



**JAIPURIA**  
SCHOOL OF BUSINESS

**EMPOWER • ENTHUSE • EXCEL**

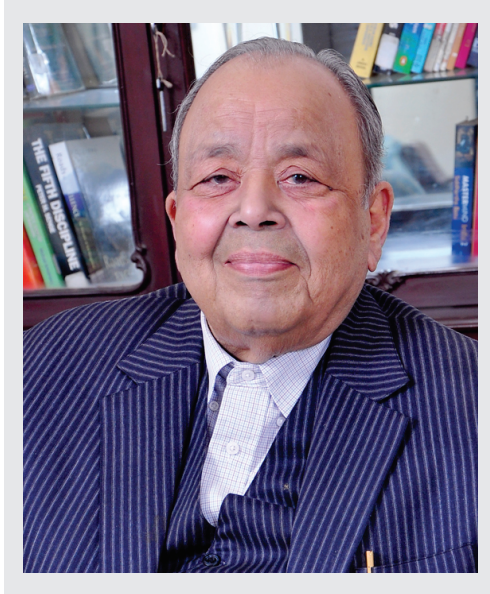
INDIRAPURAM, GHAZIABAD

# STUDENTS' HANDBOOK

ACADEMIC YEAR(s) 2020-21 & 2021-22



# *Our Inspiration*



**Dr. Rajaram Jaipuria**  
(1934-2015)

Founder, Jaipuria School of Business

“When one performs his prescribed duty only because it ought to be done, and renounces all material association and all attachment to the fruit, his renunciation is said to be in the mode of goodness”...

Bhagwad Gita

# Jaipuria School of Business

## Vision

To be a future-focused Centre of Excellence in Management Education

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## Mission

"To develop students' technical and behavioral competencies (teamwork, critical and analytical thinking), infuse ethics, and provide value-based professionals and services to corporate."

In pursuit of excellence, we aim:

- To develop technical competencies
  - To develop teamwork
  - To develop critical and analytical thinking
  - To infuse ethics
  - To provide value-based professionals to the corporates
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## Objectives

- To develop managers, leaders and entrepreneurs with vision and values.
  - To ensure relevance of curriculum for the Industry.
  - To continuously develop and upgrade intellectual capital.
  - To coin interactive pedagogy.
  - To achieve excellence through teamwork
  - To provide diversified corporate exposure in the form of summer training, consultancy and live projects.
  - To groom students as value based business leaders through a structured Executive Leadership Programme (ELP) and modules on improve their inter-personal skills and Overall Personality Development.
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# STUDENTS' HANDBOOK

ACADEMIC YEARS 2020-21 & 2021-22

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# Manual of Policies for the Students

## 1. The Prelude

This Handbook gives students of Jaipuria School of Business, Ghaziabad guidelines for academic and personal conduct. These are promulgated for the smooth conduct of Post Graduate Diploma in Management (PGDM) programme consistent with the requirements of best practices followed by business schools and the guidelines of All India Council for Technical Education (AICTE). It lays down various rules and procedures with respect to conduct of the programme to bring transparency in the system and uniformity in implementation.

Every student must secure a copy of the handbook - PGDM 2020-22 and carefully go through the prescribed rules and policies. Onus of ignorance will be on the student and will not be a ground for consideration against non-compliance. This is applicable to the batch of PGDM academic session 2020-22, (without any prejudice to any action/decision taken for PGDM-Year II in the academic session 2020-21).

## 2. Programme Administration

The institute follows a robust and transparent academic process. Major responsibility areas are as follows;

- A. All issues pertaining to the academics, discipline, evaluation and class room delivery shall be referred to the Director through the Dean-Academics,
- B. Dean-Academics will be the overall In-charge for the smooth conduct of the PGDM programme as per the guidelines and instructions issued from the Director's office.
- C. Scheduling, conduct of Examinations and Evaluations will be conceded through Examinations department.
- D. Issues pertaining to library like acquisitions of new books and regular updation will be the responsibility of Library.

PGDM programme shall comprise of a number of courses and other components as specified in the Curriculum given in Annexure-I of the Handbook and as approved by the Academic Council for PGDM Programme. Each course is assigned a weightage in terms of specified credits.

The two-year full-time programme of study spread over two years and six trimesters & includes Compulsory courses, Core electives, Choice-based electives, Certificate courses and Workshops etc.

## 3. Academic Calendar

PGDM offered by the Institute is a regular programme of two years duration. Each academic year has been divided into three trimesters and each trimester is approximately of three-months duration. The Academic Year commences from August 13, 2020 with an Induction program for the newly admitted students. The detailed academic calendar is notified separately in Annexure I. However, the Institute may modify the Academic Calendar for effective management of teaching and learning process and for balancing the co-curricular and extra-curricular activities.

#### 4. Registration

- 4.1. New Students are required to register in person on the registration day as per the Admission Call letter and before the commencement of the Trimester as indicated in the Academic Calendar 2020-21. At the time of the registration as per the admission call letter, original certificates of academic qualifications with a photocopy of each are required to be submitted to the Program Office. The photocopies will be retained by the office and originals will be returned to the students after verification. In case original certificates are not available, provisional certificates will have to be submitted, and the original certificates again with the photocopies to be submitted in the Program Office as and when these are available.
- 4.2. The admission is likely to be cancelled if the eligibility condition of minimum aggregate percentage in qualifying examination is not fulfilled as per the mark sheet submitted later after securing the admission. The qualifying three- year graduation course must be completed before the date of admission registration. A Student is not permitted to appear in qualifying examination after registering in the Programme.

#### 5. Curriculum Design

- 5.1. The PGDM course aims at providing inputs to the students relevant to the business, industry and trade, so that they can be placed in these sectors and functions, in different organizations and are ready to face the challenges of modern business in a competitive environment. The course not only aims at providing knowledge and skills in different areas of management, but also provides value-based inputs necessary for the overall development of the personality of the students. Graduates of Jaipuria School of Business are expected to pass out from the Institute as persons with character and competence.
- 5.2. All the courses in the first, second and third trimesters are compulsory, whereas the students have the option of choosing the domain area(s) of specialisation in Trimester-III in Year –I. The Curriculum caters for 'Dual Specialisation' in any two specialisation areas out of Six chosen areas i.e. Marketing, Finance, Human Resource, Operations & Supply Chain Management, Business Analytics and International Business spread over the third, fourth, fifth and sixth trimesters. For both the specialisations, eight courses in each area are to be chosen from the choice-based electives and sectoral electives.
- 5.3. Choice of Electives: The structure of the courses is designed in a way that students have to compulsory study specified core courses from different functional areas of Management as specified in the curriculum given in Annexure II of the Handbook and as approved by Academic Advisory Council.
- 5.4. The elective courses available on option shall be offered only if minimum 20 students or 20% of the total strength, whichever is greater opts for the specific elective course. Therefore, while opting for electives; students have to give a list of their preferences from

the bouquet of electives on offer so that their next choice, in exceptional situation, the Director at his discretion might allow an elective that may be offered with lesser registration but not less than 15 students.

## 6. Summer Internship Projects

It is compulsory for all the students to attend and complete 8 weeks' training after third trimester and before commencement of the fourth trimester, in any corporate organization/establishment viz. trading, commercial, industrial, financial etc. The SIP comprise of 3 credits and compulsory course for award of diploma.

The students will have to prepare a Summer Internship Project (SIP) during this training under the guidance of their Faculty-Mentor and Corporate Organization Guide/Mentor. Recruiters attach great significance to the Summer Internship Project report in the final placement interview and in depth questions on it can be expected. Hence, the Project Report should be perceived as an important course which signals a student's potential to the recruiters. On completion of the training, the student is strictly required to follow the guidelines for preparing and writing the Project Report. The student is required to submit two copies of the SIP Report to the Institute within one month of the completion of the training. The SIP Report will be evaluated by a Committee constituted by the Director, and graded at par with a 3-Credit course.

Summer Internship Workshop: An interactive workshop to set the tone will be held in the campus usually in the month of March to give detailed guidelines and a roadmap to students on the nitty gritty of summer projects, the do's and don'ts etc.

Refer Annexure III for the SIP Guidelines.

## 7. Dissertation

In the sixth trimester, the students are required to undertake one Dissertation project of specialisation opted for under the supervision of concerned area Faculty Guide. The Dissertation comprises of 3 credits and is a compulsory course for award of the diploma.

The topic of the project work and time schedule shall be allotted by the designated faculty supervisor to the students under his/her charge immediately at the beginning of the fifth trimester.

The project report in the form of Dissertation and two copies of report shall be submitted by the student in the Institute before conclusion of the Sixth trimester.

Refer Annexure IV for the Dissertation Guidelines.

## 8. Methodology

Teaching methodology in the PGDM Programme consists of lecture inputs, exercise, cases, role plays, presentations, project-work, term papers etc. Each Faculty uses a suitable mix of teaching methodology to suit the requirements of the course. Students in a course are likewise evaluated on various components, viz. quizzes, mid-term examination, end term examination, cases, role plays and other assignments. At the commencement of each course, the session plan is given to the students, specifying the contents of the course, the methodology and evaluation criteria. The students may check with the Faculty if these details are not specified. Students will be provided sufficient reading materials in soft copy form and one book/paper bound reading material per course as per the discretion of the Faculty member.

Medium of Instruction: The medium of Instruction/study and the examination shall be in English.

## 9. Attendance

The Institute attaches great importance to punctuality and encourages students for active participation in class deliberations.

- 9.1. The students must remember that the final grade assigned to them takes into account their class participation and continuous assessment components. It is therefore advisable that in their own learning interest they should not miss any class.
- 9.2. Written attendance record is taken in each class session by the faculty members.
- 9.3. Absence without prior approval of leave is considered to be a serious breach of discipline, and the student is liable for disciplinary action.
- 9.4. Students are encouraged to attend all the classes in each paper/subject/course.
- 9.5. Students should attend at least 75% of the lectures in each subject in each term. Absence is permitted for reasons such as sickness, accidents, bereavements or officially assigned work, duly approved by the concerned faculty members and Dean Office. However, such absence should not exceed 25% in each term

## 10. Leave of Absence

Under special circumstances, a student may be granted leave of absence. Such leave of absence will be granted on application for valid and sufficient reasons by the Dean Office in consultation with course Faculty member.

Permission granted by the Dean Office for leave of absence does not exempt a student from continuous assessment. Faculty/ies are not responsible for the student losing any component of evaluation on account of leave availed by him/her with prior permission, and the makeup of class tests, which are missed out due to absence, is left to the discretion of the concerned Faculty member.



## 11. Examination and Course Audit (Evaluation and Grading for Courses)

- a. Course Faculty may use different components of evaluation like—
- i. Quiz (announced or unannounced);
  - ii. Group Discussions
  - iii. Assignments
  - iv. Project assignments
  - v. Individual/ Team presentations
  - vi. Class Participation/Attendance\*
  - vii. Oral Examination (viva-voce)
  - viii. Mid-Term written examination; and
  - ix. End-Term written examination.

