JAIPURIA INSTITUTE OF MANAGEMENT

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JAIPURIA INSTITUTE OF MANAGEMENT, INDORE

STUDENT HANDBOOK

Post Graduate Diploma in Management (PGDM) 2020-22 BATCH

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1. About
Jaipuria Indore

Jaipuria's journey in education began in 1945 with the establishment of the Jaipuria College in Kolkata. Today, 74 years after its inception, the House of Jaipuria has been delivering superior quality education consistently. It is this unique heritage and spanning 7 decades and 4 generations that sets us apart from other educational institutes. The Jaipuria ethos is focused on creating and nurturing the next generation of thought leaders through intuitive education. This ongoing quest for ensuring academic excellence led us to set up the first Jaipuria Institute of Management in Lucknow in 1995.

Established in 2010, Jaipuria Institute of Management Indore is situated in a picturesque location, fully equipped campus having modern amenities to facilitate learning in a digital based business learning environment. Spearheaded by Dr. Prithvi Yadav, the institute goes beyond conventional education methodologies where students are not merely learners but also contributors. The curriculum and the unique teaching-learning processes ensure transformation of

its students and empower them with capabilities to build innovative business models and formats. The integration of digital business management (DBM) to the traditional PGDM program differentiate Jaipuria Indore with an edge over other B-Schools. The institute offers 2 years, NBA Accredited, AIU, AICTE approved PGDM program. Jaipuria Group of Institutes has been certified consecutively for the second time as "Great Workplace" by the organisation Great Place to Work, India.

We, at Jaipuria Institute of Management, Indore, believe in shaping the future in sync with the business needs post COVID. By imbibing human values across various stakeholders through creation and spread of knowledge, by State-of-art Centre of Excellence in Business Analytics", "Centre of Entrepreneurship & Innovation". To foster business acumen and making students data sensitive and with our unique "Jai-Care", a course developed on working with society; clearly differentiates us from the rest.

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

MISSION
To provide learner-centric quality education for stakeholders' well-being through continuous improvements.

1.3 OBE Philosophy

The management education offered at Jaipuria Institute of Management, Indore has Outcome Based Education (OBE) philosophy at its core. The unquestionable and robust test of quality of management education imparted by a 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 Program Learning Outcomes (PLOs) which measures the learning achieved, at the end of the program when students graduate from the institute. Second are Program Educational Objectives (PEOs)/ Program Goals (PGs), measured over the longer period (say 5-6 years) post acquiring of the degree.

1.4 Program Educational Objectives/Program Goals

Program Educational Objectives also called as Program Goals, are broad statements that describe the career and professional accomplishments that the program is preparing the graduates to achieve. After graduating from the program, the graduates, in the next three to five years shall be able to achieve/exhibit the following:

PG1: Professional Proficiency
Proficient in current business theory and practice, effective communication, use of key technological tools, resources and breadth and depth of knowledge in key business disciplines.

PG2: Teamwork
Adept at working in teams with people from diverse backgrounds.

PG3: Social Responsibility
Knowledge of moral and practical obligations and the commitment to sustainable practices of market participants to contribute in positive ways to society.

PG4: Creativity
Address organisational issues using innovative, imaginative and unorthodox approaches.

1.5 Graduate Attributes

Graduate attributes describes the skills, abilities, attitudes and approach to learning and self-development and societal well-being. The graduate attributes are designed to be transferable beyond the context (program/discipline). And these attributes are the guiding principles based on which the students are encouraged to take responsibility for developing self, both through classroom learnings and extra-curricular activities. The students graduating from the Jaipuria Institute are expected to imbibe the following attributes:

1. **Self-initiative**

• Self-motivated, confident and self-assured to take up activities by themselves.

• Ability to self-learn or the willingness to take an innovative approach (become proactive than reactive learner).

2. **Deep discipline knowledge**

• Committed to deep understanding of topics by

reading widely, researching and combining information from a variety of sources, personal interactions and discussion of ideas with others especially with active researchers, reflecting on how individual/discrete pieces of information relate to larger patterns and applying the knowledge in real life situations.

- Exhibit an ability to integrate and synthesize information with prior learning beyond just focusing on memorization and application of course concepts which becomes a way of thinking and approaching new phenomena.

3. Critical thinking and problem solving

- Actively and skilfully conceptualize, apply, analyse, synthesize, and evaluate information gathered from, or generated by, observation, experience, reflection, reasoning, or communication to solve problems effectively.

- Immersed in research methods, rigor and scientific approach to application of knowledge to real-life situations.

4. Humility, team-building and leadership skills

- Modest about achievements and willing to share credit with others.

- Down to earth, authentic and grounded in values.

- Far from being 'know it all', and believe there is much more in life worth learning.

- Understand, relate to and be sensitive to others as leaders.

- Ability to build cohesive teams and develop collaborative and harmonious working relationships with team members.

5. Open and clear communication

- A culture of open, honest and transparent communication where everyone is encouraged to share ideas and concerns, both positive and negative, giving a sense of being valued.

2. About The
Program

2.1 About the Academic Program

Jaipuria Institute of Management, Indore offers, two years, full time, AICTE approved Post Graduate Diploma in Management (PGDM) with following objectives:

• To prepare students for the industry, and create 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.

2.1.1 Program Learning Outcome

The graduates of the PGDM program will be able to:

PLO1 : Communicate effectively.

PLO2 : Demonstrate ability to work in teams to achieve desired goals.

PLO3 : Reflect on business situations and apply relevant conceptual frameworks.

PLO4 : Evaluate different ethical perspectives.

PLO5 : Comprehend sustainability issues.

PLO 6 : Exhibit innovative and creative thinking.

2.1.2 Program Structure

At Jaipuria, PGDM program is mandated for dual specialization. A student has to choose any two areas of specialization from the following set:

• Marketing
• Finance
• Human Resources
• Business Analytics (IT and Operations)
• General Management

Further, program courses are divided into core and elective courses.

i. There are 27 core courses and 15 electives courses. Core courses are compulsory in nature and to be taken up by all students, while elective courses depend on the area of specialization chosen.

ii. All core courses are covered during Trimester I, II and III. These courses are delivered through regular teaching learning mode along with some courses that are conducted as workshops and seminars.

iii. Elective courses are introduced partly during Trimester III of first year but majorly taught over Trimester IV, V and VI of the second year of the program.

iv. Students select and pursue elective courses from two specializations of their choice during the program. Students study a total of 15 elective courses (45 credits). These electives are broken down into:

a. Specialization electives (12 courses - 6 from each specialization),

b. Open electives (3 courses),

c. Course of Independent Study (CIS) is offered to students with CGPA 8.500 and above till Trimester-II.

v. Apart from core and elective courses, it is mandatory for all the students to go for Summer Internship Program (SIP) for 6-8 weeks after the completion of first year of program.

2.1.3 Program Duration

The Post Graduate Diploma in 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:

The first year students undergo an intensive industry interface training as part of their Summer Internship Program (SIP). The duration of SIP is 6 to 8 weeks, carried out in the months of April to June/July.

An academic calendar for the session 2020-21 is attached as Annexure-II.

Table 1: Program Duration for Academic Year 2020-21

Academic Year 2020 - 21	Term	Duration
First year	Term I	August 2020 – October 2020
	Term II	November 2020 – January 2021
	Term III	February 2021 – April 2021
Second Year	Term IV	July 2020 – September 2020
	Term V	October 2020 – December 2020
	Term VI	January 2021 – March 2021

2.1.4 Credit Structure

The PGDM program at Indore is of 106.5 credits out of which 55.5 credits corresponds to core courses and 45 credits correspond to elective courses. Apart from this 6 credits are mandated to be earned from the Summer Internship program (SIP). The details of the credit structure are mentioned in table 2.

Table 1.1: Trimester Wise Distribution of Credit Points for PGDM Program

Trimester	Type of Courses	Number of Courses	Credits
I	Core	8	19.5
II	Core	10	21
III	Core	8	19
	Elective (Compulsory)	2	
IV	Elective	4	18
	Elective (Open)	2	
V	Elective	4	12
VI	Elective	2	9
	Elective (Open)	1	
Between Term III & IV	SIP	1	6
I-III	Industry Analysis	1	2
		Total	106.5

Note: *1 credit means 10 hours of class room teaching.

2.1.5 Course Structure

The curriculum structure of the PGDM program, Batch 2020-22 is as follows:

Table 1.2 : First Year of the Program (Academic Year 2020-21)

Trimester I	Credit	Trimester II	Credit	Trimester III	Credit
Principles of Management	1.5	Marketing Management	3	Strategic Management	3
Organizational Behaviour	3	Corporate Finance	3	Management Information Systems	1.5
Business Text Analysis	1.5	People Management	3	Business Research Methods	1.5
Data Analysis using Spreadsheet	3	Operations Management	3	Mkt/Fin/HR/BA/GM – as compulsory electives	3*2=6
Accounting Fundamentals	3	Professional Spoken Communication	1.5	Applied Managerial Communication	3
Managerial Economics	3	Business and Economic Environment	3	Entrepreneurship (Workshop Mode)	1
Fundamentals of Marketing	1.5	Management Accounting	1.5	Business, Environmental and Social Sustainability (Seminar Mode)	1
Statistics for Management	3	Legal Aspects of Management (Seminar Mode)	1	Simulation in Strategy	1
Industry Analysis (Trimester-I to III)	2	Design Thinking (Workshop Mode)	1	Workshop on Professional Ethics	1
Total	**21.5**		**21**		**19**

2.1.6 Type of Courses

There are mainly two types of courses:

- **Core courses:** The core courses cover the fundamentals of various functional areas of business administration such as marketing, finance, human resources, organisational behaviour, economics, information technology, decision sciences, strategy etc.

- **Elective courses:** The elective courses aim to cover the in-depth knowledge in a particular functional area of business administration. Elective courses are further divided as

- **Specialization electives**

- **Open electives**

i. A typical course is of 3 credits, consisting of 30 hours of class contact (along with 60 additional hours of student work/case studies/self-study/field work/working on project assignments and presentations etc.), which may be delivered in 24 sessions of 75 minutes each.

ii. Students study a total of **15 elective** courses, accounting for 45 credits (The list of electives have been attached in Annexure III). These electives are sub divided into specialization electives (12 courses) and open electives courses (3 courses).

iii. Out of 3 **open elective courses**, a student has to select one Liberal Arts course of his/her choice from the bouquet of Liberal Arts courses offered. Remaining two open elective courses can be selected from any of the areas of specializations offered in the program.

iv. It is mandatory for the student to pursue **two compulsory elective courses**, one from each area of specializations of their choice in the third trimester. All students enrolled into the PGDM program are required to furnish their choice of two areas of specializations in the second trimester of the program upon receiving a notification in this regard from the Program Management Centre.

v. The students undergo a **Summer Internship Program (SIP)** which is equivalent to 6 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 requirement of this program.

vi. This year Jaipuria Institute of Management, Indore has introduced two new courses.

    a. Industry Analysis: The course "Industry Analysis" is designed as a part of the program curriculum, with an aim to provide students hands on experience. It will help students to view their summer internships with a practical view while working with organisations (Online and Offline). The course will provide ample scope for the students to do industry analysis in groups. The course has been designed over three trimesters.

    b. Jai Care: It is a social internship program which carries an outbound engagement. In the course the students are to essentially work with deputed partner NGOs to carry out works/projects for the betterment and upliftment of the society.

vii. Audit Course: Students can take a maximum of two audit courses in two separate terms during the whole program after paying the prescribed fees. The students are required to take examination for an audit course. If the students do not pass in the audit course, then the audit course shall not be mentioned in the transcript of the students. The list of the courses will be provided to the students subsequently.

viii. **Course of Independent Study(CIS):** Course on Independent Study (CIS) will be offered to students with CGPA 8.50 and above till Trimester-II.

    a) The main purpose of the course is to help students develop their independent thinking, along with analytical and critical skills, generally referred to as Higher Order Thinking Skills (HOTS). This course facilitates students to take up higher challenges in the due course of their career. A student can choose to build a challenging career.

    b) A student can plan a course of study under the guidance of a faculty mentor who will act as a guide/supervisor for the course of study.

    c) Students may pursue independent study for a variety of reasons. Usually, students look to independent study when they have an interest in a special topic that's out of the purview of the curriculum. Student who opts for CIS can take only one open elective.

    d) The course evaluation shall be undertaken in the form of seminars, hall examination, CIS paper submission and CIS viva-voce.

    e) The course evaluation shall be undertaken in the form of seminars, hall examination, CIS paper submission and CIS viva-voce.

2.1.7 Course Outline

The students are given a detailed course outline for each course they take, including a session plan. This is made available in the form of soft copies, through the Learning Management System (LMS) at the start of each trimester.

The course outline encompasses the following details:

- Course Information like, title of the course, number of credits, academic term, name of the instructor

- Course overview, course learning outcomes, program learning objectives, mapping of CLOs with graduate attributes

- Teaching and learning methods

- Prescribed text, recommended readings if any

- Assessment scheme

- Session plan, session learning outcomes, pedagogy and any other instructions

2.1.8 Dashboard – Moodle Based / Web Based

Dashboard is a robust student database, learning management system which is an important interface between students and various departments of the institute.

i. Dashboard carries all relevant information of each student like one's name, parent/guardian details, communication address, mobile numbers, email ids, formal photograph, past academic credentials, work experience etc.

ii. It acts as a repository of attendance records, academic performance (discussion forum, quizzes, assignments, fieldwork) for all courses, apart from Academic Leave Status etc.

iii. Dashboard is to be used by individual students' for the purpose of giving course/faculty feedback.

