

STUDENT HANDBOOK 2017-19

Post Graduate Diploma in Management



June 2017* - The Institute has the right to amend rules regulations and provisions mentioned in the handbook.



JAIPURIA
INSTITUTE OF MANAGEMENT
LUCKNOW NOIDA JAIPUR INDORE



VISION

To promote human wellbeing through effective management education.

We firmly believe in the never-ending process of liberating a mind from the darkness of ignorance to the light of knowledge, new perspectives and deeper understanding. Essentially, all good education forms a support system for hidden talents to emerge and for the student to go on and excel in life. We aim to provide our students with a transformational experience; one that will liberate their minds, encourage them to think out of the box, to learn and imbibe the nuances of management practices, to innovate and to make informed choices.

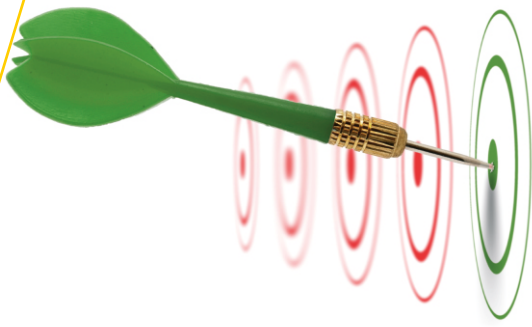


MISSION

To continuously upgrade and upscale the quality and spread of our educational endeavour.

An examination of our vision and mission statement would reveal that we continuously strive:

- To promote human wellbeing and engrain professional ethics, sustainability and inclusive growth in all its activities.
- To disseminate knowledge, employability skills and attitudes as well as imbibe human values in field of management.
- To continuously channelize our energies to upgrade and upscale the quality of education for raising the employability skills of our students through innovative management education programmes and providing opportunities for continuing education.
- To offer platforms of meaningful partnership for research and consultancy services so as to enhance the decision making skills and processes in corporate and academic institutions.
- To upscale the institute's operations and linkages with eminent management school in India and abroad and equip students for global business leadership.



STRATEGIC GOALS

#GOAL 1

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

#GOAL 2

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

#GOAL 3

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

#GOAL 4

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

#GOAL 5

To attract and retain quality faculty.

#GOAL 6

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

GENERAL INFORMATION:

This handbook is designed to provide students with important information relating to academic and administrative norms & rules as well as the personal code of conduct to be adhered to by students throughout their stay at the Institute.

The aspects covered in this handbook include procedure for registration, curriculum, attendance and examination rules, grading system, Programme Management Centre (PMC), Students Services Centre (SSC) and Career Management Centre (CMC), rules relating to the discipline, anti-ragging and the

code of conduct, personal and general code of conduct.

Academic and personal standards are necessary to promote fair and orderly conduct in a community as well as at the Institute. All students at the Jaipuria Institute of Management, Lucknow are required to abide by these rules, and conduct themselves at all times in a manner that lends credibility to the Institute and enhances its prestige in the community at large.

The Institute reserves the right to amend the Student Handbook including the information, rules, regulations and procedures contained therein when deemed necessary, without prior notice.

1.1 Programme Management Centre (PMC):

The Programme Management Centre (PMC hereafter) is envisaged as the point of interface between the students and the Academic Programme Team of the institute. All matters pertaining to student registration, attendance, academic evaluation, leaves of absence etc. are addressed at this centre.

The PMC also acts as a bridge between the individual faculty members and the student. The Centre is headed by the Assistant Dean (Academics). It includes Programme Chairpersons (one each for the three academic Programmes); Controller of Examinations and secretarial & support staff.

Office and Members

The Office of Programme Management Centre of PGDM/PGDM (RM)/PGDM (FS) is located in Room No. 104 (old block, first floor) which functions under the general supervision of the Assistant Dean (Academics) and Programme Chairpersons. The students should contact office staff members Mr. K. S. Tiwari and Mr. Sujeet Srivastava of PMC for any assistance regarding PGDM/PGDM (RM)/PGDM (FS) matters. Students can contact Mr. Naseem Ansari of the Office of Controller of Examination for any matter relating to examination and results.

The Office of the Assistant Dean (Academics), Prof. V. V. Ratna is located in room no. 8 (old block, ground

floor). The office of the Chairperson of PGDM Programme, Prof. R. K. Ojha, is located in room no. 16B (old block, ground floor). The Office of the Chairperson of PGDM (Retail Management) Programme, Prof. Athar Mahmood, is located in room no. 16A (old block, ground floor). The Office of Prof. Reena Agarwal, the Chairperson of PGDM (Financial Services), is located in room no. 5 (old block, ground floor). Students can approach their respective Chairpersons for any academic matter. The Office of Controller of Examinations, Prof. Abhay Kumar Srivastava, is located in room no. 110 (old block, first floor).

Role and Functions

The two critical aspects of the PMC are: a) Delivering of the academic agenda; and b) Planning and execution of the developmental initiatives.

(a) Delivery of the academic agenda:

Every student is required to register in the respective Programme to begin his/her academic journey. Every year, the PMC welcomes the students with a well-designed orientation and induction Programme to initiate them into the professional world of business education. The PMC supports student induction into the Programme curriculum by organizing foundation classes in academic areas such as Accounting, Quantitative Techniques and Information Systems. During the two-year stay at the institute, students connect with the PMC regularly on matters such as attendance, class schedules, submission and receipt of documents as applicable. The Programme Chairpersons are responsible for smooth conduct of the Programmes, and the Programme execution takes place after careful planning and deliberations. It is the endeavor of PMC to ensure seamless transition and significant progression of students from one year to the next.

The Office of Controller of Examinations is entrusted with efficient conduct of the examinations. It

1.2 Student Services Centre (SSC)

The students are the most important stakeholders in any academic institution. The overall well-being of the students will affect their academic interest and performance as well. The role of student life at the campus becomes all the more important in professional courses and more so in management education wherein they acquire knowledge and skills and will be using on daily basis in their professional life. The participation and empowerment of students is one of the most pertinent factors to ensure their overall development and their transformation from students to successful business leaders.

The Students' Services Centre (SSC), managed by a dedicated students' services team, works to help students achieve what they deserve; the best campus experience possible by providing a range of accessible and professional services giving

regularly reports the academic performance of the students to the Programme Chairpersons, who in turn advise the students concerned on the remedial actions necessary.

(b) Planning and Execution of the Developmental Initiatives

At Jaipuria Lucknow, our philosophy is each student matters. Therefore all efforts are channelized to ensure that the students get the best possible learning ambience, and support as necessary. Periodic feedback is taken from the students on the courses being delivered in a trimester to identify the areas of strength as well as improvement. All courses taught in a trimester are reviewed through a process of academic audit to ensure rigor and relevance in the curriculum. The PMC maintains regular contact with the students as well as their parents regarding the academic performance of the students. PMC also coordinates the scheduling and conduct of corporate interface sessions, industrial visits of the students, and conclaves.

PMC can be contacted for all queries regarding attendance, grades, class schedules, special academic support requirements etc.

information, advice and support. Student Services are the ones that provide our students the needed direction and support.

The main task of SSC is to suggest options, to create support strategies and open doors throughout the whole student experience. We are always proactive in ensuring that every student has a clear advantage as a result of the Institute or any of its services. In addition to this, we link with external agencies in the local community, encouraging them to develop their services with students in mind.

SSC coordinates four main functions, each committed to monitoring and enhancing the student experience. At front door is the "ASC" - the Advice and Support Centre which gives information on any student matter and can arrange an appointment for Student Services.

Office and Members

The Office of Student Services Centre is located in Room No. 204C (old block, second floor) which functions under the general supervision of the Associate Dean (Student Affairs).

