



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: 2021-2023

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 eleven 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 up to three days, late fine : Rs. 2,000
 - If anyone is late by more than three days, an additional assessment of 30 marks (Total 130 Marks) and a fine of Rs. 2000.
 - If late by seven days, including holidays following will apply:

Re-enrolment to the institute, if permitted with a fine of Rs.5,000 with an additional assessment of 30 marks (Total 130 Marks)

If it is more than seven days, up to ten days, there will be a cap on a student's grading. The highest grade that a student can get will be B+ (Irrespective of the performance). In addition, re-enrolment to the institute, if permitted with a fine of Rs.5,000 with an additional assessment of 30 marks (Total 130 Marks) will also apply. The student will be disallowed for Campus Placement for the first five companies.

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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

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

1. Supply Chain & Operations Management (Only for Engineers)
2. Media & Communication Management
3. Business Analytics

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

- 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	6
Total number of Credits	138

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.

For dual specialization,

i)	Specialization 1	24 Credits
ii)	Specialization 2	24 Credits
iii)	By choice	12 Credits
	Total	60 Credits

At least 24 credit equivalent elective courses are to be taken in each area of specialization. Remaining 12 credit equivalent electives 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. **The first specialization as offered at the time of admission, will not change.** The area of second specialization can be changed by end of 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 will be through due approval of Area Chairperson.
- 3.6. 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.
- 3.7. 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.
- 3.8. The course duration will be thirty hours of classroom time including a minimum of 8-10 hours of tutorials. Each tutorials group size will be 20-25 students. 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:

Fixed	Weightage (65%)
A. Mid-Term Examination	15%
B. End-Term Examination	30%
C. Group Project (mandatory)	20%
D. Basket of Assessments:	
i. Individual Assessment (Quiz/ Assignments /Reports, etc.)	20%
ii .Tutorial (Discussion Forum)	15%

Note: There should be a minimum of four different types of evaluations including group project (mandatory). Faculty have the choice to introduce more assessment methods and numbers. However final assessment should be weighted at hundred percent.

- 3.10.1 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 End Term examination and at least 50% in rest of the evaluations put together. In the event of below 50% performance in the end term the student will be required to take a re-examination with the prescribed fees.**
- 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. 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 event or entire placement season.

- 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 15.
- 3.16 Failure to meet required passing standards in courses or CGPA, students name for campus placement both summer and final will be 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. **The authorized report, duly signed by the faculty mentor must be submitted at the time of Term 4 registration which can be extended by up to two weeks on the recommendation of the internal mentor.**
- 4.4. **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 evaluation is unfavorable. Similarly, every student's conduct during summer internship should be in conformity 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 which could include asking a student to leave ISB&M. A complaint related to Integrity will invite expulsion.**
- 4.5. 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 hometown location.
- 4.6. Each student will be assigned a faculty guide who will help and support the student for a good work and learning during the internship. The guide could also periodically review 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. 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 in accordance with a schedule that is mutually worked out between the student and the faculty.
- 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, an internship will be treated as poor quality work and will therefore be awarded an 'F' Grade. Since an Internship is mandatory for promotion to the second year, a student will not be eligible to be promoted to second year.
- 4.9. **Any complaint by recruiters on conduct of student and seriousness on performance, absence from work and the breach of company specified conduct and culture during summer internship, will be viewed as a serious breach of discipline and may invite up to expulsion from ISB&M.**

5. DISSERTATION

- 5.1. 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.
- 5.2. Dissertation is mandatory and failure to complete dissertation would amount to non-completion of the program and therefore as student will not be eligible for PGDM degree.
- 5.3. **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.**
- 5.4. 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.
- 5.5. 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.
- 5.6. The dissertation will include, among others, research methodology, empirical data and results of research.
- 5.7. Dissertation, completed in all respects, is to be submitted to the Academics office within the specified date.
- 5.8. 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.
- 5.9. 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. 'F' Grade is not permitted in case of Dissertation.

6. LEARNING OBJECTIVES OF PGDM PROGRAM

- 6.1. Students are expected to learn the fundamental concepts and major theories in business management.
- 6.2. Program is divided into core and elective courses. Core courses revolve around basic business processes across industry that students must learn. The effort is made to make the core courses contemporary and could undergo changes even during the academic year. Elective courses are designed to complete both specializations chosen by the students. In addition, some electives could be for pursuing the interest outside specialization if a student decides to choose as specified in clause 3 including all sub sections.
- 6.3. Some of the key skills the students would develop are:
 - Thinking - use the information and knowledge
 - Problem solving skills
 - Discussion skills and Capability Building
 - Responding to criticism & how to question and criticize
 - How to evaluate thoughts, ideas and information
 - How to propose and alternative thought, solution & framework, etc.
 - Learn domain knowledge-basic concepts and theories

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, damage or theft of these materials.
- 7.5. Books and notes are allowed inside the hall only for “Open Book” examinations.
- 7.6. No student will be allowed to leave the examination hall before submitting the answer paper to the invigilator.
- 7.7. 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.
- 7.8. 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.
- 7.9. **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.**
- 7.10. 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.
- 7.11. **Proven case of malpractice will invite expulsion from the institute.**

- 7.12. 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.
- 7.13. 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.

