



People's Empowerment Group

ISB&M

**International School of Business & Media
Nande, Pune**

Manual of Policies for Students

**2-Year Post Graduate Diploma in
Management (PGDM) Program**

Batch: 2023-2025

Message from the President

Dear Students,

Welcome to ISB&M, Pune, a renowned institution known for its exceptional academics and a strong track record of successful placements & career. We are delighted to have you as part of our vibrant community as you embark on your journey towards attaining a Post Graduate Diploma in management.

At ISB&M, we believe in providing a holistic education that combines theoretical knowledge with practical and transformational experience, enabling you to become well-rounded professionals. Our program spans two years, divided into six terms, during which you will have the opportunity to delve into various facets of business management, gain industry exposure through internships, and demonstrate your research capabilities through a dissertation.

Located amidst enchanting green and hilly surroundings, our campus and hostel offer a serene and conducive environment for learning and personal growth. We encourage you to make the most of this picturesque setting by immersing yourselves in the intellectual and social vibrancy that ISB&M has to offer.

As you embark on this exciting journey, it is important to remain mindful of the typical pitfalls that students may encounter. To guide you through your academic tenure, we have prepared this policy document, which outlines the rules, regulations, and guidelines that govern your conduct and academic progress. It is crucial to familiarize yourselves with these policies to ensure a smooth and rewarding experience at ISB&M.

We encourage you to engage actively in all aspects of the ISB&M experience. Embrace the academic rigor and challenge yourselves to explore new avenues of knowledge. Take advantage of the vast resources available to you, including our esteemed faculty, well-equipped libraries, and state-of-the-art facilities.

Remember, your time at ISB&M is not just about acquiring knowledge and skills; it is also about building lasting relationships, expanding your network, and honing your leadership abilities. Engage with your peers, participate in extracurricular activities, and make use of our career services to enhance your employability and shape your future.

We are committed to providing you with the guidance and support you need to excel in your academic pursuits and beyond. Feel free to reach out to us whenever you require assistance or have any queries.

Once again, congratulations on being a part of ISB&M, Pune. We look forward to witnessing your growth, achievements, and the positive impact you will make in the business world.

Wishing you a fulfilling and successful journey at ISB&M!

Warm regards,

Dr Pramod Kumar

President

International School of Business & Media, Pune.

2023

June 19,

Message from the Academic Chairperson

Dear 2023-25 Batch of Students,

Welcome to ISB&M, Pune! We are delighted to have you on board. We are responsible for overseeing the administration of our academic policies and processes.

Our esteemed PGDM program offers a transformative academic journey that will shape your future. With dual specializations, internships, and a dissertation, you will gain valuable industry exposure and enhance your skills.

As you embark on this exciting journey, it is essential to familiarize yourself with our policies and processes outlined in the manual. These guidelines will help you navigate the program effectively while maximizing your ISB&M experience.

From domain learning to leadership development, our program emphasizes holistic growth. We encourage you to embrace the enchanting green and hilly surroundings of our campus and hostel while remaining mindful of the potential pitfalls.

Should you have any queries or concerns regarding our policies or processes, feel free to reach out. We are here to assist you in making the most of your academic journey.

Wishing you a successful and fulfilling time at ISB&M!

Best regards,

Prof. Navin Verma

Prof. Sudipt Kumar

Chairperson Academics

International School of Business & Media, Nande, Pune.

June 19, 2023

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1. OUR VISION, MISSION & PHILOSOPHY

Vision

To create a world-class educational environment that allows students to fully develop their professional abilities and that fosters a strong sense of responsibility and ethics.

Mission

To develop dynamic professionals who lead in a changing global business environment.

To further develop a quality network with renowned *educators* and professionals in the corporate and social arena.

To continuously innovate academic systems and processes to meet the demands of changing business environment and meaning of talent.

Our Operating Philosophy

We demonstrate courage and the ability to live by our values. Our values remain in our heart and are visible in our actions.

- Always look for and follow the best practices and standards.
- Operate with a spirit of responsibility, liberty, integrity, and openness.
- Act with high speed, entrepreneurship, and flexibility.
- Work with colleagues with a sense of responsible democracy and egalitarianism.
- Respect for one and all.
- Maintain national and global character.
- What must happen, we must make it happen, even though there are good reasons why it can't.
- Create a rewarding sense of belongingness for mutual growth.
- It is better to make things rather than complaining.
- Develop a sense of partnership among all.
- Innovative thinking and proactive approach in our work.
- Recognition of independence, interdependence and teamwork.

2. ISB&M LEARNING PROGRAM

The learning program endeavors to promote:

- **Domain Learning:** Focus on acquiring in-depth knowledge and expertise in specific areas of study.
- **Business and Managerial Competency Development:** Enhance your skills and capabilities to excel in the business and managerial domains.
- **Growth that meets expectations of recruiting companies:** Develop yourself to meet the requirements and expectations of potential employers.
- **Growth in career:** Foster personal and professional growth to advance your career trajectory.
- **Leadership and talent development:** Cultivate leadership qualities and nurture your talents to become effective leaders in your chosen field.
- **Modern and contemporary attitude, values, and perspective:** Embrace a forward-thinking mindset, adopt contemporary values, and gain a broader perspective on global trends and challenges.

