



Peoples 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: 2018-2020

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 educationists 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.

OPERATING PHILOSOPHY

We demonstrate courage and 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 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 working.
- Recognition of independence, interdependence and team working.

The objective of these policies and procedures is not to encroach unduly on students' freedom but to guide them to develop into "well-rounded professionals" who could work in the global environment with comfort.

1 **ACADEMIC PROGRAM**

- 1.1 The academic year of the institute has been divided into three Trimesters (in short, Term) each of nearly ten weeks to facilitate close learning, quick feedback and timely course correction.
- 1.2 First Term begins in end-June, second in October and third in January next year.
- 1.3 Academic Chairperson is in charge of the Academic Programs.

2 **PROGRAM COMMENCEMENT**

- 2.1 All students are required to register on the day of commencement of each Term. The dates are indicated in the Academic Calendar. In case there is any change it will be notified separately. If a student is not reporting on the day of commencement of the Term without prior written permission from the Academic Chairperson/Director, it will be assumed that he/she has discontinued the Program.
- 2.2 In case of late-reporting, if the institute allows the student to continue with the Program, the following penalty will be imposed:

- If reporting late by one day, late fine : Rs. 2,000
- If reporting late by 2 days, late fine : Rs. 4,000
- If reporting late by 3 days, late fine : Rs. 6,000
- If anyone is late by more than 3 days, his/her enrolment will be cancelled.

Re-enrolment to the institute, if permitted with additional fine, will be at the discretion of the President/Director.

3 **CURRICULUM DESIGN**

- 3.1 Information on course content is given prior to the commencement of each course.
- 3.2 The institute has the following four 2-Year Post Graduate Diploma in Management (PGDM) Programs:
 - 1. PGDM in Marketing
 - 2. PGDM in Finance
 - 3. PGDM in Human Resource Management
 - 4. PGDM in Insurance & Risk Management
- 3.3 The Course curriculum comprises of Core Courses and elective courses with following Credit points details:

Courses	:	Credits
Core Courses	:	64
Elective Courses	:	60
Summer Internship	:	6
Dissertation	:	3
Total number of Credits	:	133

It is periodically and modified keeping in mind the cutting edge industry requirements.

- 3.4 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. However, the compatibility of the two chosen specialization areas is to be looked into from the point of view of his/her placement and future prospects.

For dual specialization, at least 20 credit equivalent elective courses are to be taken in each area of specialization. Remaining 20 credit equivalent elective courses have to 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.

- 3.5 For the 4 Programs, as mentioned in paragraph 3.2, electives can be taken from the following areas of specialization.

- (a) Marketing
- (b) Finance
- (c) Human Resource Management
- (d) Industrial Relation
- (e) Insurance & Risk Management
- (f) Supply Chain & Operations Management (Only for Engineers)
- (g) Media & Communication Management

- 3.6 The area of second specialization is to be chosen by the end of second Term. Once chosen, no change will be allowed after the end of the first week of the commencement of the classes of each of the courses.

- 3.7 A) The elective courses, which will be taught in a particular Term will be notified before the commencement of the term and student can choose electives and submit to Academic office as per date mentioned in Academic calendar.

B) 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.

- 3.8 In addition, a student can also opt 2 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 for the purpose of computing 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 requirement of attendance, assignments, quizzes and examination. There will be Audit course fee of Rs. 10,000 per course.

3.9 Each Course will have minimum no. of tutorials (as specified in Course outline). There will be three tutorial groups in a class. Attendance in tutorial is mandatory. In addition to the tutorials a faculty may conduct Viva or any other method of evaluation as he/she deems fit and may specify in course outline and it will be part of the course.

3.10 Under Multiple assessments system for each course the distribution of 100 marks will be as per the following:

- Tutorial : 15%
- Viva : 20%
- End-Term Exam : 30%

Basket of Assessment : 35%

- Quizzes, Assignments
- Live Project*/Guided self study
- Case Analysis
- Any other evaluation

3.10.1 The minimum passing percentage for Internal Evaluations and End-Term Exam will be 45%.

3.11 In each Term, in addition to regular courses, there will be workshops, presentations and guest lectures. Attendance is compulsory. In case of absence without prior written permission from the Director/Academic Chairperson, a fine of Rs.1000 will be charged for absence per lecture besides disciplinary action, if any.

