each month, all Sundays and institute's holidays.

• During end term examinations, however library opens on Second Saturday and Sunday also, if the dates are falling within examination period.

Computer Centre Rules

1. No food or drinks allowed in the computer lab at any time.

2. Shouting, loudly talking, use of Cell phone or listening music is strictly prohibited in the Computer Centre.

3. Students are not permitted to install, modify or delete any software on lab computers.

4. Scheduled classes in the labs have priority over all other uses.

5. User data files should be saved on your network drive (H: drive) each user is provided 1 GB space on the H: drive.

6. All new users are provided with new individual User-id & Email-id

7. The computer lab is not responsible for problems caused by computer viruses, improper use of the equipment, or loss of data due to equipment malfunctions or any other reason.

8. Equipment in the computer labs may not be removed, modified, relocated, or disassembled without permission of the lab coordinator.

9. The computer lab resources are prohibited from usage for any illegal or disruptive purposes.

10. Reproduction of any copyrighted material (e.g., Software, music, video, books, photographs, etc.) is prohibited.

11. Displaying of offensive graphic images by way of Internet Explorer or other software is not permitted. Chatting, playing games is not allowed.

12. Be respectful of other lab users, lab equipment and area at all time in the computer labs.

13. Problems with computer lab equipment and software problem should be reported to the lab personnel immediately.

14. Print outs are possible from the computer lab on payment:

    i. For Laser Printer: Charges are ₹1 per page (subject to revision as when notified by the Computer Lab)

15. Users are expected to keep the computer lab neat and tidy and if need, should clean up the area around the computer they used before they leave.

16. To protect account security students should Shut Down the computer before leaving the computer lab. Institute will not be responsible for loss of data

17. Any physical damage to the system or any lab property will lead to the punishment in the form of cash payment

18. Students who do not follow the above rules will be suspended from the lab for 7 days.

19. Timings of opening of Computer center: 09:00 AM – 06:00 PM excluding second Saturdays, Sundays and notified Holidays.

Hostel Rules

The Institute has hostel facilities. There are separate hostels for boys and girls. Girl's hostel is within the premises of the campus and boy's hostel is approximately 2.8 kilometers from the campus but is well connected through local transport. The following Hostel rules will be binding on the hostel residents from the date and time of allotments of the hostel accommodation.

The Hostel rules have been framed to minimize inconvenience to the hostler and maintain law and order in the hostel as well as the neighbourhood. Violation of any rule will render the student liable to be punished/ Expelled from the hostel / institute.

1. Hostel shall be managed by a Hostel Affairs Committee which will include the Faculty coordinators, Wardens and the administration officials.

2. The hostel seat is made available, double/triple occupancy basis, on priority to outstation students on first come first serve basis, subject to seat availability. NCR based applicants may also be considered for the hostel, subject to seat availability.

3. The Women Hostel has a few rooms with AC. These are allotted to interested students on written request and 'Required' payment of the AC hostel fee, on a first come first serve basis.

4. Institute reserves the rights to refuse accommodation without assigning any reason or on the basis of one's past record.

5. Allocation of rooms and room partners is done on a basis as informed and ONLY after deposit of the hostel fee. This is to be accepted by all the students and no interchange shall be permitted. Any self-arrangement of changing rooms without the permission of authorities shall be treated as offence and dealt accordingly.

6. Nonpayment of mess/hostel charges on time (not more than three days after the due date as notified time to time) will debar a student from continuing in the hostel, he/she may or may not be permitted to continue even after the settlement of dues.

7. Each student shall be responsible for upkeep and security of furniture/ fixtures of the room.

8. He/she shall handover the room with its fittings and fixtures at the time of vacation of the room. He / She is liable to be charged for damages caused by him/her to the Hostel Property.

9. Residents shall ensure that room will be returned in same condition as allotted, in case of writing/ drawing/stickers pasting on the wall/defacing in any kind on the wall, both residents shall be held responsible and will pay equal amount of expense to repair that. No party's/birthday celebration is allowed in the room or verandah without approval of warden.

10. Possession or Consumption of cigarettes, liquor, drugs and intoxicants in any form in the hostel is strictly prohibited. Violation of these rules will render the student liable to be expelled from the hostel. He/she may even be rusticated from the institute.

11. Man-handling is a crime and liable to face Disciplinary and Grievance Redressal Committee (DGRC) in such a case. Possession or use of fire arms, khukhri, knife- having blade length in excess of six inches, explosives of any description, such as items (acid, poison etc.) which can cause severe hurt to a person etc. is unlawful and prohibited. Violation of this rule will render the student liable to be expelled from the hostel. He/she may even be rusticated from the institute.

12. Maintaining contacts with criminals, unlawful organizations are strictly prohibited. Students indulging in such acts will be severely dealt with including expulsion from the hostel/institute.

