



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: 2020-2022

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 of Rs.10,000, re-enrollment permission will be at the discretion of the President/Director. Payment of fine, however, will not change. Such decisions will be based on academic, co- and extra-curricular activities, and other reports of professional conduct.

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 with dual specializations :
 1. Marketing
 2. Finance
 3. Human Resource Management
 4. Insurance and Risk Management
- 3.3. The course curriculum comprises of core courses and elective courses with following credit point details:

Courses	Credit
Core Courses	66
Elective Courses	60
Summer Internship	6
Dissertation	3
Total number of Credits	135

It is periodically reviewed keeping in view 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/career.

For dual specialization,

i)	Specialization 1	18 Credits
ii)	Specialization 2	18 Credits
iii)	By choice	24 Credits
	Total	60 Credits

At least 18 credit equivalent elective courses are to be taken in each area of specialization. Remaining 24 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
 - H. Business Analytics
- 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 their choices to Academics 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 a minimum number of tutorials (8-10 hours). There will be two/three tutorial groups in a class depending on the number of students in that class. Attendance in tutorial is mandatory. In addition to the tutorials, a faculty may conduct viva-voce or any other method(s) 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:

Assessment	Weightage (%)
A. Tutorial	15%
B. Mid-Term Examination	20%
C. End-Term Examination	30%
D. Basket of Assessment: 1. Quizzes, 2. Assignments 3. Live Project 4. Case Analysis 5. Any other evaluation	35%

All components of assessments are mandatory.

- 3.10.1 The minimum passing percentage for Mid-Term and End-Term Examination will be 50%.
- 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 During the middle of each term and also at the end of the term, students' feedback will be sought with respect to the course content, delivery and other parameters.
- 3.14 At the end of each assessment, if a student has objection/ questions about the evaluation marks/ grade, he/she can go back to the faculty for redressal/clarification. Faculty decision, however, will be final. Students will receive their corrected answer sheets within a reasonable time.
- 3.15 An elective course may not be operated if the number of students opted for it is less than 10.
- 3.16 Failure to meet required passing standards in courses or CGPA, students name for campus placement both summer and final will not be cleared/held back by academic chairperson. This decision will hold good till a student clears the minimum requirement.**

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 and institute faculty guide 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 periodic feedback about conduct of the student and progress of work during the internship.
- 4.7. Before a student proceeds for summer internship, he/she will inform the concerned internal faculty guide about the details of the project.-The student will also be required to submit fortnightly reports regarding the progress of summer internship and key learning of summer internship to the faculty guide.
- 4.8. 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 guide. Minimum eligible grade for qualifying in the summer internship will be B. Below this grade, a student will not be promoted to second year. Students falling below this grade may have to discontinue studying in second year.

Any complaint by recruiters on conduct of student and seriousness on performance during summer internship, will be viewed as a serious breach of discipline and may invite up to expulsion from the institute.

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 Academics office.
- 5.4. The dissertation will include, among others, research methodology, empirical data and results of the research.
- 5.5. Dissertation, completed in all respects, is to be submitted to the Academics office 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 obtain a minimum B grade to qualify for satisfactory completion of the dissertation.

6. GRADING SYSTEM

- 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 tutorials, quizzes, assignments, project work, level of class participation, Mid–Term Examination, End–Term Examination etc.
- 6.3. 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	76 and above	71-75	66-70	61-65	56-60	50-55	Below 50

F indicates Failure grade

- 6.4. 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.

7. Guided self-study (GSS):

7.1. Objective:

7.1.1. The objective is to:

- Develop student's skill and core competence in the elective course of his/her choice.
- Acquire thorough contemporary knowledge of the specialized domain.
- Develop conceptual understanding of the subjects and the ability to articulate his/her thoughts cogently.

- Provide flexible study process and schedule.

7.2. Methodology:

- 7.2.1. Students opting for GSS shall fill the GSS form from the Academics office and get the approval from the concerned course faculty. The acceptable evaluation range for core courses through GSS is up to 60% and for elective course is from 60% to 100%. The GSS form should include comprehensive details regarding course outline, meeting and discussion schedule with the concerned faculty. **GSS is applicable only for the courses taught by in-house faculty.** The course outline must include: Topics to be covered; Study requirements; Submission Schedule; Assignments/ Projects and Evaluation plan.
- 7.2.2. The End-Term examination shall be common for students opting for GSS and students attending regular class.
- 7.2.3. Students are expected to submit the GSS form to the Academics office within 3 days of GSS registration. GSS shall not be allowed, if the GSS form is submitted after 3 days.
- 7.2.4. Students opting for GSS shall complete the course within the trimester.