The Learning process described in this document shall detail:

- **In-class and curricular training and education:** Engage in structured classroom sessions and academic curriculum to receive formal training and education in various subjects.
- **Skills and perspectives building towards business - Guest lectures, workshops, etc.:** Participate in guest lectures, workshops, and other activities designed to enhance your skills and broaden your perspectives specifically in business.
- **Out-of-class learning:** Explore opportunities outside the classroom to develop social skills, cultivate a non-judgmental attitude and strong values, assume responsibility, improve execution skills, and foster leadership qualities.

3. THE ACADEMIC SYSTEMS & PROCESSES

OBJECTIVES

1. **Contemporary domain knowledge:** Acquire up-to-date and relevant knowledge in your chosen field or specialization.
2. **Analytical Tools & Techniques:** Learn and apply various analytical tools and techniques to analyze and solve complex business problems.
3. **Rational and data-driven decision-making:** Make informed decisions based on logical reasoning and analysis of relevant data.
4. **Professional skills - discussion skills, time management & prioritizing:** Develop effective communication and discussion skills, manage time efficiently, and prioritize tasks in a professional setting.

PROGRAM OVERVIEW

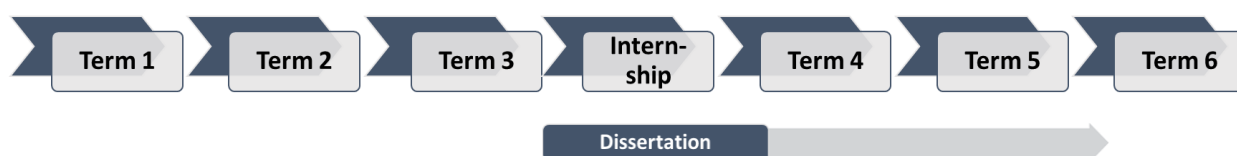
The institute has four specializations to choose from for the 2-Year Post Graduate Diploma in Management (PGDM) Program with dual specializations.



Following Specializations can only be opted as a second specialization with any one of the above four:

1. Media & Communication Management
2. Business Analytics

The two-year PGDM program is completed over Six terms and includes an Internship after Term three and a Dissertation component in the second year.



Distribution of courses from Term 1 to 6 optimizes the academic load.

Term>	Total	1	2	3	4	5	6
Core	22	8	8	2	2	1	1
Electives	20			6	6	6	2
Add'l				Internship		Dissertation	

The Core courses provide a foundational understanding of multiple business disciplines to all students irrespective of their specialization. Electives allow the student to gain in-depth and state-of-the-art exposure in the area of specialization.

Summer Internship Program

Summer internship is an essential component of the program, providing students with hands-on work experience, expanding their knowledge, and helping them plan their careers. Lasting approximately 10 weeks, the internship takes place during the summer break after the first three trimesters of the first year.

Students must complete a Summer Internship Report based on a project assigned by the company, which is evaluated by both company and institute faculty guides. Failure to complete the internship results in ineligibility for the second year. Conduct during the internship must align with company culture and ethics, and any misconduct may lead to disciplinary action.

The evaluation consists of 40% internal assessment by faculty and 60% assessment by the company guide, with a minimum qualifying grade of B. Complaints regarding student conduct or performance may result in expulsion.

Dissertation project

The dissertation is an integral part of the program, initiated in the beginning of the second year. It aims to encourage students to conduct in-depth research on management topics and enhance their conceptual and analytical abilities. It is a mandatory requirement, and failure to complete the dissertation results in the student being ineligible for the PGDM degree.

Students must select a topic and a faculty guide for their dissertation project. A dissertation completion schedule is agreed upon with the faculty guide, and the proposal, signed by the faculty, must be submitted within the specified date. The completed dissertation, including research methodology and empirical data, must be submitted by the specified date.

A minimum B grade is required for satisfactory completion, and a grade below 'B' will be considered an 'F' grade, which is not permitted for the dissertation.

4. THE JOURNEY OF EXCELLENCE – MANAGING YOUR PERFORMANCE

As you embark on this exciting journey, it is equally important to be mindful of the typical pitfalls that students may encounter.

Term-wise priorities are outlined below.

Term 1:

- Familiarize yourself with the curriculum and set clear academic goals for the term.
- Build connections and establish a strong support network within your cohort.

- Embrace the postgraduate teaching pedagogy and actively participate in classroom discussions and activities.
- Actively participate in extracurricular activities and clubs to enhance your holistic development.
- Adapt to living in the hostel, respecting the diverse backgrounds and cultures of your fellow students.

Term 2:

- Continuously engage in academic rigor and deepen your understanding of core subjects.
- Seek guidance from faculty mentors to plan your specialization choices for the upcoming terms.
- Cultivate time management skills to balance coursework and personal commitments effectively.

Term 3:

- Prepare for the upcoming internship by updating your resume and refining your interview skills.
- Research and identify potential organizations that align with your career goals.
- Be proactive in seeking internship opportunities and utilize the support of the Placement Cell.

Internship:

- Fully immerse yourself in the internship experience and actively seek learning opportunities.
- Maintain a professional and diligent approach during the internship to maximize learning and make a positive impression.
- Maintain regular communication with your company and institute guides.
- Adhere to the code of conduct and ethics of the organization and represent ISB&M positively.
- Complete the assigned project and submit the Summer Internship Report as per the guidelines provided.

Term 4:

- Reflect on your internship experience and integrate the learnings into your academic pursuits.
- Consult with your faculty guide to select a relevant and engaging dissertation topic.
- Develop a detailed plan and timeline for completing your dissertation project.
- Stay focused and manage your time effectively to meet the requirements of both coursework and dissertation work.
- Prepare for placement interviews by honing your interview skills and updating your resume.