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

v. In case the student related information is required to be changed or updated, the concerned student must communicate the same to the PMC, through a requisition note, generated on the dashboard.

vi. Any misuse of the dashboard or in case of any personification or in case of furnishing wrong information for the purpose of dashboard repository, is considered as an act of indiscipline and calls for appropriate disciplinary action.

2.1.9 Fee Details

Fee Structure for PGDM (2020-22) Batch

The fee for the PGDM program is to be paid in six instalments at specified dates (see details in Annexure IV). The institute provides the students with an array of options for timely submission of fee as per the institutes fee payment schedule such as making payment through: cheques, demand draft, NEFT/IMPS, electronic transfer, pay slip, net banking, debit card/ credit card, UPI and any other possible option. The institute also awards scholarship to meritorious students on first come first served basis to limited number of scholars subject to admission (see details Annexure V).

2.2 Academic Rules and Regulations

2.2.1 Induction Program

PGDM program starts with an induction program which spans over a period of 10 days for the new batch of students. Students are made aware about the vision, mission and the value system of the institute through series of interaction with them. The program helps the students in understanding the ecosystem of the institute, as well as, it sets the ball rolling in the right direction with the necessary pace. Students are made aware, how the two-year management program at Jaipuria Indore is quite different than their earlier forms of education. The students are exposed to the academic rigor needed for the program, along with the fact that such interaction helps in expectation settings for the students.

Foundation Course - Since students are joining the PGDM program from various educational backgrounds (such as Commerce, Humanities, Management, Engineering, Medical etc.), there is a need to conduct sessions of various subjects/ topics to provide a level

playing field to all the students. The foundation course helps in developing a basic level of understanding of the core courses and program they are about to pursue in the field of management.

Therefore, the institute organizes sessions in the following areas as part of the foundation course:

i.   Introduction to Management

ii. Digital Literacy

iii. MS Office- Word, Excel and PowerPoint

iv. Quantitative Techniques - Basic Mathematics and Statistics

v.   Basic Economics

vi. Basics Accounting

vii. Essentials of Communication Skills

2.2.2 Registration by PMC

i.   Registration for First Year

The day one of the induction program is designed to help students in completing the first year registration process. The Program Management Centre (PMC) notifies about the registration date and venue through correspondence with the students who are admitted in the program. The students are required to register at the Program Management Centre (PMC) on the registration day of Term/Trimester I, and produce the original certificates of their academic qualification, establishing their eligibility for the PGDM program, for necessary verifications. Further, they are required to submit the photocopies of the supporting documents relating to their academic qualifications and work experience (if any) with the PMC. Students who have not been issued final mark sheet/certificate of passing qualifying university examination, by the time of registration for the PGDM program, may submit the same before the deadline (usually set by AICTE for the session 2020-21, it is 30th November, 2020). If a student fails to submit the mark-sheets and/or does not meet the eligibility requirements by the said date, it would automatically invalidate his/her admission along with the claim for a refund of PGDM program fee.

ii. Registration for Electives

The elective courses are announced in the second trimester of the first year, to facilitate the pre-registration in courses of the chosen specializations. In response to the due notification for the purpose of selection of electives, all students are required to do the online submission of their choice of electives, using their dashboards/ or as directed by the PMC. After a student registers for set of elective courses, no further changes are allowed. In order to facilitate students to take an informed decision about their choice of electives, the respective academic area faculty members make presentations before the assembly of students, on the elective courses in offering. The schedule for presentation is notified by PMC. Students are free to study the elective courses of their choices, from the pool of elective courses offered from the areas of chosen specializations. The minimum number of student enrolment required for an elective course is 15. If the subscription falls below 15 students, it is not offered and students registered for such courses are 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.

2.2.3 Academic Integrity

Students of Jaipuria Institute of Management, Indore are expected to display academic integrity and refrain for 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 notifies the appropriate guidelines and sensitize the students in this regard. These guidelines are applicable to all student submissions i.e. assignments/project reports/SIP reports.

2.2.4 Attendance Norms

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

i. Students are expected to have 100% attendance in all the courses.

ii. The institute expect regular attendance and punctuality from all students in all sessions.

iii. Coming late to class is a serious breach of discipline. The students are not allowed to leave early or come late to the class. The faculty has the right to cancel attendance for the particular period during which he/she engages, for indifference or for late coming without a valid reason stated by students.

iv. Indifference to studies is considered violation of order and discipline. Absence from the tests, examinations, non-submission of exercise/ assignment in time and coming late to the classes without valid reasons, are considered indifference to studies. The institute has disciplinary actions for such cases.

v. No student(s) in any manner are to prevent any other student(s) from attending his/her/their classes or doing his/her/their lawful duty.

vi. No student is allowed into the class after 1 minute from the scheduled commencement of classes.

vii. All the students are to reply to the roll call at the beginning of each session. The class attendance is immediately uploaded on Moodle (LMS). Hence, the students need to ensure the affirmation of attendance.

viii. Prior permission from the Program Management Centre is be obtained for availing of leave. Leave applications must be submitted normally prior to the commencement of the class. In case, a student has not taken prior leave, he/she is to inform Program Chairperson within 2 working days about his/her absence through email followed by a phone call. Granting of leave, however, remains the prerogative of the Program Chairperson.

ix. If a student absents himself/herself from the classes for more than three days, the student must write an explanatory letter giving reasons. If leave of absence is sought on grounds of sickness, medical certificate is necessary. This procedure should be adopted for absence from classes of even less than three days if it happens during the examinations.

x. Exemption from attending classes is not granted. The institute takes decisions on exceptional cases, if any, in a Faculty Council Meeting. Parents/ guardians are requested to watch their wards regarding attendance.

xi. For availing a leave for participating in co/extra-curricular activities in other institutes, the student has to inform Program Management Centre in advance.

xii. In case of absence from classes, a penalty is imposed on the students in terms of grade drop in the course as per the table 2.

Table 2: Class Absenteeism and Related Penalties

Absence From Classes	Penalties
Up to 20%	No penalty
Between 20 to 40%	One Grade Drop (e.g. A to A-)
More than 40%	'FA' grade (equivalent to 'F' grade) is be awarded in the course. Students are not allowed to appear in End-Term examination of the course.

xii. However, if such absence from classes is due to exceptional reasons such as sickness of self, death in family, etc. a student may apply for waiving off the grade drop by submitting a written application to the Program 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 Program Chairperson puts the case before Program Committee for review and the latter forwards its recommendation to the Director for decision. On approval of the Director, the leave of absence is sanctioned post facto from the classes for the requested/reasonable period and the grade drop is waived off.

2.2.5 Academic Leaves

i. Academic leave may be granted in advance to a student if he/she is unable to attend a class on one or more of following grounds:

    a. Authorized participation in conferences, seminars, events, inter-Jaipuria Programs and activities;

    b. Participation in his/her own placement process (summer internship or final);

    c. Deployment on official duty related to final or summer internship; and

    d. Deployment on official/institutional duty within or outside the Institute

ii. Dean Students Affairs, Chairperson-Placements or the concerned faculty/task head, as the case may be, recommends to the Program Chairperson the list of students along with the recommended dates and number of academic leaves.

iii. Program Chairperson on reviews and recommends the case(s) of Academic Leave for approval to Dean Academics.

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

v. As per norms, academic leave of not more than three per course per trimester can be granted. However, Program Chairperson can recommend more than three academic leaves to Dean Academics for approval in genuine case(s).

2.2.6 Course Feedback

The institute takes the students' feedback for each course before Mid-Term and End-Term examinations during each trimester. It is mandatory on the part of each student to provide their honest and unbiased feedback for all courses, she/he studied in a particular trimester, on timely basis through the dashboard function. Failing which they are not 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 duly notifies to all students, explaining the modalities and timeframe for furnishing their feedback accordingly and all students are expected to comply with such requirements.

2.2.7 Academic Dismissal

The followings rules apply for dismissal from the PGDM Program at any time during the program.

i. A student who accumulates more than 2 permanent 'F" equivalents (even after the Improvement Examinations) at any point during the first year is subjected to academic dismissal from the program/institute.

ii. A student in order to be promoted to the second year should have an aggregate CGPA of 3.0.

iii. A student must have minimum permanent CGPA of 3.50 and no 'F' grade equivalent for the award of diploma.

iv. A student dismissed from the program/institute may re-join the program in the next academic year

in the concerned trimester by paying the requisite fee and with due approval from the Director.

v. In case a student fails to meet the requisite academic criteria, he/she can opt for one of the following two options, after giving a written undertaking/understanding that he/she is permanently out of the program and institute if he/she does not fulfil the minimum academic requirements for award of the diploma in the extended year:

a. He/she can re-join the program in the 5th trimester in the immediately next academic year, or

b. He/she can re-join the program in the 4th trimester in the immediately next academic year.

2.2.8 Completion of Program

The regular period to complete the requirements for the PGDM is two years. A student must secure minimum permanent CGPA of 3.50 and no 'F' grade, for the award of diploma. However, students who fail to meet the

minimum academic requirements may be allowed to complete the program in one more year, subject to given rules and regulations. No further extension is granted beyond this duration.

2.2.9 Convocation and Award of Diploma

The Post Graduate Diploma in Management is conferred on all students who at the end of the two-years have fulfilled all the conditions and requirements

for the award of the diploma at the institute's annual convocation.

2.2.10 Award for Academic Excellence

Jaipuria Institute of Management, Indore has been front runner in providing various awards for academic excellence. It includes

• Trimester Subject Topper(s)

• Best Summer Internship Project Award - Specialization wise

• Overall First Year Topper(s) - Top 3 performers

• Area of Specialization Topper(s)

• Overall Program Toppers [Gold medal, Silver medal and Bronze Medal]

• Overall Best Students Award - Based on academic and extra-curricular activities.

2.2.11 Academic Support

2.2.11.1 Class scheduling – Program Management Centre (PMC) shares class schedule on weekly basis in advance to let student plan their studies in the upcoming week.

2.2.11.2 Classroom support - PMC designs the class seating arrangement for students to attend their scheduled classes and also ensures that all the classes are conducted smoothly with availability of all the equipment and internet support.

2.2.11.3 Course material - PMC provides course outline and study material to students to help them prepare and understand the courses for better learning outcome.

2.2.11.4 Course selection support - PMC organizes sessions for providing guidance to students to choose electives based on their areas of specialization.

2.2.11.5 Attendance support - PMC maintains attendance record of all the students through the Moodle LMS dashboard. PMC also manages the sanctioned academic leaves for computation purpose so that penalty in terms of grades may be imposed at the time of result preparation.

2.2.11.6 Examination support - PMC supports in smooth conduct of all the main examinations (mid-term/end-term), repeat-examination and improvement examination.

2.2.11.7 Result preparation - PMC compiles all the evaluation components received for various courses of a student and prepare the result as per the rules and regulation of the institution.

2.2.11.8 Admin Choupal - Administration conducts Admin Choupal periodically to get students suggestions and feedback to ameliorate working of the respective departments and resolves students' genuine problems/issues.

2.2.12 Statutory & Academic Committees

The institute has constituted statutory committees in compliance with the directives issued by AICTE on the direction of the Hon'ble Supreme Court of India and in light of statutory provisions.

2.2.12.1 Anti-Ragging Committee

This committee works to ensure a ragging free environment in the campus conducive to learning and harmonious existence. The members:

i. Ensure the prevention of ragging in the institution by conducting anonymous random surveys among freshers' to check that the campus is free from ragging.

ii. Undertake surprise checks in hostels and other places vulnerable to incidents of and having the potential of ragging.

iii. Conduct on the spot enquiry into any incident of ragging.

iv. Ensure that anti-ragging posters are displayed in designated places.

2.2.12.2 Grievance Redressal Committee

The Grievance Redressal Committee has brought under its purview to address the matters and issues pertaining to anti-sexual harassment and focuses on ensuring development and women empowerment of the women students and employees.

The committee aims at prevention of unfair practices and to provide a mechanism for redressal of grievances and to establish dignity, self-esteem and respect for women without any gender bias in the system. The members:

i. Follow the guidelines and procedures for combating sexual harassment.

ii. Create awareness about women rights.

iii. Organise training programs/workshops for the faculty, staff and students.

iv. Organise seminars/workshops to impart knowledge of opportunities and tools available for development.

v. Promote a culture of respect and equality for female gender.

2.2.12.3 Outcome Based Education (OBE) Committee

OBE committee ensures the qualitative development of all academic interventions in the two-year PGDM Program. OBE committee focusses on supporting the various functional areas in creating a sync between the teaching pedagogy, use of various evaluation tools and techniques in line with the learning objectives at the individual course levels and then at the program level.

The committee shall be responsible for the following:

i. To work with the corporate office in conducting course curriculum review and course restructuring meetings on a regular and timely basis.

ii. To organize trainings on integration of contemporary methods of teaching and designing assessments.

iii. To organize trainings on academic quality enhancement themes and related topics.

iv. To facilitate the incorporation of OBE processes in aligning of teaching pedagogy, assessment components with the course learning objectives and program learning goals.

v. To support and facilitate in the incorporation of the internal quality assurance processes and adherence to assurance of learning.

2.2.12.4 Internal Quality Assurance Committee (IQAC)

The Internal Quality Assurance Committee (IQAC) is an integral part of Jaipuria Indore's academic quality enhancement and sustenance measure. IQAC works towards realising the goals of quality upgradation, and developing a system for conscious and consistent improvement for ensuring academic excellence.

It shall focus its efforts on creating and sustaining an academic environment for the promotion of quality of teaching-learning. To achieve the said goals the committee shall take upon itself the following responsibilities:

i. Development and application of quality benchmarks.

ii. To assess the credibility of the assessment and evaluation process.

iii. To ensure timely conduction of continuous assessment and hall examinations.

iv. Developing and revising the audit framework and structure for undertaking the academic audit.

v. Periodical conduct of academic audit and its follow-up.

vi. Preparation and submission of the Annual Academic Internal Quality Assurance Audit Report for the review of the members of the Academic Department.

