

STUDENT HANDBOOK
PGDM / PGDM (Services Management)
2019-2021

 **JAIPURIA**
INSTITUTE OF MANAGEMENT
LUCKNOW NOIDA JAIPUR INDORE



Prologue

This handbook will provide the students enrolled into Jaipuria Institute of Management, Jaipur, a summary of PGDM & PGDM- Services Management Programmes, as well as to inform them about the expected academic and personal conduct during the period of the Programme. It provides important information on registration, curriculum, attendance norms, examinations and performance standards. Academic and professional standards are necessary to promote a fair and orderly conduct. It is expected that the PGDM/PGDM-SM, students of the Institute will abide by these rules and will at all times conduct themselves in befitting manner and do all needful to enhance the stature of the Institute in the community at large, to the best of their abilities.

We take utmost pride in our students and strongly believe in their potentials and urge them to excel in their lives and careers. Our entire effort gets centered on seeking and enhancing the excellence and welfare of our students. We are committed to the policy of 'no student left behind'. This means all our students get equal opportunity and attention for their overall development. We work to make them skillful and efficient professionals, who are reckoned with in the society. All our actions and efforts are guided by an overarching Code of Conduct. We expect all our students to take cognizance of Code of Conduct, Jaipuria Pledge and Jaipuria Habits as non-negotiables, and practice them in letter and spirit.

The institute follows the system of Outcome Based Education (OBE), where in a pre-defined set of Graduate Attribute and Learning Outcomes are listed. It is expected that our students take note of Programme Educational Outcomes (PEOs), Programme Level Outcomes (PLOs), Graduate Attributes (GAs) and Course Learning Outcomes and put visible and measurable efforts to come up to expectations.

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The institute has following Statutory Committees

a) Anti-Ragging Policy :

Jaipuria Institute of management is a ragging free campus. The management is very particular about this and follow zero tolerance approach. All precautionary and proactive measures are inbuilt into the system along with sensitization and alertness of faculty & staff members and students to ensure the prevention and prohibition of ragging.

Further as per the of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging, in exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (g) of AICTE Act, 1987, the All India Council for Technical Education has notified Regulations for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009. In compliance to this the Institute has constituted an Anti-ragging Committee to ensure that our campus remains ragging free. The Institution has set up Anti-Ragging mechanism in the campus by constituting Anti-Ragging Committee and Anti Ragging Squad, display at prominent places the name and the contact details of the members of anti-ragging committee, setting up of Anti-Ragging Cell, Installing CCTV cameras at vital points, scheduling and organising Anti-Ragging Workshops, mechanism of timely updating our web sites, planning regular interaction and counselling with the students. statuaries

About Ragging

Ragging is an act of aggression committed by an individual or a group of individuals over another individual or a group of individuals where the first group, by virtue of their being senior to the second group, somehow get the authority and audacity to commit the act and the second group, by virtue of their being new to the institution are automatic victims. Any interaction which is aggressive and asymmetric (not on equal footing) is ragging. Ragging is not only a form of abuse, a serious act of indiscipline and misconduct but is also considered a "crime" under the Prohibition of Ragging Act and the directives issued by the Hon'ble Supreme Court, of India, from time to time.

Complaints related to ragging can be lodged with the Police as an FIR and punishment may lead to rustication from Jaipuria Jaipur as well as imprisonment. Students are advised in their own interest to abstain from and dissuade others from any Ragging Activities, failing which they will be liable for punishment and penalties as per the law.

The students at the time of registration to the PGDM Programme are required to submit undertaking (on A4 sheet and on a stamp paper of appropriate value, as instructed by AICTE) signed by themselves and their parents/guardians affirming that their ward is liable to punishment/rustication from the institute on the occasion of being found guilty of indulging in ragging activities. The copy of circular notification of Anti Ragging Committee is provided in this section, which included the name and the mobile numbers of all committee members.

Students in distress owing to ragging can contact the committee members at any time.



Circular/Director/2019-20/General/001

Date: 21st May 2019

CIRCULAR

Anti-Ragging Committee

Establishment of Anti Ragging Committee (As per All India Council for Technical Education notified Regulation for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009).

Jaipuria Institute of Management, Jaipur is a ragging free campus. Ragging in any form is prohibited. We have a 'ZERO tolerance policy' in ragging. Students are thus warned against any type of ragging activities in the institute campus/hostel and any other place.

Those found indulging in any activity which directly or indirectly amounts to ragging shall be penalized appropriately.

Students in distress owing to ragging related activity can contact any of the committee member/s constituted by Jaipuria Institute of Management, Jaipur.

Anti-Ragging Squad

Faculty

Dr. Anurag Singh +91 9810314476
Dr. Lokesh Vijayvargy +91 9460986769

Anti-Ragging Committee

Faculty

Dr. Prashant Sharma +91 7568799687
Dr. Shubha Johri +91 9001847497
Dr. Prerna Jain +91 9828280678

Administration

Dr. Vikas Indoria +91 9166448773
Ms. Karishma Sikwar +91 8619932760
Mr. Himanshu Tiwari +91 9782576232
Ms. Anuradha Rathor +91 9982004098

Representatives Student Council (2019-20)

Dr. Prabhat Pankaj
Director

Copy to: For information please

1. Notice Board
2. Administrative Department
2. Members of the committee
4. Vice Chairperson, Jaipuria Group

1, Bambala Institutional Area, Pratap Nagar, Sanganeer, Jaipur - 302033 (INDIA)
Tel.: +91-141-4771300 • Fax : +91-141-2771334 • Direct : +91-141-4771301
E - mail : director.jaipur@jaipuria.ac.in • Website : www.jaipuria.ac.in/jaipur
CAMPUSES : LUCKNOW NOIDA JAIPUR INDORE

b) Anti-Sexual Harassment Policy

The Jaipuria Institute of Management embodies the concept of equality and prohibits any kind of discrimination on the grounds of religion, race, caste, sex or place of birth or any of them. Institute value the right of all employees to be treated with dignity and sexual harassment in any form violates this tenet. The Institute has framed the necessary rules and regulations to prevent any kind of sexual harassment within the institute/office premises or outside, involving its employees/students/vendors/customers/any other persons who in any form deals with the institute.

Definitions

1. Aggrieved Woman - 'Aggrieved woman' in relation to a work place means, a woman, of any age whether employed or not, who alleges to have been subjected to any of sexual harassment by the respondent.
2. Employees - 'Employee' for the policy means a person employed in the institute for any work on a regular, temporary, ad-hoc or daily wage basis, either directly or through an agent, including a contractor, with or, without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a coworker, a contract worker, probationer, trainee, apprentice or called by any other such name.
3. Sexual Harassment - 'Sexual Harassment' shall mean and includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely :-
 - (i) Physical contact and advances, or
 - (ii) A demand or request for sexual favors, or
 - (iii) Making sexually colored remarks, or
 - (iv) Showing pornography, or
 - (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

On-Campus Gender Sensitivity Norms

1. Do not view or download obscene pics on mobile or laptop. This is traceable, and auditable.
2. Do not indulge in spreading any gender sensitive rumor, information, news, mms, sms, through public talks or through social or electronic media.
3. Display of affection or intimacy in open and public places in the campus is a big NoNo, e.g. handholding, sitting too close, leaning etc.
4. Any physical touch amounting to awkward display of affection shall be considered obscene.
5. Do not use gender biased language or terminology on the campus.
6. Do not discuss openly your personal issues and of others with one another.
7. Do not comment or pass lewd remarks on others' attire or physical appearance.
8. Do not provoke others for indecent/unacceptable behavior.

Any violation of the above norms shall be considered indulgence in the act of obscenity and shall be punishable under the rules of the institute.

The Institute has constituted its Internal Complaint Committee to address and deal with any complaints amounting to sexual harassment or of the nature as stated above. Committee can also act suo moto in appropriate cases. The copy of circular notification of Internal Complaint Committee is provided in this section, which included the name and the mobile numbers of all committee members. Any person who feel aggrieved owing to sexual harassment can contact committee members and file their complaint for appropriate and timely action.



Circular/Director/2019-20/General/002

Date: 21st May 2019

CIRCULAR

Internal Complaint Committee (ICC)
(Anti Sexual Harassment)

Establishment of Internal Complaint Committee (ICC) (As per Section 4 All India Council for Technical Education (Gender Sensitization, Prevention and Prohibition of Sexual Harassment of Women Employees and Students and Redressal of Grievances in Technical Institutions) Regulations, 2016 vide No. F. AICTE/ WH/ 2016/ 01 dated 10th June, 2016.

Internal Complaint Committee (ICC) has been constituted with the following members with immediate effect for the session 2019-2020.

SN	Name	Designation	E-mail	Contact No.
1.	Dr. Swati Soni Associate Professor	Presiding Officer	swati.soni@jaipuria.ac.in	+91 9829218660
2.	Dr. Anurag Singh Professor	Member	anurag.singh@jaipuria.ac.in	+91 9810314476
3.	Dr. Prerna Jain Associate Professor	Member	prerna.jain@jaipuria.ac.in	+91 9828280678
4.	Dr. Shubha Johri Assistant Professor	Member	shubha.johari@jaipuria.ac.in	+91 9001847497
5.	Dr. Prashant Sharma Assistant Professor	Member	prashant.sharma@jaipuria.ac.in	+91 7568799687

Aggrieved party must submit their complaints in writing to the committee at the earliest.

Dr. Prabhat Pankaj
Director

Copy to : For information please

1. Notice Board
2. Members of the Committee
3. Administrative Department
4. Vice Chairperson, Jaipuria Group

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c) Grievance Redressal Committee

The Institute has set up a Grievance Redressal Committee in the campus in compliance with AICTE Regulations 2012, F. No. 37-3/Legal12012, dated 25.05.2012, with an objective of preventing unfair practices and to provide a mechanism to students, parents and others, for redressal of their grievances. Institute has also constituted ombudsman of external committee members in compliance of the AICTE regulation in this regard.

Any aggrieved student, parent and others can approach the Grievance Redressal Committee by filing an online complaint by visiting web link:<https://www.jaipuria.ac.in/grievance-redressalhttps://www.jaipuria.ac.in/grievance-redressal-form-jaipur/form-jaipur/>. This link has been created for reporting grievances and for seeking redressal. Matter can be escalated to the Ombudsman of external committee in case complainant seeking redressal is not satisfied with the decision of the internal grievance redressal committee.

The copy of circular notification of Grievance Redressal Committee is provided in this section, which included the name and the email IDs of all committee members.



Circular/Director/2019-20/General/003

Date: 21st May 2019

CIRCULAR **Grievance Redressal Committee**

Establishment of Grievance Redressal Committee in the Institution and Appointment of OMBUDSMAN by the University. (As per All India Council for Technical Education (Establishment of Mechanism for Grievance Redressal) Regulations, 2012, F. No. 37-3/ Legal12012, dated 25.05.2012)

Grievance Redressal Committee has been constituted for PGDM, PGDM-SM and FPM Students of Jaipuria Institute of Management, Jaipur with the objective of preventing unfair practices and to provide a mechanism to students, parents and others, for redressal of their grievances. The committee comprises of following members:

Internal Members

S N	Name	Designation	Email ids
1.	Dr. Anurag Singh	Chairperson	anurag.singh@jaipuria.ac.in
2.	Dr. Lokesh Vijayvargy	Member	lokesh.vijayvargy@jaipuria.ac.in
3.	Dr. Prashant Gupta	Member	prashant.gupta1@jaipuria.ac.in
4.	Dr. Prashant Sharma	Member	prashant.sharma@jaipuria.ac.in
5.	Dr. Shubha Jhori	Member	shubha.jhori@jaipuria.ac.in
6.	Dr. Swati Soni	Member	swati.soni@jaipuria.ac.in
7.	Dr. Vikas Indoria	Member	vikas.indoria@jaipuria.ac.in
8.	Student Representative-SEC	Member	

External Members

Dr. R. L. Raina, Vice Chancellor at J.K. Lakshmi Pat University and Former Dean IIM Lucknow appointed as the Chairman of Ombudsman of External Committee w.e.f. 21/05/2019.

S N	Name	Designation	Email ids
1.	Dr. R. L. Raina	Chairman	vc@jkl.edu.in
2.	Dr. Anil Mehta	Member	mehta.2001@gmail.com
3.	Dr. N.D Mathur	Member	mathur.naresh@rediffmail.com

All aggrieved students, parents & others may thenceforth approach the Grievance Redressal Committee (GRC) of the institution in the first instance; and if they are not satisfied with the decision of the Committee, they may send their appeals to the "Ombudsman" who shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal.

Online grievance appeal is available on the institute's website.


Dr. Prabhat Pankaj
Director

Copy to : For information please
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2. Members of the Committee

3. Administrative Department
4. Vice Chairperson, Jaipuria Group

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CAMPUSES : LUCKNOW NOIDA JAIPUR INDORE

Student Handbook Batch 2019-21

d)SC-ST Committee

The Institute has constituted a Schedule Caste (SC) and Scheduled Tribes (ST) Cell for students as per the Schedule Castes and the Scheduled Tribes (Prevention of Atrocities) Act. The cell is entrusted with the responsibility of conducting regular remedial coaching classes on the life skills, personality development, writing assignment, making presentations and to undertake all necessary efforts for the overall development of students belong to the SC and ST categories. The copy of circular notification of SC/ST Cell for PGDM & PGDM (SM) students is provided in this section.



Circular/Director/2019-20/General/004 Date: 21st May 2019

CIRCULAR
SC/ST Cell for PGDM, PGDM (SM) & FPM Students

Establishment of Committee for SC/ ST (As per the Scheduled Castes and the Scheduled Tribes (Prevention of Atrocities) Act, 1989, No. 33 of 1989, dated 11.09.1989).

The Scheduled Caste (SC) and Scheduled Tribes (ST) Cell for Students has been constituted with immediate effect for the session 2019-2020. The committee comprises of following members:

Dr. Daneshwar Sharma	Chairperson
Dr. Anurag Singh	Member
Dr. Lokesh Vijayvargy	Member
Dr Akash Dubey	Member
Dr. Shubha Johri	Member
Dr. Priya Sharma	Member
Ms. Karishma Sikwar	Member
Representative Student Executive Committee	Member

The Cell will conduct regular remedial coaching classes on life skills, personality development, writing assignments and making presentations, as well as Hindi and local language classes. The Cell also is expected to organize interactive sessions and informal meetings with students to attend to their personal, social and academic problems.

A manual (<http://www.old.aicte-india.org/adscell.php>) has been prepared in order to guide the students to optimally utilise the benefits of the schemes offered by the Government of India.


Dr. Prabhat Pankaj
Director

Copy to : For information please

1. Notice Board
2. Members of the Committee
3. Administrative Department
4. Vice Chairperson, Jaipuria Group

1, Bambala Institutional Area, Pratap Nagar, Sanganeer, Jaipur - 302033 (INDIA)
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CAMPUSES : LUCKNOW NOIDA JAIPUR INDORE

About Jaipuria Institute of Management, Jaipur

Jaipuria Institute of Management, Jaipur is a part of Jaipuria group of institutions established under the Integral Education Society. The Jaipuria group has a long heritage of providing educational excellence to the youth of India since the establishment of Seth Anandram Jaipuria College in Calcutta (now Kolkata) in 1945. The first management institute of Jaipuria was established in 1995 in Lucknow, followed by Noida (2004), Jaipur (2006), and Indore (2010).

The Institute has grown leaps and bounds from the time of its inception and has created a niche for itself in imparting quality management education. Institute has been ranked by the National Institution Ranking Framework (NIRF 2018) of Ministry of HRD, Government of India, in the band of India's Top 50-75, Business Management Institutes. Interestingly IIM Udaipur, is the only other management institution, other than Jaipuria, Jaipur from whole Rajasthan State, which figures in this ranking. Further Jaipuria Jaipur is the only private business management institute finding its place in the coveted NIRF ranking. This is recognition of academic quality and excellence of our management programmes. Further, People Matters survey of National Human Resource Development Network (NHRDN) 2018 has ranked us as 45th Best Private Business School in the country and Outlook 2018 survey has ranked the Institute as 73rd Best Private Business School in the country. NIRF (2019) of Ministry of HRD, Government of India, has placed our Institute at 71st rank. GHRDC has ranked us at 3rd position in Top B-Schools of Eminence, and 2nd rank in Best B-Schools in Rajasthan.