Term 5:

- Stay motivated, maintain a positive attitude, and make the most of the opportunities available during the placement season.
- Dive deep into your specialization courses and leverage the expertise of faculty members.
- Network with industry professionals and participate in workshops and seminars to broaden your perspective.

- Seek guidance from your faculty mentor to enhance your job search strategies and refine your career goals.
- Continuously update your knowledge and skills to stay competitive in the job market.

Term 6:

- Complete your remaining coursework and wrap up your dissertation project.
- Revise and consolidate your learnings from the entire program for comprehensive understanding.

Remember, these guidelines are meant to serve as a general roadmap. Be open to adapting and seeking guidance from faculty and mentors throughout your journey at ISB&M.

All deviations will be dealt with by the Academic Chairperson, or a committee constituted for specific issues, as may be deemed fit by the Academic Chairperson/Director.

The basis for action for Discipline or Deviation concerns is detailed in the Annexures that follow.

5. ANNEXURES

Serial No.	Topic	Annexure reference
1	Curriculum Design	A
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ANNEXURE – A

CURRICULUM DESIGN

- Information on course content is provided prior to the commencement of each course.
- The institute has the following four 2-Year Post Graduate Diploma in Management (PGDM) Programs with dual specializations:
 1. Marketing
 2. Finance
 3. Human Resource Management
 4. Logistics and Supply Chain Management

The Following Specializations can only be opted as a second specialization with the above four:

- a) Business Analytics
- b) Media & Communication Management

NOTE: A student can choose any of the two specializations as a career interest for campus placement in that specialization.

- **The course curriculum** comprises core courses and elective courses with the following credit point details:

Courses	Credit
Core Courses (22)	66
Elective Courses (20)	60
Summer Internship	6
Dissertation	6
Total number of Credits	138

It is periodically reviewed keeping in view the cutting-edge industry requirements.

- **Requirement of electives:** A student is to do specialization in two areas, generally termed as “Dual Specialization”- one in his/her area in which he/she has taken admission and the second one can be taken from any of the remaining areas of specialization.

For dual specialization, 24 credit equivalent elective courses are to be taken in each area of specialization. The remaining 12 credit equivalent electives courses must be taken from any area of specialization including his/her two areas of specialization, provided it does not constitute specialization in any other area of specialization.

i)	Specialization 1	24 Credits (8 Courses)
ii)	Specialization 2	24 Credits (8 Courses)
iii)	By choice	12 Credits (4 Courses)
	Total	60 Credits

- **The first specialization as offered at the time of admission, will not change.** The second specialization can be changed by the end of the second Term. The second specialization can be

reviewed by the student at the beginning of the fourth trimester and a change request can be made based on career interest. Any such change, however, should be duly approved by the admissions and the academic office.

- A) **Choice of the elective courses:** The courses that will be taught in a particular Term will be notified before the commencement of the term and student can choose electives and submit their choices to the academic office as per the date mentioned in the Academic calendar.
- B) **Admission to a course:** The Academic Chairperson may evolve suitable criteria in consultation with the faculty to decide on the admission of students to elective courses. Such criteria will normally be based on (i) the academic background, aptitude and level of performance in related courses of individual students and (ii) the number of students that can be admitted to a specific course.
- **Audit courses:** In addition, a student can also opt for two Audit courses during the program which are optional provided the concerned faculty allows. The Audit courses can be from any elective area of the relevant Program. These Audit courses will be included in the mark sheet as pass/fail depending on the result. They will not be counted to compute CGPA (Cumulative Grade Point Average). Once a student registers for an Audit course, he/she cannot drop out later and will have to meet the requirements of attendance, assignments, quizzes and examinations.
- **The course duration** will be 30 hours comprising of 24 classrooms and 6-8 hours of tutorials (discussion forum). Each Class will be broken into smaller cohorts for Tutorial purposes. Tutorial group size will be 20-30 students. Attendance in tutorials is mandatory. In addition to the tutorials, a faculty may conduct viva voce or employ any other method(s) of evaluation as he/she deems fit and may specify in the course outline, and it will be part of the course.
- Under **multiple assessments system** for each course, the distribution of 100 marks will be as follows:

Fixed	Weightage (75%)
A. Mid-Term Examination/ Assessment by industry practitioner	20%
B. Group Project (Mandatory)	25%
C. End-Term Examination	30%
Basket of Assessments:	
	Weightage (25%)
A. Individual Assessment (Quiz/ Assignments /Reports, etc.)	15%
B. Tutorial performance	10%

Note:

1. An “F” grade in the Group Project will result in an overall “F” grade in the course.
 2. There would be a minimum of four different types of evaluations including group projects (mandatory). The faculty has the choice to introduce alternate assessment methods. However final assessment should be weighted at a hundred percent.
- In all the above components, the student should score more than 50% marks. To clear the course a student needs to score a minimum of 50% in the End Term examination and at least 50% in the rest of the evaluations put together. In the event of below 50% performance in the end term or the group project the student will be required to take a re-examination with the prescribed fees.
 - In each Term, in addition to regular courses, there will be workshops, presentations and guest lectures. Attendance is compulsory.
 - It may be noted that the Program structure and course content may be revised without notice to suit the needs of teaching and learning.
 - During the middle of each term and at the end of the term, students’ feedback will be sought with respect to the course content, delivery and other parameters.