2.2.12.5 Affiliation & Accreditation Committee

The committee aims to work towards improving the ranking of the institute. To achieve the desired objective the committee undertakes the following responsibilities:

i. To gather and submit necessary documents for participation in various accreditation/ affiliation processes.

ii. To file for affiliation as per institutional requirement in AICTE/NBA.

iii. To advice the Director Office for necessary process changes required from accreditation agency point of view.

iv. To adhere to the mandatory requirements of the affiliation bodies that are applicable and important to the functioning of the institute.

v. To conduct a review of the institute ranking on a periodical basis.

3. Assessment and
Examination Policy

3.1 Assessment Structure

The institute follows a system of continuous assessment using multiple tools 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. The course instructor assesses the understanding of theories, business practices and applications illustrated and discussed in the respective courses. In postgraduate programs, assessment focuses more on higher order thinking skills, like comprehension, analysis, synthesis, evaluation, creative thinking and practical insight.

3.2 Assessment Tools and Techniques

Various techniques/tools are used for assessment of academic performance of students. The basket of component and tools include the following:

i.   Mid-Term
ii. End-Term
iii. Class Participation
iv. Quiz (Announced or Unannounced)
v.   Team Assignments
vi. Research/Survey Projects
vii. Individual/Group Presentations
viii. Oral Examination (Viva)
ix. Essay Writing
x.   Classroom Activities/Exercises
xi. Case Analysis
xii. Reflective Notes
xiii. Participation in Online Discussion Forums

3.3 Assessment Component Weightage

Assignment of weightage to different assessment components has been described in the table 3.

Table 3: Assessment Components and Proportion of Weightage

Component	Component Details	Weightage
Mid-term Examination	This component shall be conducted 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 has around 40% and 60% weightage, respectively.	40%
Continuous Assessment	The instructor selects various continuous assessment tools.	40%
	Total	**100%**

i.   No component, except End-Term examination, carries more than 20% weightage.
ii. In Mid-Term and End-Term examinations, "open book" can be made an option (depends up on decision of course instructor and course framework)
iii. No make-up quiz is conducted for any student in any course.

3.4 Examinations

The Office of Controller of Examination shall announce the schedule for mid-term and end-term examinations. While the instructors of the respective courses shall decide the dates for other assessments. The mid-term examination shall be conducted in the fifth/sixth week of the term, while the end-term examination shall be conducted during the twelfth/thirteenth week of the term. Towards the end of each term, the Office of Controller of Examination will publish the dates for end-term examination for different subjects offered during that term.

3.4.1 Duration of Centralized Examinations

The duration of mid-term and end-term examination is given in table 3.1.

Table 3.1: Duration of Centralized Examinations

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

*Duration may change as per the course requirement.

3.4.2 Mid-Term

i. Institute does not hold repeat Mid-Term examination for any course during the trimester.

ii. If a student is unable to appear in a Mid-Term examination for any course, he/she is awarded zero marks in the examination of the concerned course.

iii. However, if a student is unable to appear in the Mid-Term examination due to some exceptional reasons, he/she can represent his/her case in writing to the Program Chairperson along with supporting documents within 7 calendar days of completion of the scheduled Mid-Term examination.

3.4.3 End-Term

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

ii. If a student is unable to appear in the End-Term examination of a course he/she is awarded 'permanent F' grade and is not allowed to appear in Repeat Examination, except under the provisions of section 3.7.

3.5 Exam Schedule and Notification

The Office of Controller of Examination prepares and publish a schedule of examinations (Mid-Term and End-Term) for each and every course conducted by the institute.

3.6 Grading System

i. 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

students. 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 3.2.

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 in a 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 is computed as follows:

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

iii. Cumulative Grade Point Average (CGPA): Cumulative Grade Point Average is computed up to two decimal places, taking into account the performance in all the 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 consider the following points while awarding the letter grades.

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

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

c.   Maximum grade drop can be done till "D" grade in case of any sub grading.

TABLE 3.2: 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 C+ 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

3.7 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 3.8.

(ii) No fee is charged for appearing in a repeat examination.

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

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

b. Being on duly-approved official/institutional duty.

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

(iv) In case of 3.7(iii)-(a) and (b) above, the student has to submit written application, duly endorsed by the concerned faculty/task head, to the Program Chairperson within 7 calendar days of completion of the End-Term examination. Subject to approval from the Director, such students are permitted to appear in the repeat examination. Otherwise, the 'permanent F' grade awarded to the student in the course in accordance with section 3.4.3 (ii) stands.

(v) In case of 3.7(iii)-(c) above, the student has to represent his/her case in writing to the Program Chairperson along with supporting documents within 7 calendar days of completion of the end-term examination. Program Chairperson puts up the case before the Program Committee. The Program Committee examines the case to assess its merit/genuineness. If satisfied, the Program 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 3.4.3 (ii) stands.

(vi) If a student does not appear in the repeat examination permitted under the section 3.7 (iii) or 3.7 (iv), the 'permanent F' grade awarded to him/her in the course in accordance with section 3.4.2 (ii) stands.

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

3.8 Improvement Examination

i. Improvement Examination will commence within 15 days of declaration of the Provisional (Pre Improvement Examination) Trimester Result.

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

iii. In case a student gets an 'FA' grade in more than two subjects then under these circumstances the student is allowed to appear in the Improvement Examination for anyone of the courses.

iv. The student appearing in the Improvement Examination of a course has to surrender his/her grade obtained on the End-Term examination. The grade obtained by him/her after the Improvement Examination is his/her permanent grade.

v. OCE notifies 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.

vi. For appearing in Improvement Examination, a student has 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 is Rs. 2,500/- (proposed) per course.

vii. OCE announces the schedule of Improvement Examination.

viii. 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 is assumed that he/she is not interested in appearing in the Improvement Examination.

ix. Only one chance of appearing in Improvement Examination of a course is given.

x. If a student appears in Improvement Examination of a course, the Mid-Term and End-Term marks originally obtained by him/her is treated null and void.

xi. The marks scored in Improvement Examination is scaled up to the combined weightage of Mid-Term and End-Term components of the respective course (i.e., 60%). The resulting weighted marks are added to the marks originally scored in continuous evaluation components to arrive at the final grade.

xii. Grade obtained by a student in a course after the Improvement Examination is 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 is treated as final and 'permanent' grade in the course.

xiii. TGPA obtained by a student after the Improvement Examination is 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 is treated as final and 'permanent' TGPA in the course.

xiv. Grade drop due to attendance criteria is not applicable in case of Improvement Examination but the highest grade that a student can earn in the Improvement Examination is B+.

xv. 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 is not applicable.

xvi. 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.

3.9 Examination – Code of Conduct

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

3.10 Plagiarism Policy

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

3.11 Handling of Cases of Cheating in Hall Examination

(i) The invigilator seizes all the incriminating material/ evidence from the candidate and then obtains a written statement, duly signed by the candidate. The invigilator then issues a new answer script and allows the student to continue to write his/her answers for the remaining period of that examination. The matter is reported to the Office of Controller of Examination with all relevant documents on the same day, which, in turn, refers it to the Examination Committee.

(ii) The student reported using unfair means/ possessing incriminating materials is 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 is expelled from all remaining examinations of that trimester after taking appropriate action for the second act of misconduct/malpractice.

3.12 Penalties

(i) Any student found guilty of academic dishonesty may, for the first offence, receives 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.

3.13 Declaration of Results

(i) The Office of Controller of Examinations declares the Provisional Trimester Result within 30 days of the last day of End-Term examinations.

(ii) Result of Repeat Examination and Improvement Examination, in form of final and permanent course grades, is declared within 7 days of the last day of repeat and /or Improvement Examinations.

(iii) The Office of Controller of Examinations declares 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 is given to the students by the institute.

(v) At the end of the program the institute declares the Composite Result (including course grades and TGPA of all the six trimesters along with CGPA) and issues to the student an official grade sheet of his/her performance.

3.14 Transcripts

Transcript in printed format will be issued to the students only after the completion of the course. Trimester-wise academic progress will be issued to the students online. If such information is required for some official purposes like bank loans, summer internship, placements, etc. a provisional academic progress report will be issued.

4. Library Resource
Centre

The library is at the heart of the organisation at Jaipuria Indore. With the fast-growing collection, both digital and print forms using state of art facilities, the library is contributing to the institute's mission of becoming a world-class institute in the field of management and related subjects.

The library collection has more than 12000+ books, over 1000+ CDs/DVDs. Special subscription of 37+ national and international print journals and 30 + national and international magazines and it keeps on adding new collections every year.

The library is fully Wi-Fi enabled and resources are available 24/7.The library subscribes to major databases like EBSCO, CMIE, DELNET & NDL which includes more than 1,60,000+ eBooks, 5500+ E-Journals and many more reports, proceedings and patents. Apart from that library has a wide collection of open access resources for their users. The Jaipuria Indore library also has inter library loan services from IIM Indore and DELNET. Having more than 400+ Dissertations/SIP's to refer for students projects.

EBSCO: Business Source Complete, is world's definitive scholarly business database, providing the leading collection of bibliographic and full text content. As part of the comprehensive coverage offered by this database, indexing and abstracts for the most important scholarly business journals back as far as 1886 are included. In addition to the searchable cited references provided for more than 1,200 journals, Business Source Complete contains detailed author profiles for the 25,000 most-cited authors in the database. Journal ranking studies reveal that Business Source Complete is the overwhelmingly superior database for full text journals in all disciplines of business, including marketing, management, MIS, POM, accounting, finance and economics. Additional full text, non-journal content includes financial data, books, monographs, major reference works, book digests, conference proceedings, case studies,

investment research reports, industry reports, market research reports, country reports, company profiles, SWOT analyses and more.

CMIE: CMIE, or Centre for Monitoring Indian Economy, is a leading business information company. It was established in 1976, primarily as an independent think tank. Today, CMIE has a presence over the entire information food-chain - from large scale primary data collection and information product development through analytics and forecasting. It provides services to the entire spectrum of business information consumers including governments, academia, financial markets, business enterprises, professionals and media. CMIE produces economic and business databases and develops specialised analytical tools to deliver these to its customers for decision making and for research. It analyses the data to decipher trends in the economy. CMIE has built India's largest database on the financial performance of individual companies; it conducts the largest survey to estimate household incomes, pattern of spending and savings; it runs a unique monitoring of new investment projects on hand and it has created the largest integrated database of the Indian economy.

All databases and research work are delivered to through subscription services.

DELNET : DELNET has been established with the prime objective of promoting resource sharing among the libraries through the development of a network of libraries. It aims to collect, store, and disseminate information besides offering computerized services to users, to coordinate efforts for suitable collection development and also to reduce unnecessary duplication wherever possible. To access the DELNET Digital resources, click on: http://164.100.247.30

NDL : Ministry of Human Resource Development (MHRD) under its National Mission on Education through Information and Communication Technology

(NMEICT) has initiated the National Digital Library of India (NDLI) project to develop a framework of virtual repository of learning resources with a single-window search facility. Filtered and federated searching is employed to facilitate focused searching so that learners can find out the right resource with least effort and in minimum time. NDLI is designed to hold content of any language and provides interface support for leading vernacular languages, (currently Hindi, Bengali and several other languages are available). It is designed to provide support for all academic levels including researchers and life-long learners, all disciplines, all popular forms of access devices and differently-abled learners. It is being developed to help students to prepare for entrance and competitive examinations, to enable people to learn and prepare from best practices from all over the world and to facilitate researchers to perform inter-linked exploration from multiple sources. It is being developed at Indian Institute of Technology Kharagpur.

The library is equipped with special Kindle Edition for the users which has more than 1,50,000 eBooks of general and special collection with time bound upgradation in the collection. The library has digital library for using e- resources and also has access to 12 daily newspapersfor readers.A personal copy of "Business Standard" newspaper is provided to each and every student on a regular basis.

This year the library has started new library services for users like DDL- Document Delivery services by which they can request an article or e-Book they need. Bibliography services, reprography services, user orientation services for library usage and regular database training.The digital library services includes providing ppt, e-SIP/Dissertations reports, special company reports, faculty publications, annual reports etc to the users.

4.1 Library Resource Centre Rules

i. All users should maintain strict discipline and decorum in the Library Resource Centre premises.

ii. Use of mobile phones is strictly prohibited in the LRC premises.

iii. Chatting loudly, drinking, smoking, and listening to music is strictly prohibited in the LRC premises.

iv. Students and users are not allowed to carry and or consume any food item in the library. Only water bottles with tightly closed lids are permitted in the reading room.

v. All LRC members are expected to read the notice board for library notices and other latest updates about the LRC.

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

vii. The students and users are only allowed to carry laptops and note-books for writing notes and assignment purposes in the LRC premises. All other personal belongings such as bags, personal

books, magazines, umbrellas at the counter reserved for this purpose.

viii. 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 a valid identity card.

ix. Students and users are allowed to have academic discussions in the LRC, ensuring that their discussions should not disturb other readers.

x. Users and students are responsible for complying with copyright act while photocopying library documents.

xi. LRC follows open access book system. The students can self-access books for reading in the LRC premises. However, after reading, the book should not be shelved by the readers. The book accessed should be handed over to the LRC staff on duty or placed on the reading table. It must be remembered that a book misplaced is a book lost.

xii. LRC users before leaving the premises or at the time of returning the book issued, must assure at

the issue counter, as to whether the books are in a complete and sound condition. If upon inspection the book is found to be damaged in any manner the user/student is held responsible.

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

xiv. Users and students of the LRC should not write, mark, underline, dog ear, tear or damage the library material in any way. Users doing so are liable to be fined heavily, apart from being asked to pay the cost of the damage document. In case a user repeats the offence a second time, his/her LRC membership is liable be impounded and the membership card is terminated with immediate effect.