The Institute has recently been acknowledged as a "Great Place to Work" by the Great Place to Work Institute, a global management research and consulting firm dedicated towards enabling organizations achieve business objectives by building better workplace. This is an independent testimony of the work environment and indicates high level of commitment and motivations of the people working at Jaipuria Institute of Management, Jaipur.

The Institute strives not only to impart credible management education but also to change the lives of students by bringing significant value addition to them. With the sole focus on quality management education, the Institute strives to inculcate life-skills in students and provide them opportunity and assistance to accomplish their aspirations and goals. Jaipuria Institute of Management symbolizes as a student-centric and a learning focused Institution. IIM-Ahmadabad has written a case study on Jaipuria Institute of Management, Jaipur focusing on

Institute's students engagement initiatives and its attempt to blend formal and informal learning system. The infrastructure, ambience, learning eco-system available at Jaipuria-Jaipur altogether provides excellent, conducive, and serene milieu for students to grow and realize their potential. There are four pillars of student centric learning model at Jaipuria Institute of Management, Jaipur, as mentioned below:

1. Deeper industry interface through sharing of learning, nurturing skills through MoUs, mentoring and internship
2. Blending of formal learning & beyond classroom learning, with a strong focus on an Individual Development Plans (IDPs) through mentoring system
3. Leveraging technology using flip videos, LMS Moodle and dashboard, lecture capturing solution to provide 24*7 learning Environment, and
4. Emphasis on holistic development through strong social connect and global exposure.

Jaipuria, Jaipur makes concerted efforts to provide its students a gainful learning experiences and meaningful engagement. These endeavors are directed to bring out the finest of human qualities in our graduating students along with improved employability and better placements prospects for them.

a) **Vision**

To be a world-class educational institution of choice for all stakeholders which promotes human wellbeing through continuous learning?

b) **Mission**

To provide learner-centric quality education for stakeholders' wellbeing.

c) **OBE Philosophy**

The management education offered at Jaipuria Institute of Management has Outcome Based Learning (OBE) philosophy at its core. The unquestionable and robust test of quality of management education imparted by any business school, is the quality of human resource developed and nurtured by it and its acceptability in a wider job market. OBE philosophy works to achieve these benchmarks.

OBE in place at the Institute has two broad measurable and observable outcomes. First are Programme Learning Outcomes (PLOs) which measures the learning achieved, at the end of the programme when students graduate from the Institute. Second set of outcomes are called Programme Educational Outcomes (PEOs), which are capable of being measured over the

longer period (say 5-6 years) post qualification. This calls for laying a systematic procedure to formulate PEOs, PLOs and establishing the mechanism to implement OBE, which along with, facilitates objective measurement of the outcomes. The Institute has its Vision & Mission statements which convey to the outside world, about the aspirations and goals, which it strives to achieve and accomplish. The system and procedure followed is mission driven with specified set of values.

Students of our programmes, while going through each subject course outlines, will find that each course has its own Course Learning Outcomes (CLOs) which are carefully mapped with PLOs and Graduate Attributes (Gas). All courses are taught and delivered with conscious thought of meeting requirements of OBE. The laid down OBE system ensures the compliance and is geared up to bring out the desired results.

d) Programme Educational Outcomes(PEOs)

The graduates of the Programme 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 technologies for service management
- Demonstrate capability as an Independent learner.

e) Graduate Attributes

The Graduate Attributes describes the qualities, knowledge and capabilities that students are encouraged to take responsibilities for developing throughout their studies at the Institute. The management students graduating from the Jaipuria Institute are expected to imbibe the following attributes:

- 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

f) Jaipuria Ethos

i. Jaipuria Code of Conduct

- I understand that I am responsible for my behavior and that I must uphold the highest standards of academic and professional integrity.
- I recognize that my purpose is to lead people and manage resources to create value that no single individual can create alone.
- I will manage my duties with loyalty and care, and will not advance my personal interests at the expense of the institute or society.
- I will refrain from corruption, unfair competition, or business practices harmful to society.
- I recognize that my decisions affect the wellbeing of individuals inside and outside my institute, today and tomorrow and I will strive to develop myself so that I can help our society, country, and the world at large in the pursuit of growth and happiness.

ii. Five Habits of Jaipuria, Jaipur

1. Cheerful Disposition: Be Happy, Be Grateful, Be Enthusiastic
2. Dress Well: Be a Professional
3. Integrity: Be What You Say, Say What You Do
4. Punctuality: Be on Time, Be There
5. Work Hard: Be Work Oriented, Be Patient, Be Consistent

iii. Four Pillars of Jaipuria, Jaipur

- Pillar 1: Industry Connect
- Pillar 2: 24*7 Learning Environment: Technology as Enabler
- Pillar 3: Beyond Classroom Learning
- Pillar 4: Global Exposure

Chapter 1. About the Programme

Jaipuria Institute of Management, Jaipur offers, two years, full time, AICTE approved Post Graduate Diploma in Management (PGDM) and Post Graduate Diploma in Services Management (PGDM-SM).

a) About PGDM

PGDM is the flagship Programme of Jaipuria, Jaipur which has been developed with Institute's vision to be a world-class educational institution of choice for all stakeholders which promotes human wellbeing through continuous learning. PGDM Programme is a two year full time Programme with the objectives of:

- To groom students to become industry ready, and make our students responsible managers and leaders
- To develop global outlook and nurture skills to work into cross cultural environment.
- To understand and enrich the socio-economic, ecological, technological and political environment.

In brief, the PGDM Programme objective is to bring out finest qualities of human being by making management graduates career ready and socially responsible with sense of ownership aimed at overall growth and progress of society.

The PGDM Programme offered at Jaipuria, Jaipur has been designed to meet the following Programme objectives.

i. Programme Learning Outcomes (PLOs)

The graduates of the PGDM Programme will be able to:

- Communicate effectively and display inter-personnel skills
- Demonstrate Leadership and Teamwork towards achievement of organizational goals
- Apply relevant conceptual frameworks for effective decision-making.
- Develop an entrepreneurial mindset for optimal business solutions.
- Evaluate the relationship between business environment and organizations.

- Appreciate sustainable and ethical business practices.
- Leverage technologies for business decision.
- Demonstrate capability as an Independent learner.

ii. Program Structure

The PGDM programme is of two-year duration, comprising of 104 credits. One credit is equivalent to 10 hours of active classroom engagement. One full subject course is of 3 credits and involves 30 class contact hours delivered in 24 sessions of 75 minutes duration each. Further 104 credits is a combination of 97.5 credits of subject courses and 6.5 credits for the compulsory Summer Industrial internship and Social internship. Programme courses are divided into core and elective courses. In PGDM programme there will 25 core courses and 15 electives courses. Core courses are compulsory in nature and to be taken up by all students, while elective courses depends on the area of specialization chosen.

All core courses are covered during trimester I, II and III. These courses are delivered through regular classroom teaching mode, along with some courses are conducted in form of workshops and seminars. Elective courses are introduced partly during the III trimester of first year but majorly taught over trimester IV, V and VI of the second year of the Programme. Most of core and elective courses are of full credit (3 credits) along with few half credit courses (1.5 credits) and even few courses are of single credit (1 credit). Single credit courses will be covered in workshop or seminar modes only. Students' performance evaluation for single credit courses will be through project reports submission/ presentations or any other mode other than hall examinations. For full credit and half credit courses the performance assessment criterion will be in accordance with the criterions as would be stated in respective subject course outlines, along with hall examinations.

PGDM programme is a dual specialization programme and areas of specialization offered are Marketing, Finance, HR, IT & Operations and Business Analytics. Students will study their electives courses from two specializations of their choice during the III trimester of the first year and trimester IV, V and VI of the second year.

Students will study total of 15 elective courses, accounting for 45 credits. These electives are broken down into specialization electives (12 courses) and open electives courses (3 courses). As the programme is mandated for dual specialisation, a student will study 6 elective courses for each specialization

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Out of 3 open elective courses, a student will study one course on Liberal Arts by selecting a course of one's choice from the bucket of Liberal Art courses in offering. Remaining 2 open elective courses can be picked from any areas of specialisation, including area of specialisations originally chosen.

It should be noted that students will study one compulsory elective course from each area of specialisations of their choice in third trimester (thus two elective courses in all). All students enrolled into the PGDM programme will be required to furnish their choice of two areas of specialisations during the second trimester of the programme as and when a notification in this regard will be issued.

For the purpose of illustration, suppose a student has opted to do a specialization in combination of Marketing and Finance. In this case she will study 1 compulsory elective from Marketing Area and 1 compulsory elective from Finance Area that will be offered in the third trimester, along with other core courses, that will be compulsory for all students, irrespective of their specialisation streams. During the second year she will study 5 elective courses from marketing area and 5 elective courses from Finance area along with 3 additional electives, called open electives. She can take 2 open elective courses from any area of specializations like Marketing, Finance, HR, IT & Operations and will study 1 course from the stream of Liberal Arts. During the run of second trimester, the Programme Management Committee (PMC) will be organizing seminar where students will be briefed about all the specializations in offering along with the list of specialization electives. PMC will also issue the list of subjects that will be offered as open electives and Liberal Arts stream courses, during the second year of PGDM Programme. Although students are free to select any combination of 2 open elective courses and 1 Liberal Arts course, the choice of choosing the open elective subjects and Liberal Art course will be limited to the extent, the time table management and resources of the Institute makes it feasible.

Apart from above courses, the students will undergo Summer Internship Programme (SIP) which is equivalent to 5 credits, and they will do Social Internship which is equivalent to 1.5 credits. SIP is an off-campus hands-on learning engagement wherein students work with an industry, as an industry intern, on a given assignment/project under the guidance of faculty and industry mentor. The submission of SIP report is mandatory part of this Programme. Social Internship is also an outbound engagement where students are deputed with partner NGOs and carry out the works/projects as delegated to them. They will essentially be working for the upliftment and betterment of the economically backward / medically

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challenged/divyangs/under-privileged peoples, or other community services. Both internships are important and compulsory part of PGDM programme. PGDM Curriculum layout is provided in the Annexure: II/a

iii. Credit Structure

The PGDM Programme is of 104 credits out of which 52.5 credits corresponds to core courses and 45 credits correspond to elective courses (12 from two specialisations + 2 open electives + 1 Liberal Arts). Apart from this 5 credits are mandated for Summer Internship Programme (SIP) and 1.5 credit for Social Internship. Any usual subject course is of 3 credits, consisting of 30 class contact hours (along with 60 additional hours of student work/case-studies/self-study/field work/working on project assignments and presentations etc.), which are delivered in 24 sessions of 75 minutes each.

* 1 Credit means 10 hours of class room teaching (including additional 20 hours of Project work, Case study, Presentations and Assignments)

** Liberal Arts courses broadly falls in open elective category

Table 1.1: Term-wise distribution of credit points for PGDM Programme

Term	No. of Courses	No. of Credits
I	8	19.5
II	9	20
III	10	19
IV	6 (with 2 open electives)	18
V	5 (with 1 open elective)	15
VI	2	06
SIP & SI	2	6.5
Total	42	104

iv. Course Structure

The Curriculum Structure of the PGDM Programme, Batch 2019-21 is as follows:

Table: 1.2 First Year of the Programme (Academic Year 2019-20)

Trimester 1		Trimester 2		Trimester 3	
Business Analysis (Communication and Business Analysis)	1.5	Marketing Management	3	Professional Ethics (Workshop Mode)	1

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Data Interpretation and Excel	3	Corporate Finance	3	Strategic Management	3
Accounting Fundamentals	3	Managing Human Resource	3	Management Information System	1.5
Managerial Economics	3	Operations Management	3	Business Research Methods	1.5
Fundamentals of Marketing	1.5	Business and Economic Environment	3	Electives (Mandatory)	6
Quantitative Technique	3	Legal Aspects of Management	1	Managerial Communication	3
Organizational Behaviour	3	Design Thinking (Workshop Mode)	1	Entrepreneurship (Workshop Mode)	1
Principles of Management	1.5	Business Communication (pl. decide on appropriate name and content)	1.5	Business, Environmental and Social Sustainability (Seminar Mode)	1
		Management Accounting	1.5	Simulation	1
	19.5		20		19

Table 1.3 Second Year of the Programme (Academic Year 2020 - 21)

		Specilisation Area Electives		Open Electives		
		No. of Courses	Credits	No. of Courses*		Credits (Option 1)
				Option 1	Option 2	
TERM IV	Specilisation I	2	6	1	2	3
	Specilisation II	2	6			
TERM V	Specilisation I	2	6	2	1	6
	Specilisation II	2	6			
TERM VI	Specilisation I	1	3			
	Specilisation II	1	3			
	Summer Internship	1	5	3		
	Social Internship	1	1.5			
	Total		36.5			9
	Total Credits		45.5			

*Open Elective Courses Includes Liberal Arts Courses

b) About PGDM Services Management

The Post Graduate Diploma in Services Management (PGDM-SM) is a service sector specialist programme developed with the objective to prepare and groom world-class management professionals with strong service mindedness and value systems. The programme is aimed to:

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- Stimulate participants to think creative and bring out innovative approaches to managing unique characteristics of the service business namely tangibilizing the intangibility, matching supply with demand uncertainty & volatility, managing customer satisfaction & service quality.
- Encourage students to go beyond the class room and learn more on the basis of research and application based art of services management.
- Enable them to develop a global perspective and integrate with the same.
- Facilitate them to hone their data analytical skills for forecasting and decision making
- Train them to be result-oriented by excelling in strategy formulation as well as its successful implementation,
- Develop in them service leadership qualities, people skills, and team orientation.

The PGDM - SM Programme offered at Jaipuria, Jaipur has been designed to meet the following Programme objectives.

i. Programme Learning Outcomes (PLOs)

The graduates of the Programme 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 technologies for service management
- Demonstrate capability as an Independent learner.

ii. Program Structure

The PGDM-SM programme is of two years duration comprising of 104 credits. One credit is equivalent to 10 hours of active classroom engagement. One full subject course is of 3 credits and involves 30 hours of classroom engagements. Further 104 credits is a combination of 97.5 credits of subject courses and 6.5 credits for the compulsory Summer Industrial internship and Social internship. Programme courses are divided into core and elective courses. In PGDM - SM programme there will 25 core courses and 15 electives. Core and Services Management elective courses are compulsory in nature and to be taken up by all students, while area elective courses depends on the area of chosen specialization.

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All core courses are covered during trimester I, II and III. These courses are delivered through regular class room teaching mode, along with some courses will be taught in form of workshops and seminars. Elective courses are partly introduced during the III trimester of first year and are majorly taught over trimester IV, V and VI of the second year of the Programme. Most of core and elective courses are of full credit (3 credits) along with few half credit courses (1.5 credits) and even few courses are of single credit (1 credit). Single credit courses will be covered in workshop or seminar modes only. Students' performance evaluation for single credit courses will be through project reports submission/ presentations or any other mode other than hall examinations. For full credit and half credit courses the performance assessment criterion will be in accordance with the criteria as would be stated in respective subject course outlines, along with hall examinations.

PGDM-SM programme is a dual specialisation programme. Further as a Service Sector Specialist Programme, Services Management is a compulsory specialisation for all the students enrolled into the programme. Second area of specialisation can be chosen from other academic domains/areas like Marketing, Finance, HR and IT & Operations. Students will study their elective courses from two specializations i.e. Service management along with any of marketing/Finance/HR/IT & Operation as per their choices.

Students will study total of 15 elective courses, accounting for 45 credits. Out of 15 electives students will study 7 elective courses in Services Management specialization, and 6 courses from the chosen domain area specialization. For two areas of specializations in total, a student will study 13 specialization electives. Apart from this, a student needs to take 2 additional elective courses (additional elective courses are also called open elective courses). One open elective need to be picked from any areas of specialization, including area of specializations originally chosen. Second open elective course has to be from the stream of the Liberal Arts Course. It should be noted that students will study one compulsory elective course from the Services Management as well as one compulsory elective course from chosen domain area of specialization of their choice during the third trimester. All students enrolled into the PGDM-SM programme will be required to furnish their choice of domain area specialization during the second trimester of the programme as and when it will be notified by the PMC.