- At the end of each assessment, if a student has objections/ questions about the evaluation marks/ grade, he/she can go back to the faculty for redressal/clarification. Faculty decisions, however, will be final. Students will receive their corrected answer sheets within a reasonable time.
- An elective course may not be operated if the number of students opting for it is less than 15.
- **Failure to meet required passing standards in courses or CGPA, student name for campus placement both summer and final will be held back by the academic chairperson. This decision will hold good till a student clears the minimum requirement.**

ANNEXURE – B – EXAMINATIONS

- Students must be seated at least 10 minutes before the start of the examination. No student will be allowed to enter the examination hall after the examination starts.
- Students must carry and display Identity cards during examinations. Otherwise, he/she will not be allowed to sit for the examinations.
- Students are to bring with them a pen, pencil, eraser, sharpener, ruler, and calculator. Borrowing a pen, pencil, eraser, sharpener, ruler, calculator etc. during an examination is not permitted. A student is not allowed to bring a pencil box/kit in the examination hall.
- No bags, papers, books, or notes should be taken inside the examination hall. In case you bring such books and notes, these are to be kept outside the examination hall. The Institute will not take any responsibility for any loss, damage, or theft of these materials.
- Books and notes are allowed inside the hall only for “Open Book” examinations.
- No student will be allowed to leave the examination hall before submitting the answer paper to the invigilator.
- Any form of malpractice in the examination is a major breach of discipline and will be dealt with severely. This may lead to expulsion from the institute.
- Any exchange of remarks, gestures or glances at another student’s paper may be treated as an attempt to malpractice. This may lead to expulsion from the institute.
- **A student is not allowed to bring mobile phones, even in switched-off or silent mode, in the examination hall. In case of violation of this, the student will be asked to leave the examination hall immediately and an F grade will be awarded for that course besides confiscating the mobile phone.**
- Complete silence is to be maintained during the examination. Anyone violating the above rules will be asked to leave the examination hall immediately besides other disciplinary measures.
- **Proven cases of malpractice will invite expulsion from the institute.**
- Unless a student has obtained prior permission from the Academic Chairperson in writing to absent himself/herself from an examination for unavoidable reasons, the absence will be treated as a Failure grade (F) in that course. No re-examination will be held in any circumstances.
- End-Term examination is mandatory. No student is allowed to miss examinations without prior approval of the Academic Chairperson/Director. No re-examination will be conducted for the students who missed an examination without any prior approval.

ANNEXURE – C – EVALUATION

- The evaluation process will follow continuous assessment and feedback in specified intervals and schedule for any large weightage project/assignment-based assessment.
- There will be a scheduled process of feedback every three weeks during the course based on your past assessment/s. Faculty will provide you details of the work done and how to improvise. A student should feel free to ask any questions, clarifications, and suggestions/seek support from the faculty.
- The decision of the faculty regarding grades or any segment of evaluation will be final. **A student who needs clarification of his/her grade(s) may discuss with the faculty concerned within a week of receiving his/her grades.**

- Re-evaluation of examination paper and/or final grade is not allowed. However, in exceptional cases, if a student submits to the Academic Chairperson a written request with reasons for re-evaluation **within one week** of his/her receiving the marks/grade, and if the Academic Chairperson considers it legitimate, he may get the reassessment done.
- If a student's transcript carries the I-Grade that should be changed into an appropriate grade within the first four weeks of the following Trimester, failing which I-Grade will be changed into an F (Failure) grade and no arrangement will be made for a re-examination. It is the responsibility of the student who has an I-Grade to interact with the Chairperson to change the I-Grade.
- Timely submission of all written assignments, reports, projects and any other evaluation is mandatory.
- For all assignments, a student may be required to run through plagiarism software and attach the report. Plagiarism up to 25% is acceptable.

ANNEXURE D

GRADING SYSTEM

- Each faculty, while giving the course outline, will indicate his/her criteria for evaluating/ grading at the beginning of the Term.
- In general, evaluation will be based on a combination of tutorials, quizzes, assignments, project work, level of class participation, Mid-Term Examination, End-Term Examination etc.
- Grading follows the system of 6 quality points. The quality points used on the graduated evaluation scale are:

Grades								
Quality Points								
Range of Marks (out of 100)	75 and above	$\geq 70 - < 75$	$\geq 65 - < 70$	$\geq 60 - < 65$	$\geq 55 - < 60$	$\geq 50 - < 55$	Below 50	

F indicates Failure grade

- The index of a student's performance in each Term is the Quality Point Index (QPI). This is derived by reference to the absolute marks in the table above. The index of a student's overall performance is the Cumulative Grade Point Average (CGPA). It is the weighted average of QPIs of all Terms.
- **STUDENTS MUST MONITOR THEIR CGPA AND NUMBER OF 'F' GRADES AT THE END OF EACH TRIMESTER.**
- **ONLY ONE COURSE RE-EXAM PER TRIMESTER** is going to be conducted by Academics. Re-exam can be conducted only if a student has an F or C in any course (not for C+ or better grades). Re-exam fees are applicable to appear in a Re-exam.
- **Throughout the two years of the program, registration for subsequent terms shall be permitted only if a student has at the most one 'F'. At the end of year one, a student will be eligible to register in term four provided he/she has no outstanding F grades (including the SIP) and has no pending dues.**
- Request for any improvisation can be made in the immediate subsequent Trimester only and not beyond.

ANNEXURE – E - QUALIFYING STANDARDS

- If there are Two or more "F" s, the student will not be elevated to the next term.