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

xvi. Any user/student found stealing a book or any other library material, shall be liable to pay cost of the document(s) (books, journals/magazines, news-papers, etc.) with an additional fine of Rs. 500/-. If the behaviour is repeated then, the matter shall be reported to the Discipline Committee, for taking appropriate action against the defaulting user/students.

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

5. IT Infrastructure

5.1 IT Infrastructure

The institute boasts of a fully functional Computer Centre that hosts two laboratories equipped with high configuration 130 desktop computers with LAN connectivity. The network devices with Wi-Fi internet connectivity in the hostel and campus cover with Aruba Wi-Fi Network with a Sophose Firewall Security.

The institute extensively uses Moodle-Learning Management System to enhance the existing learning environment for the students. All classrooms and laboratories are equipped with state of the art audio and visual teaching aids, best in class equipment, measuring tools and high definition closed circuit cameras.

5.1.1 Computer Centre Rules

i. It is mandatory for all the students to register themselves on Moodle at the time of registration. After the registration, students are provided Moodle user id & password for accessing online portal (Moodle & Impartus). Students are also provided official email ids for their attending online class and other programs.

ii. Every time a student enters and leaves the lab s/he is required to make an entry of the in-time and out-time details into centre log register.

iii. No eatables are allowed in the computer lab at any time.

iv. No shouting, talking loudly or using of cell phone is allowed inside the labs.

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

vi. Scheduled classes in the labs have priority over all other lab engagements and uses.

vii. User data files should be saved on your network drive (H drive) where each user is provided 35 MB Space (H drive).

viii. The lab shall be operational during 9:00 am to 7.00 pm on all working days.

ix.   The lab authorities are 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.

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

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

xii.   Reproduction of any copyrighted material e.g., software, music, video, books, photographs etc. is prohibited.

xiii.   Displaying of offensive graphic images by way of Internet Explorer or other software is not permitted. Chatting, playing games using the lab equipment is not allowed.

xiv.   Lab equipment problem and software problem should be reported to the lab personnel immediately.

5.1.2 Social Networking Etiquettes

Usage of internet is only for academic purpose, no objectionable contents should be shared or downloaded.

xv.   The lab provides the students for document printouts on chargeable basis: Charges For

- Colour Printout are Rs 10/- per page.
- Laser Printout Charges are Rs 2.00/- per Page.
- Photocopy Charges are Rs. 1.00/- per Page.

xvi.   Users are expected to keep the computer lab neat and tidy.

xvii.   The students are required to shut down the computer they were using before leaving the computer lab.

xviii.   Any physical damage to the system or any lab property leads to the monetary punishment.

xix.   Students who do not follow the above rules are suspended from the lab for a period of 7 days.

i.   Students use Jaipuria official e-mail ids for academic/official communications.

ii.   All un-authorized websites are blocked by the firewall set-up.

6. Career Management
Centre

6.1 About Career Management Centre

The Career Management Centre (CMC) of the institute provide students with a forum for personal exploration, self-awareness and professional growth through a range of professional counselling services. It aims to help students develop effective skills for addressing life situations, engage in self-exploration and awareness. The objective of the CMC at Jaipuria Indore is to provide a transformational experience to our students in the overall context of their intellectual and emotional development, so that we can help them create a fulfilling and rewarding career in the field of Management.

A dedicated team of Chairperson (Faculty), a Sr. Manager, a Trainer and 3 Executives are engaged in augmenting opportunities for students in targeting and achieving preferred career choices and challenging Summer Internship Projects (SIP), Final Placements and Industry Interaction at various levels. The department works in tandem with corporate and students to provide training facilities in the area of soft skills, arranging workshops, seminars, colloquium, and contests to enhance the experiential ambience of industry to students. These efforts are supplemented by a faculty team and student's team who focus on maintaining long term relationship with corporate in India and abroad. CMC constantly works at improving the quality and scope of placements for the students. There is addition of new recruiters every year, which has helped us in providing better and varied job opportunities to our students at Jaipuria Institute of Management, Indore.

6.2 Individual Development Program (IDP)

IDP is a continuous process which involves individual student interaction with the faculty mentor and evaluation by the industry experts. The CMC team and the faculty mentor creates an IDP in consultation with each student. All students are required to go through two Individual Development Plan processes.

Individual Development Plan – I takes place after Trimester-II before the student appears for the Summer Internship Program. The Individual Development Plan – II is conducted in Trimester – IV to prepare the students for the final placement process shall begin from Trimester - V onward.

6.3 Live Projects & Certifications

The Career Management Centre keeps sharing online/offline live project opportunities on a regular basis for the students to engage themselves with various reputed organisations for a week or on weekends. This provides them with real time industry insights and nurtures their managerial skills. The CMC also encourages students to take additional online certifications in various management areas and skills on platforms like Coursera, Udemy etc.

The CMC does not provide any additional attendance to any student engaged in live project or certification program and the students have to manage the same as per the attendance criteria and guidelines shared by PMC. It is advisable that a student experiences at least two live projects and two certifications before Oct 2022, in order to appear for placement process.

6.4 Summer Internship Program (SIP)

Summer Internship Project (SIP) is a 6 credit course to be undertaken after Trimester-III for a period 8 weeks. An SIP workshop is conducted in the Trimester-III to sensitize students with the requirements of summer internship and would help them with the intricacies of same with the twin objective of doing effective internship and producing a conclusive research report.

Summer Internship Project is a prerequisite for registration in second year and for the award of diploma. In case of delay in submission of the certificate of completion of the summer project, provisional registration to the second year may be permitted by the Program Chairperson, subject to obtaining the certificate within a specified period of time.

The Summer Internship Project is evaluated in the Trimester – IV. The assessment of the project shall be completed by end of July in Term IV. For the timely completion of this process, the responsibility lies on Chairperson CMC.

6.5 Final Placements
6.5.1 Placement Policy

In view of the COVID 19 pandemic situation the placement policy has undergone some changes. Students are given access to the new policy before they appear for the final placement process in Oct 2021.

i.   The institute is committed to provide support in the final placements to all students who have successfully completed their program of studies (PGDM) and also maintain good conduct throughout the program.

ii.   The institute makes every endeavour to invite as many companies as possible for campus placement. Students must be however prepared to go to the company's office or selection venue for any part or the complete selection process as required by the recruiting company.

iii. All students are required to be well groomed and in institute's prescribed formals for all pre-placement talk as well as the complete selection process whether organized in the campus or the company's office or selection venue. Non-compliance results in debarring the students from joining in pre-placement talk and or appearing for the selection process.

iv.   Attendance in pre-placement talks, personality development and preparatory classes (including mock interviews) is compulsory for all the eligible students.

v.   The CMC of the institute provides only one job offer to each students, after which s/he ceases to be on the list of eligible candidates for placement. Failure to accept the first offer means and implies that the institute no longer extends its placement support to such a student and s/he is required to arrange for final and/or summer placement on his/her own

vi.   The Career Management Centre notifies through an email and on the placement notice board all recruitment requests received from the companies with as much of details as made available. Applications are invited from interested and eligible (as per the criteria, if any, specified by the recruiting company) students. It is the duty of every student to regularly see the email/ placement notice board and comply with the announced deadlines. No late applications/ requests are entertained.

vii. The decision to apply for a company by eligible students is purely their own. However, if any eligible students decides not to apply to three companies, s/he disqualifies himself/herself from the placement support of the institute.

viii. In case of the responses to a recruitment opportunity exceeds the maximum number of applications required by the recruiter or as deemed fit by the CMC, then the selection of number of resumes to be sent is based on CGPA,

Employability Assessment Training/Grade, Attendance in pre-placement talks, and personality development and preparatory classes (including mock interviews), and/or any other criteria decided by the CMC. The decision of the CMC is final and binding on all the students.

ix. It is mandatory for all short-listed students to appear for the selection process/ interview. Any withdrawal/no-show leads to debarment of the students from placement assistance of the institute.

x. No placement facilitation for a student who:

   a. Does not attend a process despite nomination has been given.

   b. Withdraws from the process mid-way.

   c. Has less than 70% attendance in training sessions being arranged by CMC.

   d. In the placement process, s/he

      i. Tells the company that s/he does not want to join them.

      ii. Speaks negatively about the company or the institute.

      iii. Is found doctoring his/her resume submitted at CMC.

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

      v. Asks any irrelevant question or behaves in an unacceptable way during the pre-placement talk.

      vi. Misbehaves with Career Management Centre team.

      vii. Deliberately jeopardizes any other student's chances of getting selected.

xi. The students are required to follow a dress code at the time of their placement selection process. In case any student fails to follow the code s/he may not be allowed to appear for the process. The dress code is as follows:

   a. For girls: Either institute's uniform or black trouser (or black formal executive shirt) with white shirt along with blue scarf or institute's tie/blue tie.

   b. For boys: Either institute's uniform or black corporate suit, white shirt with institute's tie/blue tie.

xii. Even after placement every student is required to maintain proper discipline and conduct as per the rules of the institute. In case of any non-compliance or an act of indiscipline, the institute may be constrained to debar the defaulting student(s) from participating in the convocation/write to the company to withdraw the appointment offer or award any other punishment as the institute may think appropriate.

xiii. Every student has the option of arranging his/her own placement, i.e., opting out of the placement support of the institute. All such requests must be submitted in writing to the Career Management Centre before the commencement of the placement process. In case a student would like to withdraw from the institute's placement support after the commencement of the placement process, s/he may be allowed to do so provided s/he is not amongst students whose interview/ selection process is under progress.

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

6.6 Training & Mentorship

A multi-level training program is delivered to the students before most of the campus placement processes. It includes the following sessions:

- Company specific sessions conducted by members of faculty.

- Session with an industry professional or alumni working with the same organisation or in the same industry.

- Mock group discussion and personal interview training sessions.

- Aptitude practice sessions if required.

- CV evaluation session with the members of CMC Team.

The objective of the CMC at Jaipuria Indore is to provide a transformational experience to our students for their intellectual and emotional development. To help them create a fulfilling and rewarding career that they cherish for life.

Each student is assigned a faculty and an industry mentor for the entire duration of the PGDM Program.

The mentors guide them in understanding the practical implications of their learning and in making the right career choices. Regular individual and group counselling through formal and informal channels continues throughout the 2 years of the program. Regular counselling sessions are held with the in-house training team and the corporate office team members. Each student has to maintain minimum of 70% attendance in the training sessions conducted by the CMC for being eligible to appear in final placement process.

7. Student Engagement

7.1 About Student Engagement

Campus life provides a wonderful opportunity to boost a students' knowledge and develop skills while actively working in groups. Students are encouraged to actively participate in beyond classroom club and committee activities. They are encouraged to do the following:

- Participate in festivals, competitions, social and cultural events.

- Contribute to the society through socially

responsible activities.

- Experience cultural diversity, recreational, wellness, spiritual and sports activities.

- Take benefit of live industry projects, workshops, conclaves and seminars.

- Engage with alumni and benefit from their guidance.

7.2 Student Excellence Council (SEC)

The Student Excellence Council is group of elected representatives of the various in-house committees at Jaipuria Indore. The council is responsible for creating a conducive environment for the personal and professional development of the student fraternity. The council members are responsible to lead, motivate and inspire the student members in carrying out various beyond classroom activities of their respective committees under the guidance of a Faculty Chairperson. In addition to organizing events and activities, the Student Excellence Council works closely with the institute's management and represents the interest, ideas and concerns of the student community at the institute.

At the beginning of the first year with the help of 3-Tier selection process the first years students are selected in various in-house committees at Jaipuria Indore.

The students after attaining the member status of the committee, with the guidance of a Faculty Chairperson, work towards developing the committee and executing the various activities and events of the committee.

Towards the end of the first year, these member students send their nominations for the selection of the Student President of the committee. The nominations are vetted by the Faculty Chairperson. Next, they undergo an election-selection process to become the student presidents.

The students displaying high calibre in self and team management and are engaged and devoted to the development of the committee gets selected as the student president of the committee. All the elected student presidents of all the various committees come together to form the Student Excellence Council (SEC).

7.3 Student Committees

7.3.1 Program Management Committee

The members of this committee ensure that all the academic activities (providing administrative support to faculty members, scheduling sessions, monitoring attendance, conducting exams, preparing results, maintaining academic integrity etc.) of the two year PGDM Program are conducted as per the program structure.

7.3.2 Research, Publication & FPM Committee

This committee aims at promoting the research culture in the institute. The members of this committee:

- Coordinate research conferences and activities that connect the institute with the national and international research scholar groups and societies.

- To extend support and guidance to research scholars to present conference papers, participate in workshops/ FDPs/ seminars, writing research papers and cases.

7.3.3 Career Management Committee

CMC committee (Placements, Alumni Relations, Training and Mentorship) facilitates activities like developing corporate relations, alumni relations, identifying student training needs, mentorship etc.

7.3.3.1 Placements & Corporate Relations Subcommittee

The members of placements subcommittee work towards:

- Generating industry leads and providing relevant industry exposure to the students.

- Achieving desired placements and summer internship goals.

7.3.3.2 Alumni Relations Subcommittee

The members of Alumni Relations subcommittee work to:

- Strengthen and nurture alumni relations for the institute.

- Form alumni chapters.

7.3.3.3 Training & Mentorship Subcommittee

The members of Training and Mentorship subcommittee:

- Encourage students for participation in training and preparatory programs for placement processes.

- Coordinate training attendance, dashboards and to assist CMC team in the delivery of training programs (GD/Aptitude/PI and Industry Sessions).

- Coordinate with faculty mentors for IDP (Individual Development Plan) and other mentorship sessions/activities.