For the purpose of illustration, suppose a student has opted to do a specialization in domain area of Finance. In this case he will study 1 compulsory elective from Services Management area and 1 compulsory elective from Finance Area that will be offered in the third trimester,

along with other core courses that will be compulsory for all students, irrespective of their specialization streams. During the second year he will study 6 elective courses from Services Management area and 5 elective courses from Finance area along with 2 additional electives, called open electives. One open elective course will be picked up from any area of specializations like Services Management, Marketing, Finance, HR, IT & Operations or Business Analytics and second open elective will be chosen from the list of Liberal Arts courses in offerings. During the run of second trimester, the Programme Management Committee (PMC) will be organizing seminar where students will be briefed about all the specializations in offering along with the list of specializations electives. PMC will also issue the list of subjects that will be offered as open electives during the second year of PGDM-SM Programme. Although students are free to select any combination of 1 open elective course and 1 Liberal Arts course, the choice of choosing the open elective subject and Liberal Art course will be limited to the extent, the time table management and resources of the Institute makes it feasible.

Apart from above courses, the students will undergo Summer Internship Programme (SIP) which is equivalent to 5 credits, and they will do Social Internship which is equivalent to 1.5 credit. SIP is an off-campus learning engagement, wherein students work with an industry, as an industry intern, on a given assignment/project under the guidance of faculty and industry mentor. The submission of SIP report is mandatory part of this Programme. Social Internship is also outbound engagements where students are deputed with partner NGOs and will carry out the work as delegated to them. They will essentially be working for the upliftment and betterment of the economically backward / medically challenged /divyangs/under privileged peoples, or other community services. Both internships are important and compulsory part of PGDM-SM programme. PGDM-SM Curriculum layout is provided in the Annexure : II(b)

iii. Credit Structure

The PGDM-SM Programme is of 104 credits out of which 52.5 credits corresponds to core courses and 45 credits corresponds to elective courses (13 from two specializations + 1 open electives + 1 Liberal Arts). Apart from this, 5 credits are mandated for Summer Internship Programme (SIP) and 1.5 credit for Social Internship. Any usual subject course is of 3 credits, consisting of 30 class contact hours (along with 60 additional hours of student work/case-studies/self-study/field work/working on project assignments and presentations etc.), which are delivered in 24 sessions of 75 minutes each.

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* 1 Credit means 10 hours of class room teaching (including additional 20 hours of Project work, Case study, Presentations and Assignments)

** Liberal Arts courses broadly falls in open elective category

Table 1.4: Term-wise distribution of credit points for PGDM-SM

Term	No. of Courses	No. of Credits
I	8	19.5
II	9	20
III	10	19
IV	6 (with 3 Service electives + 2 Area Electives + 1 open elective)	15
V	5 (with 2 Service electives + 2 Area Electives + 1 open elective)	15
VI	3 (with 2 Service electives + 1 Area Electives)	9
SIP & SI	2	6.5
Total	42	104

iv. Course Structure

The Curriculum Structure of the PGDM-SM Programme, Batch 2019-21 is as follows:

Table 1.5 First Year of the Programme (Academic Year 2019-20)

Trimester 1		Trimester 2		Trimester 3	
Business Analysis (Communication and Business Analysis)	1.5	Marketing Management	3	Professional Ethics (Workshop Mode)	1
Data Interpretation and Excel	3	Corporate Finance	3	Strategic Management	3
Accounting Fundamentals	3	Managing Human Resource	3	Management Information System	1.5
Managerial Economics	3	Operations Management	3	Business Research Methods	1.5
Fundamentals of Marketing	1.5	Business and Economic Environment	3	Electives (Mandatory)	6
Quantitative Technique	3	Legal Aspects of Management	1	Managerial Communication	3
Organizational Behaviour	3	Design Thinking (Workshop Mode)	1	Entrepreneurship (Workshop Mode)	1
Principles of Management	1.5	Business Communication (pl. decide on appropriate name and content)	1.5	Business, Environmental and Social Sustainability (Seminar Mode)	1
		Management Accounting	1.5	Simulation	1
	19.5		20		19

Table 1.6 Second Year of the Programme (Academic Year 2020-21)

	Services Management Specilisation		Area Specilisation	Open Electives *	Total Credits
	SM Programme Electives (3)	Sectoral Buckets (3)	Area Electives (5)	2 courses	
Term IV	1	1	2	1	15
Term V	1	1	2	1	15
Term VI	1	1	1		9
SIP & SI					6.5
Total Credits					45.5

c) Programme Duration

The Post Graduate Diploma in Management and Post Graduate Diploma in Services management comprises of 6 trimesters spread over a period of two years. An academic year is divided into three academic terms, called 'trimester', of approximately three months duration each, as stated below:

Table 1.7: Trimester Durations

Trimester	Duration (Academic Year 2019-20)
I/IV	July-September 2019
II/V	October - December 2019
III/VI	January – March 2020

The first year students undergo outbound Summer Internship Programme (SIP) which is industry interface training programme. The duration of SIP is of 6 to 8 weeks, which is carried out in the months of April to June. Social Internship will be outbound initiatives carried out during weekends of II and III trimesters apart from a dedicated week during the month of February 2020.

d) Audit Courses

The Institute offers its students of PGDM/PGDM-SM Programme to undertake and pursue additional courses apart from the 42 courses in order to broad base their learning and improve their placement prospects. These additional courses are termed as 'Audit Course'. The Audit Course(s) can be undertaken during second year of the Programme in trimester 4th/ 5th. Not

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more than one Audit Course in a trimester and no more than two Audit Courses in the entire duration of the Programme will be allowed to be undertaken by a student. Being additional course(s), Audit Course will be a non-credit, non-grade course. The enrollment in Audit Course is against the payment of nominal fee of Rs. 2000 per course, which will be in addition to the regular course fee of the Programme. The PMC will allow any student to undertake desired Audit Course depending on the availability of seats in the particular course. The final discretion rests jointly with the course instructor and PMC. The fees will be payable in advance to the Accounts department and will be non-refundable after the commencement of the course. The rules of the Institute regarding attendance, participation and course evaluation for regular course students will apply in totality for the 'Audit Course' students as well.

On the successful completion of Audit Course(s), a certificate of completion will be awarded to the students. A student must score minimum of "B" grade, in the audit course(s) they have enrolled into for the purpose of award of certificate of completion. The list of Audit Courses that can be opted by the students will be duly notified by the PMC at an appropriate time.

e) Course Outlines and Structure

The students will be given a detailed course outline for each courses they take, including a session plan. This will be made available to them in the form of soft copies, through Learning Management System (LMS) at the start of each trimester. The course outline will have the following details:

- Course Information like, title of the course, number of credits, academic term, name of the instructor
- Course overview, Course Learning Outcomes (CLOs), Programme Level Outcomes (PLOs), Mapping of CLOs, with Graduate Attributes, list of topics /modules
- Prescribed text, recommended readings if any
- Assessment Scheme
- Session Plan, session learning outcomes, pedagogy , necessary and relevant instructions

f) Placement Oriented Certificate Courses

The Institute offers bouquet of placement oriented - certificate courses for its students to cater to the growing need of the industries and job market, in new domain of skills and knowledge. These courses are of short duration, delivered by Institute in collaboration with top consulting firms/industry experts (like IBM /Bombay Stock Exchange/Wiley India/Thomas Assessment/ KPMG etc.).These certificate courses involve hands on training and expected to enhance the placement package and profile of our graduating students. Each student has to undergo at least one of the certificate courses in the offering. These certificate courses are available against fee, which is exclusive of the tuition fee of the PGDM and PGDM (Services Management) a program. PMC in due course of time will notify the details of certificate courses in offering and its fee details. The certificate course fee varies for different courses and exact course fee will be communicated by PMC during the first trimester. All students, without exception, have to enroll into one certificate course of their choice and deposit the requisite fee with the Accounts Department before the commencement of the certificate courses. There is a special provision of certificate course(s) for the PGDM-SM programme students, which is addition to the above stated details.

Chapter 2. Academic Rules and Regulations

2.1 Induction Programme

Each new batch of two-year management programme starts with an Induction Programme. This programme can be seen as initiative from the side of Institute to hand hold the batch of freshly admitted students in the Management Programme. Students are made aware about the vision, mission and the value system of the institute through series of interaction with them. Such efforts help our students in understanding the ecosystem of the institute as well as, it sets the ball rolling in the right direction with necessary pace. Students are made aware, how the two-year management Programme at Jaipuria Institute is quite different than their earlier forms of education. The students are exposed to the academic rigor needed for the Programme, apart from such interaction helps in expectation settings from the students.

The induction Programme spans usually for 10 days and its starts with the registration of the students into the course. The Programme Management Centre (PMC) carries out the registration of the students into the first year of the programme. All students who secured the admission into the PGDM/PGDM-SM programme should approach PMC, on the first day of the Induction programme to get themselves registered. To facilitate the registration process, all students shall upload the soft copies of their all academic qualifications and work

experience and other relevant documents, in the Institute's repository, beforehand (a link shall be provided). This should be followed by presenting the original copies of all certificates before the PMC for the purpose of its cross verification with the uploaded soft copies of certificates. Students who have not been issued final mark sheet/certificate of passing qualifying university examination, by the time of registration for the PGDM/PGDM-SM programme, may submit the same before 30th September 2019. Failure to submit the mark-sheets and/or not meeting the eligibility requirements by the said date would automatically invalidate his/her admission and there will be no refund of fee.

a) Registration

i. Registration for First Year

Registration for the first year of the two-year PGDM/ PGDM- SM opens at the beginning of Induction Programme. The Programme Management Center notifies about the registration date and venue through correspondence with the students who are admitted in the programme. The students will register at the Programme Management Center (PMC) on the registration day of Term/trimester I, and produce the original certificates of their academic qualification, establishing their eligibility for the PGDM Programme, for necessary verifications. Further, they will submit the photocopies of the supporting documents relating to their academic qualifications and work experience (if any) with the PMC.

ii. Registration for Second Year

The elective courses, to be taught in the second year, will be announced in the second trimester of the first year, to facilitate the pre-registration of courses. In response to the due notification for the purpose of selection of electives, all students will be required to do the online submission of their choice of electives, using their dashboards/or as directed by the PMC. Once a student has registered for set of elective courses, no change will be allowed. In order to facilitate students to take an informed decision about their choice of electives, the respective areas faculty members will make appropriate presentations before the assembly of students, on the elective courses in offering. The schedule for presentation will be notified by Programme Management Center.

iii. Requirements for Elective Courses

Students are free to study the electives courses of their choices, from the pool of elective courses offered from the areas of chosen specializations.

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Minimum Number of Students' enrolments required for an Elective Course

Elective courses where the subscription received, falls below 15 students will not be offered. Students registered for such courses will be asked to re-register for other courses. The Institute may also decide not to offer a course in a particular term or otherwise, in case of unavoidable constraints it might face.

b) Reorientation and Rejuvenation Program

The Reorientation and Rejuvenation (RR) programme is organized at the beginning of second and third trimesters of the programme. The RR is a kind of midcourse correction and stock taking initiative of the Institute. As management, studies at Jaipuria are high paced and full of academic rigor, two days RR provides some pleasant breathers to our students. Some eminent personalities of repute are invited in the campus to interact with our students and to motivate them. Academic performance of the students in the previous trimesters are discussed and top performers are acknowledged. Second days of the RR usually involves out bound excursion cum industry visits by all students and their faculty mentors.

Important Note: As Induction, Reorientation & Rejuvenation and Orientation Programme are much focused events and expected to meet various set objectives, it is mandatory on part of all students to attend them. The proper record of student's attendance in these Programme will be maintained by the Programme Management Center (PMC). Any non-compliance or non-participation in any of the above events without the reasons beyond one's control will call for an appropriate disciplinary action.

c) Class Timing

The Programme Management Center (PMC) is responsible for bringing out a fixed timetable for each trimester. Time tables are finalized and shared with all students well before the commencement of each trimester. Usual class timings at Institute are from 9 AM to 5 PM, and to the extent possible, time table remains fixed for the entire duration of the trimester. Nevertheless, in case due to any unavoidable circumstance any changes in the time table becomes necessary; PMC will notify the same at the earliest possible time. Special lectures/sessions may be scheduled in the evening/off-days as well. Students are expected to be present in the class 5 minutes before the scheduled class timings. In special case, Institute may also call students for sessions during late evening hours. Elective course classes may require to be scheduled during early morning/ late evening hours in order to accommodate

and conduct all elective courses subscribed by the students during the second year of the programme.

d) Class Discipline

The Institute expects regular attendance and punctuality from all students in all classes. The attendance is taken in each session, by the concerned course instructor and shall be digitally recorded using LMS (Learning Management System). This facilitates the real time recording of attendance and record keeping. The students should be attentive at the time of attendance and must reply to the roll call to get their presence recorded.

In case of guest talks/ lectures organized in auditorium/ computer lab, or at a place other than designated lecture hall, Programme Secretary/ Class Representatives, shall coordinate with the instructor to facilitate the taking of the attendance.

If a student absents himself/herself from the classes for more than three days, the student must furnish the valid reasons in writing to Programme Director within three days. Nevertheless, furnishing of reason do not make one entitled for the grant of leave during the period of absence, unless there is a valid reason, like absence on medical grounds, or due to official deputation of the student by the Institute, etc.

If leave of absence is sought on grounds of sickness, submission of medical certificate is necessary. This procedure should be adopted for absence from classes for even less than three days if it happens during the Institute hall examinations. Leave cannot be granted by anyone in case of student's absence from classes without a prior written permission of the Programme Director. Any kind of leave, due to any reason, beyond three days can only be sanctioned by the Dean Academics. Exemption from attending classes will be granted only in exceptional cases like deputation of student on official duties, representing Institute in competitions /seminars/ workshops, etc. being organized outside the Institute. Any exemption from attending class without loss of attendance cannot be granted in excess of more than three academic leave, per course per trimester.

Students are also expected to adhere to the following guidelines:

- Using mobile phone or any other electronic device like laptop in lecture hall is strictly prohibited unless same is expressly permitted by faculty. Any noncompliance will attract disciplinary action.

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- All lecture halls (for academic year 2019-20) will have designated sitting place for each student, with their names placed in front of desk. Students must seat themselves accordingly.
- Sitting at other places or changing the planned sitting arrangement or any other non-compliance will be construed as breach of class room discipline.
- All students are expected to come prepared for their all classes, doing necessary pre reads of text / cases, watching prescribed flip videos, etc. Further students are expected to actively participate in class room, in all class room - deliberation.
- Student coming late to the classes, cross talks, or any kind of misbehavior in the class, tampering with the gadgets/ infrastructure, putting graffiti of walls, or any other act of similar nature, all amounts to indiscipline and will attract appropriate disciplinary proceedings. Any losses/damages caused to gadgets/infrastructure will be recovered, along with penalty from person(s) responsible.
- Class Representative has important role to play to facilitate smooth functioning of classes and all students of respective classes are expected to follow the instructions/ information shared by them. Any form of non-cooperation, in this regard will amount to indiscipline and would call for appropriate action.
- All Students should report for their classes on time. In fact they should reach 5 minutes before the schedule commencement time. Institute discourages the late coming to class and in case any student is found reporting late he/she is not permitted to attend the class. In such a situation non-complying student will sit in the library for self-studies. No attendance will be granted for any class missed due to late reporting to the class.

e) Dress Code

The Institute has a prescribed dress code which strictly need to be adhered to. The Institute has prescribed two categories of dress codes, Institute's Formal and Formal which students will wear as per the schedule given below:

Table 2.1: Dress Code

Day	Dress Code
Monday	Institute's Formals
Tuesday	Formals
Wednesday	Formals
Thursday	Formals
Friday	Institute's Formals
Saturday	Formals

Institute's Formal

Men: Shirt, trouser, blazer, ties as prescribed by the institute. Institute will make necessary arrangement for stitching of these outfits. Leather shoes with dress socks. Black, Navy Blue or Grey western suits / blazers (if worn) in winters.

Women: Shirt, trouser, blazer, ties as prescribed by the institute. Institute will make necessary arrangement for stitching of these outfits. Leather shoes with socks. Toe covered leather bellies with socks. Sarees with toe covered bellies. Black, Navy Blue or Grey western suits (if worn) in winters.

Formals

Men: Tucked in Shirt (matching tie if worn) with trousers and leather shoes with dress socks. Black, Navy Blue or Grey western suits / blazers (if worn) in winters.

