

# **ST. JOSEPH'S COLLEGE OF BUSINESS ADMINISTRATION**

**Bangalore**

**PGDM 2015 - 17**

**Student's Handbook**

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## **Welcome**

**This student handbook is a guide that will help you get from here to graduation successfully.**

**Review of academic, financial, and other considerations leads to changes in policies, rules, and regulations. The SJCBA therefore reserves the right at any time to make changes, which may affect such matters as changes to curricula, degree and other academic requirements, academic policies, rules pertaining to student conduct and discipline, fields or areas of specialization, and other rules and regulations applicable to students.**

**In addition, please note that this guide cannot provide detailed information on all rules and regulations. Do not assume that if something is not specifically prohibited in this guide it may be done.**

## **THE JOSEPHITE IDEAL**

You are a student of a 150-year-old group of Institutions that has over the years trained thousands of young persons, preparing them for life and presenting them to community, society and the nation. You have offered yourself to be trained here so that, using to the full, the opportunities that you will be presented; you may develop your God-given talents and prepare yourself to serve your fellow human beings.

Although St. Joseph's College of Business Administration is a minority Institution and is run primarily for the education of Catholic youth, everyone is welcome here without distinction of caste and creed, in a fellowship of peoples of all faiths.

## **AIMS AND OBJECTIVES OF THE INSTITUTION**

In keeping with the traditions of the Society of Jesus, which runs this Institution, and in line with the spirit and the needs of the times that we live in, the College aims at the integral formation of its students helping them to become men and women of substance. The College does this by:

- Striving for excellence in learning, creative and practical thinking and co-operative leadership in Management
- Facilitating and enabling personalization of genuine ethical values
- Imbibing a practical awareness of the prevailing socio-economic conditions and making a commitment to the development of India

Your education in this Institution would be meaningful only to the extent that you personalise and strive to achieve these goals. What the College can do is assist you to realise your hidden potential and be a mentor to you in the task of forming an integral personality, where your faculties and qualities will find harmonious development.

## **PREPARING FOR A CORPORATE CAREER**

We have termed the following rules and regulations "Guidelines" with the sincere wish that students will personalise them and use them as pathfinders for preparing for a corporate career.

The objectives of these guidelines for students are the following:

- To derive the optimum benefit from instruction and other support services offered;
- To imbibe sincere respect for others and a capacity to work in teams without a personal agenda;
- To cultivate genuine human qualities which override personal gain; and
- To come out as finely honed business executives for the future.

## JESUIT VISION

Jesuit Education, inspired by the person and message of Jesus Christ, affirms the fatherhood of God and the brotherhood of man.

Therefore, our education, at SJCBA is committed to:

- an authentic search for knowledge in the service and advancement of the world,
- upholding the dignity, and uniqueness of each individual, and
- harmony between man and nature by the use of management systems.

## MISSION OF THE COLLEGE

*St. Joseph's College of Business Administration seeks to be the sanctum where search for knowledge is informed by a sense of responsibility for the life of the community; where understanding is coupled with commitment and academic excellence goes with the cultivation of virtue, and where a learned community is formed which sustains men and women in their conviction that life is only lived well when it is lived joyfully in the service of others.*

### Campus Ethos

The ethos of a campus is the happy amalgam of a variety of things: attitude, communication, buoyancy, creativity, deportment, process and product. Very simply it is the general culture that characterises the inner dynamism and forms the external stamp of a College milieu.

The ethos of St. Joseph's College of Business Administration is made up of a Josephite fraternity radically Indian, sensitive and deferential, committed to serious curricular and non-curricular work, creative in thought and action, and productive both at the individual and corporate level.

On this campus while camaraderie and creative relaxation have a place, ennui and a cynical attitude are anathema, being opposed to the Josephite spirit. In essence our ethos is what the founder of the Jesuit order calls, "*magis*", the more, the higher - the greater in everything.

### Team Work and Mutual Relations

Teamwork happens when people with diverse interests come together for a common purpose. The success of a team is in direct proportion to individuals transcending ego options.