Role and Functions

The Student Service Centre will be responsible for following:

(a) Managing hostel life of residents:

Jaipuria is committed to provide best possible comfortable stay for its residents. Jaipuria has 4 hostels (2 for boys and 2 for girls) in close vicinity of the campus. We at Jaipuria are not only committed to provide a good academic delivery and environment but we also ensure that the hostel life is very comfortable and home-like. Some of the features of our hostel include:

- Comfortable, clean and spacious rooms.
- 24-hour power back-up.
- Proper housekeeping and regular maintenance.
- Well-furnished gyms.
- Television equipped with Tata Sky for better experience.
- Customized menu designed in consultation with residents and changed frequently.
- Adequate measures to ensure quality meals to residents.
- Timely and routine spray of insecticide and pesticide in Hostel and Mess Area.
- Doctors on demand and minimum medical services available 24x7.
- Quick grievance & complaint redress mechanism.
- Provision of adequate indoor and outdoor sports facilities in hostels.
- Aquaguard purified water and timely cleaning of water tanks and regular maintenance of water

The Office of the Associate Dean (Student Affairs), Prof. Himanshu Misra, is located in room no. 21 of new block (ground floor). Students can meet Associate Dean (Student Affairs) for any matter related to general student affairs, student council, hostel and mess, medical and recreational activities.

- Provisions to celebrate various festivals with residents.
- Provisions for antidote of various infectious diseases like Chicken Pox.
- Various interventions from time to time in form of activities to promote team work, peer learning and overall development of personality.
- Internet connectivity through uninterrupted Wi-Fi facilities.

(b) Mess and Cafeteria:

Jaipuria offers state-of-the-art mess and cafeteria facilities for its students. Adequate and timely measures are taken to ensure that the food is of good quality; cooked in hygienic conditions; and is served hot. The Cafeteria is spread in more than 5000 sq. ft. air conditioned area which serves variety of mouth watering delicacies at reasonable rates to the students. The institute has quality control processes and student feedback processes are in place to map and enhance the satisfaction of students.

(c) Library Resources:

Books are life of any academic institution. Jaipuria has 2 libraries with adequate stock of Text Books, Reference books, Magazines, Journals and other periodicals. The library opens for extended hours as well as on holidays to encourage active reading habits amongst students. Every year under the aegis of library a Book Exhibition is organized in which all prominent publishers participate and offer attractive discount and other schemes to the students.

Over a period of twenty years, the library has grown quite impressively. Now it stocks a core collection of over 21000 volumes on management and related areas, which includes collection of books, CD-ROMs, Audio-Video, Serials, (which includes journals &

magazines), Project Reports etc. The Library made significant progress by developing the “Harvard Corner” (having more than 700 titles of management and other related area of Harvard Business Press) and also by subscribing online corporate, academic and legal databases i.e. Prowess, EBSCO (Business Source Complete), EBSCO (E-Books). Our library collection is available in Libsys software and the library catalogue can be accessed through OPAC. Library resources include following:

i. E- Journals:

Library has following e-journals for the students

a) EBSCO:

Business Source Complete provides 24 hours round the year access to 7594 periodicals, 2000 peer reviewed journals, 1840 trade journals and several business magazines, 920 monographs, 1440 country economic reports, 7648 industry reports and year books, 10257 case studies, 2550 market research reports, 3650 SWOT analyses, and 1150000 company profile and regional business news.

b) JGate:

Social & Management Sciences: J-Gate provides seamless access to millions of journal articles available online, offered by 13,000+ Publishers. Presently it has a massive database of journal literature, indexed in 40,500+ e-journals.

ii. E- Books:

Library also facilitates e-book services through EBSCO E-Books Academic which contains more than 1.2 lakh titles of full-text books. It can be accessed through IP based from the institute’s campus.

iii. Corporate Databases:

- Prowess, a collection of Centre for Monitoring of Indian Economy, provides statistical information on companies and industries as well as various sectors of Indian Economy.
- DELNET database, which has databases of more than 4000 libraries, including our Library, in India and South Asia. The bibliographical information may be accessed from any place. The required article or book may be borrowed from the DELNET on Inter-Library Loan.

iv. The library has started using Green Stone software for the institutional repository of publications brought out by the JIM which includes question papers, newsletter, Library Bulletin and also the collection of articles and management cases available in word or excel format. The user community can access the same.

v. Documentation Centre: The library has set up a documentation centre in our new academic block for keeping the records of various functions, seminars, conferences organized by the institutes and keep updating of faculty achievements in academic activities. In short the library services snapshot is as under:

Learning Resources	Collections
Books (Vol.)	17386
Titles	8190
Periodicals	172
Journals (National)	112
Journals (International)	14
CD-ROM, Video Tapes	736
On-Line Database	05

E-Resources:

Description	Name of Database
E-Journals	EBSCO (3700 Full Text International Journal) J-Gate: Social & Management Sciences
E-Books	EBSCO (120000 Titles)
Corporate database	Prowess
DELNET	Database of More than 40000 Libraries

vi. Library Rules:

All users of the Library & Resource Centre (LRC) are requested to make themselves familiar with the LRC systems and procedures in order to make the best use of the LRC facilities.

- Every student must possess his/her ID card while making use of the LRC facilities and produce the same to the LRC staff on entering the library.
- All Library & Resource Centre (LRC) users must sign in/out in the register kept at the 'Check Point' in the LRC.
- While entering in the LRC, users/students should leave their personal belongings such as bags, personal books, magazines, umbrellas, water bottle etc. at the counter reserved for this purpose. Only note-books are allowed for writing notes.
- All the members must produce their Identity Card on the Circulation Counter at the time of issue/return of the books. The LRC Staff may refuse entry to those who do not produce valid Identity Card.
- Students can borrow 4 books at a time, additional reference books for a fortnight and other documents for a week.
- Books can be renewed for a week, if not in demand.
- Journals and magazines are only for the reference, not for issue.
- All issued books should be returned on time failing which student need to pay the fine of Rs. 5 per day after due date.
- Users should maintain peace and silence in the LRC and should not disturb other readers. Defaulters will be debarred from using LRC facilities.
- Chatting, eating, drinking, smoking, listening to music is strictly prohibited in the LRC premises.
- LRC users are requested to keep their mobiles switched off or in silent mode. Failure to do so will lead to debarment from using LRC.
- Documents issued by the LRC will not be brought to LRC unless for returning the same.
- Users are responsible for complying with copyright act while photocopying library documents.
- LRC follows open access book system. Books should be handed over to the LRC staff on duty or placed on the reading table. Books should not be shelved by the readers themselves. It must be remembered that a book misplaced is a book lost.
- LRC users must assure, before leaving the Issue Counter as to whether the books are in a complete and sound condition or not, otherwise he/she will be held responsible for any damage if the book is found damaged in any manner.
- Users/students leaving the LRC should permit the LRC staff to examine their personal belongings, to prevent slippage of LRC material, even inadvertently.
- Users/students of the LRC should not deface, mark, cut pages, mutilate or damage the reading materials in any way.

- While leaving the LRC, user should ensure that they carry only those books that are duly issued on their names, otherwise disciplinary action will be taken against them.
- Any user/student found stealing a book, tearing off leaves of a book or damaging or mutilating a book, shall be liable to pay cost of the document(s) (books, journals/magazines, news-papers, etc.) and a fine of Rs.500/- in addition. In case, a user repeats the offence, his/her LRC membership is liable to be impounded and the Membership Card will be terminated with immediate effect.
- All LRC users are expected to read the notice board for library timings and other latest updates about the LRC.

(d) Student Lounge:

In tune with the requirements of current generation, Jaipuria has a well-furnished Student Lounge. The Lounge acts as a perfect space for discussion and entertainment. The Lounge is equipped with Wi-Fi services, large screen LCD televisions and comfortable couches to relax. It also provides space for group discussion of projects and other course works assigned.

