

1. Academic Calendar

Ist Year (2011-13)

| Description | Dates |
|--------------------------|---------------------------------|
| Preparatory Week | July 25 to July 30, 2011 |
| Orientation | August 01, 2011 |
| First Term Begin | August 02, 2011 |
| Midterm Exam | September 08-10,2011 |
| First Term Exams Begin | October 11-14, 2011 |
| Second Term Begin | October 15, 2011 |
| Midterm Exam | December 12,14,2011 |
| Second Term Exams Begin | January 25, 2012 |
| Third Term Begin | January 30, 2012 |
| Midterm Exam | March 07-9, 2012 |
| Third Term Exams Begin | April 25,2012 |

2. Introduction

The Institute

Dr. Gaur Hari Singhania Institute of Management & Research (GHS-IMR) was established in the year 1995. Institute`s mission was to provide Excellence in Management Education, Research, Training, and Consulting. GHS-IMR over the years has carried the baton successfully and proved its mettle in the management education field. In the time, coming out of the wings of the J K Organization, it has bloomed into a star illuminating the path of learning for many.

GHS-IMR aims at developing technical, professional and managerial excellence, and social and cultural sensitivity, with equal concern for environment, besides ethics. The two academic programs, conducted by the institute, strive to achieve managerial excellence by equipping the students with richer techniques and decision-making abilities. The institute seeks to create practical & social managers, focusing on industrial & experiential learning.

GHS-IMR has following programs -

1. **Two-year Full time PGDM**
2. **Two-year Full time PGDM (Investment, Wealth & Insurance Management)**

It is pursuing its mission of excellence with great zeal and perseverance in the area of management education. PGDM Full time course is aimed towards nurturing the young talent and breed them in heart blood professionals. GHS-IMR has been the first management school of Kanpur which has got affiliation with CAT for admitting students from 2009-10 batch for 2 year PGDM Full time programme while for other courses admission will be through MAT.

The Post-Graduate Diploma Programme (PGDM)

Objectives: To groom students into competent professional managers with:

1. Capacity to learn and adapt to national and international environment.
2. Orientation towards achieving excellence, maintaining high ethical standards and
3. Capacity to work effectively and efficiently, both individually and in-groups.

1. The Programme - Two-year Fulltime PGDM

The Post Graduate Diploma Programme in Management (PGDM) is two-year, AICTE approved, full-time, programme. During the two years, the student will receive academic inputs in two parts, namely, the *Compulsory* package and the *Elective* package. Distinct objectives will be served by each package. Largely, the compulsory package will be in the first year and the elective packages would be in the second year. The input of the compulsory package is essential for all managers.

The Compulsory package occupies approximately 80 per cent of the total curriculum. The aim of the compulsory package is to provide students with the fundamental knowledge, skills and techniques, contextual understanding, and overall perspective, necessary for general management. Compulsory coursework will provide broad training to students that will help them in career flexibility and mobility. It will also help them move towards general management positions where the challenges and the contributions may be the greatest.

The mixture of compulsory and elective courses will help students to develop an in-depth understanding of the interrelationships crucial to successful business management. This will enable them to be more effective in their jobs while being sensitive to the issue and challenges confronting people in the other parts of the organisation.

In the second year, students will get a deeper understanding of areas of their interest through a package of elective courses. Second year students may choose to concentrate on particular topics or areas of their interest. Since most of the students are likely to start their careers in one of the functional areas, the specialization in the second year helps build the special skills required for those areas. PGDM offers dual specialization in terms of major & minor. Students will have to choose major & minor among; Marketing, Finance, Human Resources Management, Information Technology, International Business and Operations Management. There will also be a few compulsory courses in the second year. The second year courses will have high project components so that students get more practical exposure.

The aim of the first year curriculum and the core courses in the second year is to provide the students with the fundamental skills and techniques necessary for any manager. Following are the salient features in this Institute that distinguish it from other management institutions:

- a) Summer Training at the end of first year and Industrial tour during second year at various places in India
- b) Social Orientation
- c) Information Technology Orientation

2. The Programme - Two-year Fulltime PGDM (Investment, Wealth and Insurance Management)

The Post Graduate Diploma Programme in Management-Investment, Wealth and Insurance Management (PGDM-IWI) is two-year, AICTE approved, full-time, programme. During the two years, the student will receive academic inputs in two parts, namely, the **Compulsory** package, dealing in financial products/services and the **Elective** package. Distinct objectives will be served by each package. Largely, the compulsory package will be in the first year and the elective packages would be in the second year. The input of the compulsory package is essential for all managers.

The course is specifically designed for those aspirants who wish to learn and master the investment science and techniques as a means of their professional career. Ideally suitable to those who have a liking towards number game, passion towards learning high tech financial transactions in a mixed and complex world of global finance, having a cool mind for analyzing

in depth and a desire to excel in a competitive market. Dual specialization allows participants to learn another stream of management in addition to that of investment, wealth and insurance. This dual specialization enhances their horizon for exploring career options.

The course is designed to groom participants for the challenging world of Investment, Wealth and Insurance Management. These areas demand a specially focused approach for learning the intricacies of the core contents. The aim is to make participants appreciative about the conceptual frame work regarding investment techniques and strategies and to inculcate the analyzing skills required in the profession.

The program is of two years. The first year is kept as same as that of PGDM (Regular). This provides a basic understanding of the core management themes like Finance, Marketing, Human Resource Management, Information Technology, International Business and Operations Management. This is needed for preparing a sound foundation for understanding specialized subjects in an integrated manner.

The second year gives choice in two ways, one, by way of providing option of selecting one package as their ‘major’ out of two packages of value added courses, and second by the option of ‘minor’ area of specialization.

Summer Training & Industrial Tour

Premise: Management is an art which can not only be taught in the classrooms. For getting real benefit, it is necessary to have some exposure to the “field”. Since majority of students of the PGDM come without any work experience, it is necessary to build a component which provides them such exposure.

Experiential Learning (EL) is one of the concepts of the Post-Graduate Programme. It is similar to “learning from the field”. In the process, students get a feel of organisational reality: what it is, how it works, and the relationship between diverse functions. Students are able to relate classroom teaching to organisational life. To that extent, the so-called gap between theory and reality is bridged.

EL has two components: Industrial Exposure in the first/second year and Summer Training at the completion of the first year.

Industrial Exposure: The objective is to provide students early real-life exposure of organisations and to enrich the learning experience through simultaneous inputs from theory and practice. During the first year/second year, the students are taken on guided tours to organisations of different types in the locality: Small and Large, Manufacturing and Services, Government and Private, etc. These visits give them an exposure to the complexity of management. It also highlights the relevance of some of the management concepts in different organisational settings.

Summer Training: Each student would work with an organisation, on a project for a period of six eight weeks at the end of first year. Summer trainees would work as regular employees of the organisation and adhere to all the rules of the company.

They would submit a report to the organisation and make a presentation to the executives at the end of their assignment. The objective is to allow students, intense day-to-day interaction with organisations. Summer Training would provide exposure to the student to working of an organisation in the real life setting. It helps students to develop managerial skills and competencies. It also facilitates an informed career choice by the students and gives an opportunity to organisations to evaluate summer trainees for future employment. Further, students would get an opportunity to apply the knowledge that they have gained in the first year of the programme through coursework and experiential learning, to a real life problem-solving situation.

Information Technology Application

The intensive use of information technology for the curriculum is one of the salient features of the programme.

Premise: Information Technology is playing an ever-increasing important role in business and education. Therefore, acquisition and processing of a large volume of diverse information for managerial decision-making, through extensive use of computers, has become the order of the day.

GHS-IMR prepares the students to take up the above challenge. They are required to make intensive use of computer during programme. Efforts are on towards progressive use of multimedia in the classroom and integrating IT in the day-to-day functioning of the programme.

3. Program Design

The Post Graduate Diploma Programme in Management is spread over six terms of teaching for both (Full time/ Part time). For Part time one additional year of two FRPs, is given to the students to become eligible for diplomas. In Full time, first year academic work is spread over three terms including Summer Training in organisation. Only after the successful completion of first year, the students are allowed to register for the second year of the Programme.

Curriculum

First Year

Preparatory Courses

Preparatory courses have been planned for students before starting of formal classes. Four courses are offered in the preparatory programme to bring the Students of diverse background at par, which are given below;

- Basic Mathematics
- Financial Accounting
- Business Communication
- Computer Application

The Preparatory classes will be conducted for 6 days from 8:30 am to 2:00 pm everyday.

Full Time: The first year package consists of **20** courses, spread over three terms, having 80 credit units. All courses are compulsory. For every seven sessions of 70 mins, one credit is assigned to a course. Normally, a four-credit course consists of 28 class sessions, while a two-credit course consists of 14 class sessions.

Duration of Sessions

In general, there will be six working days and one holiday in a week for the students. The number of sessions in a day will be four for full time and two for part time as compulsory package. Students use the afternoon and evening for preparation for the next day's sessions. The class sessions will be of 70 minutes duration. Any specific courses, session duration may be adjusted accordingly. The normal timing of the **Full Time** sessions will be as follows:

a) The timings of the session in **Summers (March – Oct.)** for Full time would be as follows:

| | | |
|----------------|---|------------------------|
| First session | : | 08.30 A.M to 09.40 A.M |
| Second session | : | 09.50 A.M to 11.00 A.M |
| Third session | : | 11.30 A.M to 12:40 P.M |
| Fourth session | : | 12:50 P.M to 02:00 P.M |

b) The timings of the session in **Winters (Nov. - Feb.)** for Full time would be as follows:

| | | |
|----------------|---|------------------------|
| First session | : | 09.00 A.M to 10.10 A.M |
| Second session | : | 10.20 A.M to 11.30 A.M |
| Third session | : | 12.00 A.M to 01:10 P.M |
| Fourth session | : | 01:20 P.M to 02:30 P.M |

Second Year

Second year students have to indicate specialization during the 3rd term or before leaving for summers. Institute offers specialization in Marketing, Finance, International Business, Information Technology, Human Resource Management and Operations Management. Institute follows major- minor system of electives. Student can opt for any one area as major out of these six in which he/she has to undertake 6 courses. In case of PGDM (FT), specialized student can select in another area as a minor, where he/ she has to undertake 4 courses.

The total courses that students undergo in IInd year are as follows:

Compulsory Paper -7

| | | | |
|------------------|---|----------------|----------|
| Full Time | - | Major : | 6 |
| | | Minor : | 4 |

Note:

For Full Time:

1. Minimum number of students required to be offered of an elective is 10.
2. Minimum number of students required to be offered of an elective major is 4.
3. Electives papers as major are evenly distributed in IV, V and VI trimesters.
4. Minor area electives are to be completed in IV and V trimesters only.
5. Academic Office freezes the elective choice by **30th May** of the year. ie. before leaving for summer training.

Institute, however, holds the right to decline certain combination of electives to some students because of infeasibility or operational difficulty in scheduling of sessions.

Pedagogy

GHS-IMR uses a combination of various teaching methods such as cases, projects, independent studies, computer aided instructions, group discussions, lectures, seminars, presentations by students, and lectures by guest speakers from industry and government. The *case method* is the predominant pedagogical tool. This sharpens analytical skills of students and helps analyze problems from multi-functional perspectives. Instructors mainly guide the group, push students to develop and defend arguments, and take decisions. Occasionally, instructors ask the class for prompt presentation or written reports.

4. PGDM: Rules and Regulations

4.1 Introduction

This Section to provide students with a summary of their expected academic and personal conduct at GHS-IMR

Academic and personal standards are necessary to promote a fair and orderly conduct. It is hoped that the students at the GHS-IMR will abide by these rules and will at all times conduct themselves in a manner so as to reflect credit on the Institute and enhance its prestige in the community at large.

4.2 General Office Administration

The general office timings are from 10.00 a.m. to 6.00 p.m. with 1 hour break between 2.00 p.m. and 3.00 p.m. Mondays to Saturdays.

Students may contact the following:-

| | | |
|--|---|-------------------------------|
| For Admission related issues | - | Admission office |
| For scheduling & Attendance related issues | - | PGP office/ Registrar |
| For Examination related issues | - | Examination office/ Registrar |
| For Placement & Summer Training related issues | - | Placement office |

4.3 Registration

First year and Second year students are required to fill up the course registration cards a (Format attached in annexure) day before the beginning of the classes. Unless permitted by the PGP co-ordinator, a second year student who fails to fill up his/her registration cards, on the above specified dates will be deemed to have left the programme, and would be allowed to register only after he/she has obtained special permission from the PGP co-ordinator who may charge a late registration fee which in no case will be less than Rs.1000/-.

Course Workload & Class Preparation

For each course with 4 credits, student is required to devote approximately 100 hours of work, besides the classroom studies. This includes both individual and group preparation times.

Many of the courses require extensive group work. Students need to hold group meeting regularly. They are encouraged to use the Activity Rooms for holding group meetings. They will have access to these rooms on request.

Once the discussion is over and before leaving the premises students should ensure that, all chairs and tables are properly arranged.

4.4 Fees & Payment Schedules

- a) The fee for all the three trimesters in a year will be payable in the months of **July + Oct + Feb.** as per schedule Fee once deposited will not be refunded.

| First Year | Fee Submission date | Second Year | Fee Submission date |
|-------------------|----------------------------|--------------------|----------------------------|
| Trimester I | July 20 | Trimester IV | July 15 |
| Trimester II | Oct. 17 | Trimester V | Oct. 14 |
| Trimester III | Feb.1 | Trimester VI | Feb. 14 |

- b) The Payment of fee will be made by crossed demand draft in favour of “Dr Gaur Hari Singhania Institute of Management & Research” payable at Kanpur.
- c) If payment is not made on due date. The defaulter would have to pay a fine of Rs. 100/- per day for late payment.

4.5 Academic Standards

- a) The case of a student who has failed to meet any of the conditions for promotion or the award of the diploma will be reviewed by the PGP Committee before a decision is taken.
- b) A student who is declared failed to qualify for promotion / the award of diploma will be required to leave the Institute. He may, however, be allowed for re admission in the subsequent year with next batch and may also exercise the IiP rule if applicable (refer sec. 9.5).
- c) The PGP Committee may ask a student to withdraw from the programme at any time, if the academic progress of the student is extremely poor or his/her conduct is detrimental to the educational process of the Institute.
- d) A student who is expelled from or is required to leave the Institute on disciplinary ground may file an appeal to the Director for a reconsideration of his/her case. The decision of the Director on such an appeal will be final.

4.6 Attendance

- a) The Institute insists on regular and prompt attendance in classes.
- b) The PGP students in extraordinary circumstances may obtain leave of absence under the following rules and procedures:
 - I. Prior permission of the PGP Co-coordinator must be obtained for availing of leave of absence. In case of sickness, leave application must be submitted to the PGP Office normally prior to the commencement of the class. (Format is attached in Annexure).
 - II. Before applying for leave to the PGP Co-coordinator, a student should contact his/her course instructors to ensure that he/she is not missing any quizzes or examinations during the leave period. He/she should get `No Objection` signature of faculty members having session on the day of leave in application. Substitute quizzes or tests or examinations may be given to student only if the student was on leave with the prior permission of the concerned instructor(s) and PGP Co-coordinator. (Format is attached in Annexure).
- c) The Instructor may insist on a maximum number of days' attendance by a student in his/her class. The Instructor will be free to adopt any measure to regulate attendance, penalize absence, and ensure smooth and undisturbed learning in his/her class.
- d) In case of serious illness and/or hospitalization, the PGP Office should be kept continuously informed in writing. The PGP Committee will decide the action to be taken on such cases.
- e) Every student has to attend a minimum of 75% of the total classes for every individual course. Students have to fulfil the condition of 75% attendance. No relaxation is provided on account of any reasons.
- f) If the attendance falls below 75% in any course (i.e., below 21 lectures) a student is denied to appear in examination (all the papers of the term), that means, he/she may take readmission in the subsequent year with the next batch.
- g) If a student is not able to attend classes because of some disciplinary action, late coming, suspension then for every practical purpose, it is equivalent to be absent from class.
- h) 25% leverage is given for illness, participating in any activity of the institute, thus minimum classroom attendance remains 75%.
- i) In case the student continuously absents for more than 5 days, his/ her name is struck-off from the Institute's roll and then granting readmission is the discretion of the Institute. In case PGP committee grants readmission, then student has to pay the penalty of Rs 1,000/- plus any other penalty inflicted by the committee.
- j) Proportional relaxation in Attendance may be given to those students who are representing the institute in any activity outside the campus.