- Ensure student participation in faculty/industry driven training programs (SIP/WIP/live projects/ social projects/ industry visits etc.).

7.3.4 Admissions Committee

This committee aims to create a favourable brand image of the institute and be the face of the institute, for the aspirants before they join the institute. The members of admission committee:

- Coordinate with admission team members during student campus visit.

- Visit various colleges with team members for JQL (Jaipuria Quiz League) presentations, workshop,

seminars etc. and coordinate during various induction week activities.

- Coordinate and conduct in campus as well as outstation Case Analysis and Personal Interview

process.

- Handle specific students queries as per the information shared by admissions team

7.3.5 Cultural & Creativity Committee

This committee aims to bring out the talents of students by promoting and arranging extracurricular activities in the college and to give hostel residents a home away from home experience while organizing celebrations for all festivals. The members of this committee:

- Plan and schedule cultural events for the academic year.

- Are responsible for all intra and inter collegiate cultural events in the institute.

- Organise festival celebrations in campus

- Extend support to other committees in decoration of the venue if required.

7.3.6 International Relations Committee

The International Relations Committee aims to take Jaipuria Indore brand to a global platform. The members of the committee work to:

- Identify and materialise international MoU opportunities.

- Promote student exchange programs.

- Identify and communicate international internships.

- Promote faculty exchange opportunities.

- Coordinate and arrange for international guest speakers.

7.3.7 Media Relations & PR Committee

The members of this committee cover various events/ activities and promote Jaipuria Indore brand through various platforms (Print & Digital). The committee is responsible for:

- Extensive coverage of all college events.

- Sending press releases to print and digital media and post updates on social media about all campus activities, blood donation camps, entrepreneur meets and student achievements and institute performance.

- Conducting interviews of guests, industry leaders, celebrities and lecturers on the latest global trends.

- Release of Jaipuria Times which provides a

platform to the corporate, students, academicians to come together and share their insights, opinions and experiences, and to discuss management, leadership and other contemporary issues.

- Developing Srijan the official annual magazine which presents all the activities and events that take place in the institute throughout the year and is revealed during the convocation ceremony of the passing out batch.

- Branding and promotion through social media platforms. Engage with the key audience through Instagram updates / contests / comments, Facebook interactions / campaigns / comments, twitter re-tweets, and YouTube Interactions/ Comments.

7.3.8 Entrepreneurship & Family Business Committee

This committee provides a platform for professionals, entrepreneurs, family owned business and students to come together and discuss contemporary issues from time to time. The work of the members of this committee is to:

- Invite successful entrepreneurs, 2nd generation entrepreneurs and CEO's.

- Organize entrepreneurship workshops /E-Week.

- Study and research on family owned businesses.

- Prepare or write small case-lets / coffee table book about successful entrepreneurs and family owned business in Indore.

- Set up and register campus company.

7.3.9 Social Responsibility Committee

The objective of this committee is to sensitise and inculcate the spirit of responsibility in students towards society and contribute towards community development thereby building network to create a unique of identity of the institute's Social Responsibility Committee (CSR). The members of this committee:

- Adopt nearby village(s) and contribute in the field of education and skill development.

- Organize social drives in and around the city of

Indore like donation drives, blood donation camps, health check-up camps, self- defence workshops, tree plantation drive, fund-collection drives, etc.

- Plan and execute a unique Community Development Program (CDP).

- Conduct in – house activities (guest lectures, collection drives, nukkad natak, etc.) to spread awareness and sensitize the students.

7.3.10 Sports Committee

Sports committee endeavours to promote every individual's health, physical well-being as well as acquiring of physical skills among the students. The committee aspires to inculcate qualities such as sportsmanship, team spirit and bonding. The committee members:

- Organize annual sports event.

- Promote the sports culture in the campus by organizing inter-committee, inter-batch matches.

7.3.11 Student Welfare & Discipline Committee

This committee aims to give maximum benefits to the students through various facilities for their well-being and inculcate a spirit of discipline:

6.3.11.1. Discipline Subcommittee

The members of discipline subcommittee shall have the following responsibilities:

- Ensure timely reporting of students and discipline during formal events. Ensure that during informal gatherings/events, there are no instances of misconduct or mob mentality.

- Monitor that all hostel residents adhere to hostel rules.

- Identify and report instances of student possessing/ consuming prohibited items and instances of bullying/ragging to the management.

6.3.11.2. Mess Subcommittee

The members of mess subcommittee shall be responsible for the following:

- Prepare a menu for the fortnight, based on student preferences.

- Monitor the hygienic conditions of the functioning of mess.

- Collect student/employee feedback for improving the mess and canteen services.

6.3.11.3. Hostel Subcommittee

The responsibilities of the members of hostel subcommittee shall include the following:

7.3.12 Administrative Committee

This committee facilitates student learning of infrastructure and resource management. Members of this committee:

- Execute asset handling (including issue and return of fixed and movable assets upon filling requisition form) for facilitating the conduct of events/ activities organized by other student committees. This includes ensuring that the assets are returned in the same condition as they were at the time of issue.

- Assist in conducting Admin Choupal along with the administrative staff.

- Assist the hostel warden in terms of ensuring the cleanliness in the hostel premises.

- Ensure effective utilization of available resources.

- Monitor that the usage of appliances by hostel inmates as per the schedule prepared.

- Cater to the early morning or late night requests of printing of assignments.

- Organise birthday celebrations.

- Ensure the proper functioning of all equipment/assets in hostel.

- Ensure readiness of multiple venues for large event.

- Coordinate with external vendors for sound and light arrangements, stage arrangements, tent arrangements, transportation arrangements etc. in coordination with CAO.

- Handle the transportation requirements for guests and students.

7.4 Student Clubs

7.4.1 Marketing Club - Marketing Wizards

Marketing club is an endeavour to build practical knowledge and skills particular to the area of marketing amongst the students. Members of this club are required to:

- Organise events and competitions such as a marketing plan, brand quiz, sales contests.

- Organise industry expert talks.

- Organise a marketing conclave every year which enriches the student knowledge and understanding by interacting with industry experts in the field of Marketing.

7.4.2 Finance & Economics Club

Finance & Economics club has been formed with a basic idea of creating a platform for students interested in the area of Finance and Economics. Finance and Economics club members:

- Provide opportunities to students to apply classroom learning through various beyond classroom activities.

- Invite professionals from corporate world so that students can have better exposure to the external world.

- Organise budget symposium wherein students as well as professionals demystify the annual union budget.

7.4.3 HR Club

The HR club endeavours to sensitize students towards the nuances of human resource management and inculcate interest in human resource related activities among them. The club activities focus on developing team spirit among the students and help them to:

7.4.4 Business Analytics Club

One of the key objectives of the IT club is to expand the understanding of the future of the computing profession and the value in the business world. Club organizes various activities for students and faculty members, which help them to:

7.4.5 General Management Club

The General Management Club aims to develop a platform to build leadership skills and relationships. The members of this club would do the following:

- Impart knowledge by making students go through newspapers, magazines, reports, periodicals and videos.

7.4.6 Samvad - Communication Club

Samvad was established with the objective to improve and hone the communication skills of the budding professionals. The events of the club comprising of several public speaking activities such as debates, extempore, group discussions, etc. help in the all-round development and responsiveness of the students. The activities conducted by the club are aimed to:

7.4.7 Spic Macay Club

The members of SPIC Macay (Society for Promotion of Indian Classical Music and Culture Among Youth) club work with an objective to provide opportunities for the students to interact with the artists and benefit from their experiences. The responsibility of members of SPIC MACAY club is:

7.4.8 Toastmasters Club

The Toastmasters Club aims to empower members to become more effective communicators and leaders. The club is responsible to:

- Revise and restore the art of reading with passion.
- Build self-confidence and self-awareness.
- Improve public speaking skills.

- Hone and enhance their social, interpersonal, and communication skills in a natural way by organizing and managing various club activities and events.

- Understand and apply various information technology and social media tools and techniques.
- Understand the current trends and needs of the IT & Operations job market.

- Invite CEOs or Senior Management to share their experiences and knowledge.
- Organize GD's, Case Study, Extempore speeches on contemporary topics.

- Enhance the creativity of the students by giving them various exercises on writing, speaking skills and assists students with their language skills.
- Develop confidence in the students

- To arrange for Indian classical and folk music and dance performances/lecture demonstrations by artists of national and international repute for creating cultural awareness in students.

- Build leadership skills.
- Practice writing speeches and presenting in a group setting.
- Work on networking in a small and supportive environment.

7.4.9 Dramatics Club

Dramatics Club aims to develop the communication skills of the students with the help of creative endeavours. The members of the club endeavour to:

- Improve non-verbal communication skills.

- Develop interpersonal skills.

- Create an impactful stage presence.

7.4.10 TEDx Club

The prime objective of TEDx club is to organise TEDTalks videos and invite speakers to share their knowledge.

7.4.11 MUN Club

MUN club provides a platform to discuss important global issues and create a distinct image of the institute with respect to MUN conferences. The members of this club:

- Plan andorganize the MUN Conference

- Finalize the theme of the MUN Conference

- Promote the MUN Conference

- Invite keynote speakers for the inaugural and valedictory sessions

7.4.12 Jai Utsav Club

The objective of Jai-Utsav club is to provide a healthy competitive platform. Encouraging student participation from different institutes to showcase their talent, skills and knowledge. The members of this club:

- Plan the activities/events to be a part of the management festival

- Promote the event in various colleges/institutes in the city and outside and get registrations for various events. Coordinate with the students of other Jaipuria campuses for participation.

- Encourage internal student participation in various events and take responsibility for conducting various events.

7.4.13 Liberal Arts Club

The Liberal Arts club at Jaipuria Indore aims to initiate humanistic inquiry across varied disciplines by the students to develop competencies for the future. The members of this club would:

- Organise talks, shows and events to promote liberal arts for personal and professional development with an emphasis on literary events.

- Promote cognition across various disciplines such as creative arts, performing arts, languages, Indian scriptures and culture.

- Create opportunities for students to explore and deliberate on new ideas, issues, methods and thoughts on contemporary topics.

7.5 Mentorship

Mentoring culture is a unique feature of Jaipuria Indore with an objective to nurture and develop each student in a focused manner under the guidance of designated mentor. The main objectives of mentorship are:

i.   To acclimatize the students with a learner centric environment.

ii. To enable protégées to work towards their personal and professional development with an emphasis on their strengths.

iii. To help them inculcate following graduate attributes: Humility, Team- Building, Self-Initiative and Open and Clear Communication.

The mentorship program is divided in the following two phases:

Phase I: Begins post admission and extends up to the end of Trimester-III. At the beginning of the course, the students are divided into groups of 8 to 10 students each. The groups are created ensuring that they comprise of members from diverse backgrounds. Every group is allotted a faculty as the mentor and the group is termed as a mentee group. The faculty mentor is responsible for organizing all the formal and informal mentorship activities. These activities are focussed on acclimatizing the student to the new environment and to guide the students on the path of personal and professional skill development.

The mentoring sessions are designed based on GROW MODEL (Goal-Reality-Options-WillDo). Sessions are semi structured and involve group interactions/ activities. Each session is preplanned for its theme, activity, location and evaluation, if any. The mentoring sessions are formally scheduled once a week. However, mentor and mentees can have additional meetings based on requirement and mutual convenience and consent.

Phase II: The next and very crucial phase of mentorship program i.e. Phase II begins after the conclusion of Trimester-III. The erstwhile mentee group gets dissolved. The students get their mentors based on their specialization. The sessions in Phase II are designed around the OSCAR Model (Outcomes-Situations-Choices-Actions-Reviews). These sessions are designed on a need basis and involve one-on-one interaction between the mentor and the mentee.

7.6 General Rules and Regulations

The institute strives to develop morally and socially responsible business leaders and entrepreneurs maintaining the highest standards of ethics, academic integrity and care for the community. It is the collective responsibility of all to achieve this, so as to enrich their experience on campus and ensure that they ultimately become role models in their communities. The norms for general discipline and conduct on the campus which students are expected to follow are:

i.   All circulars are displayed on the notice board and sent via e-mail. Students should cultivate the habit of looking at the notice board every day. Ignorance of any notice thus displayed is not 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/Dean Academics/Program Chairperson.

iii. While attending the institute functions and other celebrations, the students are to conduct themselves in such a way so 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, lead to immediate dismissal from the institute.

viii. Male students and visitors are not allowed to enter into the female common room / girls hostel & vice-versa.

ix. Entertaining outsiders in the institute campus and indulging in anti-social activities is a serious and punishable offence.

x. Mass absence from classes/to hold agitations, demonstrations and instigate violence inside or outside the campus are considered as breach of discipline and are dealt with severely.

xi. Theft of articles is punishable. If students finds an articles that do not belong to them, then those are to be handed over in the same form to the Chief Administrative Officer (CAO).

xii. Collection of money undertaken by student for any purpose without the prior permission from the concerned authority is strictly forbidden.

xiii. Violation of any one or more of the above rules is punishable with any one or more of the following penalties:

a. Imposition of fine including collective fines.

b. Cancellation of attendance.

c. Suspension from the institute for a specific period.

d. Detention.

e. Expulsion from the institute depending upon the

degree and seriousness of the offence.

xiv. The Director is the final authority in deciding of the disciplinary matter without prejudice in the larger interest of the institute.

xv. Parents/Guardians are encouraged and requested to co-operate with the institute authorities to maintain discipline and decorum in the institute.

xvi. Students are expected to observe strict discipline in the institute.

xvii. Students should conduct themselves in such a manner that they do not bring any discredit to the institute. They should uphold the good name of the institute.

xviii. Students are to desist from dirtying and defacing the campus and must maintain proper hygiene in the campus.

xix. They are not to indulge in damaging the institute's properties.

xx. During breaks, students cannot disturb other ongoing classes. Minimum noise and disturbance at the campus is desirable.

xxi. Students are prohibited from consumption of food items in the classrooms/academic area.