13. Students are not expected to leave the hostel for a night without written permission of the hostel warden. Leave applications must be approved by the warden and when exceeding 7 (seven) days must get approved by the Program Director. Also no leave would be granted without a written request from the parent/guardian. Any leave sanctioned without a written request from the parent/guardian must be countersigned by the parent/guardian and submitted to the office (warden) on his/her return from leave of absence. Such leaves will be counted as per the Academic leave rules only. Please use the night out pass/leave form for such purpose in advance (available with respective warden)

14. Although the visitors are allowed to the hostel, yet they are not allowed to stay overnight in the hostel without the specific written permission of the Faculty in charge/CAO.

15. Visitors to the Girls hostel shall remain limited to her parents and local guardian whose names have been given by the parents at the time of admission.

16. No male visitors including the father/brother etc.; are allowed inside the room of the girls hostel. Similarly, no female visitors including the mother / sister etc.; are allowed inside the room of boy's hostel.

17. Male student from the institute are not allowed to visit the Girls hostel any time. Similarly, female students are not allowed to visit the boy's hostel any time.

18. A Complaint/Feedback can be registered through Moodle .Alternatively registers are also available in each hostel and the Hostel Mess for registering the complaints. The warden shall examine the register weekly, take remedial/corrective actions and bring the problems to the notice of the CAO who in turn if required shall discuss the issue in the Hostel Committee.

19. All residents of the hostel are requested to show their ID at the time of entry in the hostel.

20. Any student, who fails in any subject in a trimester, will be liable to be expelled from the hostel and shall vacate the hostel within specified time.

21. Hostel is allotted for the academic year (as notified in academic calendar or through subsequent notice by the Programme Office) and the payment is charged accordingly.

22. Hostel Residents are required to vacant the Hostel Room along with their belongings within 3 days of the closure of the Academic year.

23. All request of Hostel seat for second year students must be received in writing along with Hostel fee by 15th March of every year. Previous year defaulters may not be allowed to stay in the hostel in second year.

24. Every Hosteller is required to attend college regularly on time without any fail. No Hosteller will stay back in Hostel during class hours, unless specifically permitted by any member of the Hostel Committee/prescribed by Doctor, also should ensure that lunch and snacks will not be available in boy's hostel. Generator set shall not be operating during normal class hours i.e. except for Sunday or holiday. Students found in hostel without approval will be subjected to face the Discipline and Grievance Redressal Committee.

25. All students (both boys and girls) are expected to return to their respective Hostels by 9 P.M. and also to make the entry in register held for this purpose with the security guard/ hostel staff. Security Guard will check and record the name of absentees after last entry timings. He will submit the names of the defaulters to the Warden for further action. Hostlers are advised to be cooperative and courteous with the security guards. Disciplinary action can also be taken against frequent defaulters. The last entry time in Hostel is 9:00 pm and no student is allowed after 9 pm. If any students remain absent, suitable punitive action can be taken against the respective student and may be asked to leave hostel immediately. Late entry till 9.30 pm is only permitted on prior written approval from the authority and in any case it cannot exceed more beyond 11 PM which shall be permitted only in cases of an emergency. No student is permitted to be late (i.e. after 9 PM and before 9.30 PM more than 4 times in her/ is academic session on one year.)

26. The area near the girls Hostel will is the 'No Parking' zone. Only dropping of female hostellers is allowed.

27. Use or Possession of electric heaters or other electric appliances including iron in the hostel rooms is not permitted. A fine of Rs. 1000 shall be levied, the appliance will be confiscated and disciplinary action will be taken for violation of this rule, including cancellation of hostel allotment.

28. Student shall endeavor to reduce electricity bill to the barest minimum. They shall switch off the lights when leaving the room. Occupants are liable to be fined ₹100/- or more when found defaulting on this account.

29. Students will be responsible for the safety of their valuable asset, involved in theft case will be expelled from hostel immediately.

30. Spots of throwing liquids and tobacco/gutka spits if found on any gallery walls/corners near to particular room will be subjected to fine for the students staying in those rooms.

31. Food will be served as per the timing for mess. Students are expected to give their suggestions/ observation/ feedback regarding quality of food, desire of change/suggestion for improvement in mess services in the Feedback register kept in the mess. No wastage is accepted.

32. All residents will mark his/her attendance for the day in register kept for this purpose.

Onus /responsibility of giving attendance at night will always be that of resident.

33. Modesty and Decency in wearing of cloths/ uniform is expected from all residents.

34. There is no refund policy of hostel fee except in case of withdrawal case, where fee will be deducted on pro rata basis. In such a case the Director's decision will be final.

35. Both the hostels have laundry facility. The students can download the mobile app .The app facilitates the payment and usage of the facility.