4.7 Academic Discipline

- c) The Institute attaches utmost importance to strict integrity and honesty in academic work by the student. The Student must maintain strict discipline in classrooms, examinations, tests, quizzes, take-home assignments, and all other segments of academic work. Resorting to copying or helping to copy in any shape or form in examinations or quizzes or home assignments or other elements of evaluation and/or reproducing passages from written work of others, without necessary acknowledgement and/or passing or receiving papers in connection with any academic work to be evaluated and/or canvassing for grades is strictly prohibited.
- d) Unless otherwise specified by the instructor, the student must not collaborate in any way in their home assignments. The answers, as presented to the instructor, should be the independent work of each student. The students are advised that they should not, in their own interest, communicate their written reports or answers, in home assignments, to any other student.
- e) **No mobile phone or any communication devices (either switched on or off) will be allowed in the classrooms, and during any academic activities such as examination, quizzes, guest lecture etc. Such a usage or in the case of any mobile found to be "ON" in the class, the mobile will be confiscated and the matter be referred to the Disciplinary Committee, the Committee will decide punishment and the same will be communicated to defaulter.**
- f) No discussion of any sort will be permitted in the examination halls. The instructors, if they think fit, may disallow or restrict discussion or consultation about the home assignments and take-home examinations or may adopt any other measure to prevent the use of unfair means in any segment of evaluation.
- g) Instructors may also choose to report the incident to the PGP Co-ordinator recommending disciplinary action against the involved student. In such cases following steps would be adopted:
- I. A letter will be issued to the involved student by the seeking explanation for the breach of discipline.
 - II. On obtaining the response from the involved student the matter will be discussed in the PGP. The student would be called to the meeting for interrogation. The Committee may call others also for facilitating the inquiry.
 - III. If found guilty, the committee may take any one or an appropriate combination of the following disciplinary actions against him/her:

- i. Expulsion from the Institute
 - ii. Suspension for a specified period
 - iii. repeating the course
 - iv. Withdrawal of Placement services
 - v. Any other
- h) Any breach of academic discipline by student will be seen as misconduct. Any such violations will be reported to the PGP Co-ordinator.
- i) Any matter relating to **misconduct** be reported to the Disciplinary Committee which will take action after due consideration. The Disciplinary Committee may decide to award punishment points on the basis of severity of cases. All such punishment points will be displayed on all notice boards. **It will also be communicated to respective parents. Punishment points more than 3 will lead to the termination of the student from the PGDM program.**
- j) A student whose attendance is 100% would be awarded on the eve of Independence / Republic Day.
- k) First year students should not be allowed to participate in any activity outside the Kanpur.

4.8 Rules of General Conduct

- a) The Institute attaches utmost importance to strict integrity, honesty, and general conduct of the student. Any violation of the above may lead to stringent punishment.
- b) The case method of instruction depends upon the confidence of business from which cases are collected. Case names and data are frequently disguised. Student should therefore ensure that the confidentiality of the data obtained for educational purposes is not violated in any way.
- c) **Smoking in the campus is strictly prohibited.**
- d) PPTs will not be distributed to the students in the class. They will have no claim over the lecture material of the faculty, if the faculty seems fit they can provide selective supplement regarding material from time to time.
- e) **Edible should not be consumed in the class rooms. The same can be held in the activity room, cafeteria or the student corridors.**
- f) Laptops in classes are to be used as per the instructions of the faculty.

- g) Formal Dress is compulsory for all students namely trousers, shirts for boys and Salwar suits for girls. However students are required to dress in black trousers and white shirts for all formal occasions.

4.9 Communication of Results

Communication of marks pertaining to various components (quizzes, Assignments, midterm, presentations will be conveyed by concerned faculty or may be displayed on notice board however, the final result of the term will be conveyed to students individually by PGP office/Coordinator.

4.10 Identity Card

Students should carry identity cards issued by Institute every day. For issuance of duplicate Identity Card the student would have to pay a sum of Rs.500/-. There may be random check at main gate entry on any day. Those not with identity card, would not be allowed to enter the campus.

4.11 Clearance

Withdrawal from the programme and leaving the campus permanently must be on the basis of prior intimation to authorities concerned and completion of check out formalities by obtaining final clearance from all concerned, such as Library, Hostels, Placement Office, PGP Office, and Accounts Office. The student should also return their Identity Cards before final clearance. NOC has to be obtained and submitted to the PGP office for being eligible for sitting in the end trimester. Format is enclosed.

4.12 Award of Diploma

The "Post Graduate Diploma in Management" will be awarded to such students at the end of the second year, who in the judgment of the faculty have fulfilled all conditions and requirements for the award at the Institute's Annual Convocation held at the end of each academic year. All students, qualified for the Diploma, should attend the Convocation. Those seeking the award of Diploma in absentia will have to pay a fee of Rs.600/-.

A duplicate copy of Diploma will be issued on the payment of Rs.1000/-, provided the original one is lost, with an undertaking on the stamp paper to this effect.

4.13 Ragging

RAGGING IS STRICTLY PROHIBITED INSIDE THE CAMPUS. Any students found involved directly or indirectly in any kind of RAGGING activity will be treated seriously, and strict disciplinary action will be taken against the student/s as per the PGDM rules.

Note: The institute reserves the right to change any of the above rules as and when deemed necessary without prior notice.

5. Scholarships & Awards

To promote excellence in management education and promote competitive spirit among the students, the institute offers merit-based scholarships and awards. These scholarships and awards are awarded based on the overall performance of the students during the program.

5.1 Institute – Sponsored Merit Scholarships

The following scholarships are available:

- One scholarship of **Rs.100,000/-** to be given to the student for his overall the best performance in the first year.
- One scholarship of **Rs.75,000/-** to be given to the student for his overall second best performance in the first year.
- One scholarship of **Rs.50,000/-** to be given to the student for his overall third best performance in the first year.
- One scholarship of **Rs.40,000/-** to be given to the student for his overall fourth best performance in the first year.
- One scholarship of **Rs.30,000/-** to be given to the student for his overall fifth best performance in the first year.

Note- The Merit Scholarship disbursement will be made in the academic fee of the succeeding year.

Eligibility criteria for the institute-sponsored, merit-based scholarship:

- i) The participant must be in the top 10% of the batch in 1st year,
- ii) The participant should not have got any penalty in any course, and
- iii) No disciplinary action should have been taken against the participant.

5.2 Institute`s Scholastic Awards

The Institute will be giving Scholastic Awards every year to two students from graduating class.

1. Chairman`s Gold Medal for Best Scholastic Performance in Two-Year-Full-Time Program.
2. Director`s Silver Medal for Second Best Scholastic Performance in Two-Year-Full-Time Program.
3. Scholastic Medal for securing Third Best Scholastic Performance in Two-Year-Full-Time program.
4. Scholastic Medal for securing Fourth Best Scholastic Performance in Two-Year-Full-Time program.

5. Scholastic Medal for securing Fifth Best Scholastic Performance in Two-Year-Full- Time program.

The preliminary list of students for consideration of awarding the medal would be selected based on the following criteria;

- i) The students should be in the top 10 per cent of the first year.
- ii) The students should also be in the top 10 per cent of the second year class.
- iii) The academic Council holds the right of amendment in the criteria of selection of the candidates for Scholarship. The decision of the committee will be final.
- iv) The student should not have got any penalty in any course, and
- v) No disciplinary action should have been taken against the student.

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6. Examination Rules & Regulations

Rules & Regulations to be observed during the examination

1. DO NOT go out of the examination hall without the prior permission of the invigilator.
2. DO NOT refer to any book, paper or other notes, unless it is an open book examination.
3. In an **open book examination**, refer only to books and notes that you have brought in to the examination hall. Consultation with another student orally or with his/her book/notes is prohibited.
4. Passing, receiving or seeing papers of others during the examinations is **STRICTLY PROHIBITED**. Any one who will -fully gives assistance will be considered as guilty as the one who receives it.
5. Penalty for breach of examination rules and regulation may amount to punishment as per norms of the institute.
6. At the close of the examination, the supervisor on duty would collect the answer books from the desk and therefore students should stay back until their answer books are collected. However, those who are finishing the examination could leave the hall earlier after depositing the answer books with the supervisor.
7. Under no circumstances, the answer books are to be taken out of the classrooms. Handling in the answer books will be the sole responsibility of the student.
8. In an examination, no movement from examination hall to outside will be allowed for the first one hour and last half hour. And in any case movement will be allowed on restriction basis.
9. Any sort of verbal communication, during the movement, will be considered as cheating and strict action as per norms will be taken against the students.
10. All the students will wear identity cards during Examinations. Strict action as per norms will be taken against those who are not wearing.
11. It is suggested that you should write your name on question paper only and in no case in the answer book
12. Students are supposed to occupy the seat allotted to them as per the seating chart. The question paper and answer sheet will be given once students occupy their seats. The students are not supposed to turn the question paper or write anything on answer sheets unless the invigilator makes the announcement for start of examination. Once the go ahead has been given by the invigilator, students can read the question paper and proceed further.

Further, after the announcement has been made by the invigilator, No Student should talk with each other, however urgent the problem/ situation may be. The student can only talk to the invigilator and nobody else during the duration of the examination- both inside as well as outside.

- 13.** Any students violating any of these norms will not be informed of such violation as he/she should take charge of disciplining himself/herself.
- 14.** Invigilators are free to observe the compliance of the above norms and any violation shall be noted down in examination report and forwarded to Registrar for action as per rules.
- 15.** In case of any confusion in regard to the questions, the students will make and state suitable assumption and proceed.
- 16.** Write correct and legible Roll number on the Answer Book.
- 17.** Both the pages of the leaf be utilized and no page in between be left blank
- 18.** Complete peace, discipline and sanctity of the examination be maintained.
- 19.** Any material not related to the examination found in possession of the examinee would cause a fine of Rs.1, 000/-.
- 20.** On helping (including verbally) to other examinee or each other, a fine of Rs.1000/- each will be imposed on both the students.
- 21.** If the examinee caught/found copying in a paper during examination/ afterwards, his/her examination in the relative course would be cancelled.
- 22.** If the same examinee found/caught copying in another course too in the examination, his/her whole examination of that Trimester would be cancelled.
- 23.** In case of misbehaviour with the Teacher/Invigilator, creating nuisance or disturbing peace, tearing Answer Book/Question paper or run away with the answer Book, he/she would be expelled from the Institute.
- 24.** No Examinee would be allowed to enter examination hall after half an hour from the scheduled time and to leave the examination hall, half an hour before the end of examination.
- 25.** Leaving the examination hall without the permission / knowledge of the invigilator, will amount to in-discipline and dealt with accordingly.
- 26.** Examinees are allowed to go to fresh rooms only after an hour of the start of the examination and are not permitted half an hour before the end of examination.

27. Examinees are required to come in proper dress in the examination hall. Proper dress means its appearance which should not be too extravagant or casual.
28. Boys should come in shoes and are not permissible to wear sleepers of any type.
29. Student should not bring mobile phone in the examination hall. It should be kept outside the hall but at their own risk. Institute in no way will be responsible for loss of the mobile phone.

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7. Evaluation Procedure

9.1 Academic Evaluation

Institute follows continuous evaluation in the PGDM programme with its objective to evaluate students right from starting to end of the term through class performance, class participation, in case discussions, team work, quizzes, test, project report, assignments and presentation etc. These components may differ for different courses based on the nature of course. However, it may be decided to follow one pattern for compulsory courses and another for electives as the objective of these courses are different as laid down above. It is expected that instructors would give periodical feedback to students on their performance through written comments on answer sheets or individual meetings from time to time.

1. Evaluation will be on the basis of two components in every course.
 - i) Internal evaluation (Continuous Internal evaluation)

MM 60 Marks Based on-

 - a) **Class Participation- 10**
 - b) **Assignments -15**
 - c) **Quiz-10**
 - d) **Term PPT-15**
 - e) **Attendance-10**
 - ii) Trimester Exams: **90 Marks (referred as External evaluation)**
 - a) **Midterm exam-40 Marks (the faculty will show the Answer book to the students before submission of awards.)**
 - b) **End term exam-50 Marks per course**
2. Midterm exam to be held in middle of the term, after 14th lecture dates as per Academic calendar: End trimester examination will be held at the end of 28th lecture as per the Academic calendar. A course exam is of 90 marks for a 4 credit course. For 2 credits course, student is evaluated on the basis of 45 marks accordingly.
3. Continuous internal evaluation is of 60 marks: Its objective is to evaluate students continuously right from starting to end of the trimester through class performance, term work, quizzes, test, project report etc. The component's breakup would be as mentioned above in point no.1.

9.2 Promotion Criterion & Penalty

Institute follows penalty point system for promoting student to next trimester Marks obtained in each course are converted into percentages. Percentages below 45(41marks) for external and (27 marks) for internals attracts certain penalty point as detailed below. Student is Pass/promoted/ Failed on the basis of penalty points, he/ she accumulates at the end of each trimester. Details of penalty points are given below:- (Penalty point would be evaluated on 90 (40+50)and 60 marks respectively:

| <u>Marks (out of 90)</u> | <u>Marks (out of 60)</u> | <u>Penalty points</u> |
|--------------------------|--------------------------|-----------------------|
| 37-41 | 23-26 | 1 |
| 32-36 | 19-22 | 2 |
| 28-31 | 16-18 | 3 |
| 23-27 | 13-15 | 4 |
| 19-22 | 10-12 | 5 |
| 0-19 | 0-10 | 6 |

Provided that the student whose penalty point is more than the required for promotion, will be allowed to study in the next trimester subject to the condition that he/she will have to reappear in the course/courses of the relative term later on after the convocation as per declaration by the institute.

1. Trimester wise maximum penalty point allowed will be as mentioned below.
 - a) A Maximum of 12 Penalty Points for promotion to 2nd Trimester.
 - b) A Maximum of 18 Penalty Points, including 1st & 2nd Trimester Penalty Points for Promotion to 3rd Trimester.
 - c) A Maximum of 20 Penalty Points, including 1st, 2nd & 3rd Trimester Penalty Points for Promotion to the 4th Trimester.
 - d) A Maximum of 26 Penalty Points, including 1st, 2nd, 3rd & 4th Trimester Penalty Points for promotion to 5th Trimester.
 - e) A Maximum of 28 Penalty Points, including 1st, 2nd, 3rd, 4th & 5th Trimester Penalty Points for Promotion to 6th Trimester.
2. A Maximum of 30 Penalty Points (including that of all previous Trimesters Penalty Points) for Award of Diploma.
3. Any student who is “Failed” based on above rules (Point 1&2) will be eligible to re-register and reappear subsequently in the course/courses of the relative trimester, in which he/she could not secure 45%. Meanwhile in order to decrease the accumulated penalties he should exercise IiP rule in the following year with succeeding batch.
4. A comprehensive Viva-Voce examination is to be held at the end of III & VI trimesters. Comprehensive Viva-voce is considered as equivalent to one course of 4 credit points.
5. In Viva-voce examinations i.e. Summer Training Report & Final Research Project will lead to resubmission of the same incase of not being qualified.
6. There is no provision for Re-examination and Re-evaluation in the Institute; however students who seek to decrease their penalty points can exercise IiP.
7. Provided that the student whose penalty point is more than the required for promotion, will be allowed to study in the next trimester subject to the condition that he/she will have to reappear in the course/courses of the relative term later on after the convocation as per declaration by the institute

9.3 Quizzes

Quizzes are a very important part of student's internal evaluation. Quizzes, either announced or surprise, are the short duration tests conducted during class hours.

The day on which a quiz is scheduled; student should not be absent himself/herself in any class scheduled on that day for any lecture. In case of absenteeism, his/her appearance in the quiz will be treated as null and void and hence no marks will be awarded in it.

9.4 Academic Probation: Guidelines

In order to help the weaker student to improve their performance concept of Academic Probation (AP) has been introduced.

Academic Probation status would be awarded to a student gaining 50% or more the penalty points, out of the total penalty points allowed in a trimester (compiled by PGP office). A student having the AP status will be debarred from attending any cultural activity. He/she is, however, desired to special contact classes in order to improve his/her performance

In the first trimester the AP list will be issued on the basis of the Class test performance. The AP status will be automatically eliminated once the student is able to curtail his penalties after the trimester examination.