7.6.1 Anti-Ragging

i. As notified by the honourable Supreme Court of India, every student entering the PGDM Program would be required to submit notarized declaration/affidavit of Anti Ragging before joining the campus or during registration process.

ii. Ragging in any form is strictly prohibited within the Institute premises or any other part of Institute's campus including hostels.

iii. Punishment for ragging includes rustication of a student or students for a specific number of years/cancellation of the result of the examination in which s/he may have appeared.

iv. It may be noted that the institute takes a serious view of any individual/group that indulges in verbal threats, taunts and harassment and physical intimidation, assault, etc.

v. In case of complaints regarding violation of ragging or other rules and regulations, disciplinary action will be taken and may include expulsion from the institute.

vi. Complaints regarding violation of ragging or other disciplinary rules should be brought to the notice of the Grievance Redressal and Discipline Committee including the Director.

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

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

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

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

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

e. Entail verbal abuse and aggression, indecent gestures and obscene behaviour;

viii. Any individual or collective act or practice of ragging constitutes gross indiscipline and shall be dealt with under this rule. The Director of the institute, the Grievance Redressal and Discipline Committee shall take immediate action on any information of the occurrence of ragging.

7.6.2 Dress Code

i. It is compulsory to gracefully wear the prescribed uniform on all formal occasions or as announced from time to time.

ii. On other occasions, both male and female students must dress modestly and be well groomed.

iii. All students are advised not to wear precious and costly jewellery. The institute authorities cannot be held responsible in case of a loss of a students' precious and costly jewellery item.

7.6.3 Mobile Phones

Usage of mobile phones during class is strictly prohibited.

8. Residential
Facilities

8.1 Hostel

The hostel rooms are spacious with attached washrooms and are well furnished to provide a comfortable home away from home environment. There are separate hostels for boys and girls within the premises of the campus. There are two hostel room options available – single and double occupancy based on availability. The same is allotted on first come first serve basis.

8.1.1 Hostel Rules

The hostel rules have been framed to minimize inconvenience to the hostel residents and maintain law and order in the hostel as well as the neighbourhood. Violation of any rule renders the student liable to be punished/expelled from the hostel/institute. The following hostel rules are binding on the hostel residents from the date and time of allotments of the hostel seat:

i. Allocation of rooms and room partner is done on random basis and allotment is made after hostel registration which includes filling up of the hostel registration form.

ii. Non-payment of hostel fee and mess charges on time (as notified from time to time) are debarred a student from continuing in the hostel. He/she may or may not be permitted to continue even after settlement of dues.

iii. Hostel shall be managed by Hostel Wardens under the guidance of the Chief Administrative Officer.

iv. Each student is responsible for the upkeep and security of furniture/fixtures of the room. He/she are to handover the room with its fittings and fixtures at the time of vacating the room. He/she is liable to be charged for damages caused by him/her to the hostel property. The charges for loss/damage of hostel possessions would be as follows: Almirah Lock- Rs. 100; Door Lock- Rs. 150; Bucket – Rs. 150; Bathing Mug- Rs. 50; Dustbin– Rs. 100; All Out Machine- Rs. 50; Drinking water Jug- Rs. 50; Steel Tumbler- Rs. 50; Pillow- Rs. 100; Pillow Cover- Rs. 100; Damage caused to the wall of the room either physical damage or through posters, painting etc. would result in a fine ranging from Rs. 500/- to Rs. 1500/- depending upon the nature and extent of damage caused. The loss or damage to institute's property which is not covered in the above points are dealt on case to case basis.

v. The institute's maintenance staff would carry out cleaning of rooms under the students' surveillance only. In case the student wishes to get his/her room cleaned in absence, then s/he needs to deposit the room key at the respective security point and instruct for the same. Any loss of property under such circumstance is solely a risk borne by the student and the institute is not liable for such losses. The cleaning of rooms would take place between 9AM to 5PM only.

vi. Laundry facilities are available (on chargeable basis), though students may choose to wash and dry their own clothes. This facility is outsourced for the students and the institute is not directly involved in any such transactions.

vii. Possession or consumption of cigarettes, liquor, drugs and intoxicants in any form in the campus is strictly prohibited. In case of first occurrence of possession of cigarette packets (either empty or full) or consumption of cigarette and/or alcohol,

a fine of Rs. 500/- is imposed and a warning letter/email would be issued to the concerned student(s). Similar second/repeat occurrence may render the student to be expelled from the hostel. S/he may even be rusticated from the institute. Violation of these rules renders the student to be expelled from the hostel and may even be rusticated from the institute. At the time of the hostel room allocation, the student is required to sign the institute's policy regarding anti-disciplinary acts.

viii. Possession or use of fire arms, knife blade (length in excess of six inches), explosives and items like acid, poison etc. which can cause severe hurt to a person/property is unlawful and prohibited. Violation of this rule renders the student liable to be expelled from the hostel and may even be rusticated from the institute.

ix. Students indulging in physical fights, use of abusive and threatening language, use of force to get an unfair act accomplished etc. are liable to be punished. They are liable to be expelled from the hostel/Institute.

x. Students should endeavour to reduce electricity bill to the barest minimum. They should switch off the lights when leaving the room. Occupants are liable to be fined Rs.100/- or more when found defaulting on this account.

xi. Use of cooking, electrical appliances like Induction plate, room heater, immersion rods,

electric iron etc. is strictly prohibited. Use of the above mentioned items attracts heavy fine besides disciplinary action and confiscation of the appliance(s).

xii. Playing music/record player etc. loud enough to cause disturbance to his/her neighbour is prohibited. Long and loud conversations on cellular phones can also be carried out only with the explicit consent of the room partners. Defaulters are liable to be punished.

xiii. Maintaining contacts with criminal, unlawful organisations is strictly prohibited. Students indulging in such acts are severely dealt with, including expulsion from the hostel/institute.

xiv. Students are not expected to leave the hostel for a night without permission of the hostel in charge. Leave application must be approved by the Program Management Centre. All students are expected to return to their respective rooms by 10 P.M. Leave application must be approved a day before and not at the last hour. Each student is required to follow the Moodle based process for applying for leave.

xv. Since the students undergoing this course are all adults (above 20 yrs. of age), the responsibility of filling up of the leave/night-out form is solely the responsibility of the student. We expect a responsible behaviour from the students while filling out the destination details in the night out/leave forms and the institute is not liable to inform parents/guardians of the same at each instance. However, the institute from time to time conducts random check of authenticity of the leave/night-out application filled by the student and the gate entry records and accordingly contact the parents/guardians if required.

xvi. All students are expected to return to campus by 9.00 P.M. The hostel follows silent hours from 11:30 PM till 5:00 AM. The hostel inmates are required to be in their respective hostels during the silent hours. Disciplinary action would be taken against the violators.

xvii. Visitors shall remain limited to his/her parents and relatives whose names have been given by the parents at the time of admission. Although the visitors are allowed till the common area of the hostels, they are not allowed to stay overnight in the hostel/campus (unless specific written permission is approved by the Hostel In charge/Director/CAO (Chief Administrative Officer). Visitors must leave the hostel/campus by 6 P.M.

xviii. No male students, visitors including the father/brother etc. are allowed in the Girl's Hostel and vice versa for the Boy's hostel.

xix. A complaint register is maintained at hostel office. The warden examines the register daily and takes remedial/corrective actions and brings the problems to the notice of the Chief Administrative Officer.

xx. The hostel authorities reserve the right to make spot checks of the hostel rooms at any point of time without any prior intimation to the students for random checks.

xxi. The students are advised not to keep big amount of cash, expensive jewellery, electrical gadgets etc. Institute is responsible for any loss, damage or theft of any valuable or non-valuable items from his/her room. Student himself/herself is responsible for their all belongings. They are requested to keep their all valuable items always in their locked wardrobe.

xxii. Parents would be informed in case their ward reports to campus late or found drunk and involved in any sort of misconduct. The hostel warden can use their own discretion to resolve such issues.

xxiii. Students should not bypass the hostel authorities and directly approach any HOD/ senior authority for undue favours/requests.

xxiv. Hot water would be made available for a limited time period every morning. Hostel inmates are required to plan their daily routine accordingly.

xxv. Girls residing in hostel are not allowed to go out of the main gate after 6PM on their own, while they can move out in institute's scheduled vehicle.

xxvi. The hostel inmates are under CCTV surveillance and are advised to be decently dressed at all point of time.

xxvii. CCTV footage is not accessible to the students and requests for using the CCTV footage would be routed through the wardens only.

xxviii. All the facilities like issue of sports item, printing facility, photocopies are done strictly during the office hours (9AM- 7PM). Although the hostel staff is always there to support and help the students in case of emergencies, students should not unnecessarily disturb the hostel staff beyond office hours with petty issues.

xxix. Students can use the washing machine installed in the common area for washing their clothes.

The services can be used from 5PM till 10 PM on Monday, Wednesday and Friday by boys and on Tuesday, Thursday and Saturday by girls residing in hostels. On Sunday the facilities can be used by boys in the first half of the day (Till 2PM) and by girls in the second half (Till 10 PM). The detergent for washing is not provided by the institute and has to be brought personally by the students. Further, care should be taken not to overload the machine while washing clothes and not mishandle the machine or cause damage to it.

xxx. Following materials are issued on returnable basis to each hostel resident:
- One bed with mattress and pillow
- One book shelf
- One bucket and one mug
- A water jug and glass
- One wardrobe with key
- One study table
- Dustbin (Common)
- Mosquito repellent (Single time)
- One common shoe rack
- One common doormat
- Electrical fixtures
- 2 curtains with rods

Students are advised to carry their own blanket, bed-sheets, towels, pillow-covers etc.

i. In case of medical emergency, hostel staff would accompany the student to the hospital and take care of all the medical assistance needed. However, it is expected that on the next day, in case a prolonged hospitalization is suggested by the doctor, then parents/guardians should come to take care of their ward.

ii. Students are expected to maintain cleanliness and hygiene in hostel rooms as well as hostel premises.

iii. Any misbehaviour with hostel office staff, housekeeping and guards is not acceptable.

iv. It is compulsory to wear decent casuals in hostel premises as well including common area, mini library.

(Management reserves the right to revise/change the hostel policy without any prior intimation. Minimum of 10% hike in the hostel fees can be expected for the next academic year.)

8.2 Mess and Canteen

Institute is having three food joints i.e. Canteen, Mess and Gentlemen's Café. The food made available is hygienic and of good quality. Hostel residents are served breakfast, lunch, evening tea &snacks and dinner in the mess at fixed time slots. Students can order food in the canteen on payment basis which is operational from 9AM till 10:00 PM. Students need to adhere to the mess timings and are expected to maintain the decorum of the institute during informal gatherings in the canteen.

Canteen

The canteen serves vegetarian snacks based on order. The list of items is finalised by the food committee of the Institute from time to time. In canteen one can also purchase day to day requirements like basic stationary items, soap, oil, etc.

Gentlemen's Café

The Gentlemen's Cafe can serve non-vegetarian items on order basis. The list of items is finalised by the food committee of the Institute from time to time.

Mess

In the mess only vegetarian scheduled food gets served. The food menu is finalised/ revised by the food committee of the institute periodically. Mess charges are applicable for 10 months in a year (1st July 2020 to last academic day of April 2021) and it is a mandatory facility irrespective of whether the student uses it or not. For the academic year 2020-21, total mess fees is Rs. 32000/- which is payable directly to the mess vendor in favour of S.S Cafeteria through cheque/DD in following 3 scheduled instalments:

Table 8: Mess Fee & Payment Schedule

S.No.	Period	Amount in Rs.	Payment Schedule
1.	Quarter 1 (July – September, 2020)	9,600/-	At the time of registration (Cash/ Cheque / Card swap / NEFT)
2.	Quarter 2 (October – December, 2020)	9,600/-	PDC dated between 1st Oct. 2020 to 15th Oct 2020
3.	Quarter 3 (January – April 2021)	12,800/-	PDC dated between 1st Jan. 2021 to 15th Jan 2021

Note: Due to the COVID-19 situation, the use of hostel accommodation and subsequent usage of mess facilities has been discontinued. The fee payable has been communicated via e-mail to all the students by the accounts department.

Meal Plan - It includes breakfast including milk/tea, lunch, evening tea with snacks and dinner.

i.   Student has to pay mess charges directly to the mess in-charge as per the above schedule (Failure/Delay in payment as per the mentioned schedule which would lead to stop in the mess facility and disciplinary action can be taken)

ii.   In mess the meals are served at a fixed time. Student has to adhere the timings decided by the management of the institute. Request for late serving of food is not considered.

iii.   No crockery can be taken out of the dining hall except during the indisposition of the student for which permission in writing has to be obtained.

Precautionary Measures to be taken by Students (Covid-19)

Keeping in view the current pandemic situation, all the students are required to follow the below mentioned rules –

i.   Students queueing at the serving counters are to follow social distancing.

ii.   An additional makeshift counter are made to serve the order placed for snacks.

iii.   The order is directly taken from the students table in order to avoid overcrowding at the counter. The order can also be placed in advance using WhatsApp and making advance digital payment.

iv.   Students cannot occupy the chairs with the "DO NOT SIT" mark, to follow the social distancing norms in the seating arrangement in the mess.

(Management reserves the right to revise/change the mess policy without any prior intimation. The above plans are for academic year 2020-21 only and the cost can be revised up to 10% in the next academic year.)

8.3 Indoor and Outdoor Sports Facilities

The institute has lush green playgrounds and open spaces where students can engage in outdoor sports activities like cricket, football, volleyball and basketball. Indoor sports like chess, carom, foosball, table tennis, badminton are also available to the students.