8. EVALUATION

- 8.1. The evaluation process will follow continuous assessment and feedback in specified intervals and schedule for any large weightage project/assignment based assessment.
- 8.2. There will be a scheduled process of feedback every three week during the course based on your past assessment during the course 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.
- 8.3. 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.
- 8.4. 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, he may assign a faculty for the same.
- 8.5. 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.
- 8.6. Timely submission of all written assignments, reports, project and any other evaluation is mandatory.
- 8.7. For all assignments, a student is required to run through plagiarism software and attach the report. Plagiarism up to 25% is acceptable.

9. Guided self-study (GSS):

- 9.1. **A student will be permitted a GSS only if faculty agrees to accept them for GSS and will follow the required schedule and discipline.**
- 9.2. Objective:
The objective is to:
 - Allow a student to study any theme in depth in consultation with the faculty
 - The 'Must Know' part of the Course has to 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 conceptual understanding of the subjects and the ability to articulate his/her thoughts cogently
 - Provide flexible study process and schedule with a minimum of 20 hours of engagement with the students

9.3. 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, Academic office will notify an online/offline classes to be conducted.
- All GSS students will have 100% assessment and will have multiple internal assessment followed by end term exam on campus with other students enrolled in the course.
- Students opting for GSS shall complete the course within the trimester. No extension beyond the end term of trimester will be permitted.

10. GRADING SYSTEM

- 10.1. Each faculty, while giving the course outline, will indicate his/her criteria for evaluating/ grading at the beginning of the Term.
- 10.2. 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.
- 10.3. 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	70-75	66-69	60-65	56-59	50-55	Below 50

F indicates Failure grade

- 10.4. 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.
- 10.5. **STUDENTS MUST MONITOR THEIR CGPA AND NUMBER OF ‘F’ GRADES AT THE END OF EACH TRIMESTER.**
- 10.6. Grade improvement beyond the specified rules on 10.6 & 10.7 are not permitted.
- 10.7. ONLY ONE COURSE RE-EXAM PER TRIMESTER is going to be conducted by Academics. Re-exam can be conducted only if a student has a F or C in any course (not for C+ or better grades). Re-exam fees is applicable to appear in a Re-exam. A student is not permitted to carry more than 2 ‘Fs’ for Grade Improvement Examination. In case of 2-4 Fs, a student has to repeat the Trimester in the subsequent academic year after paying the requisite Trimester Fees. In case of more than 4 Fs a student will NOT be eligible to continue the Program.
- 10.8. Request for any improvisation can be made in the immediate subsequent Trimester only and not beyond.

11. QUALIFYING STANDARDS

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”).

- 11.1. For promotion from 1st year to 2nd year, the minimum required CGPA is 2.5 and no more than one “F” grade.
- 11.2. **Grade Improvement Plan & “F” grade containment**
 - A student who has more than one “F” grade in any trimester should immediately opt for grade improvement process as specified and scheduled by Academic Chairperson. The same should be completed in the next term.
 - 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 a 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 maybe 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 program will invite a fees of Rs. 6000 per course for every attempt.
- 11.3. 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.
- 11.4. 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.
- 11.5. 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.
- 11.6. 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.
- 11.7. 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.
- 11.8. A student’s performance each trimester will automatically be made available to the faculty.

12. ATTENDANCE

- 12.1. **The institute insists on punctual and regular attendance in all classes. A student has to maintain a minimum of 80% attendance in the class. However, a faculty has the right to demand 100% attendance.**
- 12.2. A student is required to be on time and remain present till the end of the class.
- 12.3. 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.
- 12.4. In case of campus placement process, shortlisted students will be exempted from attendance for a period of required time for different stages in the process.
- 12.5. Consistent default on attendance, student's case will be referred to the disciplinary committee.
- 12.6. The faculty will be free to adopt suitable measures to regulate attendance, maintain discipline and ensure smooth and undisturbed learning in the class.
- 12.7. Students with attendance less than 80% will not be permitted to participate in the end term exam. Any absenteeism permitted by the institute due to medical emergency or placement process will be considered.
- 12.8. **Any attendance waiver on account of extra-curricular activities or student council requirement 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.**
- 12.9. **Given the nature of the activity, junior team in placement attendance requirement will be 50%. However, a student is encouraged to attend as many classes as they can manage to do even beyond 50%. Senior placement team member's absenteeism will be on prior approval by the Placement Chairperson.**
- 12.10. Issues related to all cases of indiscipline including, attendance & CGPA drop will be handled by Academic Review Committee.
- 12.11. The faculty member dealing with attendance issues can report to the academic office, which in turn will refer to the Academic Review Committee.
- 12.12. Any student, penalized repeatedly, will be referred to discipline committee and a suitable action will be taken by the committee including expulsion from the program.