(e) Medical Support:

Health of student is important as any ailment adversely affects the life and learning of a student. Jaipuria has adequate medical support services for the students. Apart from “Sick Room” the institute also has provision wherein a senior qualified doctor visits campus at specified time on fixed days to take care of any ailments of the students. The medical facility is provided in room no 13a of old block.

(f) Anti-ragging:

The institute and its hostels are ragging free as per the directives of Honorable Supreme Court. A committee comprising of faculty members, students and staff ensure that no incident of ragging happens in and outside the campus. The institute ensures to create a healthy, learning relationship between juniors and

(g) Complaint Redressal:

Jaipuria believes in proactive measures to minimize the problems of students. With this aim, the institute ensures that it is addressed and resolved in minimum possible time. Depending on the nature of problem it is routed to respective committee/ competent authority for quick action.

(h) Student Excellence Council (SEC):

Student council plays a very important role in this regard. Leaders of the student body who represent the students comprise the student council. They are a link and bond between the management, staff and students. They bridge up the gaps for better understanding and coordination. The Student Committee Chairs will be chosen from among the final year students. The students will be chosen in following categories (the list indicates all functional committees for the Academic Year 2016-17) and they will head the Council Team and fulfill their responsibilities towards the committee, management & students:

- Student President.
- Student Vice – President.
- Academic Programme Committee.
- Corporate Relations Committee.
- Placements Committee.
- Conferences & Events Committee.
- Social Responsibility Committee.
- Media, Public Relations & IT Committee.
- Admissions Committee.
- Alumni Committee.
- International Relations Committee.
- Research Committee.
- Cultural Committee.
- Sports Committee
- Student Welfare & Disciplinary Committee.

(I) OJAS:

OJAS, the annual fest of Jaipuria Institute of Management, Lucknow, in true sense is an event of the students, by the students and for the students. The event is a perfect amalgamation of academic, cultural, co-curricular and sports event. As the name suggests, OJAS adds vigor and zeal amongst the student community and participants as a whole. With a vision to captivate and materialize the energy within each individual, OJAS 2017 provides an interface, a common platform, for various inter college events.

In the last few years, OJAS has witnessed success of a new scale in terms of the events and the participants. The Celebrity Night, Fashionista, War-of-Bands and DJ always became the talk of the town in the past few years. All this became a reality because of the hard work put in by the students and their commitment to scale up the OJAS with every passing year. OJAS has grown not only in terms of popularity but has also gained acceptance from the sponsors and the participating institutes as well.

(j) Student Support and Counseling Services:

Jaipuria also provides adequate support to counsel, guide and motivate its students. The problems may be related to diverse physical and psychological problems. The institute has a qualified psychologist who assists the students under stress or finding it hard to adjust to the demands and rigor of the course. Sometimes the students are assisted in coming out from a simple situation of nostalgia to assisting them in early signs of depression and examination related fears.

(k) Computer Labs and Online Resources:

Jaipuria is Wi-Fi campus with state-of-the-art computer labs having 300+ nodes and multiple high-end servers. 24-Hour high-speed (10 Mbps) internet facility is available through dedicated RF Link from Airtel. Latest Operating Systems, Front End Tools, Multimedia Software, Statistical Packages like SPSS and Databases like Prowess, Business Beacon, and International Economic Statistics are available.

Computer Lab Rules

- Rules and procedures to use computing resources of the Institute are described subsequently. Students who do not follow the rules will be suspended from utilization of computing resources of the Institute and entry into the computer labs for 7 calendar days.
- Students should make an entry in the lab register every time while coming in and going out of the lab.
- Food or drinks are not allowed in the computer lab at any time.
- Shouting, loud talking or cell phone usage is not allowed inside the labs.
- Students are not permitted to install, modify or delete any software on lab computers.
- Scheduled classes in the labs have priority over all other uses.
- User data files should be saved on students' network drive (Z drive). Each user is provided 40 MB space on the Z drive.
- All new users will be provided with new individual User-id & Email-id
- 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.
- Equipment in the computer labs should not be removed, modified, relocated, or disassembled without permission of the lab coordinator.
- The computer lab resources are prohibited from usage for any immoral, illegal or disruptive purposes.
- Reproduction of any copyrighted material (e.g., Software, music, video, books, photographs, etc.) is prohibited.
- Displaying of offensive graphic images by way of internet browser or other software/mode is not permitted. Chatting, playing games are not allowed.

- Problems with computer lab equipment and software problem should be reported to the lab personnel immediately.
- Print outs can be taken from the Computer Lab on payment as per following:
 - ◆ For color printout: charges are Rs 6/- per page.
 - ◆ For digital Printout: We provide certain number of digital prints free of cost to students with the approval of respective Chairpersons of different PGDM Programmes.
- Institute is having outsourced facility of digital printer and photocopier in the Library on payment of Rs 1.50 per page for digital print-outs and Rs. 0.75 per page for photocopying.
- Users are expected to keep the computer lab neat and tidy and if needed, should clean up the area around the computer they used before leaving.
- Any physical damage to the system or any lab property will lead to the punishment in the form of cash payment

1.3 Career Management Centre (CMC)

Our Career Management Centre (CMC) for the full-time PGDM Programmes consists of a dedicated team of career professionals and trained faculty members. The CMC team works hard to help our students achieve their career goals by providing a full range of consultative career services and professional development strategies. These include career mapping and assessment services,

Office and Members

The Office of Career Management Centre is located in room no. 22 to 31 of new block (ground floor) which functions under the general supervision of Chairperson – Placement & Corporate Relations.

The Office of the Chairperson – Placement & Corporate Relations, Dr. Suneel Gupta is located in room no. 25 (new block, ground floor). Students can meet Chairperson – Placement & Corporate

Role and Functions

Career Management Center at Jaipuria takes care of overall student development to make them industry-ready as per their aspirations and skill set. CMC works upon the four development domains i.e. Mapping, Mentoring, Training and Career Development.

The CMC team works in partnership with students to shape their career objectives; find out their career aspirations and interests; identify their strengths and gap areas; hone their job-finding skills and help

professional mentoring, professional development planning, career training and coaching, customized resume writing workshops, project work support, internship, job search and placement support. The CMC organizes large number of mentoring sessions, career development workshops, training sessions, and welcomes over more than 300 on-campus recruiters and supports on-campus interviews.

Relations for any matter related to their career management. The CMC comprises of Prof. M. Ashraf Rizvi (Director), Prof. Dheeraj Misra, Prof. S.S. Parihar, Prof. Manisha Seth, Prof. Hemendra Gupta, Prof. Abha Dixit, Prof. Kajal Srivastava, Dr. Suneel Gupta, Officers and Staff of CMC, and Student Representatives.

them develop their job search strategy. CMC is made up of career counsellors, workshop facilitators and sector specialists—a team designed to ensure that they get the most out of their time at the Institute.

CMC gives students the necessary inputs for furthering their career aspirations. Students work with CMC as a team throughout the year so that CMC is able to help them make informed decisions in terms of their career.

CMC intends to achieve its objective and functions with the following guidelines:

- Overall management of the placement activities taking care of the interests of students, recruiters and the Institute.
- Build key external & internal stakeholder relationships to facilitate successful placement of students across Programmes.
- Understand the changing dynamics of the market for management graduates and devise strategies to align Jaipuria graduates with the market.
- Orient faculty and students to the changing market needs for management graduates.
- Help students prepare for their careers through organizing counseling, resume preparation, interview skills and other workshops.
- Continuous training and evaluation along with individual records maintenance of each student by the training cell.
- To leverage alumni base to enhance its role in career orientation and overall development of the student.

Here is a more detailed overview of the type of careers support that students can expect during their stay at Jaipuria Lucknow.