At SJCBA students are trained to work in teams as an immediate preparation for corporate life. It is important, therefore, that the team product is the collective pool of everyone's effort. Consequently, lack of individual preparation, superficiality, levity in word and action, and a dominating stance will damage the team spirit.

### Functional Guidelines

- 1) Let profound respect characterise your mutual relations - it is proper that you salute the mentors and the staff with the usual form of salutation chiefly in the morning hours. Use slang-free language with companions as behoves a professional group.

- 2) It is good to start each day remembering God our divine Master and even if the teacher doesn't announce a brief prayer the students should request him/her for a brief silent prayer prior to the commencement of the first lecture.
- 3) The Library & Information Centre and the Computer Lab are places for serious study and concentrated work. Strict silence must be maintained in these places and no discussion of any type can be permitted. Ample group work facility is provided to students, elsewhere in the premises.
- 4) **With a view to preparing committed executives, the college requires of all students' full attendance at all lectures, seminars, workshops, and other academic programmes.**
- 5) With due consideration for others, those who use 2-wheelers may kindly switch off the motor at the gate while coming in and switch it on at the gate while going out. Please note that students are not allowed to bring 4-wheelers into the campus for want of parking space.
- 6) Mutual relations on the campus are a function of study and teamwork. Students are advised that their mutual relations must be open, cordial and professional. While groups of boys and girls should work assiduously at given tasks, **exclusive pairing must be avoided as being uncongenial to the academic atmosphere and unhealthy in mutual relations.**
- 7) Use of tobacco in any form is forbidden on and around the campus. Further, the consumption of drugs and alcoholic beverages is not only prohibited but students coming to the college under the influence of these are subject to be rusticated and even sent away.
- 8) Ragging and racial discrimination in the campus / hostel is strictly prohibited.
- 9) There is a corporate maxim, which states: **'When you are late you are not committed and when you are habitually late you deserve to be sent away'**. We at St. Joseph's believe in the same. Hence, please make sure that you are well in time for lectures, teamwork, functions and other common occasions, and show interest in your work.
- 10) Ours is a Jesuit Management College with the motto 'Faith and Toil: faith in Almighty God and in one's own ability, complemented by toil and hard work'. The focal point of all work and study is - **"excellence for service"**. Students may do well to remember that while they cherish their own personal goals of completing the management course successfully and getting themselves employed lucratively, their Alma Mater bequeaths a life norm to them that **'Life is only lived well when it is lived joyfully in the service of others'**.

## DRESS CODE

The manner a person is dressed is indicative of his/her self-respect and regard for others. A person's outfit at any point of time gives a cue to his/her personality. An elegantly dressed person acts responsibly, is duty bound, and is a winner. A manager or a prospective manager does not dress like a model but in good taste. By his /her dress, he/she exudes confidence and wins over people.

### Rationale

The purpose of the dress code is to uphold the professional image of the Institute and its members while preparing students for the business world. Appropriate attire is required for all students at all class sessions, competitive event meetings, seminars and workshops, corporate visits and interviews of every description, and other college activities.

### Dress Code for Men

Monday to Thursday: Formals

- Formal Trousers
- Full / half sleeve formal shirts
- Formal shoes with socks

Friday & Saturday: Formals or casuals

Casuals include

- Jeans
- T shirts with collars – without pictures or messages
- Sports shoes with socks (Floaters, flip-flops not allowed)

Inappropriate

- Low waist trousers / jeans
- Shirts with pictures or messages
- Baggy jeans
- Print or embroidery on jeans
- Footwear that is unkempt
- Tattoos / body piercings and earrings of any kind

### Dress Code for Women

Monday to Thursday: Formals

- Formal Trousers
- Full or 3/4 or half sleeve shirts of decent length
- Salwar Kameez / Kurta & Churidaar (knee length tops, slits of the kurta, formal shirt or kameez below the belt line)
- Saree
- Formal shoes with socks or sandals

Friday & Saturday: Formals or casuals

Casuals include:

- Jeans
- T shirts with collars – without pictures or messages
- Sports shoes with socks, sandals (Floaters, flip-flops not allowed)