Women: Tucked in Shirt with trousers and toe covered leather bellies with socks. Sarees with toe covered bellies. Black, Navy Blue or Grey western suits (if worn) in winters.

Strictly not allowed - without collar shirts / t-shirts, shorts, capiries, sandals, slippers and flip-flops.

*Only college formals during special events (as conveyed by Programme Management Center) and Placement processes (as notified by CMC).

Student coming to the Institute wearing, without - collar shirts , t-shirts, shorts, capiries , sandals, slippers and flip-flops (or any similar casual attires) will not be allowed to stay in campus and will be turned back. On such repeat behavior appropriate disciplinary action will be initiated against such student.

f) Attendance Norm

The following norms/ guidelines are to be adhered in respect of attendance:

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- The Institute requires regular attendance and punctuality from all students in all classes.
-
- Coming late to class is a serious breach of discipline. The students will not be permitted to come late to the class or leave early. 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 in the class.
-
- Indifference to studies shall be considered violation of order and discipline. Absence from the tests, examinations, non-submission of exercise / assignment on time and coming late to the classes, shall be considered indifference to studies.
-
- No student(s) shall in any manner prevent any other student or students from attending his/her or their classes or prevent doing his/her/their lawful duty.
-
- Parents/guardians are expected to be mindful of attendance compliance by their wards.
-

g) Academic Leave

Academic leave may be granted in advance on case to case basis, by an appropriate authority, to a student on the following grounds:

- Authorized participation in conferences, seminars, events, inter-Jaipuria Programmes and activities;
- Participation in his/her own placement process (summer internship or final);
- Deployment on official duty related to final or summer placement; and
- Deployment on official/institutional duty within or outside the Institute
-

Dean-Student Affairs, Chairperson-Placements or the concerned faculty/task head, as the case may be, will recommend to the Programme Chairperson the list of students along with the recommended dates and number of academic leaves.

Programme Chairperson on reviewing the recommendation shall forward the case(s) of Academic Leave for approval to Dean-Academics.

Academic leave sanctioned by the Dean- Academics will be considered as 'Deemed Attendance' while calculating the class attendance of a course.

Generally, not more than 3 academic leaves per course, per term will be granted.

h) Medical Leave

In case student is absent from classes is due to sickness of self, medical incapacity, death in close family, etc., a student may apply for grant of medical leave by submitting a written application to the concerned Programme Director. Such application should be submitted within 7 calendar days or latest by the last day of teaching classes in the trimester, whichever is earlier.

Medical leave will be considered only in case student submit with in the seven days, post resuming the institute, all necessary & relevant documents in support of his medical incapacity that prevented her/him from attending teaching sessions on regular basis. Relevant documents necessarily constitute MBBS qualified medical practitioner's prescription, test reports, relevant medicine bills, hospitalization and discharge reports as the case may be, and fitness certificate. The onus of establishing the genuine medical exigency resulting into non attending the teaching sessions / missing assessments, rest on the students applying for medical leave. After going through the medical records submitted by the student, the Programme Director if find appropriate, may grant the medical leaves. Cases of medical leave claims in excess of three days need to be brought to the notice of Dean (Academics) for approval.

For all types of leaves (academic/ placement/medical/others) up to maximum of three leaves per course per trimester, the approving authority is concerned Programme Director. Leaves in excess of three days need due approval from the Dean (Academics).

i) Penalty provisions for Absence from Class

- If absence from classes (defined as number of classes in the course minus physical attendance minus deemed attendance) of a course is up to 10% (or 3 classes in case of full credit courses /2 classes in case of half credit courses / 1 class in courses delivered in seminar/ workshop mode), a student does not require applying for leave of absence. There will be no penalty imposed on the student in terms of grade drop in the course.
- If absence from classes of a course is more than 10% and do not exceed 40% (i.e., 4 to 10classes, in case of a full credit course, i.e. 3 credits / 3 to 5 classes, in case of half credit course i.e. 1.5 credit / 2 to 4 classes, in case of single credit course, i.e. 1 credit), a student will be subject to grade drop in the course in accordance with the 'penalty for not-fulfilling the minimum attendance criterion' specified in table 2.2.
- If absence from classes of a course is >40% (more than 10classes in a full credit course of 24 sessions /more than 5 classes in a half credit course of 12 sessions, more

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than 4 classes in a single credit course), 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 2.2 and will not be allowed to appear in the End-Term Examination of that course. Such student will be eligible, 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.

- In case of single credit course, usually delivered in workshop/seminar mode, if absence from classes exceeds 40%, i.e. more than 4 classes, a student will be penalized with three grades drop from the original grades.

Table 2.2: Penalty for Not-fulfilling Minimum Attendance Criterion

Penalty Provision for insufficient attendance in case of full credit course (3 credits) of 30 contact hours, delivered in 24 sessions of 75 minutes each			
Attendance (A) in classes	Maximum number of sessions missed	Minimum number of session attended	Penalty
–	3	21	nil
$80\% \leq A < 90\%$	5	19	One Grade Drop (e.g., A+ to A)
$70\% \leq A < 80\%$	7	17	Two Grades Drop (e.g., A+ to A-)
$60\% \leq A < 70\%$	10	14	Three Grades Drop (e.g., A+ to B+)
A < 60%	More than 10	Less than 14

Penalty Provision for insufficient attendance in case of one and half credit course (1.5 credit) of 15 contact hours, delivered in 12 sessions of 75 minutes each			
Attendance (A) in classes	Maximum number of sessions missed	Minimum number of session attended	Penalty
$A \geq 90\%$	2	10	nil
$80\% \leq A < 90\%$	3	9	One Grade Drop (e.g., A+ to A)
$70\% \leq A < 80\%$	4	8	Two Grades Drop (e.g., A+ to A-)
$60\% \leq A < 70\%$	5	7	Three Grades Drop (e.g., A+ to B+)
A < 60%	More than 5	Less than 7	'FA' grade (equivalent to 'F' grade) will be awarded in the course. Student will not be allowed to appear in End-Term Examination of the course; however, he/she will be eligible to

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			appear in Improvement Examination.
Penalty Provision for insufficient attendance in case of single credit course (1 credit) of 10 contact hours, delivered in 8 sessions of 75 minutes each			
Attendance (A) in classes	Maximum number of sessions missed	Minimum number of session attended	Penalty
--	1	7	nil
$80\% \leq A < 90\%$	2	6	One Grade Drop (e.g., A+ to A)
$70\% \leq A < 80\%$	3	5	Two Grades Drop (e.g., A+ to A-)
$A < 70\%$	More than 3	Less than 5	Three Grades Drop (e.g., A+ to B+)

*Note that Percentage values are only broad indicators. Session counts are the real measures for considering the attendance in/absence from the class.

j) Attendance norm for attending the guest talks/in house conferences/seminars/symposiums

The Institute occasionally organizes guest talk, conferences, seminars and other activities of academic nature with a view to facilitate the overall development of its students and build their understanding, thus enabling them to develop their own perspectives about happenings on geo-economics, geo-political, geo-social and other relevant domains. It is mandatory for all students to attend such activities as and when they are organized. Appropriate notification in this regards is issued by the PMC, with complete compliance.

In order to motivate students to attend such events, a positive incentivisation has been introduced. For every guest talk/conference/seminar etc. attended, a student will earn 0.25 event attendance for each session of 75 minutes. All such event-attendances will be accumulated to the credit of student and can be used to make up for shortage of attendance in any subject. For this purpose, the attendance of 4 events will be considered equivalent to "1", academic attendance, i.e. $4 \times 0.25 \text{ Event Attendance} = 1 \text{ Academic Attendance}$.

PMC will maintain the record of all event attendance for all students. Student facing shortage of attendance in any subject which may result into grade drop, may forward a request to PMC, to set off the short attendance against event attendances standing credit in her/his account. Such set off will be permitted, provided there are sufficient numbers of event attendances (integer multiples of 4). Unused balance of event attendances will be available for carry forward to the following trimesters.

Above provision is introduced with intent to motivate and encourage students' participation in various non-credit academic events. Any wrongful claim or abuse of the provision by any student / group of students, will call for disciplinary action.

k) Academic Integrity

Students of Jaipuria Institute of Management are expected to display academic integrity and refrain from plagiarizing and falsification in preparation of their assignments, project reports, and summer internship reports. Students are expected to ensure that their work is original in content, and the words used are their own. A declaration to this effect must accompany all student submissions. All information cited must be appropriately cited/referenced to acknowledge its source. The Institute will notify the appropriate guidelines and sensitise the students in this regard. These guidelines will be applicable to all student submissions i.e. assignments/project reports/SIP reports.

l) Course and Institutional Feedback

Institute strongly believe in process of collecting regular feedback from all the students to ensure quality delivery of courses, adherence to necessary compliances and to improve upon existing system. The Institute takes the students' feedback for each course before mid-term & end-term examinations during each trimester. It is mandatory on the part of each student to provide their honest and unbiased feedbacks for all courses, she/he is studying during the particular trimester, on timely basis through their dashboard function, failing which they will not be allowed to take their examinations.

Further there may be a requirement of furnishing feedback about the Institute - concerning infrastructure and availability of various facility and provisions. In such cases PMC will duly notify to all students, explaining the modalities and timeframe for furnishing their feedback accordingly and all students are expected to comply with such requirements.

m) Academic Dismissal

- A student who accumulates more than 2 permanent, 'F' equivalents (even after the improvement examinations) at any point during the first year will be subject to academic dismissal from the Programme/Institute. It implies that a student can carry 2 permanent 'F' equivalents to the second year. An 'F' equivalent is computed by adding 'number of permanent F grades x 1' and 'number of permanent D grades x 0.5'.
- A student who accumulates more than 3 permanent 'F' equivalents (i.e up to 2 permanent 'F' equivalents carried from the first year) at any point during the second year will be subject to academic dismissal from the Programme/Institute. It implies that a student who carries 1 permanent 'F' equivalent from the first year can

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accumulate the maximum of 2 permanent 'F' equivalents in the second year and the one who carries 2 permanent 'F' equivalents from the first year can accumulate the maximum of 1 permanent 'F' equivalent in the second year.

- A student who gets permanent TGPA (even after the improvement examination) of less than 2.75 at the end of 1st trimester will be subject to academic dismissal from the Programme/Institute.
- A student who gets permanent CGPA (even after the improvement examination) of less than 3.00 at the end of 2nd/3rd trimester will be subject to academic dismissal from the Programme/Institute.
- A student who gets permanent CGPA (even after the improvement examination) of less than 3.25 at the end of 4th trimester will be subject to academic dismissal from the Programme/Institute.
- A student dismissed from the Programme/Institute may rejoin the Programme in the next academic year in the concerned trimester by paying the requisite fee and with due approval from the Director.
- A student must have minimum permanent CGPA of 3.50 and maximum permanent 'F' equivalent of 3 for the award of diploma.
- In case any student fails to meet the requisite academic criterion for the award of the diploma, one can complete the programme in immediately following year provided he/she forward a written request for the grant of the extension to the director of the institute and agree to terms and conditions as would be stated by the PMC, in consultation with relevant authorities that include Accounts department and Training and Placement department. Director may approve/disapprove such request as deems fit. The fees structure for the extended duration will be provided by the Accounts department in consultation with PMC. Student failing to complete the programme post availing the additional extended one year (total three years) will be permanently be out of the programme. Director of the institute will be the final authority to deal with the cases of exceptional circumstances which merits discretion.

n) Completion of the Programme

The regular period to complete the requirements for the PGDM is two years. A student must secure minimum permanent CGPA of 3.50 and maximum permanent 'F' equivalent of 3, for the award of diploma. However, students who fail to meet the minimum academic

requirements may be allowed to complete the Programme in one more year subject to given rules and regulations. No further extension will be granted beyond this duration.

o) Convocation & Award of Diploma

The "Post Graduate Diploma in Management" or "Post Graduate Diploma in Services Management", as the case maybe, will be conferred on all the students who have fulfilled all the conditions and requirements for the award of the Diploma at the Institute's Annual Convocation. Students failing to participate in convocation but otherwise eligible for award of diploma can collect their diplomas from Programme Management Center after the convocation ceremony for respective batch is over.

p) Award for Academic Excellence

The Institute looks forward to acknowledge the academic excellence of its students. The Institute has a tradition of conferring Chairman's Gold Medal, Vice- Chairman's Silver Medal and Director's Bronze Medal as award for scholastic performance to the students who gets top three positions in terms of Cumulative Grade Point Average (CGPA) in the overall programme. Apart from these, merit certificates are awarded to the students securing top position in respective areas of specialisation, like Finance, Marketing, etc. These awards are presented during the convocation ceremony of the graduating batch.

Top ten, Term Grade Point Average (TGPA) scorer in each trimester, are given certificate of appreciations post declaration of result of each trimester.

Chapter 3: Assessment and Examination Policy

a) Assessment Structure

The Institute follows a system of continuous assessment using multiple methods of assessment to monitor students' academic progress. 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 as per the assessment plan provided in the respective course outlines. The purpose of assessment is measurement of learning which are both of formative nature as well as of summative nature. In Post Graduate Programmes, assessment focuses more on higher order thinking skills, like comprehension, analysis, synthesis, evaluation, creative thinking and practical insight.

b) Assessment: Tools and Techniques

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

- (i) Class Participation
- (ii) Quiz (Announced or Unannounced)
- (iii) Take Home Assignments
- (iv) Project Assignments
- (v) Individual/Group Presentations
- (vi) Oral Examination (Viva)
- (vii) Essay Writing
- (viii) Classroom exercises/ Quiz based on flip videos
- (ix) Case Analysis
- (x) Reflective Notes
- (xi) Discussion Forum

Above components are illustrative in nature and not exhaustive.

c) Proportion of weightage to assessment components

The proportion of weightage to different assessment components varies from course to course. The details of the assigned weightage for different assessment components can be found in the respective course outlines

Broadly assessments are categorized as hall examinations and continuous assessments. Hall examinations includes mid-term and end-term examinations, whereas continuous assessments

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come in different format likes quizzes, project assignments, role plays, class performance, discussion forum, and these are evenly spread over the entire trimester duration. Broad breakup of the weightage is provided in the table 3.1.

Table 3.1: Assessment components and their weightage

Component	Comments	Weightage*
Mid-term Examination	This component shall be based on the first half of the syllabus of a course. (covered during the first 12 sessions , in case of full credit course)	20%
End-term Examination	This component shall be based on the entire syllabus of the course. However, the first half and the second half of the syllabus will have around 40% and 60% weightage, respectively.	40%
Continuous Assessment	The instructor will select various Continuous Assessment Tools	40%

Further it is provided that no component, except End-Term examination, will have more than 20% weightage. There will be no make-up assessment for the assessment component missed by student, on their own account (e.g. student fail to take his/her quiz will not be given another chance). In case of students could not appear in given time bound assessment due to his/her academic/placement deputations by the institute, they will be given a chance to make up for the missed assessment, by the concerned course instructor. For this the timely request need to be made by the students to the course instructor along with a copy marked to the Programme Director.

d) Duration of Centralized Examinations

The duration of mid-term and end-term examination is given in table 3.2.

Table 3.2: Duration of Centralized Examinations

Name of Examination =>	Mid-term	End-term
Duration =>	60 minutes	120 minutes

e) Mid Term Examination

The office of Controller of Examination shall prepare and notify a schedule of examinations (Mid Term and End Term) for each and every course conducted by the Institute.

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- All students are required to appear in mid-term examination of all the courses subscribed by them during a trimester. However, no mid-term examination will be conducted in the sixth trimester.
-
- Institute will not hold repeat mid-term examination for any course.
-
- If a student has missed mid-term examination of any course on her/his own account, she/he will be awarded zero marks in the mid-term component of the concerned course.