- Your enrolment to the next term is provisional subject to clearing past “F” s within 15 days of your result and grading, failing which you will be asked to leave ISB&M.
- Clearing a Trimester means both – No F grades and a CGPA above 2.5
- No more than 3 Fs and/ or 2 Cs are eligible for Re-examination.
-

The minimum CGPA at the end of the Program (over six trimesters) for the award of the Diploma is 3.0 and no more than one “F” grade in any course over the six trimesters excluding dissertation and SIP (required grade is “B”).

- For promotion from 1st year to 2nd year, the minimum required CGPA is 2.5 and no “F” grade.
- Grade Improvement Plan & “F” grade containment.
- A student is not permitted to carry more than 2 ‘Fs’ for Grade Improvement Examination. In case of 2-4 Fs, a student will be permitted provisional registration to the next term subject to clearing all “F” in the grade improvement exam. If a student fails again in the exam, he or she will be permitted a second opportunity within two weeks of the declaration of the results. His/her trimester registration will remain provisional. No more failure will be permitted, and in all such cases a student may be asked to repeat the trimester next year or asked to drop out of the program based on decision of the academics. If permitted to repeat the trimester next year the student will be disallowed from campus placement and his/her academic year may be extended by three months or more. All grade improvement programs will invite a fee of Rs. 6000? per course for every attempt.
- A student who has more than one “F” grade in any trimester should immediately opt for the Grade improvement process as specified and scheduled by Academic Chairperson. The same should be completed in the next term.
- A student is automatically disqualified from continuing in the Program, if he/she fails to meet these criteria at any point of time during the Program.
- A student who is consistently absent over a long period of time or misses all assessments despite reminder mails will be deemed to have withdrawn be it medical reason or otherwise. In case of medical reasons, a student will be permitted to repeat entire first year or second year as the case maybe.
- **Students must monitor their progress throughout the Program from the very beginning. They are advised to consult with the faculty in case the academic performance is likely to fall below a satisfactory level.**
- Mid-term and End-term examination are mandatory assessment for all courses. No assignment will be given in lieu of failure to attend the exam and “F” grade will be automatically given.
- A faculty can award “I” grade only in case of missing an assignment or dissatisfactory assignment. No “I” grade can be awarded for missing Mid-term and End-term examinations.
- A student’s performance each trimester will automatically be made available to the faculty.

ANNEXURE – F - ATTENDANCE

- The institute insists on punctual and regular attendance in all classes. A student must maintain a minimum of 80% class attendance in all courses. However, a faculty has the right to demand 100% attendance. Students having less than 70% attendance will be referred to a committee for a decision. The committee will consider circumstances that were inevitable but may recommend termination from the course for extreme cases.
- Students in the Placement Cell need to have more than 50% and Corporate Relation Cells need to have more than 60% attendance in all courses.
- A student is required to be on time and remain present till the end of the class.
- A student, under medical emergencies, may seek written permission to be absent from a class from the Director/Academic Chairperson. The concerned faculty must also be informed by the student.
- In the case of the campus placement process, shortlisted students will be exempted from attendance for a period of required time for different stages in the process.
- Consistent default on attendance, the student’s case will be referred to the disciplinary committee.

- The faculty will be free to adopt suitable measures to regulate attendance, maintain discipline and ensure smooth and undisturbed learning in the class.
- Any attendance waiver on account of extra-curricular activities or student council requirements will have to be strictly done by prior approval. No post-absenteeism will be allowed. A student who has been subjected to any disciplinary action at any point of time will not be allowed any exemptions.
- Issues related to all cases of indiscipline including attendance & CGPA drop will be handled by the Academic Review Committee.
- The faculty member dealing with attendance issues can report to the academic office, which in turn will refer to the Academic Review Committee.
- Any student penalized repeatedly will be referred to the discipline committee and suitable action will be taken by the committee including expulsion from the program.

ANNEXURE – G - SUMMER INTERNSHIP

- Summer internship is an integral part of the Program. It aims to gain experience in working by the students, widening their knowledge, and understanding of managerial problems, and operational issues and planning their careers.
- A student will complete the summer internship in around 10 weeks in an organization during summer break after three trimesters of the first year.
- Summer Internship Report must be completed on the project assigned by the company to the satisfaction of the Internship Guides from the company and institute faculty guide during the internship period. The authorized report, duly signed by the faculty mentor must be submitted at the time of Term 4 registration.
- A student who fails to complete his/her summer internship will not be eligible to join the second year of the PGDM Program. Each student must submit the Summer Internship Report and the Summer Internship Feedback Copy duly signed and sealed by the company mentor. He/she will not be promoted to the second year if the result of the evaluation is unfavourable. Similarly, every student's conduct during summer internship should conform with the company's code of conduct & culture as well as becoming of the reputation of ISB&M. Any misconduct reported by the organization where a student underwent internship will be treated as a serious breach of discipline and will be referred to a disciplinary committee. The committee's decision in this regard will be final, and may include asking a student to leave ISB&M. A complaint related to Integrity will invite expulsion.
- All Summer Internships will be routed only through the Placement Process of ISB&M and it will be binding on all students. The institute will discourage companies from giving their hometown location.
- Each student will be assigned a faculty guide who will help and support the student for good work and learning during the internship. The guide could also periodically review the progress of the summer internship. The faculty will also talk to the industry guide and take periodic feedback about the conduct of the student and the progress of work during the internship.
- A student will inform the concerned internal faculty guide about the theme and the details of the project/assignment. The student will work with the faculty guide by a schedule that is mutually worked out between the student and the faculty.
- The evaluation of performance in the summer internship will be in the ratio of 40:60 which means the internal assessment by faculty will be given a weightage of 40%, and 60% weightage to the company mentor. The minimum eligible grade for qualifying for the summer internship will be B. Below this grade, an internship will be treated as poor quality work and will therefore be awarded an 'F' grade and the student will not be eligible to be promoted to second year.
- **Any complaint by recruiters on the conduct of the student and seriousness of performance, absence from work and the breach of company-specified conduct and culture during the summer internship, will be viewed as a serious breach of discipline and may invite expulsion from ISB&M.**