3.12 It may be noted that the Program structure and course content may be revised without notice to suit the needs of teaching and learning.

3.13 The End-Term question papers will be the same for all sections irrespective of the number of faculty members who teach the course.

3.14 During the middle of each term and also at the end of the term, student's feedback will be sought with respect to course content & Delivery.

3.15 At the end of each Term, students will receive their corrected answer sheets within a reasonable time.

3.16 An elective course may not be operated if the number of students opted for it is less than 10.

4 SUMMER INTERNSHIP

4.1 Summer Internship is an integral part of the Program. It aims at gaining experience of work by the students, widening their knowledge, understanding of managerial problems, operational issues and planning their career.

- 4.2 A student will complete the Summer Internship in around 10 weeks in an organization during summer break after three trimesters of first year.
- 4.3 Summer Internship Report must be completed on the project assigned by the company to the satisfaction of the Internship Guides from the company during the internship period.
- 4.4 **A student who fails to complete his/her Summer Internship will not be allowed to join the second year of the course. Each student must submit the Summer Internship Report and the Summer Internship Evaluation Sheet, signed and sealed by the guide, on the day of joining the second year of the course. A student will not be allowed to register for the second year if he/she does not submit these two reports at time of Registration at the beginning of second year. He/she will be asked to discontinue the program if the result of evaluation is unfavorable. Similarly, every student's conduct during Summer Internship should be dignified and becoming of the reputation of ISB&M. Any misconduct reported by the organization where a student underwent internship will entail a decision to ask a student to discontinue the Program. Any mishandling of Internship evaluation will be viewed seriously and invite expulsion from the institute.**
- 4.5 While the institute will help students seek summer placement in companies, a student also may seek summer training in an organization in accordance with institute norms. However, a student may not be allowed to take summer internship placement in their hometown and even if a company has placed them in their hometown, the institute reserves the right to withdraw the student from the company and may place the student at an alternative location.
- 4.6 Each student will be assigned a faculty guide for periodic monitoring of the progress of summer internship. The faculty will also talk to Industry guide and take periodical feedback about student conduct and work progress of learning during the internship and submit the report.
- 4.7 Before a student goes for summer internship, he/she will inform the concerned internal faculty about the details of the project and project guide. They will also be required to submit fortnightly reports regarding the progress of summer internship and key learning of summer internship
- 4.8 The evaluation of performance in the summer internship will be in the ratio of 20:80 which means the internal assessment by faculty will be given a weightage of 20% and 80% weightage to the company guide. Minimum eligible grade for qualifying in the summer internship will be B+. Below this grade student will not be promoted to second year. Students falling below this grade may have to discontinue studying in second year.

5 DISSERTATION

- 5.1 Dissertation is an integral part of the Program. The dissertation is intended to stimulate the students to make an intensive study of some aspects of management and to sharpen their conceptual and analytical abilities.
- 5.2 At the beginning of Term IV (i.e. in 2nd year) of their Program, each student is required to select a topic for their dissertation project in consultation with the allotted faculty.
- 5.3 Dissertation proposal duly signed by the concerned faculty is to be submitted by each student in a specified format within the specified date to the respective course coordinator.
- 5.4 The dissertation will include, among others, research methodology, empirical data and results of research.
- 5.5 Dissertation, completed in all respects, is to be submitted to the respective course coordinator within the specified date.
- 5.6 No student will be allowed to complete his/her diploma till he/she completes the dissertation to the satisfaction of the faculty guide and Chairperson Academics.
- 5.7 No Student will be allowed to register to the next term if he/she is not making satisfactory progress in dissertation. A Student must be evaluated a minimum B+ grade to qualify for satisfactory completion of dissertation.
- 5.8 Faculty needs to submit a periodic report of the progress of dissertation of the students at the end of each term.

6 GRADING SYSTEM*

** (Under revision- New system will be communicated by 2nd July, 2018)*

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

Grading follows the system of 6 quality points. The quality points used on the graduated evaluation scale are:

Grades	:	A+	A	B+	B	C+	C	F
Quality Points:		6	5	4	3	2	1	0
Range of Marks:		above=75	74-69	68-63	62-57	56-51	50-45	below 45

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.