(a) Career Mapping Services & KYS Programme:

Since Career mapping is an essential component of any professional development strategy, CMC works with our students to develop professional vision and a roadmap for long term career success for each student through structured and well-formalized career mapping processes.

At the start of the first term, the CMC team will undertake Know Your Student (KYS) exercise for all the first year students as part of Orientation and Induction. The KYS Programme at JIML is aimed at providing every student with an in-depth understanding of their strengths and areas of improvement so as to develop them into effective

KYS focuses on three key elements to foster learning:

- Assessment to help students identify their strengths, and developmental needs
- Challenges in the form of novel experiences to develop new capabilities
- Support by Jaipuria system to sustain the motivation for learning and growth.

The KYS Programme allows students to:

- Develop an awareness of the knowledge, skills, and attributes necessary to become effective leaders
- Identify key interpersonal and teamwork skills in order to effectively manage teams
- Leverage the diversity in experience by sharing feedback on their own and others' interpersonal skills
- Observe and practice selected interpersonal skills necessary for leadership and teamwork
- Develop personal and team action plans for success in the coming academic year.

Assessment and Career Mapping:

- Through one-to-one interaction sessions with all the students, it conducts career mapping of each student.
- One-to-one interactions and assessment tools used by the trainer and his/her team to map and profile the students
- Career files of students be maintained
- Soft and Hard Copy of files are maintained and shared with the student as well

Similarly, at the start of the 4th Term, the CMC team will conduct one-to-one interaction with all the second year students as part of Talash week. Through one-to-one interaction sessions with all the students, it conducts career mapping of each student for final placement keeping in view the earlier mappings of students and updates the Career File (in hard and soft files) for each student.

(b) Career Mentoring:

Students at Jaipuria Lucknow will be divided into Learning Teams. The Learning Team model would be central to Jaipuria experience. The Learning Team model is based on the business world in which employees work together in teams to achieve goals that are collectively decided. The success of the Learning Team depends on the participants' ability to create the synergy. Thus, Learning Team serves as a living laboratory for cultivating leadership and team skills.

A learning team shall consist of eight to ten students. Since the team is not self-selected, each group includes a juxtaposition of diverse careers, interests, and academic and professional backgrounds. Interaction in small groups with a remarkable and diverse set of peers encourages trial and error, risk taking, and collaborative idea generation, and will fundamentally change the perspective and deepen learning.

(c) Career Training:

Students at Jaipuria Lucknow will get customized need-based training in different areas depending on industry needs and individual requirements. The CMC will conduct need-based workshops on basic skills, One to One Training, and Batch Training. The CMC will also help students in the following ways:

I. Career Counselling and Coaching

Jaipuria career coaches and counselors are available to help students define their career paths more clearly and to focus on the job search in the short and long term. Students can sign up for career sessions with our counselors and coaches.

ii. Career Outreach Programmes

Students frequently organize outreach sessions and Programmes to meet with a selection of companies in person. There are also regional sector-specific outreach Programmes (e.g. financial services, investment banking, media, e-commerce, high-tech, etc.) that take place. The CMC supports these outreach Programmes, providing guidance, road-

iii. CV Reviews

Members of the CMC team will provide guidance to students on how to write a successful cover letter and how to adapt resumes according to the positions for which they apply.

iv. Mock Interviews

At the beginning of the On-Campus Recruitment season, students will have the opportunity to sign up for mock interview sessions to better prepare for the interviews. The mock interview sessions are conducted by external moderators and members of Jaipuria's Career Management Centre.

v. Career Workshops

During the two-year Programme, the Career Management Centre organizes various workshops which help prospective job seekers fine tune their skills, competence, job search strategies and approach. Workshops may focus on communication skills, analytical and problem-solving skills, presentation skills, CV tips, interview skills, job search strategies, etc. Career search may include fixing domains, alumni guidance, function/sector sensitization, and expectation setting.

(d) Placement Services

The CMC will offer several career placement services to students. It includes the following:

I. Company Presentations

Throughout the year, many companies and start-up businesses come on campus to present their career opportunities. During the sessions, students learn about the companies, gather useful information related to career paths and have an opportunity to ask questions. Moreover, our students also get the opportunity to interact with the company representatives in a less informal environment and clear their doubts.

ii. Career Fair

The Career Management Centre will organize a few career fairs per year. A range of companies from different sectors and industries come to campus with several representatives. The students have the opportunity to meet the company representatives in

person and to gather more information about the career opportunities they offer. The career fairs are followed by a networking reception.

iii. Networking Evenings

Networking evenings are informal recruiting events. Jaipuria invites companies from different industries to meet students. In this open and informal setting, attendees can share information amongst each other.

iv. On-Campus Recruitment Campaigns

On-Campus Recruitment provides our students opportunities to appear in selection interviews that companies conduct specifically for Jaipuria Lucknow. Moreover, state-of-the-art facilities are there to enable students to attend company presentations and interview with recruiters via video conference and other means. Students also get opportunities to

appear at selection interviews on the other Jaipuria campuses in Noida, Jaipur, and Indore.

v. Placement Brochure

For each PGDM class, the Career Management Centre publishes the Placement Brochure that contains the curriculum vitae (CV) of all participants available for employment. The Placement Brochure is available online also or as an e-book. It is an important tool for prospective recruiters.

vi. Summer Internship Support

First year students undergo summer internship for 6-8 weeks during May-June. The Career Management Centre assists the students with their internship search and is committed to ensuring that the experience is successful for both the participants and the companies.

1.4 Other Important Offices

(a) General Administration:

Mr. Pradeep Kumar, Senior Manager (Administration) is responsible for overall general administration of the institute. His office is located in room no. 1 (old block, ground floor).

(b) Accounts Office

All financial transactions between the students and the institute, such as fee submission, scholarship disbursements, payments of various due etc., take place through the Accounts Office located in room no. 2 (old block, ground floor). Students can contact Mr. Anil Kumar Awasthi or Mr. Sudhir Singh for any matter related to Accounts Office.

1.5 Medium of Instruction

Medium of instruction at the Institute is English.

2. Academic Calendar

The first year coursework is spread over three terms, followed by a compulsory summer internship. The second year coursework is also scheduled over three terms followed by placement activities and the Annual Convocation. The Academic Calendar, for the

session 2017-2018 (first year of batch 2017-19), of Post-Graduate Diploma in Management Programmes, i.e., PGDM, PGDM (RM) and PGDM (FS) is circulated separately.

3. Registration

It is mandatory for all students to be present for registration on June 26, 2017 at 9:30 a.m. At the time of registration, they should produce the documents asked by the admissions office.

Candidates who have appeared for their final degree examination must bring an official certificate (with seal & date) from the Head of the Institution/ Department specifying that they have completed all the requirements (including examinations, project, viva voce, etc.) for the award of Bachelor's degree and only final result is awaited. The final examination mark sheet (showing that the candidate has passed

the examination with a minimum of 50% marks in aggregate) must be produced within 15 days of declaration of result, and in any case not later than December 31, 2017, failing which registration in the Programme will be automatically cancelled. The institute would not retain original documents of the students.

The registration of students for the second trimester onwards will be provisional subject to fulfillment of academic performance criteria and fee submission, etc. of the previous trimester as specified in the Student Handbook.

4. SCHEDULE OF FEE PAYMENT:

4.1 ACADEMIC FEE

4.1.1 PGDM Programme:

The Programme fee is payable in 6 installments across the period of the course. The payment schedule is as under:

Academic year	Installment No.	Amount (Excluding Hostel and Mess Charges)	Due date
2017-18	First Installment	Rs.170000*	As per the Offer Letter
	Second Installment	Rs. 135000	11-September 2017
	Third Installment	Rs. 135000	11-December 2017
	Fourth Installment	Rs. 170000	09-March 2018
2018-19	Fifth Installment	Rs. 135000	07-September 2018
	Sixth Installment	Rs. 135000	07-December 2018

4.1.2 PGDM (RM) Programme:

The Programme fee is payable in 6 installments across the period of the course.