\*The attendance will be as per the rules mentioned in 7.5.

- b. Courses of 2-Credit or less should have continuous evaluation while courses of 3-Credit will have at least four components including End-Term Examination. The End-Term Examination will be a written one of minimum 2 hours' duration and should have minimum weightage of 40%.
- c. Shorter duration quizzes will be conducted by the faculty during class hours. The written assessments, i.e. Mid-Term and End-Term Examinations, will be conducted by the Examination Departments at pre-announced dates.
- d. The schedule of examinations shall be notified by the Examination Department at least 10 days prior to the first day of the commencement of examinations, along with examination form.
- e. For appearing in the End-Term Examination students are required to apply / register on a prescribed form together with the required documents and clear all pending dues of the Institute. The Examination Department shall issue admit card, bearing the course code in which students are permitted to appear. Students are advised to check and notify any discrepancy in the course code in the admit card immediately to the Examination Department. They must possess the admit card for appearing in each paper.
- f. Scheme of Marks: Each paper shall have 100 marks. The examination and evaluation comprise of three components, viz.

1.	End Term Examination:	40 Marks
2.	Mid Term Examination:	20 Marks
3.	Continuous Evaluation:	40 Marks

The Continuous Evaluation components, except Mid Term Examination can be added and used by concerned faculty members depending upon the nature of the course.

## g. Grading System &amp; Policy

The final result sheet will indicate the letter grade and grade point.

The TGPA: Term Grade Point Average will be calculated as follows:

$$\text{TGPA} = \frac{\sum_{i=1}^n X_i \cdot Y_i}{\sum_{i=1}^n Y_i}$$

Where  $X_i$  => grade point earned in a paper,  $Y_i$  => credit point allotted to a paper,  $n$  => number of courses in a trimester.

For each course, multiply the grade point with the number of credits allotted; divide the sum of the product by total number of credits.

The CGPA: Cumulative Grade Point Average is calculated by adding TGPAs of all the trimesters divided by the total number of credits.

$$\text{CGPA} = \frac{\sum_{i=1}^n \text{TGPA}_i \cdot C_i}{N}$$

Where,  $C_i$  is the total credit allotted to a term

$N$  is the total number of credits allotted till the recent trimester

**The Table below indicates the Grading/Marking/ Rating distribution system:**

Percentage	Grade	Point	Interpretation	Class
90 & above	A+	8	Outstanding	Distinction
84-89	A	7.5	Excellent	
75-79	A-	7	Very Good	
70-74	B+	6.5	Good	First Division
60-69	B	6	Above Average	Second Division
50-59	C	5	Average	
40-49	D	4	Satisfactory	
Less than 40	F	3	Fail	

## 12. Qualifying Standard

12.1 The students' must satisfy the following conditions at the end of third trimester of the first year to be eligible for promotion to the second year:

- Minimum CGPA of 4.0
- Not more than 3 'F' grades or 6 'D' grades or equivalent. (1F=2D)

12.2 For award of Diploma, a student must satisfy the following conditions:

- The student must have a minimum CGPA of 4.5 in the programme.
- Not more than 2 'F' grades or 4 'D's or equivalent. (1F=2D)

12.3 If a student misses one or more components of evaluation as mentioned in clause 9 without prior permission, the following procedure will be followed: -

12.3.1 The student will be awarded "F" grade.

- 12.3.2 When the student completes the make-up requirements as specified by the Institute "F" will be replaced by the final grade (A+, A, A-, B+, B, C, D) awarded for that component by the Faculty.
- 12.4 The grades given by a Faculty in any component of evaluation are final. The Faculty will not be called upon to justify the grades but for the purpose of understanding and self-improvement, a student, who desires some clarification, may discuss the matter with the concerned Faculty/s within 4 days after receiving the grades.
- 12.5 Absenteeism in Examination: While the faculty member may give subjective feedback directly to the class after every continuous component's evaluation, the grades should be routed through Examination Department, so that any deviation from the norms can be addressed before it goes to students. Both hard and soft copy of the grades is routed to Examination Department.
- 12.6 The Examination Department will announce the grades, as and when received and the students concerned should promptly check their grades and respond within 48 hours for errors, if any.
- 12.7 Non-Credit Courses: For overall development of the students of PGDM Programme of the institute, some value addition courses are conducted to enhance the skills of the students. These non-credit courses are of two types:
- Workshops
  - Certification Courses.

The Workshops and Certification courses are special skill competency enhancement programs conducted by external trainers. No credit points are awarded for such programs but students are required to maintain a minimum attendance of 75% in these classes and have to qualify these courses as per institute's norms. Students may have to pay an additional fee for some of these value-addition programs.

## 13. Disqualification

- 13.1. If a student does not meet the qualifying criteria as per the Para 10.2 at the end of First year, should appear for Supplementary Examinations by filling the examination form, leaving out the courses wherein she/he received a grade point of 5.0 or above. The Supplementary Examinations dates will be announced by Examination Department.
- 13.2. If a student does not meet the qualifying criteria as per the Para 10.2 at the end of second year, should appear for Supplementary Examinations by filling the examination form, leaving out the courses wherein she/he received a grade point of 5.0 or above. The Supplementary examinations dates will be announced by Examination Department.

## 14. Admit Card

- 14.1. Every student must legibly fill the Examination form provided by the Examination Department, mentioning the papers he/she is appearing in the End-Term Examination 10

- days before the start of the end-term exam. The Examination Department will issue admit cards after taking clearance of fee dues from the Accounts Department.
- 14.1.1 No student will be allowed to sit in the End-Term Examination without an Admit Card.
  - 14.1.2 Carrying of mobile phones/electronic gadgets is strictly prohibited in the Examination Hall.
  - 14.1.3 No student is allowed to enter the examination hall after 10 minutes of the start of the examination and is also not allowed to leave the examination hall during the first one hour of examination.
  - 14.1.4 Any student found copying or using unfair means will be debarred from the trimester examination.
  - 14.2 In the examination papers related to Information Technology group, the external examination paper shall be 40 marks and the practical examination shall be of 20 marks.
  - 14.3 Use of Unfair Means:
    - 14.3.1 Unfair Means include any activity on the part of student before, during or after the examination to influence the result in any way. This may include copying from other students, from prohibited papers, electronic gadgets etc., non-adherence to the instructions of the invigilators, plagiarizing in projects and assignments, indulging in any unruly activity inside examination hall, canvassing with the faculty and other staff, threatening / intimidating individually or in group.
    - 14.3.2 A Committee will be constituted by the Director to decide upon reported cases of copying/plagiarism. Any student found using unfair means during internal or end term examination or in writing of the Summer Internship Project Reports, may be asked to repeat the examination / SIP or may be asked to repeat the examination in all the courses of the said term. The decision of the committee will be final and binding on all.
  - 14.4 Provision regarding Promotion:
    - 14.4.1 No student shall be promoted to second year of the course, if the students fail to meet the qualifying standard as mentioned in point 10.
    - 14.4.2 The total number of attempts for passing a paper shall not exceed the total span period of the program (4 years). All students shall have to complete the course within 2 years and by depositing the readmission fee within the span period of 4 years from the date of the admission in the program.
    - 14.4.3 The back paper/s examination shall be held with the respective regular End Trimester Examination of next academic year.
    - 14.4.4 If a student fails to clear the course during the span of 4 years from the date of admission, then he or she shall not be eligible to be re-admitted in the PGDM program.
    - 14.4.5 Back paper facilities shall not be available in continuous evaluation.
  - 14.5 Re-Appeal and Make-up Policy
    - 14.5.1 Inability to take an examination due to any unforeseen circumstances will lead to a temporary 'F' Grade in such course(s). The student will be given an opportunity for re-appearing in the examination as mentioned below.

- a. For courses missed or failed in second year, re-examination will be conducted as per schedule declared by the Examination Department.
- b. If the student is not able to take the re-examination or fails in it, then he/she will be awarded a 'F' grade in such course(s).
- c. These examinations must be taken by those students who have scored less than D grade in any course of the previous terms to fulfil the minimum academic requirement.
- d. The students will have to pay the re-examination fees @Rs.500 for each such course for which he/she has to take an examination.
- e. The student is allowed to appear in the End-Term Examinations being held to improve his/her grades even if he/she meets the minimum academic criteria specified as under:
  - i. He/she wants to upgrade his/her CGPA to 6.75 (equivalent to 60%) to fulfil the eligibility requirements of Public sector undertakings.
  - ii. These examinations will be scheduled with the examinations of next year batch students.
  - iii. These students will have to pay the re-examination fees as per the policy.

#### 14.6. Award of Medals

- 14.6.1. Gold, Silver and Bronze Medals shall be awarded only to those students who will clear all required credentials/papers for PGDM, in the first attempt.
- 14.6.2. No personal reason/medical reason should be considered to waive off this clause under any circumstances.

#### 14.7 Award of Diploma

A student shall be eligible for the award of PGDM Diploma subject to:

- 14.7.1. He /She has undergone the course of studies, completed the Summer Internship /Dissertation specified in the curriculum of his/her programme within the stipulated time and secured the minimum credits prescribed for Award of the Diploma.
- 14.7.2 There are no dues outstanding in his/her name to the Institute; and
- 14.7.3 No disciplinary action is pending against him/her.

#### 14.8 Re-evaluation and Grievance Settlement

Students are allowed to apply within 15 days of the declaration of results for any verification in regards to the totalling of marks and its verification for all questions attempted. The students is required to deposit a fee of Rs. 100/- per paper. The marks obtained after re-totalling will be considered as final. There is no provision for revaluation of answer scripts.

## 15. Discipline and Conduct Rules

- 15.1 Classroom Discipline: Students are expected to be present in all the scheduled classes as per the timetable shared with them. They should be seated in the class at least five minutes before the scheduled start time.

Other than the classroom contact hours based on course credits, students are expected to spend 2-3 hours for every session outside the classroom working on assignments and projects. Students are expected to be punctual in all respects and they are expected to submit their assignments strictly by the last date of the submission. Fans, lights and other electrical devices should be switched off after the session gets over.

- 15.2 The Institute attaches utmost importance to maintaining discipline and behavioral conduct by its students. Students are expected to behave responsibly and with a high degree of maturity as befits managers. A proven case of grave violation of such behavioural norms will result in deprivation of a place in merit list; award of medals; and such other penalties. The following breach of discipline are considered serious and will attract the penalty of immediate expulsion from the Institute:
  - 15.2.1 A proven case of gross misconduct such as violence, riotous or disorderly behavior, fraud, misappropriation of funds, moral turpitude, directed on a fellow student or a faculty or any other employee of the Institute / hostel.
  - 15.2.2 No student shall carry in person or through accompanying visitor's arms like guns and knives into the Campus or Hostel and such students will be liable for immediate expulsion upon notice of such event.
  - 15.2.3 In matters of Discipline enforcement, the decision of the Director shall be final. In matters of sufficient gravity, a student may appeal to the Director, whose decision thereon will be final.
  - 15.2.4 Misconduct related to Hostel rules (Annexure V.) will be handled by the Hostel Warden and the Administration.
- 15.3 Ragging in any form is banned inside and outside the campus. Strict action will be taken against the defaulters. No leniency will be shown to the offenders. Suspension' and or withdrawal from the hostel/college is one of the action taken promptly. (Annexure VI) for salient features of the Anti-Ragging Policy).
- 15.4 The Institute has a policy for Prevention of Sexual Harassment constituted under the POSCO Act 2012. The Act, primarily recognizes four kinds of crimes:
  - a) Assault (always physical)
  - b) Harassment (always non-physical with sexual intent)
  - c) Using children for pornographic purposes
  - d) Abetment of/attempting to commit a sexual crime against a child.