Academic Probation will be given to a student under the following cases:

1. Trim. I- A "Poor Performance" status awarded by the PGP office in the first Trimester Class Test.
2. Trim. II- A minimum of 6 Penalty Points obtained in 1st Trimester Examination.
3. Trim. III- A minimum of 9 Penalty Points in 1st & 2nd Trimester Examinations.
4. Trim. IV- A minimum of 10 Penalty Points in 1st, 2nd & 3rd Trimester Examinations.
5. Trim. V- A minimum of 13 Penalty Points in 1st, 2nd, 3rd & 4th Trimester Examinations.
6. Trim. VI- A minimum of 14 Penalty Points in 1st, 2nd, 3rd, 4th & 5th Trimester Examinations.
7. Any student gaining any **Punishment Point** awarded by Disciplinary Committee (as mentioned in section 4) will automatically get the AP status irrespective of his/her penalty counts.

9.5 Guidelines for applying for Improvement in Penalties (IiP)

1. **This facility is strictly for students with penalties. If a student is not having any penalty he cannot be avail.**
2. A student can apply for improvement in performance meaning there by the decrease penalties for maximum of two courses during tenure of PGDM- two years course
3. For the IiP a student has to fill the requisite form and deposit the examination fee- Rs. 500 per paper, within 7 days from the declaration of result.

4. As there is no provision for the special examination, for availing the IiP students will have to wait for the conduct of the respective paper exam, subsequently with the next academic year. For example, if a student, of session 2011-2013 wishes to give IiP in QT-I (a paper s/he would have given in trim I-year 2011) then s/he will appear in its exam in year 2012, along with the batch 2012-2014, when s/he would be in trim IV. Similarly the table given below explains when a student can exercise IiP.

| Student in Trimester | IiP Exam |
|-----------------------------|-----------------|
| IV | I Trimester |
| V | II Trimester |
| VI | III Trimester |
| In the Subsequent year | IV Trimester |
| In the Subsequent year | V Trimester |
| In the Subsequent year | VI Trimester |

5. As evident in the table, a student can apply for IiP for the second year paper, but his exam will be conducted in the following year and for such cases **NO DIPLOMA WILL BE AWARDED** to them along with their batch-mates. For example, if a student, of session 2011-2013 wishes to give IiP in MFM (a paper he would have given in trim VI-year 2011) then he will not get his diploma along with his batch in year 2013 and he will appear in its exam in year 2013, along with the batch 2012-2014. Any expenses which the student incurs for the same will be borne by him/her.
6. The IiP Rule will also be applicable in the case of student who is absent during his/her exam subject to the condition that the reasons put forth thereof would be considered by the PGP committee and decided on merit, which will be final verdict.
7. It is advised that the students make use of the Extended Counseling Session (ECS) before exercising their IiP.
8. IiP for Internal evaluation is NOT permissible.

8. Courses

PGP-I Trimester-I

| Code | PGP-I Trim I | No. Sessions | Credit |
|-------------|-------------------------------|---------------------|---------------|
| 101 | Organizational Behaviour I | 28 | 4 |
| 102 | Quantitative Techniques I | 28 | 4 |
| 103 | Financial Accounting | 28 | 4 |
| 104 | Computer Application | 28 | 4 |
| 105 | Micro Economics | 28 | 4 |
| 106 | Business Communication I | 28 | 4 |
| | Essentials of Employability-I | | |

PGP-I Trimester-II

| Code | PGP-I Trim II | No. Sessions | Credit |
|-------------|--------------------------------|---------------------|---------------|
| 201 | Organizational Behaviour II | 28 | 4 |
| 202 | Quantitative Techniques II | 28 | 4 |
| 203 | Management Accounting | 28 | 4 |
| 204 | Marketing Management I | 28 | 4 |
| 205 | Macro Economics | 28 | 4 |
| 206 | Business Communication II | 28 | 4 |
| 207 | Management Information System | 28 | 4 |
| | Essentials of Employability-II | | |

PGP-I Trimester-III

| Code | PGP-I Trim III | No. Sessions | Credit |
|-------------|------------------------------------|---------------------|---------------|
| 301 | Research Methodology | 28 | 4 |
| 302 | Human Resource Management | 28 | 4 |
| 303 | Financial Management I | 28 | 4 |
| 304 | Marketing Management II | 28 | 4 |
| 305 | Operations Research | 28 | 4 |
| 306 | Business Environment | 28 | 4 |
| 307 | Production & Operations Management | 28 | 4 |
| 308 | Comprehensive Viva | | 4 |

PGP-II Trimester-IV

| Code | PGP-II Trim IV | No. Sessions | Credit |
|-------------|---|---------------------|---------------|
| 401 | Business Laws | 28 | 4 |
| 402 | Entrepreneurial Development & Small Business Management | 28 | 4 |
| 403 | Financial Management II | 28 | 4 |
| 404 | Elective I (Major) | 28 | 4 |
| 405 | Elective II (Major) | 28 | 4 |
| 406 | Elective III (Minor) | 28 | 4 |
| 407 | Elective IV (Minor) | 28 | 4 |

PGP-II Trimester-V

| Code | PGP-II Trim V | No. Sessions | Credit |
|-------------|--|---------------------|---------------|
| 501 | Strategic Management & Business Policy | 28 | 4 |
| 502 | Business Ethics & Environment | 28 | 4 |
| 503 | Elective V (Major) | 28 | 4 |
| 504 | Elective VI (Major) | 28 | 4 |
| 505 | Elective VII (Minor) | 28 | 4 |
| 506 | Elective VIII (Minor) | 28 | 4 |

PGP-II Trimester-VI

| Code | PGP-II Trim VI | No. Sessions | Credit |
|-------------|--|---------------------|---------------|
| 601 | International Business Management | 28 | 4 |
| 602 | Management of Technology & Innovations | 28 | 4 |
| 603 | Elective IX (Major) | 28 | 4 |
| 604 | Elective X (Major) | 28 | 4 |
| 605 | Final Research Project | | |

Electives

| Sr. No | Marketing | No. Sessions | Credit |
|---------------|------------------------------------|---------------------|---------------|
| 1. | Sales & Distribution Management | 28 | 4 |
| 2. | Consumer Behaviour | 14 | 2 |
| 3. | Direct Marketing | 14 | 2 |
| 4. | Advertising Management | 28 | 4 |
| 5. | Advanced Marketing Research | 14 | 2 |
| 6. | Consumer & Trade Promotion | 14 | 2 |
| 7. | International Marketing Management | 28 | 4 |
| 8. | Rural Marketing | 14 | 2 |
| 9. | Retail Management | 14 | 2 |

| Sr. No | Finance | No. Sessions | Credit |
|---------------|--|---------------------|---------------|
| 1. | Security Analysis & Portfolio Management | 28 | 4 |
| 2. | Merchant Banking & Financial Services | 28 | 4 |
| 3. | Taxation & Tax Planning | 28 | 4 |
| 4. | International Financial Management | 28 | 4 |
| 5. | Micro Finance & Rural Banking | 28 | 4 |
| 6. | Mergers & Acquisitions and Risk & Insurance Management | 28 | 4 |

| Sr. No | Human Resource Management | No. Sessions | Credit |
|---------------|---|---------------------|---------------|
| 1. | Labour legislation & Employee Relation | 28 | 4 |
| 2. | Training & Development | 28 | 4 |
| 3. | Organizational Change & Development | 28 | 4 |
| 4. | Compensation Management | 28 | 4 |
| 5. | Organisational Psychology | 28 | 4 |
| 6. | International Human Resource Management | 28 | 4 |

| Sr. No | Information Technology | No. Sessions | Credit |
|---------------|--|---------------------|---------------|
| 1. | Data Modelling & Application | 28 | 4 |
| 2. | Application of ERP & e- Business | 28 | 4 |
| 3. | e-Supply Chain Management | 28 | 4 |
| 4. | Information Technology Management | 28 | 4 |
| 5. | Software Engineering Techniques | 28 | 4 |
| 6. | Data Warehousing and Business Intelligence | 28 | 4 |

| Sr. No | International Business | No. Sessions | Credit |
|---------------|---|---------------------|---------------|
| 1. | International Economics | 28 | 4 |
| 2. | Documentation , Procedure & Logistics for Global Trade | 28 | 4 |
| 3. | International Business Strategy | 14 | 2 |
| 4. | Foreign Trade & Policy Framework | 14 | 2 |
| 5. | International Trade Blocks and Agreement | 28 | 4 |
| 6. | Transnational Marketing | 28 | 4 |
| 7. | International Financial Management | 28 | 4 |
| 8. | Regulatory Environment for Global Business and International Marketing Research | 28 | 4 |
| 9. | Cross Cultural Behaviour | 28 | 4 |

| Sr. No | Operations Management | No. Sessions | Credit |
|---------------|---|---------------------|---------------|
| 1. | Logistics & Supply Chain Management | 28 | 4 |
| 2. | Service Operations Management | 28 | 4 |
| 3. | Advance Production & Project Management | 28 | 4 |
| 4. | Business Excellence & Six Sigma | 28 | 4 |
| 5. | Advance Operation Research for Marketing & Marketing Models | 28 | 4 |
| 6. | Value Chain Management | 28 | 4 |

9. Course Contents

Trimester –I

Organisational Behaviour I (Code-101): The course Organisation Behaviour – I aims in the introduction of the concepts of management and behaviour in organizations. This course is so long that it cannot be completed in one trimester. In this trimester our focus on organization behaviour is specially on the individual in an organisation. The other aspects of behaviour – group functions and organizational studies will be dealt within the next trimester. When the student starts learning the basic theory of management and the organization behaviour specially at the individual level then they are capable enough to understand the motive of management theory and the psychology of individual in the organization.

The field of management has undergone revolutionary changes from the period of F.W. Taylor – ‘The father of scientific Management’ to the days of Peter Drucker ‘The father of Modern Management’ and beyond. Today management means many things; it includes planning, organizing, staffing, directing, controlling, leadership, motivation etc. The emerging paradigm emphasizes that today’s managers need a variety of skills to understand human behaviour, communicate with people, motivate employees, adapt to changes, manage new technologies and so on. The focus is on effective leadership, harnessing creativity and enthusiasm of employees and sharing vision, values, information and power with them. The guiding principles for managers include team-work, decision making and learning that help them and employees to perform successfully in today’s complex business environment.

Quantitative Techniques I (Code-102): The course aimed at nurturing the fundamental concepts of business mathematics and statistics, data analysis and the role of quantitative technique for planning and analysis of business systems. Various issues involved in the case of OR for modeling different scenario that arises in the business will be highlighted. The use of IT tools for modeling and analysis will also be covered. Specific focus would be towards the conceptual aspects of statistics and operation research.

Financial Accounting (Code-103): The objective of this course is to develop an understanding of basic concepts of financial accounting. It would also cover the mechanism of maintaining the financial records in business firm and tools and techniques of financial analysis. The main aims of this course to acquaint the students with principles of Accountancy and also with application of these principles in recording the business transactions.

Computer Applications (Code-104): To impart the knowledge regarding computer fundamentals and usage. To discuss the various programming languages and Operating Systems in order to build awareness and application orientation. To give students more clear view regarding computers and internet.

Micro Economics (Code-105): Micro Economics is the application of economic theory and methodology to managerial decision making problems within various organizational settings such as a firm or a government agency. The emphasis in this course will be on demand analysis and estimation, production and cost analysis under different market conditions, forecasting and decision making under uncertainty. Students taking this course are expected to have had some exposure to economics and be comfortable with basic algebra. Some knowledge of calculus would also be helpful although not necessary.

This course is concerned with the application of ideas of Economics to understand the various problems faced by managers while making decisions. It mainly involves the study of microeconomics – the branch of Economics that studies the behaviour of individuals.

Micro economics is the first and the most basic course in a series of courses in Economics. The objective of this course is to enable you to understand the behaviour of Consumers, Producers in the business like environment and the different forms of market. It is hoped that by the end of the course you will be able to appreciate the subtle and the most fundamental issues involved in running the business. It will also help you to understand various discussions on economic issues and the rationality of the interference by the government in resolving issues involving conflicting interests of the various segments of the society.

The outcomes of the course are twofold. First, you should have an understanding of some of the factor influencing corporate in their business decisions. Second, you should have an awareness of some of the practical aspects of corporate environment.

Business Communication I (Code-106): Human being has been devising ways and means to express his views to others, ever since his biological presence on this planet. Besides its social and psychological relevance, Communication has a vital role to play in business. Business is an activity carried out with a view to earn profit. The role of Communication in an organization can be seen as a job bringing all aspects of business together – employees, customers, suppliers, intermediaries, public, and so on. It is therefore rightly called the '*bloodline of an organization*'.

The intent of this course, then, is to help you improve these and other skills. Keeping in view the importance and exhaustiveness of a course of this stature, the contents of the course have been split into two trimesters. Trimester 1 encompasses the a) Introduction to the concept of Communication, b) Distribution of Communicative Styles, c) Grammar and syntax rules, d) Listening Skills, e) Reading Skills, f) Speaking Skills, and g) Communication Etiquettes. The other aspects of communication, namely, a) Written, b) Non- Verbal, and c) Job Communication will be dealt with in trimester 2.

Essentials of Employability-I

To create thinking inputs in students mind regarding their employability in coming future at corporate sector. The course creates clarity in the students mind regarding different types of employment existing in different employment scenario in various management fields like Marketing, International Business, Finance, Information technology, Operations and Human Resource Management. Along with introduction, course will also ensure that what are expectation of industry, what attributes and capabilities are required in various disciplines of

Management career. It includes various functionalities of managerial working. Working and environmental knowledge will be provided to fine-tune the thought processing into students thinking regarding their future employment. Course will help student to select appropriate career with current industry trends and expectations. The essentials of this course include the reading and understanding of business news paper on day to day basis for presentation and interaction in the class.

Course Aim

- Learn the business verticals
- Know about job opportunities existing for fresher across verticals
- Understanding career path across various jobs
- Understanding work diaries across various jobs

Trimester –II

Organisational Behaviour II (Code-201): The study of Organisational Behaviour will facilitate your understanding of the causes of human behaviour and how this knowledge can be used to help people and organisation create and maintain a competitive edge by working productively i.e. effectively, efficiently even enjoyably. Since an individual's behaviour is jointly caused by personal characteristics and the settings in which they work, we will be looking at behaviour at the individual, group and organisational levels.

Quantitative Techniques II (Code-202): The primary objective of this course is to enhance the understanding of basic concepts of Statistics and also understanding of various quantitative techniques to enhance data analysis and interpretation to understand the amount of uncertainty that is involved before making important decisions.

Management Accounting (Code-203): The thrust of this course makes the student conversant with the three types of information generated within an organization, viz., full cost accounting, differential accounting and responsibility account, as also to enable him to appreciate their uses in managerial decision making.

Marketing Management I (Code-204): From need satisfaction to need creation, from marketer's task to everyone's task, today marketing has widened its horizons. As the organizations change so is their marketing. Marketing today includes strategic decisions like who the company wants as its customers, which needs to satisfy, what product and services to offer, what prices to set, what communication to send and receive, what channels to utilize and what resources to develop. This course provides an overview of marketing principles, processes and strategies with an opportunity to apply these concepts in a holistic manner to solve the real World situation.

Macro Economics (Code-205): In this course you will explore and analyze economic data through a variety of learning activities. You will learn how economics relates to you and how macroeconomics differs from microeconomics. The objective of this course is to have an

understanding of how national economic events and policies impact your well-being, future income, and job opportunities. Even though macroeconomics focuses on the economy of the whole nation, it still affects you as an individual. This course will help you analyze the state of the economy in order for you to make more informed decisions about your future.

Business Communication II (Code-206): Business people whose writing and speaking skills are weak are less likely to be hired initially, and do not rise as quickly or as high as those who do possess these skills.

The intent of this course, then, is to help you improve these and other skills. Keeping in view the importance and exhaustiveness of a course of this stature, the contents of the course have been split into two trimesters. a) Written, b) Non- Verbal, and c) Job Communication will be dealt with in trimester 2.

Management Information System (Code-207): To create awareness in upcoming managers, of different types of information systems in an organization so as to enable the use of computer resources efficiently, for effective decision making. To understand various MIS operating in functional areas of an organization and explain its relationship with the various activities of the organization. To understand how MIS is developed and implemented for various levels in an organization. To explore use of some common IS.

Essentials of Employability-II

The main aim of this course is to settle down the thoughts of students regarding their employability in corporate sector. This will have 10-15 interaction with the executive from corporate along with submission of a report will have all details of sector where a student dreams to start their corporate working. After the submission of project with expected level of standards, students will be able to select a sector and company which matches to expectation of both corporate and students.