Inappropriate

- Ripped jeans
- Shirts above the belt line
- Tight or revealing clothing, low neck kurta, leggings, lycra pants and skirts
- Low waist jeans, sleeveless tops and kurta, and transparent clothing
- Shirts with pictures or messages
- Tattoos / body piercings

## **MOBILE PHONES**

The use of **mobile phones is strictly prohibited** within the classrooms, computer lab and the library. Mobiles may, however, be used in the quadrangle and the canteen. Mobile phones found in use or in the active mode in the prohibited area are liable to be confiscated and would be returned to the student only on the completion of the course. **Students are advised to switch off mobiles before entering the classrooms, computer lab and the library.**

During examinations, be it tests and final examinations, mobile phones should be switched off and kept along with their other belongings. Any student having a cell phone on his/her person during examinations is liable to be barred from the examination.



## LIST OF FACULTY

### Core Faculty

<b>Rev. Dr. Peter S, S.J.,</b> Director General Management	<b>Mr. Edwin Castelino</b> M.Sc., PGDM (IIM-Ahmedabad) Finance
<b>Rev. Dr. Tony Thampi Kayala, CSC</b> B.Sc., MBA, Ph.D. Human Resources	<b>Dr. Rashmi Nakra</b> MBA, CAIIB, Ph.D. Human Resources
<b>Mr. Suresh Herur</b> BE, PGDIE (NITIE), FICWA Finance	<b>Mr. V J Lawrence</b> BE, MS, PGDOM, M.I.E Operations & HR
<b>Mr. V. Venkateshraj</b> B.Sc., BE (IISC), MBA Finance	<b>Mr Abraham Karimpanal</b> B.E.(BITS Pilani), MBA Marketing
<b>Mr. Rajendra Desai</b> B.Tech (IIT Delhi), MS (Virginia Tech, USA) Operations, Entrepreneurship	<b>Mr. V.K. Anand</b> BE, MBA MIS
<b>Ms. Binny Cherian</b> M.A.(Eco), PGDBA Economics	<b>Dr. Avil Terrance Saldanha</b> BE, PGDM (SJCBA), DIM Marketing
<b>Ms Vandana Nair</b> PGDM (SJCBA) Human Resources	<b>Mr. M.R. Arulraja</b> MA, MBA, M Phil, BL General Management
<b>Dr. Maria Immanuel</b> M.Com, MBA, PGDCA, PGDSRM, Ph.D Finance	

### Visiting Faculty

<b>Mr. T. Sivanandam</b> B.E., M. Tech (IIT-M) Operations	<b>Mr. Mohan Kuruvilla</b> MBA Marketing
<b>Mr. Venugopal S.</b> B.E. MBA (Management Consultant) Supply Chain Management	<b>Mr Srikanth S</b> CA Finance
<b>Mr. S P Srinivasan</b> B.Sc., CA, CS and ICWA Finance	<b>Ms Gulshan Walia</b> MBA Human Resources
<b>Mr. Sumit Singh</b> MBA Marketing	<b>Mr. Rohan Pais</b> PGDM (SJCBA) General Management
<b>Mr. Alok Chhajer</b> PGDM (SJCBA) Marketing & Finance	

## LIBRARY AND ADMINISTRATIVE STAFF

Mr. S Prabhu	Librarian
Mr. Ravikumar	Library Assistant
Ms. Clancy Mohan	Office Senior
Mr. John Rego	Office Assistant
Ms. Lily Pushpa	Receptionist
Mr. Paul Kumar	Attendant
Mr. Ranga Swamy	Attendant
Mr. Ramachandraiah	Attendant
Mr. Arogya Swamy	Attendant
Ms. Jayalaxmi	Attendant
Mr. Jagan M	Attendant
Mr. Umesh E	Attendant
Mr. Madale Muthu	Attendant

## COLLEGE WORKING HOURS

<b>LIBRARY</b>	:	8:00 a.m. to 8:00 p.m.
<b>ACADEMIC WORK</b>		
MONDAY TO FRIDAY	:	8:30 a.m. to 5:00 p.m.
SATURDAY	:	8:30 a.m. to 5:00 p.m.
<b>OFFICE HOURS</b>		
MONDAY TO FRIDAY	:	9:00 a.m. to 5:00 p.m.
LUNCH BREAK	:	1:00 p.m. to 2:00 p.m.
SATURDAY	:	9:00 a.m. to 1:00 p.m.