POCSO Act also ensures the privacy of a reporting child so no child needs to be afraid of reporting of the crime to the police. The Internal Complaints Committee addresses all grievances under the above policy.

Please refer to Annexure VII for the salient features of the Act.

## 16. Information Technology

During the two year course at JSB, the students are provided free Wi-Fi connectivity in the Campus for pursuing studies and research over internet. They are also provided access to

personal computers in the computer lab for the academic assignments and other activities. These facilities are provided to aid in their academic pursuits and students are expected not to misuse these facilities.

Refer Annexure VIII for the IT Policy

## 17. Social Media Policy

The Institute recognizes and embraces the power of social media, and the opportunity these tools provide to communicate with the community, including students, faculty, staff, parents, alumni, and other interested parties. This policy provides guidance and applies to all use of social media by all the students, faculty and staff. Refer Annexure IX for detailed guidelines

## 18. Plagiarism

Academic Integrity is about honest presentation of your academic work. It means acknowledging the work of others whilst developing your own insights, knowledge and ideas. It is an important part of academic life for both staff as well. As the students and is also essential to all academic thought and practice. All work produced must acknowledge the sources of ideas presented and cite the original written work. JSB has subscribed to URKUND plagiarism detection system which is cloud-based. Refer Annexure X for additional details.

## 19. Library

The institute boasts of a healthy collection of books of different genre in its collection. All the students, faculty and staff are eligible to borrow books from the library for their reference and academic purposes.

See Library Rules for further details attached as Annexure XI.

## 20. Fees

- a.
  - i. No student will be allowed to appear in the end-term examination with dues not paid or outstanding in his/her account. A student therefore must abide by the deadlines mentioned in the handbook for the payment of their fee instalments in time.
  - ii. Students with Bank Loan tie-ups must ensure they meet the fee-deposit deadline by completing documentation well in advance.
  - iii. Delay in payment of fees shall attract a penalty of 5% of the outstanding amount upto one month and 10% up to two months. After two months, the name of the student shall be automatically struck off the enrolment register and the student have to take readmission next year and repeat the full year on payment of full fees applicable for the new year as notified. Even in case of student's dependent on Bank Loan, the onus for getting the documentation completed on time will rest upon the concerned student and no other consideration for leniency in fee-payment will be allowed.

- iv. Mode of Payment: Fee is to be through a demand draft in the name of "JSB GHAZIABAD" payable at Ghaziabad or online transfer as per the following details:
- v. **Other Fee:** Students are to pay 'Re-appear/Make-up Examination Fee' whenever applied for, as prescribed by the Institute.

<b>Name of beneficiary</b>	Jaipuria School of Business
<b>Address</b>	Block, B, Gate No. 1, Shakti Khand IV, Indirapuram, Ghaziabad
<b>A/C No</b>	636010100006378
<b>Bank Name</b>	Axis Bank
<b>Bank Branch Address</b>	Aditya Mall, Indirapuram, Ghaziabad
<b>Bank Code</b>	000636
<b>MICR Code</b>	110211055
<b>IFSC CODE(RTGS/NEFT)</b>	UTIB0000636

#### b. Transcripts

Transcripts of the academic records can be collected from the Program Office. However, a copy of the same is also sent to all the students after the declaration of results at the end of every term. A student requesting for a transcript must present himself/herself at the Program Office, with valid identification. There is no charge for the first transcript. However, additional transcripts maybe requested on payment of Rs.100/- for per paper, which will carry a seal stating duplicate. Discrepancy if any, in the Grade-Sheet may be pointed out in writing to the Dean of Academics –cum-Controller of Examination within a fortnight of the issue.

#### c. Provisional Certificate

Students who have passed examination in all papers from Trimester 1 to Trimester VI as prescribed, obtaining at least Grade D in each paper and who have produced clearance certificate from all Departments e.g., Library, IT, Admin etc., in Jaipuria School of Business, shall be issued "PROVISIONAL CERTIFICATE" under the Seal/ Signatures of the Director - Jaipuria School of Business.

## 21. Hostel

Hostel facility for Women is provided in-Campus and the Men's Hostel is outside the Campus but located close by. Bus transport facility for attending classes in the Institute as well as for other special programs organised at the Institute, or by the Institute at some distant location, is available for commuting from Men's Hostel. AC and Non-AC accommodation is available in the Hostels as per the student's preference. Students have to deposit the fees for Hostel as well as Mess fees as per Notice issued from time to time. Failure to pay fees in time will lead to summary expulsion from the Hostel and students shall be given maximum 24 hours' notice to vacate the Hostel. The Hostel Wardens are in-charge of management, security and discipline of the Hostels and all inmates are expected to follow their instructions, written or verbal, at all times without any argument.



Grievance if any shall only be raised as per the grievance procedure at appropriate level. The Hostel seats are limited and offered on first come, first admit basis. The students, who book Hostel accommodation at the time of depositing admission fees, shall get assured accommodation, however, and seats shall be kept reserved for them. Those who approach for Hostels after joining the course shall be provided Hostel in case seats are available.

## 22. Dress Code

The Institute will provide formal attire to all the students – 2 sets of pants and shirts, one neck-tie and one blazer. All the students should give their measurements within 15 days after admission to get the right size of the attire. Students shall bear the cost of the formal attires as notified.

All the students shall be provided with three t-shirts from the Institute for wearing on special occasions of festivity like Annual Sports, Annual Green Environment Campaign, and Annual Cultural Festival. On semi-formal occasions, students should wear T-Shirts with the JSB Logo provided by/purchased from the institute. Students have to wear their formal attire (JSB uniform) on Monday and Friday. On other days they can come to class wearing smart casuals of their choice, if there is no formal event as stated specifically below.

Occasions when students have to wear formal attire including Blazer and tie are:

1. Placement interviews
2. SIP interviews
3. Guest Lectures
4. Industrial Visits
5. Convocation
6. National Conference
7. International Conference
8. Specially notified occasions

**Note: Shorts/Bermuda/Capri/Sleeveless Tops/ Jeans/Bathroom Slippers/Sport Shoes ARE STRICTLY PROHIBITED.**

## 23. Convocation

Convocation for the Passing-Out Batch will be held in Sep/ Oct of the Passing-Out year in the campus. All the students should attend the ceremony and should participate in various management committees for the event. Students must be dressed in formal attire (Suit) for the occasion.

**24. Placement Support**

The Placement process at Jaipuria School of Business aims to provide the first opportunity to passing out students for finding a Job from Campus. The Institute provides special placement assistance to the students in terms of grooming their personality and developing their presentation skills so that the students are able to bag a job from campus and get into the company of their choice. A Committee of First Year Students actively participates in organising and coordinating the Pre-Placement Talks and in-Campus Interviews for the senior Batch under the guidance of the Placement Department. The placement process usually starts in the month of November; although, recruitment through Pre-PlacementsOffers (PPO) and lateral process for students with prior work experience may happen earlier(Annexure XII)

**25. Student Committees**

Students are expected and encouraged to practice managerial competencies and hone their skills by practicing the same in course of their studentship. Accordingly, continuous opportunities are created for students to join various Centres of Excellence and organise programmes/events/ activities like Seminar/Symposium/ Debate/Cultural Exhibitions/Art & Music competitions/ outdoor events. Student committees are formed to organise events and activities for maintaining academic management system and discipline. The Student Committees shall be notified separately in course of the program.

This Handbook is only a guide to initiate the students towards the academic process and shall not construe a limitation for effective academic governance.

## ANNEXURE I- Academic Calendar

ACADEMIC CALENDAR – Batch PGDM 2020-22/ Session 2020-21		
EVENT	DATE	DAY
Prarambh -Batch 2020-22	August 13, 2020	Thursday-Friday
21 Days Foundation Program (Online)	August 14-September 07, 2020	Friday-Monday
Commencement of Classes- Trimester I	September 10, 2020	Thursday
11th Convocation	October 31, 2020	Saturday
Mid Term Examination: Trimester I	November 02-05, 2020	Monday-Thursday
End Term Examination Trimester : I	December 21-29, 2020	Monday-Tuesday
Commencement of Trimester: II	January 04, 2021	Monday
Declaration of Results for Trimester : I	January 19, 2021	Tuesday
Mid Term Examination: Trimester II	February 08-11, 2021	Monday-Thursday
International Conference 2021	February 13, 2021	Saturday
Workshop- Elective's & Specialization	March 15, 2021	Monday
End Term Examination Trimester : II	March 31-April 8, 2021	Wednesday-Thursday
Commencement of Trimester III	April 09, 2021	Friday
Declaration of Results for Trimester : II	April 28, 2021	Wednesday
Mid Term Examination: Trimester III	May 10-13, 2021	Monday-Thursday
SIP Workshop	June 11, 2021	Friday
End Term Examination: Trimester III	June 21 - 29, 2021	Monday-Tuesday
Declaration of Results for Trimester : III	July 14, 2021	Wednesday

ACADEMIC CALENDER – PGDM 2019-21		
EVENT	DATE	DAY
Reporting & Orientation Programme for Trimester-III (online)	July 07, 2020	Tuesday
Pre submission of SIP reports	July 08, 2020	Wednesday
Refresher Class- Trimester III (ONLINE)	July 09-12, 2020	Thursday-Sunday
Preparation Leave and Issue of Admit Card for End-Term Examinations - Trimester III	July 13, 2020	Monday
End-term examinations-Trimester III	July 14-July 22,2020	Tuesday-Wednesday
Orientation Programme- Trimester IV	July 23, 2020	Thursday
Commencement of Classes-Trimester IV	July 24, 2020	Friday
Declaration of Results for Trimester: III	August 11, 2020	Tuesday
Mid Term Examination: Trimester IV	September 09-14, 2020	Wednesday-Monday
Career-Orientation Programme - Psychometric Assessment	September 15, 2020	Tuesday
End Term Examination Trimester : IV	November 02-11, 2020	Monday-Wednesday
Commencement of Trimester: V	November 17, 2020	Tuesday
Declaration of Results for Trimester : IV	December 2, 2020	Wednesday
Mid Term Examination: Trimester V	January 11-16, 2021	Monday- Saturday
End Term Examination Trimester : V	Feb 26 - March 10, 2021	Friday-Wednesday
Commencement of Trimester VI	March 12, 2021	Friday
Declaration of Results for Trimester : V	March 27, 2021	Saturday
Mid Term Examination: Trimester VI	April 15-17, 2021	Thursday-Saturday
End Term Examination Trimester : VI	May 24-28, 2021	Monday-Friday
Declaration of Results for Trimester VI	June 15, 2021	Tuesday