6.4 Guided self study:

Objective: The objective is to:

- Develop a student's skill and core competence in the elective subjects of his/her choice.
- Acquire thorough contemporary knowledge of the specialized domain.
- Develop conceptual understanding of the subjects and be able to articulate his/her thoughts cogently.
- A student must be able to handle placement interviews successfully.

Methodology:

- The topic for the project must be restricted to the course under study and may be selected by the student but must be approved by the faculty.
- After the topic is selected the student is expected to do a thorough literature review and identify the outcomes of the project.

Evaluation: The total marks for the project shall be 70 and the evaluation must be broken down into various stages.

Stage 1: Approval of the topic and the literature review - 15 marks

Stage 2: Periodic review of the progress of work -15 marks

Stage 3: Submission of final report - 15 Marks

Stage 4: Quiz/Presentation/Viva -25 Marks

All Projects must be completed before the beginning of the end term examination of the course under study.

Guideline for students:

Students are expected to take complete ownership for learning and must make efforts to study the topic of study by exploring various sources of information like books, research articles, academic journals; publications etc., Use of the internet for information must be avoided.

Guideline for Faculty:

- The faculty must ensure that the topic chosen for study is appropriate for the course under study and shall evaluate the usefulness of the project toward meeting the objectives.
- The faculty must ensure that timelines are provided to the student for periodic review and ensure that students follow them strictly.
- The faculty must provide adequate support to the student to complete the project with quality work.

7 EXAMINATIONS

- 7.1 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.
- 7.2 Students must carry and display Identity cards during examinations. Otherwise, he/she will not be allowed to sit for the examinations.
- 7.3 Students are to bring with them pen, pencil, eraser, sharpener, ruler and calculator. Borrowing of pen, pencil, eraser, sharpener, ruler, calculator etc. during examination is not permitted. A student is not allowed to bring pencil box/kit in the examination hall.
- 7.4 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. Institute will not take any responsibility for any loss or theft of these materials.
- Books and notes are allowed inside the hall for “Open Book” examinations.
- 7.5 No student will be allowed to leave the examination hall before submitting the answer paper to the invigilator.
- 7.6 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.
- 7.7 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.
- 7.8 **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.**
- 7.9 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.
- 7.10 **Proven case of malpractice will invite expulsion from the institute.**
- 7.10 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.
- 7.11 End-Term examination is mandatory. No student is allowed to miss examination without prior approval of academic chairperson/director. No re-examination will be conducted for the students who missed an examination without any prior approval. In case of missed examination, their final evaluation will be based on the assignments given in the course.

8 EVALUATION

- 8.1 The decision of the faculty regarding grades or any segment of evaluation will be final. A student who needs clarification of his grades may discuss with the faculty concerned within a week of receiving his/her grades.
- 8.2 Faculty will give periodic feedback to students on their performance through written comments on answer sheets or through individual meetings. Answer sheets will be returned to students within reasonable time.
- 8.3 Re-evaluation of examination paper &/or final grade is normally not allowed. However, in exceptional cases, if a student submits to the Academics Chairperson a written request and email with reasons for re-evaluation **within one week** of his/her receiving the communication regarding his/her marks/grade, and if the Academic Chairperson considers it proper, Academic Chairperson may ask the same faculty who evaluated it originally to re-evaluate that paper.
- 8.4 If a student's transcript carries the I-Grade that should be changed into an appropriate grade within the first five weeks of the Term, 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 got an I-Grade, to interact with the Chairperson to change the I-Grade.
- 8.5 Timely submission of all written assignments, reports, project and any other evaluation is mandatory.

9 QUALIFYING STANDARDS

- 9.1 For promotion from 1st year to 2nd year, the minimum required CGPA is 2.5.
- 9.2 The minimum CGPA at the end of the Program for award of the Diploma is 3.0.
- 9.3 In addition, a student must meet the following requirements:

* At any point of time during the Program, a student must not obtain more than 1 "F".

** Any "F" obtained during 1st year must be cleared before commencement of 2nd year and any "F" obtained during 2nd year must be cleared before convocation or within stipulated time mentioned by the institute.

A student is automatically disqualified from continuing in the Program, if he fails to meet these criteria at any point of time during the Program.