8.4 Healthcare Facilities

Jaipuria Institute of Management, Indoreis concerned about the health and fitness of the campus community comprising of faculty, students and staff. The medical services of a doctor are available twice a week during the scheduled visits of the doctor to the campus. Basic first aid is available in the medical room and medical assistance is provided to hostel residents in the time of need.

A well-equipped gymnasium is available in the common area of the hostel building, wherein, the students can work out and stay fit. There is a meditation room on the campus where students can meditate and seek mental peace.

8.5 Transport and Parking Facility

Institute provides transportation facility to day-scholars on regular basis from city office to campus and back to city office. However, the student is free to use his/her personal vehicle for commuting to the institute. Wearing helmets and following traffic rules is a must for the safety of students riding two wheelers.Shuttle bus service is provided to hostel residents from hostel to city to avoid risk of taking private transportation. Following transportation related guidelines/rules are applicable:

i. Personal Vehicle – Institute allows students to keep two-wheeler at campus. For the same one has to submit/carry the following –

   ♦ Vehicle Registration
   ♦ Driving Licence
   ♦ Parent & Student Undertaking
   ♦ Helmet

Note –

   * Only the registered vehicle are allowed to park at campus.

   *Institute is not responsible for any damage, accident and legal action against the personal vehicle.

   * Students has to follow all the traffic rules strictly.

ii. Shuttle Services - There is one shuttle service from campus to city office and back for day to day working (one day off in a week). Shuttle can be cancelled on account of institutional engagement of the vehicle.

iii. 24*7 Vehicle - There is one vehicle available for emergency/medical cases only. This vehicle can be used by the wardens (after office hours) for emergency.

iv. Communication with Transportation Desk – To avail hassle free transportation services, following details might come handy for the students –

a. Personal booking on chargeable basis – If student desires to book the vehicle through institute, one has to send an email requesting for the same, 24 hours prior to the scheduled departure, so that proper arrangements can be made. The student can also approach the transportation in-charge and request for vehicle well in advance. The charges quoted by the external vehicle provider may vary, and the institute has no say in the amount quoted by the transporter. The student is free to approach any transporter directly also for any such personal bookings.

b. Last minute transportation requisition from students is not guaranteed the provision of the vehicle.

c. All the official drop/pick up are from Indore city office only. There would be no drop to Dewas or Indore/Dewas railway station in any case. Under such circumstances, personal booking of the vehicle needs to be done.

d. Institute does not provide any transportation facility during the Summer Internship Program (SIP).

(Management reserves the right to revise/change the Transportation Policy without any prior intimation)

Annexure – I
Program Structure

Term	Course Name	Credits	Sessions
I	Principles of Management	1.5	10
I	Organizational Behaviour	3	20
I	Business Text Analysis	1.5	10
I	Data Analysis using Spreadsheet	3	20
I	Accounting Fundamentals	3	20
I	Managerial Economics	3	20
I	Fundamentals of Marketing	1.5	10
I	Statistics for Management	3	20
		19.5	**130**
II	Marketing Management	3	24
II	Corporate Finance	3	24
II	People Management	3	24
II	Operations Management	3	24
II	Business Communication	1.5	12
II	Business and Economic Environment	3	24
II	Management Accounting	1.5	12
II	Legal Aspects of Management (Seminar Mode)	1	8
II	Design Thinking (Workshop Mode)	1	8
II	Jai Care	1	20 Hours
		21	**160**
III	Strategic Management	3	24
III	Management Information Systems	1.5	12
III	Business Research Methods	1.5	12
III	Mkt/Fin/HR/BA/GM	3*2=6	48
III	Managerial Communication	3	24
III	Entrepreneurship (Workshop Mode)	1	8
III	Business, Environmental and Social Sustainability (Seminar Mode)	1	8
III	Simulation in Strategy	1	8
III	Workshop on Professional Ethics	1	8
		19	**152**
I - III	Industry Analysis (spread out from Term-I to III)	2	-
	Total	**61.5**	**442**

- In Term-I all the sessions are of 90 minutes each through online mode.
- Courses of Term IV, V & VI would be notified before the next academic year starts.

Annexure – II
Academic Calendar
Academic Calendar 2020-21 (PGDM Batch 20-22)

Event Details	Day and date (From-To)	
Starting Date of Classes-Foundation	Monday, 20 July, 2020	
Event Details	Day and date (From-To)	
Registration	Thursday, 16 July, 2020	Saturday, 18 July, 2020
Induction/Orientation Week Starts	Monday, 20 July, 2020	Wednesday, 12 August, 2020
Foundation Day	Wednesday, 5 August, 2020	
Independence Day Celebrations	Saturday, 15 August, 2020	
TERM-I		
Commencement of Classes	Monday, 17 August, 2020	
Ganesh Chaturthi (Holiday)	Saturday, 22 August, 2020	
Gandhi Jayanti (Holiday)	Friday, 2 October, 2020	
Durga Navmi (Holiday)	Saturday, 24 October, 2020	
Dussehra (Holiday)	Sunday, 25 October, 2020	
End-Term Examination(Week)	Wednesday, 4 November, 2020	Tuesday, 10 November, 2020
Diwali (Holidays)	Thursday, 12 November, 2020	Tuesday, 17 November, 2020
TERM-II		
Commencement of Classes	Wednesday, 18 November, 2020	
Declaration of Term I Result	Wednesday, 25 November, 2020	
Guru Nanak Jayanti (Holiday)	Monday, November 30, 2020	
Improvement Examination of Term-I	Friday, 4 December, 2020	Saturday, 5 December, 2020
Conclave-1	End of November, 2020*	
Presentation on Specialization Electives for 3rd Term	Monday, 21 December, 2020	
Completion of Registration for Specialization Electives for 3rd Term	Thursday, 24 December, 2020	
Christmas (Holiday)	Friday, 25 December, 2020	
New Year (Holiday)	Friday, 1 January, 2021	
Republic Day Celebrations	Tuesday, 26 January, 2021	
Budget Seminar**	Monday, 1 February, 2021	
End-Term-Examination	Monday, 8 February, 2021	Sunday, 14 February, 2021
Jai-Utsav	26 & 27 February, 2021*	

Annexure – II
Academic Calendar
Academic Calendar 2020-21 (PGDM Batch 20-22)

Event Details		Day and date (From-To)
TERM-III		
Commencement of Classes		Monday, 15 February, 2021
Declaration of Term II Result	Sunday, 28 February, 2021	
Improvement Examination of Term-II	Wednesday, 10 March, 2021	Thursday, 11 March, 2021
Holi Festival	Monday, 29 March, 2021	
End Term Examination	Monday, 3 May, 2021	Saturday, 8 May, 2021
Farewell**	End of March, 2021 *	
SIP Training	Monday, 10 May, 2021	SIP Duration= 8 to 10 weeks (2 months)
Declaration of Result of Term-III	Sunday, 23 May, 2021	

* Tentative

Annexure – III
List of Electives

Finance Area			
Course	**Credits**	**Course**	**Credits**
Investment Management	3	Financial Derivatives and Risk Management	3
Financial Markets and Services	3	Fixed Income Securities	3
Financial Modelling and Analysis	3	International Finance	3
Banking Operations	1.5	Risk Management in Commercial Banks	3
Microfinance	1.5	Investment Banking	3
Wealth Management	3		

Marketing Area			
Consumer Behaviour	3	Retail Marketing	3
Marketing Research	3	Brand Management	3
Services Marketing	3	Integrated Marketing Communication	3
Digital Marketing	3	Marketing Planning and Control	3
Customer Relationship Management	3	Rural Marketing	3
Distribution & Channel Management	3	B2B Marketing	3

HR Area			
Course	Credits	Course	Credits
Talent Acquisition	1.5	Learning & Development	3
Compensation Management	1.5	Negotiation Skills	3
Employee Relations & Labour Law	3	Organizational Change & Development	3
Human Resources Development	3	Human Resources Information Systems	3
Human Resource Analytics	3	Diversity Management	3
Performance Management Systems	3	Organizational Structure & Design	3
Interpersonal Skills & Team Building	3		

Business Analytics Area			
E-Commerce	3	Knowledge Management	3
Fundamentals of Business Analytics	3	Supply Chain Management	3
Data Visualization	3	Management of Service Operations	3
Predictive Analytics	3	Materials and Inventory Mgt.	3
Web Analytics and Social Media	3	Quality Management	3
Cloud Computing using Amazon AWS	3	Logistics Management	3

General Management Area			
Basics of Export and Import	3	Self Defence and Physical Fitness	3
Management Learnings through Indian Scriptures	3	Payments and Inclusive Economy	3
Alternative Cultural Shift	3		3

Annexure – IV
Fee Structure
for (PGDM Batch 20-22)

Tuition Fee

Program	Academic Year 2020-21			Academic Year 2021-22		
	1st Trimester	2nd Trimester	3rd Trimester	4th Trimester	5th Trimester	6th Trimester
Due Date	08-08-2020	15-10-2020	15-01-2021	15-04-2021	09-09-2021	09-12-2021
PGDM	₹1,25,000	₹1,20,000	₹1,15,000	₹1,25,000	₹1,20,000	₹1,15,000

Note: A refundable security deposit of Rs 10,000/- needs to be paid along with the first instalment of the tuition fees.

Hostel Fee:

Categories		
Single Occupancy (Non-AC Rooms)	Annual Fees (2020-21)	₹95,000
Double Occupancy (Non-AC Rooms)	Annual Fees (2020-21)	₹65,000
Double Occupancy (AC Rooms)	Annual Fees (2020-21)	₹85,000

*GST/Other taxes are charged additional on course fee, subject to government notification.
*The hostel fee is subject to revision annually.

Tuition Fee (Academic Year 2020-21)

Instalment	Original Due Date	Revised Due Date	Amount
1st	08-Aug-20	08-Aug-20	1,25,000.00
2nd	09-Sep-20	15-Oct-20	1,20,000.00
3rd	09-Dec-20	15-Jan-21	1,15,000.00
4th	09-Mar-21	15-Apr-21	1,25,000.00
5th	09-Sep-21	09-Sep-21	1,20,000.00
6th	09-Dec-21	09-Dec-21	1,20,000.00
Total			7,25,000.00

Note: A refundable security deposit of Rs 10,000/- needs to be paid along with the first instalment of the tuition fees.

Annexure – V
Scholarship Details

Jaipuria Indore						
Course	Scholarship No.	Amount	Aptitude Test Score in Percentile			
			CAT	MAT	CMAT	XAT
PGDM	5	100000	60			
	2	200000	75			
	1	372500	CAT 85			
	45	%tile Scored*Rs. 1000		70	70	70
	53					

Annexure – V
List of Holidays

(List of Holidays for Calendar Year 2020)

S.NO.	DATE	DAY	HOLIDAY
1	01-Jan-2020	Wednesday	New Year's Day
2	21-Feb-2020	Friday	Mahashivratri
3	10-Mar-2020	Tuesday	Holi
4	10-Apr-2020	Friday	Good Friday
5	1-Aug-2020	Saturday	Eid Ul Juha
6	3-Aug-2020	Monday	Rakshabandhan
7	11-Aug-2020	Tuesday	Janmashtmi
8	15-Aug-2020	Saturday	Independence Day
9	22- Aug-2020	Saturday	Ganesh Chaturthi
10	2-Oct-2020	Friday	Gandhi Jayanti
11	23-Oct-2020	Friday	Durga Ashtami
12	14-Nov-2020	Saturday	Diwali
13	16-Nov-2020	Monday	Bhaiduj
14	30- Nov-2020	Monday	Guru Nanak Jayanti
15	25-Dec-2020	Friday	Christmas

List of Restricted Holidays for Calendar Year 2020

S.NO.	DATE	DAY	HOLIDAY
S. No.	Date	Day	Holiday
1	15-Jan-2020	Wednesday	Makarsankranti/Pongal
2	9-Mar-2020	Monday	HolikaDahan
3	25-Mar-2020	Wednesday	GudiPadwa
4	2-Apr-2020	Thursday	Ramnavmi
5	6-Apr-2020	Monday	Mahavir Jayanthi
6	7-May-2020	Thursday	Budh Poornima
7	16-Sept-2020	Wednesday	Vishwakarma Jayanti
8	24-Oct-2020	Saturday	Mahanavmi
9	4-Nov-2020	Wednesday	Karwa Chauth
10	12-Nov-2020	Thursday	Dhanteras
11	20-Nov-2020	Friday	Chhath Puja