## ANNEXURE II Curriculum

The detailed structure of the curriculum for PGDM 2020-22 Batch is as follows:

### I year

Trimester I				
S. No.	Course Code	Course	Credits	Hours
1	T1CEC01	Managerial Economics	3	30
2	T1CHR01	Individual Dynamics and Leadership	3	30
3	T1CAF01	Accounting for Managers	3	30
4	T1COM01	Quantitative Techniques for Managers	3	30
5	T1CMM01	Marketing Management	3	30
6	T1CGM01	Business Communication	3	30
7	T1CIT01	Information Systems for Managers	3	30
		<b>TOTAL CREDITS</b>	<b>21</b>	<b>210</b>

T1COC01	Design Thinking and Innovation	Certificate Course
T1COC02	Advanced Excel	Certificate Course
	Personal & Professional Etiquette (includes Psychometric Counselling)	Workshop

### Trimester II

S. No.	Course Code	Course	Credits	Hours
1	T2CEC02	Business Environment	3	30
2	T2CHR02	Organisational Behaviour	3	30
3	T2CAF02	Financial Management	3	30
4	T2CMM02	Marketing Strategy	3	30
5	T2CGM02	Written Analysis and Communication	2	30
6	T2CBA01	Business Analytics	3	30
7	T2COM02	Operations Management	3	30
8	T2CIN01	Social Internship Project	1	2 Weeks
		<b>TOTAL CREDITS</b>	<b>21</b>	<b>210</b>

T2COC03	Entrepreneurship	Certificate Course
T2COC04	Spreadsheet Modelling	Certificate Course

Trimester III				
S. No.	Course Code	Course	Credits	Hours
1	T3CGM03	Strategic Management	3	30
2	T3CHR03	Human Resource Management	3	30
3	T3CAF03	Banking, Insurance and Financial Services	3	30
4	T3CGM04	Business Research Methodology	3	30
5		Core Elective – D1-1	3	30
6		Core Elective D1-2	3	30
7		Core Elective D2-1	3	30
8		Core Elective D2-2	3	30
		<b>TOTAL CREDITS</b>	<b>24</b>	<b>240</b>

**Certification courses**

T3COC05	Emerging Technologies and Business Disruption	Certificate Course
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**II year**

Trimester IV				
S. No.	Course Code	Course	Credits	Hours
1	T4CIN02	Summer Internship Project	3	6-8 weeks
2	T4CGM05	Business Simulation	1.5	15
3	T4CGM06	Legal Aspects of Business	1.5	15
4		Core Elective D1-3	3	30
5		Core Elective D1-4	3	30
6		Core Elective D1-5	3	30
7		Core Elective D2-3	3	30
8		Core Elective D2-4	3	30
9		Core Elective D2-5	3	30
		<b>TOTAL CREDITS</b>	<b>24</b>	<b>240</b>

**Certification courses**

T4COC06	SDGs for Managers	Certificate Course
T4COC07	Crisis Management	Certificate Course

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Trimester V				
S. No.	Course Code	Course	Credits	Hours
1		Dissertation		
2		Core Elective D1-6	3	30
3		Core Elective D2-6	3	30
4		Sectoral /Advanced Level Elective D1-1	3	30
5		Sectoral /Advanced Level Elective D1-2	3	30
6		Sectoral /Advanced Level Elective D2-1	3	30
7		Sectoral /Advanced Level Elective D2-2	3	30
		<b>TOTAL CREDITS</b>	<b>18</b>	<b>180</b>

Trimester VI				
S. No.	Course Code	Course	Credits	Hours
1	T6CDR01	Dissertation	3	30
2	T4CGM07	Business Ethics, Values & Corporate Governance	2	20
		<b>TOTAL CREDITS</b>	<b>5</b>	<b>50</b>

TOTAL CREDITS - 66 (Year-I) + 47 (Year -II) = 113 CREDITS

	Subject Code	Subject Name
	<b>FINANCE</b>	
Core Electives Choose 2 + 3 Courses	T3EAF21	Security Analysis and Portfolio Management
	T3EAF22	Financial Statement Analysis and Business Valuation
	T4EAF23	Project Appraisal & Financing
	T4EAF24	Management Planning & Control
	T4EAF25	Strategic Cost Management
	T4EAF26	Derivatives Management
	T4EAF27	International Financial Management
	T4EAF28	Treasury and Foreign Exchange Risk Management
	T4EAF29	Mergers, Acquisitions & Corporate Restructuring
	T4EAF30	Entrepreneurial Finance
	T4EAF31	Behavioural Finance
	<b>SECTORAL ELECTIVES (Choose 1 + 2 Courses)</b>	
Sectoral Courses Choose 2 Courses	T5EAF32	Corporate Taxation
	T5EAF33	Financial Markets and Institutions
	T5EAF34	Investment Banking
	T5EAF35	Trading Strategies
	T5EAF36	Personal Financial Planning
	T5EAF37	Fixed Income Securities
	T5EAF38	Advanced Equity Research
		<b>MARKETING</b>
Core Elective Courses Choose 2 + 3 Courses	T3EMM21	Consumer Behaviour
	T3EMM22	Sales and Distribution Management
	T4EMM23	Integrated Marketing Communications
	T4EMM24	Product and Brand Management
	T4EMM25	Marketing of Services
	T4EMM26	Rural Marketing
	T4EMM27	International Marketing
	T4EMM28	Marketing Research
	T4EMM29	Data Driven Marketing
	T4EMM30	Customer Relationship Management
	T4EMM31	Pricing for Value



	Subject Code	Subject Name
Sectoral Courses Choose 2 Courses	<b>SECTORAL ELECTIVES (Choose 1 + 2 Courses)</b>	
	T5EMM32	B2B Marketing
	T5EMM33	Ecommerce
	T5EMM34	Social Media Marketing
	T5EMM35	Advanced Google Ad Words
	T5EMM36	Web Analytics and Social Media Analytics
	T5EMM37	Retail Management
	T5EMM38	Luxury Retail
Core Electives Choose 2 + 3 Courses	<b>HUMAN RESOURCE</b>	
	T3EHR21	Organizational Development and Change
	T3EHR22	Talent Acquisition and Retention
	T4EHR23	Learning & Development
	T4EHR24	Competency Mapping and Development Centres
	T4EHR25	Compensation and Rewards Management
	T4EHR26	International Human Resource Management
	T4EHR27	Team Building and Conflict Management
	T4EHR28	Knowledge Management
	T4EHR29	HR Scorecard and Analytics
	T4EHR30	HRIS and HR Auditing
T4EHR31	Cross-Culture Skills for Managers	
Sectoral Courses Choose 2 Courses	<b>SECTORAL ELECTIVES (Choose 1 + 2 Courses)</b>	
	T5EHR32	Strategic HRM
	T5EHR33	Employee Relations Management
	T5EHR34	Leadership Development
	T5EHR35	Negotiation skills
	T5EHR36	HR issues in M&A
	T5EHR37	Emotional Intelligence
T5EHR38	International Contract Management	
Core Electives Choose 2 + 3 Courses	<b>OPERATIONS AND SUPPLY CHAIN MANAGEMENT</b>	
	T3EOM21	Operations Research
	T3EOM22	Project Management
	T4EOM23	Production Planning and Control
	T4EOM24	Operations Strategy
	T4EOM25	Total Quality Management, Lean & Six Sigma
	T4EOM26	Operations Risk Management
	T4EOM27	Service Operations Management
	T4EOM28	Logistics and Distribution Management
	T4EOM29	Supply Chain Management
	T4EOM30	Fleet Management
T4EOM31	Strategic Profitability Management	

	Subject Code	Subject Name
Sectoral Courses Choose 2 Courses	<b>SECTORAL ELECTIVES (Choose 1 + 2 Courses)</b>	
	T5EOM32	Procurement and Sourcing
	T5EOM33	Sales Operations and Planning
	T5EOM34	Banking Operations Management
	T5EOM35	Retail Operations Management
	T5EOM36	Supply Chain Modelling and Analytics
	T5EOM37	Advanced Decision Analytics
	T5EOM38	Technology & Innovation Management
Core Electives Choose 2 + 3 Courses	<b>BUSINESS ANALYTICS</b>	
	T3EBA21	Fundamentals of DBMS and DW
	T3EBA22	Fundamentals of R
	T4EBA23	Data Analytics using R
	T4EBA24	Machine Learning
	T4EBA25	Fundamentals of Python
	T4EBA26	Artificial Intelligence using Python
	T4EBA27	Data Visualization Fundamentals
	T4EBA28	Exploratory Analytics
	T4EBA29	Big Data Analytics
	T4EBA30	Advanced Financial Econometrics and Analytics using R
T4EBA31	Digital Analytics: Image, Text, Video and Voice Analytics	
Sectoral Courses Choose 2 Courses	<b>SECTORAL ELECTIVES (Choose 1 + 2 Courses)</b>	
	T5EBA32	Predictive Analytics
	T5EBA33	Marketing Analytics
	T5EBA34	Consumer Analytics
	T5EBA35	Analytics for Retail and Ecommerce
	T5EBA36	Business and Financial Modelling
	T5EBA37	Fraud and Risk Analytics
	T5EBA38	Accounting Analytics and Forecasting
Core Electives Choose 2 + 3 Courses	<b>INTERNATIONAL BUSINESS</b>	
	T3EIB21	International Economics and Trade Policy
	T3EIB22	International Business Strategy
	T4EAF27	International Financial Management
	T4EMM27	International Marketing
	T4EIB23	International Trade Operations & Export Import Documentation
	T4EIB24	WTO and Regional Agreement
	T4EIB25	Foreign Trade Policy
	T4EIB26	International Business Negotiations
	T4EIB27	Management of Strategic Alliances
	T4EIB28	Forex Management And Currency Derivatives
T4EIB29	International Business Law	

	Subject Code	Subject Name
Sectoral Courses Choose 2 Courses	<b>SECTORAL ELECTIVES (Choose 1 + 2 Courses)</b>	
	T5EIB30	International Trade Logistics
	T5EIB31	Exim Financing And Documentation
	T5EIB32	Business in Asia-Pacific
	T5EIB33	Resources and Business in Africa
	T5EIB34	International Trade Data and Trade Opportunities
	T5EIB35	Information Security in International Business
	T5EIB36	Trade and Geopolitics

**Certifications: NISM, NCFM; Google Certification; SHRM, CPD and other**

**The electives highlighted are CORE electives and Mandatory to study in the given Trimester. Students would be required to choose 3 electives in the given basket in Trimester IV and V respectively.**

## ANNEXURE III Summer Internship Project (SIP) Guidelines

### Objective

At Jaipuria School of Business, Summer Internship is designed to provide students an experience in business organization, in order to enable the students to develop orientation towards industrial environments. The period of the internship project is for 8 weeks. A foremost part of internship is Project Report on a particular area related to his/her subjects of specialization appealing depth realistic study by applying data analysis tool on the business problem faced by the organization.