Course Aim

- Identify different job search methods
- Discuss job search strategies
- Recognize the right attitude for suitable job search

Trimester –III

Research Methodology (Code-301): The world of business is moving more rapidly than ever. The intelligent and thoughtful use of research is critical to keeping pace. Undoubtedly the most successful people will have a broad base of education, high level of communication skill and creative approaches to the opportunities that are racing towards great height. The study of Research Methodology allows the students in classroom to become source of these skills.

Human Resource Management (Code-302): The objective of this course is to demonstrate how organizations utilize human resources to perform tasks better. The focus will be on systems, methods and procedures, and tools and techniques utilized in attracting, retaining, developing and utilizing human resources. The course also focuses duly on the importance of industrial relations, introduction to selected important labour laws, and management of discipline in the

organisation. Since good practices are generally based on sound understanding, clarifying concepts is also an objective.

Financial Management I (Code-303): The aim of the course is to give you a broad foundation in corporate finance. Financial Management is concerned with creation and maintenance of wealth in a rationale manner. It focuses on the decision taken by an individual or a firm that have financial aspects and implication. This course relates to study of decisions that strikes to trade off between risk and returns, efficiency and effectiveness.

The outcomes of the course are twofold. First, you should have an understanding of some of the theoretical approaches used to analyze corporate financing decisions as far as procurement and utilization of funds. You should have an awareness of some of the practical aspects of corporate financing decisions. In this particular course we shall try to cover various aspect of Financial Management with reference to Short term procurement and utilization of funds.

Marketing Management II (Code-304): This course is an extension of the Marketing I course in the earlier term. Whereas Marketing I dealt with the basic understanding of the components and factors of marketing, Marketing II will deal with changes in the Global and Indian market scenario. The focus of this course is on the elements of the Marketing Mix. The course attempts to develop an understanding Product, Price, Intermediaries, Physical Distribution, Personal selling, Advertising and Sales promotion related issues amongst the students.

This course also deals with new and emerging trends in marketing such as Rural Marketing, Internet Marketing, and Customer Relationship Management.

Operations Research (Code-305): The primary objective of this course is to enhance the understanding of the major capabilities and limitations of deterministic operations research modeling as applied to problems in industry or government and recognize, formulate and, using prepared computer packages, solve allocation models of static or dynamic type. Understand the reasons why the applicable algorithms work, and the effects on the computed solutions of variations in the data or in the assumptions underlying the models is one of the objective of the course.

Business Environment (Code-306): Economic reforms implemented in the form of liberalization, privatization and globalization have brought about a wide array of changes in the agriculture, industrial and service sectors in most of the countries during last decade. Understanding the implications of structural adjustment programmes on business, economy and society becomes all the more significant in the 21st century. Organizations will have to formulate new growth strategies for success, expansion and increasing gains based on the day – to – day developments and the fast moving world. The need of the hour is to learn all the new policies, structures, measures, steps and the implications with reference to legal framework, foreign investment, exports and imports, privatization, taxation, budget, competition, monetary policy, technology, capital market, foreign exchange transactions, corporate governance and social responsibility. Gaining knowledge about all these spectrums of business would help one to be a successful manager in the era of ever-increasing competition.

The outcomes of the course are twofold. First, you should have an understanding of some of the factors influencing corporate decisions. Second, you should have an awareness of some of the practical aspects of the corporate environment.

Production & Operations Management (Code-307): Operations play a critical role in the competitive positioning of an organization. Recently, we have seen many examples of companies who have competed successfully on the basis of their operating strengths. For example, Wal-Mart has successfully dominated the retailing industry on the strengths of its operations, which have enabled it to provide lower prices and better availability of goods in its stores. In our own country, when Nirma threatened HLL's Surf brand of detergent, HLL responded by improving its operations. Understanding of operations management various issues is crucial for the managers so that they can make effective decisions even with regard to different functional responsibilities. For example, it is helpful for a marketing manager to understand why the company's Production Department cannot manufacture items on short notice. Or, if the items have to be absolutely manufactured on short notices then what are the cost implications. In this course, we will examine various issues important in Operations Management through a series of cases and discussions.

Comprehensive Viva (Code-308): There is comprehensive viva at the end of the 1st year. Here student has to individually appear before a panel where student is quizzed about his knowledge on the courses in the first year. Total marks for the viva are 150 i.e., equivalent to a 4 credit course.

Trimester –IV

Business Laws (Code-401): To determine the extent to which legal concerns direct and focus the activities of Business and organizational leadership. To acquire an understanding of legal concepts such as contracts, business organization and litigation. Determine how organizational policy, operations, and products may impact potential litigation. To investigate the nature of business management as constrained and bounded by law. To investigate topics such as patent, copyright and intellectual property law and their influence on global and e-commerce business management.

Entrepreneurial Development & Small Scale Management (Code-402): “The entrepreneur is essentially a visualizer and an actualizer. He can visualize something, and when he visualizes it he sees exactly how to make it happen.” – Robert Schwartz.
Entrepreneurial development today has assumed special significance, since it is a key to economic development. The objective of industrial development, regional growth and employment generation depend upon entrepreneurial development. Entrepreneurs are the seeds of industrial development and generate greater employment opportunities to unemployed youths. Entrepreneurs have altered the direction of national economies, industries or markets. Hence the objective of this curriculum is to make students successful entrepreneurs in coming years.

Financial Management II (Code-403): Financial Management is all about Financial decision making. Financial decision making can not be understood if the concepts of Financing, Investment and Allocation are not learnt properly. The syllabus aims at providing fundamental

understanding of the three decision areas. Objective of the course is to assist students in developing a thorough understanding of the concepts and theories underlying Financial Management in a systematic way.

Trimester- V

Strategic Management & Business Policy (Code-501): Strategic Management is a “capstone” course. The basic objectives of this course are to integrate the skills and knowledge students have acquired in their previous course work and to develop a “general management” perspective, i.e. the capacity to view the firm in its “totality” and in the context of its environment. Our perspective in this course would be that of a strategic management capable of thinking strategically working at any level in the organisation. We shall study the nature of the problems and challenges confronted by general managers and the skills needed by them to function effectively as strategists, organisation builders, and change agents. We shall deal with the analytical, behavioural, and creative aspects of strategic management simultaneously. While the course will deal with important analytical approaches and theoretical perspectives, the principal focus of the course is to understand the nuances of strategy making and implementation.

Business Ethics & Environment (Code-502): The study of Ethics includes an analysis of the interests of all the individuals who hold a stake in the outcome of any dilemma or decision. The relevance of ethics in India has increased in context of the Bombay securities scam, TISCO leadership succession drama, Harshad Mehta and Teligi affairs and killings of Manjunath and Satyendra Dubey.

The study of environment in management is need of hour when we are suffering from water crisis, food crisis, global warming, ozone depletion etc. Nature is just like a savings bank account, more you deposit less you draw. Nature has given so much for our needs but not for our greeds. The protection of nature is not only responsibility of the state; it is everybody’s responsibility and matter of concern. The basic objective of teaching business ethics and environment is to sensitize students about these concepts.

Trimester- VI

International Business Management (Code-601): The central objective of this course is to understand the strategic management of multinational firms (MNCs). We will examine how, and why, firms decide to develop operations in foreign countries, and how firms can become successful once their operations cross national boundaries. We will also examine how individuals manage business activities effectively in such multinational firms. This course is mainly targeted to help students understand the strategic issues and tradeoffs in a multinational context and assess the strategic performance of MNCs. Consequently, this course is not only pertinent for students who intend to pursue general management careers in MNCs, but also to those interested in management consulting, investment banking, venture capital, and other careers in the global context where accurate and concise strategic assessments are crucial.

Management of Technology & Innovations (Code-602): To introduce students to the theory and practice of technology management and its Impact upon the key resources of organizations. To inform students of the current and future impact of technology upon organizational core functions. To develop an understanding of the central role the technology management plays in the management of modern organizations to examine how the use of information technology determines organizational effectiveness. To establish an awareness of the evolutionary nature of technology management. To determine the impact of technology and technology management upon the principal constituents of organizations.

Final Research Project (Code-605): In the second year of PGDM one has to work on Final Research Project Report. The objective of the project report in post-graduate management programme is to understand the application of taught courses. For this students have to prepare project report.

In FRP, Students are evaluated out of 300 marks which is equivalent to 8 credit courses. Details of FRP marks is mentioned further in Annexure I.

Electives

Marketing

Sales & Distribution Management: The course envisages to prepare qualified and skilled professionals who can successfully take-up the challenges of Sales field amidst intensive competition of 90s, before venturing into the mainstream Marketing. Role plays, Business Games, Term Project methodology ensures that student is able to empathies the practicality of the marketplace to the maximum extent.

Consumer Behaviour: Consumer is the king, a generic philosophy of marketing. The Students in their professional careers must be able to decipher consumer behaviour in terms of their wants, needs, belief, motives, perception, attitude, learning, motivation, impact of socio-cultural factors etc. and to solve marketing problems and to develop and implement effective marketing strategies..

Direct Marketing: As Indian market matures and becomes fragmented, there is need to serve the customer in a better and effective manner. Integrated marketing Communication programme should be followed by companies on the sustainable basis and effort should be on to talk direct to the customer. Course entails the nuances of direct marketing discipline and enable students to create relationship with the shuttling customer.

Advertising Management: To understand the impact of Advertising on our economy. To comprehend its role in fashioning our society. To see how it fits into the broader discipline of business and marketing. To learn rules and techniques of effective advertising. To appreciate the creativity and technical expertise required in advertising. To enhance and fine tune communication and critical thinking skills

Consumer & Trade Promotion: Sales Promotion is arguably the most dynamic element in the Marketing Mix. It's a potent tool for competitive markets, where product and service parity is the market reality. The course seeks to expose students about the efficacy and various marketing problems, which a sales promotion can address. Further it highlights various tools and techniques of sales promotion and their implementation

International Marketing Management: Knowledge and understanding of the markets in which companies operates is important for all business activities. This syllabus generates a greater understanding of the concepts of the international marketing process and the international environment within which companies operate. It aims to extend the range of understanding to enable students to deal with international marketing situations and beyond that.

Rural Marketing: With urban markets saturating, key to growth lies in rural hinterland. This has shifted companies focus to rural areas. The course delves with making students aware about uniqueness of rural markets and how to serve the rural folks better. Course also aims to give glimpse about rural marketing environment and agricultural marketing.

Retail Management: To define retailing, consider it from various perspectives, demonstrate its impact, and note its special characteristics. To introduce the concept of strategic planning and apply it. To relate the marketing concept to retailing, with an emphasis on the total retail experience, customer service, and relationship retailing. To indicate the focus and format of the text.

Finance

Security Analysis & Portfolio Management: Aim of the course is to explain the **Basics** of Investment Science with practical examples. Focus will be more on Practical examples so that complete clarity of the concepts is attained. A Management Graduate specialized in Finance is supposed to know the techniques of *Analyzing* the Financial Products be it Share, Bond, Mutual Fund or Fixed Income Securities.

Merchant Banking & Financial Services: Financial services fall broadly under two groups. Fund/asset-based and fee-based/advisory. This paper covers both types of services. While the thrust of the syllabus is on analytical framework, both from the point of view of the non-banking financial intermediaries/companies which provide the services as well as their users, the procedural, legal, tax, accounting and regulatory aspects are also comprehensively dealt with.

Mutual Fund Management: Investment in Mutual funds has increased manifold with the speeding economy of the country and hence there is a need to understand the basics of Investment that should be in line with the objective of maximizing returns with minimizing risk. Objective of the course is to equip students with the concepts underlying Mutual fund as a fast emerging avenue of investment.

Mergers & Acquisitions and Risk & Insurance Management: Meaning of Globalisation from the perspective of the corporate world can not be understood without understanding the intricacies involved in Mergers & Acquisitions. Objective of the course is to

make students familiar with the role and impact of Corporate Mergers on the value and growth prospects of the Business. Risk & Insurance Management involves concepts of Insurance which is a fast emerging area. Objective is to make students aware of the risk management aspect of the Business and the tools to mitigate it.

Human Resource Management

Organisational Psychology: To learn how the findings of psychology are applied in the solution of problems involving human behaviour in the workplace. To develop an acquaintance with the main topics, principle characters, and leading theories in the discipline of industrial-organizational psychology. To gain an appreciation of how the methods of science are used to study human behaviour and experience in work settings.

Training & Development: The course is about the training and employee development and human performance improvement in organizations; but that is not the whole story. The field of training and development is changing. There is a need for trainers to reorient their thinking from the comfort and structure of the classroom to the more ambiguous consulting area. The gap is actually not nearly as wide as some might think. Trainers have considerable expertise in job and task analysis, learning specialists, facilitators, communication experts, and professionals with a broad perspective of the human dimensions of human performance in organizations.

Organizational Change & Development: To appreciate the professional and ethical attitudes required by the contemporary change agent. To have an understanding of the challenges facing local and global organisations in the contemporary business environment. To analyse available information incorporating the cultural, social and economic environments so as to develop a correct diagnosis of problem areas within an organisation. To work both independently and collaboratively to analyse an organisational situation from the perspective of different stakeholders.

Information Technology

Data Modelling & Application: Understand the concepts of data: entities and relationships. Apply the techniques of modelling to analysis and design Explore the checks and balances of the data modelling metaphor

Application of ERP & e- Business: The primary objective of this course is to introduce concepts, tools and approaches to e-business. The course will help you to understand the ways in which companies use the Internet as a channel for conducting --- and expanding --- commerce.

e –Supply Chain Management: The objective is to enhance each person's understanding of Supply chain management and e-supply chain management and how the Internet has changed the business environment in Supply chain management.

Information Technology Management: To introduce students to the theory and practice of technology management and its Impact upon the key resources of organizations. To inform students of the current and future impact of technology upon organizational core functions. To develop an understanding of the central role the technology management plays in the management of modern organizations to examine how the use of information technology determines organizational effectiveness. To establish an awareness of the evolutionary nature of technology management. To determine the impact of technology and technology management upon the principal constituents of organizations.

Software Engineering Techniques: To help students to develop skills that will enable them to construct software of high quality – software that is reliable, and that is reasonably easy to understand, modify and maintain and to foster an understanding of why these skills are important

Data Warehousing and Business Intelligence: The primary objective of this course is to describe methods and tools for accessing and analyzing warehouse data and defining the decision-support purpose and end goal of a data warehouse. Focus will be more on various technologies required to implement a data warehouse. The goals of this course are to appreciate the enhanced data rich environment of today's global economy and get exposed to the related business intelligence service opportunities that exist and also provide a practical understanding of the key methods of classification, prediction, reduction and exploration that are at the heart of data mining.

International Business

International Economics: The objective of this course is to provide a theoretical and empirical understanding of those issues in economics that are critical to decision making in international trade and finance. The course focuses on the trade flows between countries, their determinants and the institutions governing these flows. In addition the international monetary environment within which trade and investment flows occur is examined. A thorough examination of exchange rates and their determinants is included in the discussions governing these flows. In addition the international monetary environment within which trade and investment flows occur is examined. A thorough examination of exchange rates and their determinants is included in the discussion.

Operations Management

Advance Operations Research Models and Application: The course Advanced Operations Research Models and applications consists of some important optimization problems their model formulations and illustrations of those understandings by using some real life situations. One important aspect of this course is of applications of the basic understandings of the core concepts of different problem to different real life examples/cases. Special emphasis of this course is on concept building, formulation and solution procedure of different relevant decision making problems. Use of different IT tools to solve and analyze different decision making problems is an integral part in each topics of this course.

Services Operations Management: The objective of this course is to improve the understanding of the service operations function of manufacturing and service organizations. The course focuses on the role and nature of service operations, the relationship of operations to other business functions, and develops skills and provides techniques for the effective management of service operations. Topics to be covered include service delivery, process and facility design, capacity management, quality management in service, Six Sigma application, productivity and performance measurement, service supply chain and logistics planning issued and use of mathematical tools.

Business Excellence & Six Sigma: As the competition gets tougher, there is more pressure on organizations to improve quality and customer satisfaction while decreasing costs and increasing work output. This becomes an increasingly difficult challenge when there are fewer resources available and many players to offer services. Six Sigma & Business Intelligence are very effective approaches to broad based quality control program and customer satisfaction & retention. These are mainly for reorganizing the entire approach to work in holistic manner towards achieving higher level of outputs and customer satisfaction. These techniques can be applied in any organization and for every functional aspect such as: productivity, communication, services (internal & External) etc.. The course provides insight and complete overview of Business Intelligence & six sigma through conceptual framework and applied approach by demonstrating live cases from Industry.