## CALENDAR OF EVENTS 2015-2016

**INAUGURATION OF I PGDM: 1 JUNE 2015**

**ORIENTATION PROGRAMME: 1<sup>st</sup> to 6<sup>th</sup> JUNE, 2015**

*The dates are indicative and may be changed depending on exigency.*

*The dates for the 2015-16 year will be confirmed prior to the start of the II PGDM year.*

TRIMESTER	TERM		FINAL EXAM	
	Start	End	Start	End
<b>First</b>	8-Jun-15 Mon	12-Sep-15 Sat	7-Sep-15 Mon	12-Sep-15 Sat
<b>Second</b>	14-Sep-15 Mon	19-Dec-15 Sat	14-Dec-15 Mon	19-Dec-15 Sat
<b>Third</b>	4-Jan-16 Mon	26-Mar-16 Sat	21-Mar-16 Mon	26-Mar-16 Sat
	<b>Industry Internship Project</b>		<b>8 weeks - during summer break</b>	
<b>Fourth</b>	8-Jun-15 Mon	12-Sep-15 Sat	7-Sep-15 Mon	12-Sep-15 Sat
<b>Fifth</b>	14-Sep-15 Mon	19-Dec-15 Sat	14-Dec-15 Mon	19-Dec-15 Sat
<b>Sixth</b>	4-Jan-16 Mon	26-Mar-16 Sat		

## LIST OF HOLIDAYS 2015

15-Jan-15	Thu	Makara Sankranthi
26-Jan-15	Mon	Republic Day
19-Mar-15	Thu	Feast of St Joseph
3-Apr-15	Fri	Good Friday
1-May-15	Fri	May Day
18-Jul-15	Sat	Kutub-E-Ramzan
31-Jul-15	Fri	Feast of St Ignatius of Loyola
15-Aug-15	Sat	Independence day
8-Sep-15	Tue	Feast of Nativity
17-Sep-15	Thu	Ganesh Chaturthi
24-Sep-15	Thu	Bakrid
2-Oct-15	Fri	Mahatma Gandhi Jayanthi
23-Oct-15	Fri	Vijaya Dasami
10-Nov-15	Tue	Naraka Chaturdashi
12-Nov-15	Thu	Balipadyami Deepavali
25-Dec-15	Fri	Christmas

<b>FRESHER'S DAY</b>	: 14 June 2015 (400 pm Sunday)
<b>FEAST OF ST. IGNATIUS OF LOYOLA</b>	: 30 July 2015 (Thursday)
<b>FOUNDATION DAY LECTURE</b>	: 5 November 2015 (Thursday)
<b>VERVE 2015 - MANAGEMENT FEST</b>	: November 2015
<b>CHRISTMAS PARTY</b>	: 10 December 2015 (Thursday)
<b>CHRISTMAS HOLIDAYS</b>	: 21 Dec 2015 - 2 Jan 2016
<b>SUMMER PLACEMENTS</b>	: October 2015 to February 2016
<b>ANNUAL CONVOCATION</b>	: 9 April 2016 (Saturday)

### FIRST YEAR SUBJECTS

Compulsory subjects	Credits	Choice subjects (Indicative)	Credits	Prerequisite for
<b>I Term</b>				
Business & Management Environment	2			
Business Communication	2			
Business Ethics	2			
Business Statistics I	2			
Basic Excel	2			
Financial Accounting	3			
Managerial Economics	3			
Organizational Behavior	3			
<b>Total credits (I term)</b>		<b>19</b>		
<b>II Term</b>				
		<b>Any 2 courses</b>		
Business & Management Environment	2	Business Laws	2	
Corporate Finance - I	3	Macroeconomics	2	Finance
Human Resource Management	3	Statistics - II	2	
Marketing Management – I	3	MIS	2	
Operations Management	3			
Personal Growth Lab	2			
<b>Total credits (II term)</b>		<b>20</b>		
<b>III Term</b>				
		<b>Any 5 courses</b>		
Business & Management Environment	2	Corporate Finance II	3	Finance
Research Methodology	3	Management Accounting	3	Finance
		Operations Research	3	
		Organizational Structure & Design	3	HR
		Marketing Management - II	3	Marketing
		Creativity & Innovation Management	2	
		International Business	2	
		Public Policy	2	
<b>Total credits (III term)</b>		<b>17 - 20</b>		
<b>Total credits (I year)</b>		<b>56 - 59</b>		