Social Media Etiquettes

Online habits are changing rapidly from a closed, private behavior towards an open and sharing culture. While this may bring about positive results in you as a student, it is important that you also follow basic social networking etiquettes. Please note that within the Institute, you will be treated as an adult and due freedom would be provided to you to pursue various academic and social activities. It is important to remember that increased responsibility and higher levels of accountability accompany this freedom. Please make sure you observe basic social courtesies when you are posting to a discussion forum or different social networking sites.

The given below guidelines apply to using Twitter, Facebook, Google+ or other social media:

- Do not invade in other people's privacy or pass personal comments about people
- Do not post pictures or mobile numbers of other people without seeking permission
- Avoid tagging without prior approval from the concerned person

- Avoid discriminatory, defamatory or derogatory remarks
- Respect others' points of view and be polite
- Be sensitive to cultural difference
- Do not 'flame' other students, faculty or staff (flaming is attacking another or being harsh or hostile)
- Do not post without confirming the authenticity of any information regarding your peers, faculty members or institute
- Many good companies have started scanning through social profiles of potential recruits. Keep that in mind while being active on social networking platforms
- Create your LinkedIn profile and start connecting with your faculty members, peers, alumni and others. This network will help you in future
- A small unintentional post on social networks can create big viral effects.

Placement Policy and Rules

Objective

The Placement Policy of Jaipuria Institute of Management seeks to provide a fair and reasonable opportunity to all its students to be suitably placed according to their Aptitude, Scores, and Caliber & Competence.

Rationale & Coverage

1. The Placement Process at Jaipuria is based on the principles of Equity, Fair play, Transparency & Objectivity.

2. It would involve both on- Campus as well as off- Campus routes.

3. This Policy would cover all students of PGDM (All Courses)

6. Placements would be a student driven exercise. The role and responsibility of the Placement cell is to facilitate the process of placement.

7. While every endeavor will be made by the institute to check & confirm antecedents of the company etc., the students are also expected to exercise their judgment and conduct due diligence before participating in the placement process of a company.

Ground Rules

To avail Campus Placement services / facilitation for placement, students would have to first register themselves with the Placement Cell and accept the terms of Placement policy.

1. Jaipuria follows the one-student: one-job policy.

2. The Placement Process would commence from 1st October.

3. At any point (after completion of 10 company processes in which student was eligible), student should have appeared in at least 20% of processes, irrespective of specialization.

4. Only those registered students would be considered who fulfill all the requirements of the Company/Placement cell/Academic Score etc.

5. Normally, students are short listed for placement on the basis of guidelines, cutoffs, etc. provided by the recruiter. However, in cases where recruiter's requests Jaipuria to shortlist students for them, Jaipuria would shortlist students on the basis of merit i.e. on the basis of CGPA scores & other attributes important for the job profile as per inputs given by Head of the campus Placement & Training department.

6. The students applying in any companies' processes are required to adhere to deadlines set as per the mail sent & their application would not be considered after the deadline.

7. Those students who are eligible & do not appear for any campus process by 15th February 2018 would be assumed to be not interested in the placement process through campus & no further assistance would be given to them.

Placement Rules (Rules for Placement Processes)

1. Students are not authorized to communicate with the companies on an individual level. Any deviation would result in disciplinary action against the particular student(s) involved in such activity, which may include permanent debarring from placement process. Any corporate interaction by any student must be carried out in consultation with the Corporate Relations Team.

2. All students who appear for placement process are required to be formally dressed (For girls ether Institute's uniform or Black trouser/skirt with white shirt along with blue scarf for Boys ether Institute uniform or Black corporate suit, white shirt with institute's tie).

3. The job postings along with the eligibility criteria will be displayed on the college display board and also sent to student's group id. Students are required to check their emails regularly for information and details regarding placement drives.

4. Students who are eligible for any placement drive will have to give his/her consent before attending the same to the concerned coordinator before the deadline.

5. Student who fails to attend the placement drive, whether on or off campus subsequent to his/her consent for attending the same will be considered as misconduct resulting in disciplinary action including permanent debarment.

6. Students whose attendance is less than 80% in training & development sessions & are absent from IDP will not be considered & shall be debarred for final placement through campus.

7. Placement cell will make all arrangements for recruiters to be invited and included in the placement process. All students are required to do their homework seriously before facing interview and select only those companies which meet their preferred profile. students should be clear and fully prepared for the selection process viz.; Aptitude Test, Case Study, GD & PI etc.; as per selection process of a specific company coming for recruitment & must prepare themselves thoroughly. The responsibility to get selected/get offer of employment lies squarely on individual students.

8. Every student has the option of arranging his/her own Placement i.e., opting out of the Placement support of the Institute. All such request must be submitted in writing to the T & P department before the commencement of the Placement Process.