### Below are the objectives of the SIP

- Applying business concepts and theories to real-world decision-making
- Increasing proficiency in specific business disciplines; such as HRM, Operations Management, Marketing, Statistics, Economics and Finance.
- Develop and improve business skills in communication, technology, quantitative reasoning, and teamwork.
- Observe and participate in business operations and decision-making.
- Meet professional role models and potential mentors who can provide guidance, feedback, and support.
- Expand network of professional relationships and target PPO (Pre-Placement Offer)
- Develop a solid work ethic and professional conduct, as well as a commitment to ethical conduct and social responsibility.
- To leverage SIP as a tool for enhancing brand equity of Jaipuria School of Business through student connect with industry environment.

### General Guidelines

1. At the end of the first year (in Term-III), the students are required to work in the industry for a period of 8 Weeks. This gives them an opportunity to show students latent capabilities.
2. Summer Internship Project (SIP) comprises of 3 credits (i. e. 100 marks), which means if a student fails to clear SIP he/she will be awarded F and THERE IS NO REAPPEAR FOR SIP.
3. The students should seek approval of faculty guide before getting the final printouts of their SIP report.
4. All the students are required to submit two hardbound copies of the report duly approved by Faculty Mentor.
5. All the summer training project reports should be bound in black leather and inscribed with golden letters. The signature of the internal supervisor should be sought before final binding of the report.
6. Joining form and Weekly reporting is mandatory for satisfactory completion of the SIP
7. Project report will not be accepted unless accompanied with project guide certificate.
8. Deadline for submission of summer project report will be announced in fourth trimester
9. All summer projects will be examined for plagiarism. Plagiarism cases will be dealt with strict disciplinary action and may result in expulsion from the Programme.

## Do's and Don'ts (Behavioral Instructions and Reporting Protocol)

### Do's

1. You need to send the joining form to Placement cell on the day of joining (placement@jaipuria.edu.in)
2. Weekly reporting should be done without delay.
3. On time reporting as per Organization's policy
4. Demonstrate ethical behavior during the period of SIP as you are the face of JSB
5. You have to obey the rules and regulations of the organization you are working with during the SIP period.
6. SIP report should be duly approved by the faculty mentor before the final submission.

### Don'ts

1. Leave without prior approval from Industry and Faculty Mentor
2. Data and confidentiality breach

### Guidelines for Summer Internship Project Report

The report should be submitted in the prescribed format, draft of which should be duly approved by faculty mentor before submission. Every report will have 3 sections

#### Section 1: Prelims (pages should be in Roman numbers)

Declaration of the Student Certificate from Company Certificate from Institute Acknowledgement

Executive Summary

List of Content

List of Tables

List of Images/Figures

#### Section 2: Body (pages should be in English numbers)

Chapter 1: Industry & Organization Profile Chapter 2: Introduction of the Project Chapter 3: Review of Literature

Chapter 4: Research Methodology

Chapter 5: Results and Interpretations

Chapter 6: Conclusions, Suggestions & Implications

#### Section 3: Appendices & Annexures (pages should be in alphabets) Details of each chapter

1. **Cover Page (Hard Bound)**
2. **Title Flyer**
  - a. A blank sheet of paper located between the cover and the title page.

**3. Title Page**

- a. Title not to exceed 10-15 words, Title page should include JSB logo

**4. Declaration of the Student****5. Certificate from the Company**

- a. The certificate will generally be given by the industry guide from the company or the head of the company stating that the student has satisfactorily completed the project assigned and the duration of the project.

**6. Certificate from the Institute**

- a. The certificate will generally be given by the Faculty Mentor from the Institute stating that the student has satisfactorily completed the project assigned.

**7. Acknowledgement**

This is an expression of gratitude for those who have helped and guided you during the research project. At the end of the acknowledgements, only the student's name appears in italics in the right hand corner. Acknowledgement must be signed by the students before submission of SIP report.

**8. Executive Summary**

A summary of the project, of maximum 2, A4 size pages are required. This should briefly cover the following

- Genesis of the study
- Exact scope
- Organizational areas covered
- Chapter wise details

**9. List of Contents**

This should list in sequence, with page numbers, all sections of the project.

**10. List of Tables**

List of table with page number should be written in this section in a tabular form (statistical tables, definition tables, demographic profile of respondents etc)

**11. List of Images/Figures**

List of images/graphs/figures with page number should be written in this section in a tabular form.

**12. Chapter 1: Industry and Organization Profile**

- i) A brief about Industry
- ii) The attractiveness of industry
- iii) Analyze the 3C's
- a. Company (SWOT Analysis, Porter 5 Forces, Marketing Mix, Promotional Mix etc.)
- b. Competition
- c. Customer

- d) About the company you have worked
  - i. Historical Background
  - ii. Board of Governors
  - iii. Promoters
  - iv. Organizational Structure
  - v. Core Business
  - vi. How well the company is performing viz industry

### 13. Chapter 2: Introduction of the Project

- i) Context of the Research
- ii. Variables
- iii) Why there is a need
- iv) Define the broad terms used in the research
- v) Brief Review
- vi) Rationale of the study e) Problem Statement
- vii) Objectives
- viii) Scope of Study
- ix) Limitation of the Research

### 14. Chapter 3: Review of Literature

- a. Discuss the existing literature related to your area of problem.
- b. Identify the GAP area (based of this gap, rationale will be written for chapter 1)

### 15. Chapter 4: Research Methodology

- a) The Study
- b) Data Collection
- i. **Primary Methods**
  - a. Sampling Method
  - b. Sample Unit
  - c. Sample Size
- ii. **Secondary Methods**
  - a. Sources of Secondary Data
  - b) Research problems and formulization of hypothesis
  - c) The Tools
    - i. Tools for Data Collection
    - ii. Tools for Data Analysis

### 16. Chapter 5: Result and Discussion

Demographic Profile of the Respondents (Tabular form)

Analysis of Each statement of the questionnaire (Graphs/Frequency/Rank Order)  
Correlation/Regression etc., if required Hypothesis Testing 1 Hypothesis Testing 2.

Any Other Statistical/Qualitative Analysis

(All the above results should be followed by discussion)

**17. Chapter 6: Conclusions, Suggestions & Implications**

- a. **Conclusions:** To be drawn in the light of objectives (you have to justify that objectives of the study have been achieved)
- b. **Suggestions:** Limitations to the research, suggestion further work that can be done and better ways to resolve and generalize the results
- c. **Implications:** How your study can be of use to
  - i. Academicians
  - ii. Practitioners
  - iii. Customers/Other Stake Holders

**18. References**

APA reference style should be used for listing published papers / articles/ web link and others. List all references used in the text in alphabetical order by the authors surname according to the convention detailed.

**For Example: -**

Chaturvedi, V., & Saxena, N. K. (2020). Survival of the Quickest: India's Response to COVID-19. *Journal of Xi'an University of Architecture & Technology*, 8(4), 5401-5410

**19. Appendices**

An appendix contains data that cannot be placed in the main document and has references in the original copy or file.

**20. Annexures**

An annexure, on the other hand, is usually a standalone document that offers additional information than contained in the main document.



## ANNEXURE IV Dissertation Guidelines

Every student is required to prepare a Dissertation Report comprising of 3 credits on a live/latest business/management/organization problem/issue. Students are expected to carry out their work with commitment, quality and integrity.

### Objectives:

The objectives of the Dissertation Research Report for PGDM students are:

- 1) To enable the students to undertake in-depth study on a particular topic.
- 2) To understand the process and decisions to be made in managing a project within defined deadlines.
- 3) To provide a forum to demonstrate the skills of structuring and presenting a balanced, informed, complete, clear and concise written problem.
- 4) To demonstrate the skills of data collection, data analysis and synthesis of concepts in order to formulate conclusions and suggestions in the chosen area of research.

### 1. Planning the Dissertation

- Selecting a topic to investigate research problem.
- Forming aims & objectives, or research questions to be investigated.
- Designing a conceptual framework compatible with aims and objectives.
- Preparing a Gantt Chart of all stages of dissertation.

### 2. Dissertation Topic

The dissertation topic should be

- Related to the subject or area of study within the core programme.
- Focused to facilitate an in-depth study.
- Title should be relevant & reflective of the content, problem, and the main variables to be studied.
- Title should be short (length is 10-12 words).

### 3. Stages of Dissertation

- 3.1 **Release of Notification:** A dissertation notice will be released to inform students about the commencement of dissertation.
- 3.2 **Topic Identification and Submission:** Students will be given 10 days to submit their dissertation topics after the release of notice. The topic needs to be submitted to their respective faculty guides.
- 3.3 **Approval of Topics by Faculty Council:** Within one week of topic submission, topic will be approved by faculty council and communicated to students including the suggested changes or modifications to be made in the topic.
- 3.4 **Synopsis Submission:** Within 15 days of approval, students will submit the synopsis and prepare presentation for the same. The synopsis of dissertation will comprise of brief description of Conceptual Framework of study. It will include Title of the Study,

Introduction, Statement of Problem, Research Objectives, Research Methodology, Relevance/Justification and References.

- 3.5 **Progress Report I Presentation:** Within 20 days of synopsis presentation, students will give Progress Report I presentation which will include Introduction and Literature Review.
- 3.6 **Progress Report II Presentation:** Within one month of Progress Report I Presentation, Students will give Progress Report II presentation which will include suggested changes in Progress Report I and Research Methodology.
- 3.7 **Pre-Submission:** Within 20 days of Progress Report II presentation, students will submit the first draft of Dissertation Report.
- 3.8 **Pre-Submission Presentation:** Within the same week of Pre-Submission, students will give presentation of the complete dissertation.
- 3.9 **Final Submission:** Within 10 days of Pre-Submission Presentation, students will submit the final report with suggested corrections and modifications to the Faculty Mentor.

#### 4. Guidance from the Faculty Guide

All students are assigned a faculty guide for the duration of the dissertation. The role of the faculty guide is to facilitate in selection of dissertation topic, reviewing literature to frame research objectives and thus selecting appropriate research methodology to achieve the objectives.

#### 5. Format of Report

Required sequence along with general norms that must be adhered to are as follows:

1. Cover Page must include the Logo and name of the institute along with the title of the dissertation, academic year, degree name, submitted to (left side) and submitted by (right side) (refer to Annexure I).
2. Student's declaration, (refer to Annexure II).
3. Certificate from the Institution, (refer to Annexure III).
4. Executive Summary (Not exceeding 500 words).
5. Acknowledgement
6. Table of contents

Student's declaration		i
Certificate from the institution		ii
Executive Summary		iii
Acknowledgment		iv
<b>Chapter No.</b>	<b>Title</b>	<b>Page No.</b>
1	Introduction	
2.	Literature Review	
3.	Research Methodology	
4.	Data Analysis and Interpretation	
5.	Findings and Conclusion	
References		
Annexure		
Questionnaire		
.....		
.....		