The payment schedule is as under:

Academic year	Installment No.	Amount (Excluding Hostel and Mess Charges)	Due date
2017-18	First Installment	Rs. 170000 *	As per the Offer Letter
	Second Installment	Rs. 100000	11-September 2017
	Third Installment	Rs. 100000	11-December 2017
	Fourth Installment	Rs. 150000	09-March 2018
2018-19	Fifth Installment	Rs. 100000	07-September 2018
	Sixth Installment	Rs. 100000	07-December 2018

4.1.3 PGDM (FS) Programme:

The Programme fee is payable in 6 installments across the period of the course.

The payment schedule is as under:

Academic year	Installment No.	Amount (Excluding Hostel and Mess Charges)	Due date
2017-18	First Installment	Rs. 170000*	As per the Offer Letter
	Second Installment	Rs. 125000	11-September 2017
	Third Installment	Rs. 125000	11-December 2017
	Fourth Installment	Rs. 170000	09-March 2018
2018-19	Fifth Installment	Rs. 120000	07-September 2018
	Sixth Installment	Rs. 120000	07-December 2018

* Inclusive of Rs. 10,000/- Refundable Security.

* If the due date specified happens to be a holiday, then the installment of fee shall be payable on the succeeding working day.

4.2 Hostel & Mess Fees

The hostel fee and mess fee are payable for the academic session along with first and fourth installments of Programme fee.

4.3 Fee Refund Policy

No refund is admissible of any part of the term fee if a student withdraws voluntarily after registering for the term or his/her admission is cancelled.

4.4 Non-adherence to Schedule of Payment of Fee

- i) A student will not be permitted to appear in mid-term/end-term examination as the case may be, if Programme fee and/or fine on delayed payment of Programme fee is due/pending on the date of examination. The student will be given zero marks in the concerned components (mid-term and/or end-term) of the courses.
- ii) If the concerned student clears all his/her dues related to Programme fee afterwards but before commencement of the 'Improvement Examination', he/she will be permitted to appear in the improvement examination.
- iii) If the student does not deposit the Programme fee along with late fine (@ Rs. 25/- per day after the due date) even after 60 days from the last due date, he/she will be dismissed from the Programme/ Institute.

5. ORIENTATION AND INDUCTION PROGRAMME

PGDM/PGDM (RM)/PGDM (FS)-First Year students (June 26 to July 08, 2017)

The Programme will commence on June 26, 2017 with a two-week 'Orientation and Induction' Programme. This Programme will last until July 08, 2017. It is mandatory for all first year students of PGDM/PGDM (RM)/PGDM (FS) to actively participate in the Programme.

The purpose of a comprehensive induction and orientation programme is to go beyond familiarizing students with the campus and other fellow students. In fact, it aims to acclimatize the student with what a management Programme is all about and what it takes to be a successful manager or an entrepreneur; what are the nuances of a business; what it takes to be a leader of an organization; how important is the role of self-learning as well as collaborative learning in a management Programme; what is expected from them by the faculty, industry and recruiters; how can they balance their life and organizational goals; how can Jaipuria Institute of Management shape them to realize their ambition; and what support they must draw from the Institute in transforming themselves.

It is also an opportunity for students to have a quick refresher on the basic functional courses they have not been exposed to or catch up on the analytical and communication skills and, of course, how to work hard and party harder.

Some of the key aspects that will be covered in the Orientation and Induction Programme include: know your campus & the facilities; know your fellow students; know yourself; understand the Jaipuria difference; tools of personality development; communication skills; team working; collaborative learning; soft skills; media club; executive etiquettes and mannerism; introductory and foundation classes on accounting, quantitative techniques, and information systems.

The session-wise schedule of the 'Orientation and Induction' Programme will be put up on the PGDM notice board. The regular classes for the First Year students of PGDM/PGDM (RM)/PGDM (FS) will commence on July 10, 2017.

6. CURRICULUM

Jaipuria Institute of Management, Lucknow follows a trimester system of study. The entire two-year Programme is therefore divided into six trimesters. A total of 36 courses along with SIP (equivalent to 2 courses) are required to be successfully completed by

a student to qualify for the award of the Post Graduate Diploma in Management. The curriculum of the institute offers ample flexibility to students to choose their elective courses of study. Students can earn a dual specialization.

6.1 PGDM Programme

Trimester	Course Name	Course Code	Credits	Sessions (Nos.)
I	Accounting for Decision Making	ADM	3	24
I	Business Communication-I	BC-I	3	24
I	Information Technology for Management	ITM	3	24
I	Managerial Economics	ME	3	24
I	Marketing Management-I	MM-I	4	38
I	Organizational Behaviour-I	OB-I	3	24
I	Quantitative Analysis for Management-I	QAM-I	3	24
	Trimester-I (Total Courses 7)		22	
II	Business Communication-II	BC-II	3	24
II	Financial Management-I	FM-I	3	24
II	Macro Economics & Business Environment	MEBE	3	24
II	Management Accounting and Control	MAC	1.5	12
II	Marketing Management-II	MM-II	2	24
II	Organizational Behaviour-II	OB-II	3	24
II	Quantitative Analysis for Management-II	QAM-II	3	24
	Trimester-II (Total Courses 7)		18.5	
III	Business Communication-III	BC-III	3	24
III	Human Resource Management	HRM	1.5	12
III	International Economy and Business	IEB	3	24
III	Management Information System	MIS	3	24
III	Operations Management	OM	1.5	12
III	Research Methods in Management	RMM	3	24
III	Sales Management and Business Development	SMBD	3	24
III	Strategic Management-I	SMGT-I	3	24
	Trimester-III (Total Courses 8)		21	
I-III	General Awareness and Current Affairs	GACA	3	24
I-III	TIIP	TIIP	3	24
	Trimester I-III (Total 2 Courses)		6	
IV	Simulation in Strategy (Compulsory)	SSMGT	1.5	12
IV	Legal Aspects of Management (Compulsory)	LAM	3	24
IV	Electives (4 nos.)		12	96
	Trimester-IV (Total Courses 6)		16.5	
V	Electives (4 nos.)		12	96
	Trimester-V (Total Courses 4)		12	
VI	Electives (2 nos.)		6	48
	Trimester-VI (Total Courses 2)		6	
	Summer Internship Project		6	
	Total		108	

6.2 PGDM (Retail Management) Programme

Trimester	Course Name	Course Code	Credits	Sessions (Nos.)
I	Accounting for Decision Making	ADM	3	24
I	Business Communication -I	BC-I	3	24
I	Business Statistics	BS	3	24
I	Information Technology for Retail	ITFR	3	24
I	Introduction to Retail	ITR	3	24
I	Managerial Economics	ME	3	24
I	Marketing Management-I	MM-I	4	38
I	Organizational Behaviour	OB	3	24
	Trimester-I (Total Courses 8)		25	
II	Business Communication -II	BC-II	3	24
II	Financial Management for Retail-I	FMR-I	3	24
II	Macroeconomics and Business Environment	MEBE	3	24
II	Marketing Management-II	MM-II	2	24
II	Operations Research in Retailing	ORR	3	24
II	Retail Branding and Sales Promotion	RBSP	3	24
II	Retail Management	Retail-M	3	24
	Trimester-II (Total Courses 7)		20	
III	Business Communication-III	BC-III	3	24
III	Financial Management for Retail-II	FMR-II	3	24
III	Human Resource Management	HRM	3	24
III	Management Information Systems for Retail	MISR	3	24
III	Operations Management	OM	1.5	12
III	Research Methods in Management	RMM	3	24
III	Sales Management & Business Development	SMBD	3	24
	Trimester-III (Total Courses 7)		19.5	
I-III	General Awareness and Current Affairs	GACA	3	24
I-III	TIIP	TIIP	3	24
	Trimester I-III (Total 2 Courses)		6	
IV	Strategy-I (Half Credit)	SMGT-I	1.5	12
IV	Legal Aspects in Retail Management (Half Credit)	LARM	1.5	12
IV	Electives (4 nos.)		12	96
	Trimester-IV (Total Courses 6)		15	
V	Strategy-II (Half Credit)	SMGT-II	1.5	12
V	Electives (4 nos.)		12	96
	Trimester-V (Total Courses 5)		13.5	
VI	Electives (1 nos.)		3	24
	Trimester-VI (Total Courses 1)		3	
	Summer Internship Project		6	
	Total		108	