However, if a student misses the mid-term examination due to some exceptional reasons or due to academic/official/placement related deputations, one can represent his/her case in writing to the Programme Director along with supporting documents within 7 calendar days of completion of the mid-term examination.

f) End Term Examination

Appearing in end-term examinations of all the courses subscribed by a student during a trimester is mandatory. If a student, who is otherwise eligible, misses end-term examination of a course without sufficient reasons, he/she will be awarded 'permanent F' grade and will not be allowed to appear in Repeat Examination.

g) Eligibility for appearing in the End term examination

- Student must satisfy/fulfill the minimum attendance criterion norm
- Student must have given the course/faculty feedback for all the courses studied during the concluding trimester
- Student must not have any pendency regarding tuition fees, hostel fees, Mess charges, certification course fee, or other charges/dues
- Student must not have been debarred from appearing in end term examination by Discipline Committee of the Institute on account of non-compliant behavior.

h) Examination Schedule and Notification

The Institute follows the system of continuous assessments of the students' learning and provide a regular feedback to its students about their academic performance. The course instructor usually uses at least three continuous assessment components. End-term examinations are compulsory in all courses. Mid-term examinations will be conducted for the courses, where the course outlines provide for the same in the assessment criterions. For the courses taught in the 6th trimester, there will be no mid-term examinations.

The slots for hall examinations, i.e., mid-term and end-term examinations, will be published in the academic calendar. The schedule for mid-term and 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 sixth week of the Term shall be the week for mid-term examination, while the end-term examination shall be conducted during the thirteenth week of the Term. Towards the end of each term, the OCE shall publish the dates for end-term examinations for all subjects, offered during the concluding term.

i) Grading System

The grading system is based on concurrent evaluation system with sufficient freedom given to the course instructor in deciding the pattern of evaluation. 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 a fail grade. Each letter grade has a grade point associated with it. The grading model is described in table 3.3.

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 trimester 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:

$$TGPA = \frac{9 \times 3 + 7 \times 3 + 6 \times 3 + 4 \times 3 + 10 \times 1.5 + 3 \times 1.5}{15} = \frac{97.5}{15} = 6.50$$

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.

Conversion of numeric marks to letter grades: 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.

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- 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.

Table 3.3: Grading Model

Letter Grade	Grade Point	Remark
A+	10	---
A	9	---
A-	8	---
B+	7	---
B	6	---
B-	5	---
C+	4	---
C	3	Eligible for Improvement Examination (with upper limit of B+ on final grade)
C-	2	Eligible for Improvement Examination (with upper limit of B+ on final grade)
D	1	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

(v.) *Conversion Formula for CGPA to Percentage of Marks: It is to be construed that a CGPA of 5.00 is equal to 60 %. Conversion formula for CGPA to percentage of marks shall be, Percentage = (CGPA-5)*8+60.*

j) Re-Examination

- Repeat examination will be held within 15 days (or as notified by the Examination Department in this regard) of declaration of the Provisional (pre-improvement examination) Trimester Result. Normally, repeat examination shall be combined with the improvement examination.
- No fee will be charged for appearing in the Repeat examination.
- 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:
(I) Student's participation in his/her own placement process

(ii) Being on duly-approved official/institutional duty

(iii) Personal reasons such as major sickness of self, death in close family, etc.

- In case of (i) and (ii) above, the student has to submit written application, duly endorsed by the concerned faculty/task head, to the Programme Directors, within 7 calendar days of completion of the end-term examination. Subject to approval from the Programme Director, such students will be permitted to appear in the repeat examination. Otherwise, the 'permanent F' grade awarded to the student in the course.
- In case of (iii) above, the student has to represent his/her case in writing to the Programme Director along with supporting documents within 7 calendar days of completion of the end-term examination. Programme Director 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, may allow the student to appear in Repeat examination. Otherwise, the 'permanent F' grade awarded to the student in the course
- If a student does not appear in the repeat examination, the 'permanent F' grade awarded to him/her in the course.
- Normal grade drop due to attendance criterion will be applicable to repeat examination as well.

k) Improvement Examination

Improvement examination will be scheduled within 15 days (or as notified by the Examination Department in this regard) of declaration of the Provisional (pre-improvement examination) Trimester Result.

- If a student gets 'C-' or 'C' or 'D' or 'F' or 'FA' grades, in any course in a trimester, he/she can appear in Improvement examination in the concerned course to improve the grades. However, a student can appear in improvement examination of maximum of 3 courses (per trimester) of his/her own choice.
- The student appearing in the Improvement examination of a course will not lose his/her grade(s) obtained in the end-term examination. The best of the grade obtained in the improvement examination or one obtained in the regular end term examination, will be considered for the incorporation in the final TGPA
- 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.

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- 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/- per course.
- OCE will announce the schedule of improvement examination.
- 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.
- Only one chance of appearing in Improvement examination of a course will be given.
- If a student appears in improvement examination of a course, the mid-term and end-term marks originally obtained by him/her will be treated null and void.
- The marks scored in Improvement examination will be scaled up to the combined weightage of mid-term and end-term components of the respective course (i.e., 60%). The resulting weighted marks will be added to the marks originally scored in continuous evaluation components to arrive at the final grade.
- 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.
- 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.
- 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+.
- 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.

Note: It is responsibility of a student to regularly share his/her academic performance including results and all relevant notices issued by the Institute with his/her parents/guardians. Nevertheless, the Programme Management Center will send the

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attendance and academic performance report to all parents/ guardians at the end of each trimester.

I) Examination Code of Conduct

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 Programme Chairperson.

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.

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.

Exam Admit Card will be issued by Exam Department to each student after ensuring that she/ he fulfills the following criterion:

- Meeting minimum attendance norm (?60%)
- Must have submitted course/ faculty feedback before mid/ end term exam
- Must not have any fee/ any other dues, outstanding
- Not debarred from appearing in examination by Discipline Committee.

m) Compliance to plagiarism policy

All project reports and course-related assignments, etc. need to be submitted through dashboard interface within the prescribed time limits. All submissions will be screened for plagiarism check and will call for resubmission/ rejection (within the extended time frame as will be notified) in case of submission found plagiarized for more than 30 percent or beyond the limits specifically prescribed by the course instructor.

n) Handling of Cases of Cheating 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 for initiating appropriate action against the delinquent.
- (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.

o) Sanctions

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.

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.

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Further to above if any student who is holding the post of honor/ responsibility like member of Student Council /Committee head etc. and found involved in any act of academic dishonesty or found guilty of use of unfair means during the examination, will be stripped of his/her position in the council/committee.

p) Grievance Redressal

- 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.
- 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.
- 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 Programme 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.
- 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.

q) Course Feedback

Institute will take the students' feedback for each course before mid-term & end-term examinations. It is mandatory on the part of each student to provide all the feedbacks for all courses on timely basis through their dashboard, failing which they will not be allowed to take their examinations

r) Declaration of result

- The Office of Controller of Examinations will declare the Provisional Trimester Result as per the time line stated in academic calendar.
- 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.
- The Office of Controller of Examinations will declare the Final Trimester Result (after incorporating the result of repeat and/or improvement examination in the

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Provisional Trimester Result) within 7 days of declaration of result of repeat and/or improvement examination.

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

s) Convocation and Award of Diploma

The "Post Graduate Diploma in Management" will be conferred on all the students who have fulfilled all the conditions and requirements for the award of the Diploma at the Institute's Annual Convocation. Students failing to participate in convocation but otherwise eligible for award of diploma can collect their diplomas from Programme Management Center after the convocation.

t) Transcripts

Transcript in printed format will be issued to the students only after the completion of the course. If some information is required for some official purposes like bank loans, summer training, placements, etc. a provisional academic progress report will be issued. We also send a comprehensive feedback to the parents twice during the trimester. The feedback is holistic, covering all aspects ranging from academic performance to participation in institute's activities, communication, discipline and attendance by all the faculty of the institute.

u) Awards and Recognitions for during Annual Convocation

- 1st position- Chairman's Gold Medal
- 2nd position- Vice- Chairman's Silver Medal
- 3rd position - Director's Bronze Medal

Apart from these awards specialization topper will also be awarded during the convocation

Chapter 4: Clubs, Internships & Councils

a) Dashboard

Dashboard is a robust student data base, learning management system which will be an important interface between students and various departments of the Institute.

Dashboard will carry all relevant information of each student like ones name, parent details, communication address, mobile numbers, email ids, formal photograph, past academic credentials, work experience etc.

It will act as a repository of attendance records, academic performance (discussion forum, quizzes, assignments, field work) for all courses, apart from Academic Leave Status etc.

All important communication from Programme Management Center (PMC), Examination Department, Library, IT Lab, Accounts, CMC, etc. will be sent on Student Dashboard.

Dashboard will also be used by individual student for the purpose of giving course/ faculty feedback.

PMC and other department will use dashboard for the purpose of sharing course curriculum, time table, important notification and other communication.

All notice & communication sent on dashboard will be considered as official communication, and required to be acted upon accordingly by all students.

It is mandatory on the part of all students to ensure that all information on their respective dashboard are correct and up to date.

In case of any change in student related information is required or need to be updated, concerned student must communicate the same to the PMC, through a requisition note, generated on dashboard.

Exam Admit Card will be automatically generated in case of eligible student (refer to exam rules), on their respective dashboard.

Any misuse of dashboard or in case of any personification or in case of furnishing wrong information for purpose of dashboard repository, will be considered as an act of indiscipline and will call for appropriate disciplinary action.

b) Summer Internship

The Summer Internship Project (SIP) forms an important component of education at Jaipuria Jaipur. It is an attempt to bridge the gap between the academic institution and corporate world. It is mandatory for a student to complete summer training of 45-60 days in order to be eligible to obtain the diploma. The period is from April-June, 2018. The summer internship is equivalent to 6 credits.

A detailed manual for the guidelines, deadlines, formats of project report shall be provided before the student leaves for summer internship. The institute facilitates interface with companies for internship to the students and discourages the internship from one's home town. All requests of the students for self-arranged internship from their home towns has to be approved by the placement department.

c) IDP (Individual Development Plan)

The IDP is conducted in two phases. The Phase I happens before SIP towards the end of Trimester I, wherein the students are assessed and guided both by the industry and faculty mentors to set meaningful goals and identify gaps in their skills for achieving the goals. The phase II takes place at the beginning of Trimester IV immediately after SIP. The students upon interaction, with an industry expert and faculty mentors are suggested to work on the areas to fit into corporate profiles. It is a preparation for the placement process.

d) Co-Curricular and Extra Curricular Activities

The institute organizes various co-curricular and extra-curricular activities keeping the following objectives in mind:

- (i) To enhance personal and professional development of the students
- (ii) To give students an opportunity to work in teams
- (iii) To let students actualize their potential
- (iv) To learn about management situations by doing

The institute organizes ABHYUDAYA, the annual cultural fest. Music, drama, poetry and appreciation of the rich Indian cultural heritage is developed through a series of Programmes organized in the campus every year. The students are engaged in managing cultural as well as corporate events. To create entrepreneurial instincts and spreading awareness institute celebrate entrepreneurship week which includes various creative and intellectual Programmes along with outreach opportunities. To promote students interest in sports and games, the

sports committee organizes various sporting events. Students are nominated for participation in co-curricular and extra-curricular activities of the other institute and professional bodies. The students participating in co-curricular and extra-curricular activities are given consideration for their absence from the teaching sessions on account of such activities. Such leaves would be treated as academic leave and would, in normal course, be recommended by Dean (Student Affairs) and approved by respective Programme Directors. The granted academic leaves should fall within the maximum number of 3 leaves, per course, per trimester.

e) Co-Curricular and Extra Curricular Activities

Each student is required to be a member of at least two of the following clubs. Members of the club will be governed by their respective club rules, and advised by respective faculty coordinators.

- **Niche - Marketing Club:** Niche is conceptualized as marketing club. It instills a passion for marketing among the students, making them understand that marketing is a way of life, an orientation and a philosophy. Enhancing their marketing quotient are also some of the aspects that the club inquires upon.
- **ITech Cloud - IT Club:** Wired World is IT Club. Digital world and communication is rolling juggernaut by consuming every element of our life with its presence and hence it becomes imperative for the managers of tomorrow.
- **Sadbhav - Spirituality & Human Values Club:** This club provides a platform to the students to discuss and find out how to get things by proper means and how to justify success without compromising on the value system.
- **Number Crunchers - Economics & Finance Club:** This club works in disseminating better understanding of Finance & Economics in simpler terms and updating current financial trends.
- **Concern - HR Club:** This club endeavors to inculcate interest in Human Resource related activities among students. Here it is believed that the need of the hour is to use the HR concepts in real life situations. The club organizes activities to develop interpersonal and other HR skills necessary to survive in the corporate world.
- **Desert Devils - Sports Club:** Desert Devils sports association is a club for the purpose of sports participation indoor and outdoor. It promotes and provides opportunities for groups and individuals to become more involved in sports and physical activity.

- **Prayaas - Entrepreneurship Cell:** The Entrepreneurship Cell (E-Cell) at the Institute in association with National Entrepreneurship Network (NEN) promotes entrepreneurial initiative amongst students.
 - **Parivartan - CSR Cell:** Parivartan is engaged in developing social acumen and conducts various outreach Programme. Parivartan is a Corporate Social Responsibility (CSR) cell of the Institute, which undertake CSR activities and contribute for the improvement and upliftment of the society and an ecosystem in which we live and thrive. Institute work in close association with many NGOs and jointly run many campaigns and events. Institute also offers CSR certificate Programme titled, "Winter Internship for Societal Happiness" (WISH Programme) for its students in collaboration with partnering NGOs. CSR cell regularly organize blood donation camps and hold workshops on gender sensitivity, birds and animal care, organ donation, waste disposal management cleanliness, fire and road safety, etc. With an objective to promote the green environment and better health of its students, the CSR cell offer free cycle usage facility to its students. These cycles are issued by boy's hostel warden and can be used for visiting nearby places. Students are advice to put on cycling helmet and follow all road safety measures and traffic rules while on roads, as Institute will not be responsible for any kind of loss/damages. Students using CSR cell's cycles are expected to take reasonable care of it and will be held responsible for any wilful damage/ breakdown/loss/theft.
 - **Ehsaas- Art, Literature, Culture, Debate and Theatre Club:** Art, culture, theatre & literature are an indispensable part of Jaipuria life. Ehsaas means 'Realization' and that is how we celebrate the traditional mores and harmonious nature of our students. The club rejoices with the extra-curricular development of students and brings out their hidden talents.
 - **MRC - Media Relations Club:** The Media Relations Club at Jaipuria Institute of Management is a student-led initiative that has already become a huge success in its first two years. They are delightfully working towards building brand Jaipuria.
- f) General Rules and Regulations**
- These clubs are part of life @ Jaipuria Jaipur campus.
 - Each student has to be necessarily a member of any two clubs on campus.
 - We have total 9 clubs and 2 (Entrepreneurship and Parivartan Cell) in campus.
 - Each club will consist of 2 coordinators and other students can join as

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- Membership is open every year up to 31st July for all the clubs. Students can give their choices to the respective club faculty coordinators.
- Each week there will be minimum one in-house activity will happen from any of the clubs.
- Non-performing/participating behavior in the clubs will be taken seriously by the club coordinators it may result into expulsion from the membership of the club
- Each club will also plan its succession team in the month of March every year.

I. Student Council

Jaipuria Jaipur has a system of Student Council wherein students are made representative of various committees and through variety of function they can be a partner in the progress and management of the institute. Each committee have four-five members from first year which is led by elected member from second year. Detail information on Student Council process will be provided separately.

The various committees under the student Council are as follows:

Academic Programme & Research Committee: The members of this committee will help in maintaining the discipline & decorum during the class hours with respect to attendance, proper grooming and uniform/formal wear, students carrying ID cards; encourage the students for newspaper reading & gyan sessions. They would also deal with checking and informing whether the classes are happening as per the session plans, helping the PGP team in Academic Audit etc. Also they would help the coordinators with respect to the different classes held, feedback of students, any extra sessions or activity based study required for the class. They would also coordinate with the PGP Chairperson / Dean / CRC Team to arrange for lecture by eminent academicians as well as industry people for visiting / guest sessions.

This committee would also help in publishing in-house magazines with intellectual research papers and articles from students & faculty. Also it would update on the current affairs and the general knowledge tips as required by all.

- **Placements and Corporate Relations Committee:** Member students need to be highly pro-active, positive and enthusiastic. They are expected to be very good in communication, presentation, behavior, and ethics. These student will be interacting with the companies for job opportunities and exploring new companies in different ways. This committee will be responsible for getting corporate at different level like Sr. Executive's, Assistant Managers, Managers, VP's, CEO's and the Celebrities on

campus for the different guest sessions, seminars, conferences and indirectly helping the Placements Team with recruiters for summer internships and final placements. The team should also engage companies for LIVE Projects, small assignments etc., and will assist in final placements and internships, in addition to it, they will also be assisting in making recruiter's guide, placement brochure etc.