7. List of Tables
8. List of Figures

## 6. Submission of Copies

Two hardbound copies of dissertation along with soft copy (pdf file) have to be submitted. Spiral binding, plastic comb binding will not be accepted.

## 7. Evaluation and Weightage of Dissertation

The dissertation research report evaluation will be continuous and the students need to submit and present their progress report in front of Research evaluation committee on the notified date from examination department.

### Internal Components

1. Topic Submission
2. Review of Dissertation Synopsis and Presentation.
3. Progress Report 1 Presentation
4. Progress Report 2 Presentation
5. Pre Submission and Presentation
6. Final Report Submission

### External Viva Voce

1. Problem Statement
2. Objective
3. Research Methodology
4. Data Analysis & Findings
5. Conclusion & Recommendation
6. Q & A Session

## ANNEXURE V Hostel Rules

1. Hostel accommodation is allotted purely at the discretion of the Hostel Management and on condition that the student agrees to abide by all the rules and regulations of the hostel. Every attempt will be made to provide hostel accommodation to the required students.
2. The rooms allotted to the students at the time of admission are for a period of one year.
3. All students are required to fill the hostel application form along with one passport size photograph for hostel admission at the time of request. Student has to pay token amount of hostel fee to confirm their seat.
4. Allotment made to a student is subject to cancellation if he/she fails to occupy the room in the prescribed time. Students will also forfeit their rooms if they fail to clear all their dues of the hostel. In such cases they will be asked to vacate the hostel,
5. Students must occupy rooms specifically allotted to them. They are not allowed to change rooms except with the written permission of Warden.
6. When there is a vacant seat in the room the key of the room must be deposited with the Warden to facilitate allotment of the vacant seat to another student.
7. Students have to vacate the hostel after completion of the examinations of the third trimester. If any student wants to continue in the vacation period and not continue in the next year they have to pay the additional fee for the same but mess facility will not be provided such period.
8. Students who wish to vacate the hostel must meet the Hostel Warden for necessary formalities. Student is required to submit an application for the same duly signed by parents/guardian.
9. The Warden reserves the right to break open rooms in case of any violation of hostel rules, suspected unlawful activities or on the basis of security risk perceived.
10. No student should stay away from his/her room during the night except with prior written permission of the warden. The student residents are required to declare the name, address & contact no. of their respective local guardian(s) at the time of admission. Night-Out of students shall be allowed only to visit their local guardian and this should clearly be recorded in the Visit-Out Register. Students going out and staying out at night in violation of the above shall be responsible for all consequences arising there from and the Institute shall bear no responsibility towards safety/security of such students. Any violation of the rules & regulations of hostel shall warrant immediate expulsion of the student from the hostel.
11. If the institute is open and the students (resident of hostel) want leave, then the leave application should be first signed by the concerned course co coordinators of the Programme.
12. Warden room visit timing is 8.00P.M.to9.00P.M. (For signature on leave application and other problems).

13. The hostel timings will be strictly adhered to the timings. Students will return to the hostel before hostel timings over so that hostel gates could be closed in time.
14. Students returning late to their Hostels will be fined. The Parents of students will be informed in case of coming very late or who are habitual offenders. In acute cases the student may have to vacate the Hostel.
15. Students are advised to avoid singing aloud, shouting or making all types of noises which are likely to distract the attention of those who may be studying in their rooms. Substance abuse, consumption of alcohol and smoking or chewing of tobacco and its related products is strictly banned in the hostels.
16. The electric points provided in each room are to be used for connecting laptops and mobile phones. Use of any other electric appliance like room heater, television etc. is not permitted. Infringement of these rules will be severely dealt with.
17. The students are advised not to keep large amount of cash or valuables in the room. The student is responsible for the safety of his/ her belongings inside the room.
18. All visitors including parents/guardians must be entertained only during working hours only.
19. Any damage/breakage to hostel property will be charged to the occupants of the room/block with a fine. Disciplinary action will also be initiated.
20. All instructions/notices displayed on notice boards will be deemed to have been read by all students and excuses for non-compliance of such instructions and notices will not be accepted. Students are advised to look at the notice board every day to acquaint themselves with latest information/orders.
21. The Hostel Management/Warden or his representative may enter any room for verification at any time of the day or night.
22. Ragging in any form is banned inside and outside the campus. Strict action will be taken against the defaulters. No leniency will be shown to the offenders. Suspension' and or withdrawal from the hostel/college is one of the actions taken promptly.
23. All hostel inmates must report any disciplinary matter or problems concerning them or their room- mate/neighbor (s) coming to their notice to the Warden or directly to the Hostel Management.
24. All maintenance complaints/requirements will be attended to by Maintenance In charge. Complaint(s) must be entered in the register(s) available with wardens of their hostels. The complaints will be attended to expeditiously and are monitored by the Wardens/Hostel Management.
25. If a resident falls sick, he/she or room- mate/ friend must immediately inform the Wardens who will make arrangements to shift/evacuate the student to the hospital and look after him/ her. Information regarding any resident falling sick or getting admitted in the hospital must be communicate to the hostel authorities on priority.
26. It is mandatory for all hostellers to stay in the hostels and be a member of the mess in the hostel. In exceptional cases permission may be granted by Director to take food facility from outside.

## ANNEXURE VI Anti-Ragging Policy

### Aim

To ensure that no ragging takes place in the Institute by implementing stringent anti-ragging measures and provisions for strict punishments to defaulters.

### Terms of Reference

- (a) Supreme Court Orders
- (b) AICTE Regulations and Guidelines

### What constitutes Ragging

- 1) Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness or any other student.
- 2) Indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological or physical harm or to raise fear or apprehension thereof in a fresher or any other student.
- 3) Asking the students to do any actor perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or any other student.
- 4) Teasing, embarrassing, humiliating, assaulting or using criminal force or criminal intimidation, wrongful restraining or confining or causing grievous hurt, kidnapping, extortion or molesting or committing unnatural offences or causing death or a betting suicide, use of criminal force, criminal trespass and intimidation.

### Prohibition of Ragging

- (a) Ragging within the Campus including its Institutions/Departments and Hostels is strictly prohibited.
- (b) Ragging in any form is prohibited also in the private lodges/buildings where the students are staying.
- (c) Ragging in any form is prohibited in Hostel, Mess, Canteen, Cafeteria & Transport (College & Private).
- (d) No person including students/ staff/ faculty shall participate or abet or propagate ragging in any form.

### Punishment

Ragging is a cognizable offence under the law and the punishment to be meted out has to be exemplary and justifiably harsh to act as a deterrent. It may include one or more of the following:-

- (a) Cancellation of admission, suspension, rustication or expulsion from the Institute/Hostel.
- (b) FIR with the police and arrest.
- (c) Collective punishment may be imposed where involved persons are not identified.

## Measures for Curbing Ragging

### (a) Before Admission

Application Form and especially the Registration Form at the time of Registration for a trimester will require two Affidavits on Rs. 10.00 stamp paper each, duly notarized, one signed by the student and the other signed by the parent. Draft of the Affidavits required are given at: -

- Annexure I - By the student
  - Annexure II - By the parent
- (b) A student will not be admitted /registered until the Affidavits mentioned above are submitted.
  - (c) On Admission & Registration
    - Every student, at the time of Registration will be given the Leaflet giving details of Anti-Ragging Regulation for which he will sign having received it and its Record will be maintained in the Institution.
  - (d) Particulars required at the time of Registration
    - Every non-hostel student, at the time of Registration will provide full particulars of his stay during the trimester, whether staying with parents, relatives, friends, hired hostel / PG accommodation. The details will include full address, name and contact number of the person at the address in the Forms as supplied at the time of Registration

## General Instructions

### Anti-ragging Committees

- (i) The institute has an Anti-ragging committee headed by the Director as Chairperson. It comprises of selected faculty as member, members from the student body as well as members from the non-teaching staff.
- (ii) This Committee is fully and totally responsible to ensure that no incidence of ragging as given in this regulation takes place and also monitors and ensures that the instructions of this regulation are followed fully at all times.
- (iii) The Committee also maintains alert vigil at all times and ensures that the Anti-Ragging Squads of the Institutions carry out their functions properly.

### Anti-Ragging Squads

- A member of the faculty along with non teaching staff constitutes the Anti-Ragging Squad.
- Its function includes going around / patrolling the Department and the Campus common areas, maintain vigil at all times on all days by rotation as decided by Director/Chairperson of the squad and take action if they notice any incidence of ragging either in their Department or any other Department/or in the Campus.

- The Squadal so has the responsibility to investigate incidences of ragging and report to the Anti-Ragging Committee / Anti-Ragging Control Room for immediate action / punishment wherever required.
- The names of Anti-Ragging Committee and Anti-Ragging Squad are displayed prominently vide notification as well as information on notice boards.
- On the report of Anti-ragging Squad or any other person who witnesses the incidence of ragging or on the complaint of any fresher student, immediate action will be taken by the Anti –Ragging Committee to decide appropriate punishment from the list of punishments in the Regulation and award it with intimation to the University Administration.

### **Instructions specific to Hostels**

- The hostels for the fresher students will be in separate hostel blocks. The fresher hostel blocks will be barricaded by boundary walls / barbed wire fences and entry into the fresher's hostel will be manned by security staff round the clock.
- No one, particularly senior students will be permitted to enter the fresher's hostel at any time. Similarly, fresher students are not permitted to visit hostels of senior students. The responsibility for ensuring the above instructions will be of the security guard / guards on duty at the entry points to the fresher's hostels. Responsible security guards will be detailed by Director Administration. The duty roster of the security guards for fresher's hostel will be given to Anti-Ragging Control Room.



## AFFIDAVIT BY THE STUDENT

(ON Rs.10/- STAMP PAPER)

I, \_\_\_\_\_ S/o / D/o of Mr /  
Mrs \_\_\_\_\_ Resident  
of \_\_\_\_\_ do hereby

solemnly affirm and declare as under:

1. That I am a student of Jaipuria School of Business, Indirapuram in its \_\_\_\_\_ Course/Programme.
2. That I have received and gone through and understood the Jaipuria School of Business, Indirapuram Regulation for Banning Ragging and Anti-Ragging Measures, on curbing the menace of Ragging, to be followed by all the students.
3. I hereby solemnly affirm that
  - a. I will not indulge or involve myself in any behavior or act that may come under the definition of ragging,
  - b. I will not participate in or abet or propagate ragging in any form,
  - c. I will not hurt anyone physically or psychologically or cause any other harm.
4. I have fully understood that if found indulging or guilty of any aspect of ragging within or outside the University Campus, I may be punished as per the provisions of the Jaipuria School of Business, Indirapuram regulation for Banning Ragging and Anti-Ragging Measures, mentioned above and / or as per the law in force and for which I will be solely responsible and shall not claim any compensation whatsoever from the Institution, or its office bearers.