6.3 PGDM (Financial Services) Programme

Trimester	Course Name	Course Code	Credits	Sessions (Nos.)
I	Financial Accounting	FA	3	24
I	Fundamentals of Marketing-I	FOM-I	4	38
I	Introduction to Financial Markets & Services	IFMS	3	24
I	IT for Finance	ITFF	3	24
I	Managerial Communication-I	MC-I	3	24
I	Micro Economics	ME	3	24
I	Quantitative Analysis for Management	QAM	3	24
	Trimester-I (Total Courses 7)		22	
II	Corporate Finance-I	CF-I	3	24
II	Finance using Excel	FE	3	24
II	Fundamentals of Marketing-II	FOM-II	2	24
II	Macro Economics	Macro	3	24
II	Management Accounting	MA	1.5	12
II	Managerial Communication-II	MC-II	3	24
II	Organizational Behaviour	OB	3	24
	Trimester-II (Total Courses 7)		18.5	
III	Corporate Finance-II	CF-II	3	24
III	Financial Econometrics	FinEco	3	24
III	Financial Statement Analysis	FSA	3	24
III	Human Resource Management	HRM	1.5	12
III	Legal & Regulatory Aspects of Finance	LRAF	3	24
III	Marketing for Financial Products & Services	MFPC	3	24
III	Operations Management	OM	1.5	12
III	Strategic Management	SMGT	3	24
	Trimester-III (Total Courses 8)		21	
I-III	General Awareness and Current Affairs	GACA	3	24
I-III	TIIP	TIIP	3	24
	Trimester I-III (Total 2 Courses)		6	
IV	Simulation in Strategy (Compulsory)	SSMGT	1.5	12
IV	Wealth Management (Compulsory)	WM	3	24
IV	Electives (4 nos.)		12	96
	Trimester-IV (Total Courses 6)		16.5	
V	Electives (4 nos.)		12	96
	Trimester-V (Total Courses 4)		12	
VI	Electives (2 nos.)		6	48
	Trimester-VI (Total Courses 2)		6	
	Summer Internship Project		6	
	Total		108	

6.4 “AUDIT” Course

- Jaipuria Institute of Management will selectively allow its students to “audit” a course on a case to case basis.
- An “Audit” course will be a non-credit non-grade course. Not more than one course in a trimester and no more than two “audit” courses will be allowed to a student in the entire duration of the Programme.
- The decision to allow a student to “audit” a course will be based on the number of students enrolled for the course, fulfillment of the prerequisites, if any, for enrolment to the course, and the written consent of the instructor teaching the course for the student to “audit” the course.
- “Audit” course will be available on payment of course fee of Rs. 10,000/- per course. The fee will be payable in advance and no refund will be made after the course has begun.
- Rules of the Institute regarding attendance, participation and course evaluation for regular course students will be applicable to the “audit” course students as well except that such students will be exempted from taking the mid-term and end-term examination.
- “Audit” course students on successful completion of the course requirements will be given a Certificate of Participation in the course as an “Audit” student. The name(s) of such a course(s) will not appear in the PGDM mark sheets.

6.5 Course of Independent Study (CIS)

Purpose

- The CIS aims at providing students an opportunity to take their own idea forward and do some original thinking in an area of their interest.
- The CIS is designed to focus on developing Higher Order Thinking Skills (HOTS) in students. The CIS allows students to acquire ‘deeper’ understanding in a select field of study. The chosen theme need not necessarily belong to a given functional area, and may embrace multi-functional linkages.
- The CIS aims to reinforce essential managerial skills namely, analytical (both qualitative and quantitative), synthesis and integrative skills, which would improve their employment potentiality.

Course Design

- The idea for an independent study is formulated and designed by the student opting for this course. It shall be based on specific orientation/aspect under a broad area of study in management. It shall also represent a continuum in the entire study chain, wherein a

student is taking an idea already worked on to yet another level for a ‘deeper’ understanding.

- The CIS must generate valid output and perceptible idea. Therefore, the selection of a CIS would largely depend upon the value of deliverables/study outcomes.
- The finalization of the course content and design is required to be undertaken under the guidance of a faculty mentor. The faculty mentor will be assigned by the Director / Dean depending upon the theme and focus of study.

Course Outline

- The task of designing a course outline would be a joint work of the student and faculty mentor.
- Then the same shall be presented, discussed and finalized in the specialized committee set for the purpose /area.

Course Delivery

- There will be 12 classroom sessions of 75 minutes each to be delivered by the Institute faculty and/or outside expert. The remaining

student's time will be monitored by the mentoring faculty. The classroom sessions shall cover the broad perspective on the subject to be studied as well as the research methodology. These sessions will be backed up by substantial amount of study material/reading, to be made available to students.

- The work on the study project will be undertaken by the student under the active guidance of faculty mentor(s).

Assessment

- Seminar (30%): Two seminars shall be delivered by the student to the invited community of students and faculty. The sequencing of these 2 seminars shall be one pre-study seminar, and the second, the post-study seminar. These seminars are to be evaluated on given criteria for 30 (15+15) marks.
- Hall Examination (30%): There shall be one hall examination conducted at the end of 12 classroom sessions. This shall be 2 hours comprehensive examinations, designed to test the learning and thinking skills of students. This examination shall comprise of 30 marks.
- CIS Paper Submission (20%): A written paper submission shall be done by the student under the guidance of the faculty mentor. This shall be evaluated for 20 marks by an 'outside' expert. A list of 3 experts shall be provided by the faculty mentor, out of which one shall be selected by the area chair/Programme Chairperson in consultation with the Dean/Director. The paper submission shall follow a well-designed structure provided pre-hand to the student.
- CIS Viva-Voce (20%): There shall be a viva-voce conducted after the CIS paper is submitted and

shall comprise of the outside expert who has evaluated the CIS paper and faculty mentor. The viva-voce shall comprise of 20 marks.

Eligibility

- The CIS course shall be offered to a limited number of students from those who would secure a minimum CGPA of "7.00" till the 3rd trimester; and,
- The student should have secured a minimum of "B+" grade in the principal area/course in which he/she would like to pursue the CIS.

SOP for CIS

- The CIS will be an additional course to be taken beyond specialization area courses and of course shall form part of the total number of 36 three credit courses to be taken by a student to be eligible for the award of PGDM Diploma. The CIS shall be offered in 4th or 5th trimester.
- Students who fulfill the above eligibility criteria will have to submit an application to the Programme Chairperson for CIS along with one page write up on the area/subject in which he/she would like to pursue the study. Mere fulfillment of eligibility criteria would not however ensure that the student would get CIS.
- The proposal shall be examined by the area / institute at length. A limited number of students with potential shall be selected and permitted to work on CIS. The area / institute shall also decide the faculty mentor(s) for the student. A letter to this effect shall be issued to the student by the Programme Chairperson.
- A system of regular feedback shall be put in place to monitor the progress and learning during the study.

