Frequently Asked Questions (FAQs)

Academics

1. **What is the minimum attendance a student has to obtain so that the grade loss does not happen?**

S No	3 Credits Course (24 Sessions)	2 Credits Course (16 Sessions)	1.5 Credits Course (12 Sessions)	1 Credit Course (8 Sessions)	Penalty
1	20 sessions	13 sessions	10 sessions	7 sessions	No grade loss

2. **What if a student is not able to attend the sessions due to medical/other reason?**

For any medical/ emergency reasons, all students have to obtain prior permission from the PGDM Chairperson to be granted a leave of absence. Even sanctioned leave will imply the norms/ penalty mentioned in below table for final grading in each subject.

S No	3 Credits Course (24 Sessions)	2 Credits Course (16 Sessions)	1.5 Credits Course (12 Sessions)	1 Credit Course (8 Sessions)	Penalty
1	5 Sessions	4 Sessions	3 Sessions	2 Sessions	One sub-letter downgrade
2	>5 AND <= 8 Sessions	> 4 AND <= 6 Sessions	4 Sessions	3 sessions	Two sub-letter downgrade
3	9 and Above Sessions	7 and Above Sessions	5 and Above Sessions	4 and Above Sessions	'F' Grade

Sanction of leave does not imply entitlement to make-up test or grade loss relaxation.

3. What is the time limit within which a student should submit the leave application?

The student should furnish medical reports, presentation and medical fitness certificate to the institute within two working days after joining the institute.

Medical leaves would be applicable, in case, bed rest is advised by the Doctor for minimum three days and could be verified at any point in time by the Institute.

4. What if a student has a shortage of attendance?

S No	3 Credits Course (24 Sessions)	2 Credits Course (16 Sessions)	1.5 Credits Course (12 Sessions)	1 Credit Course (8 Sessions)	Penalty
1	5 Sessions	4 Sessions	3 Sessions	2 Sessions	One sub-letter downgrade
2	>5 AND <= 8 Sessions	> 4 AND <= 6 Sessions	4 Sessions	3 sessions	Two sub-letter downgrade
3	9 and Above Sessions	7 and Above Sessions	5 and Above Sessions	4 and Above Sessions	'F' Grade

5. What are the responsibilities of a class coordinator?

i. Obtaining the course outline and forwarding the same to all before the commencement of the course

ii. Help in compiling initial documentation for the course.

iii. Circulating the study material in time

iv. Ensuring, in close coordination with the faculty, conduct of the classes in time. In case, there is any change in schedule, ensuring that each student receives this information.

v. The arrangement of the class and ensuring the presence of necessary infrastructures, like microphone, overhead projector, etc. in the class.

vi. Co-coordinating with faculty regarding timely submission of assignment by all students & informing the Post Graduate Program (PGP) office about the same.

vii. Suggesting new topics and innovations in the course, in consultation with the faculty.

viii. Ensuring evaluation on time.

ix. Filling up of session details after each session.

6. What is the code of conduct to attend a session/event?

i. Students should come to class in proper dress. Casual dresses will not be allowed. No student shall be dressed in an objectionable manner within the Institute premises at any point of time.

ii.   As a dress code, only ankle length garments are permitted in the Institute (no shorts, etc.)

iii.   No student shall carry refreshments including tea/coffee, etc. to the classroom, library, or computer centre.

iv.   Use of mobile phones etc. is strictly prohibited in classrooms, group work room, Examination Halls, Computer Centre, library & Reading Rooms.

7. What if a student wants to change the stream?

A student may write an application to Chairperson-PGDM then the Chairperson will decide subject to availability of the seat. The student needs to write the application and make this change request maximum by the end of the Term II, after which application will not be accepted.

8. What if a student wants to attain more credit?

Students opting for extra credit in addition to the stipulated credit through an elective course have to pay an amount of Rs.6, 000/-. The amount should be paid to Accounts department before the commencement of the course. Please note that the extra credit will not be used for calculating the CGPA. However, the course name and the grade will be included in the transcript.

9. What if a student wants to improve the grades?

First-year students who have accumulated more D and/ or F grades than permissible, for promotion to the second year may be allowed by Chairperson – PGDM and PGP Committee to take retest provided CGPA is not less than 5.0. In such cases, students will be required to pay a re-test (Improvement exam) fee of Rs.10, 000 per course to the Institute. The re-test results for successful students under these circumstances will lead to a change in the letter grade awarded to them maximum C+ and would be considered for CGPA calculation. The Programme Chairperson and the PGP Committee has the sole discretion to determine the courses for which students will be allowed retests if any. The decision of the PGP Committee in such cases is final and binding.

10. What if a student wants to verify the obtained marks?

The PGP Office will announce the grades in all courses offered when these are approved for release by a committee consisting of the Dean, PGDM Chairperson & concerned teaching faculty.

The PGP Office will announce a schedule for display of corrected answer scripts of End-Term Exams for each of the terms, except for courses offered in Term – IV and Term VII, to the students at a scheduled time. The Examination Department will be showing the answer scripts for a brief, pre-specified duration. After that, the department shall collect back the answer scripts.