7.3. Guidelines for students:

- 7.3.1. Students are expected to take complete ownership for learning and must adhere to the attendance norm of 100% for meeting schedules and maintain academic discipline. No meeting schedule under GSS shall be skipped.

8. EXAMINATIONS

- 8.1. 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.
- 8.2. Students must carry and display Identity cards during examinations. Otherwise, he/she will not be allowed to sit for the examinations.
- 8.3. 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.
- 8.4. 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, damage or theft of these materials.
- 8.5. Books and notes are allowed inside the hall only for “Open Book” examinations.
- 8.6. No student will be allowed to leave the examination hall before submitting the answer paper to the invigilator.
- 8.7. 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.
- 8.8. 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.
- 8.9. **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.

- 8.10. 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.
- 8.11. **Proven case of malpractice will invite expulsion from the institute.**
- 8.12. 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.
- 8.13. End-Term examination is mandatory. No student is allowed to miss examinations 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 submitted in the course.

9. EVALUATION

- 9.1. 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 a reasonable time.
- 9.2. Feedback Day is scheduled three times a trimester. Through the Feedback Day, the student can seek clarification and identify the area of improvement. It helps the students in developing the preparation schedule.
- 9.3. 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.
- 9.4. Re-evaluation of examination paper and/or final grade is normally 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 proper, Academic Chairperson may ask the same faculty who evaluated it originally to re-evaluate that paper.
- 9.5. 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 got an I-Grade, to interact with the Chairperson to change the I-Grade.
- 9.6. Timely submission of all written assignments, reports, project and any other evaluation is mandatory.

10. QUALIFYING STANDARDS

- 10.1. **For promotion from 1st year to 2nd year, the minimum required CGPA is 3. For promotion to next trimester, required CGPA is 2.5**
- 10.1.1. **The minimum CGPA at the end of the Program for the award of the Diploma is 3.0.**
- 10.1.2. **In addition to, a student shall be disqualified from continuing in the Program if there is more than 1 F at any point in of time during the Program.**
- 10.1.3. **A student can carry one 'F' on his/her grade sheet over all trimesters. Beyond one 'F', a student must make up in next Trimester.**

- 10.2. **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.**
- 10.3. 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.
- 10.4. 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.
- 10.5. A student cannot complete a course unless he / she appears for End-Term examinations of any course.
- 10.6. A student is to report his/her performance to his/her mentor and strictly follow his/her advice. Indiscipline in schedule and otherwise with mentors will be viewed very seriously.

11. **ATTENDANCE**

- 11.1. **The institute insists on punctual and regular attendance in all classes. A student has to maintain minimum 80% attendance in the class.**
- 11.2. 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.
- 11.3. 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 serious 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, a student should contact his faculty to ensure that he/she is not missing any quizzes or examinations or assignments during the period of leave. 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.
- 11.4. **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.**
- 11.5. 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.**
- 11.6. The faculty may insist on a minimum number of days' attendance by a student in the class.
- 11.7. The faculty will be free to adopt suitable measures to regulate attendance, maintain discipline and ensure smooth and undisturbed learning in the class.
- 11.8. For each course, a student has to maintain a minimum of 80% attendance in the classes.
- 11.9. Students with attendance less than 80% and up to 70% have to pay prescribed fine or penalty. (Rs. 1000 for up to every 5% drop.)
- 11.10. A student having attendance below 70% have to repeat the course with a prescribed penalty within stipulated time frame.

- 11.11. **A student who is unable to complete the academic requirements will not be allowed to exemption in any extra-curricular activities and will also be debarred from the final placement.**
- 11.12. Issues related to all cases of indiscipline including, attendance & CGPA drop will be handled by Academic Review Committee.
- 11.13. The faculty member dealing with attendance issues can report to the academic office, which in turn will refer to the Academic Review Committee.
- 11.14. Any student, penalized repeatedly, may be asked to leave the program.
- 11.15. Exemption from classes can be given by the competent authority in some special cases which are listed below
- 11.15.1. Student is handling field work while participating in an institute event.
- 11.15.2. Student is required to travel outside for institute activities.
- 11.15.3. However, if field work is used as an excuse without definite result, exemption will be denied.
- 11.15.4. Perpetual exemptions will not be permitted unless considered very important.