- 9.4 A student, who has failed to fulfill the conditions for continuing in the Program or for the award of the Diploma, will be deemed to have withdrawn his candidature from the institute.
- 9.5 Students must monitor their progress throughout the Program from the very beginning. They are advised to counsel with the faculty in case the academic performance is likely to fall below a satisfactory level.

9.6 A student cannot complete a course unless he / she appears for End-Term examination of any course.

10 ATTENDANCE

10.1 Since the evaluation of a student's performance takes into account his/her class participation, the institute insists on punctual and regular attendance in all classes.

10.2 Late-coming or early-leaving or leaving the class in between will not be allowed except in grave circumstances. Such student will be marked absent by the faculty for that class. In case of repetition of such behavior, disciplinary action can be taken.

10.3 A student, under extraordinary circumstances, 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.

However,

A) For any reason other than sickness, absence will not be granted for a period exceeding 2 teaching days.

B) The final decision on absence will be taken by the Director. However, before applying for leave to be absent to the Director, a student should contact his faculty to ensure that he/she is not missing any quizzes or examinations or assignments during the leave period. In the event that a student misses any of these, no re-examination or re-test will be conducted for the missing evaluation.

C) The office of Academic Chairperson or the faculty will not be responsible for the student losing any segment of evaluation on account of absence.

10.4 **Absence without prior permission will be considered a serious breach of discipline and the institute will be free to take appropriate action that may include expulsion from the institute.**

10.5 Absence for institute-related work should be pre-authorized by the Director. No other form of approval is acceptable. Absence without prior permission for institute related work will also be considered as a serious breach of discipline.

10.6 The faculty may insist on a minimum number of days' attendance by a student in the class.

10.7 The faculty will be free to adopt suitable measures to regulate attendance, maintain discipline and ensure smooth and undisturbed learning in the class.

10.8 A student has to maintain minimum 80% attendance in the class. Students with attendance less than 80% and upto 70% have to appear for re-examination with the payment of prescribed fee. Students below 70% have to repeat the course with the payment of prescribed fee within stipulated time.

10.9 Exemption from classes can be given by the competent authority in some special cases which are listed below:

- a) Student is participating in an Institute event
- b) Student is required to travel outside for Institute activities

11 DISCIPLINE

11.1 The institute attaches great importance to integrity, honesty and discipline. A sense of responsibility and a high degree of maturity are expected from the students, both inside and outside the campus as befitting of future managers and reputation of ISB&M.

11.2 Unless otherwise specified by the faculty, students must not collaborate in any way in the writing of their assignments. Students are advised that they should not, in their own interest, communicate their written analysis or answers in home assignments to other students.

11.3 It is the responsibility of all to maintain cleanliness and order in the lecture rooms and other rooms. The institute expects the students themselves to use resources such as electricity sparingly by turning off lights, fans, computers, ACs, LCDs when not in use.

11.4 Late-coming or early-leaving the class without permission will constitute as indiscipline.

11.5 Proxy or insisting for proxy for an absence student is a serious breach of discipline.

11.6 In case a student violates the discipline, 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 will be treated as absent without leave for those classes. However, such debar will not exceed 2 classes at a time.

11.7 Absence in guest lectures, workshops and placement presentations will be treated as a serious breach of discipline.

11.8 Absence from addressal by President/Director/Academic Chairperson will be treated as serious breach of discipline.

11.9 Absence without the approval of the President/Director will be treated as misconduct. Repetition of the same will be viewed seriously.

11.10 If any student indulges in behavior against the norms of discipline (including attendance, punctuality, attentive listening, decent behavior 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.

11.11 Academic Chairperson will analyze records of attendance and where the students need counseling, Academic Chairperson and concerned faculty will counsel them.

- 11.12 Indulging in rude and indecent behavior with faculty, staff and other students in and outside the campus will be viewed as serious breach of discipline.
- 11.13 Cases of gross misconduct including serious breach of discipline will be brought to the notice of the Director.
- 11.14 If any student indulges in behavior against the any norms of discipline, he will be issued a warning letter from the institute to be refraining from such activities. Any student, warned more than twice, in whatever form these are, may be asked to withdraw from ISB&M.
- 11.15 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.
- 11.16 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 Clause 11.1.
- 11.17 **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.