Eligibility

All graduating students who have registered with the placement cell shall be eligible to receive placement assistance unless otherwise debarred from receiving such assistance on account of:

a. Secured less than the minimum pass marks in their program.

b. Students whose attendance is less than 80 % in any of the training & development Sessions like: PDC, placement focused sessions, industry official guest lectures, sessions on Aptitude tests, mock GD, PI etc. will not be considered / debarred for final placement through campus. Training session's details would be at the notice board/mail sent to student group & 80% attendance is mandatory.

c. Non completion of Summer Training/other academic requirements.

d. Breach of discipline and general misconduct.

e. If a student has any back paper at the time of commencement of the 5th Trimester, he/she will be debarred from the placement process and will not be allowed to sit in the ongoing selection process in the campus till the time he/she clears his/her back papers. However, depending on the genuineness of the individual case, the Appellate authority would take the decision.

f. If a student is caught using unfair means during any exam

Debarment Policy

The following events/actions would be deemed to be acts of misconduct and would attract commensurate penal action / permanent debarment:

a. A student does not have minimum 80% of attendance in training sessions.

b. The student withdraws from 3 placement processes after registering himself / herself for a company / shortlisting by a recruiter on the basis of CV, GD, PI, written test etc., without being eliminated. However, if a company, after the PPT asks "not interested" students to leave the process, and if any student does so, then his / her action would not attract the penalty of debarment.

c. Tells the company that he/she does not want to join the company.

d. Speaks negatively about the company or Jaipuria Institute of Management.

e. Is found doctoring his/her resume submitted at Placement Cell.

f. Talks directly to the company representative / executive at any time other than pre-placement talk.

g. Asks any irrelevant question or behaves in an unacceptable way during the pre-placement talk/GD/PI.

h. Misbehaves with the placement team & corporate officials conducting campus recruitment process.

i. Deliberately jeopardizes any other student's chances of getting selected by his act of misconduct.

j. Indulges in any behavior which is socially unacceptable and or brings disrepute to Jaipuria.

The institute reserves the right to change/modify any or all of above stated Placement rules and procedures whenever found necessary. All changes/modification will be communicated to the students.

Important Telephone Numbers

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Ext. 371

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Dr. Ritika Gugnani
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Dr. V.K. Tomar
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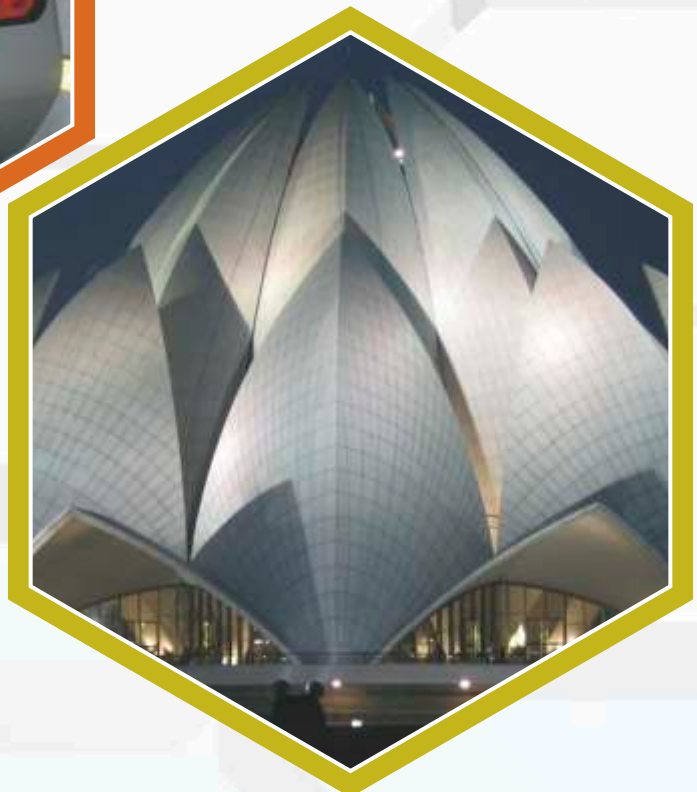
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ABOUT THE CITY

Noida (New Okhla Industrial Development Authority) has emerged as a major hub of IT services & BPO, automobile ancillaries, consumer durables, entertainment, electronics, premier engineering and medical & health care institutions. Noida came into administrative existence on 17 April 1976 and celebrates 17 April as "Noida Day". Noida was renamed to Gautam Buddh Nagar in 1997.

It is also the location of the Noida Film City, established by Sandeep Marwah, is a hub for major news channels and studios. News channels such as Zee News, NDTV, TV Today, group, CNN-IBN, CNBC, NEWSX, INDIA TV are situated here. Noida is a major hub for multinational firms outsourcing IT services e.g. IBM, DELL, Accenture, Samsung, JK Tech, MetLife etc..

Nearby Places to Visit: Akshardham Temple, ISKCON Temple, DLF Mall of India, Worlds of Wonder, The Great India Place, Garden Galleria etc.