SCM & Logistics for Business: The objective of this course is to equip the participants with the necessary quantitative concepts of operations research tools and techniques required for effective managerial decision making. The problems considered in this course are not only theoretically important; they are the useful tools to solve different complex logistical situations. Special emphasis of this course is on concept building, formulation and solution procedure of different relevant decision making problems.

Value Chain Management: Supply chain Management has become crucial for the competitive strategies of business in the new economy. Logistics cost may comprise anywhere from 8% to even 50% of the total costs of operations of an organization depending upon the nature of their businesses. With the increased commoditization of many industries like PC, Apparel etc., the businesses in these industries are constantly looking at their Supply Chain for competitive advantage and even survival

10. Guidelines for Course of Independent (CIS)

Second year PGP participants may opt for a Course of Independent Study (CIS) equivalent to a 4-credit course. PGP participants can take a maximum of two CIS projects in an academic year. CIS can be undertaken only in the term V and VI of PGP 2nd Year. When a CIS is equivalent to a 4-credit course, the CIS must be completed in the term it is undertaken.

CIS comprises of an investigation, together with the written report and interpretation thereof, of a subject accepted and approved by a member of the faculty. It can be either theoretical or empirical exercise, or a combination of both.

A. Objective

The CIS represents an opportunity to the participants to explore a topic in depth in his/her field of research or in an area of special interest. It makes possible the integration of several fields of study in searching for the solution to a single problem. For an empirical work, it provides valuable experience in the research process in the definition of a problem, in the search for relevant data, in the analysis of the data, and in deriving the conclusions and implications of the data for the problem under study. Thus, the CIS offers an opportunity for individual initiative, judgment, and resourcefulness, well beyond that which is possible in a regular course.

B. Nature of the CIS

1. An acceptable CIS may take many forms. It may be a study of relevant theoretical and empirical literature on a specific topic culminating into a position paper. It may be a case study, describing and analyzing a particular incident, illuminating a variety of managerial problems. The CIS may take the form of a staff study in which the pertinent elements of a policy problem are studied and weighed to reach conclusions as to possible courses of action. The CIS may be a historical study, analyzing and searching for implications in a particular period. It may involve the design of a new method or a comparison of pertinent factors in two or more methods. The CIS may, of course, consist of formulation and testing a hypothesis relevant to some area(s) of management. Data sources for CIS may include: books and articles, published reports, results of interviews, responses to questionnaires, etc.

It is also possible for a participant to undertake a CIS as a continuation of his/her EL experience, provided the organization in question wants the participant to carry out a problem solving project. This should be taken up by an interested participant as a CIS under a faculty of his/her choice.

2. An additional model of CIS under company guide is also made available to the students. Under this option student will be allowed to swap their elective/s in Trimester VI (Major) with a relevant and related project done at his/her respective company under the guidance of company guide and a faculty guide of the related course. This option can only be exercised in trimester VI.

C. Topic Selection

A good criterion for topic selection is individual interest and curiosity based on the possession of some minimum level of advanced knowledge. The knowledge may have been gained through previous work experience, summer jobs, or through participation in course work. Questions of interest may arise in the course of classroom work, but cannot be fully covered there. There may be an accepted principle with which the participant does not, on grounds of logic and available evidence, agree; or there may be tentative hypothesis or suggested procedure(s) which the individual is interested in subjecting to further testing. The nature of the knowledge about business and other human activities is such that the processes of critical review, analysis, measurement, and testing can never be completed. However, few guidelines can help the participants:

- i) The topic for CIS must be focused. It cannot be obtuse like "Telemarketing".
- ii) The CIS subject should be manageable, having regard for the time available and the participant's desire to reach defensible conclusions. It is difficult to generalize much beyond this. Whether a subject is too broad, etc., often depends on the individual's ability to structure the subject and his originality in analysis. Initial formulations of possible CIS subjects are vague, formless, ambiguous, and over-ambitious. Removing these faults by successive reformulation requires concentration and practice, and can be made much easier by drawing upon the experience and knowledge of members of the faculty.
- iii) A participant should not choose a CIS topic likely to be classified as: "Confidential" or "Secret" for reasons of public interest, national security, or restricted for proprietary or other reasons and no participant is permitted to embark on such a subject.

D. Faculty Consultation and Selection of Faculty Supervisor

- CIS consultation and guidance are important and expected aspects of faculty participant relationships. A faculty member can help clarify and specify the subject, indicate ways of organizing the problem systematically, point to possible sources of information, or criticize the approach and results. His/her enthusiasm and effort will vary directly with that of the participant.
- Once the area of interest has been chosen, the participant should turn to faculty members for help in specifying a topic. This can be done most productively, if preceded by some research to determine whether there have been past studies in the area and how the subject was handled.
- Initial consultation with a faculty member does not obligate the participant to select him/her as a supervisor - nor is a faculty member obligated to serve if the subject is not of interest to him/her.

The faculty supervisor participant relationship is determined by mutual interest on the part of participant and faculty member involved. The initiative, however, lies with the participant, when he/she has a topic in mind, he/she should discuss it with a faculty

member in whose field of interest the topic lies. The initiative lies with the participant in selecting the topic, arranging for a faculty supervisor, and also arranging for meetings for guidance and consultation. It is not the supervisor's responsibility to seek out the participant for the same.

E. CIS Supervisor

A faculty member would be allowed to be associated with a maximum of two CIS in the academic year. Visiting faculty is not eligible to be CIS supervisor(s).

F. Procedure for Submitting CIS Project Proposal to the PGP Office:

Once the participant identifies the topic and selects the CIS supervisor, he/she approaches the CIS supervisor with the initial formulation of the CIS Project proposal. After thorough discussion, the CIS supervisor has to bring clarity to the CIS topic. Through successive reformulations, the CIS supervisor shall remove the lacunae in the CIS Project proposal thereby leading him/her to the final CIS project proposal. This would have to be done during the Vth/VIth term (only for option A), as the case may be, on the dates to be notified by PGP Office.

After obtaining the approval of the CIS supervisor (in writing), the participant has to submit the CIS Project Proposal to the PGP Office (within the above mentioned time period). The final CIS Project proposal should have the following sub-heads:

- > Title of the CIS
- > Name of the Faculty Supervisor
- > Name of the PGP Participant
- > Term in which the CIS project would be undertaken
- > Need for the Proposed Work
- > Objectives
- > Brief Description of CIS Project
- > Methodology
- > Detailed Work Plan along with Time Schedule
- > Expected Outcome(s)
- > References (list of the books, articles, and other sources, in detail)

The above is a minimum detail/format that needs to be furnished by the CIS participant. *Any CIS Project proposal, not following the above minimum format, will be summarily rejected.*

G. Procedure for Approval of CIS Project Proposal by the Area:

- Once the PGP Office finds that the participant has satisfied the prescribed eligibility criteria, it will forward the above CIS project proposal, along with a note by PGP Chairman, to the Area Head.
- The Area Head will discuss the submitted CIS Project with the Area Faculty and decide regarding the approval of the same.
Faculty council will approve the CIS topic.

This process of submission to the PGP Office and obtaining the approval of the area should be completed before the commencement of the V/VI term, as the case may be.

In case nothing is heard from the Area Head before the commencement *of* the V/VI term, as the case may be, it *should be* assumed that the CIS Project is not approved.

Once the approval of the CIS Project proposal is communicated by the Area Head to the PGP office, the latter would deem it as an approved CIS project and allow the participant to commence the CIS project in V/VI term, as the case may be.

H. Evaluation

Performance on the CIS is evaluated by the standards of good scholarship and integrity; courtesy in crediting sources of information; objective standards of precision, logic and use of evidence; imagination; and the ability to reach and state defensible conclusions.

Evaluation procedure for the CIS will be as follows:

Mid-term Report: 25%
Presentation: 25%*
Final Report: 50%

*It will be a public presentation, open to all.

The PGP office will announce the dates for submission of the mid-term report, the final report and for CIS presentation for each term. The Participant undertaking the CIS has to adhere to these dates of submission and of presentation. The tentative dates are as follows:

i. Submission of Mid Term Progress

By *Mid of Each Term*

ii. Submission of Final Report
Presentation of CIS Project

In the last week of each Term

The panel to evaluate the CIS would have a minimum of 2 members (including the CIS Supervisor) and would be constituted by the Area Head in consultation with the Area Faculty. An outside expert, preferably from industry, can be invited to evaluate the CIS Presentation.

DO NOT COPY

11. Computer and Communication Facilities

The main objectives of the Server Room (IT Infrastructure Center) are to provide support to all members of GHS-IMR on all aspects of academic computing, to implement and maintain IT Infrastructure and application software, to impart introductory and advanced instructions to users, generate trained manpower to maintain IT Infrastructure (Servers, Desktops, Data Security, Gigabit Network), to provide support to Institute computerization efforts, to do in house research & development, and to serve a user population of more than 350 users consisting of postgraduate, researchers, faculty and staff on the Campus.

In addition, it also owns the responsibility to develop and implement application software for various needs of Institute like finance, payroll, results, MIS reports etc.

General Computing Facilities

The Server Room is equipped with IBM X-3650 Intel Xeon Quad-Core Servers for high performance over Windows 2003 Server, Client/Server Database computing System connected over a switched fast Ethernet with Optical Fiber backbone. For our printing needs we have 4 heavy duty Network Laser Printers and several individual Lasers and Ink-jets.

The Computer lab is equipped with 114 workstations equipped with Genuine Operating System and Licensed Software for every need of students. All students of GHS-IMR carry a Laptop for his computational needs.

Network Services

The institute Local Area Network (LAN) is a state of the art switched network with Fiber Optics and enhanced CAT5/CAT6 UTP Backbone. It consists of more than 50 network access points spread using Cisco/D-Link Switches and 1 Router. The Wi-Fi access is provided to every class, rooms in hostel, faculty & staff workspace, cafeteria & mess, Library etc.

Internet connection has been provided through a router. We have 2Mbps (1:1) leased circuit from BSNL with redundant option.

Rules of the Computer Lab

Facility of Computer center is provided by the institute for Academic and Research purpose and this is our responsibility to maintain the same. For this purpose we have a list of Do's and Don'ts, to make you aware of you responsibility.

- Eatables are not allowed in side the Computer Center I, II, & III.
- We treat Computer Center as silence zone so Mobile phones and chatting is strictly prohibited in side the Computer Center vis-à-vis in the class rooms.
- During the classroom timings no student is allowed to enter the Computer Center, other than for his/her classes.
- **On Demand Printing** concept is abolished. Now student can put their respective file in the pre defined folder with the administrator and the printout can be collected next day or next session subject to restriction of maximum 20 pages.
- Printing Charge of Rs. 1/- without paper will be charged from each student.
- Computer Lab timings for students are

Weekdays: ----- 9:30 am to 8:30 pm (Monday to Friday)

Weekends: ----- 9:30 am to 5:00 pm (Saturday and Sunday)

Detailed copy of computer Center rules is available with Lab Assistance so please read carefully and adheres to it.

12. Library

The Library, with a collection of about 9,000 highly selective volumes, subscribing to selective 125 journal titles, and giving access to several hundreds of online periodicals and books, besides bibliographic, textual and statistical databases, serves over 400 of its members. The library focuses not only on optimizing resources available within but also gives access to enormous resources available through a network of collaborating libraries across the country.

Location Library is in Campus-II, 200 meters away from Campus I
with in , KAMLA NAGAR, KANPUR

Telephone 0512 - 2336330

Library Timings:

SUMMER

Mon to Fri – 10:00 AM to 8:00 PM
Saturday - 10:00 AM to 6:00PM
Sunday - 10.00 AM to 4:00PM

WINTER (November to February)

Mon to Fri – 10:00 AM to 7:30 PM
Saturday - 10:00 AM to 6:00PM
Sunday - 10.00 AM to 4:00PM

VACATIONS (May & June)

Monday to Saturday – 10:00 AM – 6:00 PM

MEMBERSHIP

Student Members from the Institute community are granted membership on presentation of duly filled in registration cards, which can be obtained from the Circulation Counter of the Library

Entitlement:

Upon having granted membership, a student member is entitled to make free use of reading, reference, books and referral facilities of the library.

Special Services

Besides, a member would be entitled to receive a free copy of each of the library's Current Awareness Bulletins. These include: (i) *Management and Research Update* (a weekly email-based service containing scanned copies of periodicals received by the Library during the preceding week; and (ii) *Current Management Literature* (a monthly email based services containing an index to the references of books added to Library during the preceding month.

In addition, members may avail themselves of the following fee-based services:

- **Reprographic Services:**

On request, photocopy/ies of the document/s available in the library may be provided subject to copyright restrictions. The fee for this service will be determined by the Institute from time to time, on the basis of variable and overhead costs.

- **Borrowing:**

- Borrowing facilities will be extended to the member if (i) he/she has a deposit/ dues with the institute, (ii) that the member borrowing the resources, does not take the document outside Kanpur, and (iii) is prepared to return the same within 24 hours, as and when asked to do so.

- **Borrowing entitlement:** Student would be entitled to draw 2 (two) books, for a period of 7 days and shall be entitled to retain the same.

RULES AND REGULATIONS

To safeguard their collective interests, members are requested to observe the following rules and regulations:

- Every member of the library must be prepared to identify him/herself when requested to do so.
- Brief cases, laptop bags, handbags, files, umbrellas and similar items should be deposited / kept at the check point / property-counter before entering the library.
- Use of a borrower ticket, belonging to other member is prohibited.
- Loss of a borrower ticket will invite a fine of Rs. 100.00.
- Users assume the obligation of keeping the library materials in good condition. Materials damaged, defected or lost must be replaced; otherwise the cost will be realized from the borrower.
- Books must be returned in time to make them available for use by others. Overdue library materials, other than the Reference Documents, incur a fine of Rs.10.00 per day, or more; the Reference Documents incur a fine of Rs.5.00 per hour or more. Until the dues are cleared the borrowing facilities will be withheld. Borrowing entitlement may be reduced if a member is observed returning document/s late on more than three occasions. The Librarian can recall any issued document any time.
- A misplaced book is temporarily lost. To avoid misplacement; books taken from the open shelves should be left on the nearest table/trolley.

- Eating, speaking over cell phones may be allowed outside the library reading and stack areas.
- Silence must be observed in the Library.
- Admission may be refused to anyone who violates the Library Rules and Regulations.
- Periodicals, reference material, CDs, Audio/Videos are not issuable.

DO NOT COPY

13. Sports Facility

The GHS-IMR's main gym facilities and indoor sport center are based at the Campus-II, a lush green surrounding situated in the heart of the city.

Wide range sports - everything from badminton

For facilitating the most optimum usage of the installed infrastructure, the institute divides the time slots in general time and Girls' exclusive hours. For looking after the smooth functioning, the institute forms a students' Sports Core Team, where budding Managers practice their skills of Facilities Management and Event Management.

A feather in the crown of the Institute is the Inter B-School Cricket Tournament, KREEDA, where the budding organizing Managers and Star Players have excelled two consecutive years in a row.

Timings:

For Weekdays

6:00 A.M. – 8:00 A.M.

3:00 P.M. – 4:00 P.M. For Girls Students only

4:00 P.M. - 7:00 P.M. For Students

7:00 P.M. - 9:00 P.M. For Staff

For Sundays

11:00 A.M. – 5:00 P.M.

Annexure -1

FINAL RESEARCH PROJECT

In the second year of PGDM one has to work on Final Research Project Report. The objective of the project report in post-graduate management programme is to understand the application of taught courses. For this students have to prepare project report.

Students work on the project to develop insights on the topic. FRP Report is an effort which creates a sense of proprietorship and contribution of the student towards the Management knowledge pool.

FRP prepares students for future. As and when some exploration of causes of a problem or some new idea is required the person should be in a position to know the right method of extracting the information from his environment. This further helps in developing some facts which might be very important in decision-making.

List of students with their project guides will be announced in the last week of July. Work on the FRP Report starts from 1st week of August. The first job of student is to work on the development of topic in consultation with his/her project guide. During the topic development stage, one has to be cautious about whether the topic chosen is feasible, whether the data will be available, whether right type of research methodology is in place which can take the topic safely to its conclusion. Once topic is decided, it should be properly titled and worded. Due care should be taken that title of the report is in line with the objective of the project.

After the title has been framed for the project report, one has to prepare synopsis of the project report. Synopsis should include;

- the Research Project's objective,
- short description about the topic,
- research methodology,
- research instrument, and
- conclusions

Synopsis helps students to plug gaps if any and to have clarity about how to proceed. Synopsis may range between 3-5 pages. Finally it is up to the discretion of the Project Guide what he expects from the students.