- **Conferences & Events Committee:** Here student's main responsibility will be exploring & cultivating the new & innovative ideas to have corporate events / seminars / conferences on and off campus. It will include hospitality, sending invites, front and back stage arrangement, budgeting for the event with the concept note, and discipline during the event in the said venue arranging for a pre and post media publicity in coordination with Media & PR Committee
- **Social Responsibility Committee:** This committee will handle the events as a socially responsible citizen of India. It will include events like Blood Donation Camp's, candle march as a tribute to soldiers, public awareness Programme on streets (street plays), children's day celebration at an orphanage, donation of old clothes and books etc. Also they could indulge in adopting a village and organizing Social Development Projects (SDP's) etc.
- **Media, Public Relations & IT Committee:** This committee will be responsible for the media actions, public relations and whole IT issues on campus and off campus. Media & PR will mainly deal with involvement of media in different forms. They would also be responsible for handling pre and post coverage of media for the events happening on or off campus with proper coordination from the CRC team. They can also invite some prominent people from the industry for guest sessions, events and seminars / conferences in coordination with CRC team again to be held on campus. The responsibilities under the head of IT will include updating the institute website, be in constant touch with the IT administration for the logins of the students, check on the ethical use of the website and internet in the college working and non-working hours. It would also include handling college links and blogs on different social websites like Facebook, Twitter, Pagal guy, and LinkedIn etc.
- **Alumni Relation Committee:** The committee will wholly be responsible for maintaining relationship with the alumni of institute. They shall be invited for events, seminars, and alumni enriching events etc. as well as to mentor the students as and when required. A complete and whole updated data of the same shall be maintained

by each institute and also a new initiative such as JIM Alumni page on LinkedIn, Facebook etc should be incorporated.

- **International Relations Committee:** Member students are expected to help in finding out possibilities for different MOUs with top Universities / B-Schools worldwide that would benefit them for the student / faculty exchange Programme collaborating with their respective institutes. They would also assist regarding the visits / international tours / international immersion Programmes / international conferences for the students, staff & faculty. Their responsibility will also include inviting foreign delegates for sessions/ events/ seminars and conferences etc. Students will also organize different country level events and international student's day for a wider and brighter scope of understanding the traditions, cultures and values of different countries etc.
- **Extra-Curricular Committee:** This committee is responsible for conducting social and semi-official events on campus like management fests, sports, debate competition, cultural Programme; movie screening that would make the student all-rounder with academics. They would be wholly responsible for making the budget, concept note, objective of the event and back & front stage arrangements with proper hospitality services to the guests and judges of the events.
- **Sports Committee:** This committee is responsible for conducting various sports events (Indoor/Outdoor) on campus etc. They would be wholly responsible for making the budget, concept note, objective of the event and back & front stage arrangements with proper hospitality services to the guests and judges of the events. They would also be responsible for selecting teams to participate in various sports events outside the college.
- **Student Welfare & Disciplinary Committee:** This committee will have the responsibility of welfare of students in campus and off campus. It will also deal with the disciplinary issues in the hostel and other parts of the institute in the non-working hours. This committee will help to get the grievances of the students to the management in specific to infrastructure, hostel issues or any other as the case may be.
- **Entrepreneurial & Innovation Cell:** This Cell would need special attention. Students who have brilliant ideas of starting their small businesses and operations must be guided and nurtured well. This would bring about integrated qualities of all the specializations and nurture mental ability to think differently with an

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entrepreneurial bent of mind. This Committee will also further the collaboration with NEN, WADHWANI Foundation, Tie etc. to help, support, coordinate the endeavor, organizing B-Plan workshops / competitions, promoting Social entrepreneurship etc.

- **Decoration Committee:** This committee is responsible for decorating the institute at various events/functions/conclave /conferences/FDP/MDP/celebrations etc. They would be wholly responsible for making the budget, concept note, theme of beautification of campus, Rangoli etc.
- **Student Training & Development Committee:** The role of this committee would be to assist in all the activities associated with TIIP, IDP, Mentoring and overall training of students in all the Trimesters. The team members would be a part of planning and execution, assessment along with follow-up as and when required. The training cell along with the committee members would ensure the smooth conduct of training activities throughout the Programme.
- **Life After 6 Committee:** Just like the era of the six 'o' clock swill in the late 60's in the Anglo Saxon states, the importance of social interactions, freewheeling discussions on hot topics, learning a new art form, a new language or just plain engaging in intellectual pursuits with a flair of fun, Jaipuria has its own share of Life After 6. The Life After 6 committee is actively engaged into enhancing students' learning experience through its informal learning approach. The students enrolled under the committee will be responsible for ensuring the scheduling of various activities, developing write-ups and reports of various activities, ensuring the coverage of activities, acting as Assistant Editor to the Life After 6 Bulletin published weekly.

i. Life After 6

Just like the era of the six 'o' clock swill in the late 60's in the Anglo Saxon states, the importance of social interactions, freewheeling discussions on hot topics, learning a new art form, a new language or just plain engaging in intellectual pursuits with a flair of fun, Jaipuria has its own share of Life after 6. The list below indicates how life after 6 initiatives can actually help your transformation and add immense value.

Life After 6 Activities			
Term	Bucket 1	Bucket 2	Bucket 3
I	WAVE	Karate for Self Defense	Mandarin (Chinese) for Beginners Level 1
	Hot Coffee Hot Issue	Guitar Practice	

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	Research Seminar (including books reviews)	Dance Practice	
II	WAVE	Caricature	Mandarin (Chinese) for Beginners Level II
	Hot Coffee Hot Issue	Business Mathematics	
	Research Seminar (including books reviews)	Data Analysis using Ms-Excel	

Note: The rules to join the Life after 6 forum will be shared during induction Programme followed by the registration for same.

Courses under Life after 6 have been categorized into three groups:

4.8.1 Group 1: Hobby Classes & Discussion Forums

Hobby Classes:

(a) Guitar Practice

If you have your own guitar/Flute/Casio and you are passionate to learn or continue practice, this is exactly meant for you. Classes are supervised and conducted by known expert.

(b) Karate Defense Classes

This is your opportunity to stay fit, learn defensive technique, remove stress, and earn certification. Classes are supervised and conducted by known expert.

(c) Dance Practice

This is your opportunity to learn popular dance styles and pursue your hobby by regularly practicing various dance styles in the presence of expert.

(d) Caricature

This activity will enable the participants to understand the basics of developing the caricature followed by the hands on practice of developing the same.

(e) WAVE

WAVE stands for Written and Verbal English. This is a forum wherein you have the opportunity to enhance your spoken English, conversation skill through role plays and practices.

(f) Hot Coffee-Hot Issue

This weekly forum is really hot over issues of current interest. You have opportunity to learn & share analysis over a cup of coffee.

(g) Research Seminar

This is a public seminar forum wherein your opportunity is to address the entire community on specific well researched topic of interest. A good seminar can earn you a certificate and credential.

ii. Group 2: Aptitude & Skill Based Courses

(a) Data Analysis using Ms-Excel

This course takes your knowledge and operational ability of working on Excel to the next level. You can learn how to conduct data analysis using Ms-Excel. Also you can earn a certification upon completion of specified number of hours.

(b) Business Mathematics

The course will focus on enhancing the business mathematics skills of students.

(c) Mandarin (Chinese)

Learning foreign language is a big value addition you can make in a globalized world. This is your opportunity to learn Mandarin (Language) language and earn certification.

iii. E-Learning At Jaipuria

Jaipuria e-learning has been designed to promote & facilitate the student learning. The LMS with dashboard acts as an important interface & facilitates for the purpose. Student's learning at Institute can be broken down into 3 phases.

The first phase is pre class room phase, which calls for student's preparation & self-learning or revisiting concept and introduction. The first phase is one in which student do preliminary preparation before attending given class(s) with help of flip video, pre-read etc. These flip videos, pre-read are provided to her/ him through e-learning LMS - Interface i.e. student's dashboard.

The second phase of learning achieved by attending class room lectures where students learning takes place through different pedagogical tools used by Course Instructors like lectures, case analysis, group projects etc.

The third phase of learning is post class room learning, where student assimilates her/ his learning & knowledge from first two phases and reinforce it with further in-depth study,

using books and Impartus lecture capture video. Over students are advised to make best use of all three learning modes

iv. Mentoring:

Mentoring is a USP at Jaipuria Jaipur with an objective of facilitating the overall development of its students in a focused manner under the guidance of designated mentor. For this purpose the class students are divided into small equal sized group called Student Study Group (SSG).

We cultivate and nurture dreams of our students, and assist them in transmission of knowledge and skills and develop reflective practice. Industry personnel and faculty members offer the students a mentoring environment, and sustainability through process which provides them with an opportunity to achieve academic success and healthy development of themselves. Here, dreams and ideas get exchanged and celebrated. The mentoring helps students to work in variety of settings, integration of theory into practice, and holistic career development.

v. Role of a Student as Mentee

- I. The responsibilities of mentee would be:
- II. To meet with the mentor regularly
- III. To keep mentor informed as regards to the requirements and his/her progress towards meeting those requirements
- IV. To ask for feedback
- V. To take responsibility for own growth and success
- VI. To ask his/her mentor for guidance and assistance whenever it is needed
- VII. To attend all T & D, guest lectures and industry related sessions
- VIII. To maintain a portfolio
- IX. To provide the mentor with an up-to-date portfolio
- X. To enhance one's employability skills
- XI. To inculcate global mindset and,
- XII. To participate in every activity that makes mentoring process more effective.

vi. Induction Programme / Reorientation and Rejuvenation (RR)/ Orientation Programme:

- These are initiative from the side of institute to hand hold the batch of freshly admitted students in the PGDM Programme. Students are made aware about the vision, mission and the value system of the institute through series of interaction with them. Such efforts help our students in understanding the ecosystem of the institute as

well as, it sets the ball rolling in the right direction with necessary pace. Students are made aware, how the two year management Programme at Jaipuria Institute is quite different than their earlier forms of education. The students are exposed to the academic rigor needed for the Programme, apart from such interaction helps in expectation settings from the students.

- RR Programmes are mid-course, stock taking and review exercises and will be conducted at the beginning of second and third trimesters.
- Orientation Programme is organized for the students after they complete outbound - industry based summer internship Programme, and join back the institute. This coincides with the commencement of fourth trimester. These all Programmes are planned well in advance and all relevant communication in this regard will be shared by the Programme Management Center from time to time. As these Programmes are very focused and expected to meet various set objectives, it is mandatory on part of all students to attend them. The proper record of student's attendance in these Programme will be maintained by the Programme management Center (PMC).

vii. Jaipuria Research Studentship

There is a dire need for developing analytical skills in management students. Developing research orientation and research skills in students can be an effective way to ensure analytical skills. This is extremely helpful in placement. Through research and project works, students can showcase and talk about a substantial profile to the prospective employers. This kind of orientation is also important for students who would like to pursue career in research and follow it as a passion.

It is in the above backdrop, the Jaipuria Research Studentship (JRS) Programme is designed to facilitate deep learning of students and also to provide necessary support in developing research culture in the institute.

a. The JRS Scheme

- The JRS Scheme is available to students of Jaipuria-Jaipur who have willingness to work on research projects.
- As JRS, selected student will be attached to a faculty who will have a pre-defined research work/project (ongoing or a promising proposal) with them.
- The number of JRS available will depend upon the number of pre-defined research work/project with the faculty. Generally, there will be 4-5 JRS available at one point of time.
- The JRS will be available for a maximum period of 5 months, stipulated and mapped with the research work/project.

b. The JRS Scholarship

- There will be a scholarship of Rs.3000/- per month available to the JRS for the first months, which will increase to Rs.5000/- per month in the last 2 months.
- The continuation of scholarship will be subject to satisfactory work report by the concerned faculty/Dean (A)/Director, followed on monthly basis.
- In case of unsatisfactory report and recommendation, the JRS shall be discontinued immediately.

c. The JRS Selection

- There will be announcement made by the Dean (A) inviting application for the JRS in a given format with the number of vacancy available.
- Depending upon the number of applicants, the process of selection may follow written test and interview or only interview.

In the interview, due weightage shall be given to students who have demonstrated good academic performance and attendance and have shown discipline and commitment to work.

viii. 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 Discipline Committee. The committee will propose the appropriate action or penalty to be imposed on the concerned student(s)

• **Code of Conduct**

- I. All circulars will be put on the notice board. Students should cultivate the habit of looking at the notice board every day. Ignorance of any notice thus displayed will not be accepted as an excuse for failing to comply with directions contained in it.
- ii. Students are not allowed to circulate among the students or paste on the notice board any notice without the approval of the Director.
- iii. 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.
- iv. They should be courteous and respectful towards all the members of the faculty and staff.
- v. Smoking inside the campus is strictly prohibited.
- vi. Loitering, shouting, whistling and other such acts that cause nuisance in the premises of Institute are strictly prohibited.
- vii. Eve-teasing, ragging, alcoholism, taking drugs, playing cards and other such unsocial acts will lead to immediate dismissal from the Institute.
- viii. Boys shall have no entry into the Ladies common room/ladies hostel & vice-versa.

ix. Library:

Jaipuria Jaipur Library with its rich collection of knowledge resources and innovative information services fills an essential role for students and faculty in their intellectual pursuits. It is a hybrid library with the state-of-the-art technological applications. The Library holds knowledge resources predominantly related to management and allied subjects. The Library is fully automated with LibSys integrated library system, and users can access the online databases and also find out the real-time availability of library materials from their own computer terminals. The Library offers a range of information services to support the learning process set to the highest professional standards. The Library gives "Best Library User Award" in each trimester.

a. Library Resources

- Books and Periodical
- Management Videos
- Online Journals
- EBSCOHOST, J-Gate, ProWess
- Kindle E-book Reader

b. Library Services

- Training & demo on E-Resources
- E-Resource Retrieval Facility
- Reference/Information Service
- Newspapers Alert
- Research Supports for Students

c. Library Rules

All users of the Library are requested to make themselves familiar with the Library rules and regulations.

- i. Users of Library must sign in/out in the register available at the entrance of the Library.
- ii. While entering the Library, students should leave their personal belongings such as bags, personal books, magazines, umbrellas, water bottle etc. at the property counter. Only notebooks are allowed in the library.
- iii. All the members must produce their Identity Card on the Circulation Counter at the time of issue/return of the books. The Library Staff may refuse entry to those who do not produce valid Identity Card.
- iv. The students are entitled to borrow three (03) books for a period of 14 days. However, two more books may be issued during examination time depending on the availability of books. All the issued books are to be returned on or before the due date, failing of which penalty of Rs. 5.00 per day will be levied.

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- v. Journals, magazines, newspapers and book CDs are not issued to the students.
- vi. Students are allowed to discuss and collaborative study in the library with a moderate level of noise. However, it should not disturb other readers.
- vii. Chatting, eating, drinking, smoking, listening to music is strictly prohibited in the Library.
- viii. Library users are requested to keep their mobiles off or in silent/vibration mode; Failure to do so will invite punishment and the offender would be debarred from Library.
- ix. No issued books is to be brought to the library unless for returning.
- x. Users are responsible for complying with copyright act while photocopying library documents.
- xi. Library follows open access book system. Books should be handed over to the Library 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.
- xii. Library 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.
- xiii. While leaving the Library, user should ensure that they carry only those books that are duly issued on their names, otherwise disciplinary action will be taken against them.
- xiv. Library members are advised to check the "Library Notice Board" regularly for latest update and important information about library.
- xv. Marking in library materials is strictly forbidden.
- xvi. Library staff is empowered to stop any activity in the Library which they consider prejudicial to the safety, well-being, or security of readers or Library staff or to the preservation of the collections.
- xvii. Users of the Library 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 damaged document. In case a user repeats the offence a second time his/her Library membership is liable to be impounded and the membership card will be terminated with immediate effect.
- xviii. User leaving the Library should permit the Library Staff to examine their personal belongings to prevent slippage of Library material, even un-deliberately.