ANNEXURE – H – DISSERTATION

- Dissertation is an integral part of the Program. The dissertation is aimed at stimulating the students to make an intensive study of some aspects of management and to sharpen their conceptual and analytical abilities.
- Dissertation is mandatory and failure to complete a dissertation would amount to non-completion of the program and therefore as a student will not be eligible for a PGDM degree.
- At the beginning of Term IV (i.e., in 2nd year) of their Program, each student is required to select a topic as well as a faculty guide for their dissertation project.
- All students will work out a dissertation completion schedule in consultation with the faculty guide and set up their meeting schedule with the faculty guide. If upon acceptance of a student by a faculty, a faculty decides that he/she cannot work with the student on account of schedule-based discipline, a change of guide will be permitted within one month of this beyond which this issue will be referred to an academic committee to review the student's conduct. The committee's decision in this regard will be final.
- Dissertation proposals duly signed by the concerned faculty is to be submitted by each student in a specified format within the specified date to the Academics office.
- The dissertation will include, among others, research methodology, empirical data and results of research.
- Dissertation, completed in all respects, is to be submitted to the Academics office within the specified date.
- A student will not be eligible to complete his/her diploma till he/she completes the dissertation to the satisfaction of the faculty guide with a minimum specified grade.
- A student must obtain a minimum B grade to qualify for satisfactory completion of the dissertation. A grade below 'B' will automatically be treated as an 'F' Grade. An 'F' Grade is not permitted in the case of a Dissertation.

ANNEXURE – I - Guided self-study (GSS):

A student will be permitted a GSS only if the faculty agrees to accept them for GSS and will follow the required schedule and discipline.

- Objective:
 - Allow a student to study any theme comprehensively in consultation with the faculty.
 - The 'Must Know' part of the Course must be covered in the scheme.
 - Develop student's skill and core competence in the elective course of his/her choice.
 - Acquire thorough contemporary knowledge of the specialized domain.
 - Develop a conceptual understanding of the subjects and the ability to articulate his/her thoughts cogently.
 - Provide a flexible study process and schedule with a minimum of 20 hours of engagement with the students.
- Methodology:
 - Students opting for GSS shall collect the GSS form from the Academic office, get the acceptance signature by the faculty. In one week, time students will submit content details of the course, assessment plan and meeting/discussion schedule. Based on the schedule agreed with the faculty and student, the Academic Office will notify an online/offline class to be conducted.
 - All GSS students will have 100% assessment and will have multiple internal assessments followed by **end term exam on campus** with other students.
 - Students opting for GSS shall complete the course within the trimester. No extension beyond the end term of the trimester will be permitted.

ANNEXURE – J - CODE OF CONDUCT & DISCIPLINE

- The institute attaches great importance to integrity, honesty, Professional discipline, and Personal Behavior that respects other people's lives. A sense of responsibility and a high degree of maturity is expected from the students, both inside and outside the campus as befitting of future managers and the reputation of ISB&M.
- Unless otherwise specified by the faculty, a student can discuss the nature and details of the assignment with a friend or classmate, but not copy. In the event of copying a student will be awarded an "F" grade irrespective of their performance in other segments of assessments. Keeping in view that this lack of integrity could also be referred to the disciplinary committee, the committee can recommend repeating that course, treating the entire trimester as an "F" grade or even asking students to leave the program. A student who allows copying will also be subjected to the same procedure.
- It is the responsibility of all to maintain cleanliness, and hygiene, report any infectious disease and do not disrupt and engage in destructive behaviour in the lecture rooms and premises. The institute expects the students themselves to use resources such as electricity sparingly by turning off lights, fans, computers, ACs, and LCDs when they are not in use.
- Late coming or early leaving the class without permission will constitute indiscipline, it will be treated as absence from the class.
- Proxy or insisting on proxy for an absent student is a serious breach of discipline and will be treated as a violation of the code of conduct for all the parties involved.
- In case a student violates the discipline, the following measures will be taken Faculty concerned will be free to adopt any suitable steps to regulate attendance and punctuality and to ensure smooth and unperturbed learning in the class. If any student is debarred by a faculty for late coming/absence etc., he/she will be treated as absent without leave for those classes. However, such debar will not exceed two classes at a time.
- Absence in guest lectures, workshops and placement presentations will be treated as a serious breach of discipline.
- Absence from address by the President/Director/Academic Chairperson / Placement Chairperson will be treated as a serious breach of discipline. Absenteeism must be permitted by the person/chair who calls for it. This will be treated as a serious breach of discipline and the case will be referred to the discipline committee formed for this purpose. The decision of the committee will be final, any review will be either at the level of the Director or the President. Repeated misconduct could also lead to suspension of the student from campus placement for the first five to ten companies from the date of the event or the entire placement season.
- If any student indulges in behaviour against the norms of discipline (including attendance, punctuality, attentive listening, decent behaviour etc.), the faculty concerned will counsel the student suitably. If there is no improvement, the faculty will bring it to the notice of the Academic Chairperson/Director who will then take recourse to appropriate measures.
- The Academic Chairperson will analyze records of attendance and where the students need counselling, the Academic Chairperson and concerned faculty will counsel them.
- ISB&M promotes a culture of mutual respect, and acceptance with everyone, be it a fellow student, staff, or faculty. If a student engages in condescending behaviour or a behaviour that is unacceptable to the other person, it will be viewed seriously, and a committee can be constituted to look into it and recommend an appropriate action.
- If any student indulges in behaviour considered as a breach of norms and discipline, the following process will be mandated.
 - a. The concerned authority will listen to the complaint and if is legitimate, it will be taken forward and if does not find any merit, will counsel the student and close the matter.
 - b. If found meritorious to pursue action, then a committee will be formed to review the matter and a show-cause notice will be issued. A student will be required to be present and defend their action. Other students connected with the event or witnesses to the event (based on the judgment of the committee) will be called. The committee could take several rounds of meetings to arrive at any judgment and recommend an appropriate action.
- In all matters of indiscipline, the decision of the Disciplinary Committee will be final. However, in matters of sufficient gravity, one may appeal to the Director. Even after that, if it is not sorted out, the student can appeal to the President.