Deponent

VERIFICATION:

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, that the above affidavit is true and correct.

Deponent

Name:

Address & Contact No:

**AFFIDAVIT BY THE PARENTS**

(ON Rs.10/- STAMP PAPER)

I, \_\_\_\_\_ S/o / D/o of

Mr / Mrs \_\_\_\_\_ Resident

of \_\_\_\_\_ do hereby solemnly affirm

and declare as under:

1. That my son / daughter / ward is a student of Jaipuria School of Business, Indirapuram in its \_\_\_\_\_ Course / Programme.
2. That I have gone through and fully understood the Jaipuria School of Business, Indirapuram Regulation for Banning Ragging and Anti-Ragging Measures, on curbing the menace of Ragging, to be followed by all the students.
3. I assure you that my son / daughter / ward will not be involved or indulge in any act of ragging that may come under the definition of ragging.
4. I have fully understood that in case my son / daughter / ward will be found indulging or involved in Ragging within or outside the premises of the Institute, he / she shall be appropriately punished for which he / she shall be solely responsible. I or my son / daughter shall not hold liable the University or any of its officials for any loss (s), damage(s) and shall not claim any compensation from the University or its office bearers.

Deponent

VERIFICATION:

Verified at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, that the above affidavit is true and correct.

Deponent

Name:

Address & Contact No:

## Annexure VII

### Standing Committees

Committee Name	Members	Purpose
Anti-Ragging Committee	<ol style="list-style-type: none"> <li>1. Dr. Jitendra Kumar Mishra - Chairperson</li> <li>2. Dr. Nitin Kumar Saxena – Member</li> <li>3. Mr. Trilok Chand – Member (staff)</li> <li>4. MrSaurabh Pandey, Media</li> <li>5. Two students from second year</li> </ol>	For ragging related issues
Internal complaints committee (ICC)	<ol style="list-style-type: none"> <li>1. Dr. Timira Shukla- Chairperson/ Presiding Officer</li> <li>2. Dr. Vartika Chaturvedi- Member</li> <li>3. Dr. Nitin Kumar Saxena – Member</li> <li>4. Prof. KP Kanchana–Member</li> <li>5. Ms Anjali Khanna – Member</li> </ol>	For POSH/ Harassment
Hostel Committee	<ol style="list-style-type: none"> <li>1. Dr Santosh Kumar - Boy’s Hostel</li> <li>2. Dr. ParulTyagi- Girl’s Hostel</li> <li>3. Mr. Nitesh Srivastava</li> <li>4. Mr. Trilok Chand – Member</li> <li>5. Women’s Hostel Warden – Member (Staff)</li> </ol>	For all Hostel maintenance related issues
Mess Committee	<ol style="list-style-type: none"> <li>1. Dr. Santosh Kumar- Chairperson</li> <li>2. Prof Sushant Sinha – Boy’s Hostel</li> <li>3. Dr. ParulTyagi- Girl’s Hostel</li> <li>4. Mr. Trilok Chand – Member (Staff)</li> <li>5. Two Students (one each from Men’s and Women’s hostel)</li> </ol>	For all Hostel food related issues
Library Committee	<ol style="list-style-type: none"> <li>1. Dr. UM Amin : Chairperson</li> <li>2. Dr. Ajay Kumar Patel – Member</li> <li>3. Prof Rini – Member</li> <li>4. Ms. Lalita Tyagi– Member(Librarian)</li> </ol>	For all Library related issues
Disciplinary Committee	<ol style="list-style-type: none"> <li>1. Dr. Nitin Kr. Saxena- Chairperson</li> <li>2. Mr Bikram Aggarwal</li> <li>3. Dr.Timira Shukla- Member</li> <li>4. Dr Santosh Kumar - Member</li> <li>5. Prof KP Kanchana– Member</li> </ol>	For all Disciplinary issues

Committee Name	Members	Purpose
Placement Committee	<ol style="list-style-type: none"><li>1. Dr. Vartika Chaturvedi- Chairperson</li><li>2. Ms. Vinita Arora – Convener</li><li>3. Ms. Chitra Yadav – Member(Staff)</li><li>4. Five Students for each PGDM Batch</li></ol>	For placements/SIP matters
Academic Committee	<ol style="list-style-type: none"><li>1. Dr. Timira Shukla- Chairperson</li><li>2. Dr. UM Amin - Member</li><li>3. Dr. Nitin Kumar Saxena – Member</li><li>4. Dr. Ajay Kumar Patel – Member</li><li>5. Ms. Archana Mehra– Member(Staff)</li></ol>	For academic issues
Examination Committee	<ol style="list-style-type: none"><li>1. Dr. Ajay Patel- Chairperson</li><li>2. Dr. UM Amin-Member</li><li>3. Prof. Rini, Member</li><li>4. Dr. Parul Tyagi- Member</li><li>5. Mr. Iqbal-Member(Staff)</li></ol>	For Examination –related matters

## ANNEXURE VIII Rules for Computer Lab

Students are expected to adhere to the following rules:

### General

1. No bags/IT devices/computing devices are allowed inside IT Lab.
2. Students must maintain absolute silence in IT lab except to ask questions or clarify doubts from IT Lab in-charge/faculty.
3. Students should complete their work within the allocated time.
4. Lab In-charge will have full authority to enforce discipline.
5. To facilitate storage of data and to conserve the hard disc space, students should take a back-up of all their files on their own storage devices and delete the files from the hard disc.
6. Computer stationery will not be made available by the Institute. Students must make their own arrangements. Printing facility does not form part of computer use.
7. Director's office, Library, CCR and Office PCs will be used only by the respective staff and faculty.
8. Students are not allowed to change the wallpaper or any taskbar setting.

All the rules below apply to IT Lab and any IT/computing device used throughout the institute campus.

### Email Security

1. Users are expected to use only their official email addresses provided by Jaipuria Group for official communications with other members of the Institute.
2. It is forbidden to use electronic mail and other network communications facilities to harass, offend, or annoy other users of the network, including impeding their computing systems, software or data.
3. It is forbidden to send emails or messages masquerading as another person or to hide the sender's identity.
4. Access to the following Internet websites and protocols are deemed inappropriate and hence stand banned and blocked:
  - Adult/Sexually Explicit Material
  - Advertisements & Pop-Ups
  - Gambling
  - Tapping/Cracking/Hacking
  - Streaming Entertainment Video
  - Personals and Dating
  - Phishing, Sniffing, Masquerading, Spoofing
  - Spyware
  - Violence, Intolerance and Hate
  - Anti-Nation Activities
  - Use of E Commerce sites
  - Anti-establishment Activities
  - Cyber vandalism and Cyber Squatting

## ANNEXURE IX Social Media Policy

1. When posting to any social media side, communicating with members of the JSB community or discussing the Institute on any website, even through your personal account or using your own phone, computer or other device without using the Institute's network or equipment remember that laws and JSB policies governing inappropriate conduct such as sexual (or other) harassment, bullying, discrimination, defamation, infringement of copyright and trademark rights, and unauthorized disclosure of confidential and private information apply to communications by all the students.
2. Posts on social media sites should protect JSB's institutional voice by remaining professional in tone and in good taste.
3. Do obey the "Terms of Service" of any social media site or platform in which you participate.
4. Do not use social media to harass, threaten, insult, defame or bully another person or entity, to violate any Institute policy, or to engage in any unlawful act, including but not limited to gambling, identity theft or other types of crimes or fraud.
5. Do not post or store content that is obscene, pornographic, defamatory, racist, excessively violent, harassing, threatening, bullying or otherwise objectionable or injurious.
6. Do not post copyrighted content (such as text, video, graphics or sound files) without permission from the holder of the copyright. Remember, even information that is widely available to the public (such as text, photographs, or other material posted on the Internet) may be subject to copyright restrictions that prohibit unauthorized duplication or dissemination.
7. Do not use the JSB name, logo or trademarks for promotional announcements, advertising, product-related press releases or other commercial use, or to promote a product, cause or political party or candidate.
8. Do not attempt to mask your identity or attribute your comments to another person (real or fictitious).
9. Do not spread gossip, rumours, or other unverified information. Furthermore, do not assume that everything posted on a social media side is true.
10. Do not insult, disparage, disrespect or defame the Institute or members of the JSB community.

## ANNEXURE X Plagiarism

### Academic Integrity

- a) In case a student/candidate is found adopting some other's work(s) and inserting it in his/her project, seminar and dissertation, etc. without proper acknowledgment, credit and reference or plagiarizing the dissertation/project report etc., the institute shall penalize such a student.
- b) In case a student/candidate is found using unfair means during internal or end term examination, the institute shall penalize such a student.
- c) Penalty can include award of F Grade in the concerned course(s), being asked to repeat the examination / SIP, being asked to repeat the examination in all the courses of the said term, termination of registration, etc.
- d) In all cases, decision and judgement of the decision of the concerned committee of the institute will be final and binding on all concerned.
- e) Network and internet facility should not be misused for entertainment and such other purpose.
- f) At any given condition, maintaining and safeguarding electronic data, including email is wholly user's responsibility.
- g) It is students' responsibility to cover their laptop or other equipments under insurance.
- h) Any pirated, unauthorized or illegal software/s installed in your Laptop/Mobile will be sole responsibility of individual Student only. JSB cannot be held responsible for any pirated, unauthorized or illegal software/s installed in your laptop/Mobile. Students can not involve JSB & JSB's employee for any End User License infringement found in your laptop/mobile by Compliance Team of any Software vendor/s.

## ANNEXURE XI Library Rules

- All library users must sign in/out through the Biometric (thumb impression machine) which is available at the entrance of Library.
- Each student will be issued a library card.
- Users must carry their Library card with them to enable checking by Library staff as required.
- While entering the library users should leave their personal belongings such as bags, personal books, helmets etc. at own risk. However purses, calculators and such other costly items should not be left at the counter.
- If a student loses his/her library card he/she shall make an immediate written report to the Librarian, She/he can get the duplicate card on appropriate payment.
- Each student can issue a maximum of 3 referred books for a period of 15 days. In addition, one text book for each subject will be issued for each term. The text book has been returned immediately after the End term examination of the respective Trimester.
- For renewal, it is necessary that the book be presented at the counter. The renewal is not automatic. If there is a pending demand for the book, the request for renewing may not be accepted by the library.
- If a book is not returned within the stipulated time the student will be charged a penalty of Rs.5/- per day per volume. The fine should be paid at the Library Book Return Counter and a valid receipt should be obtained.
- If a student loses a book issued against his/her card, the penalty will be as follows:
  - i) He/she will have to replace the book lost by a new copy of the latest edition. In addition, he/she will pay the late fine on the book, if any.
  - ii) If the book is not easily available in the market then the member would pay double the current cost of the book, or the cost at which the book was procured, whichever is higher.
- Users should maintain decorum of the library and should not disturb others. Smoking, eating, talking, chewing, and usage of mobile phone are strictly prohibited inside the library.
- Library follows an open access system. Book and other material taken from the library stack should not be placed back in the stack by the readers. These should be handed over to the library staff on duty.
- Users of the library should not deface, mark, cut, mutilate or damage the reading material in any way. Persons doing so are liable to be fined heavily, apart from being asked to pay the cost of the damage. In case a person repeats the offence his/her library card would be impounded and the membership terminated summarily.
- For any loss or damage furniture, books or IT resources of the library caused by the user if any, the management reserves the right to fully recover the loss by imposing appropriate fine.