13. CODE OF CONDUCT & DISCIPLINE

- 13.1. The institute attaches great importance to integrity, honesty, Professional discipline and Personal Behavior that respects others people's life. 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 reputation of ISB&M.
- 13.2. 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 it could also referred to disciplinary committee, the committee can recommend repeating that course, treating entire trimester as "F" grade or even asking students to leave the program. A student who allows copying will also be subjected to same procedure.
- 13.3. It is the responsibility of all to maintain cleanliness, hygiene, report if any infectious disease and do not disrupt and engage in destructive behavior 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, LCDs when they are not in use.
- 13.4. Late-coming or early-leaving the class without permission will constitute as indiscipline, it will be treated as absence from the class.
 - 13.5. Proxy or insisting for proxy for an absent student is a serious breach of discipline, will be treated as violation of code of conduct for all the parties involved.
 - 13.6. 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 two classes at a time.
 - 13.7. Absence in guest lectures, workshops and placement presentations will be treated as a serious breach of discipline.
 - 13.8. Absence from addressal by President/Director/Academic Chairperson / Placement Chairperson will be treated as serious breach of discipline. Absenteeism must be permitted by the person/chair who calls for it.
 - 13.9. 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.
 - 13.10. Academic Chairperson will analyze records of attendance and where the students need counseling, Academic Chairperson and concerned faculty will counsel them.
 - 13.11. ISB&M promotes culture of mutual respect, acceptance with everyone, be it a fellow student, staff or faculty. If student engages in condescending behavior or a behavior which 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.
 - 13.12. If any student indulges in behavior considered as breach of norms and discipline, following process will be mandated.
 - a. Concerned authority will listen to the complaint and if find 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 witness to the event (based on the judgment of the committee) will be called. The committee could take several round of meetings to arrive at any judgment and recommend an appropriate action.
 - 13.13. 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.
 - 13.14. 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. & 11.2

F. Any case of violent behavior.

- 13.15. **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.
- 13.16. **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.**
- 13.17. **Any complaint related to Sexual Harassment and misconduct will be viewed very seriously and action & procedure will follow in accordance with sexual harassment law.**
- 13.18. It is the policy of the institute that smoking, consumption of alcohol and drug are strictly prohibited in the campus.

14. **USE OF RESOURCES**

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

15. **GENERAL**

Students:

- 15.1. Must attend the classes and institute-related activities in the prescribed dress, girls in formals or salwar kurta or saris, and boys in formal trousers, shirts and black shoes.
- 15.2. Should use institute’s prescribed uniform – “formals” - as and when required by the institute.
- 15.3. Should carry and display Identity Card when they are in the institute.
- 15.4. 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.
- 15.5. Are to exhibit excellent conduct when representing the institute in different competitions and in any other event.
- 15.6. Must attend all guest lectures and placement presentations with due respect for guest speakers and placement visitors.
- 15.7. Must attend workshops designed for the learning and development/preparation of placements.
- 15.8. Should display leadership in various activities of the institute.
- 15.9. Should maintain high norms of social conduct.
- 15.10. 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.
- 15.11. Should fully cooperate with the class representatives in smooth conduct of the program.
- 15.12. Must follow all rules and norms that may be framed from time-to-time.

- 15.13. 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.**

16. **COMMUNICATION OF GRIEVANCES**

- 16.1. Students should feel encouraged to share their doubts, queries and difficulties with the faculty concerned.
- 16.2. 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.
- 16.3. Academic Chairperson will fix a suitable time slot to meet students.
- 16.4. Problems, still unresolved, should be brought to the notice of the Director/President.

17. **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. **For the purpose of 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 first year (Three trimesters). If a student performance drops considerably in fourth or fifth trimester, his/her name will be dropped from the list. Any grievance with respect to this, students are advised to speak to the academic chairperson and not get into arguments with placement team.**

18.3. **All placements are subjected to passing in the same academic year. A student who is not likely to pass out at the end of second year for whatever reasons including medical will not be permitted to participate in placement process. Any compassionate considerations will be looked into separately by the concerned authority/committee.**

18.4. **Placement team does not make any eligibility related decisions. Detailed placement policy and processes will be provided in placement policy manual.**

18.5. 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.

18.6. **Students opting for final placement through Placement Assistance Cell (I-Care) must have at least CGPA of 2.5 at the end of first year.**

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

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

18.9. 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. 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

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. Madan Survase

Chairperson Academics

International School of Business & Media,
Nande, Pune.