- The following breaches of discipline will attract immediate expulsion from the institute:
 - A. A proven case of gross misconduct.
 - B. Any form of malpractice during examination.
 - C. Proven cases of reporting of fictitious data for an empirical study.
 - D. Any reported misconduct with a company where a student is doing assignments and Summer Internship.
 - E. Violation of **“Qualifying Standards”**.
 - F. Any case of violent behaviour.
- **Any student penalized more than twice, in whatever form these are, may be asked to withdraw from ISB&M. Examples of misconduct cited in this document are merely illustrative and not exhaustive.**
- **Ragging in any form is prohibited at ISB&M. Ragging is illegal and a criminal offence under law. For a reported case of ragging, it is the mandatory responsibility of ISB&M to report the same to the Police. Students are strongly advised to refrain from any kind of ragging. ISB&M has formed a “Ragging Monitoring Committee” consisting of 3 faculty members of ISB&M to monitor any case of ragging. Any complaint on ragging is to be addressed to this committee.**
- **Any complaint related to Sexual Harassment and misconduct will be viewed very seriously and action & procedure will follow per sexual harassment law.**
- **It is the policy of the institute that smoking and consumption of alcohol and drugs are strictly prohibited on the campus.**

USE OF RESOURCES

- Students will follow all the Rules and Regulations framed for using resources like Class, Library, Computer Labs, hostel facilities etc. Students will be briefed about these during the Orientation Program.
- In the event of damage to college property located on a particular hostel floor, the entire set of students residing on that floor will be paying for the damage (hostel caution money can also be adjusted for such damages).
- In the event of damage to college property located in the classrooms, computer lab, auditorium, seminar hall or conference rooms, the set of students who used the facility on the day of the event, will be paying for the damages (hostel caution money can also be adjusted for such damages).

ANNEXURE – K - GENERAL

Students:

- Must attend the classes and institute-related activities in the prescribed dress, girls in formal or salwar kurta or saris, and boys in formal trousers, shirts and black shoes.
- Should use the institute’s prescribed uniform – “formals” - as and when required by the institute.
- Should carry and display Identity Cards when they are in the institute.
- Are to participate in co-curricular and extra-curricular activities sponsored/organized by the institute treating these as essential constituents along with managing the other needs of the studies.
- Are to exhibit excellent conduct when representing the institute in different competitions and in any other event.
- Must attend all guest lectures and placement presentations with due respect for guest speakers and placement visitors.
- Must attend workshops designed for the learning and development/preparation of placements.
- Should display leadership in various activities of the institute.
- Should maintain high norms of social conduct.
- The institute recognizes the right of freedom of expression consistent with the provisions of the Constitution of India. The institute expects and appreciates good interaction, communication and

conduct in social and other media from students. They should act with due diligence and take responsibility for their communications. The institute advises students to refrain from making, in so far as it relates to the Institute and its members, any posting, comment or response on social media and other media, which is false, derogatory, indecent or defamatory or against the law.

- Should fully cooperate with the class representatives in smooth conduct of the program.
- Must follow all rules and norms that may be framed from time-to-time.
- All students are required to register their cars/bikes with security and obtain a sticker and the same should be stuck on their cars in the front windshield and on bikes in the front or rear bumpers. Cars/bikes will not be allowed to enter the campus without the same. Helmets are mandatory for riders and pillion riders in two-wheelers to enter the campus. Getting into arguments with the security staff that are enforcing the rule will be treated as a breach of discipline and will attract penal action.

N.B. **The above list of Do's and Don'ts is an illustrative list, not an exhaustive one.**

ANNEXURE – L – COMMUNICATION

RESPONSE TIME:

If a professor, director, or president makes an email communication or a WhatsApp message communication through the CRs, it is expected that students respond within 4 hours to demonstrate professionalism and a sense of responsibility.

It is important to note that individual circumstances and availability may differ, so students should prioritize effective communication and ensure timely responses to maintain a respectful and productive relationship with faculty members and academic leaders. Failing to respond and absenteeism without prior approval of the concerned person, will invite disciplinary action including suspension from the trimester, class, placement, etc. as the committee may deem fit.