## ANNEXURE XII Placement

Support for Final Placement and Summer Internship is provided by the Institute to students. This activity is done under the aegis of the Centre for Corporate Relations (CCR). Periodically, students are advised, through the students groups' mail ID as well as through the notice board, about summer/ final placement opportunities. Students are advised to be on the lookout for relevant information either about summer internships or final placement.

The institute stands committed to assist all PGDM students in getting placed in reputed organizations. In order to offer fair placement opportunities to all its students and to provide professional services to industry, the Corporate Resource Center (CRC) has formulated placement rules that would be applicable to all JSB students seeking placement assistance.

### 1. Eligibility

- Only the students of Final year are eligible for on/off campus Placement process.
- Minimum of 75% of attendance in classes is mandatory to be eligible for placements
- Students should not have been debarred from SIP placements due to any disciplinary / default or any other behavioral issues in the past.
- To be eligible for the placements students need to attend preparatory activities such as mock interview / GD /PI and other skill-based assessment. These are being conducted for assessing and providing feedback on improving your employability skills. These sessions are mandatory to attend and attendance is compulsory.
- All other CRC sessions (guest lectures, seminars, workshops, industrial trips, etc.) are an important part of the curriculum. They are in fact, an extension of your class room learning and have a direct bearing on the placements. The attendance in these sessions would be monitored and students who fail to attend these sessions may not be permitted to participate in the Placement process.
- Generic internal assessment will be done by CRC & it is mandatory to participate in these sessions. It is also mandatory to participate in all the external assessments, such as those by Co cubes. Any failure to do so shall render the students ineligible for the placement process.
- Students would be required to submit a No Dues Certificate on the date to be enrolled for the placement process of the Institute.
- The Final decision regarding eligibility shall be that of the Director.

### 2. Application Procedure:

- Students will be informed about the job openings through the group mail and the Notice Board, to apply or nominate their names toward the job postings to the CRC team.
- Corrected and updated CVs need to be submitted to the Placement Cell at the commencement of the Placement season. These base CVs shall be shared with the

Recruiting companies by CRC. However, the students are permitted to make suitable changes to their CVs when applying against specific JDs where certain skills/projects need to be highlighted. Students should submit their CV` within the 'Prescribed Time Limit' and 'Prescribed Format' only.

- Students have to ensure that the information provided by them such as telephone no., e-mail id, and correspondence address is updated & correct. It is the responsibility of the student to ensure that the personal and professional information available with the CRC records is regularly updated. In case of any discrepancy or amendments in resume, students must inform the CRC by submitting a hard copy of amended resume and a soft copy to the department. It is the responsibility of the students to ensure timely submission of latest photographs, updated resume in standard format (provided by CRC / available on the blog), certificates, mark sheets and testimonials, whenever required.
- Once a student has applied for a particular company, it will be assumed that he/ she has understood the Job Profile, compensation and Location clearly, and is in agreement with the entire contents of the JD.
- Opportunities availed may include ON/OFF Campus, pool Campus
- CRC will e-mail & forward the profile/resume of interested students to the concerned companies (which are already notified to the students).
- If a student does not appear for interview after submitting the application/resume, it will be treated as a withdrawal from the Final placement process and no more opportunities will be provided to that student.

### 3. Short listing:

- Companies will do short listing of students on the basis of information supplied to them by the students/CRC. Each Company follows its own rules/processes for the short listing, and the students shall not be permitted to question the decision/rationale of the Recruiting Company.
- Once CRC receives the shortlist from the Company, this shall be promptly shared with the students, and they shall be notified of the specific process that the Company shall be conducting for selection.

### 4. Selection Procedure/Rules:

- Students are advised to keep a placement file ready with them containing 5-6 copies of all the documents (certificates, mark sheets and testimonials,). You are required to carry this file along with the Identity card at the time of GD / PI / aptitude test for placements
- Students are required to regularly check the group mail and notice board for any latest communication and must respond to it within the stipulated time period.
- While applying in response to a job notice, the students are required to submit ONLY their Names & Enrollment Numbers. A fresh CV needs to be submitted in case the student wishes to add some details specific to the job requirement.

- Any student who has received Pre-Placement offers from the firms (during their summer internship / off campus interviews), should intimate the same to CRC within a week of receiving offer letter from CRC.
- Students are required to attend the pre-placement presentation and seek clarification from the representatives of the Company about the job profile, salary package, etc. in a dignified manner
- Students shall not, at the time of interview, negotiate with the employer about stipend, posting, and any other terms different from what is announced during the pre-placement talk or before commencement of the process of placement by the company concerned.
- Communication with the organizations which are visiting the campus shall be strictly through CRC only. Direct communication with these organizations is not encouraged. Status of acceptance /rejection of pre-placement offer should be intimated to the organization through CRC, within the stipulated time period.
- CRC does not encourage students to apply for off campus placement in firms that visit JSB for on campus placement, as it might affect the Institute relationships. Students are advised to give list of companies (along with name / phone numbers of contact person) to the CRC for sending them invitation, formally for campus placements.
- Irresponsible behavior, such as derogatory remarks about other candidates or the institute, negotiations other than those purported under the due process, will be seriously viewed. Such students may be denied further assistance for placement.
- Students should follow deadlines mentioned on the Notices for submission of names for appearing in placement process of specific organizations. Delayed response would not be accepted. Once the final list has been sent to the organization, the students cannot back out from the option. They are also expected to visit the company website before applying for a particular organization.
- Students may be required to go to the companies' office or venue for the purpose of recruitment process as decided by the company & Institute. The students are generally expected to make their own travel and other arrangements.
- During the campus recruitment session, students are expected to stay in the campus/town and it is his/her responsibility to keep in touch with the placement office all the time. In case a student is called by the company for the interview and the Placement office is not able to connect with the student because of his absence from the campus/town, it shall be considered that he/she has forgone the offer and no further assistance will be provided by placement office.

**5. Withdrawal Procedure:**

- Students shall not withdraw from the selection procedure at any stage, unless they have a final offer from another organization arising out of a concurrent or prior campus selection process.
- Non-appearance in any part of the selection process, after applying for a Company, would mean that a job opening was offered but declined by the student. The student would no longer be eligible to appear for any of the subsequent placement activities and is not entitled any kind of assistance/job from the Institute.

**6. Job Offer:**

- The first Placement job offer is the final offer. However, depending upon the placement status and companies lined up for placement at a given point of time, the Institute may allow appearing in a process for 'Dream Job' which would be for exceptional salary or brand but not for less than one and half times higher salary.
- After the first and the final Placement offer, students are automatically withdrawn from all other processes. In case of two concurrent offers, the CRC shall take the final decision.

**7. Student will be out of Placement:**

- When he/she has applied from outside post taking NOC from CRC.
- Under Disciplinary Actions.
- Academic restriction/ non adherence to Attendance norms
- Fee Arrears.
- Debarred for issues of indiscipline, unprofessional behavior.
- Lobbying with company, by self or through others.
- Establishing parallel channel with company.
- Negotiating salary/terms (when it is already pre-defined).
- Derogatory remarks on colleagues/Institute./ Company Officials
- Unilateral & Arbitrary withdrawing, midway in the Recruitment Process.
- If found working for the organization through direct sources

**8. Dress Code/Attire:**

It advisable & mandatory for all students who are appearing for any interview process to be in the proper college uniform.

- Dress Code for the students in all placement related activities including interviews, GD, seminars, guest lectures and industrial trips, etc. is as follows:
  - Boys : COLLEGE UNIFORM AND BLAZER WITH ID CARD AND FORMAL SHOES
  - Girls: COLLEGE UNIFORM AND BLAZER WITH ID CARD AND FORMAL BALLERINAS

## 9. Punctuality:

- In each process the student must report on the given time by mail.
- This will be very much required at every interview process; it is advisable for each student that they reach the venue 30 minutes before the process & ensures his/her presence to the concerned person. The students should be carrying his/her placement file with all required documents

## IMPORTANT:

CRC is a facilitator and shall assist the students in final placement activities. It however does not guarantee jobs/placements. Applying for a company or joining it, is solely the responsibility and decision of the students. Also, the selection of students in a company solely depends upon the students' performance in the process and the company's selection criteria.

- In case of an issue related to the Placement process which is highlighted by a student, the final decision shall be that of the Director.

Students may contact the CRC Team in case of any query/clarification

**The above rules are subject to change and shall be notified to the students when amended. In case of any matter not covered above, the decision of Head Placement/ Director shall prevail.**

**Note: It is mandatory for each student to sign the undertaking of placement rules or it will be assumed, the student is not interested to take assistance for campus placement.**

I.....D/S of  
.....student of  
.....specialization.....  
roll no.....confirm that all terms and conditions are read  
and understood well by me (the undersigned),(overruling any of which can disqualify me  
from the placement related facilities).I agree to the same and apply formally for my  
enrollment to the Corporate Resource Center, JSB, Ghaziabad.

Signature

Date.....

## Annexure XIII

### Time Table Format

TIME	9:00 - 9:30	9:30-11:00 1st session	11:00 - 11:15	11:15-12:45 2nd Session	Lunch 12:45- 1:30	1:30-3:00 3rd Session	3:00 - 3:15	3:15- 4.45
MON	Mentor/ Mentee	SUBJECT	Break	SUBJECT	Lunch	SUBJECT	Break	SUBJECT
TUE	Mentor/ Mentee	SUBJECT		SUBJECT		SUBJECT		SUBJECT
WED	Mentor/ Mentee	SUBJECT		SUBJECT		SUBJECT		SUBJECT
THU	Mentor/ Mentee	SUBJECT		SUBJECT		SUBJECT		SUBJECT
FRI	Mentor/ Mentee	SUBJECT		SUBJECT		SUBJECT		SUBJECT
SAT	Mentor/ Mentee	SUBJECT		SUBJECT		SUBJECT		SUBJECT

### Classroom Guidelines

1. Don't litter in the class room
2. Keep your mobile phones on silent/switch off mode during the class
3. Switch off fans/lights when not in use
4. Arrange your chairs back before leaving the class
5. Don't scribble on the desks
6. Keep your personal belongings with you
7. Refrain from disturbing an ongoing class for any reason
8. Biometric attendance is mandatory in every session

## NOTES

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## **Jaipuria School of Business**

Block, B, Gate No.1, Shakti Khand-IV, Indirapuram

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