Any Student found stealing a book, tearing off 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 Rs. 500/ in this regard. The Discipline Committee will be requested to take appropriate action against the defaulting user/ Student.

g) Computer Center Rules

- i. The computer center at Jaipuria Jaipur provides following technology related solutions to its participants;

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- ii. The computer labs are equipped with modern hardware, configuration and software applications.
- iii. The institute is equipped with 24*7 internet access thorough Wi-Fi and Jio Wi-Fi with 40 MBPs lease line.
- iv. The e-learning platforms such as Moodle, Dashboard etc. are for the use of students.
- v. The Impartus lecture capturing system is available for the students to view the recorded lectures at any point of time.
- vi. For computing, the computer center has subscribed to IBM SPSS 21.
- vii. The CMIE Prowess financial data base is available for the students to carry their research and analytical work.
- viii. All the requests/complaints related to computer center are processed through online Spicework ticketing tool which enables the authorities to view the complaints on real time basis and provide quick solutions.
- ix. The computer labs are available to use by students from Monday to Saturday (09:00 AM to 07:00 PM) excepts mandatory and declared holidays, however the institute reserve the right to change this schedule as per requirements.

The rules and regulations of using computer center facilities are as follows;

- i. Students should make an entry in the lab register every time while coming and going out of the lab.
- ii. No food or drinks are allowed in the computer lab at any time.
- iii. The usage of cell phones, shouting and talking loudly is not allowed inside the computer labs.
- iv. Students are not permitted to remove any hardware and also not allowed to install, modify or delete any software on lab computers.
- v. Scheduled classes in the labs have priority over all other uses.
- vi. All new users are provided with new individual User-id & Email-id
- vii. The following are also not permitted while using the computer center facilities such as; sending, assessing, downloading or displaying offensive messages or pictures; using obscene language; harassing, insulting or attacking others; damaging computers, systems or networks; violating copyright laws and regulations; using passwords of others; sharing passwords with others; trespassing in others' folders, work or files; employing the network for commercial purposes; providing personal information such as names, addresses, phone numbers, card numbers etc.; and playing game.
- viii. The computer lab resources are prohibited from usages for any illegal or disruptive purposes.

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- ix. Reproduction of copyrighted material (e.g., software, music, video, books, photographs etc.) is prohibited.
- x. Displaying of offensive graphic images by way of Internet Explorer or other software is not permitted; also chatting, playing games is not allowed in the computer Center.
- xi. Be respectful of other lab users, lab equipment and software problem should be reported to the lab personnel immediately.
- xii. Users are expected to keep the computer lab neat and clean.
- xiii. Shut down the computer before leaving the computer lab.
- xiv. Any physical damage to the system or any lab property will call for indemnification, failing which matter will be referred to disciplinary committee.
- xv. Students who do not follow the above rules will be suspended from the lab for 7 days.
- xvi. 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.

h) Hostel Rules

- I. The general management of hostel is vested with the Faculty-in-charge, Hostel Wardens, and also by student coordinators. The rules for the residence in the hostels are given in the following paragraphs. 'HOSTEL' would mean any residential accommodation provided to a student.
- ii. The students residing in the hostel shall be required to abide by the hostel rules and other instructions issued by the hostel authorities from time to time, any breach of hostel rules and instructions will render a student liable to disciplinary action.
- iii. On admission, each student shall have to deposit the prescribed room rent and mess charges. The Hostel In charge shall make the allotment of rooms on receipt of memorandum of admission from the PGDM Office. No change of rooms shall be allowed.
- iv. The institute shall provide the hostel rooms in ready shape with all amenities properly functioning, in the event of any damage occurring during the time of occupancy the occupants shall be liable to pay the due amount to get it changed/repared by institute administration. On the day of allotment/check in student should satisfy herself/himself for the functioning of the amenities.
- v. The hostel wardens are responsible for the implementation of hostel rules and regulations with the help of institute administration.

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- vi. 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 the PGDM office.
- vii. Ragging is strictly prohibited by law. Any hosteller found indulging himself/herself directly/ indirectly in in-disciplinary activities like theft/ragging/ fighting/ quarrelling/ abusive language /misbehaving with fellow students within hostel/campus premises, the disciplinary action shall be initiated against him/her.
- viii. To carry utensils from the mess in the hostel room is strictly prohibited.
- ix. Lending/borrowing money/expensive gadgets from co-hostellers is strictly prohibited.
- x. Students cannot vacate hostel during academic year and in case some student wants, he/she is liable to pay full hostel fee of that particular academic year.

i) Vacation of Rooms in the Hostel

Students are not allowed to stay in the hostel during the vacation/summer internship period. They will hand over the charge of their rooms to the hostel warden with all fully functional amenities and Hostel warden/institute administration will testify it.

j) Electricity

- i. Use or possession of electric heaters or other electric appliances including electric 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.
- ii. Fans and lights in the rooms must be switched off before leaving the rooms. Occupants are liable to be fined Rs. 300/- when found defaulting on this account. The hostel attendant/hostel warden will monitor it and sudden inspections can take place by hostel committee/institute administration.

k) Common Room

Furniture and other articles/equipment from the hostel shall not be removed under any circumstances.

l) Boarding Arrangements

Mess timings for breakfast, lunch & dinner are to be strictly adhered to. No change is allowed without written permission from the Hostel In charge.

Mess Timing	
Breakfast	8.00 am – 8.55 am 9.00 am – 10:00 am (Sunday)

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Lunch	As mentioned in the Time Table 1:00 pm – 2:00 pm (Sunday)
Evening Tea	5.00 pm – 5.30 pm
Dinner	8.00 pm to 9.00 pm

Hostel shall be managed by a committee under the direction of which will include the Faculty coordinator, Hostel wardens, Administrative Officers and student representatives. The Names of the Members are as followings:

- i. Mess fee will be charged in advance as decided by the institute mess contractor with due approval of mess committee. The fee shall be revised as per the decision of mess committee if situation warrants.
- ii. Mess Fee as applicable for the academic session 2017-19 shall be deposited in one installment. It has to be paid latest by 10th July 2017. A late fee of Rs. 50/- per day will be charged for defaulters.
- iii. Hostel and mess fees is payable for the complete month, irrespective of the day of joining the hostel.
- iv. The mess menu will be decided by the mess committee and notified as and when required.
- v. Lunch for day scholars will be served in the cafeteria on payment basis. Day scholars are not entitled to take lunch in the hostel mess. Similarly, food for hostel boarder will be served in hostel mess and in no circumstances it can be transferred to cafeteria.

m) Other Important Guidelines

- i. Parents are requested to keep in regular touch with their wards, to know their class timings and their whereabouts after class timings.
- ii. Notices for the guidance of the students shall be displayed on the notice boards. Students are advised in their own interest to read the notices regularly. Ignorance of regulations and instructions shall not be an excuse for non-compliance.
- iii. No club or society shall be formed without the permission of faculty-in-charge of Hostels and no meeting except Mess Committee, shall be held in the hostel nor shall outsiders be invited to such meetings without the permission of the Hostel Warden.
- iv. Parties or entertainments shall not be held in the hostel premises without the permission of the Hostel Warden.
- v. No dogs or other pets or firearms or radios (other than battery operated transistor radios) are permitted to be kept in the rooms. The volume of radios/musical instruments should be kept low so as not to disturb fellow residents of the hostel.

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- vi. The students shall keep their rooms clean and tidy. Cleanliness must also be observed in bathrooms, common rooms.
- vii. An indiscipline register shall be maintained by the Hostel Warden. Where the names and signatures of the defaulters will be mentioned and in case of repeated indiscipline necessary action will be taken as per the rules of the Institute. All the cases of Indiscipline shall be reported to the Disciplinary Committee.
- viii. Strict disciplinary action shall be taken for the students found under influence of liquor within the institute/hostel premises. Possession or consumption of liquor and alcohol within the hostel and Institute premises is strictly prohibited. If any student is found positive in consuming such substances he/she will be punished as per the rules of the institute.
- ix. All cases of illness must be reported immediately to the Hostel warden and Programme Management Center.
- x. Students must not incur any debts. The hostel authorities shall not be responsible for any debts or dues to hostel messes, canteens or outside shops etc., incurred by the student.
- xi. Parents and guardians are allowed to the hostel, but they are not allowed to stay overnight in the hostel. Visitors must leave the hostel by 8 pm in winter and 9 pm by summer.
- xii. Visitors to the girls hostel shall remain limited to her mother and female relatives whose names have been given by the parents at the time of admission and in case of boys' hostel only mother is allowed.
- xiii. Guests and friends of the hostel students should be entertained in the Institute campus only.
- xiv. Day scholars will not be permitted to stay in hostel under any circumstances. Hostellers, both girls and boys shall not entertain any of their day scholar friends to stay with them in hostel.
- xv. No outside student present or past shall be allowed to enter the campus premises after 7 pm.
- xvi. No male visitors including the father/brother etc. are allowed inside the room of the girls hostel. Similarly, no female visitors including mother/sister etc. are allowed inside the room of boys' hostel.
- xvii. Male students are not allowed to visit the girls hostel any time. Similarly, female students are not allowed to visit the boys' hostel any time.

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- xviii. A complaints register shall be maintained in each hostel. The Hostel warden shall examine the register weekly, take remedial/corrective actions and bring the problems to the notice of the Faculty-in-charge/Administrative Department.
- xix. The hostellers are required to leave the hostel at 8:50 AM positively for classes. The hostel attendant shall report to PGDM office and Hostel wardens if the students are found in their rooms during class hours.
- xx. Students shall be fully responsible themselves for their conduct and wellbeing while moving out of campus after the out pass is issued on their request. Any mishaps occurring within and outside the campus shall not be under the purview of the institute management and it will be the sole responsibility of the students to take care of themselves.
- xxi. The students shall be personally responsible for their sound behavior and conduct, not leading to any unpleasant incident, causing damage of any nature to self or others in the campus. The institute shall not be responsible for any occurrence to the student while in campus because of his or her conduct which is unhealthy, unsound or unsafe.
- xxii. Student shall inform the administration in case of any medical illness.

n) Hostel Committee Members (2017-19)

Hostel shall be managed by a committee under the direction of which will include the Faculty coordinator, Hostel wardens, and Administrative Officers and student representatives. The Names of the Members are as followings:

Hostel Committee Members	
Dean (Student Affairs)	
Dr. Lokesh Vijayvargy	9460986769
Faculty In charge	
Dr. Lokesh Vijayvargy	9460986769
Dr. Rima Namhata	7605809201
Administrative Department	
Dr. Vikas Indoria	9166448773
Mr. A.K. Tiwari	9799561808
Wardens	
Mr. Himanshu Tiwari	9782576232
Ms. Anuradha Rathore	9982004098
Students Members of Committee to be notified	

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The role of student members of committee is as under

- Students should check the quality and quantity of food on daily basis.
- Students should check the cleanliness of cafeteria and suggest the Mess Contractor to make it hygienic and clean on daily basis.
- Suggestions and feedback should be conveyed to the Hostel warden on daily basis.

n) Services

Medical Consultant	
1. Dr. Anil Choudhary	9414795104
2. Dr. Suman Choudhary	7073466493
Police Station	100
Ambulance	108
Fire Station	102

o) Fees and Payment Schedule

Term fee must be paid before the registration for the term. Fee will be accepted in the Accounts Department of the Institute on all working days. For details fees structure refer *Annexure -V*.

p) Mode of Payment of Fees

Fee can be paid through Debit Card / Credit Card, Net Banking & Challan system (even from other cities also) but only till due dates. Fee will not be accepted after due dates through online system or by bank through Challan System. After due dates fee will be accepted in account department through Cheque & DD.

For any doubt / query one may contact to accounts department.

All fees must be paid on time. Accounts department permits a late payment under exceptional circumstances failing which a late payment fee is imposed, which in no case shall be less than Rs.1000/- on approval of the Director.

Those who fail to clear all their dues in a particular term will not be permitted to register for the next term without clearance of the dues. Students repeating the course in any term, in order to be eligible to get Diploma, will have to pay a fee of Rs. 10,000/- each course.

q) Default in Payment of Fees

A student will not be allowed to take the exams, if the student has not paid the Academic fees/Hostel fees and/or any other dues (in full) payable at that time; or if exams taken, the

results will not be released until the dues are cleared. A student will not be allowed to attend the Convocation and receive the Diploma if he fails to obtain a No Dues Certificate, from all concerned Departments of the Institute.

r) Refund of Fees and Caution Deposits

The Academic fee is non-transferable & non-adjustable under any circumstances. Except caution deposits, no fee collected is refundable. This applies in case of dismissal from the Institute, refund rules in case of withdrawal (voluntary or otherwise) from the Institute's rolls shall be governed by AICTE norms.

Caution deposit will be released after obtaining 'No Dues' Certificate from the following:

- i. For Fees - Accounts Department
- ii. For Hostel Fees - Accounts Department
- iii. For Library Dues - Librarian
- iv. For Academics Dues- Academic Programme Management Center
- v. For Placements Dues- Placement Committee Office
- vi. For Computer Lab Dues - Computer Lab
- vii. For Administration dues-Administration Office
- viii. For Cafeteria dues-Cafeteria Contractor

ii. Final Clearance

Withdrawal from the Programme and leaving the campus permanently must be on the basis of prior intimation to the Institute and completion of no-dues certificate from all concerned such as Library, Computer Center, Placement office, Programme Management Center and Accounts Office. The students should also return their Identity Card to the administration Office before final clearance.

iii. Reservation of Rights

The management reserves the right to modify or alter any of the rules/ provisions, mentioned in this handbook, if it finds it necessary to do so.

- i. However, such changes will be discussed at a faculty body meeting (involving any other staff who may have the requisite knowledge of the matter) and implemented after a faculty resolution.
- ii. Such changes will be notified and administered with prospective effect and will, then on, be binding on all students of the PGDM Programme.

iv. Facilities at Campus

a) Cafeteria

The campus has a modern cafeteria well-furnished to cater to students' tastes, besides beverages and snacks; it has a provision for serving meals to day boarding as well. The students are not allowed to sit in the cafeteria during classes.

b) Medical Facilities

First aid kit is available at reception desk. Apart from this the institute has a medical room on ground floor. A male and female doctor, also visit the institute on Thursday & Sunday of each week. These doctors are also available on call round the clock in case of medical emergency.

The institute has its own transport facility for taking students to empaneled hospitals. In case of any such need students must contact reception desk/ Admin Officer.

v. Other Facilities

- i. 24 hours Wi-Fi connectivity is available in academic and hostel area.
- ii. Hostel also encloses well equipped gymnasium, music room with instruments is available in the campus for music enthusiasts.
- iii. There is an indoor game room with Table Tennis, Chess, and Carom.