After approval of synopsis by the Project Guide, student should start with testing of questionnaire and finalization of questionnaire or any other research instrument. All this should be followed by the field work, inputting the data, tabulation and analyzing it.

Once the report is ready, student is required to prepare a presentation on the FRP, mentioning all the heads the same way as given in project report. This presentation has to be made before the panel on scheduled date. A copy of report has also to be given to the panel. Panel members may

put forward certain queries and may suggest some improvements too. The student is required to incorporate all the changes suggested by panel members in the final draft of the FRP.

In the final step comes preparation of FRP report, which should not be less than 30 pages and not more than 100 pages. Matter from the **secondary source literature about the topic should not be more than 20% of the size of the report.**

How many copies

Three copies of spiral bound report should be submitted/kept by/with the students:

- 1) Registrar (Original copy)
- 2) Project Guide
- 3) Researcher (student himself/herself)

Important Dates for Full time

| | | |
|---|---|---|
| 1st August, 2012 | - | Declaration of list of students with their Project guide. |
| 11th August, 2012 | - | Submission of topic (with proper title) with the project guide. |
| 20th September, 2012 | - | Submission of synopsis to the project guide. |
| 1st Dec. – 31st Dec., 2012 | - | Presentation of Final Research Project Report to the panel |
| 1st Feb.2013 | - | Submission of final copy of Final Research Project |

Evaluation

| Components | | Marks |
|-------------------|---|--------------|
| Presentation | - | 75 |
| Viva | - | 75 |
| Project Report | - | 150 |
| Total | | 300 |

Annexure -2

Placement & Summer Internship

RULES FOR SUMMER PROJECT

INTRODUCTION

During the Summer vacation, between the first and second year, all full time students are required to undertake a project in an organisation. The project investigates some significant aspect or problem of business or personnel administration. The summer project gives students an opportunity to observe a business organisation in operation and to sharpen their knowledge and skills by putting them to use. Besides providing an opportunity to deepen their understanding of managerial problems, the summer project also gives students practical experience that will help them to plan their careers after completion of the programme.

.....

- 1 All PGDBM/IWI full time, students are required to undertake a project in an organisation for a minimum period of six weeks. A student's promotion to the second year will depend on student's completion of the summer project. While registering for the Fourth Trimester, a student must submit a copy of the summer project report and a summer project completion certificate from the organisation in which the project was undertaken. A student will receive the Diploma only after successful completion of the Summer Project. Registration for the IV Trimester will be provisional. Students will be allowed to appear in the IV Trimester examination only after getting NOC from the placement cell. NOC will be given only after completing all required formalities regarding SIP.
- 2 The summer project will be graded by the company guide. Once the evaluation report submitted, re-evaluation by the company guide will not be allowed. Students should not approach the Company Guides for re-evaluation. Disciplinary action will be taken if they violate this norm.
- 3 Warning letters will be issued to students who receive very adverse comments from their company guides.
- 4 Please be in touch with each other via group id: ghsimr_st012@groups.google.com all communication from placement cell would be sent through this id only. Please share all learning and experience with everyone. Any query or clarification should be sent to summerinternship@ghsimr.org.
- 5 The Institute will compute the total score on the 8 dimensions and award the grade based on the table given below:

| | | | | | | | | | |
|------------|-----|----|------|------|------|------|------|------|------|
| Percentage | FAI | 50 | (50- | (55- | (60- | (65- | (70- | (75- | >80% |
| : | L | % | 55) | 60) | 65) | 70) | 75) | 80) | |
| Grade | F | D | D+ | C | C+ | B | B+ | A | A+ |

10

Minimum D grade has to be obtained, then only student would be allowed to appear in IV trimester examination. Your registration in IV term will be provisional, subject to minimum mark obtained in summer training and the feedback by supervisor. In case feedback/evaluation report is not received by 20 July 2012 then a reminder will be sent to the company. The concerned student should request his supervisor to send feedback/evaluation report within latest by 31 July, 2012. Otherwise, the placement cell will consider SIP as incomplete. In case SIP feedback is not received by 15 July of current session, then it is the duty of the student to coordinate with placement cell and his supervisor to get feedback as soon as possible. If feedback is not received in the prescribed time duration, then student will not be allowed to appear in IV trimester examination. All students should submit SIP completion certificate before start of IV trimester examination.

6. All feedback/evaluation form via e-mail must be sent through the concerned company's mail server host ID. In case, the report is sent by courier then proper seal of the company and signature of the authority must be there else the report will be considered invalid.
7. Any complaint regarding misbehavior, indiscipline and misconduct of any student will be viewed seriously and the consequences thereof will have to be faced by the student concerned which may include rustication from the institute after getting necessary approval from the placement cell / committee.
8. All students should be very punctual with office timing of the organization. You have to follow all norms & regulation (including leave) of organization where you are doing your internship. Do not be absent without taking prior permission from your supervisor.
9. Students will have to behave mannerly during summer training period and ensure that any assignment given by the supervisor is completed within the specified time.
10. All students have to make a Power point presentation of their summer project and presentation will be scheduled during First/Second week of the IV Trimester. The total evaluation of summer project will be of 200 marks. 100 marks for industry feedback, 50 marks for presentation and 50 for internal evaluation.
11. No student will be allowed to change his/her company during summer internship on his own without approval of placement office. Student should undergo minimum six weeks to maximum eight weeks training.
12. The students, who are willing to take-up summer internship on their own, should get the name of the organization approved by the coordinator from placement cell, only after approval from placement cell they will be allowed to join the internship. They all have to submit approval letter before 30 April 2012. Submission afterwards will not be entertained.

In case any problem occurred of any nature for such students, then they will be responsible on their own. Placement cell will not assist in any way to solve the problem, if any. In all case students has to adhere all rule and regulation of SIP.

13. Selection of a student for a company can be done by the placement cell. Once SIP is settled by placement cell, under no circumstances change of company/location will be allowed without getting necessary clearance from the company and the placement cell both.
14. All students should go to their reporting office in proper corporate dress.
15. In case of joint project, every student has to submit a separate report and evaluation will be done accordingly. Verbatim reports on the same topic will not be accepted.
16. If a student is self employed, he/she can do summer internship in his/her own company/ business but evaluation of the report, other terms & conditions will remain the same. In this case, placement opportunity will not given by Institute's placement cell. No Industry feedback will be taken for self employed students. Summer training evaluation of self employed students will be based only on Power point presentation (100 marks) and internal evaluation (100 marks).
17. In case, a student gets Pre Placement Offer (PPO), the student should request his supervisor to inform the institute in writing.
18. All students are advised to establish good rapport with the supervisor and request him / her to be Industry mentor during PGP-II. This will definitely help in students to prepare them for facing corporate world.
19. It is mandatory for all the students to be present on the presentation day. Absentees on presentation will not be entertained unless prior approval from the placement cell.
20. Placement cell will regularly monitor SIP of each student. In this process random visit / call will be undertaken. Getting negative feedback/student, found absent without approval on that day will result in 5 penalty points. 15 penalty points will result in disqualification from SIP. A disqualified student will have to repeat his SIP in the next session.
21. In case student has to take leave during SIP for any valid reason, proper permission in writing must be obtained from the supervisor. The total duration of the SIP should not be less than 6 weeks from the date of commencement of SIP.
22. The institute will not be responsible for any casualty during the SIP.
23. Students will have to make their own arrangements for travelling, boarding & lodging and any other arrangements for SIP.

24. Any unpleasant or unwanted action of student during SIP, which creates negative impact on relationship of institute with corporate will be not acceptable under any circumstances. Any student involved in any such thing or activity will be dealt strictly which includes rustication from institute or will be debarred from placements.

DO NOT COPY



To,

Date: _____

Sub: SUMMER PROJECT

I wish you a fruitful summer project:

For those who do not have any work experience, 6-8 weeks training will be an eye-opener. You will get to know how an organisation functions, the constraints under which they operate, etc.

For those who have some work experience, it will be an exposure to yet another organisation. You will get an opportunity to compare different organisations on different parameters, thereby enriching your experience.

Whether you have work experience or not, a lot depends upon your efforts and how you use this opportunity. Go beyond your project and study the organisation on other dimensions as well. For example, if you have a Marketing project, besides doing thorough job on the project, you should on your own, study the Personnel, Finance and other functional areas of the organisation. Interact with as many practicing managers as you can. Discuss with them issues that will give you deeper insight into management. You will gain substantially and you will return to GHS-IMR as a more mature person.

Please constantly remember that while you are on your summer project, you are an ambassador of GHS-IMR. You are constantly projecting GHS-IMR through your words and actions, even where you reside. Therefore, the image of GHS-IMR rests in your hands. We trust you will not only keep up the image of GHS-IMR but also enhance it.

From our previous year's experience and keeping in view the Institute's image and placement opportunities, the following have been decided.

- A student must submit a report to the Institute by 10th July, 2012. The student should therefore not take up Summer Projects whereby he/she will be unable to submit a report to the Institute.
- A student must not get less than 50% to marks to qualify for the Diploma. A student, who does not meet this requirement, will have to do another Summer Project, before he/she joins the organisation in which he/she is placed. He/she will receive the Diploma only after successful completion of the Summer Project, in which case, he/she may receive the Diploma one year late.
- You must communicate to the Placement office by courier service & email filling the enclosed format regarding your project, company guide, etc.
- Please ensure that your letter reaches us by May 25, 2012. If there is a change in the company guide, please communicate the change with details at the earliest. (by courier or by email to the undersigned)
- On completion of the summer project, please request the organisation to issue a certificate that you have fulfilled all their requirements. The certificate must be submitted to the Placement Office when registering for Fourth Trimester along with a copy of your report.

When you return from your vacation, please share your summer project experience with other students. You will find it very rewarding.

As you venture out into a very challenging assignment, I wish you success in all your endeavors. Remember, a report of par-excellence quality and your good behavior distinguishes GHS-IMR student from others. I am confident that you will live up to our expectations.

Wishing you the best,

SUNEEL GUPTA
Chair- Placement Committee
e-mail: suneel.gupta@ghsimr.org
Phone: 9336837033



Kindly provide the following details and send it back to the office when you join the company for summer project :

Name of the Student :

Roll No. :

Present Address & Phone No. :

E mail :

Topic, if any given till date :

Name of Company

Name of Company Guide

Designation

Company Address

Contact Phone Nos.
(Both Office & Residence)

Fax No.

Phone number: -----(Landline)------(M)

E-mail: _____

Date:

Signature of the Student

Note: This sheet must reach to the placement office latest by 25/05/2012.

Mr Abhishek Mishra
Placement Executive
GHSIMR
Jaykaylon Colony, Kamla Nagar
Kanpur – 208 005
Mob; 9936159921
Abhishek.mishra@ghsimr.org



GHS-IMR, KANPUR

SUMMER PROJECT EVALUATION FORM

CONFIDENTIAL

Name of the Student :

Programme: PGDM/IWI

Batch: 2011-2013

Topic:

Duration of Project (exact dates): From To

Name of the Company Project Guide:

Designation :

Name of the Organisation :

Address of the Organisation :

.....

Phone Office : Residence :

FAX : E-mail:

Date:

Signature of Project Guide :

Company's Seal :

ASSESSMENT OF THE STUDENT’S PERFORMANCE

Please rate the student on the 8 dimensions given below, using the following 8 point scale.

Poor: 1 (.....) 8* Excellent

*8 Will be equivalent to 100%

| | Dimension | Numeric Score 1-8 | Your Remarks |
|----|--|--------------------------|---------------------|
| 1. | Ability to Adapt | | |
| 2. | Ability to Understand & define the Problem – Project objective | | |
| 3. | Ability to collect data methodically | | |
| 4. | Quality of data analysis & recommendation | | |
| 5. | Quality of project presentation | | |
| 6. | Organization’s benefit from the Project | | |
| 7. | The Student's interpersonal skills | | |
| 8. | Disciplined Conduct & Punctuality | | |

Can you please recommend the said candidate for employment in your organization ? =

Any other observations:

Signature of Company Project Guide:

Date:

Company’s Seal :

Dear Sir,

Sub: SUMMER PROJECT EVALUATION

We are very grateful for having allowed our student Mr./Ms. _____ to undertake his/her summer project assignment in your organisation.

The summer project is an academic requirement of our Post Graduate Diploma in Business Management. Its objective is to enable students study various aspects of an organisation and become acquainted with its work environment. It provides them an opportunity to apply what they have learnt to actual situations. At the end of the project, the student is expected to submit to you a report for your evaluation.

Would you kindly fill in the enclosed Summer Project Evaluation Form and give us your objective evaluation of the student's work?

Please mail the original evaluation form directly to me. I request you to send it by courier. Please do NOT hand it over to the student. The students have been told that only forms received directly by my office by courier will be accepted.

On completion of the summer project, kindly issue a certificate of completion and give it to the student before he/she leaves your organisation. This certificate is mandatory for registering in the second year of the programme. Hence it is requested that you please send your evaluation latest by July 1, 2012 to us.

We once again thank your organisation for providing this valuable opportunity to our students and to you personally for your guidance and evaluation of the project. We consider this a significant contribution to GHS-IMR.

With warm regards,

Sincerely,

(SUNEEL GUPTA)
Chair- Placement Committee

Note: Please send your Report on the original form enclosed herewith. You may retain photocopy of it, if you so like.

CAMPUS PLACEMENTS FOR BATCH 2011-2013

The Objective of the placement cell is to offer common opportunity to each student for campus interviews.

Campus recruitment is meant only for the Students of Final year (and the pass out students if they are eligible).

The Placement Process would commence from the date of Orientation day of second year i.e. 10th July 2012.

1. GENERAL RULES

Companies confirming for recruitment at the campus will be categorized into Category A, Category B and Category C. This categorization and the slot assignment for recruitment is done by the Placement Cell on the basis of detailed information provided by the company through the 'Job Response Form'.

1.1 The Company is categorized on the basis of following parameters:

- Job profile and growth prospects.
- The package being offered by the company.
- Past record of recruitment at GHS-IMR, Kanpur.
- Feedback by the students regarding the company etc.

1.2 A student can get only one job in any category and is debarred to apply further in the same category.

1.3 A student got selected in Category C Company is entitled only for applying in Category B and Category A company. Student obtaining Job in Category B Company can only apply for Category A company. Student obtaining Job in Category A company cannot apply for any other Category.

1.4 If a student gets offer from more than one company (different categories), then he/she must inform the companies about the job offer he/she wishes to accept, through the Placement Cell at the earliest, incase delay is of three days then placement cell has the right to cancel the name from one company of lesser package irrespective of the location offered by both the job.

1.5 If a student has accumulated more than Twenty one (21) academic Penalty Points then the placement cell has right to stop the student to appear in campus interview.

1.6 Final year students can attend Off-campus recruitment after getting necessary permission from the Placement Cell. In case, students opt for Off-campus Placement without the permission of Placement Cell then he/she can join the said company after completion of six terms only.

- 1.7 Student who has decided to be entrepreneur in future and do not need any assistance from placement cell, have to give an undertaking of the same to placement cell before the start of placement process in the institute. Those who don't want placement should declare and there would be no boundation from Institute's side. But once a decision taken will be final and bounding. Under any circumstances and situation participation in placement will be not allowed. Once a student has given his declaration of non participation into placement.
- 1.8 Every student is given the right to select a dream company. Name of Dream Company should be informed by the student to Placement cell in prescribed format. The Placement Cell will keep the record of the dream company of the students. The criteria of dream company is the discretion of the students but selection of Dream Company should be justified by the virtues and past performance of the students. In the prescribed format, the student need to mention why he/she has selected the mentioned company as dream company and what are his plan of action in second year to equip with necessary skills to get a placement in dream company. The role of placement cell is to assist and guide the student group in establishing contact with company and try to provide necessary resources. The placement cell does not take guarantee to place the student in his dream company. The sole objective of mentioning a dream company is to make the student to think big and make all possible effort to achieve it. All students who have dreams to get employed in company of his dream need to fill form in annexure 1 and submit to placement cell by 20 July 2012.
- 1.9 A student should not morally leave a company in which he gets placement via campus recruitment within one year, Therefore lot of effort should be put in planning and selecting a sector and job profile before participating in any campus interview of any company. Leaving a company on account of any reason creates a bad impression of the students and the Institute. A Legal Bond has to be signed between the student and placement cell to ensure sum (Amount) or Student have give guarantee signed by the Parent/ Guardian.
- 1.10 Students who have any regional preference regarding location should give in writing to the placement cell. In starting of career students should not put constraints by having any specific location preferences. At the starting of career, one should be open and should be totally committed for placement anywhere to start their career footings without any hassles'. However still if any student has any limitation regarding location should be ready to compromise with package offered and his/her future.
- 1.11 Any non compliance and non cooperation with placement cell, students will be dealt with strict action. Student who do not co-operate and work along with Placemnet Cell policies and guidelines will be debarred form placement. **Notice will be served in writing and their debarred from the placement after the approval of the Placement Committee.**
- 1.12 Placement cell from time to time will constitute students committee and subcommittee to help students for necessary preparation for campus interviews, written test and group discussion etc. Students should fully co-operate the placement cell to get good quality 100% placement by taking up the task as given by the placement cell from time to time

1.13 Fresher's (students having no work experience) are not allowed to negotiate of salary/compensation benefits with the participating recruiters during campus placements.