12. **DISCIPLINE**

- 12.1. 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.
- 12.2. 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.
- 12.3. 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 they are not in use.
- 12.4. Late-coming or early-leaving the class without permission will constitute as indiscipline.
- 12.5. Proxy or insisting for proxy for an absence student is a serious breach of discipline.
- 12.6. 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/she will be treated as absent without leave for those classes. However, such debar will not exceed 2 classes at a time.
- 12.7. Absence in guest lectures, workshops and placement presentations will be treated as a serious breach of discipline.
- 12.8. Absence from addressal by President/Director/Academic Chairperson will be treated as serious breach of discipline.
- 12.9. Absence without the approval of the President/Director will be treated as misconduct. Repetition of the same will be viewed seriously.
- 12.10. 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.
- 12.11. Academic Chairperson will analyze records of attendance and where the students need counseling, Academic Chairperson and concerned faculty will counsel them.

- 12.12. 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.
- 12.13. Cases of gross misconduct including serious breach of discipline will be brought to the notice of the Director.
- 12.14. 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.
- 12.15. 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. Even after that, if it is not sorted out, the student can appeal to the President.
- 12.16. 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.
 - F. Any case of violet behavior.
- 12.17. **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.
- 12.18. **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.**
- 12.19. It is the policy of the institute that smoking, consumption of alcohol and drug are strictly prohibited in the campus.

13. **USE OF RESOURCES**

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

14. **GENERAL**

Students:

- 14.1. 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.
- 14.2. should use institute’s prescribed uniform – “formals” - as and when required by the President/Director/ Students Council.
- 14.3. should carry and display Identity Card when they are in the institute.

- 14.4. 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.
- 14.5. are to exhibit excellent conduct when representing the institute in different competitions and in any other event.
- 14.6. must attend all guest lectures and placement presentations with due respect for guest speakers and placement visitors.
- 14.7. should display leadership in various activities of the institute.
- 14.8. should maintain high norms of social conduct.
- 14.9. 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.
- 14.10. should fully cooperate with the class representatives in smooth conduct of the program.
- 14.11. must follow all rules and norms that may be framed from time-to-time.
- 14.12. 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 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.

15. **COMMUNICATION OF GRIEVANCES**

- 15.1. Students should feel encouraged to share their doubts, queries and difficulties with the faculty concerned.
- 15.2. 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 satisfactorily.
- 15.3. Academic Chairperson will fix a suitable time slot to meet students.
- 15.4. Problems, still unresolved, should be brought to the notice of the Director/President.

16. **MENTORING AND CAREER COUNSELING**

Objectives:

- a) Ensures learning support and guidance.
- b) Ensures student stays on track and does not drift.
- c) Review progress and professionalism of student including discipline.

Guidelines for students:

- 1) Every student of ISB&M will be assigned a faculty as 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.
- 2) 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.

17. **FEES**

17.1. 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.

17.2. **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.

17.3. Fine for both late-reporting (refer clause 2.2) and late payment of fees will be charged concurrently, if applicable.

17.4. 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 previous examinations will be withheld till all dues are cleared.

17.5. Fee Payment Schedule – as specified in prospectus and in admission letter.

18. **PLACEMENT**

18.1. **Placement process begins early and all placements are subject to students' passing out. Institute cannot certify those who do not meet academic requirements in each trimester and in different years.**

18.2. The institute will help, advice 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.

18.3. **Students opt for final placement through Placement Assistance Cell (I-Care) must have a CGPA of 3 at the end of first year.**

18.4. The President/Director will decide operational policies for placement.

18.5. If companies complain or provide feedback of deliberate misconduct of any student or group of students, they will be debarred from Campus Recruitment Program.

18.6. In case of gross indiscipline, a student may be debarred from Campus Recruitment Program.

19. **CO- AND 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.

20. **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.

21. **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.

22. **INSTITUTE COMMITTEE**

The institute has the following committees for efficient functioning:

1. Academic Council
2. Academic Review Committee
3. Disciplinary Committee
4. Mentorship & Students Development Committee
5. Faculty-Staff Review Committee
6. Anti-Ragging Committee
7. Grievance Committee

23. **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. Mahesh Gadekar

Chairperson Academics

International School of Business & Media, Nande, Pune.

June 16, 2020