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Annexures I : Academic Calendar (AY 2019 - 20)

Academic Calendar for PGDM and PGDM (Service Management) 2019-21

Details	Date(s)	Day(s)
Registration & Interaction with Parents	26 June, 2019	Wednesday
Induction Programme	27 June - 6 July, 2019	Thursday-Saturday
Term I		
Commencement of Classes	8 July, 2019	Monday
Student Council Election	18-19 July, 2019	Thursday - Friday
10 th Thought Leadership Lecture Series	3 August, 2019*	Saturday
Fresher Welcome Evening - 2019	9 August, 2019	Friday
Independence Day / Student Council-Oath Ceremony	15 August, 2019	Thursday
13 th Foundation Day (Post Lunch)	28 August, 2019	Wednesday
Mid Term Examinations	29-31 August, 2019	Thursday-Saturday
Teachers' Day Celebration (Post Lunch)	5 September, 2019	Thursday
HR Conclave	13 September, 2019	Friday
End Term Examinations	26 September-1 October, 2019	Thursday - Tuesday
Term II		
Commencement of Classes	3 October, 2019	Thursday
Showing of Answer Sheets	7 October, 2019	Monday
Reorientation & Rejuvenation Programme (RRP)	10-12 October, 2019	Thursday-Saturday
Result Declaration (Term I)	12 October, 2019	Saturday
Diwali Break	25 – 29 October, 2019	Friday - Tuesday

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Christmas& New Year Celebration (Post Lunch)	24 December, 2019	Tuesday
End Term Examinations	2-6 January, 2020	Thursday - Monday
Term III		
Commencement of Classes	9 January, 2020	Thursday
Showing of Answer Sheets	9 January, 2020	Thursday
Result Declaration	11 January, 2020	Saturday
Reorientation & Rejuvenation Programme (RRP)	10-11 January, 2020	Friday-Saturday
7 th International Youth Conference: <i>Youth 2025</i>	17-18 January, 2020	Friday-Saturday
Republic Day Celebration	26 January, 2020	Sunday
Finance Conclave & Union Budget Analysis*	3 February, 2020	Monday
Presentation on Electives of 2 nd Year (Post Lunch)	5 February, 2020	Wednesday
8 th National Sports Meet 2020	6-7 February, 2020	Thursday - Friday
Winter Social Internship (WISH) Week	10-15 February, 2020	Monday- Saturday
Mid Term Examinations	24-26 February, 2020	Monday- Wednesday
Registration for Specialization and Electives of Second Year	28 February, 2020	Saturday
Holi Break	6-10 March, 2020	Friday-Tuesday
Annual Prize Ceremony & Parents Meet	17 March, 2020	Tuesday
Farewell Function	21 March, 2020	Saturday
End Term Examinations	6-9 April, 2020	Monday-Thursday
Showing of Answer Sheets	15 April, 2020	Wednesday
Summer Industry Internship Duration	10 April-30 June, 2020	Friday-Thursday
Result Declaration (Term-III)	27 April, 2020	Monday

Annexure II (a): Programme Structure, (PGDM 2019-2021)

Term	Course Name	Credits	Sessions	Hours
I	Business Text Analysis	1.5	12	15
I	Data Analysis with Spread Sheet	3	24	30
I	Accounting Fundamentals	3	24	30
I	Managerial Economics	3	24	30
I	Fundamentals of Marketing	1.5	12	15
I	Quantitative Technique	3	24	30
I	Organizational Behaviour	3	24	30
I	Principles of Management	1.5	12	15
	Total	19.5	156	195
II	Marketing Management	3	24	30
II	Corporate Finance	3	24	30
II	Managing Human Resource	3	24	30
II	Operations Management	3	24	30
II	Business and Economic Environment	3	24	30
II	Legal Aspects of Management	1	8	10
II	Design Thinking (Workshop Mode)	1	8	10
II	Business Communication (pl. decide on appropriate name and content)	1.5	12	15
II	Management Accounting	1.5	12	15
	Total	20	160	200
III	Professional Ethics (Workshop Mode)	1	8	10
III	Strategic Management	3	24	30
III	Management Information System	1.5	12	15
III	Business Research Methods	1.5	12	15
III	Electives (Mandatory)	6	48	60
III	Managerial Communication	3	24	30
III	Entrepreneurship (Workshop Mode)	1	8	10
III	Business, Environmental and Social Sustainability (Seminar Mode)	1	8	10
III	Simulation	1	8	10
	Total	19	152	190
IV	4 Electives	12	96	120
	2 Open Electives	6	48	60
	Total	18	144	180
V	4 Electives	12	96	120

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	Total	15	120	150
VI	2 Electives	6	48	60
	Total	6	48	60
	Summer Internship Project	5	-	8 Weeks
	Social Internship	1.5	-	1 Week
	Total	104	780	

Note: New courses can be added or stated courses can be dropped on the recommendation of Academic council.

Annexure II (b): Programme Structure, (PGDM (SM) 2019-2021)

Term	Course Name	Credits	Sessions	Hours
I	Business Analysis (Communication and Business Analysis)	1.5	12	15
I	Data Interpretation and Excel	3	24	30
I	Accounting Fundamentals	3	24	30
I	Managerial Economics	3	24	30
I	Fundamentals of Marketing	1.5	12	15
I	Quantitative Technique	3	24	30
I	Organizational Behaviour	3	24	30
I	Principles of Management	1.5	12	15
	Total	19.5	156	195
II	Marketing Management	3	24	30
II	Corporate Finance	3	24	30
II	Managing Human Resource	3	24	30
II	Operations Management	3	24	30
II	Business and Economic Environment	3	24	30
II	Legal Aspects of Management	1	8	10
II	Design Thinking (Workshop Mode)	1	8	10
II	Business Communication (pl. decide on appropriate name and content)	1.5	12	15
II	Management Accounting	1.5	12	15
	Total	20	160	200
III	Professional Ethics (Workshop Mode)	1	8	10
III	Strategic Management	3	24	30
III	Management Information System	1.5	12	15
III	Business Research Methods	1.5	12	15
III	Electives (Mandatory)	6	48	60
III	Managerial Communication	3	24	30
III	Entrepreneurship (Workshop Mode)	1	8	10
III	Business, Environmental and Social Sustainability (Seminar Mode)	1	8	10
III	Simulation	1	8	10
	Total	19	152	190
IV	4 Electives	12	96	120
	1 Open Elective	3	24	30
	Total	15	120	150
V	4 Electives	12	96	120

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	1 Open Elective	3	24	30
	Total	15	120	150
VI	3 Electives	9	72	90
	Total	9	72	90
	Summer Internship Project	5	-	8 Weeks
	Social Internship	1.5	-	1 Week
	Total	104	780	

Annexure III: List of Audit Courses

1. Financial Derivatives and Risk Management
2. Advance Financial Statement Analysis and Modeling
3. Investment Management
4. International Finance
5. Fixed Income Securities
6. Corporate Tax Management
7. Service Marketing
8. Retail Marketing
9. Performance Management System
10. Compensation Management
11. Supply Chain Management
12. Material and Inventory Management
13. Applied Econometrics using R

Note: Above courses are illustrative in nature.

Annexure IV: List of Open Electives

1. Behavioral Finance
2. Digital Marketing
3. Customer Relationship Management
4. Talent Acquisition
5. Leadership & Change Management
6. E- Commerce
7. Web Analysis & Social Media
8. Material and Inventory Management
9. Applied Econometrics using R
10. Happiness & Well Being
11. French Language
12. Economic History of India
13. Alternative Culture Shift
14. Management Thought Leaders & Perspective

Note: Above courses are illustrative in nature.

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Annexure V: Fee & Payment Schedule

Fee Structure for PGDM (2019-21) Batch

SL. No.	Particulars	I At the time of admission	II 09th September, 2019	III 09th December, 2019	IV 09th March, 2020	V 09th September, 2020	VI 09th December, 2020	Total (In Rs.)
		Amount	Amount	Amount	Amount	Amount	Amount	
1	Tuition Fees	145,000	120,000	120,000	120,000	120,000	120,000	745,000
2	Security Refundable	10,000	-	-	-	-	-	10,000
Total (In rupees)		155,000	120,000	120,000	120,000	120,000	120,000	755,000

Hostel Fee Structure for PGDM (2019-21) Batch

Particulars	I At the Time of Admission	II 9 th March, 2020	Total (In Rs.)
	Amount (In Rs.)	Amount (In Rs.)	
Non A.C. Hostel Fee	70,000	0	70,000
A.C. Hostel Fee	90,000	0	90,000
Hostel Security Fee (Refundable)	10,000	-	10,000

Note:- Hostel fee may get revised in 2nd year. Changes will be communicated through appropriate notification.

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Annexure VI : Telephone Directory

Telephone Directory - Jaipuria, Jaipur				
Name	Designation	Ext n.	Mobile	Email ID
Reception (Front Office)				
Ms. Shalini Saxena	Executive	203-4	9672751220	shalini.saxena@jaipuria.ac.in
Director's Office				
Dr. Prabhat Pankaj	Director	201	9799771222	prabhat.pankaj@jaipuria.ac.in
Mr. Hemant Baweja	Manager	202	9414069344	hemant.baweja@jaipuria.ac.in
Dean's Office				
Dr. Anurag Singh	Associate Dean - Academics	236	9810314476	anurag.singh@jaipuria.ac.in
Dr. Lokesh Vijayvargy	Associate Dean - Student Affairs	225	9460986769	lokesh.vijayvargy@jaipuria.ac.in
PGDM Office				
Dr. Prashant Sharma	Programe Chairperson - I Year	222	7568799687	prashant.sharma@jaipuria.ac.in
Dr. Babita Jha	Programme Chairperson - SM	240	9602274367	babita.jha@jaipuria.ac.in
Dr. Shubha Johri	Programe Chairperson - II Year	223	9001847497	shubha.johari@jaipuria.ac.in
Mr. Subhakar S. Tomar	Dy. Manager	213	9521914794	subhakar.tomar@jaipuria.ac.in
Ms. Sneha Panday	Sr. Executive	226	7597077807	sneha.pandey@jaipuria.ac.in
Mr. Gourav Singh	Executive	243	8209960554	gourav.singh@jaipuria.ac.in
Ms. Karishma Sikwar	Executive	241	7339847995	karishma.sikwar@jaipuria.ac.in
Faculty				
Dr. Prashant Gupta	Professor	234	9818687840	prashant.gupta1@jaipuria.ac.in
Dr. Anurag Singh	Professor	236	9810314476	anurag.singh@jaipuria.ac.in
Dr. Swati Soni	Associate Professor	215	9829218660	swati.soni@jaipuria.ac.in

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Ms. Anuradha Rathor	Sr. Executive (Hostel warden - Girls)	23 2	9982004098	anuradha.rathor@jaipuria.ac.in
HR				
Ms. Ridhima Bhagat	Asst. Manager	23 8	7665257777	ridhima.bhagat@jaipuria.ac.in
Accounts				
Mr. Devesh Vashishta	Manager	21 4	9414845444	devesh.vashishta@jaipuria.ac.in
Mr. Amit Sharma	Senior Executive	21 4	7568088688	amit.sharma1@jaipuria.ac.in
Examination & MRC				
Mr. Shrey Srivastava	Sr. Executive	21 7	7727048313	shrey.srivastava@jaipuria.ac.in
IT				
Mr. Raj Prakash Singh	Asst. Manager	20 5	9887283825	raj.singh@jaipuria.ac.in
Mr. Rishi Raj Singh	Sr. Executive	20 5	8432476430	rishiraj.singh@jaipuria.ac.in
Library				
Dr. Priyanki Sinha	Dy. Librarian	20 6	9163133435	priyanki.sinha@jaipuria.ac.in
Mr. Prakash C. Sharma	Asst. Librarian	20 6	9829241495	prakash.sharma@jaipuria.ac.in
Admissions & Marketing				
Mr. Narender Yadav	Asst. General Manager	23 0	9982533338	narender.yadav@jaipuria.ac.in
Mr. Pawan Sharma	Dy. Manager	21 8	9214306118	pawan.sharma@jaipuria.ac.in
Mr. Harshvardhan Singh Shekhawat	Asst. Manager	21 8	8239700586	harshvardhan.shekhawat@jaipuria.ac.in
Ms. Neha Sharma	Sr. Executive	21 8	9672989022	neha.sharma@jaipuria.ac.in
Ms. Komal Solanki	Executive	21 8	9928080589	komal.solanki@jaipuria.ac.in
Training, Placements & Corporate Relations				
Mr. Lokesh Sharma	Manager	23 5	7982957425	lokesh.sharma@jaipuria.ac.in
Dr. Priya Sharma	Asst. Manager	23	9694334440	priya.sharma@jaipur

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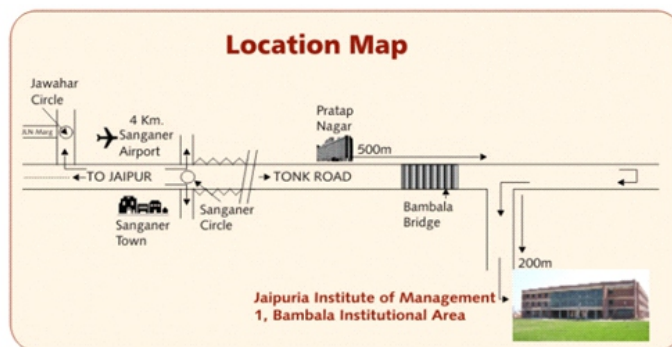
Dr. Prerna Jain	Associate Professor	21 6	9828280678	prerna.jain@jaipuria.ac.in
Dr. Lokesh Vijayvargy	Associate Professor	22 5	9460986769	lokesh.vijayvargy@jaipuria.ac.in
Dr. Daneshwar Sharma	Associate Professor	24 4	9057283074	daneshwar.sharma@jaipuria.ac.in
Dr. Anurag Dugar	Associate Professor	26 1	9485112570	anurag.dugar@jaipuria.ac.in
Dr. Shubha Johri	Assistant Professor	22 3	9001847497	shubha.johri@jaipuria.ac.in
Dr. Anvay Bhargava	Assistant Professor	21 1	9414926623	anvay.bhargava@jaipuria.ac.in
Dr. Akash D. Dubey	Assistant Professor	24 5	7510099112	akash.dubey@jaipuria.ac.in
Dr. Prashant Sharma	Assistant Professor	22 2	7568799687	prashant.sharma@jaipuria.ac.in
Dr. Varun Chotia	Assistant Professor	24 6	7976160195	varun.chotia@jaipuria.ac.in
Dr. Pankaj Chamola	Assistant Professor	21 9	9412110093	pankaj.chamola@jaipuria.ac.in
Dr. Ritika Mahajan	Assistant Professor	22 7	7830293632	ritika.mahajan@jaipuria.ac.in
Dr. Vinit Ghosh	Assistant Professor-II	24 8	9101545422	vinit.ghosh@jaipuria.ac.in
Dr. Saumyaranjan Sahoo	Assistant Professor-II	24 9	9879587797	saumya.sahoo@jaipuria.ac.in
Dr. Srikant Gupta	Assistant Professor-II	25 0	9045510543	srikant.gupta@jaipuria.ac.in
Dr. Babita Jha	Assistant Professor-III	24 0	9602274367	babita.jha@jaipuria.ac.in
Dr. Bhupendra Singh Hada	Assistant Professor-III	23 9	9929344229	bhupendra.hada@jaipuria.ac.in
Ms. Rima Namhata	Assistant Professor-III	24 7	9734230653	rima.namhata@jaipuria.ac.in
Admin. Office				
Dr. Vikas Indoria	Manager	22 4	9166448773	vikas.indoria@jaipuria.ac.in
Mr. A. K. Tiwari	Dy. Manager	20 9	9799561808	arvind.tiwari@jaipuria.ac.in
Mr. Vijay Srivastava	Asst. Manager	-	9953390284	vijay.srivastava@jaipuria.ac.in
Mr. Himanshu Tiwari	Sr. Executive (Hostel warden -	23 3	9782576232/ 7597631795	himanshu.tiwari@jaipuria.ac.in

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Mr. Prafful jain	Dy. Manager	235	9950199714	prafful.jain@jaipuria.ac.in
Mr. Vishal Chhabra	Sr. Executive	235	9660062898	vishal.chhabra@jaipuria.ac.in
MDP, Training & Consultancy				
Ms. Tina Jain	Asst. Manager	251	9414137552	tina.jain@jaipuria.ac.in
Support Staff				
Mr. Raghuvveer Singh	Driver		9887609759	
Mr. Rakesh Sharma Jr.	Driver cum Office Boy		9982956760	
Mr. Khemraj	Electrician		9001097535	
Mr. Rakesh Sharma Sr.	Office Boy		9950554450	
Mr. Jeetu	Office Boy		7374055247	
Mr. Pramod	Office Boy		7014124978	
Mr. Manraj Meena	Office Boy		9772802070	
Mr. Jagdish Bairwa	Office Boy		9571363807	
Mr. Prajapat Shaitan Singh	Office Boy		7878293724	
Ms. Renu Gurjar	Girls Hostel Attendant	232	9571916109	
Services				
Security (Main Gate)		210		
Cafeteria		207		
Horticulture	Mr. S.R.Sharma		9414044166	
Housekeeping	Mr. Vinod		9653846740	
Courier (First Flight)	Mr. Chandresh		7374000221 /204	
Medical Room	(Thursday & Sunday - 1:00 pm to 2:00 pm)			
Dr. Anil Choudhary	Medical Consultant Thursday	-	9414795104	
Dr. Suman Choudhary	Medical Consultant Sunday	-	9414795104	

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Narayana Multispeciality Hospital 0141-7122222
Metro Mass Hospital 0141-2786001-006
Fortis: 91-0141-2547000
Santokba Durlabhji Memorial Hospital: 91-0141-2566251-58
Mahatma Gandhi Hospital: 91-0141-2770798
Jaipur Hospital: 91-0141-2552034
Nearest Police Station
Police Thana Pratap Nagar: 91-0141-2221677





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