- 11.18 **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.**
- 11.19 It is the policy of the institute that smoking, consumption of alcohol and drug are strictly prohibited in the campus.

12 USE OF RESOURCES

- 12.1 Students will follow all the Rules and Regulations framed for using resources like Library, Computer Labs, hostel facilities etc.
- 12.2 Students will be briefed about these during the Orientation Program.

13 GENERAL

Students:

- 13.1 must attend the classes and institute-related activities in the prescribed dress — girls in western formals or saris or Punjabi suits (no sleeveless clothes), and boys in trousers, shirts and shoes.
- 13.2 should use institute's prescribed uniform – “formals” - as and when required by the President/Director/ Students Council.
- 13.3 should carry and display Identity Card when they are in the institute.
- 13.4 are to participate in co-curricular and extra-curricular activities sponsored by the institute treating these as essential constituents along with the other needs of the studies.
- 13.5 are to exhibit excellent conduct when representing the institute in different competitions and in any other event.
- 13.6 must attend all guest lectures and placement presentations with due respect for guest speakers and placement visitors.
- 13.7 should display leadership in various activities of the institute.
- 13.8 should maintain high norms of social conduct.
- 13.8.1 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 the 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.
- 13.9 should fully cooperate with the class representatives in smooth conduct of the program.
- 13.10 must follow all rules and norms that may be framed from time-to-time.
- 13.11 All students are required to register their cars/bikes with the security and obtain a sticker and the same should be stuck on their cars in the rear 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. No student is allowed to enter the campus premises without wearing a Helmet. 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.

14 COMMUNICATION OF GRIEVANCES

- 14.1 Students should feel encouraged to share their doubts, queries and difficulties with the faculty concerned.
- 14.2 Students should bring to the notice of the Academic Chairperson any grievances or complaints which need to be resolved to enable them to pursue their studies proficiently.
- 14.3 Academic Chairperson will fix a suitable time slot to meet students.
- 14.4 Problems, still unresolved, should be brought to the notice of the Director.

15 MENTORING AND CAREER COUNSELING

- 15.1 Every student of ISB&M will be assigned a faculty as G G T (Guide, Guardian cum-Tutor) who will assist and guide the student in career planning, Internship progress monitoring and problem solving related to the Program.
- 15.2 The institute attaches great importance to the need for the process of mentoring and suitable guidelines will be provided separately.

16 FEES

- 16.1 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.
- 16.2 No extension of the date will be permitted. Late fee 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 from the scheduled date. Re-enrolment to the institute, if permitted with additional fine, will be at the discretion of the President/Director.

- 16.3 Fine for both late-reporting (refer clause 2.2) and late payment of fees will be charged concurrently, if applicable.
- 16.4 Defaulters in payment of fees will not be allowed to attend classes, take the examinations and 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 pervious examinations will be withheld till all dues are cleared.

17 PLACEMENT

- 17.1 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.
- 17.2 Students opt for final placement through Placement Assistance Cell (PAC) must have a CGPA of 2.5 at the end of first year.
- 17.3 The President/Director will decide operational policies for placement.
- 17.4 If companies complain or provide feedback of deliberate misconduct of any student or group of students, they will be debarred from Campus Recruitment Program.
- 17.5 In case of gross indiscipline, a student may be debarred from Campus Recruitment Program.

18 EXTRA-CURRICULAR ACTIVITIES

The institute provides opportunities for co- and extra-curricular activities which not only develop personality but also create ground conditions for taking leadership roles. Students must participate actively in different co- and extra-curricular activities.

19 STUDENTS' CELLS

The institute has a number of 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 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.

20 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 Best All Round Performance.
- 6 Gold Medal for Best Alumnus.
- 7 Gold Medal for Leadership
- 8 Any other medal decided by the institute

21 INSTITUTE COMMITTEE

The institute has the following committees for efficient functioning:

1. Academic Council
2. Disciplinary Committee
3. Mentorship & Student Development Committee
4. Faculty-Staff Review Committee
5. Anti Ragging Committee

22 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.

Dr. Anirban Sengupta

Director

International School of Business & Media, Nande, Pune.

June 18, 2018