1.14 Students are allowed to join a company in which he/she gets placement through campus recruitment only after completion of 5th trimester Trimester. During this period he/she needs to comply with all academic assignments as per PGP guidelines

2.Training for placement

2.1 The placement cell will make a committee of HR students who will contact various trainers and consultants to organize a Personality Development Program (PDP) for students. Necessary support may also be taken from TITAN club. Trainers and consultants will be called for demo presentation and based on the feedback of students the trainer / consultant will be hired for organizing Personality Development Programme. The structure and content will be decided by Training committee of placement cell and the Titan office bearers.

2.2 All students who decide to participate in placement process should attend the Personality Development Programme with full interest and dedication. Any student found absent in any session of Personality Development Programme without permission by placement cell will be debarred from placement process.

2.3 The cost of Personality Development Programme will equally be shared by the Institute and students. The share of student will be automatically deducted from their caution money.

3.PRE PLACEMENT OFFERS (PPO'S)

2.1 All pre placement offers extended to students have to be routed through the placement cell.

2.2 PPO'S received by students should be informed to the placement cell immediately,

2.3 Incase student gets a verbal information regarding the PPO he should contact the company via Placement Cell this will help the student to get necessary NOC for joining.

2.4 PPO'S offered during summer internship will be treated as securing the job through the placement cell once the student accepts it. Incase the non acceptance of PPO the student should inform the Placement Cell in writing immediately he/she will be allowed to participate in placement in the current session.

2.5 Breach of any rule above by any student shall lead to the student getting debarred from placement process. Any student who secures a pre placement offer (PPO) does not inform the placement cell of the same will be debarred from the placement process and the company will be notified of the same.

3. OFF CAMPUS APPLICATION

3.1 Students of PGP II wishes to apply to a certain company of his choice should make sure that the company is invited officially for campus recruitment. Despite this, if for some reason, the company is unable to come for recruitment Placement cell at its discretion, may allow the student to attend the interview as Off-Campus.

3.2 Any student, who gets an off-campus placement is required to report the same to the placement office within a day. He/she shall not be permitted to participate in campus recruitment process in the current session.

3.3 Any student found to have applied or secured a job through off campus application without prior consent of placement cell will be debarred from placement process. Further the company in which he/she has applied/secured job will also be informed about the norms of the policy violation by the student.

4.4 Any student who has received a placement offer through campus recruitments cannot apply in any other company without permission from placement cell.

4. Penalty Structure

4.1 For any misconduct and non compliance of placement policy norms for the first time a monetary fine of Rs 500 will be imposed immediately. A notice will be issued to such students Later the fine will be collected such students on penalty point structure basis

4.2 A student who has registered for a Pre Placement Talk (PPT) and does not attend will attract a penalty of 5 points. Registration for PPT does not force a student to necessarily appear in selection process by the company.

4.3 A student who has not registered for PPT of a company and later-on shows interest in participating in selection process will attract a penalty of 2 points.

4.4 A student who has registered for participating in selection process of a company visiting Institute campus but fails to turn up without prior information and approval will attract 5 penalty points.

- 4.5 Students should be in proper dress code to attend the interview in the Campus. In case he/she is not in proper dress code, he/she will attract 5 penalty points. Dress Code: Business Suit neat and clean properly ironed, Clean Shave, Shoe Polished with proper Tie Knot etc.
- 4.6 From time to time necessary notice will be displayed in the notice board regarding placement, anyone not complying the instruction will attract 1 penalty point.
- 4.7 A monetary fine of Rs 100 will bring down the penalty total by 1 point.
- 4.8 A student with a sum-total of 10 points or more will be debarred from the placement activities.
- 4.9 For the preparation of G.Ds. and interviews mock GD and test will be organized by the placement cell for which minimum 3 days notice will be given. It will be compulsory for all the students to participate in the same. In case of non-participation in any form will attract penalty points.
- 4.10 If students are found not prepared to take campus interview will attract 2 penalty points and in case of bad feedback from the company participating in the campus interview it will attract 3 penalty points to all the students taking part in the campus drive by the company.

6. Some Important Points

- 6.1 Students will create PPT, prepare notes and gather all the available knowledge about the company before the pre-placement talk.
- 6.2 It has been observed that the students lack contents and face problems in expressing themselves. To keep the students it has been decided that the newspaper reading will be compulsory for all the students and any communication with the Placement Cell member will be in English.
- 6.3 In case if the students does not participate consequently in 3 Campus placement, student have to give reason behind it and it should be accepted by the Placement Cell office with a course of action to overcome the inability of participation in to placements.
- 6.4 In case the student joins a company during the PGDM Course, he or she under any situation should not leave the job, failing which he/she will not be allowed to sit in the Final Trimester during the session.
- 6.5 Student has the choice to appear/not to appear for maximum of 3 companies and from company onwards it is compulsory to appear in all the Campus interviews.

7.Placement Tour

7.1 Placement of all PGP II students mainly depends upon active participation, dedication and efforts put in by students and Placement cell. As per practice, it's students whose hard work & sincerity provide best possible placement. Institute will support to achieve their placements goals. Therefore, it is stressed upon student to work in a disciplined way under the guidance of placement cell. The various teams formed by the placement cell to accomplish the objective, must seriously devote time & energy without lame excuses. Every member of the team will have to strictly observe follow all the rules and regulations with no violation whatsoever.

7.2 Students have to submit the detailed list of the companies which they will be visiting in the respective cities and they need to contact those companies only. Back up Team have to actively support the field teams. Later after the visit is complete, all necessary follow up has to be done actively by the entire team. Any laxity, in this regard, will attract penalty points and return of expenses made on placement tour. During Placement Tour no student will deviate from the planned schedule and has to follow all instruction given by the selected tour leader/ Executives of the Placement Cell.

7.3 Students who participate in placement tour will be divided in groups decided by the placement cell and student placement committee. Group member have to perform sincerely as ambassador of the Institute in front of the corporate and the same level of sincere effort is also expected by the back up team members of the group.

- (The policy is subjected to change at later stage on the discretion of the placement cell. The changes made, if any at a later stage will be notified to all concerned.)

WE CANNOUT SPELL SUCUSSES WITHOUT 'U'

Annexure I

DREAM COMPANY

NAME OF STUDENT:

SECTOR SELECTED FOR FUTURE:

1.

2.

3.

NAME OF THE DREAM COMPANY: (Please ensure that I & II matches with each other)

REASON FOR SELECTING:

PLAN OF ACTION TO EQUIP HIMSELF/HERSELF TO FULLFILL THE DREAM:

DO NOT COPY

INDUSTRY MENTORFACULTY GUIDEPERSONAL DETAILTo be filled in capital letters only

NAME: _____

DATE OF BIRTH: (/ /)

WORK EXPERIENCE:Name of company/ Duration in MonthsAcademic Details

| <u>Year of Passing</u> | <u>Subjects</u> | <u>Board/ University</u> | <u>Marks Obtained (Out Of)</u> | <u>Percentage</u> | <u>Remarks if any</u> |
|--|-----------------|--------------------------|--------------------------------|-------------------|-----------------------|
| <u>X</u> | | | | | |
| <u>XII</u> | | | | | |
| <u>Graduation</u> | | | | | |
| <u>Post Graduation</u> | | | | | |
| <u>Marks Obtained in PGP I Trimester</u> | | | | | |
| <u>Marks Obtained in PGP II Trimester</u> | | | | | |
| <u>Marks Obtained in PGP III Trimester</u> | | | | | |

GRADUATION: (please write full name of the collage)

BE/B.Tech/BBA/B.Com/B.Sc./B.A

PROFESSIONAL QUALIFICATION :

SUMMER TRAINING:

TOPIC:

SPECIALIZATION:

MAJOR:

MINOR

E-mail:

CONTACT NO.

PREFERED LOCATION:

KANPUR ONLY

UP & NCR ONLY

ANYWHERE:

REFERED SECTOR FOR EMPLOYMENT

1.

2.

3.

(Signature of student)

(To Submitted to Placement cell by 25th July 2011)

Annexure -3

HOSTEL

Introduction

The Post-Graduate Programme of GHSIMR provides Hostel facility to the students who opt to stay in the Hostel. Only the students, currently registered for our full-time two-year programme, are eligible to stay in the Hostel. Double-occupancy rooms in boys' and girls' blocks are available. Dedicated mess facilities and entertainment facilities are also available. Only academic and co-curricular activities are permitted in the Hostel. The entire Hostel and mess facilities are under the general supervision of the Hostel Committee. A brief description of all the facilities and corresponding hostel rules & regulations are given in the following sections.

Residential Facilities

The GHSIMR Hostel is primarily meant for the accommodation of its PGDM students.

Rooms are allotted at the discretion of the Institute. Mutual exchange of rooms is not permitted. Students are not allowed to shift rooms without prior permission of the warden, Hostel Committee. In exceptional cases/circumstances, the warden, may consider written request for change of rooms and decide on the same. For effective utilization of the hostel facilities, students may be required to change their rooms at any time during the academic year if so required and recommended by the warden, Students may be asked to vacate their rooms during Term breaks for undertaking maintenance work. Should the need arise, storage facilities can be provided by the Hostel Office.

Students of first year can occupy rooms allotted to them until the day following their last final examination. Students of second year can occupy rooms until the day after the convocation.

Students are required to look at the inventory carefully and check the items of furniture, fixture, and other articles in their rooms at the time of occupying the rooms. Having checked the items they should sign the inventory form and hand it over to the Hostel Attendant. When they vacate rooms they are required to hand over the rooms, relevant fixtures, items of furniture, and all other articles received by them earlier.

Every student is responsible for the care of the hostel property. Students are not allowed to remove any article. Students, staying in the Hostel, are responsible for any loss or damage caused to the property of the Institute, whether movable or immovable, by themselves relatives, or visitors. Students shall be charged individually or collectively for damages to the hostel property, including furniture, cupboard, etc. provided in the room. If the person(s) is / are not traced, the student in that wing or block will be held responsible and collectively charged. In certain cases, all the student of a particular block may be held responsible. In case of wanton damage, in addition to recovery of cost of repair, the Institute may impose suitable fine.

A student vacating the hostel accommodation must clear all outstanding payments and get a clearance certificate from the Warden before leaving the Hostel. Students declared fail as per institutes PGDM norms have to vacate hostel with immediate effect.

- **Leave of Absence**

Students are expected to be on the campus on all days after 10.00 P.M. (unless valid reason is given, students will not be allowed entry into the campus after 10.00 P.M.). Students are not supposed to remain absent from the Hostel for any night without prior permission of the warden, he/she must report/explain (in writing) the reasons for his/her overnight absence from the hostel.

Students leaving the station temporarily, i) either during the *Term* breaks, or ii) to participate in some selected extra-curricular events, or iii) to attend some specified social occasions, must get his/her station leaving application approved by warden. Before leaving the campus/station students are required to make entry in Hostel Movement Register kept at the Guard in which 'departure' and 'arrival' time are recorded. Students are also supposed to leave their outstation address with the Hostel attendant. If a student has to go out of station on an emergency after office hours, he/she must contact the Hostel warden. Leaving the hostel without prior permission or intimation to the Hostel warden is considered as an act of indiscipline.

- **Personal Belongings**

Security services have been provided by the Institute to look after the Institute building and property. But students must take sufficient care of their own personal belongings. All items including clothing must be kept in the rooms before going out. The Institute will not be responsible for the loss of student's belongings – which means the students themselves are responsible for their personal belongings. However, theft cases, if any, should be brought to the notice of the Hostel Incharge. Security staff is not supposed to be detailed to run personal errands.

The students should take care of their personal belongings and use the locks provided by Institute. However, keys of built-in cupboards are to be kept in possession by the students carefully. In case of misplacement or loss, the fact should immediately be reported to the Hostel Attendant. In case of loss of key to furniture/fixture or to a room, a sum of Rs.50/- per room key and Rs.225/- for cupboard key shall be charged for replacement.

Students are advised not to keep large sums of cash with them in their rooms. Each room is furnished with a cupboard. Students are advised to keep their valuables, e.g. calculator, wristwatch, etc., in the cupboard when they go out of the room. Proper care of the cupboard should also be ensured. Any damage to the cupboard or other furniture items will have to be replaced by the concerned student.

No stranger(s) is/are allowed in the Hostel premises for carrying on any kind of direct sales, exhibition, display of articles, or road show without the permission from the hostel authorities. Only authorized washer men ('dhobies') are allowed into the laundry room for ironing purposes. Similarly, only authorized newspaper boy(s) is/are allowed for distribution of

newspapers/magazines inside the hostel blocks. Students are requested not to have any dealing with strangers or entertain any kind of trading/selling/vending activities on the campus.

- **Housekeeping**

Students are not supposed to shift any items/materials kept in any block of the Hostel without informing the Hostel Attendant. Students must allow the Institute's authorized contractor's access to their room's at all reasonable hours to inspect the buildings, electrical installations, fixtures and furniture, and to carry out repairs as may be considered necessary for the proper maintenance of the buildings. Students are expected to behave politely with hostel staff.

Sweepers appointed for the Hostel are meant to keep the hostel premises clean and hygienic. Students can get their rooms cleaned periodically in their presence. Students should help keep their rooms, its surrounding, and hostel premises clean.

- **Use & Maintenance**

The Hostel community as a family cherishes its belongings and expects all to treat them with care. Therefore, students are requested to be careful while opening/closing doors and windows. Students aren't supposed to write/paste any materials, which may disfigure or leave permanent mark on the walls, windows, or doors. If any damage is done, the student concerned shall have to pay the cost of repairs as decided by the Institute. For any message/notice (official/informal) physical notice boards may be used.

Students should also take all care to safeguard common facilities provided in the Hostel. In case of any damage to such facilities cost will be recovered from the person causing damage and if the person is not identified the students, as a whole will be charged the cost of the damage. Please avoid littering and help the maintenance staff to keep the Hostel and the campus clean, beautiful and pleasing.

Students are not supposed to celebrate any community festival, such as Holi and Deewali, inside the rooms or on the corridors of the Hostel blocks. Open spaces outside the hostel premises may be used for such purposes.

Students are requested to see that no water is wasted by leakage in the water supply fittings or by careless /extravagant use. If -any damage or defect in the building, fixtures & fittings, electrical installations, etc. is noticed it should be reported to the Hostel Attendant for necessary action. In order to conserve energy & water and avoid waste, the students are expected to switch off the lights, fan etc. and turn off the bathroom and washbasin taps after use. Main switch should be switched off while leaving the room.

When not in rooms, students are requested to switch off the lights and fans and close the windows, cupboards and doors property to avoid pilferage/ theft.

Hostel authorities reserve the right to inspect the hostel rooms at any time.

- **Hostel Facilities during Summer Vacation**

Personal belonging of students proceeding on summer assignment may be left behind in the hostel till they return. All such articles must be packed and kept in the cupboard and the room keys be handed over to the Hostel Attendant. While every effort is made to see that the articles are kept safely, the Hostel authorities are not responsible for any loss or damage caused. Students are, therefore, advised not to leave behind any costly item in the Hostel when they leave for their summer jobs. If any room is found locked and the keys not handed over, the Hostel authorities have the right to break open the same and the cost of the damage has to be borne by the respective students

If required, the students may be asked to vacate their rooms so that the rooms could be used for other activities and/or maintenance. In such cases, the first year students shall not have to tuck up their luggage in their rooms when they proceed on summer vacation. The Hostel office, if required, may provide storage facilities. It will be the responsibility of the students to hand over the luggage; duly packed with necessary identification, to the office and get a receipt thereof from HA.

Students wanting to stay in the Hostel in the summer vacation have to seek the approval of the warden and maintain a deposit of Rs. 1000/- during the period of stay. Permission cannot be granted if no such deposit is made. Students, staying in the hostel only for a few days during summer vacation, are charged Rs. 60/-per day per room. However, a students staying in the Hostel for more than a month during the summer vacation is expected to pay at the rate of Rs. 1000 per month. These rates are subject to change without prior notice. Students who have graduated are not automatically eligible for these facilities in summer vacation.