7. ACADEMIC RULES AND REGULATIONS

The Institute follows comprehensive approach towards supporting and evaluating academic performance of the students. Such an evaluation system encompasses provision of disincentive to

abstain from classes and concurrent academic assessment in form of quizzes, assignments, projects etc. in addition to centralized mid-term and end-term examination.

7.1. Attendance Rules

- (i) The Institute requires regular attendance and punctuality from all students in all classes.
- (ii) Coming late to class is a serious breach of discipline. The students will not be permitted to leave or come late to the class. In any case, no student is allowed to leave the classroom without the permission of the faculty. The faculty shall have the right to cancel attendance for the particular period during which he/she engages, for indifference or for late coming without a valid reason by students.
- (iii) Indifference to studies shall be considered violation of order and discipline. Absence from the tests, examinations, delayed/non-submission of exercise/assignment and coming late to the classes without valid reasons, shall be considered indifference to studies.
- (iv) No student(s) shall in any manner prevent any other student or students from attending his/her/their class(es) or doing his/her/their lawful duty.
- (v) Parents/guardians are expected to watch their wards regarding attendance.

7.1.1 Academic Leave

- (i) Academic leave may be granted in advance to a student if it is necessary for him/her to miss a class on one or more of the following grounds:
 - a. Authorized participation in conferences, seminars, events, inter-Jaipuria Programmes and activities;
 - b. Participation in his/her own placement process (summer internship or final);
 - c. Deployment on official duty related to final or summer placement; and
 - d. Deployment on official/institutional duty within or outside the Institute
- (ii) Associate Dean - Student Welfare, 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.
- (iii) Programme Chairperson on reviewing the recommendation shall forward the case(s) of Academic Leave for approval to Assistant Dean - Academics.
- (iv) Academic leave sanctioned by the Assistant Dean - Academics will be considered as 'Deemed Attendance' while calculating the class attendance of a course.
- (v) Generally, academic leave of not more than three per course per trimester will be granted.

7.1.2 Sanctions for absence from classes

- If absence from classes (defined as number of classes in the course minus physical attendance minus deemed attendance) of a course is up to 20% (or 5 nos.), 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 > 20% or ≤40% (i.e., 6 to 10 nos.), a student will be subject to grade drop in the course in accordance with the 'penalty for not-fulfilling the minimum attendance criteria' specified in table 1.
- However, if such absence from classes is due to exceptional reasons such as sickness of self, death in close family, etc, a student may apply for waiving off the grade drop by submitting a written application to the concerned Programme Chairperson. Such application should be

submitted within 7 calendar days or latest by the last day of classes in the trimester, whichever is earlier. The application should be supported by adequate documentary evidence. The Programme Chairperson shall put the case before Programme Committee for review and the

latter shall forward its recommendation to the Director for decision. On approval of the Director, the leave of absence shall be sanctioned post facto from the classes for the requested/reasonable period and the grade drop shall be waived off.

Table 1: Penalty for not-fulfilling minimum attendance criterion

Attendance in classes	Absence from classes	Penalty
70% ≤ Attendance < 80% (16-18 nos.)	>20% or ≤30% (6-8 nos.)	One Grade Drop (e.g., A+ to A)
60% ≤ Attendance < 70% (14-15 nos.)	>30% or ≤40% (9-10 nos.)	Two Grades Drop (e.g., A+ to A-)
Less than 60% (<14 nos.)	More than 40% (>10 nos.)	'FA' grade (equivalent to 'F' grade) will be awarded in the course. Student will not be allowed to appear in End-Term Examination of the course; however, he/she will be eligible to appear in Improvement Examination.

- If absence from classes of a course is > 40% (more than 10 nos.), a student will be awarded an 'FA' grade in the course in accordance with the 'penalty for not-fulfilling the minimum attendance criteria' specified in table 1 and will not be allowed to appear in the End-Term Examination of that course. Such student will be

eligible, in accordance with the provisions of the section 7.4.4 (ii), to appear in the Improvement Examination of the concerned course with an upper limit of 'C+' on the final grade in the course that could be awarded after improvement examination.

7.2. Assessment Structure

The Institute follows a system of continuous assessment using multiple methods of assessment to monitor students' academic progression. The assessment is done to measure the knowledge, skills, and application abilities of students with respect to the intended learning outcomes in the course. The course instructors assess the understanding of theories, business practices and

applications illustrated and discussed in the respective courses. The purpose of assessment is measurement of learning. In post graduate Programmes, assessment focuses more on higher order thinking skills, like comprehension, analysis, synthesis, evaluation, creative thinking and practical insight.

7.2.1 Assessment Techniques/ Tools

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,

a. Class Participation

- Quiz (Announced or Unannounced)
- Take Home Assignments
- Project Assignments
- Individual/Group Presentations
- Oral Examination(Viva)

g. Essay Writing

i. Case Analysis

h. Classroom Exercises

j. Reflective Notes

7.2.2 Assignment of Weightage to Assessment Components

Assignment of weightage to different assessment components has been described in table 2.

Table 2: 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.	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%

* No component, except End-Term examination, will have more than 20% weightage.

There will not be any open book examination for mid-term and end-term examinations.

\$ No make-up quiz will be conducted for any student in any course.

7.2.3 Duration of Centralized Examinations

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

Table 3: Duration of Centralized Examinations

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

7.2.4 Project and other assignments in courses

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

7.2.5 Summer Internship Project

SIP Manual is circulated separately.

7.3. GRADING SYSTEM

(l) 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 fail grade. Each letter grade has a grade point associated with it. The grading model is described in table 4.

- (ii) 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

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

- (iii) 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.
- (iv) Conversion of numeric marks to letter grades: Course Instructors will consider the following points while awarding the letter grades.

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:

- A student who scores less than 35% numeric marks (overall) will be given an 'F' grade in the course.
- 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 4: 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

7.4. EXAMINATIONS

- (i) The Institute believes and practices continuous feedback on performance and follows a system of continuous assessment. The course instructor shall use at least three continuous assessment components. Mid-term and End-term examinations are compulsory in all courses, except in the 6th trimester in which there will be no mid-term examination.
- (ii) The slots for hall examinations, i.e., mid-term and end-term examinations, are given in the academic calendar. The schedule for mid-term and end term examinations shall be announced

7.4.1 Mid-term Examination:

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

7.4.3 Repeat Examination

- (i) Repeat examination will be held within 15 days of declaration of the Provisional (pre-improvement examination) Trimester Result. Normally, Repeat examination shall be combined with the Improvement examination mentioned under 7.4.4
- (ii) No fee will be charged for appearing in the Repeat examination.
- (iii) Repeat examination will be held only for end-term examination. Those students who could not appear in end-term examination may be permitted to appear in Repeat examination subject to the conditions laid out below. Reasons for missing the end-term examination of one or more course(s) during a trimester may include:
 - a) Student's participation in his/her own placement process
 - b) Being on duly-approved official/institutional duty
 - c) Personal reasons such as major sickness of self, death in close family, etc.

by the Office of Controller of Examination (OCE), while the dates for 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 different subjects, being offered during that Term.

- (ii) If a student misses end-term examination of a course he/she will be awarded 'permanent F' grade and will not be allowed to appear in Repeat Examination, except under the provisions of section 7.4.3.

- (iv) In case of (a) and (b) above, the student has to submit written application, duly endorsed by the concerned faculty/task head, to the Programme Chairperson within 7 calendar days of completion of the end-term examination. Subject to approval from the Director, such students will be permitted to appear in the Repeat examination. Otherwise, the 'permanent F' grade awarded to the student in the course in accordance with section 7.4.2 (ii) will stand.
- (v) In case of (c) above, the student has to represent his/her case in writing to the Programme Chairperson along with supporting documents within 7 calendar days of completion of the end-term examination. Programme Chairperson will put up the case before the Programme Committee. The Programme Committee will examine the case to assess its merit/genuineness. If satisfied, the Programme Committee, subject to approval from the Director, may allow the student to appear in Repeat examination. Otherwise, the 'permanent F' grade awarded to the student in the course in accordance with section 7.4.2(ii) will stand.