## SECOND YEAR SUBJECTS

In the II year, a student has to study courses which total up to a minimum of 50 credits (max of 53 credits).

S No	GENERAL MANAGEMENT SUBJECTS	CREDITS
1.	Industry Internship Project	6
2.	Strategic Management	3
3.	Total Quality Management	3
4.	Entrepreneurship	2
5.	Counselling and Stress Management	2
6.	Business & Management Environment	2 + 2
7.	Business Analytics	3

ELECTIVES - FINANCE		
1.	Analysis of Financial Statements	3
2.	Commercial Banking	3
3.	Derivatives Management	3
4.	Financial Markets & Services	3
5.	Financial Modelling Using Excel	3
6.	International Finance	3
7.	Mergers & Acquisitions	3
8.	Security Analysis and Portfolio Management	3
9.	Taxation	3
ELECTIVES - HUMAN RESOURCES		
1.	Compensation and Benefits Management	3
2.	Competency Management & Leadership Development	3
3.	Human Resources Planning and Talent Acquisition	3
4.	International Human Resource Management	3
5.	Labour Laws and Industrial Relations	3
6.	Organization Development & Management of Change	3
7.	Performance Management	3
8.	Training and Development & Knowledge Management	3

<b>ELECTIVES – MARKETING</b>		
1.	Business to Business Marketing	3
2.	Consumer Behaviour	3
3.	Digital Marketing	3
4.	Marketing Research	3
5.	Product & Brand Management	3
6.	Retail Management	3
7.	Rural Marketing	3
8.	Sales and Distribution	3
9.	Services Marketing	3
<b>OPERATIONS MANAGEMENT</b>		
1.	ERP - Enterprise Resource Planning	3
2.	Lean Management & Six Sigma	3
3.	Productivity Management	3
4.	Project Management	3
5.	Supply Chain Management	3
6.	Materials Management	3
7.	Services Operations Management	3

## EVALUATION NORMS

### 1) Credits for each Course

The College uses the concept of "**credit**" to define the weight of a course in the curriculum. Courses may be classified as ONE, TWO OR THREE credit courses depending on the expected workload for each course. Typically, a three credit course would require about 100 hours of work consisting of 33 hours of class room work and 67 hours outside the class room involving library work, preparation and assignments. Similarly, the **one** and **two** credit courses would require proportionately less work.

### 2) Courses

- a) The first year courses anchor the student in an environment for learning the concepts and fundamentals in areas such as accounting, law, statistics, quantitative techniques, finance, marketing, human resources management, operations etc.
- b) The subjects & credits are illustrative & may be changed / modified to suit the needs of the times.
- c) **Choice based credits:** Last year, we had introduced the system of choice based credits for the first year students. We will continue with this system, in the current year also.
- d) A student is also expected to sensitise himself / herself to the ethical issues in business management. Proficiency in the usage of computers is expected of every student, particularly in Microsoft Excel.
- e) Courses in the second year, determined and offered by the faculty will be the elective courses. Elective courses will be either 2 or 3 credit courses.
- f) Some courses may be offered as add-on / non-credit courses. A non –credit course will not have examinations and will not be graded. To pass the courses the students need to perform satisfactorily on the assignments and other projects assigned to them. The faculty's decision will be final.

### 3) Evaluation – I PGDM

The evaluation system consists of **continuous assessment** during the term, followed by a final **examination**. The final grade for a subject is a combination of the following components.