If any student feels that a review of answer scripts is necessary either for re-evaluation or correction of marks obtained, a request for the same should be made in the prescribed form with a fee of Rs.1000/- (non-refundable) payable in cash within 24 hours of the distributions of answer scripts. Under no circumstances, the answer scripts can be taken away by the students from the custody of the PGP Office. All answer scripts are retained by PGP Office after the evaluation is over and will be kept in the custody of PGP Office. Answer scripts will under no Circumstances be handed over to the students after re-evaluation

11. What are the disciplinary actions taken in case a student is found cheating in an exam?

The PGP Committee may initiate disciplinary proceedings, in case any student is found guilty of any malpractice during the examination (namely, quiz, mid-term, and end term). The penalty may be any one or an appropriate combination of the following in addition to withdrawal of awards, grants, support, etc.

   i. Expulsion from the Institute

   ii. Suspension for a specific period

   iii. Awarding an F grade in the course concerned

   iv. Scaling-down grades obtained in the specific subject

   v. Repeating the course

   vi. Withdrawal of placement services

   vii. That Examination component Zero

12. What are the mess timings?

The working hours of the Mess are:

   i. Breakfast   : 08:00 a.m. to 9:30 a.m.

   ii. Lunch   : 12:45 p.m. to 2:15 p.m.

   iii. Evening Tea: 05:30 p.m. to 6:00 p.m.

   iv. Dinner from: 08.30 p.m. to 9.30 p.m.

13. What are the academic criteria for a student to get qualified for a placement cycle?

A student having CGPA below 6 will not be eligible for Final Campus Placements Programme as per the current guidelines.

14. What are the student events that take place in an academic year?

    i.   Tatva and Passion

    ii.   Chakravyuh

15. How can a student do Major/Minor/Super specialisation?

In term IV students are expected to study core electives in the area of their specialisation. Students who are enrolled as PGDM (Marketing) undergo electives in Marketing as a major functional area similarly students who are enrolled as PGDM (Finance) undergo electives in Finance as major functional area.

The students enrolled in PGDM (FT) program have an option to choose any functional area as their major specialisation. The criteria for qualifying as a major specialisation in a functional area are

    i.   The student should earn 10 credits in term IV through core electives of the area

    ii.   He/she should earn 12 credits in term V in the same area through optional electives.

In total student should earn 22 credits in one functional area which is their major specialisation.

PGDM (FT) can choose their functional areas for major specialisation at the beginning of term III.

Once all the students have chosen major specialisation tracks; subsequently, electives for term V and VI are floated at the end of term III.

The functional areas offered are:

    i.   Marketing
    ii.   Finance
    iii.   Human Resources
    iv.   Information Technology and Analytics
    v.   Operations
    vi.   Strategy Innovation and Entrepreneurship

Students can choose to pursue a super specialisation through a Domain or a minor specialisation through a Minor area depending on the major specialisation that they have pursued. This implies that students with Marketing major specialisation and willing to pursue super specialisation may opt for domains in Marketing area namely:

    i.   Digital Marketing
    ii.   Marketing Analytics and Research
    iii.   Media and Communication
    iv.   Service Management

Also, students with Finance major specialisation and willing to pursue super specialisation may opt for domains in Finance area namely:

    i.   Banking
   ii.   Equity Research and Portfolio

However, in case students with Marketing major specialisation wish to pursue Information Technology and Analytics minor then it will not be treated as super specialisation and will be a minor specialisation only.

In both cases of super or minor specialisation, students would need to earn 12 credits in term VI.

In Term VII students can opt for General Electives from any area. They need to earn 12 credits in this term. The electives for term VII can be opted during term V.

Facilities

1. **What are the features in ERP?**

   Following are the features that ERP provides:

        i.   Course list and outlines
       ii.   Attendance
      iii.   Marks
      iv.   Timetable
       v.   Online quiz
      vi. Content sharing

2. **What are the issue and return policy of library book?**

   The registered members shall be permitted to borrow books and other publications from the Library by producing Library membership card. The entitlement of loan is given below:

Category of Members	Entitlement	Period of Loan
PGDM / DCP (2 Years Programme)	06	07 days

   Duration of loan for other publication will be as follows:

Category of Publications	Members	Period of Loan
Not for Issue (NFI) books	Students	Overnight
Reference	Students	Not available for issue

Reissue and Recall of Books

i.   Books shall be re-issued to the same borrower once only. But, if there is a demand for the book, the request for renewal may be turned down by the Library.
ii.   During the examinations, books and publications issued for the due period will not be renewed even if there is no demand for the said books.
iii.   The Librarian can recall books and publications at any time if the need arises

3. **What is the dress code for visiting the library?**

Students are requested to follow a decent dress code inside the Library. Wearing Bermuda, shorts, half knickers and the like are not allowed inside the Library.

4. **What if a student wants to change the hostel room?**

Students are not allowed to change their allotted rooms. It may be changed under special circumstances only after the permission of the concerned hostel authorities.

5. **What is the time limit by which a student must get back to the hostel?**

Students must get back to the hostel premise by **10 PM** every day. After the mentioned timeline, security will not allow entering into the premise.

Student Services

1. **What are the timings to meet the administrators of the different department?**

Students can meet the office hours after taking the permission from the concerned department in a specific time given by the administrator.

2. **What are the steps for booking infrastructure for student/other committee meetings?**

Students have to fill up the form through SAWC (Student Affairs and Welfare Committee) and administration for booking the infrastructure for conducting meetings.

For more detailed information, kindly refer to **Student Handbook 2018** provided to you in the Kit