(vi) If a student does not appear in the repeat examination permitted under the section 7.4.3(iv) or 7.4.3(v), the 'permanent F' grade awarded to him/her in the course in accordance with section 7.4.2(ii) will stand.

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

7.4.4 Improvement Examination

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

(ix) 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.

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

(x) 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.

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

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

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

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

(v) For appearing in Improvement examination, a student will have to submit written application and deposit a fee of Rs. 2500/- per course on or before the timeline notified by the OCE.

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

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

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

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

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

7.4.5 Responsibility of student to share his/her academic

performance and related matters with his/her parents/guardian

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

7.4.6 Feedback

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

7.4.7 Time schedule of Examination

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

7.4.8 Examinations: Code of Conduct

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

7.4.9 Academic Integrity at Examinations/ Tests/ Assignments

- (i) The students enrolled at the Institute shall maintain the highest standards of academic honesty. They have the responsibility to make known the existence of academic dishonesty to their course instructors and, if necessary, to the Programme Chairperson.
- (ii) Academic dishonesty includes, but is not necessarily limited to, the following:
 - a. Cheating - Giving or receiving unauthorized assistance in any academic exercise of examination which includes using or attempting to use any unauthorized materials, information or study aids in an examination or academic exercise.
 - b. Plagiarism - Representing the ideas or language of others as one's own.
 - c. Falsification - Falsifying or inventing any information, data or citation in an
 - 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/her assignment.
 - f. Interference - Interfering with the ability of a student to perform his or her assignments.
- (iii) If a situation of academic dishonesty arises that is not covered in the above section [section (ii)], the Examination Committee shall make a recommendation to the Director, who, in turn, shall initiate the action.

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

7.4.11 Sanctions

- (i) Any student found guilty of academic dishonesty may, for the first offence, receive one or a combination of the following penalties:
 - a) Failure for the academic exercise in component for which academic dishonesty was found.
 - b) Grade drop in the course.
 - c) Any other punishment recommended by the Examination Committee.
- (ii) For second offence of academic dishonesty, a student may be subject to any combination of the above penalties and, with concurrence of the Director, suspension from the Institute for one year.

7.4.12 Feedback, Fairness and Grievance Redressal

- (i) The grievance of a student shall be taken sympathetically and the student shall be given a fair chance to state his/her viewpoint. If the grievance is genuine, it must be redressed immediately. If an instructor feels that he/she needs time to reconsider his/her decision, the student must be informed accordingly.
- (ii) Any grievance related to the assessment is to be first reported verbally to the course instructor by the aggrieved student. It is expected that most grievances shall be redressed at this level. The duration of grievance redress at this stage is one week.
- (iii) In case the student is not satisfied with the response forwarded by the course instructor, he/she 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 Assistant Dean - Academics. It is expected that the rest of grievances shall be redressed at this stage. The duration of grievance redress at this stage is one week.
- (iv) If the issue is not resolved to the satisfaction of the student, the student can approach the Director and give the grievance in writing. The Director shall respond to it within two weeks in writing. Director's decision in the matter will be final.

7.4.13 Course Feedback

All students are required to give a written/online feedback on the courses studied by them during each trimester.

7.5. Declaration of Results

- (i) The Office of Controller of Examinations will declare the Provisional Trimester Result as per the schedule given in the Academic Calendar.
- (ii) Result of repeat examination and improvement examination, in form of final and permanent course grades, will be declared within 7 days of the last day of repeat and /or improvement examinations.
- (iii) The Office of Controller of Examinations will declare the Final Trimester Result (after incorporating the result of repeat and/or improvement examination in the Provisional Trimester Result) within 7 days of declaration of result of repeat and/or improvement examination.
- (iv) At the end of each trimester, an 'Academic Performance Summary' of that trimester will be given to the student by the Institute.
- (v) At the end of the Programme the Institute shall declare the Composite Result (including course grades and TGPA of all the six trimesters along with CGPA) and issue to the student an official grade sheet of his/her performance.

7.6. Academic Dismissal, Eligibility for Award of Diploma

- (i) 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'.
subject to academic dismissal from the Programme/ Institute.
- (ii) A student who accumulates more than 3 permanent 'F' equivalents (including 1 or 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 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.
- (iii) 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.
- (iv) 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.
- (v) 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.
- (vi) A student dismissed from the Programme/ Institute may re-join the Programme in the next academic year in the concerned trimester by paying the requisite fee and with due approval from the Director.
- (vii) A student must have minimum permanent CGPA of 3.50 and maximum permanent 'F' equivalent of 3 for the award of diploma.
- (viii) In case a student fails to meet the requisite academic criteria (as per section 7 (vii) above), he/she can opt for one of the following two options, after giving a written undertaking/ understanding that he/she will be permanently out of the Programme and Institute if he/she will not fulfil the minimum academic requirements for award of the diploma in the extended year:
 - a) He/she can re-join the Programme in the 5th trimester in the immediately next academic year, or
 - b) He/she can re-join the Programme in the 4th trimester in the immediately next academic year.

7.7. Completion of the Programme

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

7.8. Convocation & Award of Diploma

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

8. SOCIAL MEDIA ETIQUETTES

Online habits are changing rapidly from a closed, private behaviour towards an open and sharing culture. While this may bring about positive results in a student, it is important that basic social networking etiquettes should be followed.

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

- Do not invade in other people's privacy or pass personal comments about people. Do not post pictures of other people without seeking permission
- Avoid tagging without prior approval from the concerned person
- Avoid discriminatory, defamatory or derogatory remarks
- Respect others' points of view and be polite
- Be sensitive to cultural difference
- Do not 'flame' other students, faculty or staff (flaming is attacking another or being harsh or hostile)
- Do not post without confirming the authenticity of any information regarding peers, faculty members or institute. Many good companies have started scanning through social profiles of potential recruits. Keep that in mind while being active on social networking platforms

9. PLACEMENT POLICY AND RULES

The placement policy and rules would be circulated by Career Management Centre (CMC).

10. PLAGIARISM

Students while preparing for projects and assignments take ideas and views from different published sources. It is important to acknowledge the ideas, data or thoughts taken from any published or unpublished source. Failing to practice this would result in plagiarism which is considered as a serious transgression by the institute and will lead to disciplinary action.

11. REVISION OF RULES

Jaipuria Institute of Management, Lucknow reserves the right to revise, amend, change, introduce new rules relating to all aspects of working of the institute as well as conduct & discipline of students, or take other decisions as and when deemed necessary without giving prior notice.

12. DRESS CODE

Monday*	Tuesday*	Wednesday*	Thursday*	Friday*	Saturday*
Formals	Formals / Semi Formals	Formals	Formals / Semi Formals	Formals / Semi Formals	Formals / Semi Formals

Formals:

Men: Tucked in Shirt (matching tie if worn) with Trousers and leather shoes with 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.

Semi Formals:

Men: Tucked in Shirt with Trousers or Jeans and leather shoes with socks. Black, Navy Blue or Grey western suits / blazers (if worn) in winters. Tucked in polo T-shirts with trousers or jeans, full covered shoes.

Women: Tucked in Shirt with Trousers or Jeans and toe covered leather bellies with socks. Black, Navy Blue or Grey western suits (if worn) in winters. Tucked in polo T-shirts with trousers or jeans, full covered shoes. Sarees or Indian ladies suits with toe covered bellies.

Strictly not allowed – without collar shirts / T-shirts, shorts, Capri's, sandals, slippers and flip-flops.

*Only formals during special events (as conveyed by Programme Office) and placement processes.

Lucknow



Noida



jaipur



Indore





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