Component	3 credit	2 credit	1 credit	Duration
Assessment Test 1	15%			45 minutes
Assessment Test 2	20%	30%	30%	60 minutes
Assignments	10%	15%	15%	
Attendance	5%	5%	5%	
Final Exam	50%	50%	50%	
<b>Final exam – duration</b>	3 hours	2 hours	2 hours	
<b>No of sessions -75 minutes</b>	27	18	9	



#### 4) Evaluation - II PGDM

The second year courses **being elective courses**, are expected to have a substantial project work component and therefore carry a **higher weight of 25 percent in overall evaluation**.

Component	3 credit	2 credit	1 credit	Duration
Assessment Test	20%	20%	20%	60 minutes
Project work	25%	25%	25%	
Attendance	5%	5%	5%	
Final Exam	50%	50%	50%	3 hours
<b>Final exam – duration</b>	3 hours	2 hours	2 hours	
<b>No of sessions -75 minutes</b>	22	15	9	

#### 5) Improvement Examinations

At the end of each term, improvement exams will be conducted. Students who score less than **50 percent in the final examination in a subject** are eligible to write the improvement exam. You have to make an application to the Director along with a fee of Rs 2000 per subject **within one week of the final marks of that subject being notified**.

The improvement examination will be of 3 hours and will carry 80 marks. The question paper pattern will be the same as for the regular final exam.

**The marks scored in the internal tests and attendance will be retained.**

#### 6) Grading System

A ten point grading system will be adopted for evaluating the student in each of the terms. The letter grades are awarded as below:

The management reserves the discretion to introduce non-credit courses. A non-credit course is equivalent to a credit course in all ways except that it will not have any examinations and will not be included for CGPA calculation.

To pass in a non-credit course, attendance requirements and all other course requirements as set by the faculty, have to be met satisfactorily

## COMPUTATION OF CUMULATIVE GRADE POINT AVERAGE

Percentage Marks	Grade Point	Grades
86 & above	10	A+
(80 -85)	9	A
(74 -79)	8	A-
(68-73)	7	B+
(62-67)	6	B
(56-61)	5	B-
(50-55)	4	C+
(44-49)	3	C
(38-43)	2	C-
(32-37)	1	D
below 32	0	U
--	Incomplete	I

The Cumulative Grade Point Average (CGPA) is the weighted average grade point of all the courses, the weights being in accordance with their respective number of credits.

### Example of calculation of Term GPA (TGPA) and Cumulative GPA (CGPA)

Subjects	Credits (A)	Marks Scored	GP (B)	Credits x GP (A x B)
Financial Accounting	3	78	8	24
Business Ethics	2	68	7	14
Managerial Economics	3	63	6	18
Organizational Behaviour	3	76	8	24
Business Statistics	3	84	9	27
Business Communication	3	75	8	24
Cross cultural Diversity	1	65	6	6
MIS	3	70	7	21
<b>TOTAL</b>	<b>21</b>			<b>158</b>

  

Term	Credits	Credits x GP	TGPA	CGPA
First	21	158	$158/21 = 7.524$	$158/21 = 7.524$
Second	22	132	$132/22 = 6.000$	$290/43 = 6.744$
Third	20	120	$120/20 = 6.000$	$410/63 = 6.508$
Fourth	20	118	$118/20 = 5.900$	$528/83 = 6.361$
Fifth	20	124	$124/20 = 6.200$	$652/103 = 6.330$
Sixth	18	108	$108/18 = 6.000$	$760/121 = 6.281$
	<b>121</b>	<b>760</b>		

## **AWARD OF POST GRADUATE DIPLOMA**

A student is considered eligible for the award of the Diploma on successful completion of the course requirements without obtaining more than 7 negative points during the two years as shown below.

### **RULES OF PROMOTION TO THE SECOND YEAR**

Minimum CGPA of 4.5 at the end of first year and not more than a total of 4 negative points accumulated in the first year.