All other rules, mentioned in earlier sections, are also applicable during summer vacation.

- **Guest Room**

Accommodation is provided to the out-station guests of the students on prior written request, only for a short duration, depending upon availability of rooms. Students may please note that the permission is subject to availability of rooms. To avoid mutual embarrassment, they should ascertain the position and seek prior permission, before planning to invite their guests. Out-station guests have to stay only in the guestrooms. Students are not permitted to have unauthorized guests in their rooms.

The Warden has the power to refuse permission to any particular person to enter into the Hostel as a guest, without assigning any reason.

The Hostel maintains a register of guests and no guest is admitted unless the name and other particulars are entered in the register. The student who brings the guest is responsible for the proper filling up of the particulars required therein. The student introducing the guest is also responsible for all charges incurred by the guest. The Institute will notifies the guest charges from time to time.

All the guests staying in Hostel guest rooms are subject to the existing rules and regulations of the Hostel.

- **Visiting Hours**

Visiting hours for non- students are till 8:00 P.M. Visitors to the Hostel are not permitted after 8:00 P.M. Students are requested to meet their visitors in the Common room. Male visitors are not permitted to visit the girls' block of the Hostel. Female students are requested to meet such visitors at the reception/ mess of the Hostel. GHS-IMR reserves the right of admission to the Hostel.

- **General**

No student is permitted to engage any person for service of any kind, personal or otherwise, without the prior approval of the Warden. The students are not allowed to assign any personal work to any employee of the hostel administration. Students are advised not to have any financial dealings of personal nature i.e. lending money, with any employee of the Institute.

Students are not permitted to install electrical appliances, such as private TV, AC, immersion heaters/rods, electric heaters/ presses/ coolers, refrigerators, etc. in the rooms. Cooking of any food item or even preparation of tea/coffee in the hostel room is not permitted. In case any resident is caught for using any unauthorized electrical appliances can be debarred from hostel or he /she will be asked to pay the monthly electrical bill of the flat in the said month. Electrical appliances found will seize and it will be not returned to student. No pet animals/birds are allowed in the rooms. No pet animals/birds are allowed in the rooms.

All those who own vehicles are required to give details of their vehicles, such as 'make' and registration number; to get them authorized to be parked in the parking tot.

The main building of the Institute is a 'No-Smoking' zone. Similarly, students are also expected to refrain from smoking in the corridors, common room, toilets and other public zones of the Hostel. Your smoking is injurious to others' health.

Students are informed that consumption or storage of narcotic drugs and/or alcohol within the Hostel premises is strictly prohibited. It must be noted that possession of narcotics and/or drugs is severely punishable by law. Appropriate action will be taken against students found to have indulged in these acts. Violation of this code will attract a stiff penalty, such as expulsion from the Institute. In this regard students are expected to take cognizance of the *Genealt Conduct* section of this manual carefully.

Keeping any firearms, licensed or unlicensed; any ammunition; explosives; any sharp edged weapon, retention of which is illegal and unlawful, in the Hostel is not permitted.

Parties, held once in a while and are conducted in moderation to break the monotony of daily routine, is fine. However, these are not to be held frequently on any pretext, as they not only cause disturbance to others but also interfere with their studies. While students are encouraged to

have get-togethers/ parties at reasonable hours that are not disturbing to others, they are expected to refrain from having very noisy parties. Similarly, students are not supposed to play musical instruments too loudly or create any noise that may cause disturbance to others. Every student should take care to ensure that other students are not inconvenienced and disturbed by his/her activities in any manner. Students are expected to respect the right to peace and privacy of others. In case of any complaint, students may be liable for appropriate disciplinary action.

- **Complaints and Suggestions**

The Hostel is under the overall supervision and control of warden. Hostel problems arising from time to time should be reported to the warden for timely and appropriate action. Complaints on minor repairs/ maintenance may be made to the Hostel Incharge by writing on the complaint registers or through e-mail to the Hostel Incharge at vinod.sharma@ghsimr.org Complaint registers are placed in the Guard Room Security Hut. Any general problem regarding residential facilities may be addressed to both the Host Incharge, issues, remaining unresolved for an unreasonably long period of time, may be brought to the notice of the warden.

Students are requested to take up suggestions for improvement of residential facilities with the hostel incharge at vinod.sharma@ghsimr.org.

- **Student Catering**

The Institute provides mess facilities for the students. A contractor who employs his staff to took after the catering arrangements of the Hostel provides the catering services. Students are expected to take their meals in the Hostel's dining halt.

The dining hall has a self-service system and it is open during the following hours for service. Diners are expected to pick up their meals from service counters and leave the used plates, etc. at the place specified.

| | On week days | Sundays and other Inst. Holidays |
|------------|---------------------|---|
| Breakfast | 07:45 – 08:15 A.M. | 08.00 - 10.30 A.M. |
| Lunch | 02:00 – 03:30 P.M. | 2.30 - 04.00 P.M. |
| Tea/Snacks | 05.00 - 06.00 P.M. | 05.00 - 06.00 P.M. |
| Dinner | 08.30 - 10. 00 P.M. | 08.30 - 10.00 P.M. |

The students are supposed to avail of the mess facilities in the dining hall itself. Eatables are not served in rooms. Food and other items are not to be taken out of the dining hall except for sick students.

Students are not allowed to take utensils, items of crockery and cutlery (cups, saucers, tumblers and other utensils) from the dining halt to the rooms. They are advised to purchase any of these items they may need for their personal use in their rooms. Anyone found taking these items to the room is liable to be fined apart from paying for the cost of material.

Students are expected to maintain perfect discipline and order in the dining halls during the hours when meats are served. Students must be suitably attired in the dining hall. No student, except the mess committee representative(s), is permitted to enter the kitchen. The students must respect the timing of the breakfast, lunch and dinner. Besides this, the students must also conform to the terms and conditions for catering services, including prompt payment of the mess bills and allied hostel dues, as intimated and amended by the Institute from time to time payment

There is also provision for day scholars of students to take necessary and required meal in hostel mess with prescribed payment. Regular lunch/ dinner can be taken with prior permission from warden and necessary payment in the Institute accounts office.

- **Sick Diet**

'Sick diet' is provided for a day if a request is made to the Hostel Attendant. If the 'sick diet' is to be continued, the prescription of the Doctor or is necessary. 'Sick diet' is normally served in the room only if the student is unable to move out of the room because of sickness. The utensils used for serving 'sick diet' should be returned to the student mess the next day through the 'sick diet' waiter.

An advance notice before the commencement of mealtime is necessary to enable the catering staff to provide sick diet. The normal sick diet may consist of:

| | |
|---------------|--|
| Breakfast: | <i>Toast/Bread, Butter, Cornflakes, Coffee/Tea/Milk</i> |
| Lunch/Dinner: | <i>Bread, Butter, Boiled Vegetables, Soup, Coffee/Tea/Milk</i> |

Students may note that the sick diet is not restricted to the menu listed above. 'Khichdi', curd, or any other item required by the students and/or recommended by the doctor may also be provided.

- **Mess Committee**

There is a mess committee consisting of students, which is responsible for deciding the menu for normal and special occasions and for arranging tasty and healthy food. The Mess committee ensures smooth running of the mess and hygienic conditions in and around the mess. The mess committee will be change in every session.

- **Mess Bills and Hostel Fees**

The students must pay their room rent, mess bills and other charges during the academic year as per the schedule of payment and terms and conditions stated in Institute admission brochure. No refund is allowed on room rent paid for the term for which the students are registered.

General Conduct

Apart from strict integrity and sincerity, the Institute attaches utmost importance to general conduct of the students. Various codes of conduct have been prescribed so that the Hostel can provide a hospitable academic environment and give a great living experience. Hence, students are expected to conduct themselves in accordance with the existing norms and behave with restraint and decorum during their stay in the hostel.

Cases involving moral turpitude will entail severest of punishments resulting in expulsion. Student(s), getting arrested by the police for any criminal offence, shall be expelled from the Hostel without notice. must take all care to ensure the correctness of information while making declaration at any point of time in the Institute. Wrong declaration may lead to the student's termination from the Programme.

Ragging is banned in the Institute and anyone indulging in ragging is likely to be punished appropriately, which may include fine with a public apology, suspension from the Institute or class for a limited period, or even expulsion from the Institute. Broadly speaking, ragging is: "any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do 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 a junior student".

- **Violation of Hostel Norms**

A student who violates the hostel norms and discipline is liable for disciplinary action. Worst case of misconduct or violation of hostel rules may even lead to expulsion from the Institute. A student who is asked to leave the Institute must immediately vacate his/her accommodation and clear all his/her dues from all sections/departments of the Institute.

Warden is the disciplinary authority on all hostel related matters and its decision is final so far as disciplinary measures and disciplinary actions are concerned. The Director of the Institute is the appellate authority.

- **Change of Norms**

The Institute reserves the right to change/modify partially or fully any or all the above information, rules, regulations, procedures, and norms in this Manual without prior notice as per exigency of circumstances and as per its discretion. The Institute's decision shall be final in the interpretation of the rules and in all matters connected with Hostel. Warden retains authority to issue standing orders to regulate all internal matters and other details, not explicitly covered by these rules.

Committees

- **Mess Committee**

A committee (with a fixed tenure), is appointed by the warden to look after the Hostel mess performance. The main role of committee is to make a proper healthy menu in consultation with all residents of hostel. The menu keeps on changing in every 45-60 days. The committee comprises of one Two PGP – II students and one PGP student.

- **Hostel Infrastructure Committee**

The Hostel and Infrastructure Committee is appointed by warden. The committee implements its own informal rules to ensure that all the students stay comfortably and amicably without any disturbance to the normal academic progress and without any problem of day-to-day life. This committee also ensures that all the basic amenities provided in the hostel are in place, surrounding remains clean and beautiful, and hostel life is lively and enjoyable. The committee comprises of one two students and PGP-I & PGP-II students and the hostel in charge.

| |
|---|
| Hostel and Student Affairs Committee |
|---|

Prof. Suneel Gupta (Chair person)

Prof. Monica Srivastava (Member)



GHS-IMR

Dr. Gaur Hari Singhania Institute of Management & Research
(An Autonomous Institute approved by A.I.C.T.E., Ministry of H.R.D. Govt. of India)

To,
The Placement and Hostel Committee Chairman,
Dr. Gaur Hari Singhania Institute of Management and Research,
Jaykaylon Colony, Kamala Nagar,
Kanpur.

Subject: Permission and Requisition for Guest Accommodation

Sir,

My.....Mr./Ms.....

From..... is coming to visit me on.....

I, therefore, request you to kindly accord permission for his/her stay in the guest room of the hostel and allot a guest room in my name for a period ofday(s) from to for his /her accommodation.

I, hereby, undertake to pay additional accommodation charges, service charges and mess charges for the above-mentioned period. I also undertake to ensure that my guest will scrupulously abide by the hostel rules. I am aware of the regulations that the accommodation so allotted can any time be cancelled by the Hostel Administration without assigning any reason(s).

Purpose of Visit: Personal/Official

Signature of Applicant

Name.....

Roll No.



GHS-IMR

Dr. Gaur Hari Singhania Institute of Management & Research
(An Autonomous Institute approved by A.I.C.T.E., Ministry of H.R.D. Govt. of India)

To,
The Hostel Incharge
Dr. Gaur Hari Singhania Institute of Management and Research
Jaykaylon Colony, Kamla Nagar,
Kanpur.

Subject: Permission to take Leave from the Hostel

Sir,

I want leave from Day(s) from hostel on account of

During the leave my Address and Contact No. is mentioned below:

.....
.....
.....
.....

Kindly allow me to go to desired location.

Thanking You.

Yours Faithfully,

Name.....

Date.....

Leave Record.

Total No. of leave taken.....

Last leave Availed.....



GHS-IMR

Dr. Gaur Hari Singhania Institute of Management & Research
 (An Autonomous Institute approved by A.I.C.T.E., Ministry of H.R.D. Govt. of India)

HOSTEL FORM

Date of Allotment:.....
Room

No.....

1. Name:.....
2. Father's Name:.....
3. Date of Birth:.....
4. Sex:.....
5. Nationality:.....
6. Present Address:.....

7. Pemanent Address:.....

8. Class: PGDM-I
- Class: PGDM-II
- Trimester:.....

9. Academic Background

| Class | Year of Passing | Board/University | Subjects |
|-------|-----------------|------------------|----------|
| | | | |
| | | | |
| | | | |

10. Address of Local Guardian (if any):.....

11. I, Sri/Smt.....accept the responsibility of being local guardian of Mr./Ms..... I will be available and responsible at the time of need when required by GHS-IMR Director/Warden.

Signature

12. Railway Station:.....
13. Warden's Remark.....

Signature

| |
|------------------------------|
| Office Administration |
|------------------------------|

| |
|-------------------------|
| For Your Support |
|-------------------------|

| <u>Dept./Desgn</u> | <u>Name</u> | <u>E-Mail</u> | <u>Extn.</u> |
|-------------------------------|----------------|---------------------------|--------------|
| Registrar | A.M. Roomi | amroomi@ghsimr.org | 202 |
| Administrative Officer | Gopal Singh | gopal.singh@ghsimr.org | 201 |
| PGP Executive (Acd.) | Neha Gupta | neha.gupta@ghsimr.org | 203 |
| Finance & Accounts | U.K. Shukla | ukshukla@ghsimr.org | 205 |
| Admission Executive | Dheeraj Sharma | dheeraj.sharma@ghsimr.org | 206 |
| Library | Ashwani Bajpai | ashwani.bajpai@ghsimr.org | 2236330 |
| Computer Lab | Sushil Nigam | sushil.nigam@ghsimr.org | 221 |
| Placement Office | Vinod Sharma | vinod.sharma@ghsimr.org | 253 |

Dr. Gaur Hari Singhania Institute of Management & Research

(An Autonomous Institute recognized by AICTE, Ministry of H.R.D., Govt. of India)

**Jaykaylon Colony, Kamla Nagar
Kanpur-208 005, U.P. - India
Tel: +91-512-2231417**

**Website : www.ghsimr.org
E-mail : director@ghsimr.org**

**Dr. Gaur Hari Singhania Institute of Management & Research
Kamla Nagar, Kanpur**

No Objection Certificate

| Office | Signature |
|-------------------------|------------------|
| FRP Guide | |
| Accounts Section | |
| Placement Office | |
| Library | |
| Faculty 1 | |
| Faculty 2 | |
| Faculty 3 | |
| Faculty 4 | |
| Faculty 5 | |
| Faculty 6 | |
| PGP Office | |

Student Name _____

Roll No- _____

Dr. Gaur Hari Singhania Institute of Management & Research
Jaykaylon Colony, Kamla Nagar, Kanpur



STUDENT LEAVE APPLICATION FORM



To,
The Director

I (Name)..... of (Batch).....

(Session)..... (Course)....., may please be granted

(No of days)....., of leave from to

Prefix :

Suffix :

Sunday(s) Holiday (s) if any prefixed or suffixed with leave to mentioned above.

Purpose of Leave : (Attach Proof if any)

Contact No :
.....

I am fully aware of the attendance percentage i.e 75% is a must to appear at the relevant examination.

If Medical Leave wheather Sickness / Fitness Certificate is Attached : Yes / No

Date :

Signature of Applicant

Recommended / Not Recommended
By Subject Faculty with Signiture

- | | |
|--------|--------|
| 1..... | 4..... |
| 2..... | 5..... |
| 3..... | 6..... |

(For Official Use)

Remarks by Programme coordinator :

.....

Signature :

**Dr. Gaur Hari Singhania Institute of Management & Research
Kamla Nagar, Kanpur**

REGISTRATION FOR 2ND YEAR STUDENTS

NAME OF STUDENT

.....

FATHER'S NAME

.....

ADDRESS

.....

.....

.....

MOBILE No.

.....

MAJOR/MINOR

.....

BATCH

.....

Fee Submission Receipt with Date _____

Signature _____

Date _____

To
The PGP
GHSIMR
Kanpur.

Dear Sir,

Please allow me to sit for IiP in the following course.

| <u>S.N.</u> | <u>Trimester</u> | <u>Course</u> | <u>Fees</u> | <u>Signature of Accountant</u> |
|-------------|------------------|---------------|-------------|--------------------------------|
| 1 | | | | |
| 2 | | | | |

Your Obedient Student

Name _____

Roll No. _____

Course, Batch _____

Date _____