GRIEVANCE HANDLING:

Students should feel encouraged to share their doubts, queries and difficulties with the faculty concerned and bring to the notice of the Academic Chairperson any grievances or complaints that need to be resolved to enable them to pursue their studies satisfactorily.

The Academic Chairperson will fix a suitable time slot to meet students. Problems, still unresolved, should be brought to the notice of the Director/President.

ANNEXURE – M - MENTORING AND CAREER COUNSELING

Objectives:

- Ensure learning support and guidance.
- Ensure the student stays on track and does not drift.
- Review the progress and professionalism of students including discipline.

Guidelines for students:

- Every student of ISB&M will be assigned a faculty as a mentor in the first year, who will assist and guide the student in career planning, Internship progress monitoring and problem-solving related to the Program.
- The institute attaches great importance to the need for the process of mentoring. A student is expected to share performance progress with the mentor and strictly follow

his/her advice. Indiscipline in schedule and otherwise with mentors will be viewed very seriously.

ANNEXURE – N - PLACEMENT

- Placement process begins early, and all placements are subject to students' passing out. The institute cannot certify those who do not meet academic requirements in each trimester and in different years.
- For final placement academic chairperson will provide a list of students who will be eligible based on academic grade and CGPA requirements at the end of the first year (Three trimesters). If a student's performance drops considerably in the fourth or fifth trimester, his/her name will be dropped from the list. For any grievance concerning this, students are advised to speak to the academic chairperson and not get into arguments with the placement team.
- All placements are subjected to passing in the same academic year. A student who is not likely to pass out at the end of the second year for whatever reasons including medical will not be permitted to participate in the placement process. Any compassionate considerations will be looked into separately by the concerned authority/committee.
- Placement team does not make any eligibility-related decisions. Detailed placement policies and processes will be provided in the placement policy manual.
- The institute will help, advise, and guide the students in securing suitable summer and final placements. The institute will facilitate rewarding career opportunities if students perform at its expectations and standards.
- Students opting for final placement through the Placement Assistance Cell (I-Care) must have at least a CGPA of 2.5 at the end of the first year.
- The President/Director will decide on operational policies for placement.
- If companies complain or provide feedback on the deliberate misconduct of any student or group of students, they will be debarred from the Campus Recruitment Program.
- In case of gross indiscipline, a student may be debarred from the Campus Recruitment Program.

ANNEXURE - O - STUDENTS' CELLS

The institute has several Students' Cells comprising of students as a vehicle for their communication and all-round development. The entire students' activities of the institute will be under the umbrella of the Students' Council with various Committees. Any student desirous of participating in student activities may volunteer to do so and participate in the selection process. The President and Vice-President of the Students' Council and the Coordinators of different cells are nominated and endorsed by the President/Director.

ANNEXURE – P - AWARDS & RECOGNITION

- 1 Gold Medal for Excellence in Academics in Post Graduate Diploma in Marketing.
- 2 Gold Medal for Excellence in Academics in Post Graduate Diploma in Finance.
- 3 Gold Medal for Excellence in Academics in Human Resource Management.
- 4 Gold Medal for Excellence in Academics in Insurance and Risk Management.
- 5 Gold Medal for Excellence in Academics in Supply Chain & Operations Management.
- 6 Gold Medal for Excellence in Academics in Media and Communication Management.
- 7 Gold Medal for Best All-Round Performance.
- 8 Gold Medal for Best Alumnus.
- 9 Gold Medal for Leadership.
- 10 Any other medal as decided by the institute.

ANNEXURE – Q- FEES

- All fees of the institute as notified in the prospectus/admission letter or otherwise, should be paid by the scheduled dates. Fees are to be paid by Demand Draft or online as prescribed by the institute.
- No extension of the date will be permitted. Late fees will be charged as per the following:
- Fees paid up to 7 days late: Rs. 5,000
- Fees paid up to 14 days late: Rs.10,000
-
- Enrolment will be cancelled if he/she does not pay the fees within two weeks of the scheduled.
- date. Re-enrolment to the institute, if permitted with an additional fine, will be at the discretion of the President/Director.
- Fine for both late reporting (refer to clause 2.2) and late payment of fees will be charged concurrently, if applicable.
- Defaulters in payment of fees will not be allowed to attend classes, take the examinations, or take part in any institute activities including placement processes. Any absence due to late payment of fees and late reporting will be treated as absent while computing the leave of absence. Also, the results of any previous examinations will be withheld till all dues are cleared.
- Fee Payment Schedule – as specified in the prospectus and in the admission letter.

ANNEXURE – R - INSTITUTE COMMITTEES

The institute has the following committees for efficient functioning:

1. Board of Governors
2. Academic Council
3. Board of Studies
4. Internal Quality Assurance Cell
5. Academic Area Committee
6. Examination Committee
7. Placement Committee
8. IT & Library Committee
9. Disciplinary Committee
10. Mentorship & Students Development Committee
11. Faculty-Staff Review Committee
12. Anti-Ragging Committee
13. Grievance Committee
14. Hostel Committee

RESERVATION OF RIGHTS

The President/Director reserves the right to change the requirement for admission or graduation, Content of courses, fees charged, faculty, regulations affecting students or make any other suitable. Modification should these be deemed necessary in the interest of the student, the institute or the Profession.

End of document.