Negative points are counted as under:

<b>Grade</b>	<b>Points</b>
D	- 1 point
U	- 2 points

Students who do not secure the minimum CGPA of 4.5 are not promoted to the second year. They are given the following options:

1. To repeat the first year.
2. To repeat one or more terms of the first year

### **FEES**

1. For repeating the first year - fees applicable for the first year in which the course is repeated.
2. For repeating the term: Rs 5000 per credit

### **RULES FOR PASSING THE SECOND YEAR**

Minimum CGPA of 4.5 at the end of second year and not more than a total of 3 negative points accumulated in the second year.

Students who do not meet the promotion criteria are not eligible for the award of PGDM.

## **ELIGIBILITY FOR PLACEMENTS**

To be eligible for placement services, a student must have a CGPA of at least 4.5 up to the end of the 4th term.

## ATTENDANCE REQUIREMENTS

Classroom attendance is a compulsory component of the course, and students are expected to attend all scheduled classes.

The marks for attendance will be awarded as follows:

Attendance percentage	Marks	Penalty
100	5 marks	
95 to less than 100	4 marks	
90 to less than 95	3 marks	
85 to less than 90	2 marks	
80 to less than 85	1 mark	
70 to less than 80		10 percent penalty
60 to less than 70		U grade
Less than 60		To repeat the course – <i><b>in the following year only</b></i>

To account for contingencies like medical emergencies, personal work, attending interviews etc the attendance requirement shall be a **minimum of 80 percent** of the classes actually conducted.

Students taking part in management fests approved by the College as well as placement and internship activities organised by the college will be given leave of absence with attendance.

### LATE COMERS

At the sole discretion of the faculty, a student coming in late may be permitted to join the class but without the benefit of attendance.

### ONLINE ATTENDANCE RECORD

Student attendance is maintained online and updated on a daily basis. You need to check the attendance periodically and ensure that you maintain the required attendance.

## MAKE-UP TESTS & EXAMS

If a student misses any test or final examination for valid reasons such as medical exigencies, he/she may apply to the Director for writing a makeup test/ exam. Such application should be submitted to the Director (as per the format specified) ***within two days (excluding Sundays and holidays) of the test or within two days of reporting to the college in the case of absence due to any illness.***

### Fees

	If applied within due date	If applied after due date
Make up test	Rs. 500 per subject	Rs. 1000 per subject
Make up exam	Rs. 1000 per subject	Rs. 2000 per subject

### Penalty

As the students who are permitted to write the makeup tests / exams **derive an unfair advantage** over those who write the regular exams, a penalty of 10 percent of the marks scored is imposed

## INDUSTRY INTERNSHIP PROJECT

Every student must compulsorily take-up an Industry Internship Programme in any Corporate body acceptable to the College. The Placement Officer of the College will assist the students in the placement of students for summer project. Every student must submit a Project Report after completing the Internship programme.

The project report will be prepared under the guidance of the project supervisor at the corporate office where the student is placed and a faculty guide. The project report will be evaluated and a viva-voce will be conducted.

***The Internship Project will have a weight of 6 credits.***

The Diploma in Management will be awarded at the end of the second year only if the evaluation committee accepts the project report and the student passes the viva-voce.

## CLASSES, TESTS AND RELATED MATTERS

***Students are expected to be in the classroom 5 minutes before the commencement of lecture.*** Faculty may keep the students out if the students do not reach the class on time. Students are expected to come properly dressed and maintain the dress code at all times.

Students must come dressed in **formals** for all formal functions, meetings, seminars etc. Similarly they must wear formals when they go outside to meet corporate executives and also when they represent the College in any function or seminar or meeting outside the College.

Each term will have a clear timetable. This will be communicated to the students and the faculty before the commencement of the terms. **Students should note that classes would not be rescheduled except under unavoidable circumstances.** The Dean is in charge of rescheduling the classes.

***Any unfair practice in tests, quizzes, assignments and examinations is viewed very seriously by the College and erring students will be subjected to disciplinary proceedings which may include the dismissal of the student from the Course.*** Faculty is requested to bring instances of such unfair practices to the notice of the Director / Dean. There will be a Faculty Committee, constituted by the Director, which will be the appropriate disciplinary body in such matters.