Annexure – VI
Telephone Directory

S. No.	Name of the Employees	Designation	Ext No. / Contact	Email Id
Director Office				
1	Dr. Vinayak Khare	Manager- HR & Public Relations & Director Office.	9522562065 (Ext.303)	vinayak.khare@jaipuria.ac.in
Director				
1	Dr. Prithvi Yadav	Director	3069-301	prithvi.yadav@jaipuria.ac.in
Faculty Members				
1	Prof. Anil Kumar	Associate Professor (IT & Analytics)	3069- 310	anil.kumar@jaipuria.ac.in
2	Prof. Arindam Saha	Assistant Professor (HR)	3069-314	arindam.saha@jaipuria.ac.in
3	Dr. Devika Trehan	Assistant Professor (Business Communication)	3069-318	devika.trehan@jaipuria.ac.in
4	Dr. Jagdish Bhagwat	Assistant Professor (Decision Science and Operations)	3069-321	jagdish.bhagwat@jaipuria.ac.in
5	Dr. Kalyani Mulchandani	Assistant Professor (Banking & Finance)	3069- 309	kalyani.parmal@jaipuria.ac.in
6	Dr. Manisha Shukla	Assistant Professor (HR & OB)	3069-313	manisha.shukla@jaipuria.ac.in
7	Dr. Megha Jain	Assistant Professor (Economics & IB)	3069-319	meghajain@jaipuria.ac.in
8	Dr. Neeraj Gupta	Assistant Professor (Finance)	3069-312	neeraj.gupta@jaipuria.ac.in
9	Dr. Pooja Kushwaha	Assistant Professor (IT)	3069-322	pooja.singh@jaipuria.ac.in
10	Dr. Priti Bakhshi	Associate Professor (Banking & Finance)	3069-315	priti.bakhshi@jaipuria.ac.in
11	Dr. Rekha Attri	Dean - Students Affairs Assistant Professor (Marketing)	3069-324	rekha.attri@jaipuria.ac.in
12	Dr. Romi Sainy	Dean- Academics Associate Professor(Marketing)	3069-316	romi.sainy@jaipuria.ac.in
13	Dr. Santanu Kumar Ganguli	Professor (Finance)	3069-311	santanu.ganguli@jaipuria.ac.in
14	Prof. Sahil Singh Jasrotia	Assistant Professor (Marketing)	3069-320	sahil.jasrotia@jaipuria.ac.in
15	Dr. Tarun Agarwal	Professor (Marketing)	3069-317	tarun.agarwal@jaipuria.ac.in
Administration Department				
1	Mr. Rahul Bairagi	Chief Administrative Officer (CAO)	9826464257 (Ext. 325)	rahul.bairagi@jaipuria.ac.in
2	Ms. Sakshi Vijayvargiya	Sr. Executive - Administration	9826630004 (Ext. 327)	sakshi.dawar@jaipuria.ac.in
3	Mr. Yogendra Dixit	Sr. Executive- Administration	7869715908 (Ext. 328)	yogendra.dixit@jaipuria.ac.in

S. No.	Name of the Employees	Designation	Ext No. / Contact	Email Id
Library				
1	Mr. Nitesh Pawar	Deputy Manager - Library	9977165331 (Ext. 348)	nitesh.pawar@jaipuria.ac.in
2	Mr. Vipul Bansal	Assistant Manager- Librarian	9926702144 (Ext. 348)	vipul.bansal@jaipuria.ac.in
Hostel Department/ Hostel Office				
1	Ms. Pratibha Dixit	Warden Cum Executive - Hostel office	7225874400 (Ext. 352	pratibha.dixit@jaipuria.ac.in
2	Mr. Rajendra Kumar	Warden-cum-Security Officer	8878474884 (Ext. 352)	rajendra.kumar@jaipuria.ac.in
Career Management Center (CMC)				
1	Mr. Abhishek Singh	Sr. Manager-Corporate Relations & Placements	7745940798 (Ext.330)	abhishek.singh@jaipuria.ac.in
2	Mr. K.G. Norbert	Manager – Corporation Relations & Placements	8882483517 (Ext.330)	kg.norbert@jaipuria.ac.in
3	Mr. Calwin Rose	Manager - Training	7666838038 (Ext.334)	calwin.rose@jaipuria.ac.in
4	Ms. Shivani Gaikwad	Asstt. Manager – Training and Placement	3069-332	shivani.gaikwad@jaipuria.ac.in
5	Ms. Meenakshi Chauhan	Sr. Executive - Placements	3069-333	meenakshi.chauhan@jaipuria.ac.in
Program Management Centre				
1	Mr. Milind Kshirsagar	Asstt. Manager- PMC	8085607675 (Ext. 306)	milind.kshirsagar@jaipuria.ac.in
2	Mr. JaydevKema	Asstt. Manager - PMC	8295874616 (Ext. 305)	jaydev.kema@jaipuria.ac.in
3	Mr. Sanjay Mukati	Asstt. Manager –PMC	9977450892 (Ext. 306)	sanjay.mukati@jaipuria.ac.in
Accounts Department				
1	Mr. Prashant Khatri	Manager - Accounts	9770208045	prashant.khatri@jaipuria.ac.in
2	Mr. Rohan Raghuwanshi	Sr. Executive – Accounts	9406984544	rohan.raghuwanshi@jaipuria.ac.in
IT Department				
1	Mr. Sandeep Maurya	Asstt. Manager - IT	9425965488 (Ext.350)	sandeep.maurya@jaipuria.ac.in
2	Mr. Trilok Rajput	Executive- IT	9977046691 (Ext.351)	trilok.rajput@jaipuria.ac.in

S. No.	Name of the Employees	Designation	Ext No. / Contact
Other Numbers			
1	Mess		3069-400
2	Canteen & Gentleman Café		3069-500
3	Security (Main Gate)		3069-555
4	Mr. Ramparvesh	Supervisor (House Keeping)	7440331532
5	Mr. Chhotelal	Maintenance - Electrical/plumbing	8889377204
6	Mr. Amit	Office Assistance - City Office (Vijay Nagar)	7024164009
Emergency Numbers			
1	Police		Dial 100
2	Fire		Dial 101
3	Ambulance		Dial 102/108
4	Doctor -Dr. Vinod Porwal		9926083487
5	Apollo Hospital		0731-2445566
6	Bombay Hospital		0731-2558866
7	Bhandari Hospital		0731-4003333

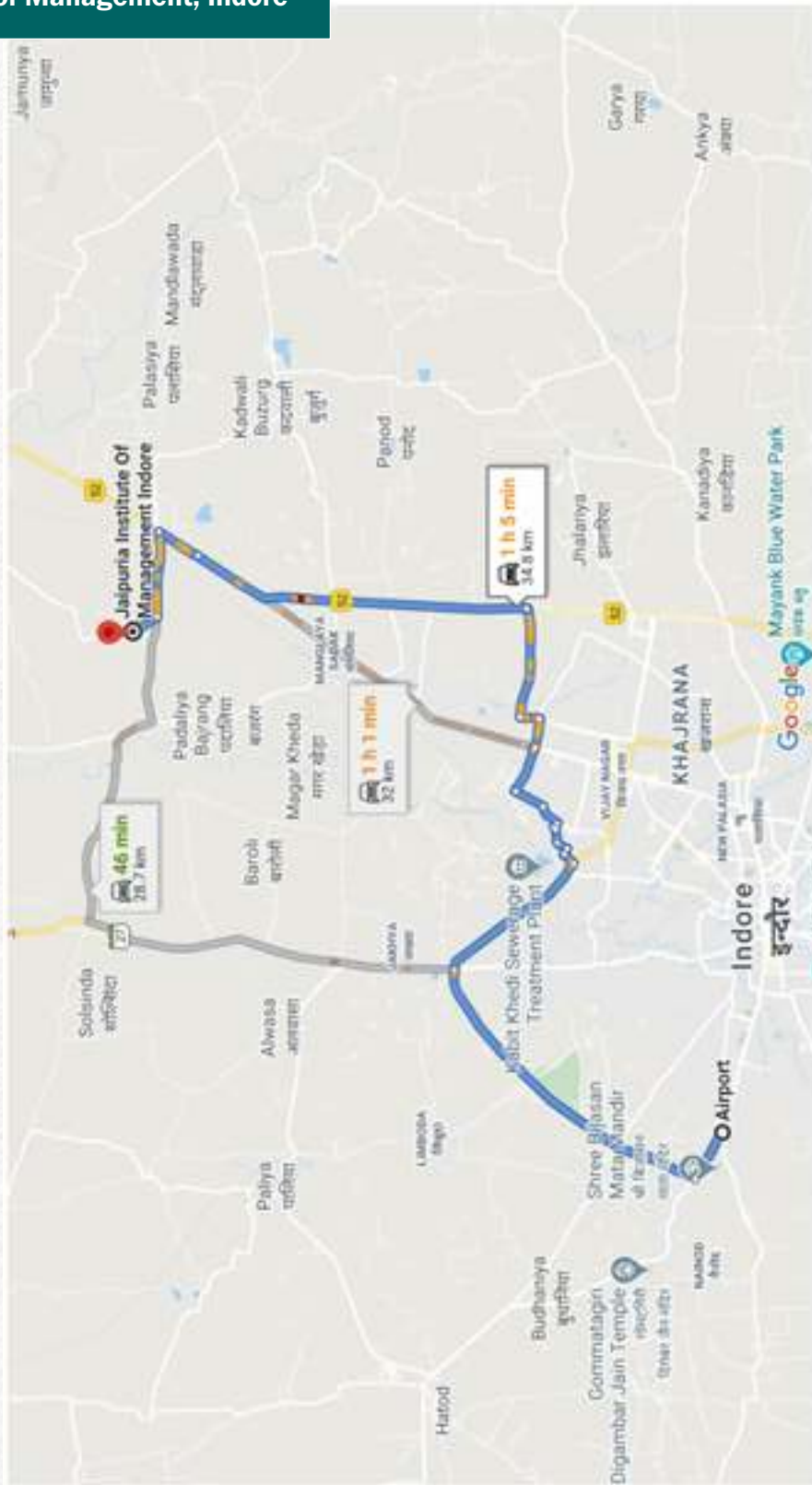## Addresses –

Main Campus
Jaipuria Institute of Management, Indore
Dakachaya, Indore - Dewas Highway, Near Kshipra Naka, Indore
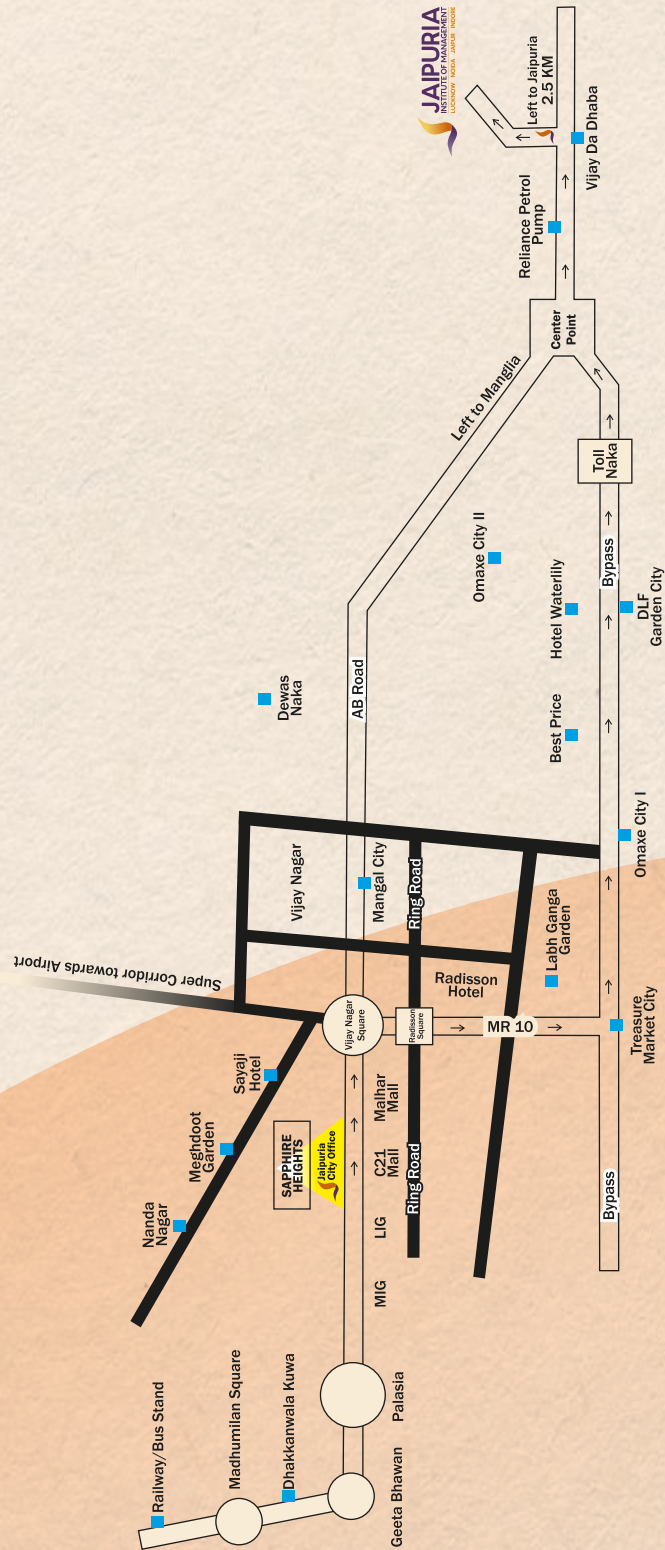Phone – 0731-3069300

City Office
Jaipuria Institute of Management, Indore,
101 Sapphire Heights, Opp. C-21 Mall, AB Road Indore-452010.
Ph. No.- 70241-6400\Google Map: Jaipuria Institute of Management, Indore

Route Map
Jaipuria Institute of Management, Indore

JAIPURIA
INSTITUTE OF MANAGEMENT
LUCKNOW · NOIDA · JAIPUR · INDORE

Left to Jaipuria
2.5 KM

Vijay Da Dhaba

Reliance Petrol Pump

Center Point

Left to Manglia

Toll Naka

AB Road

Omaxe City II

Hotel Waterlily

Bypass

DLF Garden City

Dewas Naka

Best Price

Omaxe City I

Vijay Nagar

Mangal City

Ring Road

Labh Ganga Garden

Radisson Hotel

Super Corridor towards Airport

Vijay Nagar Square

Radisson Square

MR 10

Treasure Market City

Sayaji Hotel

Meghdoot Garden

Mathar Mall

SAPPHIRE HEIGHTS
Jaipuria City Office

C21 Mall

Ring Road

Nanda Nagar

LIG

Bypass

MIG

Railway/Bus Stand

Madhumilan Square

Dhakkanwala Kuwa

Palasia

Geeta Bhawan

Jaipuria Institute of Management, Indore

101 Sapphire Heights, Opp. C21 Mall, AB Road, Indore - 452010
Ph. No. - 70241-64009