## **REVALUATION OF EXAMINATION ANSWER SCRIPTS**

If a student wishes to have his/her test or examination answer paper reviewed by the faculty, he/she should make an application to **the Director along with a fee of Rs. 1000 per paper**. In his/her request he/she should clearly mention the reasons why he/she requires a review. The written request should reach the Director within 24 hours of the announcement of the marks. Any requests received thereafter will not be entertained for review. The faculty shall review the paper after the written request is approved by the Director and inform the students about the result of the review.

A student may make a representation to the Director in writing, along with a fee of INR 2000 per paper for an independent review of the answer paper if he /she is not satisfied with the results of the initial review by the Faculty concerned. The Director may, in consultation with the Dean, refer the matter to an external examiner for an independent review of the answer script. The Director's decision in this regard is final. If the student's request for an independent review is accepted by the Director, the result of such a review shall be final and binding on the student.

## BME PRESENTATION – MAKE UP

There will be 5 to 6 BME presentations in each term and will account for 2 credits. , Hence, each BME will have a weight of 0.40 credits.

It is in your interest not to miss any BME presentation as that will adversely impact your BME grade.

For example: if a student were to get a grade of 7 in each BME, his / her overall BME grade will be 7. But, if he / she were to be absent for one BME, the grade will fall from 7.0 to 5.6.

However, if you are absent for any BME due to illness or any unavoidable reason, you may make an application to the Director for a makeup BME within 2 days of the BME that you missed or within 2 days of your reporting to the college after your absence.

The following rules as are applicable for writing a makeup test will apply:

- Fee of Rs 500
- Penalty of 10 percent

## ASSESSMENT TEST QUESTION PAPER FORMAT

	Test 1	Test 2
<b>Duration</b>	<b>45 minutes</b>	<b>60 minutes</b>
<b>Part A</b> One mark for the correct answer and minus half for the wrong answer	A combination of MCQs & one line answer questions 12 marks	A combination of MCQs & one line answer questions 15 marks
<b>Part B</b> Depending on the difficulty and time required, the question could be split into sub questions.	3 questions 18 marks	4 questions 30 marks
<b>Total Marks</b>	<b>30 marks</b>	<b>45 marks</b>

## FINAL EXAM QUESTION PAPER FORMAT

<p><b>Section A</b> 15 marks</p>	<ul style="list-style-type: none"> <li>• Multiple choice questions (not more than 10 MCQs). One mark for each question, minus half for a wrong answer.</li> <li>• Define a term / concept in ONE sentence - one mark for each question. These questions include concepts or terms that are typically asked in <b>PLACEMENT INTERVIEW</b>.</li> <li>• True or false and Fill in the blanks are not permitted</li> </ul>
<p><b>Section B</b> 21 marks</p>	<ul style="list-style-type: none"> <li>• 3 out of 4 questions [Theory &amp; Application] [3x7 = 21 Marks]</li> <li>• At least 2 will be application based questions.</li> <li>• A faculty has the discretion to give all application based questions.</li> </ul>
<p><b>Section C</b> 24 marks</p>	<p><b>I PGDM</b></p> <ul style="list-style-type: none"> <li>• [Theory &amp; Application] [2x12 = 24 Marks]</li> <li>• 2 out of 3 questions – <b>at least one will be application based</b></li> </ul> <hr/> <p><b>II PGDM</b> [2x12 = 24 Marks]</p> <ul style="list-style-type: none"> <li>• <b>BOTH questions will be application based</b></li> <li>• Questions will be based on mini cases, business situations etc. – typically those which could be asked in a placement interview.</li> </ul>
<p><b>Section D</b> 20 marks</p>	<ul style="list-style-type: none"> <li>• Case/Case lets/ Long Problems (<b>No Choice</b>)</li> <li>• Case will have 4 to 5 questions with marks indicated for each</li> <li>• Total of 20 Marks</li> </ul>

- Depending on the difficulty and time required, each question in section B, C and D could be split into sub questions.
- For sections where choice is provided, you are to answer only the required number of questions asked. **If more questions are answered, they will be valued serially and later questions will not be considered.**
- Consider marks break-up for sub-questions, if any, to judge the explanation required